

Technical File

<add photo>

1. Basic information

Product name: <add product name>

Model: <add model code>

Product type: <classify the product>

1.1 Product description

<Describe the the product, its (intended) use, user groups and user environments>

1.2 Main characteristics

Material: <name the product's materials, including coatings>

2. Economic operators

Manufacturer:

<list your company's details. If you own the brand, then you are seen as the manufacturer, not your (Chinese) supplier. List company name, address and website/e-mail>

EU Authorised Representative:

<add if applicable>

Westwood Sourcing
Fellenoordstraat 52, unit 2.38
4811 TJ Breda, Netherlands
info@westwoodsourcing.com

Importer:

<add if applicable (can be EU company only). List their details. An EU company can be both manufacturer and importer.

3. Product Identification & Traceability

Model: <product name>

Supplier: <fill in supplier details, for instance of a Chinese supplier>

Traceability system:

<Write down how you keep track of your products, for instance through batch numbers, PO numbers printed on the label, etc.>

4. Risk Assessment

Risk	Likelihood (0-5)	Severity (0-5)	Risk Level (L*S)	Mitigation
Name identified risk	Assess likelihood (see below)	Assess severity (see below)	Multiply likelihood by severity. This gives you the risk level	Write down how you counter that risk, for instance through testing, product redesign, user instructions or warnings.

Likelihood

- 1 Rare:** Very unlikely to happen
- 2 Unlikely:** Could happen, but not expected
- 3 Possible:** Might happen sometimes
- 4 Likely:** Will happen regularly
- 5 Very likely:** Expected to happen frequently

Severity

- 1 Negligible:** No injury or very minor inconvenience
- 2 Minor:** Small cuts or irritation
- 3 Moderate:** Injury requiring basic treatment (e.g. minor burn)
- 4 Serious:** Significant injury (e.g. serious burn)
- 5 Severe:** Life-threatening or permanent injury

Risk level

- 1-5 Low risk**
Minor concern, but still considered
- 6-10 Moderate risk**
Needs attention and control measures
- 11-15 High risk**
Action required to reduce risk
- 16-25 Critical risk**
Immediate action required

Risk = Likelihood × Severity

This gives a score between 1 and 25.

5. Applicable regulations

<select the regulations that apply to your product>

- | | |
|--|----------------------------|
| ☒ General Product Safety Regulation (GPSR) | Regulation (EU) 2023/988 |
| ☒ Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) | Regulation (EU) 1907/2006 |
| ☐ Classification/labelling of chemical substances & mixtures (CLP) | Regulation (EU) 1272/2008 |
| ☐ Low Voltage Directive (CE-LVD) | Directive 2014/35/EU |
| ☐ Electromagnetic conductivity (CE-EMC) | Directive 2014/30/EU |
| ☐ Radio Equipment Directive (CE-RED) | Directive 2014/53/EU |
| ☐ Toy Safety Directive | Directive 2009/48/EC |
| ☐ Electronics restriction on hazardous substances (RoHS) | Directive 2011/65/EU |
| ☐ Waste electrical and electronic equipment (WEEE) | Directive 2012/19/EU |
| ☐ Packaging & Packaging Waste | Regulation (EU) 2025/25 |
| ☐ Ecodesign | Directive 2009/125/EC |
| ☐ Energy Labelling | Regulation (EU) /2017/1369 |
| ☐ Textile labeling | Regulation (EU) 1007/2011 |
| ☐ Food-contact materials | Regulation (EU) 1935/2004 |
| ☐ Other <fill in here> | |

6. Markings

<Place your product label here>

7. Complaints & modifications

<Keep track of complaints and modifications here. Follow the same logic as in chapter 4>

Date	Complaint	Likelihood (0-5)	Severity (0-5)	Risk Level (L*S)	Mitigation

8. Test Reports

<Add your test reports here. If in chapter 4 you mitigate a risk by performing testing, the proof should be here>

9. Declarations

<Add any declarations that you might have, such as a CE Declaration of Conformity>