
BABT 751

**A guide to applying for BABT Certification of
Radio Devices Under the EU – Japan MRA to
gain access to the Japanese Market**

BABT is the Telecommunications
Certification body of TÜV SÜD



Foreword

This guide briefly explains the process and requirements for applications to BABT acting as a Registered Foreign Conformity Assessment Body for Low Power Radio Devices intended for the Japanese market.

The scheme provides an independent evaluation of the compliance file of the product, followed by a formal certification by BABT if the product meets the requirements of the Japanese Radio Law (Law No 131, 1950) and amendments thereto, coupled with a formal notification to the Electromagnetic Environment Division, Radio Department, Telecommunications Bureau of the Ministry of Public Management, Home Affairs, Posts and Telecommunications (MPHPT), of the equipment name, type and the certification number allocated by BABT for the product.

The scheme is operated under the BABT Certification Regulations and implements the Japanese Radio Law and Ordinance insofar as they apply to applications made to BABT. The current version of the BABT Certification Regulations may be found at www.BABT.com

If there is any discrepancy between requirements found in this document and those found on the Japanese Government Web sites the assumption should be that the Japanese website is more accurate. In the case of interpretations of Japanese Laws and standards the Japanese language version is assumed to be definitive.

All BABT publications are available from:

<http://www.babt.com>

(See the download area in *Information Services*)

or



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1. Introduction

1.1 Scope

This guide briefly explains the process and requirements for applications to BABT acting as a Registered Foreign Conformity Assessment Body under the EU – Japan MRA for products intended for the Japanese market. BABT's scope as a Registered Foreign Conformity Assessment Body under the EU - Japan MRA is limited at this time to specified radio equipment under Article 38-2, paragraph 1, item 1 of the Japanese Radio Law.

1.2 Overview

Most Radio equipment intended for use in Japan requires approval and falls under the requirements of the Japanese Radio Law (Law No 131, 1950) and amendments thereto. The EU – Japan MRA enables appointed Certification Bodies in the European Union to grant approval for certain Radio Equipment enabling access to the Japanese market. BABT is appointed as a European Conformity Assessment Body under Article 9 of the Agreement on Mutual Recognition between the European Community and Japan published on 29th October 2001 in the Official Journal of the European Communities.

1.3 Applicable Equipment

BABT is appointed for Low Power Radio Devices as described in the Ordinance concerning Technical Regulations Conformity Certification etc. of Specified Radio Equipment (as of March 1st 2004.)

Table 1		
Japanese Radio Law Article	Option	Comment
The following types of equipment may be certified by this scheme		
CB Radios	Item (3) of Article 2 of the Radio Ordinance	Available to all companies with applicable products.
Cordless telephones	Item (7) of Article 2 of the Radio Ordinance	
Low Power radio	Item (8) of Article 2 of the Radio Ordinance	
Low Power Security	Item (13) of Article 2 of the Radio Ordinance	
802.11(b)	Item (19) of Article 2 of the Radio Ordinance	
802.11(g)	Item (19)-2 of Article 2 of the Radio Ordinance	
802.11(a)	Item (19)-3 of Article 2 of the Radio Ordinance	
Low Power Radio (25 & 27 GHz)	Item (19)-4 of Article 2 of the Radio Ordinance	
Low Power Land Mobile	Item (19)-13 of Article 2 of the Radio Ordinance	
DECT Cordless	Item (21) of Article 2 of the Radio Ordinance	
Personal Handyphone System	Item (22) of Article 2 of the Radio Ordinance	
Mobile DRSC	Item (32) of Article 2 of the Radio Ordinance	
Test Station DSRC	Item (33)-2 of Article 2 of the Radio Ordinance	

2. Making an application

2.1 Types of Application

The following different types of application which may be made:

- Application for an original Certificate
- Application for an up-dated Certificate

Details of each of these are included in subsequent sections.

2.2 Who to apply to

The application should be made direct to BABT in Walton-on-Thames either

- By email to customer.services@babt.com or
- By post
- By Fax

See also www.babt.com for information and news on the scheme

Testing and Application assembly

Where you wish the BABT Testing facility to perform the required tests or use the service from the BABT ICM department to prepare and format the application you should apply separately for these services

2.3 Who can apply

Applications can be made by or on behalf of both manufacturers and suppliers of equipment. Optionally, the applicant may in addition authorise BABT to liaise with another party acting on behalf of the applicant in matters relating to the application.

The person making the application should be a duly authorised signatory of the applicant.

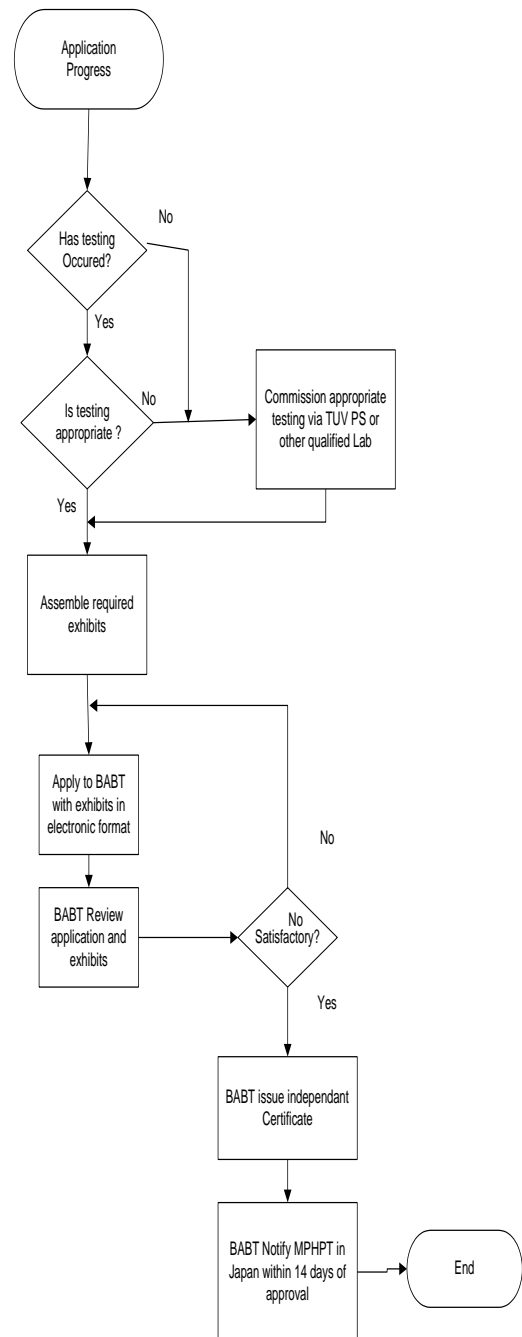
3. Progressing the Application

When BABT has received your application and evaluated the initial information, we will:

- ask you to pay an application fee. The fee relates to the assessment of the application and may include additional elements if you choose to provide documentation in paper form. Where you have identified a specific contact to whom to send the invoice it will be sent to them; otherwise it will be sent to the applicant;
- inform you of the BABT reference number assigned to your application. This number should be quoted in all further correspondence;
- review your application for completeness and consistency;
- advise either the applicant (or the technical contact where one is identified) of any queries/concerns/omitted data; This may result in further work on your application being suspended until you send a satisfactory response;
- Where BABT is satisfied we will issue an independent BABT Certificate and Approval number which you may include within your compliance folder;
- Where a significant number of originally submitted files are replaced BABT reserves the right to either charge additional fees or to cancel the application and require that a new application be submitted. Any fees due for the first application will still be due
- Formally notify the Electromagnetic Environment Division, Radio Department, Telecommunications Bureau of the Ministry of Public Management, Home Affairs, Posts and Telecommunications (MPHPT), of the equipment name, type and the Approval number allocated by BABT for the product;
- If there is a significant shortfall which either cannot be remedied, or where the remedy is not submitted in a timely fashion BABT may dismiss the current application. Any fees due for the first application will still be due

*

Flowchart of Application Progress



4. Application for an original Certificate

4.1 Application Form BABT 752

You should normally use the BABT form 752 for making applications for Japanese Approval by BABT. The following information is required for each section:

4.2 Section A.1: Main Contact Detail

You should supply the name, address, company and communication details of the main applicant.

Prime contact name and address:

Details of the authorised signatory within the company applying for the approval and responsible for the approval request and order.

4.3 Section A.2: Other Contact Information

On occasion other contacts are appropriate in addition to the prime contact.

The following details are required as relevant (with address details where this differs from the prime contact):

- The company name, and address to appear on the certificate where this name and/or address differs from that of the applicant. This should be accompanied by a brief explanation of the relationship between this address and the applicant.
- Consultant details (where you wish another party to be involved with this application).

4.4 Section B: Your Certification Requirements

The following details are required:

4.4.1 Section B.1: Type of Assessment

This should be the equipment category according to table 1 (above) which applies to your product.

4.4.2 Section B.2: Type of Application

Please indicate if it is an original application or a modification to an existing approved product. If a modification, please provide the existing certificate number and detail the modification on a separate document.

4.5 Section C: Product Details

The following details are required

4.5.1 Section C.1: Product(s) Submitted

This should be the product name under which the product will be marketed. If the product is marketed under more than one name please indicate these names here. Please provide the official name or number of your Technical File within your quality system.

Product name:

This must be clearly stated as this will appear on the certificate and serve as a prime identifier of the certified product.

4.5.2 Section C.2: Radio Interfaces

Please identify the radio interfaces of the product(s) including the modulation, frequency and power output.

4.5.3 Section C.3: Related Products

If the TCF covers more than one model please briefly explain the differences between the products and check the relevant box in this section. If the product is a brand name of a product that BABT have already issued a Japanese approval for please check this box and provide supporting authorisation from the holder of the original certificate.

4.6 Section D: Payment Details

Information related to your intended method of payment.

- Name or address to which invoices and accounts should be sent where the person or address differs from the Main contact listed previously (to be included with supporting information).
- Purchase Order or Credit Card details.

Work is carried out on receipt of either payment in advance or a valid purchase order number. Clients applying directly to BABT (i.e. not through any other TUV Group office), who do not currently have approved credit facilities with either BABT or TUV Product Service UK must include a completed Credit Details Form with the application. Alternatively payment in advance is accepted. The appropriate forms may be downloaded from <http://www.babt.com>

4.7 Section E: Agreement

This must be completed by the applicant named in section A as this forms the contract between the applicant and BABT.

4.8 Annex A

This is a checklist of the supplied data and format of the data structure. Completion of this Annex is helpful to check all the required exhibits are supplied and all the required information included with the application. Please refer to the following section for details about the required data.

5. Information to accompany an application

5.1 General

Submissions to the BABT are preferred to be electronic and in a standard structure. An example will be provided upon request. The application supporting documentation should normally be submitted electronically as Adobe PDF, MS-Word, or jpg files (as applicable) in the preferred directory/folder structure.

However BABT will accept applications with accompanying data in paper or in unstructured formats but we reserve the right to make an additional charge for handling and this may delay your application.

The following directories and content is required (as appropriate to your particular application).

Documentation identification and Issue status

All documents submitted electronically should be clearly named to indicate their purpose and contents. Documents submitted in paper format should be identified by document number and issue status (e.g. Issue number or date); For multi-page documents each page should hold such information and a page number indication.

5.2 Specific Exhibits

5.2.1 Exhibit 1: Label

You should provide a copy of the label, with information related to how and where it is fixed, on the equipment. The required elements should be able to be verified. Where additional equipment type information is required this exhibit should include all labels necessary to demonstrate this information will be placed upon the product. Where your product is smaller than a man's palm, or is intended to be built into another product refer to BABT for details.

Refer MPHPT Ordinance No. 146, 2001 See also BABT Marking Information Sheet for Japan MRA

5.2.2 Exhibit 2: Declarations

The manufacturer is required to declare that each unit of equipment (e.g. production item) reflects the performance of the tested item within quantity production variation. This should be on company headed paper and signed by a responsible person within the applicant company.

5.2.3 Exhibit 3: External Photos

For identification and evaluation purposes you should provide external photographs of the equipment. These may be provided within the test report or separately provided.

External Photos

Photographs should be provided for everything accessible to the customer (e.g. top, bottom, front and back). BABT advise that colour photographs are used. Where a digital camera is used we advise that the resolution be sufficient to view the results clearly. A dimensioning device such as a ruler or recognisable coin is helpful to indicate the relative size of your product.

5.2.4 Exhibit 4: Block Diagram

A Block diagram should be provided showing the functional blocks, various signalling paths, and frequency of any oscillator.

5.2.5 Exhibit 5: Schematics

Schematics of active circuitry and Parts lists (BOMs) should be provided.

5.2.6 Exhibit 6: Technical Report

The test report should come from a test facility accredited to ISO/IEC 17025. Where you have a test report generated internally or from an unaccredited source BABT may require access to or contact with the test facility. The report shall contain all the required technical aspects listed under the appropriate clauses. The report shall either include or be accompanied by evidence that the test facility has relevant National accreditation or has BABT recognition. The equipment used for testing shall be identified and the calibration dates listed. All tests must have been performed within the validity of the equipment calibration period.

5.2.7 Exhibit 7: Test Set-up Photographs

These must be supplied. However diagrams are permitted in place of photographs. These may be included within the test report. Short videos are also accepted provided these are in a standard MPEG or AVI format.

5.2.8 Exhibit 8: Users Manual

A copy of the user instructions must be provided. Where this is in final draft this must be clearly identified. The statements required in the referenced paragraphs must be present (as applicable).

5.2.9 Continuing compliance

A list of the procedures used in production inspection and/or testing to ensure the production items maintain the same compliance as the tested item should be supplied. This should be issue or date conscious and may be either a document or a signed & Date list on letter headed paper.

A copy of the current Certificate is acceptable where you operate an ISO9001 QMS system certified by an Accredited Certification Authority, or where your Manufacturing site holds a PQC Certificate from BABT.

5.2.10 . Records

BABT maintain records of all the details on a certificate; of each submission and the resulting evaluation for 10 years after the last significant file activity

You shall maintain a record of all complaints and remedial actions relative to the Certified Product. These shall be made available to BABT on request. BABT will forward complaints about certified clients within an appropriate period of time to the certified clients in question.

6. Application for change to a certified product or details listed on the certificate

The manufacturer is responsible for maintaining the compliance folder in line with the production items following product changes.

BABT are willing to “refresh” the certificate by reviewing the product changes and the current folder, and where satisfied up-issue the certificate.

Applications should be addressed to BABT, including reference to the original certificate number; changed/updated exhibits; and details of the changes.

BABT may also up-issue a certificate where the certificate holder (Company and address) or product name change but the product remains the same provided the intellectual product rights remain within the same company as for the original application.