

## INSTRUCTIONS FOR THE USERS (EMC)

### DOCUMENTATION REQUIRED FOR APPLICATION TO CERTIFICATION i.e. CONFORMITY ASSESSMENT PROCEDURE

In line with Rulebook on electromagnetic compatibility (Official Gazette of the Republic of Serbia 25/2016 and 21/2020), Type examination procedure with issuing **EMC Certificate**

- ✓ You can submit the application and supporting documentation in electronic form by e-mail.
- ✓ Upon receipt of the application, we will send you proforma invoice.
- ✓ Procedure of reviewing the technical documentation will take up to 15 working days upon payment. If the documentation is not complete or is not adequate, we will ask you to submit a supplement (lead-time will be prolonged accordingly).
- ✓ We will deliver scanned Document of Conformity by e-mail and will send the hardcopy by post.

#### Documentation to be submitted:

- 1.1. Filled **application form**, signed and stamped or digital signed by the authorized person. Please download the form from our website [www.idvorsky.com](http://www.idvorsky.com) or ask us to send you by e-mail
- 1.2. **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) and its translation into Serbian.

Remark: manufacturers from Serbia should submit DoC in line to EMC Rulebook.

#### 1.3. **Manual**

- 1.4. **EMC Test Reports** issued by (accredited) test laboratory according to the (harmonized) standards listed in the DoC

If product name or model type noted in the Test Reports differs than in the DoC or on the real product, a **Statement of Identity** officially issued by manufacturer, distributor or representative has to be submitted.

EU Type Examination Certificate might be also submitted if conformity assessment has been already provided by an EMC Notified Body (NB).

#### 1.5. **Datasheet** i.e. technical data

#### 1.6. **Technical documentation**

- Product's description, list of EMC standards have been applied with expiations and calculations (especially in the case either of particular application or of use not harmonized EMC standards);
- Electrical and functional schemas;
- Photos or drawings of device's interior and of PCBs' layout. Mechanical drawings or photos from all sides with visible labels and all connectors (I / O ports);
- A list of embedded components with type, label and manufacturer (BOM, Bill of materials);
- Risk analysis (especially if EMC testing is not carried out according to all requirements of the applicable standards; analyses and assessment 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 for mitigating those risks);
- Optionally, a Quality System Certificate (ISO 9001) or documentation prove production control or an official statement of planned production control to be applied.

Please specify if you submit additional technical documentation.

**IDVORSKY LABORATORIES**

May 10, 2022