

## 1 Introduction

This document is meant as a quick reference guide for applicants, where identifying, the subjects to be delivered by applicant for European PPE certificates issued under the PPE scheme.

## 2 Overview of subjects to be delivered by applicant.

An application must consist of at least the information as listed in the “subject” column.

Where applicable is a document I.D. given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_101/ RF_102
Letter of authorization	X <sup>2</sup>	RF_161
Internal Photos	X	RF_103/ RF_104
External Photos	X	RF_103/ RF_104
Material specification	X	RF_103/ RF_104
Assembly drawings (exploded view)	X	
Scaled technical drawings	X	
Test Report(s)	X <sup>1</sup>	
Consumer sales packaging sample	X	
Product label sample	X	
Description of the product	X	RF_103/ RF_104
User's manual	X	
Risk assessment of the product	X	RX_111/ RX_112
Production plant indication ( Only Category III products)	X	
Declaration of Conformity	X	RF_060
Declaration of Identity	X <sup>3</sup>	RF_062

### 2.1 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the customer specified account accessible at <https://clientportal.kiwa.info> (client portal).

Application information may be submitted in the following formats:

PDF / JPEG Image / Microsoft Excel or in Microsoft Word.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Kiwa. Remark: In case of information submission, it should be send in a single file per subject, e.g. five internal photos in 1 file.

<sup>1</sup> In case TASS International or Kiwa does not perform the testing

<sup>2</sup> In case applicant is different from approval holder/manufacturer

<sup>3</sup> In case of applying for OEM products (100% equal to a main type)

## 2.2 Details

In case of submission of information please read first document **RD\_111 Conformity assessment procedures for the Personal Protective Equipment Scheme** This can be downloaded from our web site.

## Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
7	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
8		1	30-12-2022	History sheet added	AG
9	2.2	2	06-07-2023	Reference to RD_110 removed	WJJ
10	2		05-06-2024	Adding documents RF_104 and RX_112 in the table	DB
11		all	18-08-2025	Kiwa logo change	AG

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