



# Compliance Folder Management

*Comtest Laboratories has established an entity called Compliance Folder Management Pty Ltd which offers complete compliance folder support, management, agency agreements and training.*



## Services include:

- Acting as an agent for international suppliers.
- Storage and maintenance of folders for importers and international manufacturers.
- Reviewing of compliance folders.
- Consultancy regarding preparation of Compliance Folders.
- Ongoing folder management support.
- On-site audit of compliance folders. The audit will identify missing or inadequate compliance documentation.
- Product inspections and ongoing Quality Assurance assessments.
- Determining ongoing equipment compliance.

Reports from Compliance Folder Management can also form part of your ACA audit documentation.



For further details contact Greg Caspar or Peter Arms.  
Compliance Folder Management Pty. Ltd. Telephone: +613 9645 5933

**Compliance**  
FOLDER MANAGEMENT



WORLD RECOGNISED  
ACCREDITATION  
3148

# Compliance Folder Management Training

**Compliance Folder Management Pty Ltd**  
offers complete compliance folder support and training.

A four hour training session has been developed to bring personnel up to date on the responsibilities of managing compliance folders. Training can be provided at your premises or our office.

**The course provides details regarding:**

- Contents of a Compliance Folder- As required by the Australian Communications Authority (ACA).
- International Test Reports - How to determine acceptability in Australia.
- Ongoing management of Compliance Folders - The tasks required to be undertaken by suppliers and importers to maintain a current Compliance Folder.
- Labeling of Equipment - Australia and New Zealand
- Quality Systems - How to ensure that product shipments are aligned to the Compliance Folder.
- Certification / Retesting / Grand fathering - Approaches implemented by the ACA to show compliance of existing approved products.
- ACA Audits - What to expect at the Audit and how to prepare your company.

***If this course could assist with your company's compliance folder responsibilities, please call Greg Caspar or Peter Arms for more details.***



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