

EN71 Pre-Compliance Checklist

The Complete Factory-Floor Guide for Toy Exports to Europe

Prerequisite: The Complete Compliance Folder

Your compliance folder must close flat without loose papers. It must hold real fabric samples and signed art proofs. If your folder feels light, you are not ready. Do not book the testing lab yet.

1. THE REQUIRED TEAM

- ☐ **Product Manager & Factory Merchandiser:** Lock the final design.
- ☐ **QA/QC Lead & Compliance Coordinator:** Oversee toy safety standards and production process.
- ☐ **Packaging Owner & EU Importer:** Secure a legal EU contact.

2. THE NON-NEGOTIABLE INPUTS

- ☐ **Specs:** Bill of Materials (BOM), CAD drawings, age grade, and intended use.
- ☐ **Artwork:** Final labels, packaging, instructions, warnings, and batch codes.
- ☐ **Material Proof:** Specs, SDS/COAs, and sample photos.
- ☐ **History:** Prior test reports matching this exact SKU, color set, and material stack.

3. THE FACTORY VETTING TOOL

- ☐ What is the exact resin, textile, coating, adhesive, and ink specification?
- ☐ Who supplies the raw materials? Did the formulation change recently?

- ☐ Are there magnets, batteries, plated metals, recycled inputs, or mouth-contact components?
- ☐ Which components are subcontracted?

 **Safety First:** Do not approve tooling, packaging, or bulk materials until you freeze the risk assessment. If your supplier cannot provide these files within one week, escalate before spending lab money.

4. THE 5-STEP EXECUTION WORKFLOW

- ☐ **Step 1: Classify the Product.** Confirm intended age grade, play value, and identify hazard triggers. Establish exact EN 71 scope (EN 71-1, 71-2, 71-3).
- ☐ **Step 2: Freeze the Bill of Materials.** Lock down every physical element. Collect SDS/COAs for each key material and verify lab accreditation (ILAC MRA / CNAS).
- ☐ **Step 3: Prepare the Lab Brief.** Complete the component matrix (SKU Name, Age Grade, Intended Play Pattern, Target Market). Submit matrix for a line-by-line lab quote.
- ☐ **Step 4: Execute Testing.** Run prototype tests first, hold mass production, then execute pre-shipment tests. Trace and isolate any failed components to their source.
- ☐ **Step 5: Assemble Technical File.** Compile the product description, BOM, translated warnings, DoC, and passed reports into a single file. Apply CE marking directly.

5. FINAL SHIPMENT RELEASE GATE

- ☐ Confirm the EU importer contact details are clearly visible.
- ☐ Verify the batch or lot code is printed securely on the product.
- ☐ Ensure all safety warnings are translated into the target country's language.
- ☐ Check that the mass production packaging exactly matches the tested version.
- ☐ Store the final digital technical file for 10 years for immediate customs access.
- ☐ Ensure QA, Compliance, and Operations have all signed the release gate document.

Ensure your toys hit the European market safely and securely.
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