

Notice regarding assistance with costs for initial assessment by notified bodies of compliance with certain New Approach Directives

1. The Secretary of State for Trade and Industry, after giving careful consideration to representations made to her, is prepared to provide limited assistance towards the costs of Notified Bodies in carrying out initial conformity assessments for certain manufacturers or their authorised representatives in the UK ("eligible persons") in accordance with the certification requirements of Directives relating to those products.
2. Initial conformity assessments are those undertaken during the assessment procedure with a view to determining whether a product is eligible to be marked with a CE mark.
3. Subject to paragraph 13 below, the DTI, on behalf of the Secretary of State, will make available under this proposal a total sum of twenty thousand pounds for a period starting 11th October 2002 and ending 10th October 2004 or when the total sum is exhausted, whichever shall first occur. This assistance will only be available in respect of initial conformity assessments invoiced after 11th October 2002.
4. Notification of the termination of the availability of assistance will be published on the DTI website.
5. In each case in which the DTI agrees to contribute towards the costs, and separate from the contribution from the eligible person referred to in '6' below, the assistance will be the lesser of the sum of £2000 or a sum equivalent to the costs of a number of man-days of work, up to a maximum of three days, by the Notified Body in respect of the initial assessment by that Notified Body for products to which certain New Approach Directives apply.
6. Eligible persons shall pay the first £250 of the costs of initial assessment themselves and shall be responsible for any costs of initial assessment exceeding the maximum agreed to be paid by the Department as set out in '5.' above.
7. Eligible persons are those who fulfil the criteria set out below to the satisfaction of the DTI.
8. The Directives referred to in '5.' above are those in respect of which responsibility for implementation falls to the Department.
9. Payment will be made directly to the Notified Bodies in each case on production of an invoice, which should be itemised where appropriate. However, for the avoidance of doubt, notwithstanding any such payment in any such case, the eligible person shall remain the customer of the Notified Body under the terms of any agreement between the eligible person and the Notified Body.
10. This proposal for assistance in no way mitigates the obligation of eligible persons to comply with the provisions of the essential requirements set out in the Directives concerned, nor of the Notified Bodies to comply with the certification requirements of those Directives.

11. This proposal does not amend or change the terms and conditions of appointment of Notified Bodies by the Secretary of State which will continue as set out in the terms and conditions of appointment.
12. Applications for assistance must be made to the DTI in the manner prescribed in the Appendix to this notice. Once the application is confirmed as successful the Department will, on the subsequent production of an itemised invoice from a Notified Body appointed to carry out the assessment process, defray the agreed amount of the costs of initial conformity assessment.
13. The Department will review this arrangement from time to time. Should it become apparent that any changes are merited the Department will give prior notice of not less than two months of any changes proposed.

Criteria for eligibility for application for assistance for infrastructure development from the DTI

The eligible person must be able to demonstrate that all of the following characteristics apply to his products and/or his methods of production:

- Methods of manufacture of the product are traditional i.e. have been passed on over time by custom and practice rather than by being documented, for example, in sector standards etc.
- Products are inspired by designs from before 1960.
- Products are usually commissioned on an individual basis and to particular specifications.

The eligible person must be able to provide evidence on request to demonstrate to the satisfaction of the DTI that their total annual turnover does not exceed £75,000 per annum.

The eligible person must comply with any reasonable request made by the Department for information regarding its business.

Information to be supplied by applicants wishing to be considered as 'eligible persons' for the purpose of having their fees for initial assessment defrayed by DTI

You should answer each of the questions below on a sheet of A4 paper and conclude with a signed 'Applicant's Declaration' as set out below. Completed applications should be submitted to:

Department of Trade and Industry (STRD5)
Bay 305
151, Buckingham Palace Road
London SW1W 9SS

- 1) What is the name of the product for which initial conformity assessment is required?
- 2) Which New Approach Directive(s) is it covered by?
- 3) Please describe briefly (within 100 words if possible) the key features of the product with particular reference to the criteria for eligibility given above.
- 4) Please provide the names and contact details of two of your customers whom you have supplied with the above product within the last two years. We may wish to contact them to examine your product in service.
- 5) Please state your total turnover for the last accounting year for which this information is available and state the year. You may be asked to supply supporting documentation.
- 6) What is the name and address of the notified body from whom you are seeking certification of conformity for your product?
- 7) Please supply a contact name and number of the person at the notified body most closely associated with your assessment process (we may need to contact this person for advice on some of the information contained in this application and on some of the other criteria for eligibility).

Applicant's declaration

I declare that I have read the criteria for eligibility and confirm that I meet those criteria. I also declare that the information I have provided above is true and complete to the best of my knowledge. I understand that my failure to substantiate any claims I make above may render me ineligible for assistance. I understand that the Department's decision on eligibility is final.

Signature (for and on behalf of)

Date

State name in Block Capitals

Address :

Tel. no.

E-mail address (if applicable)