**Form D.2 Template for the Base Stock Manufacturers’ Letter of Conformance**

*(Letter to be sent by e-mail in digital, scanned “PDF”-format to:* administrator@sail-europe.eu*)*

# SAIL

# Rue Belliard 40 Brussels B 1040

Belgium

# *From: Company name*

*[Insert current address]*

*[Insert nominated e-mail address for correspondence]***D1**

Date: *[Insert date]*

**Subject:** **ATIEL Base Stock Quality Assurance Guidelines:**

**Letter of Conformance**

*[Name of participating company]* hereinafter referred to as “The Company”, hereby declares its undertaking to implement the ATIEL Guidelines for Base Stock Manufacturers’ Quality Assurance as described in Appendix B of the ATIEL Code of Practice.

For the purposes of this Letter of Conformance, The Company represents all associated companies operating under its brand and is duly represented by the undersigned.

The Companyin particular undertakes to:

* inform its auditors of its agreement to implement the ATIEL Guidelines for base stock quality assurance and interchange;
* ensure that its ISO 9001 or equivalent procedures include conformance with the ATIEL Code of Practice and to identify these procedures to ISO 9001 (or equivalent) auditors;
* provide such auditors with the relevant copy(ies) of Appendix B of the ATIEL Code of Practice;
* apply the ATIEL Guidelines for Base Stock Manufacturers’ Quality Assurance to the production of base stocks by The Company where such base stocks are intended for use in lubricants for which compliance with ACEA Sequences is to be claimed;
* ensure that, where base stocks produced by a third party are re-branded for sale under the brand of The Company and where such base stock are intended for use in lubricants for which compliance with ACEA Sequences will be claimed, the third party concerned has: (a) applied the ATIEL Base Stock Quality Assurance Guidelines to the production of the base stocks supplied and (b) has itself submitted a letter of conformance to ATIEL.

It is understood by The Companythat the commitments referred to above:

* will remain valid for the calendar year in which the LoC was registered.
* may be extended for further annual periods by re-validating the Letter of Conformance based on the template letter current at that time.
* may be cancelled at any time by notifying SAIL by registered mail of the withdrawal of any or all of the undertakings made in this Letter of Conformance.

The Companyhereby agrees that ATIEL may include its name in a list of companies that have agreed wholly or in part to implement Appendix B of the ATIEL Code of Practice. This list may be made available to ATIEL members or to any interested party and published on the SAIL website (www.sail-europe.eu).

The Company further agrees that it is solely responsible for compliance with the undertakings it makes in this letter. It should not assert, in any way, that base stocks have been produced in compliance with Appendix B of the ATIEL Code of Practice unless all relevant procedures and test have been carried out.

*[Insert signature]*

Important note:

Base stock manufacturers signing this Letter of Conformance shall ensure that all elements of the guidelines are fully implemented from the date of signing the letter.

D1 Future versions of the ATIEL Code of Practice will be uploaded to the ATIEL website and on the SAIL website. In addition, SAIL will send a notification to an email address nominated by each signatory of the ATIEL Letters of Conformance. This email address will also be used for provision of additional information relating to the Code.