

# Guideline for preparation of MD and SDoC



- 1) Background
- 2) Getting information
- 3) Completion of the MD
- 4) Completion of the SDoC
- 5) Submitting of MD and SDoC

#### Requirements for the shipyard

According to the "International Convention for the Safe and Environmentally Sound Recycling of Ships" (Hong Kong Convention) shipyards have to create an "Inventory of Hazardous Materials" (IHM).

The IHM has to be developed in accordance with MEPC.269(68).

For the maintenance of the IHM, the Shipping Company needs material declarations for any used component on board ships.



## Background

#### Requirements for component suppliers

Because of the new regulations, suppliers have to provide material declarations for *any* delivered components or equipment

A signed "Supplier's Declaration of Conformity" (SDoC) has to be delivered with the related material declarations (MD).

The Shipping Company needs the information from the material declarations for the development of the IHM.

## eurofins Maritime Services

## **Getting information**

#### Hazardous materials in components or equipment

Suppliers have to be sure if delivered components or equipment contain hazardous materials or not.

If suppliers are unsure which of the hazardous materials listed in the MD are present in the delivered products, they have to request material declarations from their suppliers and so on.



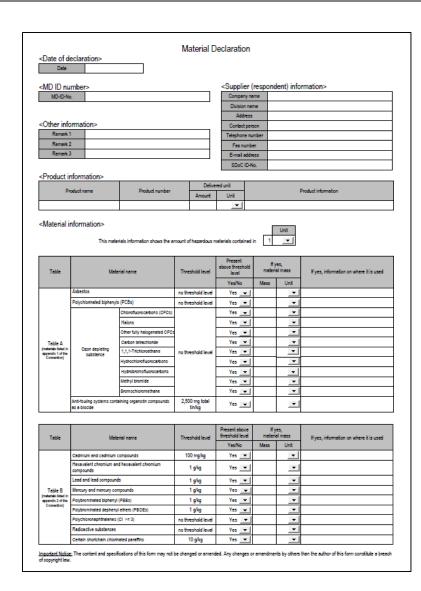
#### **Maritime Services**

#### MD template

The MD contains information about the presence of hazardous materials in a product.

On the MD template every hazardous material which has to be considered is listed.

Take care of additional materials according EU Reg. 1257/2013 Annex II are included.





#### Information to the associated form

Date: e.g.: 2013-02-22

The current date.

MD-ID-No.: e.g.: 22385-1

The MD-ID-No. is to identify the MD. The id-number is necessary but can be chosen by the supplier.

(E.g. The FSG Order-No. and Position-No.)

#### Other information (Remark 1-3):

Remark 1: The Hull-No. for which the delivered component or equipment will be used.

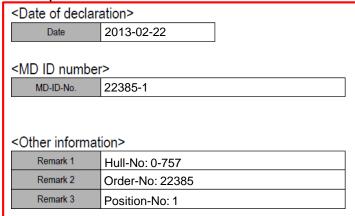
Remark 2: The Order-No. of the declared product(s)

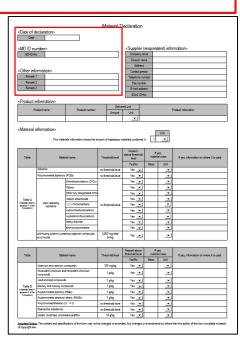
Remark 3: The Position-No. (in the Order) of the declared product(s)

If the material declaration will be used e.g. for a complete system or an assembly there can be given several position numbers as shown below: e.g. Position-No.: 1-5 or Position-No.: 1,2,3,4,5

Optionally reference can be made to a separate Product list containing a link to Order-No and Position No of the declared products (if suppliers Product numbers are used in the declaration).

#### Example:









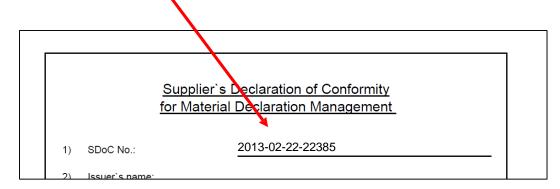
#### Information to the associated form

#### **Supplier (respondent) information**

Please fill in your contact information.

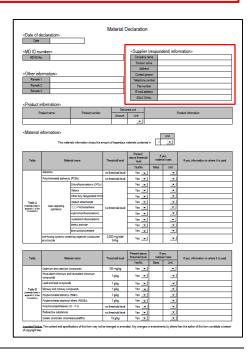
#### SDoC ID-No.: e.g.: 2013-02-22-22385

The SDoC number is to provide a reference between SDoC and MD. The number can be chosen arbitrarily (e.g. Date and/or Order-No.), but it has to be the same on both declarations.



#### Example:

	<supplier (resp<="" th=""><th>ondent) information&gt;</th></supplier>	ondent) information>
	Company name	Eurofins
	Division name	IHM
	Address	Zuideinde 68 Barendrecht
	Contact person	J. Jansen
	Telephone number	010-2922940
	Fax number	
	E-mail address	EMS-info@eurofins.com
-	SDoC ID-No.	2013-02-22-22385







#### Information to the associated form

#### **Product information:**

#### Example:

<product information=""></product>				
Product name	Product number	Delive	red unit	Product information
Floductilanie	Froduct Humber	Amount	Unit	Froduct Information
Climate System	Climate System CS-123-b3	1	piece -	Climate System (2 kW) with all included components
1	2	72	1	5

- 1) Name of the system or product
- 2) Type-number / Type-name of the product
- 3) Units, mass or quantity of the delivered product-type
- 4) Unit for the product e.g. piece or kg
- 5) Further product information e.g. pressure, lifting capacity etc.

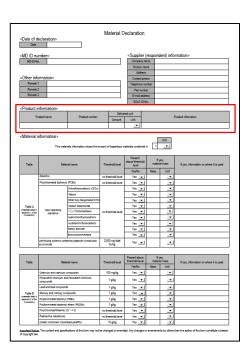
#### Hint:

The material declaration can refer to an <u>assembly</u>, a <u>system</u>, a <u>component</u> or a <u>component-type</u>.

#### For example:

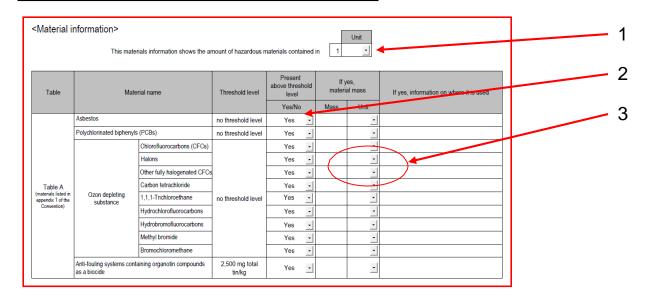
1000 seals of type XY-123 will be delivered.

Only one MD which belongs to the type is required.

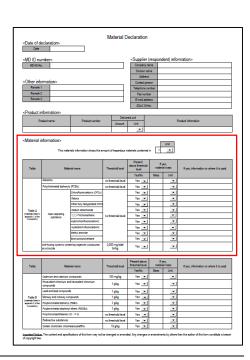




#### Information to the associated form



- 1) Please fill in the mass-unit to which the information of the table below refer (e.g. "kg" for paints or "piece" for components).
- 2) If there are materials above the threshold level you have to state "Yes" in the associated field. Otherwise (most of the times) you can state "No".
- 3) If there are hazardous materials present in the declared product, information about the quantity and location in the product (or system), shall be declared. If there are no hazardous materials in the product, these cells are to be left blank.





#### **Maritime Services**

#### SDoC template – provided by the FSG

The SDoC is to assure that the related Material Declaration(s) is/are correct and to identify the responsible entity.

One SDoC can cover one or several Material Declarations.

		's Declaration o		
1)	SDoC No.:			
2)	Issuer's name:			
	Issuer's address:			
3)	Object(s) of declaration:	1)		
		3)		
		4)		
(1) (i)	documents:	ion described above is/are in (		ving
			ts and documents	
,	Document No. Title	other stipulated requiremen	Edition	Date of issue
	-	other stipulated requiremen		Date of issue
"	Document No. Title			Date of issue
	Document No. Title  Additional Information:			Date of issue
	Additional Information:  Signed for and on behalf			Date of issue



#### Information to the associated form

Example:

1) SDoC No.: 2013-02-22-22385

2) Issuer's name: Eurofins IHM
Issuer's address: Zuideinde 68, Barendrecht, Netherlands

1) **SDoC No.:** e.g.: 2013-02-22-22385

The SDoC No. can be chosen arbitrarily (e.g. date and/or FSG-Order-No.)
The material declaration (MD) refers to that number.

2) <u>Issuer's name / address:</u>

Name and address of the supplier are to be filled in.

	er's Declaration of Conformit erial Declaration Manageme	
SDoC No.:		
Issuer's name:	-	
Issuer's address:		
Object(s) of declaration	: 1)	
	2)	
	3)	
	4)	
The object(s) of the deck documents:	ration described above is/are in conformity with the follo	owing
Applicable Regulations	or other stipulated requirements and documents	
-		
Document No. Title	Edition	Date of issue
Additional Information  Signed for and on beh:		Date of issue
Additional Information		Date of issue
Additional Information		Date of issue



#### Information to the associated form

2013-02-22

22385-1

Date

<MD ID number>

MD-ID-No.

Example: Object(s) of declaration: 1) 22385-1 2) 22385-2 3) 22385-3 4) Supplier's Declaration of Conformity for Material Declaration Management Object(s) of declaration: e.g.: 22385-1 1) SDoC No.: Please state which material declarations are covered Issuer's address: by the SDoC. 3) Object(s) of declaration Material Declaration <Date of declaration> 6) Additional Information:

<Supplier

Company i

Division na

Signature

Signed for and on behalf of

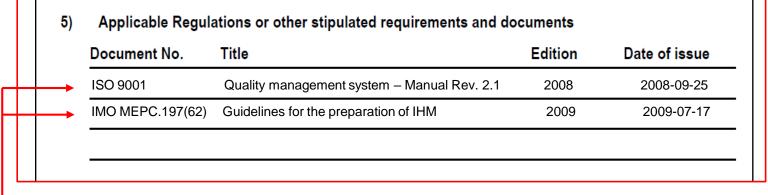
Place of issue

Date of issue

Name, function



#### Information to the associated form



.Example

#### 5) Applicable Regulations or other stipulated requirements and documents:

Please fill in the titles of the related legal and organizational documents (e.g. National Regulations, ISO Standards, IMO Conventions, etc.), on which the information provided in the Material Declaration(s) has been prepared. The Documents assure correctness and control of the given information.

			tion of Conformit ation Managemer	
1)	SDoC No.:			
2)	Issuer's name: Issuer's address:			
3)	Object(s) of declaration:	1)2)		
		3) 4)		
4)	The object(s) of the declarat documents:	tion described above	is/are in conformity with the follo	wing
5)	Document No. Title	other Supurated re	quirements and documents Edition	Date of issue
6)	Additional Information:			
	Signed for and on behalf o	of:		
	Place of issue		_	
	Date of issue		_	
7)	Name, function		Signature	



#### Information to the associated form

6)	Additional Information:	
	Signed for and on behalf of:	

#### 6) Additional Information:

Further optionally information.

For example: If the information on the Material Declaration depends on a laboratory examination, you can give contact information of the laboratory and/or information about the laboratory procedures.

#### Signed for and on behalf of:

The person who is responsible for the additional information (e.g. for the laboratory examination) has to sign.

			n of Conformity ion Managemen	
1)	SDoC No.:			
2)	Issuer's name:			
	Issuer's address:			
3)	Object(s) of declaration:	1) 2) 3) 4)		
4)	The object(s) of the declarate documents:	on described above is/	are in conformity with the follow	ving
5)	Applicable Regulations or	other stipulated requi	rements and documents	
	Document No. Title		Edition	Date of issue
	Document No. Title		Edition	Date of issue
	Document No. Title		Edition	Date of issue
	Document No. Title		Edition	Date of issue
6)	Document No. Title		Edition	Date of issue
6)		Ē.	Edition	Date of issue
6)	Additional Information:	E.	Edition	Date of issue
7)	Additional Information:	F	Edition	Date of issue

#### Information to the associated form

Place of issue		
Date of issue		
Name, function	 Signature	

In this area the person who is responsible for the information, given in the SDoC and MD, has to sign the document.

			ion of Conformi ition Manageme	
1)	SDoC No.:			
2)	Issuer's name: Issuer's address:			
3)	Object(s) of declaration:	1) 2) 3) 4)		
4)		ion described above i	s/are in conformity with the fo	lowing
5)	documents:  Applicable Regulations or  Document No. Title	other stipulated req	uirements and documents	Date of issue
i)	Applicable Regulations or	other stipulated req		Date of issue
	Applicable Regulations or	other stipulated req		Date of issue
	Applicable Regulations or Document No. Title			Date of issue
	Applicable Regulations or Document No. Title  Additional Information:			Date of issue
5)	Applicable Regulations or Document No. Title  Additional Information:  Signed for and on behalf or			Date of issue