

KIWA RED

Certification Guide

RX_060_03 Kiwa RED Certification Guide

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Contents

| | |
|---|----|
| 1. Introduction on how to achieve a RED certificate | 3 |
| 1.1 Kiwa | 4 |
| 2. How to receive an offer | 5 |
| 3. Required documents | 5 |
| 4. Process overview | 8 |
| 4.1 Administrative review | 8 |
| 4.2 Project Guidance | 8 |
| 4.3 Technical review | 9 |
| 5. Product modifications | 9 |
| 6. Labelling requirements | 9 |
| 7. User's manual requirements..... | 10 |
| 8. Declaration of Conformity | 10 |

1. Introduction on how to achieve a RED certificate

This document is a guide on how to apply for a Radio Equipment Directive 2014/53/EU Type Examination Certificate (RED Certificate) within Kiwa Nederland.

In case of combined UKCA certification, additional forms will be requested.

This document must be understood as giving general guidance to achieve a Radio Equipment Directive 2014/53/EU Type Examination Certificate (RED Certificate) provided by Kiwa Nederland. It has no legal force and is considered to be State of the Art.

You are an authorized representative of a manufacturer or a manufacturer of an electrical or an electronic product, which intentionally emits and/or receives radio waves for the purpose of radio communication and/or radio determination. Or you are an authorized representative of a manufacturer or a manufacturer of an electrical or electronic product which must be completed with an accessory, such as an antenna, so as to intentionally emit and/or receive radio waves for the purpose of radio communication and/or radio determination.

1.1 Kiwa

Kiwa Nederland is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (RVA: <https://www.rva.nl/en/alle-geaccrediteerden/c002/>) has accredited Kiwa to ISO/IEC 17025 (testing) and NEN-EN-ISO/IEC 17065 (product certification).

Kiwa offers four groups of services: Information, Test, Certification, and Notified Body services for RED purposes.

The **Information services** of Kiwa are:

- Project guidance including provision of RED package
- Storage of Technical documentation
- Compilation of a Technical File

The **Test services** of Kiwa relevant for the RE Directive are:

- Safety
- EMF (RF Safety)
- EMC
- Radio
- Cyber Security

The **Certification services** of Kiwa relevant for the RE Directive are:

- ISO 9000
- Compliance in Production
- EU-type examination (Module B)
 - (Annex III RED)
- Cyber Security

The **Notified Body services** of Kiwa as defined by the RE Directive are:

- Approval of Quality Management System (Module H)
 - (Annex IV RED)
- Surveillance

This document is only about **Information** and **Certification** services.

2. How to receive an offer

You can request a quote for RED certification by sending an e-mail to the Commercial Manager of Kiwa at the following address nl.ecp@kiwa.com.

Please specify in your request the detailed technical specifications of the device, the scope of the certification request and any additional service you may need before the certification activities (e.g. testing, project guidance).

Once your request is received, the Commercial Manager will contact you to clarify your request and to provide a specified offer.

3. Required documents

When the quote is accepted, we thank you and we will start with the administrative handling. You will receive a documentation request of the administrative reviewer with client login information for the client portal on <https://clientportal.kiwa.info/login> and a package with information on document requirements. This package also contains a manual on how to use the client portal.

The technical documentation shall contain all relevant data or details of the means used by the manufacturer to ensure that radio equipment complies with the essential requirements set out in RED Article 3. It shall, at least, contain the elements set out in RED Annex V. The technical documentation shall be drawn up before radio equipment is placed on the market and shall continuously be updated. The technical documentation relating to any EU-type examination procedure shall be drawn up in the official language of the member state and/or language(s) required by the EU member state(s) where the product will be sold.

| Subject | Description | Submission by applicant |
|--|--|-------------------------|
| General Application Form (RF_100) (F065 for UK) | Document with the information as required on the certificate, applicant, manufacturer and equipment information. | X |
| Letter of authorization (RF_160) (F063 for UK) | Declaration, in case applicant is different than certificate holder. | X |

| Subject | Description | Submission by applicant |
|---|---|-------------------------|
| Declaration of Conformity (RF_067) F058 for UK) | Draft or final version of the DoC are both acceptable. | X |
| Declaration of identity (RF_062) (F056 for UK) | Declaration that the equipment is technically identical to other equipment. | X |
| Declaration of not applying with more than one notified body | Declaration of not applying with more than one notified body. | X |
| Packaging information / Box Label information | Box label including CE and in case of restrictions information according RED article 10 Clause 10 information. | X |
| Original EU-type examination | If applicable and when available. | X |
| Internal Photos | Photos showing the complete inside of the product. Showing separately all PCB's. At least one picture of the Radio Frequency parts without shielding. Please provide all photos in one document, if not available in test report. | X |
| External Photos | Photos of the equipment showing controls and overall appearance. Please provide all photos in one document, if not available in test report. | X |
| Test Report(s) | In case Kiwa does not perform the testing. Reports showing compliance with RED Article 3.2 must be provided. Including module test reports, when manufactures uses compliant module and did not perform complete testing. | X |
| Block Diagram | Document shall show the model name and identify the main equipment functions such as oscillators and frequencies. | X |

| Subject | Description | Submission by applicant |
|--|---|-------------------------|
| Schematics | Document with electrical diagrams of the equipment and including the model name. | X |
| PCB Layout / Component placement drawings | PCB Layout or component placement drawings including the model name and including the component layout with component references as used in the schematics and parts list. | X |
| Label sample and location | A drawing of the Label including equipment model name, trademark, manufacturer's address and CE mark (RED Article 10 Clause 7 information) and a picture or drawing of the location of the label on the product. | X |
| User's manual | User instructions including regulatory information according to RED Article 10 Clause 8 and either DoC RED Annex VI or simplified DoC RED Annex VII with a reference web site according to RED Article 10 Clause 9. | X |
| Parts List (BOM) | A list of components used including the equipment name and references as used in the layout and schematics. | X |
| RF Exposure Info/SAR (RF_063) (F063 for UK) | An RF exposure test report or declaration should be submitted. | |
| Risk Assessment (RF_163) (F064 for UK) | A risk assessment analysing the possible risks and demonstrating how they are reduced to comply with the essential requirements. | X |

4. Process overview

With the provided login information you can login to the Client Portal login on <https://clientportal.kiwa.info/login>. In the portal you can upload your documentation and see the status of your projects. A list of all necessary documentation and example forms can be found in the provided RED Package. This information is also downloadable from the Kiwa website:

<https://www.kiwa.com/en/service2/certification/eu-radio-equipment-directive-red-certification-and-testing/>

<https://www.kiwa.com/nl/en/markets/radio-wireless-and-electrical-equipment/downloads/>

4.1 Administrative review

The administrative reviewer will determine if all necessary documents are provided. If this is the case, the technical reviewer will be informed and the assessment can be started. Please note a complete application is required before the technical review can begin and the application can be processed.

4.2 Project Guidance

Project guidance is a service of the administrative reviewer to assist you in your objective to meet all the requirements of the RED for placing your product on the market. This is done by means of supplying information. The complete process is managed by Kiwa and finally the manufacturer has to sign the documents (declarations) delivered to Kiwa.

Elements of Project Guidance are:

- Marking/label information
- Additions to manual
- Box label instructions
- Proposal on declarations (need to be printed on company letter head paper!)
- Assistance with the central register of specified radio equipment
- Archiving of the Technical Documentation by Kiwa (as long as required by the RE Directive)
- Delivering maintenance of the Technical Documentation in case of additions / modifications

4.3 Technical review

The technical reviewer shall determine if the applicant's test data and documents satisfy the applicable requirements. If information is missing the applicant will be informed about the information still needed. If an application is dismissed, the technical reviewer will notify the client of the decision not to grant certification and identify the reason for the decision.

When the decision is to grant certification, the technical reviewer will issue a draft certificate first. This draft certificate is issued for client approval to eliminate any administrative errors. When an agreement is established, the decision is forwarded to the certificate responsible person. This certificate responsible person will perform a final check and issue a final EU Type Examination Certificate, when everything is found in agreement. When this final check shows there is still information missing, this information is immediately requested. When the person responsible for the certification decides the information is complete, accurate and correct the final EU Type Examination Certificate will be issued.

5. Product modifications

The manufacturer shall inform the notified body that holds the technical documentation relating to the EU-type examination certificate of all modification of the approval type that may affect the conformity of the apparatus with the essential requirements of the RED or the conditions for the validity of the certificate. Such modifications shall require additional approval.

6. Labelling requirements

The equipment should be labelled with the following information:

- Type designation, batch and/or serial number or other element allowing its identification
- Manufacturer data (name, registered trade name or registered trade mark and the postal address at which he can be contacted).
- Importer data (name, registered trade name or registered trade mark and the postal address at which he can be contacted).
- CE marking:
 - The CE (or UKCA) marking must have a height of at least 5 mm except where this is not possible on account of the nature of the apparatus.
 - The CE (or UKCA) marking shall be affixed visibly, legibly and indelibly to the radio equipment or to its data plate, unless that is not possible or not warranted on account of the nature of radio equipment.

7. User's manual requirements

The radio equipment must be accompanied by instructions and safety information in a language which can be easily understood by consumers and other end-users, as determined by the Member State concerned.

Instructions shall include the information required to use radio equipment in accordance with its intended use. Such information shall include, where applicable, a description of accessories and components, including software, which allow the radio equipment to operate as intended.

Such instructions and safety information, as well as any labelling, shall be clear, understandable and intelligible.

The following information shall also be included in the case of radio equipment intentionally emitting radio waves:

- frequency band(s) in which the radio equipment operates;
- maximum radio-frequency power transmitted in the frequency band(s) in which the radio equipment operates.

Each item of radio equipment must be accompanied by a copy of the EU declaration of conformity or by a simplified EU declaration of conformity. Where a simplified EU declaration of conformity is provided, it shall contain the exact internet address where the full text of the EU declaration of conformity can be obtained.

8. Declaration of Conformity

1. The EU declaration of conformity shall state that the fulfilment of the essential requirements set out in Radio Equipment Directive 2014/53/EU Article 3 has been demonstrated.

2. The EU declaration of conformity shall have the model structure set out in Radio Equipment Directive 2014/53/EU Annex VI, shall contain the elements set out in that Annex and shall be continuously updated. It shall be translated into the language or languages required by the Member State in which the radio equipment is placed or made available on the market.

The simplified EU declaration of conformity referred to in Radio Equipment Directive 2014/53/EU Article 10(9) shall contain the elements set out in Annex VII of this Directive and shall be continuously updated. It shall be translated into the language or languages required by the Member State in which the radio equipment is placed or made available on the market. The full text of the EU declaration of conformity shall be available at the internet address referred to in the simplified EU declaration of conformity, in a language or languages required by the Member State in which the radio equipment is placed or made available on the market.

3. Where radio equipment is subject to more than one Union act requiring an EU declaration of conformity, a single EU declaration of conformity shall be drawn up in respect of all such Union acts.

That declaration shall contain the identification of the Union acts concerned including their publication references.

4. By drawing up the EU declaration of conformity, the manufacturer shall assume responsibility for the compliance of the radio equipment with the requirements laid down in this Directive.