



Electronics Material Compliance Kit (RoHS / REACH / Conflict Minerals)

Track RoHS, REACH SVHC and conflict minerals declarations by part and answer customer questionnaires.

What's inside

File	What it is / how to use it
01_Electronics_Material_Compliance_Workbook.xlsx	BOM declaration tracker, CMRT tracker, supplier follow-up log and annual review.
02_Material_Compliance_Procedure.docx	Program procedure.
03_Supplier_Request_Letter.docx	Letter template (our wording).
04_Customer_Declaration_Templates.docx	Our own wording; review before signing.
05_Responsible_Minerals_Policy.docx	Policy template.

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Templates, not legal advice and not regulatory advice. Substance lists and reporting templates change. This kit includes no substance lists and does not bundle the CMRT: get the current ECHA Candidate List from echa.europa.eu and the current CMRT from the Responsible Minerals Initiative (responsiblemineralsinitiative.org). Your declarations are your company's legal statements; have them reviewed.

About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Material Compliance Program Procedure

Electronics Material Compliance Kit (RoHS / REACH / Conflict Minerals) - Document 02 - Rev A (2026-10)

1. Purpose and scope

Know what restricted substances and minerals are in the parts [Company] buys and sells, and answer customers accurately (EU 2011/65/EU as amended by 2015/863; EC 1907/2006 Art. 33; Dodd-Frank §1502 / SEC Rule 13p-1; EU 2017/821; IPC-1752A, cited by number).

2. Responsibilities

Role	Responsibility
Compliance lead	[Define]
Management	[Define]

3. Procedure

1. Keep every BOM part in the tracker with current evidence.
2. Request declarations from suppliers at onboarding and when lists update.
3. Check the ECHA Candidate List after each update (typically twice a year) and re-request.
4. Collect CMRT/EMRT annually; check version and smelter list.
5. Answer customers only from evidence on file; have declarations approved.
6. Review the program annually.

4. Records

- BOM Tracker
- CMRT Tracker
- Request logs

5. Revision history

Rev	Date	Change	Approved

Role	Name	Signature	Date
Prepared by			
Approved by			

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