ELECTRONIC SYSTEMS, INC.

1250 PETERSON DRIVE, WHEELING, IL 60090-6454 • PHONE 847-537-6400 • FAX 847-537-6488 • www.dlsemc.com

CE Mark "Step by Step" Procedure**

DECLARATION OF CONFORMITY (DoC)

Your first step is to call us at 1-847-537-6400.

We will help you:

1. Determine which tests are required for your product. (See other "Step by Steps" for your product)
2. Test your product at D.L.S. (an accredited test laboratory).

You will receive from D.L.S.:

Test reports to cover all testing.

You will then:

1. Issue the Manufacturers Declaration of Conformity after you have met the essential requirements of **all** applicable Directives.
2. Place the CE mark on your product.
3. Market your product in all of Europe.

The Declaration of Conformity:

The DoC is considered a legal document in the European Union. It can only be created by the manufacturer of the product, the company placing the products on the market, or your legal representative in Europe. It is kept on file with you, the company placing the product on the market, and/or your legal representative in Europe to be made available to the authorities if required.

About the DOC

1. The Declaration of Conformity (DoC) is intended to document what you did to show compliance.
2. The DoC must be kept for 10 years after the last product is sold.
3. The DoC must be available in Europe. We recommend it be kept with your representative in the EU. Copies can accompany the product or be placed in the product's documentation.
4. You can and are encouraged to combine all other applicable directives on one DoC.
5. The DoC must be updated in the event of change in standards or directive, or product changes.

DOC Requirements

1. Prepare Document on Company Letterhead; there is no standard form.
2. The name and address of the manufacturer
3. The name of the company placing the product on the market
4. The details of the product (model, description and the serial number where applicable)
5. A list of accessories included with the device when tested and evaluated.
6. A list of applicable Directives and Standards that have been applied, including their effective dates and test levels if applicable
7. A statement declaring that the product complies with all the relevant requirements
8. Signature, name and position of the responsible person, who becomes legally responsible and can he held accountable
9. The date that the declaration was signed

DOC Requirements (Continued)

10. Details of the authorized representative within the EU (where applicable)
11. Additional Directive/Standard specific requirements
12. A In most cases, all the Directives can be declared on one declaration.
13. Once an EU declaration of conformity has been completed, the final step is to affix the CE marking to the product. When this has been done, the CE marking requirements have been met for the product to be placed legally on the EU market.

Step by Step Procedures Available

Information Technology/Multimedia Equipment (ITE)

Industrial, Scientific and Medical (ISM)

Household Appliances (HHA)

Medical Equipment

Laboratory, Test and Measurement, equipment

Wireless, Transmitter, Radio and Internet of Things

Additional EU Information from D.L.S.

D.L.S. Test Lab European Appointment

EU Thoughts and Comments

CE Marking

Declaration of Conformity

CE MARK

Please understand that the EU EMC requirements for your product and the interpretations of the requirements may change. Please check with D.L.S for latest updates. These potential changes create risk, but we believe that your greatest risk would be to do nothing.

Call D.L.S. Electronic Systems, Inc. at 1-847-537-6400 for any questions you have about EU testing, scheduling and cost. We will be most happy to assist you. Visit our Website at **www.dlsemc.com** or Email us at **jblack@dlsemc.com** 4/2019