|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | COMPLIANCE | | WORK PLAN | | |  |
|  |  |  |  |  |  |  |
|  | TASK | KEY ACTION STEPS | RESPONSIBLE | TIME FRAME | NOTES |  |
|  | COMPLIANCE FOCUS: Machinery directive 2006/42/EC | | | | |  |
|  | Risks Identification. Any risks identified must be reduced to as low a level as is reasonably practicable. | ¿ Follow guidelines for risks identification. ¿ Write risk assessment according to writing rules. | Jacob Conway | 30 days |  |  |
|  | Annex IV contains a list of about 25 types of machines which are subject to special procedures. | ¿ Identify machines connected to our company portfolio. ¿ Activate special investigations to fulfil requirements. | Chase Glover | 90 days | These must be subjected to type examination by a Notified Body. |  |
|  | COMPLIANCE FOCUS: Low Voltage Directive (2014/35/EU) | | | | |  |
|  | Administrative requirements. This includes CE marking the product, completing a Declaration of Conformity and compiling a Technical File. | ¿ Create DoC template. ¿ Technical files to be determined. | Samuel Baldwin | 50 days |  |  |
|  |  |  |  |  |  |  |
|  | COMPLIANCE FOCUS: Restriction of Hazardous Substances (RoHS) Directive | | | | |  |
|  | Products that fall within the scope of the Directive | ¿ Identify company products that are excluded form RoHS directive. | Contractor (TBD) | 10 days |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) |  |