Tight Type Approval Scheme Procedure

1) The applicant shall apply for Verification of Compliance (VoC) Certificate at one of the NTRA **Group A** accredited test labs listed in document Doc 04 published on NTRA website in **Type Approval Procedure page.** The test lab shall issue the VoC for the product upon **passing the compliance tests** according to European applicable CE harmonized standards.

Notes:

1-1) The CE test reports must be issued by labs from Tight Scheme **Group A or Group B** accredited test labs mentioned in Doc 04.

1-2) Reports issued by **Group B** labs need prior approval from the **Group A** lab after review and assessment in coordination with NTRA.

1-3) **Group A** accredited test labs have right to request product samples for inspection for VoC issuance and keep the samples for one year for reference.

1-4) For products in which communication feature is not a primary feature like medical equipment, it is sufficient to issue VoC certificate for the internal communication module only in case the communication module follows Tight Scheme. Otherwise, the product is exempted from Tight Scheme and it is sufficient to type-approve the communication module only following its applicable type Approval scheme.

2) The applicant shall submit the documents mentioned in Table 1 for the product (for local applicants, documents submission should be through **Type Approval Services Digital Portal** whereas for overseas applicants, documents submission should be through the email **overseasapproval@tra.gov.eg**).

Table 1: Type Approval required documents and samples per model.

Product Type	Mobile Phone or Tablet	Cellular Repeaters	DECT Phone	Other products
Samples required	**One** Final Sample + **One** Wireless WAN Conducted Sample providing an SMA interface to the cellular port.	**One** conducted Sample providing N-Type or SMA interfaces to MS (Mobile Station) and BS (Base Station) ports.	**One** Final sample from each model.	No samples required unless explicitly mentioned.
Documents required	1- Complete CE test reports taking into consideration notes 1.1 &1.2 . 2- VoC Certificate issued in step 1. 3- ISO Certificates of the manufacturer (brand owner) if available. 4- Data Sheet & Operational Description of the product. 5- Type Approval Application Form.			

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3) The applicant shall submit samples mentioned in Table 1 for the product and pay the applied test fees published on **Type Approval Procedure page.**

4) In case the submitted documents are accepted and the submitted samples have passed their local tests, the applicant shall pay the applied type approval fees published on **Type Approval Procedure page.** Type Approval shall be applied on the accepted product and a Type Approval certificate shall be issued for it.

5) Prior to any shipment of the approved product, the manufacturer shall apply at the same **Group A** for shipment inspection and issuance of a pre-shipment Verification of Conformity (PVoC) certificate. The PVoC should be submitted to NTRA before shipment arrival either by submitting the original hard copy or sending an email with the soft copy from the **Group A** lab to NTRA directly.

Notes:

5-1) Step 5 is mandatory before any shipment either models included are new or already type approved except equipment in which communication feature is not a primary feature like medical equipment, which are exempted from this step.

5-2) The product package box should include the charger or power adapter associated with the product.

5-2) The approved product should have the information in Table 2 labeled clearly and visibly.

5-3) For the products marketed to the public people like home and mobile phones, home routers…etc, an Arabic user manual must be included. The Arabic translation has to be carried out by a translation party accredited by any governmental entity in the Arab countries.

5-4) For products having a touch screen (like tablets), inclusion of an electronic user manual without a paper manual shall be sufficient on condition that it shall be easily reachable by the user and that it shall be accessible offline without requiring internet connection. The main steps of operating the product for the first time should necessarily be provided in a paper guide.

5-5) For wireless products, the frequency of operation and the Effective Isotropic Radiated Power (EIRP) have to be written in the user manual.

5-6) For mobile equipment like mobile phones and tablets, IMEI numbers must be registered in the GSMA data base with the correct brand & model.

5-7) For mobile terminal equipment shipments (like mobile phones, cellular routers…etc), for every shipment, the importer should fill the **Cellular terminal equipment shipments Form** and send it to **imei@tra.gov.eg**

5-8) For a shipment intended to be shipped to a distributer outside Egypt prior to being shipped to Egypt, PVoC is issued by the Group A lab over two stages, a complete inspection to the shipment at the factory site then a remote live video inspection to the shipment at the distributer site.

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Table 2: Information required to be witten on the product.

Place of information		Cellular Terminal Product	Other Products
Device*	**Information needed**	1- Brand 2- Model 3- IMEI numbers **(only in case when back cover is removable by user)** 4- Country of origin. 5- CE mark 6- WEEE (Waste Electrical and Electronic Equipment) Symbol	1- Brand 2- Model 3- Country of origin. 4- CE mark 5- Serial Number 6- WEEE Symbol
	Writing Method	**Irremovable back cover** Laser-printing on the external body of device (IMEI numbers are not mandatory to be written on the device in this case). **Removable back cover** Either Labeling or Laser-Printing on the internal back of the device.	Either Labeling or Laser-Printing
Package Box	**Information needed**	1- Brand 2- Model 3- IMEI numbers 4- Country of origin. 5- CE mark 6- WEEE Symbol	1- Brand 2- Model 3- Country of origin. 4- CE mark 5- Serial Number 6- WEEE Symbol
	Writing Method	Either Labeling or Printing	
Shipping Cartons	**Information needed**	1- Brand 2- Model 3- IMEI numbers of devices inside each carton.	1- Brand 2- Model 3- Serial numbers of devices inside each carton.
	Writing Method	Either Labeling or Printing	
External Battery & Charger	**Information needed**	1- Brand 2- Model 3- CE mark 4- Country of Origin 5- WEEE Symbol	
	Writing Method	Either Labeling or Printing	

*Only in case the device is of a small size not allowing for labeling of all required information on it, it shall be sufficient to label only the brand and the model on it without violating labeling requirements for other items.

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Other Notes

Note 1: The previous steps have to be followed in the mentioned order.

Note 2: For wireless products with repeating or fatal failures, NTRA has right to apply **module H** in RED directive on the factory.

Note 3: NTRA has right to randomly collect samples from any shipment and inspect before initiating the clearance permit even if the models in the shipment are already type approved and testing fees are applied.

Note 4: The applicant has right to take back all samples submitted within 45 after their submission date.

Note 5: Copied, faked and counterfeit devices are not allowed. It is also not allowed for a product to contain any parts that may mislead consumers about its functional specifications.

Note 6: Type Approval does not authorize the usage of the product to offer telecom services to others and is restricted to private use. It does not include approval on any activity that needs licensing or obtaining permits according to Telecom Law no. 10/2003.

Note 7: NTRA Type approval certificate indicates compliance of the product with international approved standards & should not be considered as an importation or customs clearance permit.

Note 8: Type Approval does not include approval on any digital content on the type-approved device.

Note 9: Type Approval procedure are separate from Importation Services Department procedure concerning importation permit issuance and Wireless Equipment License Department procedure. Applicant, therefore, should consult the associated departments about their procedure to follow.

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