

RADIO SPECTRUM MANAGEMENT



How to ensure your products comply

Before you can manufacture, import, distribute, sell or install electrical, electronic or radio products, you must comply with the performance standards listed and determine which level of conformity applies to your products:

[Radiocommunications \(EMC Standards\) Notice](#) - describes the performance standards required for electrical and electronic products. This standard assigns levels of conformity to your products, and allowable frequency bands for any equipment that is using radio energy (ISM equipment).

[Radiocommunications \(Radio Standards\) Notice](#) - describes the performance standards required for different classes of radio product and the unwanted emission power limit for any transmitter not covered by those standards. Limits of unwanted emissions are specified for Low Power FM transmitters. The notice also assigns the level of conformity applying to the products covered by each standard.

[Radiocommunications \(Compliance\) Notice 2013](#) – describes which level of conformity you should apply to your products.

- [Compliance standards for EMC and radio](#) - describes the standards needed to ensure safe products that are fit for their intended use, protect the radio spectrum, minimise interference and allow effective use of radiocommunications services.

Helpful interactive guides

- [Electromagnetic compatibility \(EMC\) product compliance flowchart](#)
- [Radio product compliance flowchart](#)

Steps to ensure your products comply

Step 1: Make sure your products meet an appropriate standard

As a product supplier, you are responsible for deciding on the level of evidence that shows compliance with the [appropriate standard](#).

To do this, you need to read the standards and decide which level of performance and conformity your products comply with.

Step 2: Prepare your product description

To prepare your product description of the marketed product, you need to provide:

- A product description identifying the products use. This may be a publicity brochure, containing a photograph, circuit diagram, user manual or specifications. It should clearly identify with the product detailed on the supplier declaration.
- The brand name of the product
- The model number (as a minimum) of the product.
- You can also supply a photo and technical description of the product.

Step 3: Prove compliance through testing

As the supplier, you accept total responsibility for product compliance. You need to make an informed decision about the level of evidence showing compliance with the applicable standard.

To do this, you can provide:

- A test report or manufacturer's specification to support your declaration that the product meets a relevant standard mandated by Radio Spectrum Management (RSM), or
- A test report from an accredited laboratory (which may be in NZ or overseas) is required for level of conformity 3 products.

Test reports and evidence of conformity must be written in English.

[Radiocommunications \(Compliance\) Notice 2013](#)

[List of New Zealand test laboratories from International Accreditation New Zealand \(IANZ\)](#)

- [RSM Compliance Guide \[911 KB PDF\]](#)

Step 4: Complete a Supplier's Declaration of Conformity (SDoC)

- Complete the [Supplier's Declaration of Conformity \(SDoC\)](#) document online,
- Certify that your product meets applicable standards by either:
 - signing your SDoC as the supplier, or
 - having a New Zealand agent of an overseas manufacturer or supplier certify the product for you.

[View Mutual Recognition with Australia](#) for some radio product categories that apply to standards and product labelling.

- [View Prohibited Equipment Notices](#) as some products are illegal to supply or use in New Zealand.

Step 5: Complete the supplier documentation

You must hold the following supplier documentation to support the compliance declaration. This can either be electronically or paper based.

- A product description
- A signed Supplier's Declaration of Conformity
- A test report or other documented evidence of conformity.

Paper-based documentation must be held at your place of business in New Zealand and retained for five years after you have ceased to supply the market. Any variants of the product must be included in this evidence.

Step 6: Apply for a Responsible Supplier Number

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

- [RSM guide for registering as a Responsible Supplier through ERAC \(648 KB PDF\)](#)

Step 7: Label the product

Which label should I use?

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

Where your product is:

- in a class where the level of conformity 1, 2 and 3 applies, then use the RCM compliance label.
- a radio transmitter in a class where the level of conformity A1, A2 or A3 applies, you must use the "R-NZ" product label.

Label size

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.

Step 8: Apply for a licence to supply radio and wireless products

Before you can supply any radio and wireless products to the market you will need to complete the online Licence to Supply form. There is no charge for this service.

- If you are an individual supplier, complete the online [application for licence to supply radio transmitters - individuals](#).
- If you are an organisation, complete the online [application for licence to supply radio transmitters - organisation](#).

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