

1 Introduction

This document is meant as a quick reference indicating the subjects to be submitted by an applicant in order to obtain an EU-type Examination Certificate (Module B).

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 ¹	RF_160
Declaration of Conformity	X ²	RF_067
Packaging information	X ³	
Original EU-type examination	X ⁴	
Internal Photos	X	
External Photos	X	
Test Report(s)	X ⁵	
Block Diagram	X ⁷	
Schematics	X ⁷	
Assembly drawings (component layout)	X ⁷	
Label sample / location	X ⁸	
User’s manual	X	
Parts List (BOM)	X ⁷	
RF Exposure Info/SAR	X ⁶	RF_063
Risk Assessment	X	RF_163

Table 1

- Notes:
- 1). In case applicant is different from certificate holder
 - 2). DoC may be provided in draft
 - 3). Only to be provided if there are restriction in use or where the size or nature of the radio equipment does not allow the product identification to be placed on the product it self.
 - 4). Only to be provided if an earlier EU-type examination has been previously issued by a notified body.
 - 5). In case Kiwa does not perform the tests.
 - 6). In case no RF exposure evaluation or SAR testing was applicable, this form must be submitted.
 - 7). Reference to EUT (model name) shall be included or in the name of the document.
 - 8). With device model name and contact address information.

2.1 Required format

To be able to deliver the requested Type Certification within the shortest timeframe, the application packages containing the requested exhibits should be uploaded in the requested format via the client portal, which can be accessed at <https://clientportal.kiwa.info>

Application information may be submitted in the following formats:

PDF / JPEG Image / Microsoft Excel or in Microsoft Word.

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

Remark: Documents should be sent in one file per subject, e.g. five internal photos in 1 file

2.2 Details

In case of submission of information please read first document RD_061 “**Conformity assessment procedures for Radio Equipment Directive**”. This can be downloaded from our web site including the applicable “RF_xxx documents” available within the [Downloads - Kiwa W&E](#)

2.2.1 Documentation requirements for certification of an OEM product or product variant based on an existing EU-type Examination.

In case 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 NEW product (model name) is identical to the INITIAL product.

In case the certificate holder is different than previous certificate:

Required Information:

- + 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 certificate holder where in he declares to take over all the responsibilities for the European approval; **document i.d.: RF_744.**

Notes: Follow up certificates for OEMs and product variants will be issued with the same (basic) number as the existing certificate, but with different (incremented) issue number. 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. Products shall be technically identical; color and other cosmetic differences are permitted; depopulated versions are accepted when included in technical docs).

Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
6	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
7		1	30-12-2022	History sheet added	AG
8		all	18-08-2025	Kiwa logo change	AG

Issued/modified by : Axel Gase
Function : Manager Quality Assurance
Revision : 08
Date : 18-08-2025

Verified by : Willem Jan Jong
Function : Team Lead
Date : 18-08-2025

Released by : Axel Gase
Function : Manager Quality Assurance
Date of release: : 18-08-2025