



Revision Record Sheet:

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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 ¹	RF_160
Declaration of Conformity	X ²	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.