

RADIO SPECTRUM MANAGEMENT



How to ensure your products comply

Step 1: Ensure products meet an appropriate standard

The lists of applicable standards are prescribed in the

- [Radiocommunications \(EMC Standards\) Notice](#) and
- [Radiocommunications \(Radio standards\) Notice](#).

Copies of the applicable standards can be obtained from Standards New Zealand or Standards Australia. The supplier must determine which level of conformity applies to each product from the [Radiocommunications \(Compliance\) Notice 2013](#).

Suppliers may also refer to [Compliance standards for EMC and radio](#).

Step 2: Prepare a product description

A product description of the marketed product identifies its use, brand name, and model number (as a minimum). A photo and technical description can also be supplied.

Step 3: Prove compliance through testing

The supplier accepts total responsibility for product compliance and needs to make an informed decision on the level of evidence showing compliance with the applicable standard.

A test report or manufacturer's specification may be sufficient evidence to support a declaration, showing that the product meets a relevant standard mandated by Radio Spectrum Management (RSM).

For level of conformity 3 products, a test report from an accredited laboratory (which may be in NZ or overseas) is required.

Test reports or evidence of conformity must be in English. The supplier does not have to hold the original reports. A clear copy of the original is acceptable.

Step 4: Make a Supplier's Declaration of Conformity (SDOC)

The [Supplier's Declaration of Conformity \(SDOC\)](#) is the document signed by a New Zealand supplier or a New Zealand agent of an overseas manufacturer or supplier to certify that a product meets applicable standards.

Step 5: Create a compliance folder

Compliance folders are a collection of documents assembled by the supplier to support the compliance declaration.

A compliance folder contains:

- a product description
- a signed Declaration of Conformity
- a test report or other documented evidence of conformity

The compliance folder may be either electronic or paper based.

Step 6: Apply for a Responsible Supplier Number

Responsible Supplier Number is a registration number obtained from [Electrical Regulatory Authorities Council \(ERAC\)](#) free of charge. It authorises the holder to use the RCM and R-NZ label

Step 7: Label the product

A label indicates that the product complies with the applicable standards.

Where a product is in a class to which level of conformity 1, 2 and 3 applies, the RCM compliance label should be used.

Where a product is a radio transmitter in a class to which level of conformity A1, A2 or A3 applies, the product must be labelled with "R-NZ".

The label must be no smaller than 3mm in height for the compliance mark or the characters R-NZ and 1mm in height for the supplier identification.

- Read more information on [product labelling](#) and download the graphics.