

## 1 Introduction

This document is meant as a quick reference guide for applicants, where identifying, the subjects to be delivered by applicant for Dutch NTA 8776 certificates issued under the NCS 8776 scheme.

## 2 Overview of subjects to be delivered by applicant.

An application must consist of at least the information as listed in the “subject” column.  
Where applicable is a document I.D. given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_130 or RF_132
Declaration of authorization	X <sup>2</sup>	RF_161
Internal Photos	X	RF_103
External Photos	X	RF_103
Material specification	X	RF_103
Assembly drawings	X	
Test Report(s)	X <sup>1</sup>	
Consumer sales packaging sample	X	
Product label sample & label location (photo)	X	
Description of the product	X	RF_103
User's manual	X	
Declaration of Identity	X <sup>3</sup>	RF_062
Risk assessment of the product	X	RX_111
Certification Agreement	X	RF_131
Production quality assurance information	X	
PPER Declaration of Conformity	X	

### 2.1 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the customer specified account accessible at [Downloads - Kiwa W&E](#) in the Client portal

Application information may be submitted in the following formats:

PDF / JPEG Image / Microsoft Excel or in Microsoft Word.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Kiwa NL B.V.

Remark: In case of information submission, it should be send in a single file per subject, e.g. five internal photos in 1 file.

### 2.2 Details

In case of submission of information please [read first document RD\\_130](#) “NCS 8776 Certification Scheme to NTA 8776”. This can be downloaded from the Kiwa web site.

<sup>1</sup> In case TASS International or Kiwa does not perform the testing

<sup>2</sup> In case applicant is different from approval holder/manufacturer

<sup>3</sup> In case of applying for OEM products (100% equal to a main type)

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Revision	Section number	Page number	Date	Remark(s)	issued by
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