



Entry checklist

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Use this checklist before submitting an online entry. It helps you prepare complete entry materials; formal eligibility and assessment follow submission.

Organisation and authority

- Identify the responsible organisation, manufacturer and authorised contact.
- Provide written authority if an agent is entering for someone else.
- Confirm that you may supply the reports and proposed public images.
- Use a contact who can answer questions throughout the review.

Product identity and scope

- Name the product, brand, model or formulation and relevant software version.
- Describe intended use, users and the setting.
- Identify at least one market in which the product is available for lawful supply.
- Choose one principal category and list any proposed covered models.
- Identify earlier entries and explain material changes.

Claims and evidence

- Quote each principal claim as used in product information.
- Link each claim to the relevant file, pages, product version and finding.
- Explain methods, conditions, populations and limitations as appropriate.
- Distinguish direct product evidence from ingredient, component or earlier-version material.
- Include relevant contrary findings and explain unresolved gaps.
- Complete the additional checklist for the chosen category.



Quality and use

- Supply current labelling or instructions and relevant warnings.
- Provide relevant quality, risk, maintenance and market material.
- Disclose recalls, restrictions and other material product concerns.
- Explain evidence about usability, accessibility and important user tasks.
- Describe the baseline for claimed improvements and relevant lifecycle arrangements.

Files and demonstrations

- Check that reports are legible, complete enough to assess and versioned.
- Provide English explanations and relevant translated passages where needed.
- Keep within 20 attachments and 250 MB: 25 MB per PDF and 10 MB per image.
- Use a stable video or demonstration link with limited review access.
- Remove unnecessary personal information; do not submit patient records or production credentials.

Before pressing Submit

Check the proposed public product information separately from private evidence. Confirm the rules, authority and declarations. Entry is free; no payment or sample shipment is required. Save the receipt and reference after submission.

A receipt does not mean the entry has been accepted or awarded. Reviews normally take about 90 calendar days from acceptance of a complete, eligible entry. Your account shows requests and timing.

[View category guidance](#) · [Use the evidence worksheet](#) · [Enter your product](#)