

# Flow of certification procedure

## TÜV Rheinland

## Applicant

### Orientation meeting (on request)

We receive the order and issue an order confirmation notice.

### Checking the adequacy of application documents

A written notice will be issued if the documentation is inadequate

### Reviewing application documents

We check that all the necessary documents have been submitted. A test sample will be required if the test is to be performed by TÜV Rheinland.

### Assessment and testing

We can perform all the required tests at our laboratories. The applicant may also ask another testing laboratory to conduct the tests.

#### < Fail >

If the product fails to conform to the requirements, a rejection notice will be issued.

#### < Pass >

If the product conforms to the requirements, a certificate of conformity will be issued.

### Issue of Invoice

### Application documents submitted (Documents marked with an "\*" should be prepared in the format specified by TÜV Rheinland Japan.)

Certifications of conformity to the technical standards are divided into the following two categories: Test approval and type approval. Please specify which category of certification you want when applying for certification. For detailed information, please contact us.

- **Application document** \*(Name and address of the applicant's company, name representative of the company, responsible department, name and signature of the person in charge, type and name of the equipment)
- **Outline describing specified radio equipment** \*(Name, intended use, configuration, functions and specifications of the equipment)
- **Construction type document** \*(Information that demonstrates the conformity of the equipment to design standards and technical standards)
- **External drawing** (Appearance photos and drawings showing the dimensions of the equipment and layout of major components)
- **Label drawings** (Label information: The label must contain the certification number and the model name of the equipment. Label size, material, glue, colors of characters and printing, label location, and diameter of the certification mark should also be specified.)
- **Radio equipment system diagram (block diagram)** (Drawing illustrating the major functions of the equipment)
- **Parts layout drawing** (Drawing showing the layout of major components, as shown in radio equipment system drawing)
- **User manual** (Instruction and operation manual, including country selector information, etc.)
- **Confirmation method document** (a set of quality control documents. A manufacturer who has already acquired ISO 9001 certification may submit a copy of the certificate. It is not required to submit a confirmation method document if the applicant is applying for test approval.)

If a notice of inadequate documentation has been issued, it will be necessary to submit an additional document which details the correction, after documentation itself has been corrected.

The applicant may perform any required test himself or may ask TÜV Rheinland Japan to do so (a fee will be charged for testing). If the applicant submits a test report prepared by a testing laboratory which satisfies specific requirements, the fee for certification may be reduced.

After revision of the product, a new application may be submitted again.

### Preparation of certification labels

The applicant can prepare a label by himself and affix it to the certified equipment. It is also possible to purchase such labels prepared by TÜV Rheinland Japan.

Payment of Certification Fee