


Guide to Comtest's Compliance Folder Services for International Manufacturers exporting to Australia


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 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 international manufacturers that have not established an office in Australia but would like to sell products in Australia.


This service provides the ability to have one or many Australian importers with only one organisation dealing with the product compliance for Australia through an Agency Agreement for ACMA Compliance. In particular, this service provides for multiple Australian importers with minimal compliance effort. This approach simplifies the labelling requirements with only one Australian Suppliers Number used for all distributors.

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 with international company)

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 two options in the services provided by Comtest.

1. Complete Service.

In this service, Comtest:

- 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 in one facility and only one label is required for Australia even though there may be more than one Australian importer.

2. Assurances for individual Australian distributors.

This is a simple service where Comtest:

- prepares the compliance folder;
- completes the Declaration of Conformity for the Australian Importers via the international manufacturer; and
- distributes the compliance folders to the Australia importers

This option is less expensive than option 1 but will require a different label and a separate compliance folder for each Australian importer.

Comtest Laboratories can assist with all steps in the process including NATA accredited testing, preparing the necessary paper work and completely managing the compliance folder.

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