



**Organizational aspects of the Conformity Assessment:  
roles and relationship between the Designating Authorities,  
Conformity Assessment Bodies, Certification Bureaus and Test labs**

**Tunis (Tunisia) 11-15 April 2016**

Presented by: Mr: Chokri Bel Hadj Yahia

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**Administrative Procedures of Type Approval**

**Tunis (Tunisia) 11-15 April 2016**

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1. One-stop shop Establishment
2. Approval procedure
3. Conformity control procedure
4. Technical control procedure



## CREATION

- Created under the Research and Studies Telecommunications Center  
*Decree N° 2639 of July 21st, 2008.*

## MISSION

Provide administrative authorizations for electronic equipment and communication systems for the following operations:

- Importation
- Commercialization



## One-stop shop Establishment CERT

### ARCHITECTURE

The One-stop shop is composed of the following offices:

*Administrator*



*Research and Studies  
Telecommunications  
Center Office (CERT)*



*Electronic Certification  
National Agency Office  
(ANCE)*



*National Frequency  
Agency Office (ANF)*

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## One-stop shop Establishment CERT

### ARCHITECTURE

The One-stop shop is composed of the following offices:

*a- The administrator Office*

In charge of the following offices:

- Orientation
- Cash desk
- Storing
- Coordination



Mission:  
Coordination with the different offices  
Dispatching files/requests

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### ARCHITECTURE

The One-stop shop is composed of the following offices:

*a- The Research and Studies Telecommunications Center Office (CERT)*

- Delivers reports generated by the Type Approval Laboratory.
- Sends files to Type approval Lab for treatment.



### ARCHITECTURE

The One-stop shop is composed of the following offices:

*c- The National Frequency Agency Office (ANF):*

- responsible for the study of cases related to applications for approval of the use of frequencies for radio equipment

*d- The Electronic Certification National Agency Office (ANCE)*

- Delivers the approval certificate and the importation or commercialization authorization of the equipment and electronic systems including data encryption means to be exchanged through telecommunication networks.



### REGULATORY FRAMEWORK

The approval procedure of the telecommunications equipment is organized by the following laws and decrees:

**a. Laws:**

Law No 2001-1 dated in 1/15/2001 and related to the promulgation of telecommunications code.

*Article 32: are subjected to preliminary approval, the telecommunications terminal equipments imported or manufactured in Tunisia and intended for commercialization or public use, intended or not intended to be connected to the public telecommunication network.*

**b. Decrees:**

Decree No 2001-830 dated in 4/14/2001, related to the approval of telecommunications terminals and the radio terminals.

Decree No 2008-2639 of July 21st, 2008, fixing the conditions and the procedures of importation and commercialization of encryption means or services through the telecommunication networks.



### REGULATORY FRAMEWORK

The approval procedure of the telecommunications equipment is organized by the following laws and decrees:

**c. Orders :**

Order of the Communication Technologies Minister on February 11th, 2002 related to the approval of the National radio Frequency plan

Order of the Industry and technology Minister of November 22nd, 2011, setting the maximum power and the limit of the radio range equipment of low power and limited range



### TYPE APPROVAL applicant

- The application for approval of telecommunications equipment may be submitted by the manufacturer, its agent, or an approved importer for commercial use

### EQUIPMENTS SUBJECT TO APPROVAL

- Any telecommunications equipment to be connected directly or indirectly to a public telecommunication network.
- Any telecommunications equipment having undergone changes, subsequent to its approval, that made him not compliant with the technical specifications on the basis of which it has been approved, shall be subject to a new approval.



### EQUIPMENTS SUBJECT TO APPROVAL

#### *a- Equipment type*

- Telecommunications terminals
- Cryptographic means
- Radio terminals

#### *b-Source:*

- Imported from abroad
- Made in Tunisia,

#### *c-Destination*

- Commercialization
- Public use



### TECHNICAL FRAMEWORK

*The type approval aims to:*

check the conformity with the requirements of the regulation (Tunisian and International).

*These requirements cover :*

- The safety of users;
- The safety of staff operating in public telecommunications networks;
- Protection of the public telecommunications networks;
- The optimum use of the radio spectrum.



### CERTIFICATE OF APPROVAL

**Every telecommunication equipment should be the subject of an individual request for certificate of approval taking into account the following identifications:**

- Product Type
- Product Brand
- Product Model

**-The validity of the type approval certificate is three years from the date of grant.**

**- The certificate of approval of a telecommunications terminal is nominative; specific for each company and can not in any way be used by a third party.**

**- Every terminal equipment must be approved before any import transaction for trade.**



### GENERATION OF THE CERTIFICATE OF APPROVAL

Approval certificates are issued by the one stop shop of the CERT after evaluation of various stakeholders namely:

- a- CERT
- b- ANCE
- c- ANF



### STEPS FOR OBTAINING A CERTIFICATE OF APPROVAL

The application for a certificate of approval of a telecommunications equipment consists of two files divided as follows :

*a-Submission of a "Removal for approval Application", including the following documents :*

- Application Form (Delivered by CERT)
- Invoice
- Certificate of origin or equivalent,
- Packing list ,
- Arrival notice ,
- Technical specifications,

**Deadlines**  
24 hours from the date of  
submission of a complete request.





## II- Approval procedure

### STEPS FOR OBTAINING A CERTIFICATE OF APPROVAL

The application for a certificate of approval of a telecommunications equipment consists of two files divided as follows :

*b-Submission of "Approval Certificate Application" including the following parts:*

- Application Form (Delivered by CERT),
- Copy of the authorization of removal for approval,
- Technical documents: specifying the interfaces contained in the equipment,
- User manual
- Tests Report
- Conformity Certificate
- Specimens of the equipment to be approved,

*Deadlines  
10 days / per organization from the  
date of filing of a complete request  
of approval.*

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## III- Conformity control procedure

### 1-Equipments subject to conformity check

- Telecommunications terminals
- Radio communications terminals

### 2-Type of use:

- Natural person
- Legal person

### 3-Type of tests :

- Functional test
- Measurement on the test bench
- Check of characteristics

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### III- Conformity control procedure CERT

#### 4-Conformity Requirements:

- Conform to the technical requirements of interworking with the public telecommunications network
- For rules of use and operating frequency.
- Standards and standard required for the proper operation of the product

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### III- Conformity control procedure CERT

#### 5-Steps for obtaining a certificate of conformity:

The application for "Certification of Conformity" of telecommunications equipments consists of two files divided as follows:

*a-Submission of an application for withdrawal for conformity, including the following parts:*

- Application Form (Delivered by CERT),
- Invoice,
- Certificate of origin or equivalent,
- Packing list ,
- Arrival notice ,
- Technical documentation,
- Commitment Form.
- **ANF Approval (for radio terminal equipments).**

**Deadlines**  
24 hours from the date of  
submission of a complete request.

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### III- Conformity control procedure

#### 5-Steps for obtaining a certificate of conformity:

The application for "Certification of Conformity" of telecommunications equipments consists of two files divided as follows:

*b-Submission of an application for certification of conformity with the following parts :*

- Form,
- Copy of the authorization of withdrawal for conformity,
- Technical documentation,
  
- User manual
- Equipment.

*Deadlines  
10 days / per organization from the  
date of filing of a complete request  
of conformity certificate.*

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### IV- Technical control procedure

**Importation of some telecommunications equipment is subject to the operation of technical control that consists of :**

- Checking of conformity of the samples compared to the product already approved.
- Measurement on the test bench

**Importer must fill of following conditions in advance:**

- The Product have to be already approved on the name of the importer itself
- Has a suitable license (permit of importation).

**The approval type is determined by the nature of the equipment, there are 3 categories:**

Radio Type: TR (Transmitter / Receiver, Access Point, Mobile Terminal ...)

Cable Type : TF (Fixed phone, switchboard,... )

Data Type : TD (Fax, Modem, Router,...)

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## IV- Technical control procedure

### Steps for obtaining an authorization of release for consumption :

- Authorization for provisional removal
- Authorization for consumption

#### Step 1

Request for an authorization for provisional removal :

- Directly at the one stop shop
- From the website (virtual one stop shop)

#### Step 2

Document analysis and generation of the Authorization for provisional removal

Customer proceed to the removal of its goods for the store in its premises



## IV- Technical control procedure

### Steps for obtaining an authorization of release for consumption :

#### Step 3

Deposit of a request for an "Authorization for consumption."

CERT controller performs

- inspection,
- Taking samples
- Dispatching to the laboratory for analysis and testing



## IV- Technical control procedure

### Steps for obtaining an authorization of release for consumption :

#### Step 4

Issuance of the final decision by the One Stop Shop after receiving the results of analyzes of samples :

- Imported product in conformity with the product already approved  
⇒ Authorization for consumption
  
- Imported product not in conformity with the product already approved  
⇒ Choose one of the following decisions:
  - Refoulement of goods
  - Destruction of goods
  - Re-approval of the product

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## IV- Technical control procedure

### Application

*a-Submission of an application for of a provisional file of authorization of removal including the following parts:*

- Application Form(Delivered by CERT),
- Invoice,
- Certificate of origin or equivalent,
- Packing list ,
- Arrival notice ,
- Approval Certificate,
- Suitable agreement.

*b-Submission of an application for of authorization of release to the market including the following parts:*

- Application Form (Delivered by CERT),
- Copy of the provisional authorization of removal APE,
- customs goods declaration ,
- Payment receipt,
- Serial numbers list.

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“thank you for  
your **ATTENTION**  
:)”

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