



Ref. no.: 1-01-3404-1/12

Date: 14 June 2012

Belgrade

Pursuant to Art. 17 of the Law on Electronic Communications (*Official Gazette of RS*, no. 44/10) and Art. 21 of the Statute of the Republic Agency for Electronic Communications (*Official Gazette of RS*, no. 59/10),

the director of the Republic Agency for Electronic Communications hereby passes

THE PROCEDURE FOR PERFORMING THE ACTIVITIES PERTINENT TO CONFORMITY ASSESSMENT OF RADIO EQUIPMENT AND TELECOMMUNICATIONS TERMINAL EQUIPMENT

I GENERAL PROVISIONS

Article 1

This procedure shall regulate in detail the performing of activities pertinent to conformity assessment of radio equipment and telecommunications terminal equipment (hereinafter: R&TT equipment), carried out by the Republic Agency for Electronic Communications (hereinafter: Agency), as designated conformity assessment body, pursuant to the Rulebook on Radio Equipment and Telecommunications Terminal Equipment (*Official Gazette of RS*, no. 11/12, hereinafter: Rulebook).

II CONFORMITY ASSESSMENT PROCEDURE

Article 2

Conformity assessment procedure for the R&TT equipment, shall be initiated and carried out by the Agency upon receiving the application for conformity assessment procedure for the R&TT equipment (hereinafter: Application), by the technical documentation review.

The Application may be submitted by the manufacturer, their authorized representative or importer where the manufacturer or their authorized representative have not been registered in the territory of the Republic of Serbia (hereinafter: Applicant).

The Applicant shall submit to the Agency the Application, in Serbian language, containing in particular the following:

- business name, address, head office, Fiscal ID Number and Personal ID Number;
- name, brand, type and/or model of R&TT equipment (apparatus) and name of manufacturer;
- cost acceptance statement referring to conformity assessment procedure of the R&TT equipment and the Certificate of Conformity issuance.

The Application for conformity assessment may refer to a single R&TT apparatus or a group of R&TT apparatus of the same kind.

The following shall be submitted together with the Application:

- filled out, signed and stamped individual application form for R&TT equipment (apparatus) conformity assessment;
- Declaration of Conformity or a certified photocopy thereof, issued by the manufacturer or their authorized representative;
- relevant technical documentation, pursuant to Rulebook on R&TT equipment and hereto.

The Individual Application Form for R&TT Equipment Conformity Assessment is given in Appendix 1 printed herein, which is an integral part hereof.

In case the Applicant has submitted the Application for conformity assessment of the same R&TT equipment to other nominated conformity assessment body, they shall inform the Agency thereof.

Article 3

Activities pertinent to R&TT equipment conformity assessment procedure referred to in Art. 2, para. 1 hereof, along with preparing of relevant decisions, certificate of conformity and excerpt from the register on issued certificates of conformity, upon the carried out R&TT equipment conformity assessment procedure, shall be performed by expert Commission formed by the director of the Agency from the Agency employees.

The method of operation of the expert Commission referred to in para. 1 herein, shall be regulated by the Operating Instructions of the R&TT Equipment Conformity Assessment Commission.

Article 4

R&TT equipment conformity assessment procedure shall include the following: examination of documentation referred to in Art. 2 herein and conformity verification according to the requirements of the Serbian standards from the List of standards stipulated by the minister in charge of electronic communications sector, published in the *Official Gazette of Republic of Serbia*; assessment of the fulfilment of the conditions for the Certificate of Conformity to be issued and the issuance thereof.

Certificate of Conformity shall be issued on the form given in Appendix 2 printed herein, which is an integral part hereof.

Article 5

As for R&TT equipment for which the Certificate of Conformity has already been issued, the Agency shall issue the Excerpt from the Register on Issued Certificates of Conformity for R&TT equipment (hereinafter: Excerpt from the Register of Issued Certificates).

The Application for the issuance of the Excerpt from Register of Issued Certificates shall include the following in particular:

- business name, address, head office, Fiscal ID Number and Personal ID Number;
- name, brand, type and/or model and name of manufacturer of R&TT equipment;
- cost acceptance statement referring to Excerpt from Register of Issued Certificates issuance.

Excerpt from Register of Issued Certificates shall be issued on the form given in Appendix 3 printed herewith, which is an integral part hereof.

Article 6

Conformity assessment procedure for the R&TT equipment shall be carried out by examining the following technical documentation and/or documents, which shall include the following:

- general type-description,
- conceptual design and manufacturing drawings and schemes of components and subassemblies,
- descriptions and explanations necessary for the understanding of the said drawings and schemes and the operation of the product,
- a list of harmonized standards, applied in full or in part, and descriptions of the solutions adopted to meet the essential requirements where harmonized standards do not exist or are not applicable,
- the results of design calculations made, examinations carried out, etc.,
- test reports.

For radio equipment, in addition to documentation referred to in para. 1 herein, the manufacturer or their authorized representative shall also submit the statement that all relevant radio tests have been carried out and that radio equipment fulfils all essential requirements referred to in Art. 4 of the Rulebook on R&TT equipment.

Technical documentation referred to in para. 1 herein and the documentation referred to in para. 2 herein must be in Serbian and/or English language.

The Agency shall examine the submitted technical documentation referred to in para. 1 herein and, should they determine that the conformity of R&TT equipment with essential requirements referred to in Art. 4 of the Rulebook on R&TT equipment and, where applicable, with the additional requirements referred to in Art. 5 of the Rulebook on R&TT equipment, has been duly proved, they shall issue the Certificate of Conformity.

Should the Agency determine that the conformity of R&TT equipment with the essential requirements referred to in Art. 4 of the Rulebook on R&TT equipment and, where applicable, with the additional requirements referred to in Art. 5 of the Rulebook on R&TT equipment, has not been duly proved, they shall provide the Applicant and all involved nominated bodies for conformity assessment with the opinion that R&TT equipment does not fulfil the prescribed requirements,

referred to in the Rulebook on R&TT equipment, no later than 30 days upon the receipt of the Application.

Article 7

All Agency employees involved in the activities pertinent to conformity assessment procedure shall be required to, appropriately, acquaint the Applicant with their rights and obligations stemming from the R&TT equipment conformity assessment procedure.

Article 8

Upon the carried out procedure referred to in Arts. 4 and 6 herein, the Applicant shall be issued the Certificate of Conformity, for the same type and/or the same kind of R&TT equipment by the same manufacturer, valid for three years as of the issuance date of the certificate.

Upon the expiry period of the Certificate of Conformity, the R&TT equipment conformity assessment procedure shall be repeated.

Article 9

Should the R&TT Equipment Conformity Assessment Commission determine that the requirements for the issuance of the Certificate of Conformity have not been met, they shall propose the decision on rejecting the Certificate of Conformity issuance.

Based upon the proposed decision referred to in para. 1 herein, the director of the Agency shall pass the decision on rejecting the Certificate of Conformity issuance, which shall be delivered to the Applicant.

The Applicant may lodge a complaint against the decision on rejecting the Certificate of Conformity issuance, pursuant to the Procedure for Practice and Decision-Making in Regard to Complaints and Appeals Pertinent to the Work of the Republic Agency for Electronic Communications, concerning the conformity assessment activities, ref. no. 1-01-010-34/11 of 22 November 2011.

Article 10

Should the Agency determine that R&TT equipment for which the Certificate of Conformity has been issued, no longer complies with the requirements and conditions applying to the issued Certificate of Conformity, the Agency may temporarily revoke or limit the validity of the Certificate of Conformity and impose that the determined non-compliance is remedied within a set timeframe no longer than three months, by the decision of the director of the Agency.

Should the Certificate of Conformity holder fail to remedy the non-compliance within the set timeframe, the Agency shall permanently revoke the Certificate of Conformity, by the decision of the director of the Agency, and inform the responsible inspector and the responsible ministry thereof.

III CONFORMITY MARK

Article 11

The holder of the Certificate of Conformity or the Excerpt from the Register of Issued Certificates shall appropriately mark R&TT equipment with the conformity mark, prior to placing it on the market.

IV PUBLISHING THE CERTIFICATE OF CONFORMITY

Article 12

The holder of the Certificate of Conformity or the Excerpt from the Register of Issued Certificates shall be entitled to publish that they hold the Certificate of Conformity or the Excerpt from the Register of Issued Certificates, assessed by the Agency.

In case the holder of the Certificate of Conformity or the Excerpt from the Register of Issued Certificates wishes to reproduce the first or the latter, they may do so only in full.

The Agency shall publish the register of the issued R&TT equipment Certificates of Conformity on their website.

V DURATION

Article 13

All data and information from the R&TT equipment conformity assessment procedure and thereto related activities shall be regarded as confidential by the Applicant and the Agency, except for the award and temporary or permanent revocation of the Certificate of Conformity.

All Agency employees, members of the Managing Board and others involved in the activities of the R&TTE conformity assessment shall observe in all matters the Rulebook on Confidentiality Agreement of the Republic Agency for Electronic Communications, ref. no. 1-03-110-3/11 of 21 March 2011.

VI CERTIFICATE OF CONFORMITY MISUSE

Article 14

In case it is found that the holder of the Certificate of Conformity or the Excerpt from the Register of Issued Certificates is using the conformity mark improperly, in advertisements, catalogues or in any other way, or that the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates has been extended to equipment that had not been the subject of the assessment, the Agency shall take action so as to revoke the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates temporarily or permanently.

The misuse of the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates or the conformity mark shall result in the temporary revocation of the R&TT equipment Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates. In case the reasons for the temporary revocation of the R&TT equipment Certificate of Conformity and/or the Excerpt from the Register on Issued Certificates have not ceased to exist, the R&TT equipment

Certificate of Conformity and/or the Excerpt from the Register on Issued Certificates shall be permanently revoked, by the decision of the director of the Agency, and the responsible inspector and the responsible ministry shall be informed thereof.

Article 15

R&TT equipment produced during the temporary revocation of the Certificate of Conformity and/or the Excerpt from the Register on Issued Certificates may not be presented by the holder of the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates as complying products.

The Agency shall make public the revocation of the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates, by placing the information on the website or by other publicly available means.

VII MODIFICATION OF THE CONFORMITY ASSESSMENT APPLICATION

Article 16

In case of any modifications in the conformity assessment Application, modification of technical or any other regulations, standards, technical specifications, modification of the Agency requirements, based upon which the R&TT equipment Certificates of Conformity have been issued or the assessment procedure is underway, the Agency shall inform the holder of the Certificate of Conformity and/or the Applicant about the intended modifications and their obligations and shall set out the timeframe for the holder of the R&TT equipment Certificate of Conformity to make the necessary changes.

Upon the public announcement of the modified conditions for the issuance of the R&TT equipment Certificate of Conformity and the expiry of the set out timeframe, the Agency shall verify the changes made according to the new requirements.

VIII COMPLAINTS AND APPEALS

Article 17

Any disputes that may occur during the R&TT equipment conformity assessment procedure in the Agency shall be resolved according to the Procedure for Practice and Decision-Making in Regard to Complaints and Appeals Pertinent to the work of the Republic Agency for Electronic Communications, concerning the conformity assessment activities, ref. no. 1-01-010-34/11 of 22 November 2011.

CONFORMITY ASSESSMENT PROCEDURE COSTS

Article 18

The amount of costs pertinent to R&TT equipment conformity assessment shall be regulated by a separate bylaw of the Agency.

By submitting the Application and the cost acceptance statement, the Applicant shall accept the amount of fee for conformity assessment procedure and the issuance of the Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates, applicable at the moment of the issuance of the R&TT equipment Certificate of Conformity and/or the Excerpt from the Register of Issued Certificates.

IV CLOSING PROVISIONS

Article 19

Any amendments hereto shall be made in the manner and according to the procedure stipulated therefor.

Article 20

This Procedure shall enter into force the day it is adopted and shall be published on the Agency website.

Ref. no.:1-01-3404-1/12

Director

Done in Belgrade, 14 June 2012

Dr Milan Jankovic

Appendices

1. *Individual Application Form for R&TT Equipment Conformity Assessment*
2. *R&TT Equipment Certificate of Conformity Form*
3. *Excerpt from the Register of Issued R&TT Equipment Certificates of Conformity Form*

**INDIVIDUAL APPLICATION FORM
FOR R&TT EQUIPMENT CONFORMITY ASSESSMENT**
pursuant to the Rulebook on R&TT equipment (*Official Gazette of RS*, no. 11/12)

APPLICANT INFORMATION			
NAME OF THE LEGAL OR NATURAL ENTITY:		STREET NAME AND NUMBER:	
PLACE :		PHONE:	E-MAIL:
FAX:		CONTACT:	
R&TT BASIC DATA			
CATEGORY OF EQUIPMENT: -select category of equipment -		BRAND:	
TYPE DESIGNATION/MODEL		MANUFACTURER:	
FREQUENCY BAND: radio equipment only		ANTENNA TYPE: radio equipment only	
ERP: radio equipment only		CLASS OF EMISSION: radio equipment only	
CONNECTION TYPE: TT equipment only		POWER SUPPLY:	
SUBMITTED DOCUMENTATION FOR CONFORMITY ASSESSMENT			
Essential requirements under Art. 4 of Rulebook on R&TT equipment:	Standards applied:	Test report no.:	Laboratory:
1. Human health and safety protection			
2. EMC			
Efficient usage of RF spectrum			
Additional requirements under Art. 5 of Rulebook on R&TT equipment:			
<input type="checkbox"/> Declaration of conformity		<input type="checkbox"/> Certified photocopy of the original Declaration of conformity with translation into Serbian language	
<input type="checkbox"/> Technical description of the equipment		<input type="checkbox"/> User manual in Serbian language	
<input type="checkbox"/> Construction and manufacturing drawings and schemes		<input type="checkbox"/> Statement of identicalness (optional)	
Other - specify			

Place and date

Name and Surname of the Officer in Charge

Signature and Stamp of the Officer in Charge



Број/ No:
Датум/Date:
Београд/Belgrade

ПРИЛОГ 2/Appendix 2

ПОТВРДА О УСАГЛАШЕНОСТИ

Certificate of Conformity

Број:

No:

Подносилац захтева:

Applicant:

Врста опреме:

Equipment category:

Ознака марке/типа/модела:

Equipment brand/type/model designation:

Приизвођач опреме:

Equipment manufacturer:

Достављена документација:

Submitted documentation:

Стандард: <i>Standards:</i>	Тестни извештај, број и датум: <i>Test Report no. and date:</i>	Назив лабораторије: <i>Test laboratory:</i>

Прегледом достављене, горе наведене документације, утврђено је да је усаглашеност горе наведене опреме са битним и додатним захтевима из чл. 4. и 5. Правилника о радио опреми и телекомуникационој терминалној опреми („Службени гласник РС“, број 11/12) правилно доказана. Пуну одговорност за горе наведену достављену документацију преузима посносилац захтева.

Ова потврда важи три године од дана издавања.

Having considered the above mentioned submitted documentation, it has been determined that the conformity of the above mentioned equipment with the essential and additional requirements referred to in Arts. 4 and 5 of Rulebook on Radio Equipment and Telecommunications Terminal Equipment (Official Gazette of RS, no. 11/12) had been duly proved. The full responsibility for the above mentioned submitted documentation shall be assumed by the applicant.

The certificate shall be valid three years from the date of issuance.

Број прилога:

Appendix number:

Важи до:

Valid until:

ДИРЕКТОР

DIRECTOR

Др Милан Јанковић

Dr Milan Jankovic

Печат и потпис

Seal and signature



Република Србија
РАТЕЛ
Републичка агенција за
електронске комуникације

Број/ No:
Датум/Date:
Београд/Belgrade

ПРИЛОГ 3/Appendix 3

**ИЗВОД ИЗ ЕВИДЕНЦИЈЕ
О ИЗДАТИМ ПОТВРДАМА О УСАГЛАШЕНОСТИ**
Excerpt from the Register of Issued Certificates of Conformity

Број:
No:

Подносилац захтева:
Applicant:

Врста опреме:
Equipment category:

Ознака марке/типа/модела:
Equipment brand/type/model designation:

Произвођач опреме:
Equipment manufacturer:

Увидом у евиденцију о издатим Потврдама о усаглашености РИТТ опреме, утврђено је да је за горе наведену опрему, издата Потврда о усаглашености број: _____ од _____ године, чиме је усаглашеност горе наведене опреме са битним и додатним захтевима из чл. 4. и 5. Правилника о радио опреми и телекомуникационој терминалној опреми („Службени гласник РС“, број 11/12) потврђена.

By consulting the Register of the Issued Certificates of Conformity of RTTE, it has been established that the Certificate of Conformity ref. no. _____ dated _____ was issued for the above equipment, thereby confirming the compliance of the above equipment with the essential and additional requirements referred to in Arts. 4 and 5 of the Rulebook on Radio Equipment and Telecommunications Terminal Equipment (Official Gazette of RS, no. 11/12).

Важи до:
Valid until:

ДИРЕКТОР
Director

Др Милан Јанковић
Dr Milan Jankovic

Печат и потпис
Seal and signature