

Guide to a compliance folder to meet the requirements of the Australian Communications and Media Authority (ACMA)

General Requirements.

1. Must be compiled and held in Australia by an Australian entity; and
2. Documents must be in English; and
3. Where allowed, may be a reproduction of the original document; and
4. Identify the person who made the document (test reports, ACMA Declaration of Conformity); and
5. Must be retained for 5 years after manufacturer or importer stops supplying the item.

What you need in your compliance folder.

1. Original signed Declaration of Conformity; and
2. The original, or true copies of test reports and statements issued by a test house (a Recognised Testing Authority for telecommunications equipment) or others as required for Compliance Levels 3, 2 & 1. The test report must detail compliances; and
3. The original relevant certificates, or true copies, issued by other agencies as listed in the applicable Labelling Notice (e.g. ACMA Radio Communications, Electrical Authority, European Regulatory Authority, FCC, Carrier); and
4. Colour brochure or photographs (internal & external if not included with test report) of the product; and
5. User manuals (not essential); and
6. A copy of each Statement of Compliance when provided by your Certifications Body; and
7. Where applicable, Circuit diagrams (not essential); and
8. Where applicable, a record of the software (and firmware) version when tested; and
9. Where applicable, a written statement from a carriage or carriage service provider that does not object to connection of CE with non-compliances or for trials.

The Australian Communications and Media Authority requirements are not self declaration schemes.