Template - Procedure for handling registrations in the BASTA system

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| Company: Enter Company name | Prepared / Issued by Enter name | Document NoEnter number | VersionEnter number  |
| Reviewed by Enter name | DatePick date | Page1 (4) |

# Purpose

The procedure ensures that **Click here to enter company name** meets the BASTA system's organizational criteria are met with regard to assessment, registration, follow-up and responsibility. These are described in the BASTA system's criteria document under the criterion area "Organisation"

# Extent

The routine pertains to **Click here to enter company name** products that may be affected by the registration in the BASTA-system.

# Responsible for assessment and registrationCriterion O1

Persons within the company or contracted consultants, who carry out assessments of products, handle documentation and/or are responsible for registration in the BASTA system must have competence according to the list below:

1. Adequate knowledge of the substance content of the products in question
2. Adequate knowledge of the BASTA system's criteria
3. Adequate knowledge of health and environmental assessment of chemical substances and products
4. Adequate knowledge of REACH, the European regulatory system for chemicals control
5. Adequate knowledge of classification and labelling of chemical substances according to CLP

The competence must be documented in a responsibility list together with name, title and contact information. In the event of an audit, competence must be proven by presenting a transcript of education, CV or similar.

The company shall ensure that the responsibility list is updated in the event of personnel changes and that BASTAonline always has updated contact information for those responsible for registered products.

## Documentation of competence

The competence of the persons handling the data on the basis of which products are assessed and registered is indicated in the table below.

|  |  |  |
| --- | --- | --- |
| **Type of Competence** | **Name/Company** | **Internal/External** |
| Knowledge of the substances of the relevant articles/products/components | Enter name and company | Enter Internal or external |
| Knowledge of the BASTA system's criteria | Enter name and company | Enter Internal or external |
| Knowledge of health and environmental assessment of chemical substances | Enter name and company | Enter Internal or external |
| Familiarity with REACH, the European regulatory system for chemicals control | Enter name and company | Enter Internal or external |
| Knowledge of classification and labelling of chemical substances according to CLP | Enter name and company | Enter Internal or external |

## Responsibilities

|  |  |
| --- | --- |
| **Task** | **Responsible** |
| Control of changes in contract terms and criteria. | Enter name |
| Assessment of products, new and changed. | Enter name |
| Follow up sub suppliers to ensure that registered products meet agreed criteria over time and ensure that information arrives **Click here to enter company name**.. | Enter name |
| Registration and deregistration of products, as well as updating of existing ones, in the BASTA system's database. | Enter name |
| Updating company information in the BASTA system's database. | Enter name |

# Assessment and documentationCriterion O2

Assessment of criteria fulfilment and assessment basis shall be documented in an assessment overview. Assessment overview and assessment documentation must be archived and available as long as the company is connected to the BASTA system.

Assessment overview must be prepared in accordance with BASTAonline AB designated template or equivalent.

For products registered as "BETA to BASTA" and "DECLARED to BASTA", documentation must credibly demonstrate that the product undergoes a curing process/drying under the conditions that can be expected on a construction site and that in built-in mode it has a chemical content that meets the BASTA grade. Documentation can favourably be made in the form of two separate assessment overviews, one for the delivered product and one for the built-in product.

The assessment overview shall contain the following information:

1. Constituent chemical substances in raw materials/materials/articles
2. CAS number or equivalent identification of substances
3. Concentration by weight of substances in the product (for assembled articles, the proportion by weight in each article must be reported and assessed)
4. Compliance with the criteria for each constituent substance
5. What assessment documentation the assessment is based on
6. Reference to assessment documentation and where it is stored

Exceptions for reporting CAS numbers can be made for unmodified naturally occurring raw materials such as minerals, wood and the like whose chemical properties are judged by the registrant to be irrelevant for the criteria fulfilment.

## Registration of products

Products that are assessed are registered in the BASTA system's database and the criteria that are met are reported.

For products registered as "BETA to BASTA" and "DECLARED to BASTA", documentation must credibly demonstrate that the product undergoes a curing process/drying under the conditions that can be expected on a construction site and that in built-in mode it has a chemical content that meets the BASTA criterion.

## Deregistration of products

Products that no longer meet the BASTA system's criteria for registration are deregistered from the BASTA system's database.

## Documentation

Documentation for the assessment may take the following form:

* Full knowledge of content
* Safety Data Sheet
* Sub supplier declaration
* Already registered product

Written documentation proving competence is requested from the supplier(s) to the company. **Click here to enter company name** ensures that the subcontractor communicates the responsibility for the sub supplier's declaration towards **Click here to enter company name** transferred to someone else, and that new documentation proving competence is provided **Click here to enter company name**

## Storage of information and supporting documents

All information related to the BASTA registrations is stored in Enter system name *(reference to internal system where information is stored, several systems can be specified).*  Documentation is stored up to Enter number of years years.

# Update of assessment in case of changesCriterion O3

**Click here to enter company name** updates its assessment and registration of products if any of the following occurs:

* The composition of the product changes
* Constituent substances are reclassified
* The BASTA system's criteria are updated

BASTAonline AB has the right to update the BASTA system's criteria continuously. Changes that entail stricter criteria must be notified in writing at least six (6) months before they become mandatory. Companies that have joined the BASTA system are obliged to keep up to date on new criteria and to update assessments and registrations within six (6) months of updated criteria being announced.

**BASTA**  **audit
Criterion O4**

**Click here to enter company name** will allow audits of the company's procedures, competence as well as assessments and assessment documents that form the basis for the registrations. This applies to all criteria areas.

**Marketing
Criterion O5**

**Click here to enter company name** market their products in accordance with the rules described in Criterion O5 – Marketing.