

Revision Record Sheet:

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7	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
8		1	30-12-2022	History sheet added	AG
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## 1 Introduction

This document is meant as a quick reference indicating the subjects to be submitted by an applicant in order to obtain one of the following certificates as defined in the EMC scheme (RD\_030):

- EMC statement of opinion (Europe, EMC directive)
- certificate for products needing verification (USA, FCC subpart B)
- certificate for receiving equipment or extremely low power equipment (Japan)

We do request our customers to upload the requested documentation to the **Kiwa Customer Portal** which can be found at <https://clientportal.kiwa.info> or in case guidance is required do not hesitate to contact us.

## 2 Overview of subjects to be delivered by applicant.

An application must consist of at least the information as listed in the “subject” column. Where applicable a document i.d. is given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_100
Letter of authorization	X <sup>1</sup>	RF_160
Declaration of Conformity	X <sup>2</sup>	RF_061
Internal Photos	X	
External Photos	X	
Test Report(s)	X	
Schematics	X	
Assembly drawings (component layout)	X	
User's manual	X	
Parts List (BOM)	X	
Risk assessment	X	

Table 1

Notes: 1). In case applicant is different from approval holder  
2). Only applicable for European EMC directive.

### 2.1 Required format

Application information may be submitted in the following formats:  
PDF / JPG / TIF(F) / Microsoft Excel or in Microsoft Word.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Kiwa

Remark: In case of information submission, it should be sent in a file, e.g. five internal photos in 1 file

### 2.2 Details

In case of submission of information please read first document RD\_030 “EMC conformity procedures”.

## 2.2.1 Documentation requirements for certification of an OEM product or product variant based on an existing Statement of Opinion.

*In case manufacturer and certificate holder are the same:*

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_100
Declaration of identity	X	RF_062

Table 2

Important is to fill in the new type designation (model name), new trademark (brand name) and the declaration that OLD product (model name) is identical with the NEW product.

*In case the certificate holder is different:*

- Required Information as mentioned in case the manufacturer and certificate holder are the same.
- + Name, address, city, country and contact person.
- + Declaration from the OLD certificate holder that the new certificate holder may use the test report and documentation for his own approval; **document i.d.: RF\_743.**
- + Declaration from the NEW approval holder where in he declares to take over all the responsibilities for the European approval; **document i.d.: RF\_744.**

Notes: Additional certificates for OEMs and product variants will be issued with the same number as the existing certificate. On request of the client Kiwa can issue a new certificate.

### 3 Legend

**Trademark** refers to the generic (brand) name under which certain equipment is marketed.

**Type designation** refers to the unique name under which certain equipment is marketed. A certificate or approval holder may market the same product under different type designations and/or trademarks. The products shall 100% identical, in construction, hardware, software and physical outlining (OEM = Original Equipment Manufacturer).

**Product variants** are products that are not identical but have a certain similarity to the main product. They differ in some details, e.g. so called stripped versions, different PCB layouts, and additional options.