|  |
| --- |
| Self-assessment – Partitions |
| For application from |  | (Date of application) |
| Name of Product |  | (please fill in a separate application for each product or program) |
|  |
| Company |  |
| Street / PO Box |  |
| ZIP Code - City |  |
|  |
| Contact person for this application is: |
| Name |  |
| Phone |  |
| Mobile |  |
| E-Mail |  |
|  |
| O | We have attached the separate application form that we filled in. |
| O | We hereby submit together with the application form our self-assessment for the above-named product or program that complies with the Guideline L-Q 2022. |
| O | We have based our assessment of the individual criteria on the full text of the guideline, which is referenced here in keywords only. |
| O | For alternative solutions, other than those recommended in the guideline, we have included all necessary documents for verification. |
| O | We declare that the alternative solutions comply with the quality requirements of the guideline. |
| O | I hereby agree that my above data will be stored electronically and processed and archived for the purpose of establishing contact and documentation. I am aware that I can withdraw my consent at any time. |
|  |
| Place | Date | Signature |

|  |  |
| --- | --- |
| 1 | Quality requirements for the basic conception of products and product-related services |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 11  | Requirements for the basic conception of products |
| 11.1 | General requirements |
| 11.1.1 | All products bear the GS mark |  |  |  | m |  |
|  | * All GS marks are valid for at least one more year
 |  |  |  |  |  |
|  | * Copies of all GS certificates and all related, complete test reports are attached
 |  |  |  |  |  |
| 11.1.2 | All products equipped with parts to be adjusted by electromotive means are marked with the CE symbol |  |  |  | m |  |
| 11.2 | Requirements for product conception |
| 11.2.1 | All products are series-produced products |  |  |  | m |  |
| 11.2.2 | All products are available for subsequent delivery |  |  |  | m |  |
| 11.2.3 | All products are expandable or convertible by means of add-ons and/or constructional elements or mounting parts |  |  |  | s |  |
| 11.3 | Requirements for the product-related quality management |
| 11.3.1 | We have a structured quality management system installed |  |  |  | m |  |
|  | * in accordance with ISO 9001 (please attach certificate)
 |  |  |  |  |  |
|  | * based on other (individual) criteria (please attach documentation)
 |  |  |  |  |  |
| 11.4 | Requirements for the product-related information management |
| 11.4.1 | We provide our customers with meaningful application information, particularly with regard to the safe installation and use of the products |  |  |  | m |  |
| 11.4.2 | Disassembly instructions are available for furniture that includes electrical or electronic components |  |  |  | m |  |
| 11.4.3 | All information is available in the official language of the country of destination and/or be clarified by pictograms |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 12 | Requirements for product-related services |
| 12.1 | Requirements for local sales services |
| 12.1.1 | We have trained sales and advisory personnel available in all sales regions |  |  |  | s |  |
| 12.1.2 | In all sales regions, showrooms are available in which the product can be tested |  |  |  | s |  |
| 12.1.3 | With larger purchases, the potential customer can test the product for at least 14 days |  |  |  | m |  |
| 12.2 | Requirements for delivery and assembly |
| 12.2.1 | We have trained technical customer service staff available in all sales regions |  |  |  | s |  |
| 12.2.2 | Our employees can deliver and install the products in accordance with the layout planning |  |  |  | m |  |
| 12.3 | Requirements for after-sales services |
| 12.3.1 | We offer an individual introduction into use |  |  |  | s |  |
| 12.3.2 | We offer regular checks for optimal functioning |  |  |  | s |  |
| 12.3.3 | We offer maintenance contracts |  |  |  | o |  |
| 12.3.4 | We offer a spare part catalogue |  |  |  | s |  |
| 12.3.5 | Spare part and supplementary deliveries of standard items are carried out within a few days |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 13 | Requirements for the ecological focus of products and services |
| 13.1 | Requirements for the ecological properties of products  |
| 13.1.1 | We have installed a structured environmental management system |  |  |  | m |  |
|  | * in accordance with ISO 14001 or EMAS (please attach certificate)
 |  |  |  |  |  |
|  | * based on other criteria(please attach documentation)
 |  |  |  |  |  |
| 13.1.2 | The materials can be cleanly separated by type |  |  |  | s |  |
| 13.1.3 | The environmental properties of the materials used are documented with these attached test marks or documentation: |  |  |  | m |  |
|  | * Blue Angel RAL-UZ 38 oder 117
 |  |  |  |  |  |
|  | * NF Environnement 217
 |  |  |  |  |  |
|  | * EU Ecolabel Furniture 2016/1332
 |  |  |  |  |  |
|  | * RAL-GZ 430 (DGM)
 |  |  |  |  |  |
|  | * Österreichisches Umweltzeichen
 |  |  |  |  |  |
|  | * TÜV Rheinland Certified: Emission Tested, Tested for Harmful Substances
 |  |  |  |  |  |
|  | * European LEVEL (FEMB)
 |  |  |  |  |  |
|  | * BIFMA level (ANSI/BIFMA e3)
 |  |  |  |  |  |
|  | * Nordic Swan
 |  |  |  |  |  |
|  | * Greenguard (gold)
 |  |  |  |  |  |
|  | * Cradle-to-cradle
 |  |  |  |  |  |
|  | * Oeko-Tex resp. EU-Flower for Textile until product class II
 |  |  |  |  |  |
|  | * IAQ
 |  |  |  |  |  |
|  | * PEFC
 |  |  |  |  |  |
|  | * FSC
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 13.1.4 | Upholstery and other foam material are low in harmful substances and recyclable |  |  |  | m |  |
| 13.1.5 | Textile coverings are fixed without adhesives or by solvent-free adhesives |  |  |  | m |  |
| 13.1.6 | Repair and replacement of individual (worn) components is possible |  |  |  | s |  |
| 13.2 | Requirements for the associated services |
| 13.2.1 | We ourselves or by means of a third party are able to take back our own products after use and ensure their further use or have them properly disposed |  |  |  | s |  |

|  |  |
| --- | --- |
| 3 | Quality requirements for office furniture |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 30 | Requirements for all types of office furniture |
| 30.1 | Requirements for the materials used |
| 30.1.1 | For all structural wood elements are used: |  |  |  | m |  |
|  | * Particleboards and fibreboards with veneer or melamine resin coating in accordance with DIN EN 14322
 |  |  |  |  |  |
|  | * Blockboard, laminated sheets or solid core panels
 |  |  |  |  |  |
| 30.1.2 | Particleboards meet the emission requirements of class E1 (proof on the basis of DIN EN 16516 or measurements on the basis of DIN EN 717-1 multiplied bya factor of 2) |  |  |  | m |  |
|  | All exposed surfaces shall be covered (with the exception of drill holes for shelf supports) |  |  |  | m |  |
| 30.1.3 | Veneers and coatings are applied to both sides of wood boards |  |  |  | m |  |
|  | Wood veneers are coated with a resistant lacquer or varnish |  |  |  | m |  |
| 30.1.4 | All visible steel and/or aluminium parts are available with durable surfaces |  |  |  | m |  |
| 30.2 | Requirements for the ease of servicing and quality of use |
| 30.2.1 | All office furnishings can be easily and quickly disassembled, reassembled or modified by trained personnel |  |  |  | s |  |
| 30.2.2 | Drawers, intermediate shelves for cabinets and similar mounting parts can be replaced tool-free |  |  |  | s |  |
| 30.2.3 | Assembly is mainly by plain fit and bolted connections |  |  |  | s |  |
| 30.2.4 | Furniture does not produce disturbing noises in case of impact or when the drawers are operated |  |  |  | s |  |
| 30.3 | Requirements for electrical installations and integrated technology |
| 30.3.1 | Electrification complies with the “Guideline for electrical installations in office furniture” |  |  |  | m |  |
| 30.3.2 | Plug-and-socket connections and similar electrification elements are easily accessible |  |  |  | m |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 37  | Requirements for partitions |
| 37.1 | General requirements for partitions |
| 37.1.1 | Partitions can be used standing alone or in combination with other partitions |  |  |  | m |  |
|  | They are stable when  |  |  |  | s |  |
|  | * standing alone
 |  |  |  |  |  |
|  | * connected with other partitions
 |  |  |  |  |  |
| 37.1.2 | Partitions can be arranged in different angular positions |  |  |  | s |  |
| 37.1.3 | All system elements are offered in a variety of materials, colours and decorative designs |  |  |  | s |  |
| 37.2 | Requirements for the base structure |
| 37.2.1 | Foot brackets, foot plates or similar devices do not present a risk of tripping |  |  |  | m |  |
| 37.3 | Requirements for the wall faces |
| 37.3.1 | Partitions are available in different heights and for different uses: |  |  |  | m |  |
|  | * for freestanding workstations at the height of a counter, e.g. for reception workstations
 |  |  |  |  |  |
|  | * as visual screen between workstations
 |  |  |  |  |  |
|  | * as acoustic screen between workstations
 |  |  |  |  |  |
|  | * to screen workstations and working groups from busy areas, e.g. traffic route, public zones
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 37.3.2 | Partitions are |  |  |  | m |  |
|  | * constructed modular
 |  |  |  |  |  |
|  | * available in different widths
 |  |  |  |  |  |
|  | The widths of the partitions are based on the standard dimensions of other office furniture, e.g. office desks |  |  |  | m |  |
| 37.3.3 | Partitions can be combined with cabinet elements, counter cabinets or shelf systems in different heights, widths and front designs |  |  |  | o |  |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |
| --- | --- |
| 37.4 | Requirements for the functional expandability |
| 37.4.1 | Partitions can be equipped with organizational elements and working aids, e.g.: |  |  |  | s |  |
|  | * storage trays
 |  |  |  |  |  |
|  | * shelves
 |  |  |  |  |  |
|  | * magnet rails
 |  |  |  |  |  |
|  | * other (please specifiy)
 |  |  |  |  |  |
| 37.4.2 | Partitions can be supplemented by communication elements, e.g.: |  |  |  | s |  |
|  | * flip charts
 |  |  |  |  |  |
|  | * pin boards
 |  |  |  |  |  |
|  | * tablets/whiteboards
 |  |  |  |  |  |
|  | * projection surfaces
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 37.4.3 | Partitions are offered with supplemental top attachments that are easy to clean  |  |  |  | o |  |
| 37.4.4 | Partitions are available in a noise-absorbing version |  |  |  | s |  |