



Guidance for Importing Electrical Equipment

Safety Requirements

Before you place Electrical Equipment on the market you have a legal duty to ensure the products you supply are safe. You need to ensure the Manufacturer has met the essential safety requirements below:

- The product must be manufactured to ensure it can be used safely and for the purpose it was made
- The product must be marked to ensure it can be easily traced (see labelling section below)
- Ensure the product can be safely assembled and connected
- The product must operate at a safe temperature and must not produce any arcs or radiation
- The product must have adequate insulation for foreseeable conditions
- The manufacturer must have the correct technical documentation showing the product is safe (see compliance documentation section)
- If the product is a plug-in device such as a charger, you must ensure the plug-in device is compatible to the UK electrical system by conforming to BS 1363
- If the product has a flexible lead, such as a vacuum cleaner, the BS 1363 plug must also be fitted with a BS 1362 fuse

Labelling, including UKCA mark

- The product must be marked with the name or registered trademark of the manufacturer as well as their contact address. If the product is too small, this information can be on the packaging or in the accompanying instructions instead
- The manufacturer must mark the product with a type, batch, model or serial number or some other element to identify the electrical equipment, so in the event of any issues, these details can be used to trace the products
- The name or registered trademark of the importer as well as their contact address must also be marked on the product. If the product is too small, this information can be on the packaging or in the accompanying instructions instead
- From 1 January 2023, electrical equipment being imported into GB must be marked with the UKCA mark. If it is being distributed in both markets and has the



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relevant safety documentation, both the UK and CE mark can be applied. For Northern Ireland goods, the UKNI and CE marks must both be applied

Warnings and Instructions

- Warnings, instructions, and information required for safe use of the equipment must be marked on the equipment or in an accompanying manual
- You must ensure the warnings and instructions are relevant for the product you are supplying as there are specific warnings for certain products depending on their use. There are some examples below:
 - Instructions for assembly if required
 - An indication if the product can be used by children 8 years old and above, or not
 - Whether the product be used by people with reduced physical, sensory or mental capabilities or lack of experience or knowledge, if they have been given supervision and understand the hazards, or not
 - Keep the appliance and its cord out of the reach of children under 8 years old
 - Never leave the appliance unattended when connected to a power supply
 - If the supply cord is damaged, the appliance should be scrapped or have the cord replaced by the manufacturer, its service agent or similarly qualified persons in order to avoid a hazard

Compliance Documentation

The manufacturer must show they have carried out relevant conformity assessment procedures to ensure their products are safe. Either the manufacturer or their authorised representative in the UK must draw up a technical file which includes documents such as risk assessments and test reports.

Once this has been completed, either the manufacturer or their authorised representative in the UK must issue a Declaration of Conformity. You should request and thoroughly check these documents before you purchase the goods. You must keep copies of this documentation for a period of 10 years. You must be able to provide copies on request to Market Surveillance Authorities.



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A Declaration of Conformity should contain the following:

- Product model, such as model, type, batch, serial number
- Name and address of the manufacturer or his authorised representative
- 'This declaration of conformity is issued under the sole responsibility of the manufacturer'
- A detailed description of the electrical equipment which may include a photo
- Confirmation the electrical equipment meets the Regulations
- References to the test standards used to assess the product
- Signed on behalf of the manufacturer with a date and place of the signature

When you import goods into the UK, they can be subject to product safety checks at the border. In this instance you will be requested to provide some of the documents detailed below:

- A copy of the Declaration of Conformity issued by the manufacturer or their authorised representative in the UK
- A copy of a relevant test report to demonstrate how the product was tested and the results of that test
- Authorities may also request copies of a detailed packing list which should show the quantity of each item including number of pieces and cartons. Also, any marks or numbers which will enable each carton to be identified and located
- This information must be supplied in English

When sourcing your products, you should:

- Buy from a reputable supplier and always obtain an invoice
- Make sure the product/packaging is marked with the name and address of the manufacturer
- Ask to see proof that the product is safe (a test certificate and Declaration of Conformity)

The UK government provides further guidance on [Placing manufactured goods on the market in Great Britain - GOV.UK \(www.gov.uk\)](http://www.gov.uk)