

INSTRUCTIONS FOR THE USERS (EMC)

REQUIRED DOCUMENTATION FOR THE APPLICATION TO THE CERTIFICATION I.E. CONFORMITY ASSESSMENT

In line with Rulebook on electromagnetic compatibility
(Official Gazette of Republic of Serbia 25/2016)

- ✓ You can submit the application and supporting documentation in electronic form by e-mail
- ✓ Upon receipt of the application, we will send you a proforma invoice
- ✓ Upon payment of the costs, the procedure of reviewing the technical documentation will be carried out within 2 working days + one working day for each subsequent request that is submitted concurrently. If the documentation is not complete or is not adequate, we will ask you to submit a supplement (then the deadline will be extended accordingly)
- ✓ We deliver the Certificate of Compliance scanned by e-mail and send one hardcopy by post.

1. Assessment of the conformity of imported apertures with issuance of **Certificate of Compliance** according to Serbian EMC Rulebook

Documentation about the device that you need to obtain from the manufacturer:

- 1.1. **EU Declaration of Conformity** (DoC) according to EMC directive 2014/30/EU officially issued and signed by the manufacturer, an authorized distributor or a representative
- 1.2. **Manual**
- 1.3. **Datasheet i.e. technical data**
- 1.4. **EMC Test Report** issued by (accredited) test laboratories according to the standards that are listed in the DoC

Also, if the product name or model type noted in the Test Reports is differed from DoC or on the real product, a **Statement of Identical** must be officially issued by manufacturer, distributor or representative. Optionally, if conformity assessment was done by using a Notified Body in line to EMC Directive, then an EU Type Certificate could be a part of documentation.

Documentation that you should prepare:

- 1.5. Filled **application form** signed and stamped or digital signed by the authorized person - you can download the form from our website www.idvorsky.com or ask us to send you by an e-mail
- 1.6. **Copy of the DoC** (see 1.1) authorized by your Company as an importer (signed and stamped or digitally signed by the authorized person)

Notice that we need neither Translation of the DoC to Serbian ("Deklaracija o usaglašenosti") nor Translation of the Manual to Serbian but according to the Rulebook you have to prepare them before putting the product on the market or in use in Serbia.

2. Assessment of the conformity of domestic (Serbian) apertures with issuance of **Type examination certificate according to Serbian EMC Rulebook**

In this case, you are the manufacturer, so you should submit complete documentation of your aperture/device according to the points from 1.1 to 1.5 as above, but instead of EU Declaration of Conformity required by EMC Directive 2014/30/EU you should submit a Declaration of Conformity (“Deklaracija o usaglašenosti”) according to Serbian EMC Rulebook.

In addition, the below are required additional documents:

- Schematic or block diagram
- Photos or internal drawings of the device and of the PCBs’ layout
- Mechanical drawings or photos of the all sides with visible labels and connectors (I / O ports)
- A list of embedded components with type, label and the manufacturer
- Risk analysis and assessment (especially if the testing is not carried out according to all requirements of the applicable EMC standards; analysis of possible risks relevant and specific to the device including effects on other devices (emission) and proper device’s operation (immunity) in the appropriate EM environment; and the actions for removing or mitigating those risks)
- Quality System Certificate (ISO 9001) or documentation proving your production control or your official statement of the planned production control to be applied

Please specify If you submit another technical documentation for the device.

IDVORSKY LABORATORIES

Belgrade, January 20th 2020