1.0 Specific Documentation for Standard Type Approval Process

1.1 Technical Construction File

a) The Standard Type Approval process is based on the submission of a Technical Construction File (TCF) which contains all suitable test reports and other supporting documents demonstrating compliance of the RTTE with the required standards recognized by ZICTA. Its contents must be written in English.

b) The format of the TCF is flexible to accommodate the needs of different RTTE types but it must comply with the format and other requirements of the relevant ISO/IEC standard. It must have a unique identification number or other unique identifier which is cross-referenced in the Declaration of Conformity (DoC). In any event, it must prove the conformity of the RTTE with the applicable requirements to be assessed. It must cover the design, manufacture and operation of the RTTE and include the following documentation:

   i. An index or table of contents;
   ii. A Declaration of Conformity (DoC) issued by the manufacturer of the RTTE. A more detailed description of the Declaration of Conformity is provided in section 6.2 of these Guidelines;
   iii. Technical/operational documentation of the RTTE including a brief explanation describing how the RTTE is intended to be used and any information related to the installation of the RTTE and relevant to compliance;
   iv. Identification of any communications networks and/or any radio interfaces (antennas or connection points for antennas) concerned, along with any intentional radio spectrum usage;
   v. Where software or firmware may affect compliance of any network interface or have an effect on radio frequency emissions, it should be explicitly referenced and any user configurable options explained;
   vi. If the equipment is an interface card or module for installation in host equipment, the description must give sufficient information for compatible hosts to be determined;
   vii. Circuit diagrams, PCB layouts, parts lists and other design and construction information for those parts of the RTTE which have a direct impact on compliance with the technical requirements, including but not limited to all network or radio interface circuits (antennas or connection points for antennas), power supplies and ports for connecting other equipment which communicates via or interacts with those interfaces. Circuit elements need only to be
viii. shown in sufficient detail so that they are understood as regards compliance issues;

ix. Photographs or illustrations showing external features and internal layout. These should be in sufficient detail to permit reliable visual identification of the RTTE concerned;

x. Label placed on the RTTE, as specified in section 8 of these Guidelines;

xi. Test reports issued by accredited Testing Laboratories recognized by ZICTA (see Appendix F) demonstrating that the RTTE complies with the standards adopted in Zambia with respect to:

- Effective use of radio frequency spectrum for radio communication equipment
- Interconnection with Public Telecommunication Networks (in case the equipment is to be interconnected with PTNs)
- The protection of the health and the safety of the user
- Electromagnetic Compatibility

6.2 Declaration of Conformity

a) A Declaration of Conformity (DoC) is a document issued by the manufacturer of the RTTE on company letterhead or stationery, signed by an authorized representative of that company, confirming that the RTTE complies with relevant standards (telecoms and radio, health and safety, EMC). The DoC forms part of the Technical Construction File (TCF).

b) Any DoC included in the TCF must be issued and maintained in accordance with the relevant ISO/IEC standard.

c) As stated in the relevant ISO/IEC standard, a Declaration of Conformity (DoC) must include the following information:

i. Unique identification of the DoC.

ii. The name and contact address of the issuer of the DoC.

iii. The identification of the object of the DoC (e.g. name, type, date of production or model number of the product, and other relevant supplementary information).

iv. The statement of conformity.

v. A complete and clear list of product standards or other specified requirements, as well as the selected options, if applicable.

vi. The date and place of issue of the Declaration of Conformity.
vii. The signature (or equivalent sign of validation), name and function of the authorized person(s) acting on behalf of the issuer.

viii. Any limitation on the validity of the DoC.

ix. The name and address of any accredited Testing Laboratory

x. involved (e.g. testing or calibration laboratory, inspection body, certification body) recognized by ZICTA (see Appendix F).

xi. Reference to relevant conformity assessment reports, and the date of the reports.

xii. Reference to the existence of associated supporting documentation such as that described in the relevant ISO/IEC standard 13.

d) In submitting a DoC confirming that the equipment complies with identified standards, the applicant must ensure that the DoC is authentic and properly applies to the RTTE that is the subject of the application.