

**STEP BY STEP GUIDE: UKCA MARK** 

Using the UKCA marking to place goods on the market in Great Britain.

This guide tells you how to use the new UKCA marking in Great Britain step-by-step. There is a separate guide for the UKNI marking which may need to be used, alongside the CE marking, to place goods on the market in Northern Ireland.

### WHAT DO BUSINESSES NEED TO KNOW?

The UKCA (UK Conformity Assessed) marking is the new product marking which demonstrates that certain goods are compliant with UK regulations and is used when these goods are placed on the market in Great Britain (GB). It covers all goods which previously required the CE marking and aerosol containers (which previously required the reverse epsilon marking). It does not apply to existing stock, such as goods which were fully manufactured, CE marked and placed on the market on or before 31 December 2022. Further guidance on using the UKCA marking is available <u>here</u>.

## WHEN DO BUSINESSES NEED TO USE THE UKCA MARKING?

For <u>most goods</u> you will still be able to place CE marked goods on the market until 31 December 2022. After 31 December 2022, you will need to ensure your product is compliant with UK requirements and marked with the UKCA marking. The UKCA marking <u>cannot be used for goods placed on the Northern Ireland market</u>. The UKNI mark may be used alongside the CE mark to demonstrate conformity. You can view guidance on the UKNI mark <u>here</u>.

## WHAT DO BUSINESSES NEED TO DO?

	The UKCA marking applies to all goods previously subject to the CE marking. <b>Please refer to the</b> relevant <u>product legislation</u> to check whether your product requires a UKCA marking. Products must demonstrate they meet the requirements of the legislation. This includes:			
Step 1: Check if your product needs UKCA marking	Toys Pyrotechnics Recreational craft/personal watercraft Simple pressure vessels Electromagnetic compatibility Non-automatic weighing instruments Measuring instruments Measuring container bottles Lifts UKEX	Radio equipment Pressure equipment Personal protective equipment Gas appliances Machinery Equipment for use outdoors Ecodesign Aerosols Low voltage electrical equipment		
Step 2: Check the appropriate route for conformity assessment	Certain goods require third party conformity assessment by an approved testing body before they can use the UKCA mark, others can self-declare compliance.			
	You should check whether you can self-declare or need to use a <u>third-party conformity assessment</u> to show the requirements are met.			
	You then need to proceed with your conformity assessment route:			
	• For goods which can be self-declared: follow steps 3-5.			
	• For goods which require third party conformity assessment: follow steps 6-9.			
Steps 3-4: UKCA self-declaration				
Step 3: Draft technical file and ensure compliance	To self-declare for the UKCA mark, you must keep documentation which demonstrates that your product conforms with the regulatory requirements set out in UK law. This should be kept in the form of a technical file or document.			
	You must draw up and keep technical documentation which contains all relevant information about the means you use to ensure that your product meets the essential requirements.			
	The type of checks and/or descriptions required vary depending on the product, you can find the specific requirements in the <u>A-Z of product requirements</u> on GOV.UK.			
	For the exact technical documentation required for your goods <b>please refer to the relevant product legislation.</b>			



As a manufacturer, it is your responsibility to draw up the UK Declaration of Conformity. The UK Declaration of Conformity must be available to enforcing authorities on request. If the product is not being imported, the manufacturer or Authorised Representative takes responsibility for holding a copy of the Declaration of Conformity. For imported products, the importer must also hold a copy of the Declaration of Conformity. Step 4: Draw up draft The contents of the UK Declaration of Conformity vary depending on the product, however it should UK Declaration of include: Conformity 1. Product, type, batch or serial number. 2. Name and address of manufacturer / manufacturer's authorised representative. 3. Identification / description of actual product. 4. A statement that the product conforms with the relevant legislation. 5. Where applicable, references to any designated standards. 6. Where applicable, reference to the approved body that carried out any conformity assessment activity (name, number and description of activity). 7. Signature of manufacturer (or authorised representative, where there is one). Once the conformity assessment procedure UKCA marking is completed, either through selfdeclaration (steps 2-4) or by third party conformity assessment (steps 6-9) you must affix the UKCA marking to your goods. The legislation may also specify that the UKCA marking must be applied to supporting literature. Updated Guidance (Announced 20th June **2022):** Until 31 December 2025, for most goods you have the option to affix the UKCA marking on a label affixed to the product or on an accompanying document. The economic operators (whether manufacturer, importer, or distributor) should take reasonable steps to ensure the UKCA marking remains in place. Step 5: Affixing the There will be different rules for: UKCA marking and Medical devices ٠ preparing to place your • Rail interoperability goods on the market • **Construction products Civil explosives** • Marine equipment Cableways Energy using products • Transportable pressure equipment Restriction of hazardous substances After 31 December 2025, the UKCA marking must, in most cases, be affixed directly to the product. You should start building this into your design process ready for this date as soon as possible. The rules for placing the UKCA marking are currently the same as for the CE marking. Check 'How to use the UKCA marking' under UKCA marking. The UKCA marking must be at least 5mm in height - unless a different minimum dimension is specified in the relevant legislation. The UKCA mark image files are linked below:

Download UKCA mark image files (fill) (ZIP, 818KB) Download UKCA mark image files (outline) (ZIP, 2.03MB)

As the manufacturer or where applicable the manufacturer's authorised representative, you must place the UKCA marking on the product itself or on the packaging or accompanying documents.



Steps 6-9: UKCA mandatory third-party conformity assessment		
	If your goods require a third-party assessment before the UKCA mark can be used, you should find a UK Approved Body to carry out this work for you. You can identify UK Approved Bodies using the UK market conformity assessment bodies (UKMCAB) database.	
Step 6: Identify an appropriate conformity assessment body	You will need to provide technical information to your approved body if you have previously used an EU based notified body to assess your products. This is detailed in step 7.	
	<b>Updated Guidance (<u>Announced 20<sup>th</sup> June 2022</u>) reducing re-certification and re-testing costs for UKCA:</b> Any <u>conformity assessment activities</u> undertaken by EU-recognised bodies before the end of 2022 will be considered as the basis for UKCA marking. Legislation on this will be brought forward before the end of 2022.	
	This will mean that, before 31 December 2022, if an EU-recognised CAB has completed the relevant conformity assessment activities applying to a product, this would allow manufacturers to apply the UKCA mark without the need for any UK Approved Body involvement. They could continue to place their goods on the market on the basis of their existing CE certification following the end of this year, for the lifetime of the certificate issued, or until 31 December 2027 (whichever is sooner).	
	Also, CE marked products that are manufactured and imported into the UK by the end of 2022 can be sold, without the need to meet UKCA requirements. This will remove the current need for retesting and recertification for products that are imported whilst the UK recognised CE requirements.	
	If you <b>do not</b> currently use an EU body to verify your products, <b>please move to step 8</b> .	
	Refer to step 3 above.	
Step 7: Draft technical documentation	• The details for the technical documentation are remain largely the same as above. There are no current plans to change these.	
	• You should speak to your UK Approved Body or solicitor for advice on how conformity processes for your individual goods have been affected from 1 January 2021.	
Step 8: Draw up a draft Declaration of Conformity	Refer to step 4 above.	
	Sign the draft declaration of conformity to declare that you as the manufacturer or authorised	
Step 9: Affixing the UKCA marking and preparing to place your goods on the market	representative (where applicable) accept responsibility for the compliance of the product. You must affix the UKCA marking and the identification number of the conformity assessment body to the product (if conformity assessment procedures are completed by a UK approved body), this process is outlined in <b>Step 5</b> .	
	If you plan to use the measure outlined in step 6 to ' <b>reduce re-certification and re-testing costs for UKCA</b> ' and no UK approved body has been involved since all conformity assessment activities were carried out by an EU-recognised body before 11pm on 31 December 2022, there is no requirement to affix the ID number of the EU-recognised body on the product. Instead, we recommend that you include the details and ID number of the EU-recognised CAB which carried out the conformity assessment procedures in the UK Declaration of Conformity to assist market surveillance.	
	If you have completed the above steps, you can now place your goods on the market in Great Britain.	



# Annex A

EU Directive	Corresponding UK legislation
Toy Safety - Directive 2009/48/EC	Toys (Safety) Regulations 2011
Pyrotechnic Articles - Directive 2013/29/EU	Pyrotechnic Articles (Safety) Regulations 2015
Recreational craft and personal watercraft - Directive 2013/53/EU	Recreational Craft Regulations 2017
Civil Explosives - Directive 2014/28/EU	Explosives Regulations 2014
Simple Pressure Vessels - Directive 2014/29/EU	Simple Pressure Vessels (Safety) Regulations 2016
Electromagnetic Compatibility - Directive 2014/30/EU	Electromagnetic Compatibility Regulations 2016
Non-automatic Weighing Instruments - Directive 2014/31/EU	Non-automatic Weighing Instruments Regulations 2016
Measuring Instruments - Directive 2014/32/EU	Measuring Instruments Regulations 2016
Lifts - Directive 2014/33/EU	Lifts Regulations 2016
ATEX - Directive 2014/34/EU	Equipment and Protective Systems Intended for use in Potentially Explosive Atmospheres Regulations 2016 The Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations (Northern Ireland) 2017.
Radio equipment - Directive 2014/53/EU	Radio Equipment Regulations 2017
Pressure equipment - Directive 2014/68/EU	Pressure Equipment (Safety) Regulations 2016
Personal protective equipment - Regulation (EU) 2016/425	Personal Protective Equipment Regulation 2016/425 and the Personal Protective Equipment (Enforcement) Regulations 2018
Gas appliances - Regulation (EU) 2016/426	Gas Appliances Regulation 2016/426 and the Gas Appliances (Enforcement) and Miscellaneous Amendments Regulations 2018
Machinery Directive 2006/42/EC	Supply of Machinery (Safety) Regulations 2008
Outdoor Noise Directive 2000/14/EC	Noise Emission in the Environment by Equipment for use Outdoors Regulations 2001
Directive 2008/57/EC interoperability of the rail system within the Community	Railways (Interoperability) Regulations 2011
"Directive 92/42/EEC hot-water boilers AND Ecodesign Directive 2009/125/EC"	The Ecodesign for Energy-Related Products and Energy Information (Amendment) (EU Exit) Regulations 2010
Cableway installations - Regulation (EU) 2016/424	Cableway Installations Regulations 2018
Marine Equipment - Directive 2014/90/EU	Merchant Shipping (Marine Equipment) Regulations 2016
Construction products - Regulation (EU) No 305/2011	The Construction Products Regulation (EU) 2011 (EU Regulation No. 305/2011)
Transportable pressure equipment - Directive 2010/35/EU	The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009



# Annex B

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Economic Operator	
changes Since 1	Importers
January 2021	Importers
	<ul> <li>Since 1 January 2021, you will be considered an importer if you are responsible for bringing goods into the UK from outside the UK and placing them on the market in Great Britain.</li> <li>The importer may also need to indicate their name and address on the product or documentation, keep a copy of the declaration of conformity, and ensure the technical documentation can be made available to enforcing authorities upon request.</li> </ul>
	Authorised Representatives
	<ul> <li>Manufacturers can appoint Authorised Representatives to carry out tasks on their behalf.</li> <li>Generally, the appointment of an authorised representative is optional for UKCA or CE marked goods.</li> </ul>
	The exact requirements for the economic operators depend on the legislation that applies to your product. The specific guidance products at the below link include detailed guidance on how you can comply with importer address labelling obligations from 1 January 2021: <u>https://www.gov.uk/guidance/product-safety-and-metrology-from-1-january-2021-great-britain.</u>
	Generally, products must be compliant at the point at which they are placed on the GB market. If you intend to bring products that are not yet labelled correctly into the country and wish to discuss this from a practical compliance and enforcement point of view, we encourage you to discuss with the relevant local market surveillance authority where the goods are brought into the UK.

	Annex C		
Manufacturer	The manufacturer is anyone manufactures a product or has a product designed or manufactured and markets that product under its name or trademark.		
Importer	The importer is a person who is the first to place goods from an external market onto the market that they are established and operate in.		
Distributor	The distributor is a person, other than the manufacturer, importer or the end user, who makes goods available on the market.		
Placing on the market	Placing on the market is defined as the "first making available on the market" (by the manufacturer or the importer). The concept of placing on the market refers to each individual good, not to a type of good and does not necessarily involve the physical transfer of the good (i.e. a product may be stockpiled).		