

GUIDELINES

Telecommunication Apparatus Type Approval

Version 1

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1 BACKGROUND

1.1 Introduction

The Telecommunications Regulatory Authority (TRA) is the competent body established in the UAE under the Telecom Law¹ and its Executive Order and is granted powers and responsibilities concerning the regulation of the Telecommunications sector including Telecommunications Apparatus.

The Telecom Law makes it an offence for anyone to use, sell, offer for sale or connect any Telecommunication Apparatus Which is not type approved. Type approval is achieved by registration of the equipment concerned with the TRA.

The TRA has set out formal regulations for type approval in the “Telecommunication Apparatus – Type Approval Regulations”. The regulations are the definitive statement of the roles and responsibilities of the TRA and any person wishing to register equipment with the TRA. They require radio equipment and telecommunications terminal equipment (RTTE) to comply with relevant technical specifications and to be registered with the TRA before it can be supplied in the UAE.

Registration is based on a declaration of conformity supported by test reports and other technical documentation. Registered equipment shall be marked or have a mark on its packaging and user information to show that it may be used in the UAE.

These guidelines explain the practical implementation of the formal regulations and exists alongside them. Although the regulations take precedence, the guidelines gives sufficient information for an application to be satisfactorily completed and submitted to the TRA in most cases.

1.2 Equipment subject to registration

In general, all telecommunications terminal equipment connected to a public network and all radio equipment shall be registered with the TRA before it can be supplied in the UAE.

The TRA publishes technical specifications for the equipment concerned. If there is not an applicable technical specification then the TRA will decide, on a case-by-case basis, whether the equipment concerned may be registered. The RA reserves the right to exclude or prohibit any equipment.

¹ Federal Law by Decree No.3 of 2003 – Telecom Law.

1.3 Registration & Type Approval

Equipment which meets the technical specifications published by the TRA and which is registered in accordance with the regulations is type approved for the purposes of the Telecom Law and the Executive Order, and the regulatory framework in effect at the time.

1.4 Dealer registration

Dealers, importers and manufacturers of RTTE in the UAE shall be registered with the TRA. The scheme for dealer registration is separate from and additional to the scheme for RTTE type approval.

Registered dealers have responsibility for ensuring that RTTE is suitable for the purpose for which it is supplied and that it operates in accordance with the claims made for it.

1.5 License to use the radio spectrum

All radio equipment requires a license and / or authorisation from the TRA for use of the radio spectrum in the UAE. Such a license or authorisation is separate from and additional to the regime for RTTE type approval.

Licensing requirements may change from time to time and applicants are recommended to consult with the TRA Spectrum Affairs department for the latest requirements. The TRA will maintain a list of radio equipment types that do not require an individual license or spectrum authorisation. In all other cases, operation of radio equipment without a license or spectrum authorisation is an offence under the Telecom Law. Further information is available from the Spectrum Affairs department at the TRA.

1.6 Technical Requirements

The TRA publishes technical specifications with which RTTE shall comply with. In the absence of a suitable relevant specification, the TRA may specify technical requirements on a case-by-case basis. In any event, it is required that all equipment:

- (a) does not cause harm to the general public or staff working on public telecommunications networks;
- (b) does not generate electromagnetic disturbance exceeding the level above which RTTE or other equipment cannot operate as intended;
- (c) has a level of immunity to the electromagnetic disturbance to be expected in its intended use which allows it

to operate without unacceptable degradation of its intended use;

- (d) makes efficient use of the radio spectrum; and
- (e) does not cause damage to, or interfere with the correct working of a public telecommunications network.

The TRA technical specifications aim to address public safety and protection of the telecommunications infrastructure. The technical specifications do not address matters of equipment quality or fitness for purpose.

1.7 Importing RTTE into the UAE

A copy of the relevant registration certificate shall accompany all shipments of RTTE for import to the UAE. It shall be clear that the other shipping documents correspond with the type and description given in the certificate. It may be necessary for the consignee in the UAE to produce the original copy of the registration document to take delivery of the consignment.

2 REGISTRATION

2.1 Who can apply for registration?

An application for registration shall be made by a manufacturer, importer or dealer who is registered with the TRA (see 1.4) and shall include the dealer registration number allocated by the TRA.

The manufacturer, importer or dealer of equipment for supply in the UAE shall register the equipment with the TRA unless the equipment concerned is procured from a manufacturer, importer or dealer who has already registered the identical equipment type.

2.2 How to apply for registration

An application to register equipment shall be made on the official application form available from the TRA. One application may cover a range of related products provided that the application details the differences and the compliance of all the related products is justified on the basis of the supporting documentation (see section 3.2 & Appendix 4 on supporting documentation).

Separate applications shall be made for models supplied under different brand names. The brand names will be separately listed in the register maintained by the TRA.

The application shall be accompanied by a declaration of conformity (see section 3.1).

It is not necessary to submit any other supporting documentation or a sample of the equipment unless requested to do so by the TRA.

An application that is complete and in order will normally be processed within 30 working days of its receipt at the TRA. Applications that are not complete and / or not in order may be rejected.

Successful registration of equipment shall result in a registration number being allocated and a corresponding entry in the register of type approvals maintained by the TRA for the purposes of the Executive Order.

2.3 Renewal and cancellation of Registration

Registration shall normally be granted for a term of three years. A renewal fee is payable to keep a registration in effect. Application for renewal shall be made at least one month before the expiry date otherwise the registration and hence type approval shall be cancelled.

The TRA reserves the right to cancel a registration at any time where it has reason to believe that the relevant regulations and technical requirements have not been observed.

2.4 Products Already Registered

The registration application and associated documentation is the intellectual property of the applicant. Subject to the consent of the applicant, the registered product concerned may be supplied by any registered dealer. RTTE supplied shall in all cases be identical in all material respects to the corresponding registered type. A registered product cannot be supplied without the involvement and consent of the original applicant.

If another person wishes to supply the identical product without the involvement and consent of the original applicant then that other person shall seek a separate registration for the equipment.

If the original applicant is willing to consent to the supply of a registered product under a different brand name the procedure is straightforward. A separate application for registration shall be

made for the brand name but the applicant is able to reference the existing registration in the application. If the applicant for the brand name registration is different from the original application, then the brand name application shall include a letter of authority from the original applicant authorising use of the data held by the TRA and agreeing to make the supporting documentation available in support of the brand name product should circumstances so require.

2.5 Transfers

Equipment registrations are not transferable without the explicit consent of the TRA. The TRA will wish to be satisfied that appropriate arrangements have been made for the new owner of the registration to receive the necessary support of the party issuing the DoC including access to the supporting documentation.

3 DOCUMENTATION

3.1 Declaration of Conformity (DoC)

The DoC is a document drawn up by the manufacturer, supplier or importer on company letterhead or stationery and signed by them confirming that the product complies with the regulations and technical specifications that apply in the UAE. It shall be prepared and maintained in accordance with ISO/IEC 17050-1:2004². In addition to the minimum content specified in clause 6.1 of that standard, the additional information of clause 6.2 a), b) and e) of that standard shall also be included.

The registered dealer in the UAE shall be in possession of the DoC for the equipment concerned and shall have access to supporting documentation that demonstrates its validity. The registered dealer shall satisfy itself that the DoC is authentic and applies to the equipment to be supplied in the UAE. The DoC shall be kept available for inspection by the TRA for at least 5 years after the last supply in the UAE of the equipment concerned.

An example of a suitable format for a Declaration of Conformity is given in Appendix 1.

3.2 Supporting Documentation

The supporting documentation is the complete dossier of evidence which describes in detail the products concerned and the basis on

² ISO/IEC 17050-1:2004 *Conformity assessment – Supplier's declaration of conformity – Part 1: General requirements*

which they are declared to meet the appropriate technical requirements for the UAE. Supporting documentation shall be prepared in Arabic or English.

The supporting documentation shall comply with ISO/IEC 17050-2:2004³ excluding clause 5.2 a) (see Appendix 4) for additional information and notes). It is not necessary for the registered dealer to have a copy of this supporting documentation. However, the nature of the arrangements between the registered dealer and the party providing the declaration of conformity shall be such that the registered dealer can make a copy of the supporting documentation available to the TRA without undue delay.

Exceptionally, where equipment has been approved in another country or region to technical requirements that are the same as those required in the UAE, less comprehensive supporting documentation is acceptable. In such cases, the registered dealer in the UAE holding the DoC shall retain photographs or illustrations of the exterior of the equipment in sufficient detail to show markings and points of connection to networks or antennas, a copy of the full user documentation, evidence of the approval etc including the applicable technical standards applied and an analysis showing equivalence to the relevant TRA specifications. For example, in the case of equipment that is CE marked, the equipment is required (under EU legislation) to be accompanied by a DoC (or to identify a website where the DoC can be found). The European DoC will usually identify the technical standards that have been applied and these can be compared with the relevant TRA technical specifications.

The supporting documentation may be kept electronically provided clear legible paper copies of the whole dossier or extracts from it can be produced on request. The documentation shall be kept available for inspection by the TRA for at least 5 years after the last supply in the UAE of the equipment concerned. The supporting documentation shall not be sent to the TRA unless it is specifically requested.

3.3 Marking

All equipment or its packaging and user information shall be clearly marked as shown in Appendix 2 unless an exemption has been granted by the TRA. The mark on equipment shall be a permanent mark close to the model identification. The mark on user information may be on any of the documentation supplied with each item of

³ ISO/IEC 17050-2:2004 *Conformity assessment – Supplier's declaration of conformity – Part 2: Supporting documentation*

equipment and intended to be or likely to be retained for future reference. The mark on packaging and user information is mandatory if the equipment itself is not marked. It may also be helpful to use the mark on packaging and in user information even when the equipment is marked.

Exemption from marking is available, in justified cases, on request to the TRA. The request shall explain why marking is not practicable. Where exemption is granted the registered dealer may be required to make alternative provision, for example, to provide a copy of the declaration of conformity with each item of equipment sold or to display a copy of the notice set out in Appendix 3 close to the equipment at the point of sale and in advertisements to supply the product.

These arrangements are intended to inform consumers which equipment is registered so that they know which equipment they may legally connect and use.

4 AFTER-MARKET ACTIVITIES

4.1 Surveillance

All parties involved in the import, manufacture and supply of equipment are expected to satisfy themselves that the equipment in which they deal complies with the relevant technical specifications and that the documentation that accompanies it is authentic.

It is a violation of the Telecom Law and Executive Order to use, sell, offer for sale or connect RTTE which is not type approved, that is to say, equipment that does not comply with the regulations and/or which does not meet the relevant technical specifications.

From time to time the TRA may check equipment and / or ask the registered dealer to make all or part of the supporting documentation available. The TRA has powers to require information to be supplied and, in collaboration with the police authority, to seize equipment suspected of being in contravention of the Telecom Law and Executive Order.

The TRA may perform checks at any time as a result of a complaint, a report of interference, visual inspection of products in a retail outlet, inappropriate advertising or simply a random selection.

Where a check is inconclusive or unsatisfactory, additional information shall be requested and a sample for test at a laboratory nominated by the TRA may be required. In the event that the equipment is non-compliant, the registered dealer concerned shall be responsible for all charges incurred.

4.2 Changes

If a product change introduces an additional network interface or requires the use of additional radio frequency bands, then a thorough review against the regulations and relevant technical specifications shall be made including, where necessary, a new application for registration.

Changes in hardware or software that may affect an existing network interface or have an effect on safety, EMC or radio frequency emissions shall be tested and assessed to the extent necessary to establish that ongoing compliance will be maintained. A record of the changes, relevant test results, the assessment of their impact etc shall be maintained in the supporting documentation.

Changes that are essentially cosmetic or that are non-network affecting or that have no potential or actual effect on safety, EMC or radio frequency emissions may be introduced provided a record of the changes and the assessment of their impact is maintained in the supporting documentation.

If any change affects the information recorded in the DoC, then a new DoC shall be prepared. Where documentation was provided to the TRA in connection with the original equipment, then it shall be updated and resubmitted to the TRA.

Ongoing compliance shall be assessed whenever the relevant technical specifications are amended. Such amendments will normally specify an effective date which allows a transition period to implement any necessary changes to the product.

5 MISCELLANEOUS & TRANSITIONAL ARRANGEMENTS

5.1 Equipment for personal use

Equipment bought outside the UAE and imported by an individual for personal use is not subject to registration with the TRA. However the equipment shall be of a type eligible for registration in the UAE and comply with all the relevant technical requirements in the

UAE. This will ensure that there is no radio interference or disruption to the public network. If the owner is not competent to make this assessment itself, then the owner shall seek expert technical advice.

Equipment which has been imported for personal use shall not be sold, hired or otherwise disposed of to other parties for use in the UAE.

No individual may use, at any time, equipment that does not comply with the technical specifications published by the TRA.

5.2 Equipment that is type approved in another country

The TRA bases its technical specifications on international and regional standards. Accordingly, equipment approved in other regions or countries may comply with the technical specifications for the UAE. However, it cannot be guaranteed that all equipment types from a particular region such as the European Union will necessarily comply with the technical specifications for the UAE. In all cases, it is necessary to cross-check the technical basis of approval with the TRA specifications and compile the simplified supporting documentation which is allowed as an exception in such cases (see section 3.2).

5.3 Equipment manufactured outside the UAE and modified locally

Equipment manufactured outside the UAE and modified locally is included in the scheme. Typically, the party performing the modification shall be responsible for compliance and registration.

In all cases, the supporting documentation shall explain the modifications and reference test results on the modified product or explain why the test results on the unmodified product remain valid.

5.4 Transitional Arrangements

All previous type approval schemes cease summarily when this scheme comes into effect.

RTTE being imported into the UAE and/or supplied under previous type approval schemes at the time this scheme comes into effect may continue to be imported and supplied for the duration specified in the original approval. However, holders of such approvals are encouraged to migrate to the new scheme and there shall be no charge under the new scheme until the expiry date of the original approval.

Equipment being imported into the UAE and/or supplied under previous type approval schemes at the time this scheme comes into effect shall be covered by this new scheme if import and/or supply is to continue beyond the expiry of the existing approval.

5.5 Fees

The TRA shall publish a list of fees payable (see the TRA Policy Document “Telecommunications Apparatus Type Approval Fee Policy”). Income from fees is offset against the TRA’s costs of registration and market surveillance activities.

For equipment subject to registration, fees are payable by the applicant at the time of submission of the respective application. The fee is non-refundable.

Payment of fees shall be made to:

Bank Name: National Bank of Abu Dhabi
Bank Code: NBADAEABAT
Account Number: 4050001589
Account Name: The General Authority for Regulating The
Telecommunication Sector

APPENDIX 1 – Specimen Pro-forma Declaration of Conformity

Reference:	
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(Note 1)

I / We

(name of manufacturer/supplier)

Of

.....

(address including postcode)

declare under my/our sole responsibility that the product(s)

.....

(product description including brand name, type or model and any supplementary information such as lot, batch or serial number identification)

to which this declaration relates, is/are in conformity with the TRA Telecommunication Apparatus – Type Approval Regulations and the following technical specifications.

.....

.....

.....

and that I have examined the technical basis for this declaration which is based on test reports and /or certificates issued by

.....

.....

Supporting documentation relevant to this declaration has been compiled under the reference number given above and will be made available to the TRA on request.

Signature

(for and on behalf of manufacturer/supplier)

Date:

Name & Title

(printed name & job function of person signing)

NOTES:

- 1) *The reference is a unique identifier for the declaration of conformity (DoC) allocated by the manufacturer / supplier for the purpose of cross reference in the registration application.*
- 2) *The DoC shall be on company headed stationery or full company details shall be added.*
- 3) *For information on how to complete this declaration and prepare the supporting documentation, please refer to ISO/IEC 17050 Conformity assessment – Supplier's declaration of conformity Part 1: General requirements, Part 2: Supporting documentation and the corresponding sections of the TRA Guidelines to Type Approval.*

APPENDIX 2 – Label

<p>TRA REGISTERED No: nnnnnn DEALER No: xxxxxxxxx</p> <p>Bar code</p>
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The characters shall appear in black print against a white background.

No character shall be less than 2mm in height.

The letters “TRA” shall be at least 3mm in height.

Where “nnnnnn” appears shall be substituted the registration number allocated by the TRA to the equipment concerned.

Where “xxxxxxxxx” appears shall be substituted the dealer registration number allocated by the TRA to the dealer who made the application concerned.

When the label is applied to the packaging of equipment, the minimum dimensions specified above shall be doubled.

APPENDIX 3 – Notice

<p style="text-align: center;">NOTICE</p> <p style="text-align: center;">This equipment has been registered with the Telecommunications Regulatory Authority for use in the UAE.</p> <p style="text-align: center;">TRA REGISTERED No: nnnnnn DEALER No: xxxxxxxx</p> <p style="text-align: center;">Bar code</p>

Note: Where “nnnnnn” appears shall be substituted the registration number allocated by the TRA to the equipment concerned. Where the notice covers more than one type of equipment in an advertisement or display, the registration numbers for all equipment concerned shall be cited.

Where “xxxxxxxx” appears shall be substituted the dealer registration number allocated by the TRA to the dealer who made the application for equipment registration(s) concerned. Each dealer shall have a separate notice.

APPENDIX 4 – Supporting Documentation

The following notes illustrate some particular points which shall be considered in the context of ISO/IEC 17050-2:2004.

In relation to 5.1 a):

- a brief technical description of the equipment including an explanation of the intended use of the equipment as presented to the user and any installation specific information relevant to compliance;
- identification of the telecommunications networks concerned and any intentional radio spectrum usage;
- identification of software and firmware that may affect compliance of a network interface or have an effect on radio frequency emissions;
- if the equipment is an interface card or module for installation in a host equipment, the description shall make give sufficient information for compatible hosts to be determined; and
- where more than one model is covered, details of the relationships between the models and the rationale for including them.

A copy of the user information may be a convenient way of dealing with some of the above points.

In relation to 5.1 b):

- circuit diagrams and PCB layouts for those parts of the equipment which have a direct impact on compliance with the technical requirements. For example: network interface circuits and radio interfaces (antennas or connection points for antennas); audio components in live speech equipment; line signaling; ports for connecting other equipment; power supplies and all network affecting elements. Full diagrams and complete functional information are not required but there shall be sufficient detail to understand the compliance issues and to show the build level of the product in relation to the build level of any sub-assemblies;
- parts lists in so far as they are relevant to the above. Components which are critical to compliance shall be identified and fully specified with suitable tolerances. Care shall be taken to ensure that alternative sources of supply are also evaluated; and
- photographs of both the interior assembly and exterior of the product sufficient to permit a person to determine that a product is the same as that submitted for registration.

In relation to 5.1 c):

- identification of all the TRA and other technical specifications that apply and the related test results;
- test reports or test data⁴ and details of test methods where these are not specified in the specifications; and
- justification for any cases where tests are not performed. This might be the case, for example, where several models are covered or where reliance is placed on a similar product for which data is held in another file (which shall be cross-referenced)

The supporting documentation shall be kept available for inspection by the TRA for at least 5 years after the last product of the relevant type has been supplied to the UAE.

⁴ Test results shall be obtained from a laboratory that has been accredited by a body that is a member of the ILAC Mutual Recognition Arrangement. Consult the TRA before relying on results from any other laboratory.