QUICK REFERENCE GUIDE FOR THE RADIO EQUIPMENT REGULATION 2017 SCHEME (RX061)

1 INTRODUCTION

This document is a quick reference guide indicating the documents to be submitted by an applicant to obtain a UKCA-type Examination Certificate (Module B) for the Radio Equipment Regulations 2017.

2 OVERVIEW OF DOCUMENTS TO BE DELIVERED BY APPLICANT

An application must consist of at least the information as listed in the "Documents" column. Where applicable a document number is given to help the applicant.

Document	Submission by Applicant	Document No.
General Application Form	X	F065
Declaration of Authorisation	X[1]	F063
Declaration of Conformity	X[2]	F058
Packaging Information	X[3]	
Original Type Examination	X[4]	
Internal Photos	X	
External Photos	X	
Test Report(s)	X	
Block Diagram	X[6]	
Schematics	X[6]	
Assembly Drawings (component layout)	X[6]	
Label Sample / Location	X[7]	
User's Manual	X	
Parts List (BOM)	X[6]	
RF Exposure Declaration	X[5]	F057
Risk Assessment	X	F064

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 itself
4) Only to be provided if an earlier type-examination has been previously issued by a UK Approved/EU Notified Body
5) In case no RF exposure evaluation or SAR testing was applicable, this form must be submitted
6) Reference to EUT (model name) shall be included or in the name of the document
7) 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.

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 Ltd. Documents should be sent in one file per document type e.g. five internal photos in 1 file.

2.2 DETAILS

Before submission of information please first read the document **M009 "UKCA Conformity Assessment Procedures for Radio Equipment Regulation 2017 Scheme (RD061)".** This can be downloaded from our web site including the applicable documents detailed within the tables in this document.

2.2.1 Documentation Requirements for Certification of an OEM Product or Product Variant based on an Existing UKCA-type Examination

If the certificate holders are the same:

Document	Submission by Applicant	Document No.
General Application Form	**X**	**RF_100**
Declaration of identity	**X**	**F056**

Table 2

It is important to fill in the new type designation (model name), new trademark (brand name) and the declaration that the NEW product (model name) is identical to the INITIAL product.

If the certificate holder is different to the previous certificate holder*:*

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 their own approval; **RF_743**
- Declaration from the NEW certificate holder wherein they declare to take over all responsibilities for the approval; **RF_744**

Follow up certificates for OEMs and product variants will be issued with the same (basic) number as the existing certificate, but with a different (incremented) issue number. On request of the client Kiwa Ltd. can issue a new certificate.

3 GLOSSARY

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).