



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

The procedure for a conformity assessment according to the R&TTE Directive 1999/5/EC Annex IV at SGS Germany GmbH, Certification Body Munich is as follows:

First of all we will discuss with you the basic data of the product to be assessed. 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 IV** 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 conformity assessment of 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,
 - a list of the standards referred to in the Directive 1999/5/EC Article 5, applied in full or in part, and descriptions and explanations of the solutions adopted to meet the essential requirements of the Directive where such standards, referred to in Article 5 have not been applied or do not exist,
 - results of design calculations made, examinations carried out, etc.,
 - test reports (the assessment could only be based on test reports which are released by test laboratories that are accredited or are working verifiably under the rules of ISO/IEC17025 or equivalent ISO-Guides);

- **Declaration of Conformity** with regard to the specific radio test suits described in the Directive 1999/5/EC Annex III (draft);
 - in case of the utilization of not harmonized radio frequency bands: information about the countries where the product shall be put into operation
 - description of how it is ensured that the production is carried out exactly as described in the technical documentation
 - if applicable: Information about other Notified Bodies who have received the above documentation for conformity assessment as well and about their expert opinion 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 official authorities. SGS Germany GmbH, Certification Body Munich is obligated to disclose information about assessed products, the assessment and the issuing of expert opinions 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 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.

If it turns out during the assessment that your data and test results are incomplete or inconsistent, we will inform you immediately. In this case you have two options to proceed:

- SGS Germany GmbH, Certification Body Munich will formulate a negative expert opinion. You will receive a report in which the deviations (missing or inconsistent data) are explained. You will get the statement according to Annex IV of Directive 1999/5/EC within 4 weeks after receipt of the documents.

- The evaluation will be suspended until you provide us with corrected or added data or test results. In this case additional costs may occur. If you can you prove satisfactorily within a specified period that you have carried out corrective measures to comply with the conformity requirements, only the necessary parts of the first evaluation process will be repeated. Time to re-filing of the documents will not be taken into account for the 4-week period.

In the case of a positive decision, SGS Germany GmbH, Certification Body Munich will issue a **Expertise (Expert Opinion), in which the compliance with the Directive 1999/5/EC or parts thereof is confirmed.** In addition, you will receive a report describing the results of the conformity assessment in detail. 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 conformity assessment procedure. We are looking forward to your feedback.

**Best regards,
Melanie Beier**

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