



**INSTITUT PRO TESTOVÁNÍ A CERTIFIKACI, a.s.**

Quality Control System Certified under ČSN EN ISO 9001

Authorised Body 224 \* Notified Body 1023 \* Accredited Testing and Calibration Laboratory \* Accredited Inspection Authority \* Accredited Certification Authority

# ITC Clients Manual

**For Assessment of Products in Area of EMC  
pursuant to Government Order 616/2006 Coll. and Council Dir-  
ective 2004/108/EC**

**Effective from: 10 October 2007**

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**Approved by:**



## 1. Introduction

Institut pro testování a certifikaci, a.s. (Institute for Testing and Certification, hereinafter referred to as ITC) is able to offer a wide range of professional services the realisation of which is to a large extent regulated by the accreditation, authorisation, as well as legislative rules that are necessary to be respected in order to meet the demanding requirements of both domestic and foreign customers.

The client manuals are intended for the facilitation of the communication with the accredited laboratories, certification authorities, and notified or authorised bodies. The informed customer plays an unsubstitutable role in the whole system and its constructive approach facilitates the acceleration of the provision of the service, participating thus in increasing the overall efficiency of cooperation.

We believe that the "Manual" together with information at [www.itczlin.cz](http://www.itczlin.cz) will provide a practical guide to the successful cooperation with Institut pro testování a certifikaci, a.s. and contribute to the overall satisfaction of the clients of the institute.

## 2. Definitions

### 2.1 General terms

- EMC – electromagnetic compatibility is the ability of an equipment or system to function satisfactorily in its electromagnetic environment without introducing intolerable electromagnetic disturbances to anything in that equipment.
- Government Order 616/2006 Coll. laying down technical requirements for products relating to their electromagnetic compatibility of 20 December 2007
- Directive 2004/108/EC of the European Parliament and of the Council on the approximation of the laws of the Member States relating to electromagnetic compatibility and repealing Directive 89/336/EEC
- European CE marking of conformity – marking placed on a product or its package by means of which the manufacturer confirms the conformity of the product's properties with the requirements of the applicable EU directive and government order.

### 2.2 Abbreviations used

- ITC Institut pro testování a certifikaci a.s.
- EMC Electromagnetic compatibility
- NB Notified Body
- NB 1023 Notified Body No. 1023 (designation assigned to ITC by the European Commission)
- GO Government Order
- GO 616 Government Order 616/2006 Coll. laying down technical requirements for products relating to their electromagnetic compatibility

## 3. Assessment of Conformity

- The assessment of conformity is performed according to Annex 3 to GO 616 (or Annex III to Directive 2004/108/EC).
- In the course of assessment, the NB examines the technical documentation and assess whether it properly proves that the requirements of GO 616 are complied with
- If the product meets the requirements, NB will issue its statement confirming such compliance.



- The statement of the NB will then be attached to the documentation by the manufacturer or authorised representative. This enables a representation to the customers that the product was assessed by an independent and officially recognised authority.
- The statement of the NB may be used by the manufacturer as the basic document for issuing the EC Declaration of Conformity on the basis of which the CE marking is placed on the product.

## 4. Service Ordering Procedure

- You can express your interest in the service by:
  - Phone (see contacts at [www.itczlin.cz](http://www.itczlin.cz))
  - E-mail (see contacts at [www.itczlin.cz](http://www.itczlin.cz))
  - Fax
  - Post

### 4.1 Request for the assessment of conformity with the basic requirements of EMC

- The professional services of ITC provided under the name of certification authorities, notified body, and authorised body are ordered by means of "Request".
- The Request form is available for downloading at [www.itczlin.cz](http://www.itczlin.cz) and it forms Annex 1 to this Manual.
- The form filled in is to be delivered by the client by hand or by post to any of the following contact persons:
  - a) Ing. Pavel Vávra  
Tel: +420 572 522 242 Fax: 420 572 522 191 ; E-mail: [pvavra@itczlin.cz](mailto:pvavra@itczlin.cz)
  - b) Ing. Karel Čech  
Tel: +420 572 522 219 Fax: 420 572 522 191 ; E-mail: [kcech@itczlin.cz](mailto:kcech@itczlin.cz)

Institut pro testování a certifikaci, a.s.  
Sokolovská 573  
686 01 Uherské Hradiště  
Czech Republic

- Together with the Request, it is advisable to deliver the technical documentation as early as in this stage.
- The Request and documentation must be submitted in Czech or English. The use of other official languages of the European Union is possible only upon agreement with ITC.
- Should an explanation as to the filling in of the Request be required, the client may consult the matter with an expert at the above-mentioned contact addresses.
- The legislation of the EU does not allow the manufacturer or authorised representative to file the request for the assessment of the same product by authorised or notified body with other entities.

## 5. Review of Request

- The request is reviewed as far as the correctness and completeness of data are concerned and then it is placed on file.
- If the request or the scope of the supplied documentation is incomplete, ITC will specify the missing items in writing (by post, e-mail or fax) and ask for their complementation.



## 6. Price and Date of Performance

- The price and date of the performance of service are usually calculated after the supply of all information necessary for the determination of the scope of professional activities.

## 7. Confirmation of Business Terms of Cooperation

- The business relation between the client and ITC is agreed according to the nature, requirements, and price relations of the service – order.
- In case of simple orders at prices up to CZK 20,000, the request needs to be confirmed only.
  - Request confirmation usually includes:
    - Scope of agreed works
    - Information about the price and payment terms
    - Date of service performance

## 8. Rules Governing Recognition of Results from Documentation Submitted by Client

- The recognition of results established by other laboratories and presented in the documentation depends exclusively on the decision of ITC.
- As a rule, the results specified in the test reports accredited by the laboratory are recognised provided that the report is not older than 3 years.
- The results of the tests performed in the manufacturer's laboratory or in non-accredited laboratories are not recognised in principle, except for the tests on unique test devices not generally available. In such cases, ITC prefers the performance of testing under the supervision of its own experts.

## 9. Documents Issued

- Final Report on Assessment by Notified Body NB 1023
- CERTIFICATE (Statement of Notified Body 1023)

## 10. Annexes

### Annex 1 – Request Form

