INSTRUCTIONS FOR USERS (RE)

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

In accordance with the **Rulebook on Radio Equipment** (Official Gazette of the Republic of Serbia 24/2024)

- ✓ You can submit the application and supporting documentation in electronic form by e-mail.
- ✓ The documentation may be either in English or in Serbian language.
- ✓ The technical documentation review will be completed within 2 working days, plus 1 additional working day for each subsequent request submitted concurrently (time limits of 15 days are defined by our General Terms for Certification). If the documentation is incomplete or inadequate, we will ask you to submit additional supplements or corrections, and the time limits will be extended accordingly.
- ✓ We will deliver scanned Certificate of Compliance by e-mail and will send hardcopy by post.

1. Required documentation for Conformity assessment of radio equipment with issuance of Certificate on Conformity according to Article 20 of the Rulebook on Radio Equipment (RE):

1.1. The filled out and signed application form – you can download the form from our website https://www.idvorsky.com or ask to be sent to you by e-mail;

1.2. EU Declaration of Conformity (DoC) according to the **Radio Equipment Directive (RED) 2014/53/EU** officially issued and signed by the manufacturer, representative or importer in the EU;

1.3. User Manual;

1.4. Datasheet i.e. technical data (must contain detailed information about all radio protocols used);

1.5. Respective and complete **Test Reports** issued by (accredited) test laboratories to prove the essential requirements of RED 2014/53/EU, in accordance with the (harmonized) EN standards:

- Safety/LVD Test Reports
- Electromagnetic compatibility/EMC Test Reports
- Radio spectrum/RF Test Reports

Note: If the device contains RF/radio modules of another manufacturer embedded WITHOUT ANY CHANGES to the radio parameters and antennas, all RF test reports of those modules might be required, as well as the RF/radio test report for testing spurious emissions of the entire device;

- **EMF/SAR/Human Exposure Test Report or Assessment** (data and results may be a part of the RF/Radio Test Report)

Also, if the product name or model type in the Test Reports differs from the DoC or from the actual product, **a Statement of Identity** must be officially issued by the manufacturer;

1.6. If applicable, depending on the type i.e. for specific categories or classes of radio equipment, it might be necessary to provide documentation confirming **compliance with specific essential requirements** of RED 2014/53/EU Article 3.3 (a) -(i) or from Article 4 paragraph 3 from 1) to 9) Rulebook on RE, as for example: 'smart' mobile phones shall ensure caller location in emergency communications through technical solutions for the reception and processing of Wi-Fi data, data from GNSS and interoperable with at least the Galileo system according to the Regulation EU 2019/320;

1.7. EU Type Examination Certificate (TEC) if the conformity assessment procedure was carried out with the involvement of an EU Notified Body (NB) according to the RED Directive 2014/53/EU.

Your obligation (as a manufacturer, representative, or importer and before placing the product on the market or putting it in use in the Republic of Serbia) is also to prepare:

- EU Declaration of Conformity translation to Serbian ('Deklaracija o usaglašenosti')
- User Manual translation to Serbian ('Uputstvo za upotrebu')

- Warning labels in instructions in the Serbian language: graphics (pictograms) regarding restrictions on use, whether the device is sold with a charger or not, the possibility of fast charging, obligation to register radio equipment, restrictions on use in EU countries and Serbia, the name and address of the manufacturer and importer, etc.

but it is not necessary to submit this documentation for the actual procedure of issuing the certificate.

If you are a domestic manufacturer, you submit complete documentation for the device as per points 1.1 to 1.6, with the exception that instead of the EU Declaration of Conformity you submit a Declaration of Conformity according to the Serbian Regulation on Radio Equipment (RO). For point 1.7, besides the EU Type Examination Certificate under RED, the Type Examination Certificate according to the Serbian Regulation on Radio Equipment from a domestic designated body is also accepted.

2. For the conformity assessment of radio equipment with issuance of the **Type Examination Certificate**

Please submit complete documentation for the device **as per point 1**, along with additional technical documentation:

- Detailed description of the product: hardware, software, purpose, and all operating modes
- Software version if it affects radio parameters or a statement that no changes are enabled
- Installation manual, if applicable
- Explanations and calculations (especially in cases of partial application of harmonized standards or application of non-harmonized standards, i.e., those not listed in the harmonized RED standards or Serbian standards in the field of radio equipment, or if the application of such standards does not fully ensure compliance assumption).
- Electrical and functional diagrams (block diagrams of subsystems)
- Photographs or drawings of the inside of the device and PCB layouts
- Mechanical drawings or photographs of the device from all sides showing visible markings and I/O ports.
- List of all I/O ports, their types and purposes
- List of embedded components with exact manufacturer names, all markings, and technical specifications (can be provided separately as individual specifications).
- Optionally, ISO 9001 certificate of your quality management system or documentation demonstrating production control, or an official statement outlining your planned quality control and compliance assurance methods to be applied during serial production of the device.

If you are submitting any additional technical documentation for the device, please specify it precisely in the request.

Important: We reserve the right to request additional information, evidence, and documentation regarding the product undergoing certification after the application submission, during the conformity assessment process itself, and after the issuance of the certificate during its validity period.

IDVORSKY LABORATORIES Belgrade
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