





Guide to Comtest's Compliance Folder Services for Australian Importers or Manufacturers

Compliance FOLDER MANAGEMENT

In Australia only an Australian company or person may establish an Australian Compliance folder to meet the requirements of the Australian Communications and Media Authority (ACMA) and sign an Australian ACMA Declaration of Conformity.

The ACMA compliance folders are for all aspects of the ACMA requirements including:

- Telecommunications** – Customer Equipment 
- EMC** – Electromagnetic Compatibility 
- RF Spectrum** – Frequency / Band Allocation 
- EMR** – Human Exposure (SAR) 

Comtest has established a facility to provide compliance folder services for Australian importers and manufactures that have are not familiar with the ACMA compliance folder requirements of Australia.

This service provides the ability to outsource the preparation of the ACMA compliance folder or the complete management of your compliance folder. In particular, this service ensures that the ACMA compliance folders are complete and will pass an Audit by the ACMA. The complete compliance folder management service requires a formal ACMA compliance folder management Agency Agreement to be prepared and signed.

Summary of the ACMA Compliance System

The regulatory process for suppliers is defined in the ACMA's various **Labelling Notices for Telecommunications, EMC, RF and EMR**. In simple terms, Australian Suppliers are required to be registered with the Australian Communications and Media Authority as a supplier of Electrical and Electronic Products and obtain an Australian ACMA Suppliers Number. Only Australian companies or individuals can register with the ACMA as a distributor.

Each Australian supplier labels their product with the appropriate Australian compliance logo of the Atick or Ctick and with an appropriate ACMA Suppliers Number.

Labelling of Compliant Devices in Australia

	Australian Business Name (Address optional) or
	Personal Name & Address In Australia or
	ACN Number or
or	ARBN Number or
	Australian Registered Trade Mark or
	Australian Supplier Code Number

The Australian Supplier is defined as an:

- Australian Manufacturer, or
- Australian Importer, or
- Australian Agent (Agency agreement must be in place)

This information is required by the Australian Government to ensure there is traceability back to an Australian supplier if the product is subject to investigation, audit or recall.

Compliance Folder Management services of Comtest

There are three options in the services provided by Comtest.

1. Complete Service.

In this service, Comtest (ACMA Agency Agreement required):

- prepares the compliance folder;
- completes and signs the Declaration of Conformity;
- provides the Suppliers Number of Compliance Folder Management Pty Ltd;
- holds the compliance folder at Comtest's premises;
- manages product variations and design changes; and
- manages all ACMA Audit matters

The key benefit is that all Australian compliance matters are managed are completely outsourced without providing the resources and training within your own organisation.

2. Partial Service.

In this service, Comtest (ACMA Agency Agreement required):

- prepares the compliance folder;
- completes and signs the Declaration of Conformity;
- uses your own ACMA Suppliers Number;
- holds the compliance folder at Comtest's premises;
- manages product variations and design changes; and
- manages all ACMA Audit matters

The key benefit to this option is that all Australian compliance matters are outsourced while using your ACMA Suppliers Number on the equipment.

3. Assistance in preparing the compliance folder).

This is a simple service where Comtest (no ACMA Agency Agreement required):

- prepares the compliance folder; and
- completes the Declaration of Conformity to the point of signing.

This service is the simplest option and leaves you in full control of the ongoing management of the ACMA compliance folder.

The next step is to contact Greg Caspar or Peter Arms to discuss and assist with your specific needs.