**TECHNICAL FILE - Paper Products**

The Technical File is a collection of documents that prove a product meets EU safety regulations, directives and standards.

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**Declaration of Conformity:** [**LINK**](https://docs.google.com/document/d/1t--J-TCJ8_10Oo1OKUkRV-BVFWcl85VHvo08c4GaGVc/edit?usp=drive_link)

**Manufacturer details:**

**The Weaving Shed**

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**1.Product Description**

**1.1 Product Type:**

* Paper Products

**1.2 Product Type description**

* Artworks: Original watercolour paintings and prints.
* Calendars and Cards: Photographic calendars and greeting cards.

**1.3 Product Specifications**

* Describe the intended use, and the market for which it is designed (e.g., consumer product, products intended solely for children etc). and a detailed description of the materials, sizes and components.
	+ **Intended Use**

Paintings serve a variety of purposes and can have many intended uses, including:

* **Aesthetic Enhancement**: Paintings can beautify spaces, adding color, texture, and visual interest to homes, offices, and public areas.
* **Emotional Impact**: Art can evoke emotions and provoke thought, allowing viewers to connect with the piece on a personal level and experience a range of feelings.
* **Investment**: Many people collect paintings as investments, recognizing that certain works of art can appreciate in value over time.
* **Decoration**: They can be used as decorative elements to complement interior design and create a specific ambiance or mood in a room.

Calendars are incredibly useful tools with a variety of intended uses:

1. **Scheduling**: They help you plan and organize your time by keeping track of appointments, meetings, and important events.
2. **Time Management**: Calendars assist in prioritizing tasks and managing your time effectively, ensuring you stay on top of deadlines and commitments.
3. **Reminder**: They serve as a visual reminder of upcoming events, holidays, birthdays, and anniversaries, helping you stay prepared and punctual.
4. **Goal Setting**: Calendars can be used to set and track personal or professional goals, breaking them down into manageable steps over days, weeks, or months.
5. **Productivity**: By allocating time for specific tasks and activities, calendars can boost your productivity and help you maintain a balanced schedule.
6. **Habit Tracking**: Many people use calendars to track habits, such as exercise routines, study sessions, or other daily activities, fostering consistency and discipline.
7. **Coordination**: Calendars are essential for coordinating activities and schedules with family members, colleagues, or team members, ensuring everyone is on the same page.

Cards are versatile items with a wide range of intended uses, including:

1. **Communication**: Cards are often used to convey messages, greetings, or sentiments for various occasions such as birthdays, holidays, anniversaries, and more.
2. **Expression of Emotions**: Whether expressing love, gratitude, sympathy, or congratulations, cards provide a tangible way to convey emotions and connect with others.
3. **Thank You Notes**: Sending a thank you card is a thoughtful way to show appreciation for gifts, support, or kindness received.
4. **Decoration**: Greeting cards can be used as decorative elements, displayed on shelves, mantels, or bulletin boards to add a personal touch to a space.
5. **Collectibles**: Some people collect cards, such as trading cards, postcards, or holiday cards, as a hobby or for their sentimental value.
6. **Crafts and DIY Projects**: Cards can be used in various creative projects, from scrapbooking to making custom decorations or gifts.
	* **Market which it is designed to** (e.g., consumer product, products intended solely for children etc)
	* aimed at adults over the age of 18
	* **A general overview of materials**
	* paper/ card
	* **Scope of sizes** (example: XS-XXL)
	* freesize

**1.4 SKUs within the Product Type**

·   [List applicable SKUs within Product Type.](https://docs.google.com/spreadsheets/d/183c3HyqdVwqI8NQN1fgVulRFHKQXaG-YskBLS515Etc/edit?usp=drive_link)

**2. Design and Manufacturing Information**

**2.1 Bill of Materials (BOM)**

* **List components and textiles and other materials used in the manufacturing of the product type**. Work with the producer(s) if you are not the one, they should have the information readily available.
* cards and calendars are manufactured and printed from paper and ink
* original watercolours are painted on paper using watercolour paint and mounted with card

**2.2 Manufacturing Process**

* **A general description of the manufacturing process.** Work with the producer(s) if you are not the one, they should have the information readily available. Generally, the bigger the risk with the product the more extensive the description.
* cards and calendars are printed professionally using commercial printers
* artwork is painted by hand

**3. Risk Assessment**

* I**dentify potential hazards (mechanical, chemical, hazards related to the special use or use by children) associated with your product and assess the corresponding risks.** Be prepared to provide detailed information like Risk Mitigation Measurements may if requested.

While cards and calendars are generally safe and versatile, there are a few potential risks to be aware of:

1. **Paper Cuts**: Handling cards, especially those with sharp edges, can result in painful paper cuts. Handle cards with care
2. **Environmental Impact**: Discarded cards can contribute to environmental waste, especially if they are not recycled properly. Our cards use recycled paper and are recyclable
3. **Fire Hazard**: Paper cards are flammable and should be kept away from open flames or high heat sources to prevent fire risks.

Paintings are generally safe to have in your home or workspace, but there are some potential risks to be aware of:

1. **Fire Hazard**: Paintings are often flammable, especially those made with oil paints on canvas. Keep them away from open flames and high heat sources.
2. **Mold and Mildew**: In damp or humid conditions, paintings can develop mold or mildew, which can damage the artwork and pose health risks.

**4. Compliance with Relevant Standards and Regulations**

**4.1 List of Applicable EU Regulations and Directives**

* List all EU regulations and directives that apply to your product. This includes the GPSR (EU) 2023/988 and any other relevant regulations (like the Textile Regulation or REACH directive). If your textiles comply with these regulations, you don't need to attach compliance documents unless requested.
**Example: General Product Safety Regulation (GPSR) 2023/988**
* **General Product Safety Regulation (GPSR) 2023/988**
* **REACH Regulation (Chemical Safety) 1907/2006**

**4.2 List of Harmonised Standards**

* **Provide a list of harmonised European standards** (EN standards) that the product complies with.

**5. Testing**

**5.1. List of tests performed for your products and applicable EU or other applicable testing standards**

* **List valid tests from accredited laboratories that verify the product’s compliance with applicable safety standards with reference to standards used for testing.**Work with the producer/supplier, they should have the information readily available. Take into account the Product Type, some product types require more details than others. Generally the bigger the risk the more extensive the description. If asked, you may have to provide the actual test reports
* Calendars tested to ISO 9001:2015 & ISO 14001:2015

**6. Product manual, safety, Labelling and Marking**

**6.1 Product Labelling**

* **Describe the information included on product labels, such as safety warnings, care instructions, and sizing.** You don't need to list the exact instructions, sizes or warnings, just what kind of information is there. Be prepared to provide an actual copy of a label on request. Ensure that your labelling complies with applicable EU regulations, particularly regarding traceability and safety information.
* all products supplied with business details

**7. Supplier and Subcontractor Information**

**7.1 Supplier Details**

* **Provide the names and addresses of main suppliers and subcontractors involved in the manufacturing process of the product type.** You may be requested to provide further details on the supply chain and quality control measures implemented in the supply chain on request
* watercolour paint from Windsor and Newton
* watercolour paper from Clairfontain
* calendars printed by Bluetree Design and Print, Unit A, Brookfields Park, Manvers way, Rotherham, S63 5DR
* cards printed by Pennybatch Gallery, Unit 4, Keward Mill Trading Estate, Jocelyn Drive, Wells, Somerset, BA5 1DA, UK

**8. This document management procedure**

**8.1 Review and update**

This document is regularly reviewed, and it is to be updated if any information contained herein is changed/updated.

**8.2 Document Version Control**

All versions of the technical file are maintained, and document control procedures are in place to ensure the file is always up-to-date.