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## TOPAS 0600 Declaration of Conformity

### GUIDANCE NOTES

This document provides guidance for users to help accurately complete the TOPAS 0600 Declaration of Conformity.

The majority of the document is to be completed by the applicant, including appendices 1 and 2. The Technical Assessor is required to confirm that the Technical File conforms to the requirements of Appendix Z of the specification for which Registration is being sought, and to also countersign the list of caveats at the end of Appendix 2.

### TOPAS DECLARATION OF CONFORMITY – To be completed by the Manufacturer

#### ***Product Name:***

Enter the product name under which the product is sold.

Note:- The term “Product” refers to the item and all component parts and executable instructions which it comprises, for example, PTC1 Family, ST950 ELV, OPTIMA IP OTU.

#### ***Product Identifier:***

Enter the individual part number and issue state of the product to be Registered, for example A23766-123 Issue 1 or 667/1/12400/000 Issue 6

Where there is more than one product in a family being Registered to the same TOPAS specification, for example a range of detectors or a range of traffic signal controllers, please use Appendix 1 of the declaration to list each of the top level family members and their issue states. In this case enter “See page 3” in this field.

**Note:** It is recognised that changes to product sub-elements do not always change the issue state of parent items and may therefore go unnoticed. Where this is the case the Manufacturer should also consider identifying key sub-elements, whose issue state can be tracked to identify where significant product change has taken place.

**Where it is the case that key operating software or firmware may be updated without the issue state of parent parts being affected, the issue state of the software / firmware must always be explicitly noted.**

#### ***Manufacturer’s Technical File Reference and Issue:***

Enter the manufacturer’s document number and issue of the Technical File being submitted with this declaration of conformity, in support of the TOPAS Registration application.

#### ***TOPAS Specification:***

Enter the TOPAS specification against which the product is to be registered, for example TOPAS 2500A. If the product is being Registered against more than one specification, list them here.

#### ***Applicable Appendices:***

If the registration is only being requested against specific TOPAS specification appendices list them here. If Registration is against all the appendices in the TOPAS specification enter ‘All’.

**Specification Variances:**

The Technical File submitted as part of the Registration process must contain a Statement Of Compliance against the TOPAS specification against which the product is to be Registered.

If the product is 100% compliant with the specification enter NONE.

If there are product variances or it is necessary to explain how compliance is achieved this must be defined in the statement of compliance and outlined in Appendix B. In this case enter the document number and issue state of the Statement of Compliance here.

**Full Company Name:**

Enter the manufactures name.

**Company Trading Address and Post Code:**

Enter the manufacturer's full postal address and post code

**Signed for and on behalf of the Manufacturer/Applicant:**

The Declaration of Conformity should be signed by an individual authorised to declare the conformity on behalf of the applicant organisation and their capacity (for example Engineering Director) stated.

**Please also remember to sign the last sheet of the Declaration of Conformity and note how many pages are included.**

**Once completed by the applicant organisation the Statement of Conformity together with the relevant Technical File should be submitted to the TOPAS approved Technical Assessor for completion.**

**TOPAS CONFIRMATION OF COMPLIANCE – To be completed by the Technical Assessor**

Once the assessment is complete, the Confirmation of Compliance should be signed on behalf of the Technical Assessor organisation by an individual authorised to confirm the compliance of Technical File to the requirements of the relevant Appendix Z. The capacity in which they are signing, for example Engineering Director, Quality Manager etc, must also be stated.

**Technical Assessors unique assessment identifier:**

Enter a reference to the assessment process such that the assessment process can be traced (for example a job number). This may become particularly important if an Audit of a Manufacturers application becomes necessary. If Technical Assessor's processes produce a specific Assessment Report, enter the document number and its issue state here.

**Please also remember to sign the last sheet of the Declaration of Conformity and check that the total number of pages is as noted by the Manufacturer.**

**Once completed by technical assessor the completed document should be returned to the Applicant who is responsible for submitting it to TOPAS. (Applications can be made directly via the TOPAS web site, which enables appropriate documentation to be uploaded and the necessary Registration fee to be made).**