

## INSTRUCTIONS FOR THE USERS (R&TTE)

### REQUIRED DOCUMENTATION FOR THE APPLICATION TO THE CERTIFICATION I.E. CONFORMITY ASSESSMENT

In line with Rulebook on Radio Equipment and Telecommunication Terminal Equipment  
(Official Gazette of Republic of Serbia 11/2012)

- ✓ You can submit the application and supporting documentation in electronic form by e-mail.
- ✓ Upon receipt of the application, we will send you a proforma invoice (or as defined by the Agreement).
- ✓ The procedure of the technical documentation check will be carried out within 2 working days + 1 working day for each subsequent request submitted concurrently (time limits of 15 days have been defined by our General Terms for Certification). If the documentation is not complete or is not adequate, we will ask you to submit a supplement (then the time limits will be extended accordingly).
- ✓ We deliver scanned Certificate of Compliance by e-mail and send one hardcopy by post.

#### 1. Conformity assessment of radio-telecommunication equipment with issuance **Certificate on Conformity** according to Serbian R&TTE Rulebook (for products to be imported in Serbia)

Documentation about the device that you need to obtain from the manufacturer:

- 1.1. **EU Declaration of Conformity** (DoC) according to R&TTE directive 1999/5/EC or to new RED directive 2014/53/EU officially issued and signed by the EU manufacturer, authorized distributor or importer
- 1.2. **Manual**
- 1.3. **Datasheet i.e. technical data** (must contains full data about radio protocols used)
- 1.4. Respective four types of Test Reports issued by (accredited) test laboratories according to essential requirements of R&TTE directive or new RED directive 2014/53/EU (in line with the standards that are listed in the DoC):
  - **Safety/LVD Test Report**
  - **EMC Test Report**
  - **RF/Radio Test Report**
  - EMF/Human Exposure Test Report –data may be incorporated in the RF/Radio Test Report

Also, if the product name or model type noted in the Test Reports is differed than DoC or on the real product, a **Statement of Identical** must be officially issued by manufacturer, distributor or importer.

Optionally, if conformity assessment was done by using a Notified Body in line to RED or R&TTE Directive, then a Statement of Opinion or EU Type Certificate could be a part of documentation.

Documentation that you should prepare:

- 1.5. **Filled application form** signed and stamped or digital signed by the authorized person - you can download the form from our website [www.idvorky.com](http://www.idvorky.com) or ask us to send you by an e-mail
- 1.6. **Copy of the DoC** (see 1.1) authorized by your Company as an Serbian legal entity who is responsible to the product (signed and stamped or digitally signed by the authorized person)

Notice that we need neither Translation of the DoC to Serbian (“Deklaracija o usaglašenosti”) nor Translation of the Manual to Serbian but according to the Rulebook you have to prepare them before putting the product on the market or in use in Serbia.

**2. Conformity assessment of radio-telecommunication equipment with issuance **Statement on Conformity** according to Serbian R&TTE Rulebook (for domestic manufacturers)**

In this case, you are the manufacturer, so you should submit complete documentation of your device according to the points from 1.1 to 1.5 as above, but instead of EU Declaration of Conformity required by R&TTE Directive 1999/5/EC or by the new RED Directive 2014/53/EU you should submit a Declaration of Conformity (“Deklaracija o usaglašenosti”) according to Serbian R&TTE Rulebook.

In addition, the below additional documents are required:

- Schematic or block diagram
- Photos or internal drawings of the device and of the PCBs’ layout
- Mechanical drawings or photos of the all sides with visible labels and connectors (I/O ports)
- A list of embedded components with type, label and the manufacturer
- Quality System Certificate (ISO 9001) or documentation proving your production control or your official statement of the planned production control to be applied

Please specify if you submit another technical documentation for the device.

**IDVORSKY LABORATORIES**

Belgrade, January 20<sup>th</sup> 2020