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| --- |
| Self-assessment – Cabinets, shelves and pedestals |
| 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 fill in completely the sections 11, 12, 13 and 30. |
| O | At the sections 34, 35 and 36 we fill in only one section per product. |
| 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 |

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| 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 |  |

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

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| 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 |  |

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

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| 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)
 |  |  |  |  |  |

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

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| 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 |  |

|  |  |
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| 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 |  |

Selection of the appropriate section for your product type

* Select here in which category you want to have your product certified
* Each product can be certified only in one category

## Office Pedestals

[Section 34](#_Anforderungen_an_Bürocontainer)

## Office Cabinets and Shelves

[Section 35](#_Requirements_for_office)

## Pharmacy Cabinets

[Section 36](#_Anforderungen_an_Apothekerschränke)

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

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| 34 | Requirements for office pedestals |
| 34.1 | General requirements for office pedestals |
| 34.1.1 | Office pedestals are stable. Tipping over is excluded by |  |  |  | m |  |
|  | * extension locks for the drawers
 |  |  |  |  |  |
|  | * built-in counterbalances
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 34.2 | Requirements for the base structure |
| 34.2.1 | Office pedestals are available |  |  |  | m |  |
|  | * mounted on a base
 |  |  |  |  |  |
|  | * on height adjustable feet or gliders
 |  |  |  |  |  |
|  | * on castors
 |  |  |  |  |  |
|  | * with other solution (please specify)
 |  |  |  |  |  |
| 34.3 | Requirements for the structure |
| 34.3.1 | The pedestal sidewalls are structurally connected to the top and bottom so that they are resistant to torsion |  |  |  | m |  |
| 34.4 | Requirements for drawer runners and the internal organization |
| 34.4.1 | Drawers can be divided. The following options are available: |  |  |  | m |  |
|  | * dividers
 |  |  |  |  |  |
|  | * form inserts
 |  |  |  |  |  |
|  | * hanging file systems
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 34.4.2 | Drawers can be changed and adapted by specialist staff |  |  |  | o |  |
| 34.4.3 | Pedestals have a material tray for writing utensils, paper clips, rulers etc. that can be |  |  |  | s |  |
|  | * pulled out separately
 |  |  |  |  |  |
|  | * taken out separately
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 34.4.4 | All drawers are available with full extension or over extension |  |  |  | m |  |
| 34.4.5 | Drawers cannot fall out accidentally |  |  |  | m |  |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 34.4.6 | The drawer guide rails are covered along the sides |  |  |  | m |  |
| 34.4.7 | The drawers open and close smoothly and with little noise |  |  |  | m |  |
| 34.4.8 | The impact noise when closing the drawer is actively damped |  |  |  | o |  |
| 34.4.9 | The drawers are available with a self-closing system |  |  |  | o |  |
| 34.5 | Requirements for handles, locks and fittings |
| 34.5.1 | For locking the pedestals the following options are available: |  |  |  | s |  |
|  | * „normal“, protruding keys
 |  |  |  |  |  |
|  | * folding keys or other non-protruding systems
 |  |  |  |  |  |
|  | * electronic locking systems
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 34.6 | Requirements for pedestals on castors |
| 34.6.1 | Two or more castors are lockable |  |  |  | m |  |

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

|  |  |
| --- | --- |
| 35 | Requirements for office cabinets and shelves |
| 35.1 | General requirements for office cabinets and shelves |
| 35.1.1 | Cabinets and shelves are stable by:  |  |  |  | m |  |
|  | * single lineup
 |  |  |  |  |  |
|  | * connection with wall, ceiling or other cabinets or shelves
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 35.1.2 | All cabinet and shelf types within the product family are based on a uniform height module system |  |  |  | m |  |
| 35.2 | Requirements for the base structure |
| 35.2.1 | Cabinets are available: |  |  |  | s |  |
|  | * with circumferential and fully load-bearing base
 |  |  |  |  |  |
|  | * on legs
 |  |  |  |  |  |
| 35.2.2 | Bases or legs are provided with levelling screws |  |  |  | m |  |
| 35.2.3 | For cabinets on bases: Height levelling is accessible from the front or interior of the cabinet |  |  |  | m |  |
| 35.2.4 | The levelling screws of legs and bases are made of: |  |  |  | s |  |
|  | * synthetic materials
 |  |  |  |  |  |
|  | * steel with plastic coating
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 35.3 | Requirements for the structure and the front panels |
| 35.3.1 | The sidewalls and back panels of cabinets and shelves are structurally connected to the top and bottom so that they are resistant to torsion |  |  |  | m |  |
| 35.3.2 | Cabinets are available with the following front panel designs: |  |  |  | s |  |
|  | * wing doors
 |  |  |  |  |  |
|  | * horizontal shutters
 |  |  |  |  |  |
|  | * vertical shutters
 |  |  |  |  |  |
|  | * sliding doors
 |  |  |  |  |  |
|  | * drawer front panels
 |  |  |  |  |  |
|  | * without front panels
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| Ser. No. | Evaluation criteria | yes | no | Comments / Alternatives(if necessary, describe in attachment) | mso | Review |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 35.3.3 | Front and back sides of cabinets and shelves can be combined in alternating arrangement |  |  |  | s |  |
| 35.3.4 | The interior of cabinets and shelves can be used in full width |  |  |  | m |  |
| 35.3.5 | For cabinets with wing doors: Open doors do not hinder access to the cabinet content |  |  |  | m |  |
| 35.3.6 | For wing door and roller shutter cabinets: Hanging filing systems and drawers can be combined |  |  |  | s |  |
| 35.3.7 | For cabinets with hanging filing system:The interior height is based on a modular system corresponding to the heights of drawer modules |  |  |  | m |  |
| 35.3.8 | For cabinets with drawers:The impact noise when closing doors and drawers is actively damped |  |  |  | o |  |
| 35.4 | Requirements for the interior equipment and drawer runners |
| 35.4.1 | Shelves, hanging filing systems, etc. are easily and solidly fastened |  |  |  | m |  |
|  | The interior equipment is organizable and changeable  |  |  |  | s |  |
| 35.4.2 | All extendible elements have laterally hidden guide rails |  |  |  | m |  |
| 35.4.3 | All extendible elements cannot unintentionally come off the guide rails |  |  |  | m |  |
| 35.4.4 | All extendible elements glide smoothly and with little noise |  |  |  | m |  |
| 35.4.5 | Shelves are secured against slipping out or unintentional tilting |  |  |  | m |  |

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

|  |  |
| --- | --- |
| 35.5 | Requirements for handles, locks and fittings |
| 35.5.1 | For locking the cabinets the following options are available: |  |  |  | o |  |
|  | * „normal“, protruding keys
 |  |  |  |  |  |
|  | * folding keys or other non-protruding systems
 |  |  |  |  |  |
|  | * electronic locking systems
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 35.6 | Requirements for the functional expandability |
| 35.6.1 | For cabinet back panels covers in different materials are available |  |  |  | o |  |
| 35.6.2 | The back and front sides of office cabinets are available in a noise-absorbing version |  |  |  | o |  |

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

|  |  |
| --- | --- |
| 36 | Requirements for pharmacy cabinets |
| 36.1 | General requirements for pharmacy cabinets |
| 36.1.1 | Pharmacy cabinets are stable |  |  |  | m |  |
| 36.2 | Requirements for the base structure |
| 36.2.1 | Pharmacy cabinets are available with levelling elements |  |  |  | m |  |
| 36.2.2 | Suitable measures prevent the pharmacy cabinet from inadvertently being moved |  |  |  | m |  |
| 36.2.3 | Levelling elements for legs and bases are made of: |  |  |  | s |  |
|  | * synthetic materials
 |  |  |  |  |  |
|  | * steel with plastic coating
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 36.3 | Requirements for the structure |
| 36.3.1 | The sidewalls and back panels of pharmacy cabinets are structurally connected to the top and bottom so that they are resistant to torsion |  |  |  | m |  |
| 36.3.2 | The structure is ventilated with the exhaust air directed downwards or towards the back |  |  |  | s |  |
| 36.4 | Requirements for the drawer runners |
| 36.4.1 | All drawer runners enable full access to the entire storage space |  |  |  | m |  |
| 36.4.2 | Loaded drawers only sag marginally when they are open |  |  |  | m |  |
| 36.4.3 | Different, replaceable organizational elements are offered:  |  |  |  | o |  |
|  | * compartments
 |  |  |  |  |  |
|  | * material trays
 |  |  |  |  |  |
|  | * lockable compartments for valuables
 |  |  |  |  |  |
|  | * hanging filing system
 |  |  |  |  |  |
|  | * drawers
 |  |  |  |  |  |
|  | * filing boxes
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 36.4.4 | Organizational elements are safely secured on top of or inside the drawers |  |  |  | m |  |
| 36.4.5 | All pull-out elements shall operate smoothly even when loaded |  |  |  | m |  |
| 36.4.6 | The guide rails of the drawer runners are covered along the sides or located outside the reach of the user |  |  |  | s |  |
| 36.4.7 | The opening and closing of the drawer runners cause only little noise |  |  |  | s |  |
| 36.4.8 | The impact noise when closing the drawer is actively damped |  |  |  | o |  |
| 36.5 | Requirements for handles, locks and fittings |
| 36.5.1 | The shape and placement of the handles are appropriate for the load |  |  |  | m |  |
| 36.5.2 | Cabinets are available with locking systems |  |  |  | o |  |
| 36.5.3 | For locking the pharmacy cabinets the following options are available: |  |  |  | o |  |
|  | * „normal“, protruding keys
 |  |  |  |  |  |
|  | * folding keys or other non-protruding systems
 |  |  |  |  |  |
|  | * electronic locking systems
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |
| 36.6 | Requirements for the functional expandability |
| 36.6.1. | Following add-on modules are available: |  |  |  | o |  |
|  | * cover plates
 |  |  |  |  |  |
|  | * screens
 |  |  |  |  |  |
|  | * plant pots
 |  |  |  |  |  |
|  | * other (please specify)
 |  |  |  |  |  |