**DECREE OF THE DIRECTOR GENERAL OF POST AND TELECOMMUNICATION**

**NUMBER : 241/DIRJEN/2006**

**ON**

**TECHNICAL GUIDE FOR DESIGNATION OF DOMESTIC TEST OFFICE OF TELECOMMUNICATION EQUIPMENT**

**DECREE OF THE DIRECTOR GENERAL OF POST AND TELECOMMUNICATION**

**NUMBER : 241/DIRJEN/2006**

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**TECHNICAL GUIDE FOR DESIGNATION OF DOMESTIC TEST OFFICE OF TELECOMMUNICATION EQUIPMENT**

 **BY THE GRACE OF GOD THE ALMIGHTY**

**DIRECTOR GENERAL OF POST AND TELECOMMUNICATION,**

Considering: a that the Decision of the Minister of Communication Number KP

 349 Year 2003 on Approval of *Designating Authority*DA

 within the framework of *Mutual Recognition Arrangement*

(MRA) for Telecommunication Tools and Equipment has

 approved the designation of the Directorate General

 of Post and Telecommunication as Designating Authority/DA

 which, among other things, has the authority to designate

 certification institution and or test office of telecommunication

 equipment as Conformity Assessment Body/CAB.

b that in order to execute the authority referred to in point a, it is deemed necessary to define a Technical Guide for Designation of Domestic Office of Telecommunication Equipment by a Decree of the Director General of Post and Telecommunication..

Bearing in mind: 1. Law of the Republic of Indonesia Number 36 Year 1999

 on Telecommunication (State Gazette of the Republic of Indonesia Number 154 Year 1999, Additional State Gazette of the Republic of Indonesia Number 3881);

2. Government Regulation of the Republic of Indonesia Number 52 Year 2000 on Provision of Telecommunication (State Gazette of the Republic of Indonesia Number 107 Year 2000, Additional State Gazette of the Republic of Indonesia Number 3980);

3. Decision of the Minister of Communication Number KM. 3 Year 2001 on Technical Requirements of Telecommunication Tools and Equipment;

4. Decision of the Minister of Communication Number KP.349 Year 2003 on Approval of Designating Authority/DA within the Framework of *Mutual Recognition Arrangement (*MRA) for Telecommunication Tools and Equipment;

5. Decision of the Minister of Communication Number KM. 66 Year 2003 on Procedure of Mutual Recognition of Results of Testing of Telecommunication Tools and Equipment;

6. Decree of the Minister of Communication Number KM. 10 Year 2005 on Certification of Telecommunication Tools and Equipment;

7. Decree of the Minister of Communication and Information Technology Number 01/P/M.KOMINFO/4/2005 on Organization and Work Method of the Department of Communication and Information Technology;

8. Decree of the Minister of Communication and Information Technology Number 3/P/M.Kominfo/5/2005 on Adjustment of Nomenclatures of a Number of Decisions / Decrees of the Minister of Communication which Regulate Special Material Content in the Field of Post and Telecommunication.

Noting :

**DECIDES**

**To ratify : DECREE OF THE DIRECTOR GENERAL OF POST AND TELECOMMUNICATION ON TECHNICAL GUIDE FOR DESIGNATION OF DOMESTIC TEST OFFICE OF TELECOMMUNICATION EQUIPMENT**

**CHAPTER I**

**GENERAL PROVISIONS**

Article 1

In this Decree, what is meant by :

1. *Designating Authority/DA* is the Directorate General of Post and Telecommunication;

2. DA partner of MRA is DA having a domicile in the territory of a country within the scope ASEAN States;

3. Conformity Assessment is the comparison between testing result and technical regulation;

4. *Conformity Assessment Body/CAB* is a certification body and or a Test Office designated by DA;

5. Test Office is a Test Body and Test Laboratory that carries out testing of telecommunication tools and equipment;

6. *Mutual Recognition Arrangement* hereinafter referred to as *MRA* is arrangement between two or more countries within the scope of ASEAN to mutually recognize or mutually receive some or all the results of conformity assessment;

7. The National Accreditation Committee hereinafter referred to as KAN is an accreditation body within the territory of Indonesian State.

**CHAPTER II**

**COMPETENCE OF DESIGNATING AUTHORITY**

Article 2

(1) DA has the competence to designate test office as *Conformity Assessment Body/CAB.*

(2) The designation referred to in paragraph (1) is provided in line with the scope of accreditation given by KAN to the test office.

Article 3

Conformity assessment carried out by a test office referred to in Article 2 is based on technical regulation defined by:

a. DA; and or

b. DA Partner of MRA.

**CHAPTER III**

**PROCEDURE OF DESIGNATION**

Article 4

Application for obtaining designation of a test office as Conformity Assessment Body/CAB is submitted using an application form referred to in Attachment 1 of this Decree by attaching :

a. a copy of the proof as legal entity of Indonesia for a test office which forms a testing institution and a copy of the proof of mother organization as a legal entity of Indonesia for a test office which forms a laboratory under certain mother organization;

b. a copy of certificate of accreditation from KAN, showing the scope of accreditation and information which states that the test office has been accredited ISO/IEC 17025 or its latest revision;

c. organizational structure and a list of working experience of staff;

d. lay-out of testing laboratory;

e. a declaration letter regarding testing facilities and description of the testing methods used to test telecommunication equipment against technical regulations, standards and or specifications;

f. a sample of a copy of a report of testing used;

g. a copy of quality guide;

h. A checklist of Technical Competence Requirement using format referred to in Attachment 2 of this Decree; and

i. Payment of the fee for application at the amount of Rp.1,500,000.-

Article 5

(1) DA conducts evaluation on the completeness of the designation application referred to in Article 4.

(2) The evaluation referred to in paragraph (1) is conducted based on:

a. completeness of the documents submitted by the applicant; and

b. direct observation to testing means owned by the applicant.

(3) The evaluation referred to in paragraph (2) is carried out by a Team formed by the Director General.

(4) The special Team referred to in paragraph (3) must havwe the knowledge of ISO/IEC 17025 or its latest revision.

Article 6

(1) Based on the evaluation result, the Designating Authority/DA may agree or refuse the application for designation of the test office as Conformity Assessment Body.

(2) In the event that the application is agreed, DA issues a *Certificate of Designation* using the format referred to in Attachment 3 and Attachment 4 of this Decree at the latest sixty (60) days counting from the date of the receipt of complete application for designation.

(3) In the event that the application is refused, DA issues a letter of refusal by giving the reasons for the refusal at the latest ninety (90) days counting from the date of the receipt of complete application for designation.

Article 7

(1) The Certificate of Designation referred to in Article 6 paragraph (2) is valid for three years or for the validity period of accreditation provided by KAN.

(2) Upon the expiry of the validity period referred to in paragraph (1), the test office may have the Certificate of Designation extended.

(3) DA may conduct reevaluation on the application for extension of Certificate of Designation referred to in argraph (2).

Article 8

A list of test offices that have obtained designation from DA is announced through Website of DA.

**CHAPTER IV**

**OBLIGATION OF TEST OFFICES THAT HAVE OBTAINED DESIGNATION**

Article 9

Test offices that have obtained designation shall :

a. carry out accreditation status granted by KAN;

b. guarantee that the testing of telecommunication tools and equipment is done in accordance with the procedure, regulation, and policy of DA and or requirement defined by DA Partner of MRA;

c. provide information to DA concerning:

1. the change of legal status, business, organization or accreditation;

2. the change of domicile;

3. other changes that may influence the sustainability of conformity with each criteria or requirement defined by DA or by DA Partner of MRA; and

d. comply with requirement of other designations defined by DA.

**CHAPTER V**

**ANNOUNCEMENT AND REVOCATION OF DESIGNATION**

Article 10

A test office that has obtained designation may announce this designation status.

Article 11

DA may postpone or revoke designation to a test office in the following cases:

a. accreditation of a test office has been revoked by KAN;

b. it is identified that the test office does not comply with criteria or requirement stipulated in this technical guide; and or

c. the test office cannot function as it should have been.

Article 12

A test office that has been postponed or revoked of its designation, is deleted from the list of test offices designated by DA.

Article 13

In the event that there is a change in the test office which necessitates reevaluation process by DA,, designation toward the test office may be postponed up to the settlement of the reevaluation process.

Article 14

In the event that the designation toward the test office is postponed or revoked by DA, the test office shall cease the announcement referred to in Article 10.

**CHAPTER VI**

**APPLICATION FOR RECOGNITION TO DA PARTNER OF MRA**

Article 15

DA may submit application to DA Partner of MRA for the recognition of domestic test office that has obtained designation.

**CHAPTER VII**

**REPORTING**

Article 16

The test office shall submit a report every six months regarding activities related to the maintenance of quality system of the testing laboratory.

**CHAPTER VIII**

**FINAL PROVISION**

Article 17

This Decree shall into force on the date of its ratification.

 Done at: JAKARTA

 On : … ……..2006

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**DIRECTOR GENERAL OF POST AND TELECOMMUNICATION**

**BASUKI YUSUF ISKANDAR**

**COPIES of this Decree are sent to:**

1. Minister of Communication and Information Technology;

2. Secretary General of the Department of Communication and Information Technology;

3. Inspector General of the Department of Communication and Information Technology;

4. Secretary of the Directorate General of Post and Telecommunication;

5. Directors within the Directorate General of Post and Telecommunication;

6. Heads of Technical Implementation Units of the Directorate General of Post and Telecommunication.

 **Attachment 1**

FORM OF APPLICATION FOR DESIGNTION OF A TEST OFFICE

**LETTER HEAD OF DIRECTORATE GENERAL OF POST AND TELECOMMUNICATION (DITJEN POSTEL)**

Application for Obtaining Designation as Test Office for Conformity Assessment

of Telecommunication Equipment

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Note 1:

Please submit this form to the above address enclosing the following documents:

a) Document proving the status of Test Office as legal entity of Indonesia.

b) Certificate of Accreditation issued by KAN showing the scope of accreditation also the technical regulation, standard or specification desired to be covered in the Designation.

c) Organizational Structure and Curriculum Vitae (CV) of staff.

d) Lay-out of laboratory.

e) Declaration regarding testing facilities and illustration of testing method to be used for testing each technical regulation, standard or specification.

f) Sample of the copy of report / certificate of testing to be used by the laboratory.

g) Quality Guide

h) Checklist regarding the competence of test office.

i) Fee for the application at the amount of Rp. 1,500,000.-

|  |  |
| --- | --- |
| Name and Address of Applicant | Name and Profession of Contact Person  |
| Telephone No.:  | Facsimile No:. | Email address: |

|  |
| --- |
| Name and Address of Test Office: |
| Address of Open Area Test Site (if available):  |

|  |
| --- |
| **STANDARD, SPECIFICATION OR PART THEREOF DESIRED TO BE COVERED IN****DESIGNATION****(If the space is not enough, please attach additional sheet)**  |
| Product |  Type of Testing | Standard applicable | MRA applicble |
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| --- |
| **AGREEMENT: APPLICANT AGREES TO:****- Comply with all the requirements in accordance with the technical guide for Designation of Domestic Test Office issued by Ditjen Postel; and*** **Dispense Ditjen Postel from and towards all the responsibilities, damage, claim, charges and expenses occurred by Ditjen Postel as a consequence of every action taken or not taken by Ditjen Postel related to designation.**
 |

|  |  |  |
| --- | --- | --- |
| Signature of Applicant and date  | Name and Profession | Seal of the Company |

**Attachment 2**

**Checklist for Assessment of Technical Competence of Test Office**

|  |  |
| --- | --- |
| **General** | **Observation** |
| 1 | The Test Office is accredited against ISO/IEC 17025 or its latest revision; The Technical Guide of Designation of Domestic Test Office and one or more Technical Regulations within the scope of : Telephone Connection Terminal Equipment (in the Website of Designating Authority) and / or Radio Communication Equipment (in the Website of Designating Authority)..  |  |
| 2 | The Test Office through assessment shows competence, efficiency, experience and familiarity with technical regulation also conformity with parts of ISO/IEC 17025 or its latest revision. The Test Office also shows the capability of interpreting technical regulation and procedure of true conformity assessment. |  |
| 3 | The Test Office has the most recent copy of the Procedure of Certification and familiar with certification requirement of telecommunication equipment. |  |
| 4 | The Test Office has the capability of testing based on technical regulation issued by Designating Authority Partner of MRA (in the Website of Designating Authority Partner of MRA).  |  |

**Attachment 3**

**CERTIFICATE OF DESIGNATION**

Certificate Number :

Date of Issue :

Date of Expiry :

The Directorate General of Post and Telecommunication herewith designates

………………………….as explained in the Certificate Attachment, in line with ASEAN Sectoral Mutual Recognition **Arrangement** for Telecommunication Equipment, to carry out conformity assessment of telecommunication equipment based on the scope as contained in the Attachment.

Basuki Yusuf Iskandar

Director General of Post and Telecommunication

**Attachment 4**

**Attachment of Certificate of Designation**

|  |
| --- |
| **Designation by the Republic of Indonesia** |
| **Information on Designating Authority** |
| Name of Designating Authority:Address:Mail Address:Address of *Website*:Name and Profession of *Contact Person*:Telephone:Facsimile:*Email* address:  |
| Reference: ASEAN Sectoral Mutual Recognition **Arrangement** for Telecommunication Equipment |
| Date of Designation: |
| **Information on Test Office** |
| Name of Test Office6-Character Identifier: number of certificate of designationAddress:Mail Address:Address of *Website*:Name and Profession of *Contact Person*:Telephon*e:*Facsimile:*Email* address: |
| **Technical Regulation of Indonesia Within the Scope of Designation obtained by Test Office**  |
| Technical Regulation | Designated since | Accredited since |
|  |  |  |
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| **Procedure of Designation** |
| Technical Qualification [This Test Office complies with the requirement defined in MRA based on accreditation toward the application of ISO/IEC 17025 or its latest revision.]  |
| Title of Procedure of Designation: **Technical Guide of Designation of Domestic Test Office.**  **Publication:**   |
| **Procedure of Accreditation**  |
| Name of Accreditation Body: |
| Number of Certificate of Accreditation: |
| Date of Issue: |
| Date of Expiry: |
| Scope of Accreditation |