

GPSR Compliance Checklist

PrestaShopCompliance.com

EU compliance for merchants

A step-by-step checklist for PrestaShop merchants

Scope and responsible person

- Confirm which of your products fall within the General Product Safety Regulation (EU) 2023/988.
 - Identify a responsible person established in the EU for each product placed on the market.
 - Record the name and contact details of that responsible person.
 - Check whether you act as manufacturer, importer, distributor or fulfilment service provider for each line.
 - Confirm the responsible person can make technical documentation available to authorities on request.
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Article 19 online listing information

- Show the manufacturer's name, registered trade name and postal and electronic address on each listing.
 - Show the responsible person's name and contact details where the manufacturer is outside the EU.
 - Display product identifiers such as type, batch or serial number to allow the product to be identified.
 - Publish any warnings and safety information in the language of the consumer's Member State.
 - Ensure this information is visible before the consumer completes the purchase.
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Technical documentation

- Compile technical documentation demonstrating that the product is safe.
 - Include a general description of the product and its essential characteristics.
 - Include an analysis of the possible risks and the measures taken to address them.
 - Retain the documentation for the period required and keep it available for authorities.
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Traceability

- Keep records identifying any economic operator who supplied you with a product.
- Keep records identifying any economic operator to whom you supplied a product.
- Ensure products bear a type, batch or serial number allowing identification.
- Maintain these records for at least the period required after supply.

Warnings and labelling

- Provide clear instructions and safety information with the product.
- Translate warnings into the languages of the markets you sell to.
- Check that labelling on the product and packaging is legible and durable.

Recalls and incident reporting

- Establish a procedure to act when a product is found to be dangerous.
- Register with and be ready to use the Safety Business Gateway to notify authorities.
- Monitor the Safety Gate rapid alert system for relevant product alerts.
- Prepare a recall notice template that reaches affected consumers directly.
- Offer consumers a remedy such as repair, replacement or refund in a recall.

The General Product Safety Regulation has applied since 13 December 2024. This checklist is a starting point and does not replace legal advice.