

**Electromagnetic compatibility
and Radio spectrum Matters (ERM);
"Common Text" for Application Forms/
Short Equipment Description Forms**



Reference

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Foreword

This ETSI Guide (EG) has been produced by ETSI Technical Committee Electromagnetic compatibility and Radio spectrum Matters (ERM), and is now submitted for the ETSI standards Membership Approval Procedure.

The present document covers both Test Report Forms and Requests for Tests (i.e. Application Forms (AFs) and Equipment Description Forms for Testing (EDFs)).

Introduction

ETSI has published a number of radio product standards. Such products are expected to be put on the market and used, in accordance with the legal framework in force, e.g. the R&TTE Directive [1].

For some time, CEPT had supported Test Report Forms and Application Forms as part of the requirements associated with:

- CEPT Decision ERC/DEC(97)10 [2]; or
- CEPT Recommendation ERC/REC 01-06 [3].

Application Forms and Test Report Forms were used, therefore, in CEPT Countries, in particular, by manufacturers wishing to have measurements made a third party (e.g. an accredited test house).

With the new regime resulting from the implementation of the R&TTE Directive [1], it is expected that Test Report Forms and Requests for Tests (i.e. Application Forms and Equipment Description Forms for Testing) from ETSI will be useful for enforcement authorities in countries where the R&TTE Directive [1] is in force, as well as for the assistance of manufacturers and test houses, although the usage of such forms would remain voluntary.

The usage of Test Report Forms and Application Forms, however, can be made mandatory in countries where CEPT/ERC/REC 01-06 [3] or CEPT/ERC/DEC(97)10 [2] is in force ("non-R&TTE Directive countries").

These various usages of the forms to be produced require different words to be used in specific situations.

As a result, the text common to the forms relating to different equipment has several variants, according to the situation considered: the wording has been fine tuned for each situation in the compressed files attached to the present document.

1 Scope

The present document is intended to support ETSI Technical Bodies in the production of Test Report Forms and Requests for Tests (i.e. Application Forms (AF) and Equipment Description Forms for Testing (EDF)).

It is accompanied by compressed archives containing a set of pro-formas providing "common text" for the production of such Forms for use:

- both in countries where the R&TTE Directive [1] is and is not in force;
- either for the purpose of in house testing (self certification) or in view of third-party testing (either on a manufacturer's request or on the request of an organisation responsible for market surveillance); and
- Type Approval where appropriate.

The present document (and corresponding compressed archives) contains the common text to be used in Test Report Forms and/or Requests for Tests (i.e. Application Forms and/or Equipment Description Forms for Testing). This material is to be completed as described in clause 4.

The present document is applicable to all Technical Bodies producing Test Report Forms and Requests for Tests (i.e. Application Forms and Equipment Description Forms for Testing).

2 References

The following documents contain provisions which, through reference in this text, constitute provisions of the present document.

- References are either specific (identified by date of publication and/or edition number or version number) or non-specific.
- For a specific reference, subsequent revisions do not apply.
- For a non-specific reference, the latest version applies.

Referenced documents which are not found to be publicly available in the expected location might be found at <http://docbox.etsi.org/Reference/>.

- | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [1] | Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity (R&TTE Directive). |
| [2] | CEPT/ERC/DEC(97)10: "ERC Decision of 30 June 1997 on the mutual recognition of conformity assessment procedures including marking of radio equipment and radio terminal equipment". |
| [3] | CEPT/ERC/REC 01-06: "Procedure for mutual recognition of type testing and type approval for radio equipment". |

3 Definitions and abbreviations

3.1 Definitions

For the purposes of the present document, the following terms and definitions apply:

common text: text common to a number of documents of a given nature (each document relating to a different type of equipment)

variants: variants of text relating to particular situations

NOTE: See clause 4.1 of the present document.

3.2 Abbreviations

For the purposes of the present document, the following abbreviations apply:

AF	Application Form
EDF	Equipment Description Forms for Testing
PMR	Private Mobile Radio
TRF	Test Report Form

4 Assembling the Forms (e.g. TRFs)

4.1 The various usages of the forms

At the moment, Test Report Forms and Requests for Tests (i.e. AFs and EDFs for Testing) are expected, in particular, to be used:

- in countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to self test ("variant 1");
- in countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to have tested by a third-party ("variant 2");
- in countries where the R&TTE Directive [1] is in force, for parameters that Administrations may wish to have tested by a third-party (e.g. in the case of market surveillance/enforcement) ("variant 3"); and
- in countries where the R&TTE Directive [1] is not in force, for the purpose of third-party testing and Type Approval ("variant 4").

These four situations (and the corresponding four variants for the "common text") have been identified so far, which does not exclude that others may be identified at a later stage. An in-depth analysis of the words used in the "common text" shows that a number of small variations in the words used are required in order to cover adequately and without ambiguities the various situations.

4.2 Tasks of a TB

It is hereby proposed that, when Test Report Forms and Requests for Tests (i.e. AFs and EDFs) are desired for a particular type of equipment/standard, they should be developed by the technical body responsible for the corresponding standard(s).

In order to obtain the sought Form, ETSI Technical Bodies are therefore expected:

- to use the material available in the present document ("common text");
- to complete it:
 - in the case of Test Report Forms, with the appropriate set of "one-page measurement result forms" in order to cover all measurements required in the corresponding standard (on the basis of one "one-page measurement result forms" per parameter measured);
 - in the case of Requests for Tests (i.e. AFs and EDFs for Testing), with the appropriate set of details referring to the equipment considered;
- and, finally, to verify the package and adapt it as necessary.

ETSI Technical Bodies are encouraged to follow existing specific "one-page measurement result forms" (which in some cases may have to consist of more than one A4 page), or adapt existing "one-page measurement result forms" to their own needs (resulting in one or more A4 pages per parameter to be measured).

A set of "one-page measurement result forms" as complete as possible is expected to be available as a "library" for reference and future use (e.g. to be made available in the ETSI Server). A number of such "one-page measurement result forms" have been included, as examples, in the proformas attached.

These "one-page measurement result forms" are expected to be independent of the "common text" variant being considered.

TRFs under the old regime had been made available for a number of standards, in particular in the PMR area, and can be used to extract "one-page measurement result forms".

The situation is similar in relation to Requests for Tests (i.e. AFs and EDFs for Testing).

4.3 Further guidance to TBs concerning the structure of the material to be drafted

TBs are given the freedom to decide on the type of deliverable they find more convenient for the forms (e.g. AFs and TRFs) under their responsibility: e.g. either use the TR format or use some "free format".

In order to illustrate these twopossibilities:

- material relating to TRFs includes text for TRFs formatted as a TR; and
- material relating to AFs/EDFs includes text for AFs/EDFs using a free format.

For the sake of clarity, the present document incorporates two sets of four compressed files, one per variant, corresponding to the various scenarios identified in clause 4.1. However, TBs may find more user friendly to implement those four variants of the "common text" in a different manner. TBs are free to choose their approach, provided that the various scenarios are clearly identified.

4.4 Further comment

The major differences identified between the variants of the "common text" reflect the consequence of the correct words needed in order to fit the various scenarios, e.g.:

- in respect to accreditation;
- in relation to the responsibilities of the "applicant";
- relations between the "applicant" and the test house;
- relations between the "applicant" and the equipment itself (i.e. effect on the availability of support equipment such as "test fixtures").

The following table illustrates some of these points:

Scenario		
1	"in house"	Accreditation is not a must
2	"third party"	Manufacturers may wish to use Accredited facilities
3	"market surveillance"	It seems advisable that Authorities use accredited facilities
4	"non R&TTE situation"	Under the previous CEPT regimes, it was required to use accredited facilities

Annex A (informative): Proforma

A.1 Copyright release

Notwithstanding the provisions of the copyright clause related to the text of the present document, ETSI grants that users of the present document may freely reproduce the proformas referred to in this annex so that it can be used for its intended purposes and may further publish the completed proformas.

A.2 Files including common text

The following sets of proformas (compressed archives) are expected to be used for the production of forms.

Beyond the "common text", these files include also material specific to some virtual equipment, in order to show how a complete form would look like, in terms of structure and lay out; as a result, in the material relating to TRFs, the examples of measurements included are not to be considered as providing an exhaustive list showing measurements to be included.

These files can be downloaded from the ETSI portal at the following address: http://portal.etsi.org/erm/erm_testing.asp.

A.2.1 Test Report Forms

The set includes:

- TTN-1 for countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to self test;
- TTN-2 for countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to have tested by a third-party;
- TTN-3 for countries where the R&TTE Directive [1] is in force, for parameters that Administrations may wish to have tested by a third-party (e.g. in the case of market surveillance/enforcement); and
- TTN-4 for countries where the R&TTE Directive [1] is not in force, for the purpose of third-party testing and Type Approval.

These proformas have been written as ETSI TRs.

A.2.2 Requests for tests

Requests for tests correspond to both Application Forms and Equipment Description Forms for Testing, as appropriate.

The set includes:

- AP-1 for countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to self test;
- AP-2 for countries where the R&TTE Directive [1] is in force, for parameters that manufacturers wish to have tested by a third-party;
- AP-3 for countries where the R&TTE Directive [1] is in force, for parameters that Administrations may wish to have tested by a third-party (e.g. in the case of market surveillance/enforcement); and
- AP-4 for countries where the R&TTE Directive [1] is not in force, for the purpose of third-party testing and Type Approval.

These proformas have been written using a free format.

A.2.3 Relations between files

Obviously, files "AP - n" are paired with files "TTN - n" and correspond to the variant "n".

Annex B (informative): Bibliography

ETSI TR 100 028: "Electromagnetic compatibility and Radio spectrum Matters (ERM); Uncertainties in the measurement of mobile radio equipment characteristics".

History

Document history		
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