European Maritime Safety Agency

MED Database (MED DB)

User Manual

Ver.1.04

Date: 15/01/2021

EMSA

Document History

Version	Date	Description	Prepared
1.0	28/01/2020	Created initial document with login instructions, product upload instructions and Excel file description	Mónica Ramalho (EMSA)
1.01	26/02/2020	Updated the product upload instructions as a result of the first round of external tests	Mónica Ramalho (EMSA)
1.02	20/04/2020	Update of instructions for Manufacturers	TORLOP Przemysław (EMSA) PAPP Marton (EMSA)
1.03	09/07/2020	Deata Submission template update	Przemysalw TORLOP (EMSA)
1.04	15/01/2021	IR update, additional info on requirements for data submission.	TORLOP Przemysław (EMSA) PAPP Marton (EMSA)

Table of Contents

List of Figures

List of Tables

List of Abbreviations

Abbreviation	Description
EMSA	European Marine Safety Agency
MED DB	Maritime Equipment Directive Database
USGC	United States Coast Guard
MRA	Mutual Recognition Agreement

Introduction

EMSA have deployed a new information system MED Database, which will replace the old (mared.org) domain.

The MED portal is available on the production environment to public users upon registration: https://portal.med.emsa.europa.eu/.

These guidelines aim to help user registration and the upload of data which concerns the essential details of certificates and DoCs issued for products approved according to the MED.

In order to facilitate the familiarization period with the new application – especially to exercise the product data submission – users can also use the test environment:

https://portal-t.med.emsa.europa.eu/

We encourage you to make your test of data submission in the test environment first.

May you have any further questions or remarks please contact the Technical Secretariat at MED@emsa.europa.eu including the “MED Database” in the subject.

1. Access to the system

The new MED Database can be reached at the following URL:

https://portal.med.emsa.europa.eu/

The homepage is shown below.

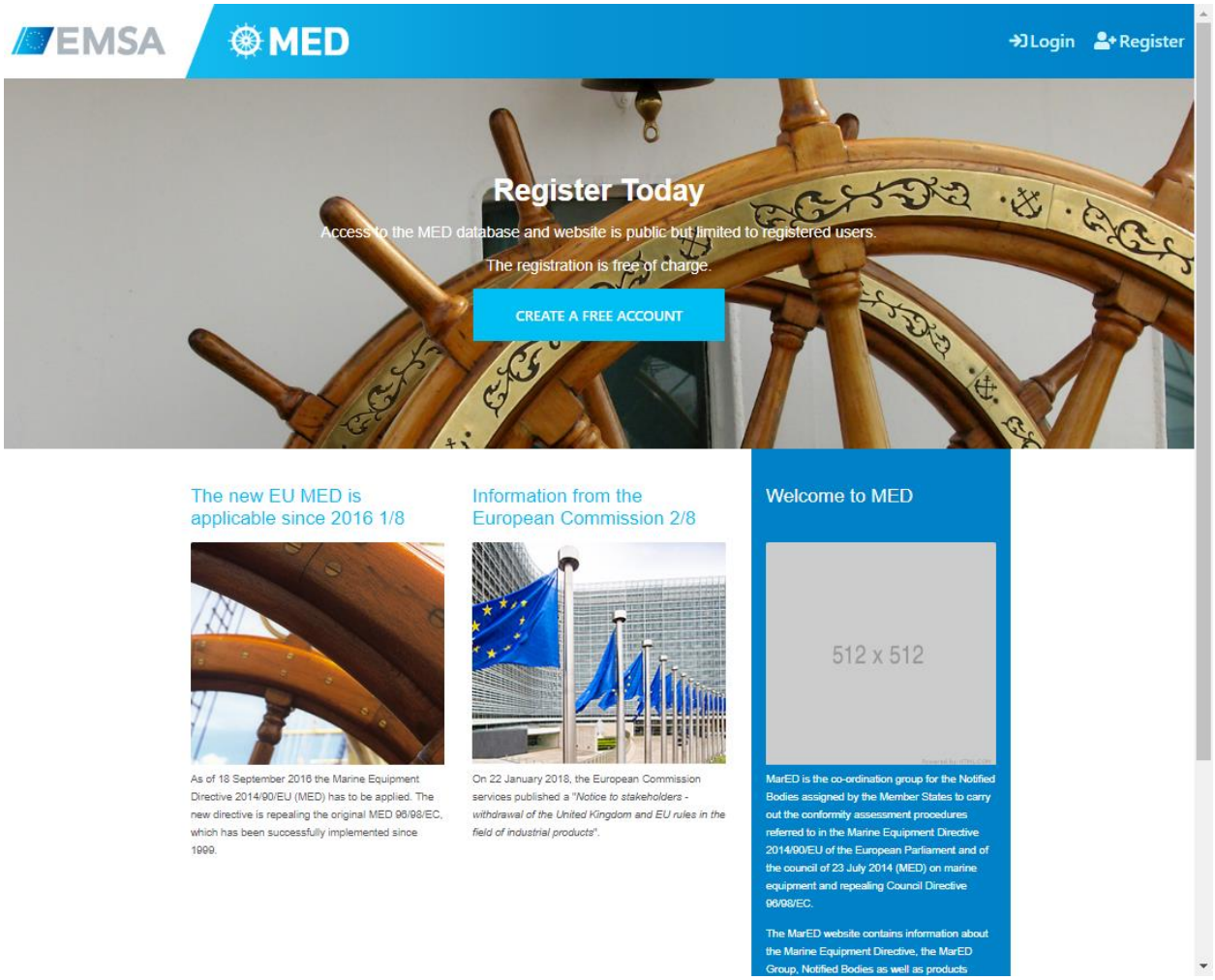


Figure 1 – Homepage

1.1 User Registration and Login

New users must register in the system by clicking “Register” at the top right end of the screen. If the user is already registered, the login page is reached by clicking the “Login” button aside.

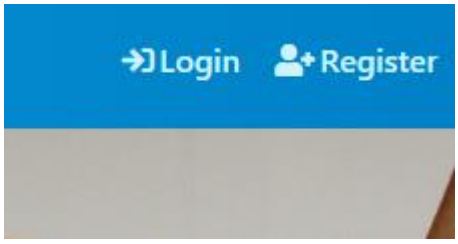


Figure 2 – Login and Register buttons

In the registration form, the user is required to provide basic information for identification such as an e-mail address, password, first and last names. Optionally, the user can fill in the fields for country, function and company. The provided **e-mail** will be used as the **username** to enter the system.

Any internet user can register and create a user account on the MED DB portal as long as a valid email address is provided and verified. A registered user can immediately access all the public information that is available in the database. However, certain users have additional roles in the system. Two such examples are the users that belong to Notified Bodies and the ones that belong to manufacturers. In order to request this role in the system, the user account must be created using the same email address that has been registered in the database for the respective organization. In case of Notified Bodies this is the official email address that has been reported to and used in the NANDO system. In case of manufacturers the email address will be registered by the Notified Bodies that certify their products.

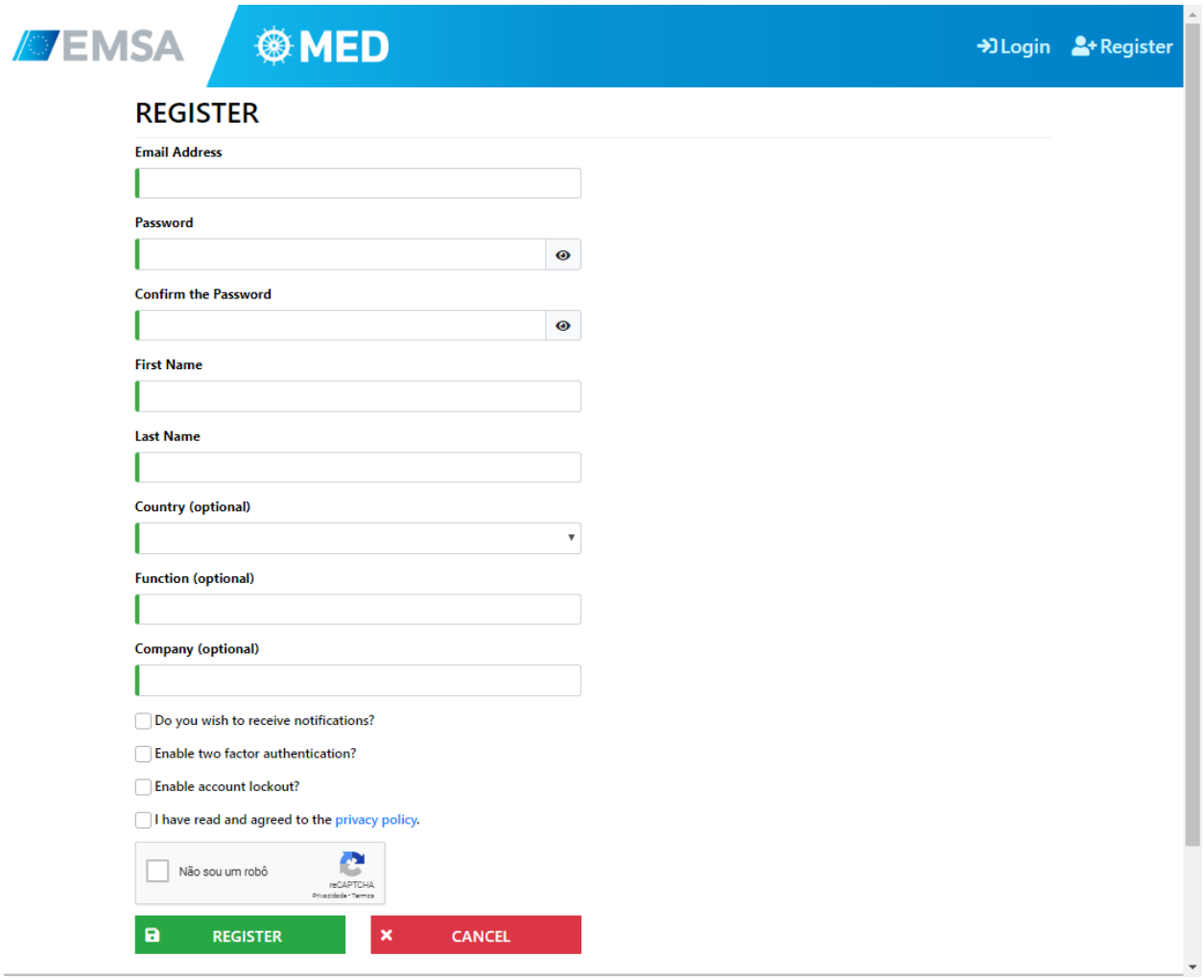


Figure 3 – User registration form

After submitting the registration form you will be forwarded to the page with the confirmation.

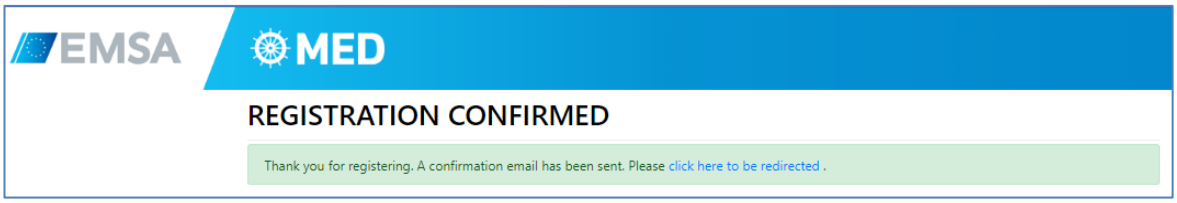


Figure 4 - Confirmation page

Following that, an automatic e-mail is sent to email address that has been provided in the registration form. Please follow the steps in the email in order to complete the registration process. Note that in certain cases the confirmation email is regarded as by spam by certain providers. *Please check your spam folder* in case you do not receive the confirmation email within a few minutes.

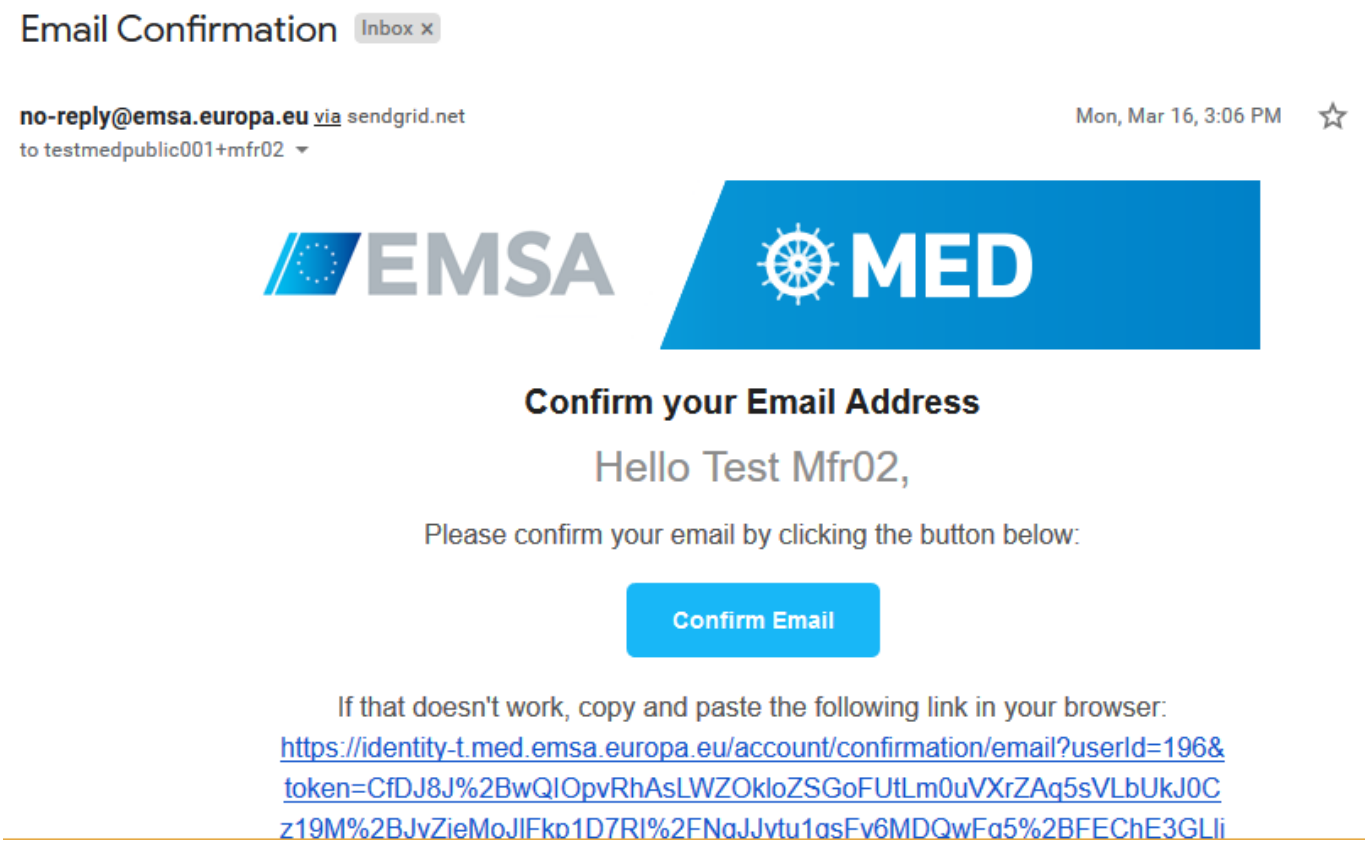


Figure 5- Confirmation email

Click to **confirm email.** Then you will be forwarded to the confirmation page.

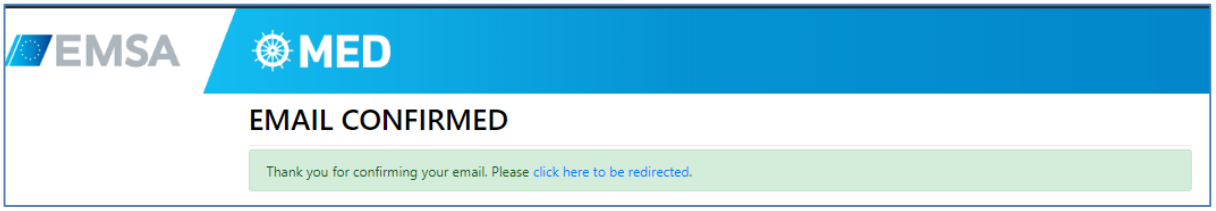


Figure 6 Email acknowledge

After the confirmation the user will be able to log in to the system.

In the user login, the e-mail and password used to register are requested. If you don't know or remember your password, you can reset it using “Forgot your password”. The user must enter the email that was used to create his account. Then an email with a link to reset your password will be sent.

1.2 User menu

This allows accessing the section where the user can modify the profile details, manage its organisations and log out from the system.

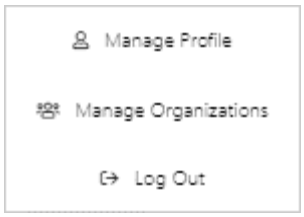


Figure 7 - User menu

1.3 Organisation Registration

As mentioned in section 1.1, certain users can request additional privileges by associating their user account with their organization as it is registered in the database. For this the email address of the user account must match the email address that is registered in the database for the corresponding organization. The association between the organization and the user account does not happen automatically, the user needs to activate it using the portal. This only needs to be done once.

The user can associate the user account with the organization by going to User Menu >>> Manage Organisations and click “Register”.

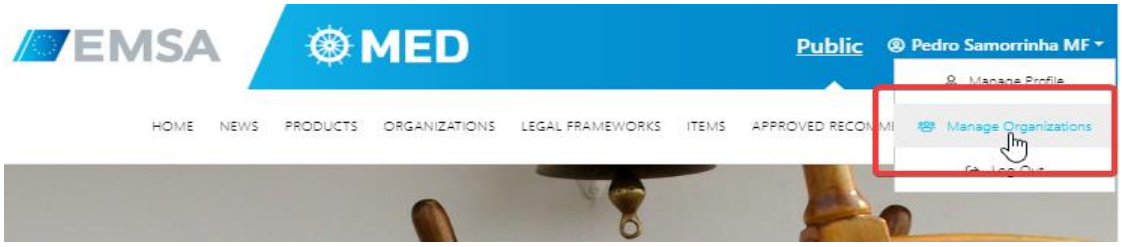


Figure 8 – User Menu– Manage Organisations

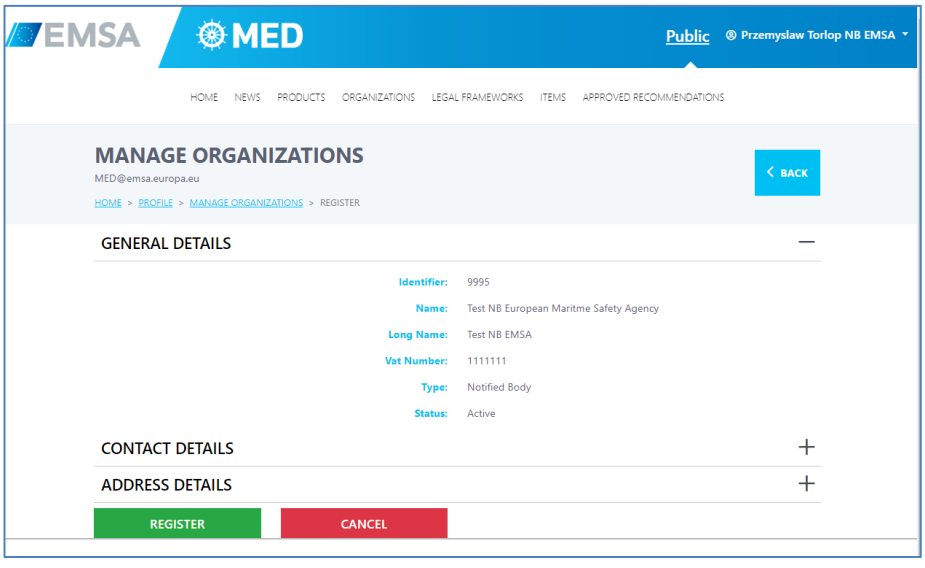


Figure 9 – Register Organisation

1.4 My Organisation

In the MED DB portal several user accounts can be associated with any organization. The role of a user account in an organization can be either Member or Adminstrator. Different privleges are associated with the different roles. The first user that is associated with the organization as described in section 1.3 will have the Administrator role.

In the Intranet My Organisation section it is possible to:

- View the details of the User Organisation
- Access the Organisation Members page:
    - For Users with the Member role it's only possible to view Organisation members;
    - For Users with the Administrator role it is also possible to:
        - Add new Organisation members;
        - Change members Role (from Administrator to Member or from Member to Administrator);
        - Remove Organisation members.
        - View the organisation's members details
- Search for members of the MED Portal;

1.4.1 View the details of the User Organisation

In the Intranet My Organisation section the user can view its Organisation's details. The Organisation's details has the following sections:

- General Details:
    - Identifier
    - Name
    - Long Name
    - VAT Number
    - Type
    - Status
    - Administrator's E-mail
- Contact Details:
    - Telephone Number
    - Fax Number
    - Email
    - Website
    - External Link
- Address Details
    - Street
    - Postal Code
    - Post Office Box
    - City
    - Country

When the organisation type is Manufacturer the detail presents also the following sections:

- Manufacturer sites

- Street
- Postal Code
- City
- Country

- Notified Bodies' – associated with the Manufacturer
  - ID
  - Name
  - Country

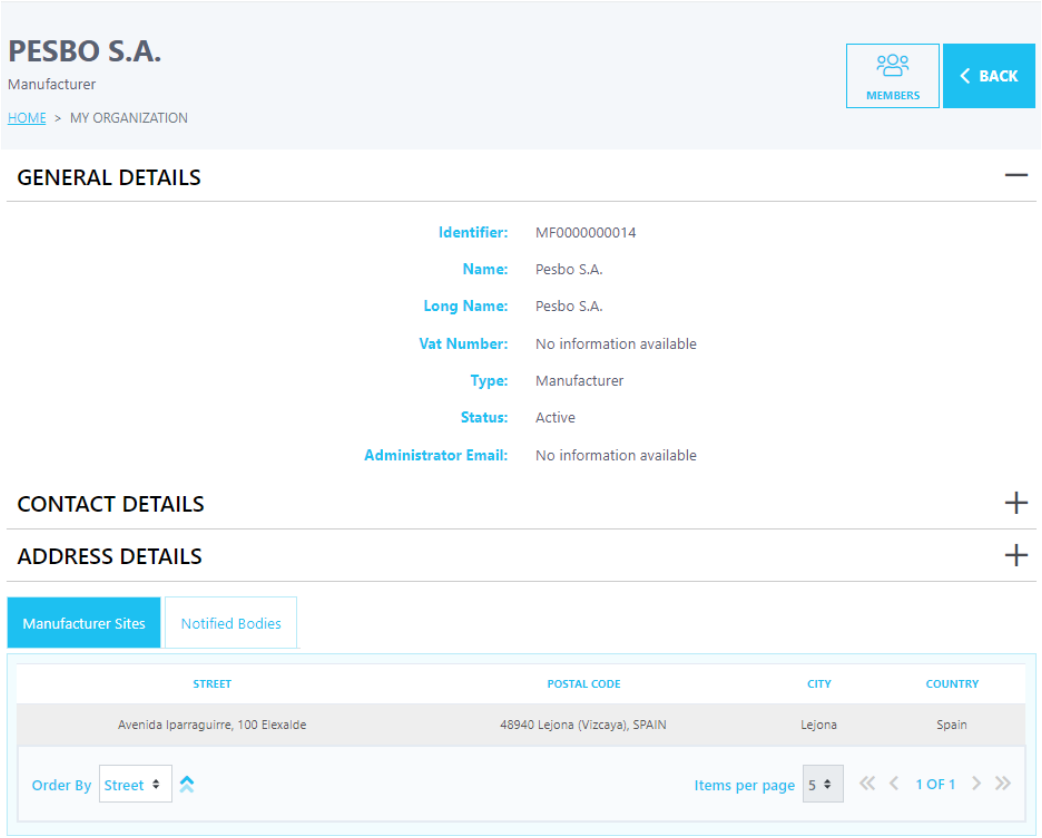


Figure 10 – My Organisation Intranet – General Details

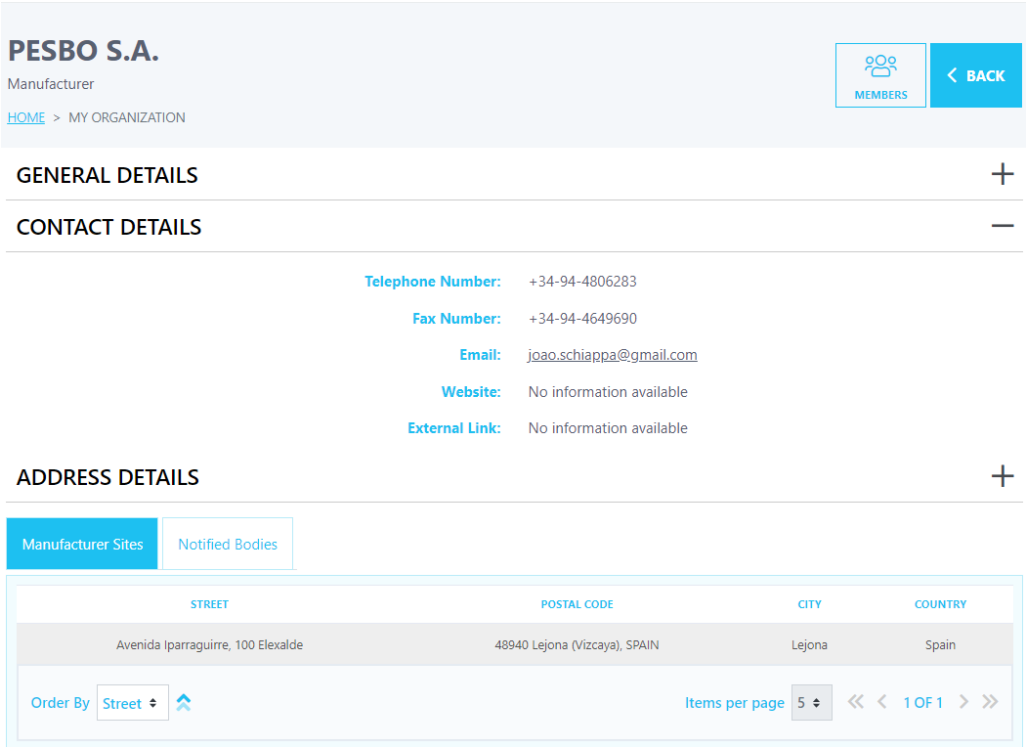


Figure 11 – My Organisation Intranet – Contact Details

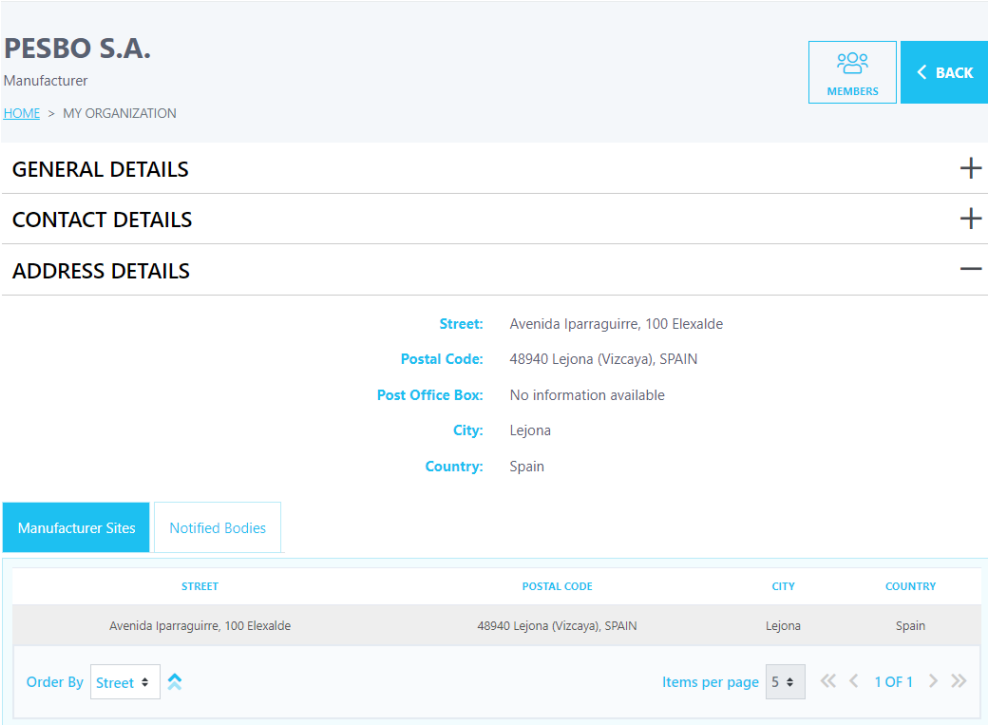


Figure 12 – My Organisation Intranet – Address Details

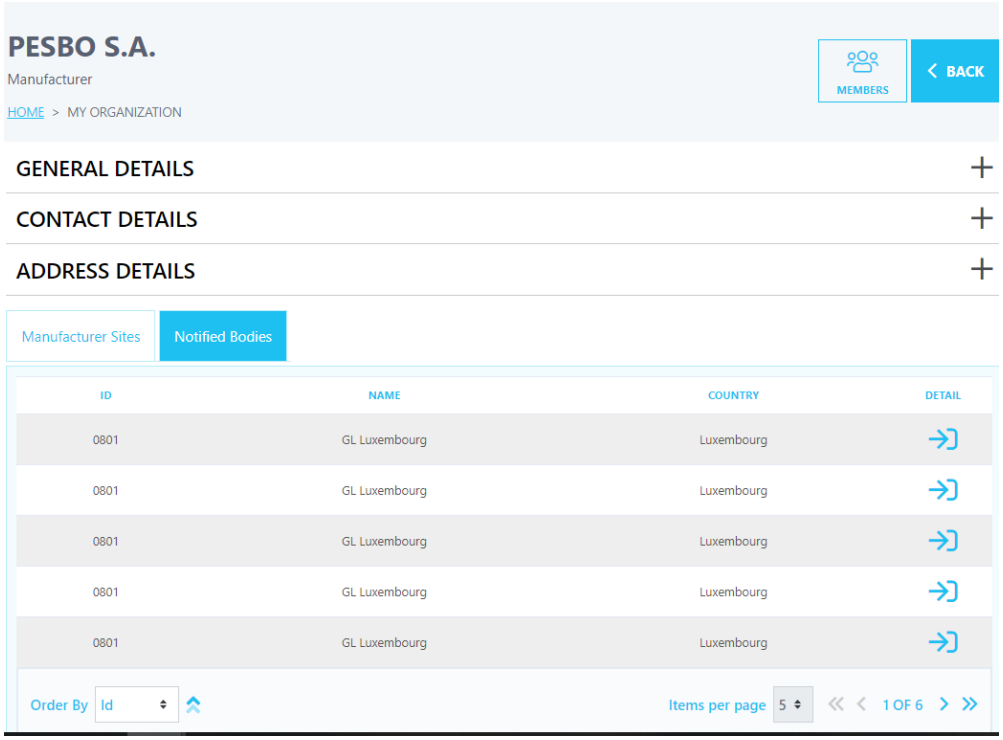


Figure 13 – My Organisation Intranet – Notified Bodies

1.4.2 Organisation Members page

To access the Organisation's Members page, the user must be on the My Organisation Page and click on the "Members" button:

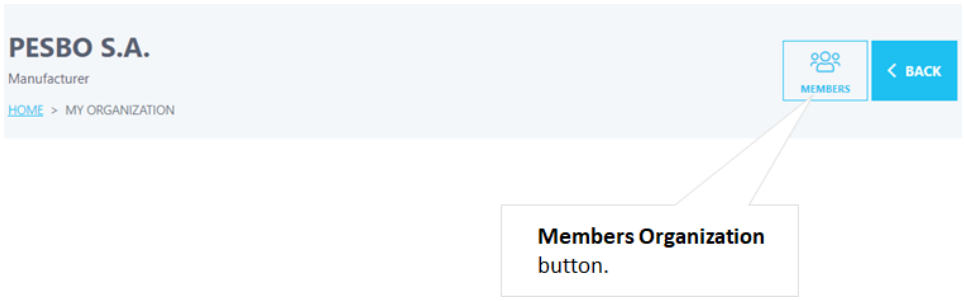


Figure 14 – My Organisation Intranet – Members Organisation button

When the user is only a member of its organisation, the list of members is shown without access to member's details.

When the user is the administrator of its organisation, the list of members is shown along with some managing options:

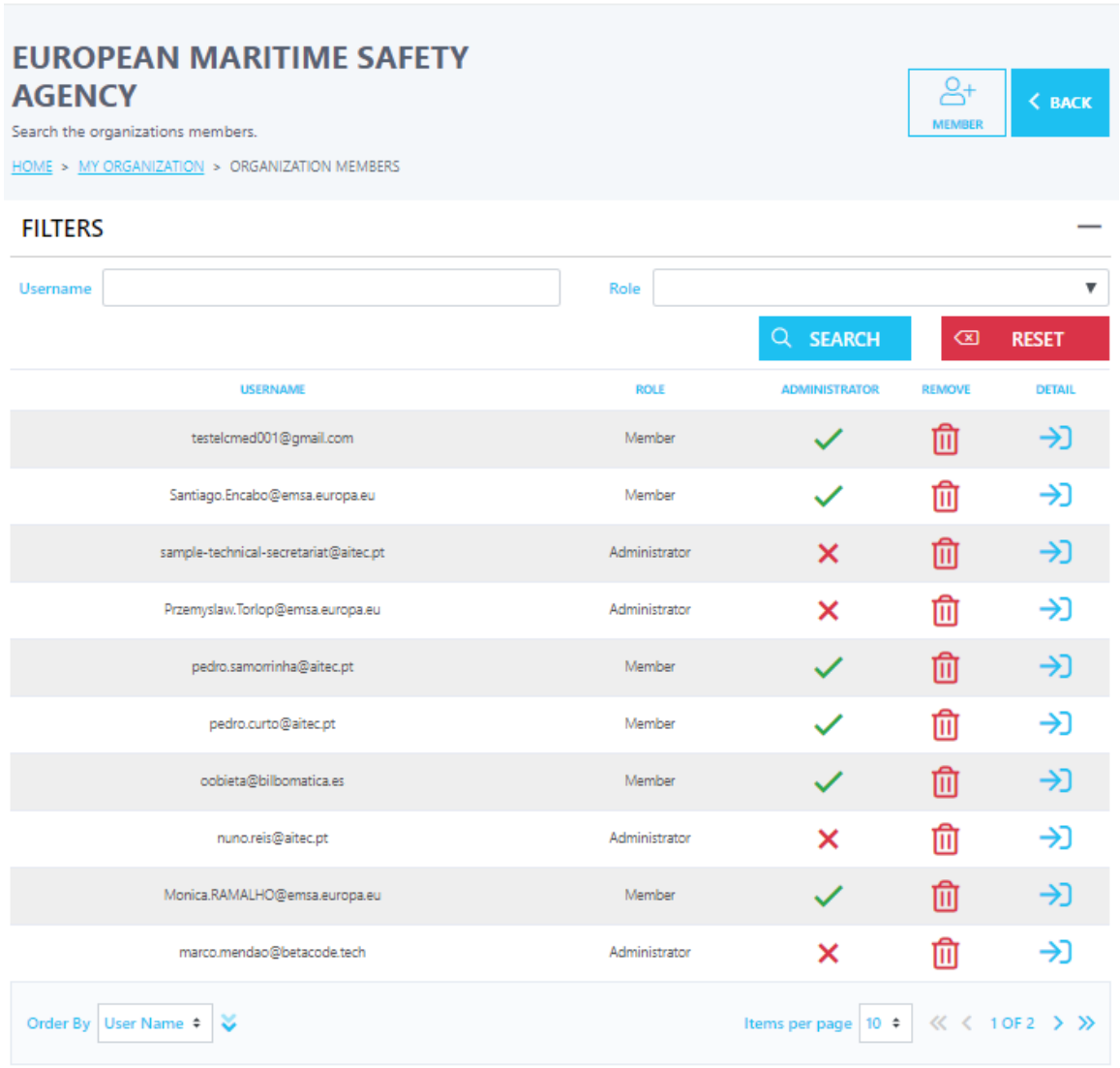


Figure 15 – My Organisation Intranet – Members List - Administrator role view

1.4.3 Add Members to the Organisation

When the User has the Administrator role of the Organisation, he can add Members to his Organisation. First, the user account that is to be added to the organization must be registerd in the portal by following the process that is described in section 1.1. Once the user account exists, any user who has the Administrator role can add new users to the organization.

In order to add new members to an organization, go to My Organisations >>> Members page and click on the Add Members to the Organisation button:

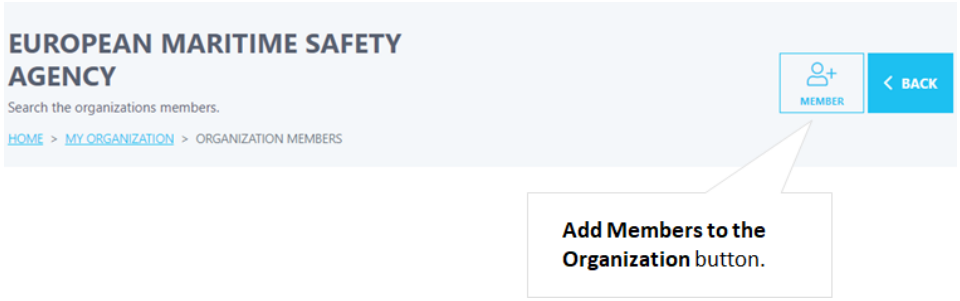


Figure 16 – My Organisation Intranet – Add Members to the Organisation button.

A search Members page in then shown where it is possible to search for Members, select one and click on the confirm button to add it to the Organisation:

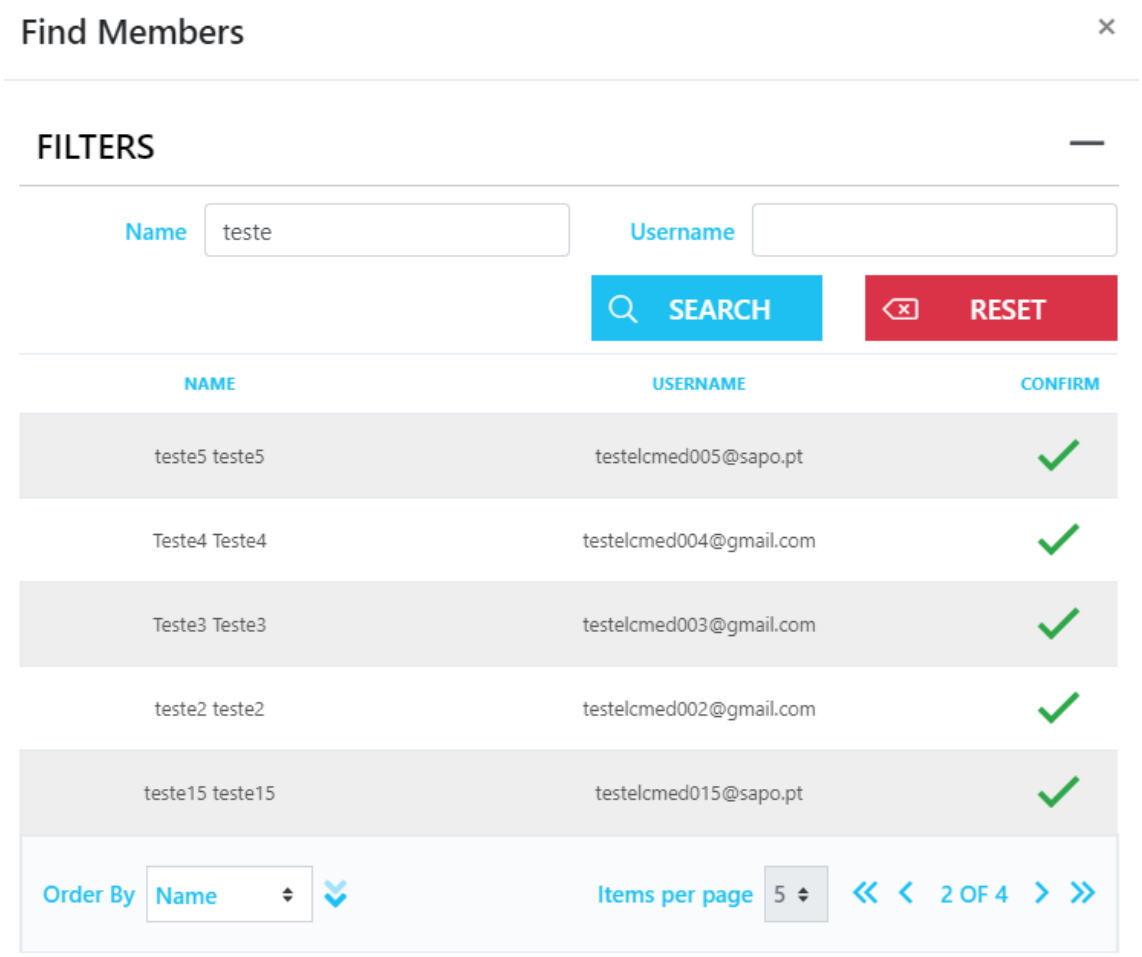


Figure 17 – My Organisation Intranet – Search for Members to Add to the Organisation page

1.4.3.1 Change Member role

When the User has the Administrator role of the Organisation, he can change the role of the Organisation Members. On the next example the User testelcmed005@sapo.pt has the Administrator role, it can be changed to Member role by clicking on the icon on the Administrator column:

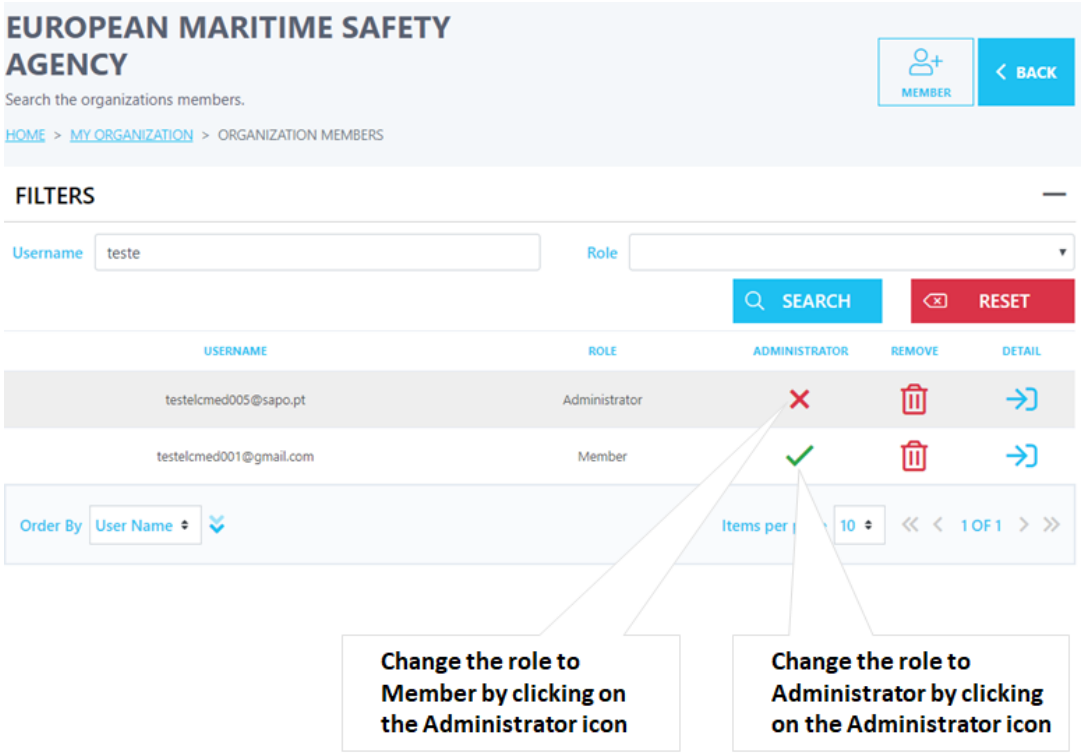


Figure 18 – My Organisation Intranet – Change Members role

1.4.3.2 Remove Member

When the User has the Administrator role of the Organisation, he can remove Members from the Organisation by clicking on the remove Members button:

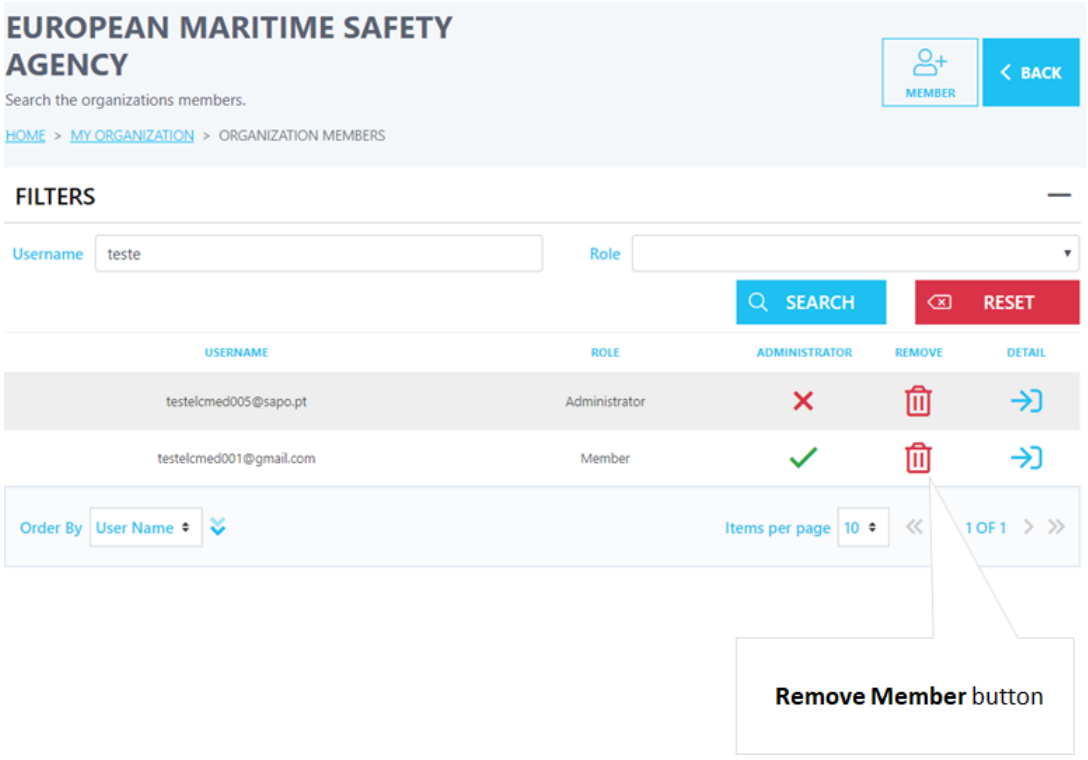


Figure 19 – My Organisation Intranet – Remove Member button

1.4.3.3 Member Detail

The Member detail has the following sections:

- General Details
  - Title
  - First Name
  - Last Name
  - Function
  - Company
- Contact Details
  - Email
  - Telephone Number
  - Mobile Number
  - Fax Number
  - Website
- Address Details
  - Street
  - Postal Code
  - Post Office Box
  - City
  - Country
- Groups
  - Group
- Organisations (that the member belongs to)
  - Organisation

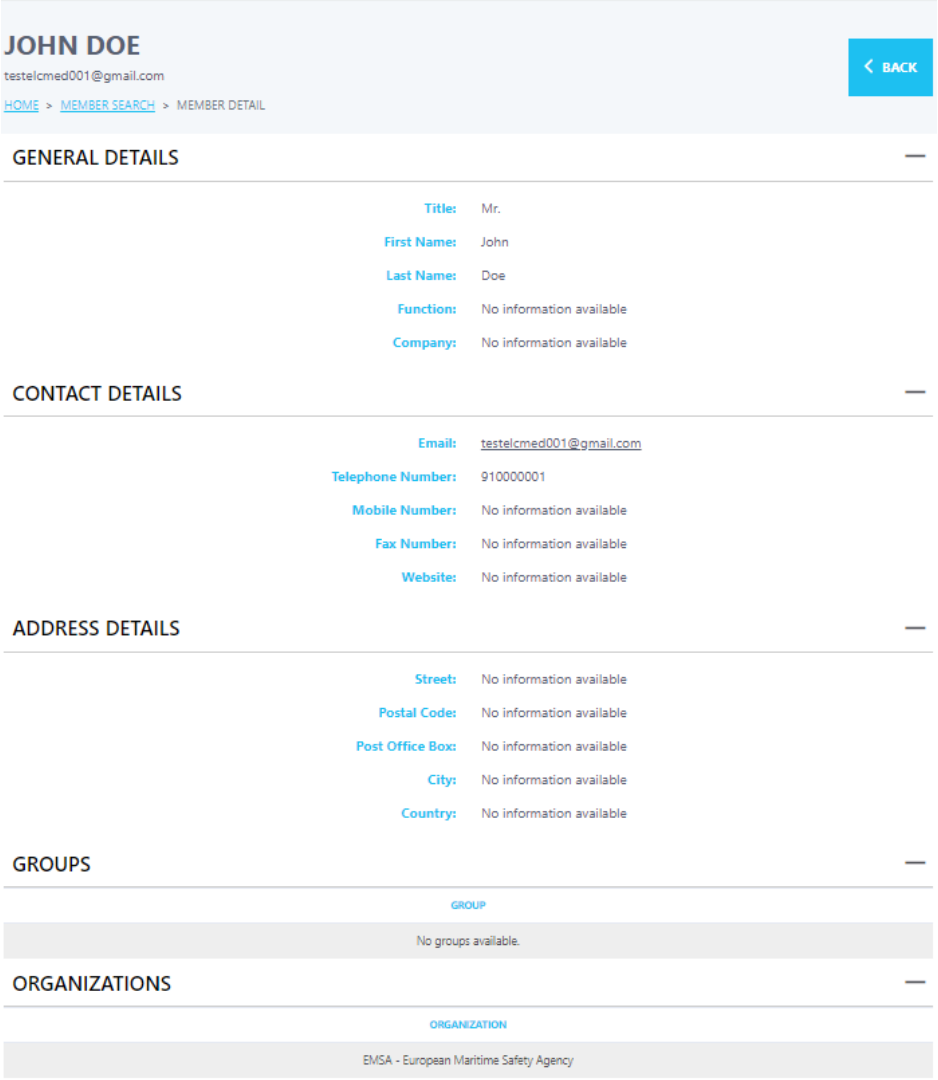


Figure 20 – My Organisation Intranet – Members detail page

2. Intranet area

2.1.1 Header

The header contains the logo which redirects the user to the homepage, the name of the user that is logged in (link to User Menu), and below the navigation menu.

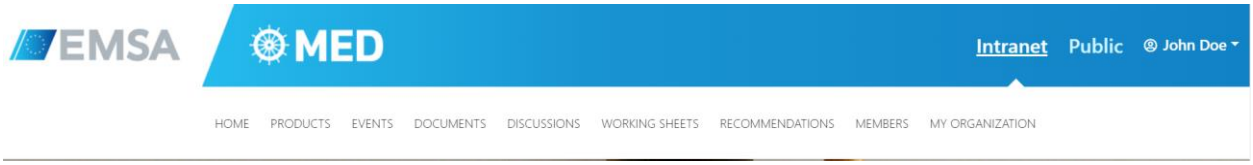


Figure 21 – Header and navigation menu for the Intranet Area

2.2 Products

In the Intranet Products section, it is possible to:

- Search for products
- Export the results of a product search to Excel
- Download the product details to a PDF file (available on product detail page)
- Access Products KPI's
- Submit a new product via form
- Edit/Update a product via form
- **Submit a product spreadsheet**
- Submit a declaration of conformity spreadsheet
- Submit a declaration of conformity via form (available on product detail page)

2.2.1 Permissions

Product actions are restricted to products that belong to the logged member:

- If a Manufacturer is logged in the system, search results and product actions are restricted to its products;
- If a Notified Body is logged in the system, search results and product actions are restricted to products that it certified:
- If an Authorized Representative is logged in the system, search results are restricted to products that it represents, and product actions are restricted to products that it represents;
- For the remaining organisations (Technical secretariat, MSA, NA and COM), search results have no restrictions.

2.2.2 Submit a Product Spreadsheet

This functionality allows the user to submit several products at the same time using a file in the formats CVS or XLSX. To submit a product spreadsheet, you must be at the Product Search page and click on the Products button:

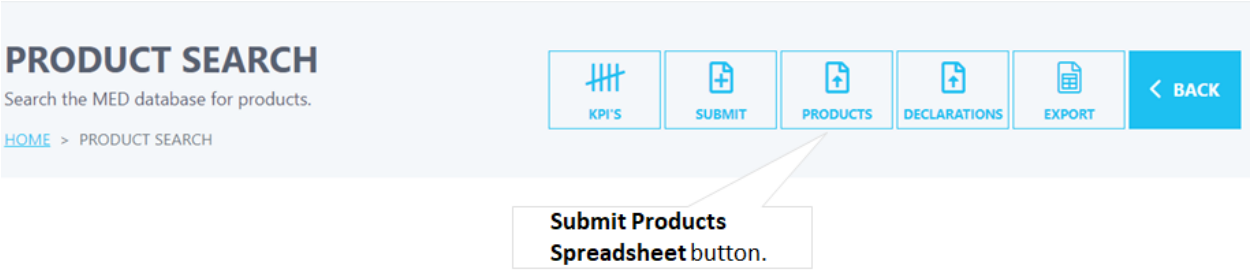


Figure 22 – Product Intranet – Submit Product Spreadsheet button

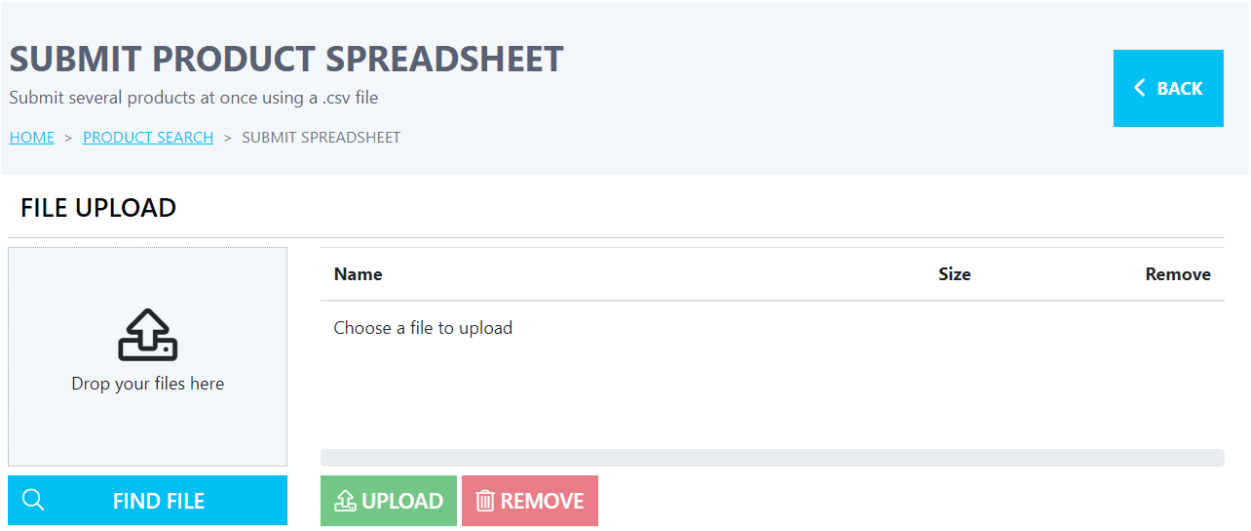


Figure 23 – Product Intranet – Submit Product Spreadsheet Page

To submit a product file, the user must choose a file and click on the upload button. The file must be CVS or XLSX with the following format:

Table 1: Format and procedures for product spreadsheet upload - Initial info and product info

Section	Column No.	Field	Description	Preferred format	Column No. from old template	These consistency checks are performed when importing data to the MED database.
	1	Operation	Type of operation in Database. Insert a new product or update an existing one (revision of certificates).	**I** - Insert a new product, **U** - Update an existing product	N/A	✓ Field is not empty. ✓ It must have the value I or U (case sensitive, only capital letters allowed).
Initial Info	2	ItemId	Assigned item number for the product (MED/x.x according Implementing Regulations under Directive 2014/90/EU or A1./x.x under Annex A.1 of Directive 96/98/EC as amended).	Directive 2014/90/EU MED/x.x or MED/x.xa e.g.: MED/3.18 a Directive 96/98/EC as amended (expired) A.1/x.x or A.1/x.xa e.g.: A.1/3.18a (=A.1/3.18 A)	2	✓ Field is not empty. ✓ Subcategories (a,b,c, etc.) defined as in the related legal framework with the format a or A without separating dot: MED/x.a or MED/x.A ✓ Item format like MED/x.x or A.1/x.x, being x=digit, with item number matching related legal frameworks reported in fields 57 and 83, and belonging to the scope of the reporting NB
	3	AppliedModule	Combination of applied module(s).	Valid Values – **B, G, B+D, B+E, B+F**	3	✓ Field is not empty. ✓ The module(s) shall be stated in the item number in the

						related legal framework ✓ Only the here presented format is allowed, possible intermediate blanks are **not** ignored
Product Info	4	ProductName	The detailed name of the product.	Free text	4	✓ Field is not empty.
	5	ModelName	The product's model name.	Free text	New field	No check.
	6	TradeName	The trade name of the product.	Free text	5	No check.
	7	Brand	The product's brand name.	Free text	New field	No check.
	8	RestrictionOfUse	Possible restriction of use for the product.	Free text	6	No check.
	9	Etag	Entity tag product identifier.	Free text	New field	No check.
	10	GTIN	Global trade item number.	Free text	New field	No check.
	11	Url	Manufacturer's URL for the specific product.	e.g.: www.emsa.eu	New field	No check.
	12	ExternalLink	External URL (e.g.: Rapex URL to a product)	e.g.: www.emsa.eu	New field	No check.

All the information of fields above, 2-12 is shown in the product detail page in the MED Database website.

Table 2: Format and procedures for product spreadsheet upload – Production Manufacturer info

Manufacturer	13	ProdManufacturerKey	Production manufacturer's MED DB identifier.	MFxxxxxxxxxx: Format with ten digits e.g.: MF0000000001	New field	✓ The row is rejected if the value doesn't match one existing Manufacturer Key.
	14	ProdManufacturerName	Production manufacturer's name.	Free text	7	✓ Field is not empty if reported applied modules are B+D, B+F, B+E in field 3.

	15	ProdManufacturerLongName	Production manufacturer's long name.	Free text	8	No check.
	16	ProdManufacturerAcronym	Production manufacturer's name acronym.	Free text	New field	No check.
	17	ProdManufacturerVatNumber	Production manufacturer's VAT identification number.	Free text	New field	No check.
	18	ProdManufacturerStreet	Production manufacturer's street name.	Free text	9	No check.
	19	ProdManufacturerPostalCode	Production manufacturer's postal code.	Free text	10	No check.
	20	ProdManufacturerPoBox	Production manufacturer's PO box.	Free text	12	No check.
	21	ProdManufacturerCity	Production manufacturer's city.	Free text	11	No check.
	22	ProdManufacturerCountry	Production manufacturer's country.	ISO 3166-1 alfa-2 e.g.: IT - Italy, ES - Spain	13	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3. ✓The country name is listed as in ISO 3166-1 alfa-2 code.
	23	ProdManufacturerTelephone	Production manufacturer's phone number (international notation).	e.g.: +351 21 121 46 32	14	No check.
	24	ProdManufacturerFax	Production manufacturer's fax number (international notation).	e.g.: +351 21 121 46 32	15	No check.
	25	ProdManufacturerEmail	Production manufacturer's working e-mail (same as used in the administrator's account of the organisation).	e.g.: med@emsa.europa.eu	16	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3.
	26	ProdManutacturerPublicEmail	Production manufacturer's public e-mail.	e.g.: med@emsa.europa.eu	New field	No check.

	27	ProdManufacturerUrl	Production manufacturer's website URL.	e.g.: www.emsa.eu	17	No check.
	28	ProdManufacturerExternalLink	Production manufacturer's external link.	e.g.: www.emsa.eu	New field	No check.

Information of fields 13-24 and 26-28 is shown in the product detail page in the MED Database.The production manufacturer's MED DB identifier – field 13 - and its working e-mail – field 25 – are retrieved from the manufacturer's profile which is available for consultation by intranet users.

Table 3: Format and procedures for product spreadsheet upload – Authorized Representative info

Authorized Representative	29	AuthorizedRepresentativeKey	Authorized representative's MED DB identifier.	ARxxxxxxxxxx: Format with ten digits e.g.: AR0000000010	New field	✓The row is rejected if the fields doesn't match one existing Authorized Representative key.
	30	AuthorizedRepresentativeName	Authorized representative's name.	Free text	18	✓Field is not empty if production manufacturer is located outside EU.
	31	AuthorizedRepresentativeLongName	Authorized representative's long name.	Free text	19	No check.
	32	AuthorizedRepresentativeAcronym	Authorized representative's name acronym.	Free text	New field	No check.
	33	AuthorizedRepresentativeVatNumber	Authorized representative's VAT identification number.	Free text	New field	No check.
	34	AuthorizedRepresentativeStreet	Authorized representative's street.	Free text	20	No check.
	35	AuthorizedRepresentativePostalCode	Authorized representative's postal code.	Free text	21	No check.
	36	AuthorizedRepresentativeCity	Authorized representative's city.	Free text	22	No check.

	37	AuthorizedRepresentativeCountry	Authorized representative's country.	ISO 3166-1 alfa-2 e.g.: IT - Italy, ES - Spain	24	✓Field is not empty if production manufacturer is located outside EU. ✓The country name is listed as in ISO 3166-1 alfa-2 code.
	38	AuthorizedRepresentativePoBox	Authorized representative's PO box.		23	No check.
	39	AuthorizedRepresentativeTelephone	Authorized representative's phone number (international notation).	e.g.: +351 21 121 46 32	25	No check.
	40	AuthorizedRepresentativeFax	Authorized representative's fax number (international notation).	e.g.: +351 21 121 46 32	26	No check.
	41	AuthorizedRepresentativeEmail	Authorized representative's working e-mail (same as used in the administrator's account of the organisation).	e.g.: med@emsa.europa.eu	27	No check.
	42	AuthorizedRepresentativePublicEmail	Authorized representative's public e-mail		New field	No check.
	43	AuthorizedRepresentativeUrl	Authorized representative's website URL.	e.g.: www.emsa.eu	28	No check.
	44	AuthorizedRepresentativeExternalLink	Authorized representative's external link.	e.g.: www.emsa.eu	New field	No check.

All the information of fields above, 29-40 and 42-44 are showing in the product detail page in the MED Database website. The authorized representative's MED DB identifier – field 29 - and its working e-mail – field 41 – are retrieved from the authorized representative's profile which is available for consultation by intranet users.

Table 4: Format and procedures for product spreadsheet upload – Product's manufacturing site info

Manufacturing Site	45	ProdManufacturerSiteName	Product's manufacturing site name.	Free text	30	✓Field is not empty if field 50 is filled in.
	46	ProdManufacturerSiteStreet	Product's manufacturing site street.	Free text	31	No check.
	47	ProdManufacturerSitePostalCode	Product's manufacturing site postal code.	Free text	32	No check.
	48	ProdManufacturerSiteCity	Product's manufacturing site city.	Free text	33	No check.
	49	ProdManufacturerSitePoBox	Product's manufacturing site PO box.	Free text	34	No check
	50	ProdManufacturerSiteCountry	Product's manufacturing site country.	ISO 3166-1 alfa-2 e.g.: IT - Italy, ES - Spain	35	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3. ✓The country name is listed as in ISO 3166-1 alfa-2 code.
	51	ProdManufacturerSiteLatitude	Product's manufacturing site latitude in decimal degrees (DD).	e.g.: 38.70589951	New field	No check.
	52	ProdManufacturerSiteLongitude	Product's manufacturing site longitude in decimal degrees (DD).	e.g.: -9.14225042	New field	No check.
	53	ProdManufacturerSiteTelephone	Product's manufacturing site telephone number (international format).	e.g.: +351 21 121 46 32	36	No check.
	54	ProdManufacturerSiteEmail	Product's manufacturing site public e-mail.	e.g.: med@emsa.europa.eu	38	No check.
	55	ProdManufacturerSiteUrl	Product's manufacturing site website URL.	e.g.: www.emsa.eu	39	No check.

The information in fields 45-50 is shown in the product detail page in the MED Database. Information in fields 51-55 is only shown in the product detail printout downloaded from the MED Database.

Table 5: Format and procedures for product spreadsheet upload – Type certification or unit verification info

Certificate Information (B) Type-Examination or Unit Verification (G)	56	TypeNotifiedBodyId	Nando ID number of the Notified Body responsible for the EC type examination certificate (module B).	XXXX: Format with four digits	45	✓The row is rejected if the value doesn't match one existing Notified Body number under the MED. ✓Field is not empty.
	57	LegalFramework	The MED/MED amendment of MED regulation under which the EC type examination or unique verification certificates have been initially issued.	Implementing Regulations (EU) 2018/773 Or old directive as amended 96/98/EC … 2014/93/EU	40	✓The row is rejected if the value doesn't match one existing Legal Framework. ✓Field is not empty.
	58	TypeCertificateNumber	The number of the EC type examination (B) or unit verification (G) certificate.	Free text	41	✓Field is not empty.
	59	TypeIssuedDate	Issue date of the EC type examination (B) or unt verification (G) certificate.	YYYY-MM-DD (ISO 8601 format)	42	✓Field is not empty. ✓Date of issue shall be equal or younger as the publication date of the Official Journal in which the related MED or MED amendment has been published and shall be older than the last day of applicability of the related directive, in case a new directive has

						been published. ✓Format is YYYY-MM-DD
	60	TypeExpiryDate	Expiry date for the validity of the EC type examination (B) certificate.	YYYY-MM-DD (ISO 8601 format)	43	✓Field is not empty. ✓For module B, referring to Approved Recommendation GEN-006, this date is maximal 5 years after the date of issue of the EC type examination. ✓Format is YYYY-MM-DD
	61	TypeComment	Comment to the EC Type Examination Certificate. Applied regulations, testing standards if different to those mentioned in the applied directive. Limitations of use to be reported and other remarks.	Free text	44	No check.
	62	TypeRefuseDate	Refusal date of the EC type examination (B) or unit verification (G) certificate.	YYYY-MM-DD (ISO 8601 format)	New field	✓Format is YYYY-MM-DD
	63	TypeRefuseComment	Comment to the refusal of EC type examination or unit verification certificate.	Free text	New field	✓Field is not empty if field 62 is filled.
	64	TypeWithdrawalDate	Withdrawal date of the EC type examination (B) or unit verification (G) certificate.	YYYY-MM-DD (ISO 8601 format)	New field	✓Format is YYYY-MM-DD
	65	TypeWithdrawalComment	Comment to the withdrawal of EC type examination or unit	Free text	New field	✓Field is not empty if field 64 is filled.

			verification certificate.			
	66	TypeManufacturerKey	Type manufacturer's MED DB identifier.	MFxxxxxxxxxx: Format with ten digits e.g.: MF0000000001	New field	✓The row is rejected if the value doesn't match one existing Manufacturer Key.
	67	TypeManufacturerName	Type or unit verification manufacturer's name.	Free text	New field	✓Field is not empty.
	68	TypeManufacturerLongName	Type or unit verification manufacturer's long name.	Free text	New field	No check.
	69	TypeManufacturerAcronym	Type or unit verification manufacturer's name acronym.	Free text	New field	No check.
	70	TypeManufacturerVatNumber	Type or unit verification manufacturer's VAT identification number.	Free text	New field	No check.
	71	TypeManufacturerStreet	Type or unit verification manufacturer's street name.	Free text	New field	No check.
	72	TypeManufacturerPostalCode	Type or unit verification manufacturer's postal code.	Free text	New field	No check.
	73	TypeManufacturerPoBox	Type or unit verification manufacturer's PO box.	Free text	New field	No check.
	74	TypeManufacturerCity	Type or unit verification manufacturer's city.	Free text	New field	No check.
	75	TypeManufacturerCountry	Type or unit verification manufacturer's city.	ISO 3166-1 alfa-2 e.g.: IT - Italy, ES - Spain	New field	✓Field is not empty. ✓The country name is listed as in ISO 3166-1 alfa-2 code.
	76	TypeManufacturerEmail	Type or unit verification manufacturer's working e-mail (same as used in the	e.g.: med@emsa.europa.eu	New field	✓Field is not empty.

			administrator's account of the organisation).			
	77	TypeManufacturerPublicEmail	Type or unit verification manufacturer's public e-mail.	e.g.: med@emsa.europa.eu	New field	No check.
	78	TypeManufacturerFax	Type or unit verification manufacturer's fax number (international notation)	e.g.: +351 21 121 46 32	New field	No check.
	79	TypeManufacturerTelephone	Type or unit verification manufacturer's telephone number (international notation).	e.g.: +351 21 121 46 32	New field	No check.
	80	TypeManufacturerUrl	Type or unit verification manufacturer's website URL.	e.g.: www.emsa.eu	New field	No check.
	81	TypeManufacturerExternalLink	Type or unit verification manufacturer's external link.	e.g.: www.emsa.eu	New field	No check.

The information in fields 56-60, 62, 64, 66-75 and 77-81 is shown in the product detail page in the MED Database. The comments in fields 61, 63 and 65 are only shown in the product detail printout downloaded from the MED Database. The type or unit verification manufacturer's MED DB identifier – field 66 - and its working e-mail – field 76 – are retrieved from the manufacturer profile which is available for consultation by intranet users.

Table 6: Format and procedures for product spreadsheet upload – Production module info

Certificate Information Production module (D, E, F)	82	ProdNotifiedBodyId	Nando ID number of the Notified Body responsible for the certificate on production (modules D, E, F).	XXXX: Format with four digits	1 (if reporting NB is production NB)	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3. ✓The row is rejected if the value doesn't match one existing Notified Body ID.

	83	ProdLegalFramework	The MED/MED amendment of MED regulation under which the production module (D,E,F) certificates have been initially issued.	Implementing Regulations (EU) 2018/773 Or old directive as amended 96/98/EC … 2014/93/EU	46 (except for module G)	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3. ✓The row is rejected if the value doesn't match one existing Legal Framework.
	84	ProdCertificateNumber	The certificate number of the production module (D,E,F).	Free text	47 (except for module G)	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3.
	85	ProdComment	Comments to the production modules. Limitations of use to be reported. If module B+F is reported please enter here the corresponding serial number.	Free text	48	No check.
	86	ProdIssuedDate	Issue date of the production module certificate (D,E,F).	YYYY-MM-DD (ISO 8601 format)	49 (except for module G)	✓Field is not empty if reported applied modules are B+D, B+F, B+E in field 3. ✓The date of this certificate issue is before or equal the date of expiry of the type examination certificate in field 60 (or withdrawal date in field 64). ✓Format is YYYY-MM-DD.

	87	ProdExpiryDate	Expiry date of the production module certificate (D,E,F).	YYYY-MM-DD (ISO 8601 format)	50 (except for module G)	✓Field is not empty if reported applied modules are B+D or B+E in field 3. ✓The date of expiry is younger than the date of field 86 and also younger than the date of issue of the type examination certificate in field 59. ✓Format is YYYY-MM-DD.
	88	ProdRefuseDate	Refusal date of the production module certificate (D,E,F).	YYYY-MM-DD (ISO 8601 format)	New field	✓Format is YYYY-MM-DD.
	89	ProdRefuseComment	Comment to the refusal of production module certificate.	Free text	New field	✓Field is not empty if field 88 is filled.
	90	ProdWithdrawalDate	Withdrawal date of the production module certificate (D,E,F).	YYYY-MM-DD (ISO 8601 format)	New field	✓Format is YYYY-MM-DD.
	91	ProdWithdrawalComment	Comment to the withdrawal of production module certificate.	Free text	New field	✓Field is not empty if field 90 is filled.

Information in fields 82-84, 86-88 and 90 is shown in the product detail page in the MED Database. Information in comment fields 85, 89 and 91 is only shown in the product detail printout downloaded from the MED Database.

In Table 5 and Table 6 above, respectively in fields 57 and 83, one of the following Implementing Regulations or directives needs to be correctly reported:

Table 7: Format and procedures for product spreadsheet upload - valid values for fields 55 and 81

Value	Description
96/98/EC	96/98/EC
98/85/EC	98/85/EC MED (1st Amendment)
2001/53/EC	2001/53/EC MED (2nd Amendment)
2002/75/EC	2002/75/EC MED (3rd Amendment)
2002/84/EC	2002/84/EC
2008/67/EC	2008/67/EC MED (4th Amendment)
2009/26/EC	2009/26/EC MED (5th Amendment)
2010/68/EU	2010/68/EU MED (6th Amendment)
2011/75/EU	2011/75/EU MED (7th Amendment)
2012/32/EU	2012/32/EU MED (8th Amendment)
2013/52/EU	2013/52/EU MED (9th Amendment)
2014/93/EU	2014/93/EU MED (10th Amendment)
2014/90/EU MED (New MED)	2014/90/EU MED (New MED)
(EU) 2015/559	(EU) 2015/559 MED (11th Amendment)
(EU) 2017/306	(EU) 2017/306 (1st Implementing Regulation)
(EU) 2018/773	(EU) 2018/773 (2nd Implementing Regulation)
(EU) 2019/1397	(EU) 2019/1397 (3rd Implementing Regulation)
(EU) 2020/1170	(EU) 2020/1170 (4rd Implementing Regulation)

Table 8: Format and procedures for product spreadsheet upload – USCG MRA info

Approval under MRA with the US	92	USCGNumber	USCG MRA approval number according with agreed format.	See MarED Info Note: "05-163r3 IN US MRA Guidance Notes 100708"	52	No check.
	93	USCGComment	Comment to USCG MRA approval.	Free text	53	No check.

Legend

	This is a required field
	This is a conditional required Field

After submitting the file, the system presents the file upload results indicating:

- Number of lines processed
- Number of lines processed with success (no errors detected)
- Number of lines processed with warnings
- Number of lines processed with errors

For every error or warning the results page presents a line indicating the line and field column originating the error/warning and its error/warning message.

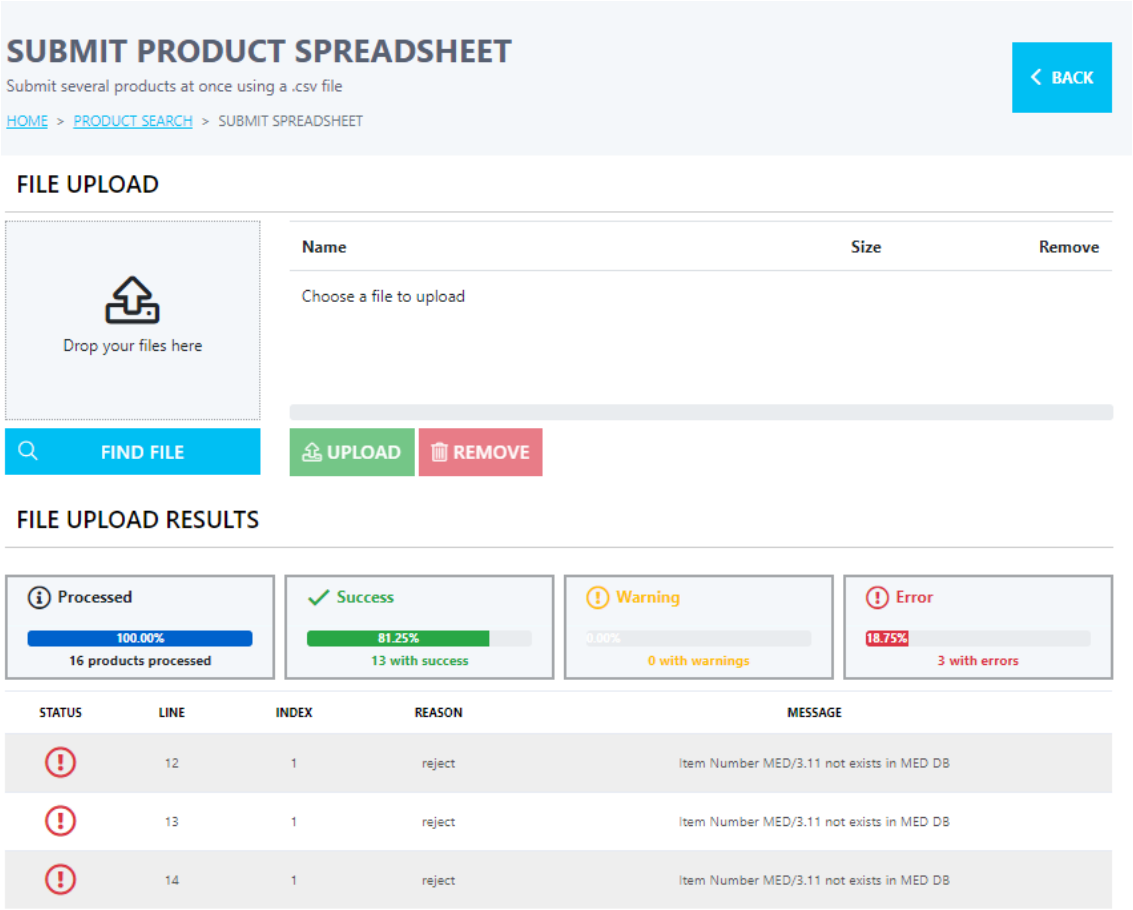


Figure 24 – Product Intranet – Submit Product Spreadsheet results page

In case of the repetitive data submission attempts, all fields indicates for Insert operation (Operator **I** in field no 1) – are shown as “Sucessful” although the information is not overwritten. No further warning message is displayed.

Please note that due to the increase of the variety of the MED approved equipment and the difficulties in its identification one of the objective of the new MED Database is the unique identification of datasets.
Therefore, at the basis of the MED Database development lays the Product Unique Identifiers, which was onstructed on the structure of the e-Tag as is has been defined in the Implementing Regulation (EU) 2018/608, of 19 April 2018 laying down technical criteria for electronic tags for marine equipment.

Folowing that all products are identified by unique combination of characters based on the NB number and the Certificate number (e.g. **NB1noCertificate1NoNB2noCertifcate2No).** In consequence, while submitting a product you will be able to use that specific combination once only.

The unique character of data can be only achieved by application of the the following rules during submission on the products data:

- One Module B certificate – can be issued to one product only (one B certificate = one MED item only),
- One Module D certificate – can be issued to one Manufacturing Site only,
- Each combination of certificates – can be registered once only,
- In a set of data where manufacturer is out of EU - the Authorise Representative is required.

It should be noted that the reason for accepting certificates referring only to single products is that the EMSA public data base for marine equipment, as approved under the MED provisions, must make available reliable and accurate information of individual commercial products. Therefore MED certificates should refer to only one piece of equipment. This facilitates the work of the MED stakeholders (Market Surveillance Authorities, Notified Bodies Authorities, Port State control Authorities, Recognized Organizations, Flag State Administrations). Additionally, the said approach is also intended to facilitate the implementation of the e-Tag by manufacturers at their discretion.

Please also note that such this approach stems from a joint agreement of the EU Member State competent authorities to enable appropriate surveillance of the EU market. Additionally, please note that overruling that approach may result in commercial products not appearing as approved equipment on the EMSA public data base which is the only official place to find the approved equipment under MED, and which is widely used by market surveillance authorities.

3. Manufacturers

Manufacturers are assigned a special role in the MED DB portal which allows them to upload and publish the Declaration of Conformity (DoC) documents for their certified products.

In order for a manufacturer to be properly registered in the portal the following steps are necessary:

1. The manufacturer provides information to the Notified Body about its products and its organization. In particular it needs to specify an email address that will be used by the manufacturer during the process of registering itself to the MED DB portal. The Notified Body uploads/updates the information about the manufacturer and its products into the database.

2. The manufacturer registers itself in the portal specifying the email address that is provided to the Notified Body. The registration process is described in paragraph 1.1. This process will create a public user that does not yet have the special privileges that are associated with the manufacturer role.

3. The manufacturer requests the association between its user account and its products via the portal. This step is described in detail in paragraph 101.3.

After completing all these steps the user account that was created by the manufacturer will receive special privileges that will allow it to manage the DoC-s for their own products.

Step 1 and step 2 can be performed in any order. However both need to be completed before step 3 can be performed.

3.1 Declaration of Confirmity

There are 2 ways for the manufacturer to upload the information about their DoCs to the system: individually, using a form or as a batch, uploading a file that holds the details of several documents.

3.1.1 Submitting Declaration of Confirmity for a single product

1. Log in to the MED DB with a user that is linked with a manufacturer

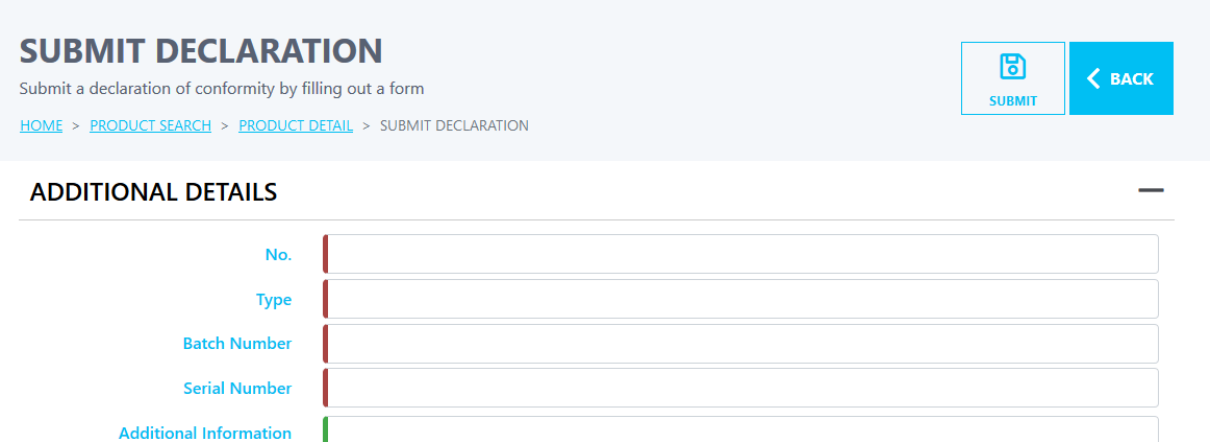
2. Select *Intranet* from the navigation bar and *Products* from the submenu

3. Use the search form to find the product for which the DoC is to be submitted

4. Click on *Detail* in the corresponding row in the search result table

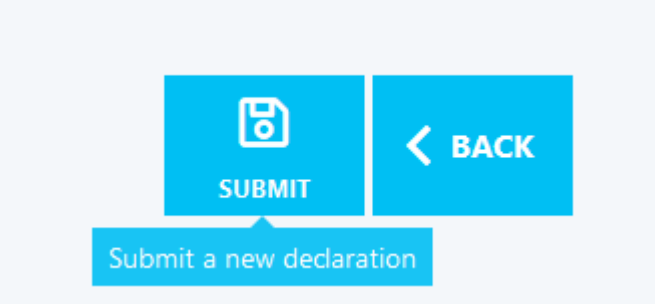
5. Click on the *Declaration* button as seen in the screenshot below

6. Fill in the details of the DoC in the form that appears. Note the mandatory fields that are marked with red color.



7. Optionally upload a digital copy of the DoC document in PDF format

8. Submit the DoC using the *Submit* button near the top of the form. See screenshot:



After the form is submitted the DoC will appear in the *Declaration of Conformity* section of the product detail page:

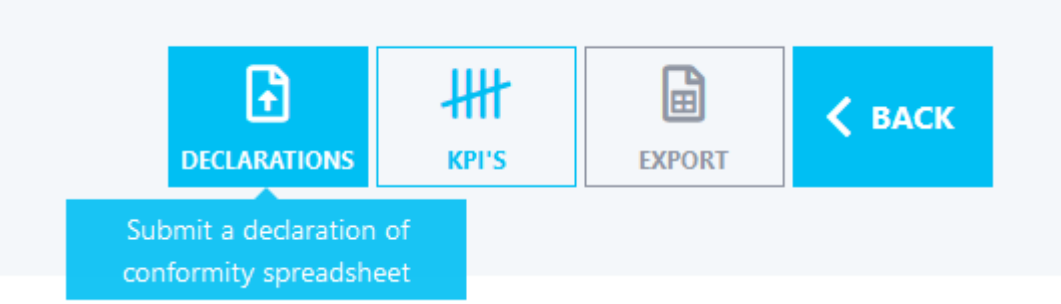
3.1.2 Submitting Declaration of Conformity for a number of products

The manufacturer can upload the details of a number DoC documents in a single file. Note that this feature does not allow for uploading digital copies of the DoCs, those can only be uploaded individually.

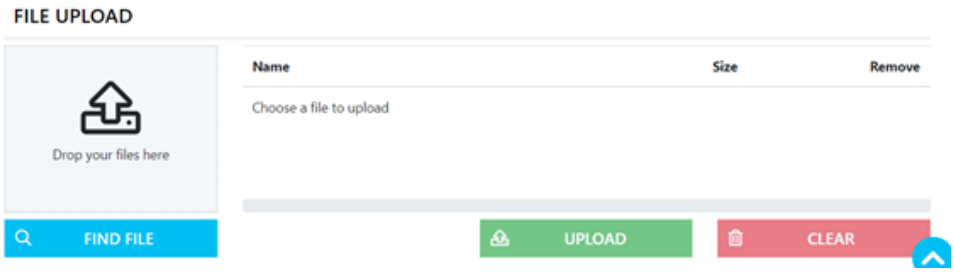
1. Log in to the MED DB with a user that is linked with a manufacturer

2. Select *Intranet* from the navigation bar and *Products* from the submenu

3. Click on the *Declarations* button near the top of the page

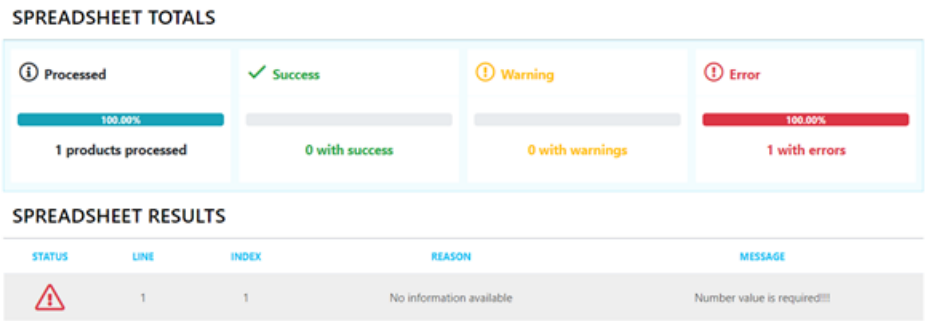


4. Select the file that is to be uploaded by using the “Find File” button or drag and drop it to the dedicated area and press “Upload”. The format of the file to be uploaded is described in paragraph 3.1.2.1



5. The processing of the spreadsheet will start. You will be forwarded to the list of all your DoC spreadsheet submissions. An hourglass will be displayed while the spreadsheet is still being processed. Once it finishes you will be able to see the results by clicking on the “Detail” icon.

6. The Spreadsheet Results page will display all the items that have been processed. You will find the list of any errors that may have occurred during the process.



3.1.2.1 DoC Spreadsheet Format

No.	Name	Description	Preferred format
1	Operation	Type of operation in Database. Insert a new DoC	**I** - Insert a new DoC,
2	ProductId	Product Unique Identifier – this value is assossiated to each product and can be found in Product Details --> Gereral Details	As per coding: (NB1noCertificate1NoNB2noCertifcate2No)
3	DocNumber	Reffers to the DoC template – filed: 1.No	Identification of the product by the Mfr. (it is necessary to fill in one field from among the available fields No. 3,4,5,6)
4	DocType	Reffers to the DoC template - filed: 1.No	Additional indentification of the product by the Mfr (product, Model or Type…) (it is necessary to fill in one field from among the available fields No. 3,4,5,6)
5	DocBatchNumber	Reffers to the DoC template - filed: 1.No	Additional indentification of the product by the Mfr (product Batch Number) (it is necessary to fill in one field from among the available fields No. 3,4,5,6)
6	DocSerialNumber	Reffers to the DoC template - filed: 1.No	Additional indentification of the product by the Mfr (product Serial Number) (it is necessary to fill in one field from among the available fields No. 3,4,5,6)
7	DocPerformance Requirements	MED Item requirements applicable as it is defined in the indicated IR	
8	DocApproval Requirements	MED Item requirements applicable as it is defined in the indicated IR	
9	DocTestStandards	MED Item requirements applicable as it is defined in the indicated IR	
10	DocContactName	Name of the person who signs the DoC	
11	DocContactFunction	Function of the person who signs the DoC	
12	DocContactAdress	As per approved DoC template	Location where the DoC is issued (city name)
13	DocIssueDate	Date of the DoC issue	Format is YYYY-MM-DD.

European Maritime Safety Agency
Praça Europa 4
1249-206 Lisbon, Portugal
Tel +351 21 1209 200
Fax +351 21 1209 210
emsa.europa.eu