3.2 Checklist
Assessing documentation of input materials regarding chemicals

This document is part of the *International Chemicals Management Toolkit for the Toy Supply Chain* developed by the United Nations Environment Programme (UNEP) in collaboration with the Baltic Environmental Forum (BEF) within the framework of the Global Environment Facility (GEF) project ID: 9771 on Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM).

The following two checklists aim to support a structured approach for assessing the availability and quality of information received with input materials or requested from suppliers if these were missing. The first list should be used to assess information for chemical products, such as lacquers, glues or polymer compounds and additive mixtures. The second checklist applies to non-chemical products, such as toy parts and finished toys.
A) Chemical products (substances/ mixtures)
Checklist: Assessing documentation of input materials regarding chemicals
a) Chemical products (substances / mixtures)

1. Is GHS implemented in your country?
   - No
   - Yes

2. Do the chemicals/mixtures you use have a GHS label? (self-check)
   - Yes
   - No

3. Did you receive safety data sheets which identify classified substances in the chemical product?
   - Yes
   - No

4. Is the SDS up to date and of good quality (no missing information, no mistakes, translated well)?
   - Yes
   - No

5. Are the chemicals products you use accompanied with at least minimal information on the labelling (name of the product, indication of existence or absence of hazard, supplier contact details)?
   - Yes
   - No

6. Did you receive other documents (in case the SDS was not provided from a supplier in a non-GHS country) with clearly identified chemical substances present in the chemical products you have bought?
   - Yes
   - No

7. Do you have information on the chemical hazards (e.g. from a safety data sheet, label or from databases?)
   - Yes
   - No

8. Do none of the information sources indicate that a chemical of concern is included (i.e. no CoCs in your input materials)?
   - Yes
   - No

You have all documentation available and there is no indication of issues related to CoCs.
B) Products, such as plastic parts for toys or plastic packaging

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9. Did you receive a declaration of conformity (DoC) from your supplier, stating that the product is compliant with relevant laws / standards?
   - No: Contact your supplier and request a DoC
   - Yes: 10. Is the DoC up to date and of good quality (no missing information, no mistakes, relevant substances / properties explicitly listed, signed/ stamped)?
     - No: Contact your supplier and request improvements
     - Yes: 11. Do you trust your supplier’s declaration and/or did they provide evidence of conformity, e.g. the report of a chemical analysis by a certified laboratory?
       - No: Contact your supplier and request evidence and/or consider testing the product.
       - Yes: 12. Is the evidence sufficient and/or can you conclude that to the best of your knowledge the product is compliant with legal requirements and standards of your target markets or your company’s chemicals management policy?
         - No: Identify gaps, try to obtain missing information or documents.
         - Yes: You have sufficient evidence on the materials conformity
References:


