



Manufacturer Submission Checklist

Complete Documentation Requirements for ISO 12312-2 Verification

This checklist provides manufacturers with a comprehensive overview of all documentation required for ISO 12312-2 compliance verification. Ensure all items are prepared before submission to expedite the verification process.

1. Company Information

- ☐ Legal company name and registration number
- ☐ Primary business address
- ☐ Manufacturing facility address(es)
- ☐ Contact information (name, email, phone)
- ☐ Website and relevant product pages
- ☐ Company profile or background (optional but recommended)

2. Product Information

- ☐ Product name and model number(s)
- ☐ Complete product specifications
- ☐ Product photos (multiple angles, including packaging)
- ☐ Packaging design and labeling examples
- ☐ User instructions or manual
- ☐ Product description and intended use
- ☐ List of all materials used in construction
- ☐ Filter specifications and technical details

3. Test Reports and Certifications

- ☐ Complete ISO 12312-2:2015 test report from accredited laboratory
- ☐ Laboratory accreditation certificate (ISO 17025 or equivalent)
- ☐ Test date (must be within validity period)
- ☐ Optical density measurements across wavelength spectrum
- ☐ Transmittance data (280-780nm, 780-1400nm, 1400-2000nm)
- ☐ UV transmittance verification (maximum 0.003% at 380nm)
- ☐ Luminous transmittance results
- ☐ Physical and mechanical testing results
- ☐ Photobiological safety assessment
- ☐ Aging/durability test results (if applicable)

4. Quality Control Documentation

- ☐ Manufacturing process description
- ☐ Quality control procedures
- ☐ Batch testing protocols
- ☐ Inspection criteria and frequency
- ☐ Non-conformance procedures
- ☐ Traceability system documentation

5. Compliance and Regulatory Documentation

- ☐ Declaration of Conformity
- ☐ CE marking documentation (if applicable for EU market)
- ☐ Certification marks and approvals
- ☐ Import/export documentation (if international)
- ☐ Insurance certificates (product liability coverage)
- ☐ Legal attestation of authenticity

6. Additional Requirements

- ☐ Sample products (2-3 units for verification)
- ☐ Authorized distributor list (if applicable)
- ☐ Anti-counterfeiting measures description
- ☐ Warranty information
- ☐ Recall procedures and contact information
- ☐ Signed verification agreement
- ☐ List of retailers where these can be independently purchased for verification

Important Notes

- All documentation must be in English or accompanied by certified translations.
- Test reports must be from ISO 17025 accredited laboratories.
- Digital submissions should be in PDF format with clear, readable scans.
- Physical samples should be new, unused, and representative of production units.
- Contact information must be current and monitored regularly.
- Incomplete submissions will be returned for additional documentation.

Questions? Visit iso12312-2.com for detailed submission guidelines, frequently asked questions, and contact information for the verification team.