



Conformity Assessment Procedure according to R&TTE Directive 1999/5/EC Annex III

The procedure for a conformity assessment according to the R&TTE Directive 1999/5/EC Annex III (Identification of essential radio test suites) at SGS Germany GmbH, Certification Body Munich is as follows:

First if all we will discuss the basic data of the product to be assessed with you. For that we need a brief description of your product including a description of the radio technology and the used frequency range.

If your product is within our scope, you will receive a quotation from us based on the given information. The offer includes the prices as well as an overview of your rights and duties, should you decide to instruct us. A copy of our certificates of recognition can be found on our website <http://www.sgs-certification-body.de/en/download.html>.

The preconditions for accepting your order are as follows:

- You have to file an **official application for assessment acc. to 1999/5/EC Annex III** to SGS Germany GmbH, Certification Body Munich. The application form will be provided by us with the offer or can be downloaded from our website. The application contains all relevant information about the company, the products / equipment types and the desired scope of the assessment. Additionally you are obliged to inform us if there is already another Notified Body involved in the identification of the essential radio test suites for this product.
- At the latest when it comes to an order you have to make all relevant documents available to us. In particular we need the following documents:
 - the **technical documentation** according to the Directive 1999/5/EC Annex II No. 4:
 - a general description of the product,
 - conceptual design and manufacturing drawings and schemes of components, sub-assemblies, circuits, etc.,
 - parts lists, layout and diagrams of components, subassemblies and circuits,
 - descriptions and explanations necessary for the understanding of said drawings and schemes and the operation of the product,
 - in case of the utilization of not harmonized radio frequency bands: information about the countries where the product shall be put into operation
 - if applicable: Information about other Notified Bodies who have received the above documentation for conformity assessment as well and about their report as far as it is already completed.
 - You are obligated to meet all the relevant requirements of the conformity assessment program at all times. This includes, amongst other things, to keep available all



documentation and the reports from SGS Germany GmbH, Certification Munich for the national authorities for at least 10 years after the last manufacturing of the product. You have to record and archive all product-related objections which emerge from market or third party. The records and documentation about actions taken have to be presented to us by request.

- all services are rendered subject to our General Conditions for Certification Services and to our Code of Practice, which can be found on our website <http://www.sgs-certification-body.de/en/download.html>.

All information we receive from you will be kept confidential. Exceptions are accreditation bodies and public authorities. SGS Germany GmbH, Certification Body Munich is obligated to disclose information about certified products, the assessment and the issuing of certificates towards these bodies. On this no special approval on your part is required.

If our offer meets your approval, please send us the completed and signed application. With the receipt of an order, the contract between you and the SGS Germany GmbH, Certification Body Munich is concluded. You will receive an order confirmation.

After complete receipt of the documents described above we will start the conformity assessment. Where appropriate we will contact you for further clarification of technical issues.

Upon completion of the conformity assessment procedure you will receive a **report, which describes the essential radio test suites defined by us** and in addition the basis upon which the definition was made. Informative, the report also contains an attachment, in which the use of the CE-mark is specified. More information about the CE marking can be found in Directive 1999/5/EC Article 12 and Annex VII.

We guarantee to execute your order with due care. If you still have complaints or objections, please file these to SGS Germany GmbH, Certification Body Munich. You will be informed about decisions and measures (if applicable) concerning your appeal within a reasonable time.

Please do not hesitate to contact us for further questions in reference to the certification procedure. We are looking forward to your feedback.

**Best regards,
Melanie Beier**

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