



## Type Approval Guidelines

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## 1. Definitions

- 1.1. In these guidelines, unless the context otherwise requires, the following expression or word will bear the meaning assigned to them below:

**“Act” or “CRA Act of 2012”**

Means the Communications Regulatory Act of 2012.

**“The Authority”**

Refers to the Botswana Communications Regulatory Authority established under the CRA act.

**“Applicant”**

Refers to the Type Approval applicants or requestors that submit Type Approval applications for the telecommunications equipment.

## 2. Abbreviation of Terms

- 2.1. In these guidelines unless otherwise requires, the following abbreviations will be used:

<b>DoC</b>	Declaration of Conformity
<b>EMC</b>	Electromagnetic Compatibility
<b>FM</b>	Frequency Modulation
<b>GMPCS</b>	Global Mobile Personal Communication by Satellite
<b>GSMA</b>	Global System for Mobile Communication
<b>IEC</b>	International Electrotechnical Commission
<b>ILAC</b>	International Laboratory Accreditation Cooperation
<b>IMEI</b>	International Mobile Equipment Identity
<b>ISO</b>	International Organization for Standardization
<b>ITU</b>	International Telecommunications Union
<b>MW</b>	Medium Wave
<b>RF</b>	Radio Frequency
<b>RTTE</b>	Radio & Telecommunications Terminal Equipment

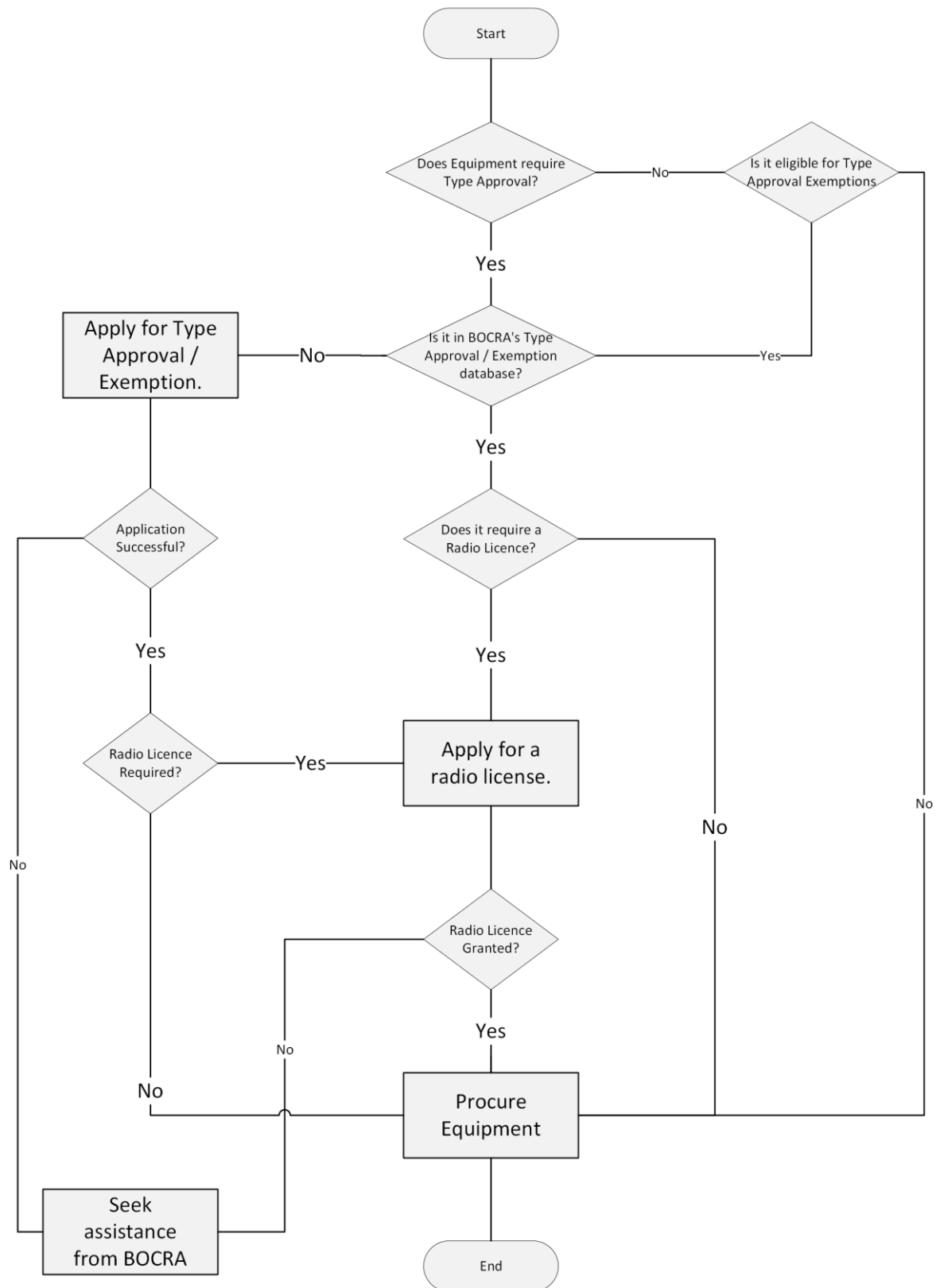


<b>SAR</b>	Specific Absorption Rate
<b>SADC</b>	Southern African Development Community
<b>SIM</b>	Subscriber Identity Module
<b>SW</b>	Short Wave
<b>TTE</b>	Telecommunications Terminal Equipment
<b>OEM</b>	Original Equipment Manufacturer



### 3. Introduction

- 3.1. The Botswana Communications Regulatory Authority (BOCRA) herein referred to as “the Authority”, is the regulatory authority established in the Republic of Botswana under the Communications Regulatory Authority Act of 2012 (CRA Act).
- 3.2. In accordance with sections 84 and 85 of the Act, The Minister has the power to issue regulations concerning Type Approval. Pursuant to the foregoing sections, the Minister has prescribed Type Approval Regulations contained in Communications Regulatory Authority Regulations, 2022 (CRA Regulations).
- 3.3. The arrangements for Type Approval are set out formally in Part V of the CRA Regulations, 2022. This guide explains the practical implementation of the Regulations.
- 3.4. The flowchart in Figure 1 below shows the high-level sequence for Type Approval, Type Approval Exemption and Radio Licences.



*Figure 1: High-Level Type Approval, Type Approval Exemption and Radio Licence Application Procedure.*



#### 4. What equipment must be Type Approved?

- 4.1. In general, all Telecommunications Terminal Equipment (TTE) and all Radio & Telecommunications Terminal Equipment (RTTE) must be Type Approved.
- 4.2. Clarity may be solicited from the Authority to determine whether certain equipment is eligible for Type Approval.
- 4.3. The Authority publishes a list of Technical Specifications and corresponding equipment types subject to Type Approval. If an equipment type does not appear in the Type Approval database or there is no applicable Technical Specification then the Authority will decide, on a case-by-case basis, whether an application for Type Approval shall be made and what Technical Requirements will apply. The Authority reserves the right to decline any application for Type Approval.
- 4.4. Equipment that meets the Technical Specifications published by the Authority (or equivalent) and which has been registered with the Authority is Type Approved for the purposes of the Act.

#### 5. One-Time Type Approval.

- 5.1. The **purpose** of Type Approval is **primarily** to:
  - a) Protect the public and users of telecommunications equipment from harm due to equipment that is not compliant with electrical safety specifications.
  - b) Protect the public telecommunications networks from harm or damage due to equipment that is not compliant with electrical safety and/or EMC specifications.
  - c) Ensure that all telecommunications equipment used in Botswana operates within the correct radio frequency spectrum as per the National Frequency Plan.
- 5.2. Once a model of telecommunications equipment has been Type Approved, and ***thus found to meet all the requirements in 5.1 above***, all other users and suppliers in Botswana may use or supply the same equipment model without the need for further Type Approval, however they shall ensure the requirement to have a Dealer's Licence and a Radio Licence are met, in the case of radio transmitter equipment that operate in Licenced frequencies.



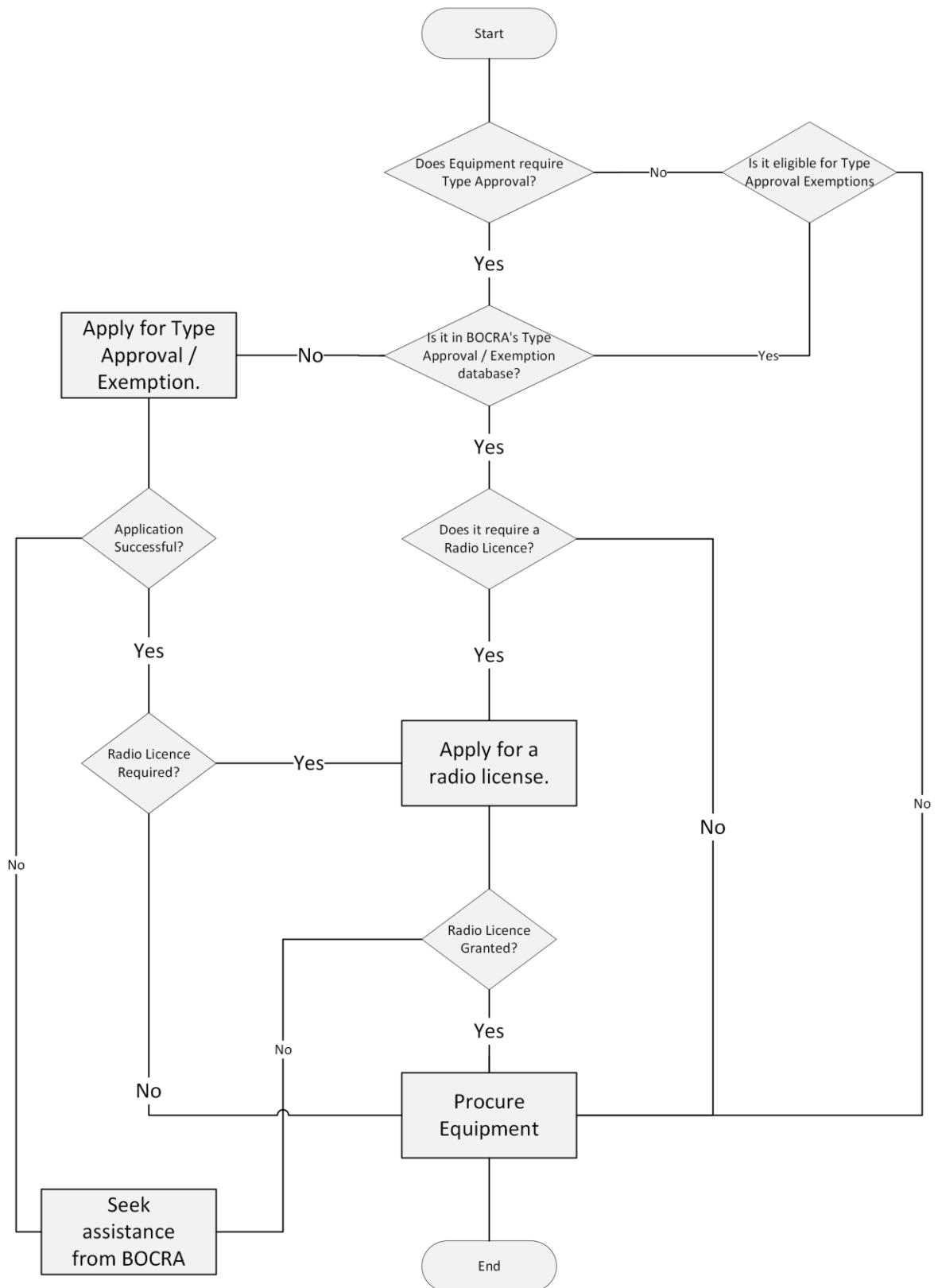
- 5.3. An entity shall query the Type Approval database to confirm whether a particular telecommunications device model has already been Type Approved or not, prior to applying for Type Approval.
- 5.4. If the entity that got the equipment Type Approved wants to be the sole supplier for the equipment or wants to be refunded the cost of Type Approving the equipment, they shall get such an exclusive agreement or refund from the Original Equipment Manufacturer, as such commercial matters are unrelated to Type Approval.
- 5.5. The Type Approval Certificate will cover the Type Approved device model throughout its lifetime without the need for renewal of the Type Approval Certificate.

## **6. Licences for the use and sale of Radio Equipment**

- 6.1. All radio equipment requires a licence (Radio Licence) from the Authority for use of the radio spectrum.
- 6.2. Certain equipment types covered by a general or class licence will not require an individual licence for radio spectrum usage if they meet the requirements of the relevant Technical Specification for Botswana. Radio equipment that is exempted from the Radio Licence are specified in Schedule 3 of CRA Regulations. In all other cases, possession, or operation of radio equipment without a licence is an offence under the Act.
- 6.3. All suppliers of radio equipment in Botswana must also obtain a licence (Dealer Licence) from the Authority to sell and maintain such equipment in accordance with Section 39 of the Act.







6.4. Figure 1 above shows that radio equipment must be Type Approved by the Authority before one can apply for a Radio



Licence for same.

## **7. Repair Service**

- 7.1. An acceptable Repair Service must be established in Botswana for each type of equipment that is Type Approved, unless an exemption is secured from the Authority.
- 7.2. If an equipment supplier wishes to use a repair service outside Botswana, they shall get approval, with justification, from the Authority for such an arrangement.
- 7.3. The Authority has issued Type Approval Repair Service Providers Guidelines, which are available on the Authority's Website (<https://www.bocra.org.bw>). The main objective of these guidelines is to protect consumers against the adverse effects of poor repair and maintenance services and provide a guide on accreditation of Repair Service Providers.
- 7.4. All suppliers of equipment that requires Type Approval shall comply with the requirements of Clauses 7.1 or 7.2.

## **8. Who can apply for Type Approval?**

- 8.1. According to Regulations 45 and 46, the requirements for Type Approval apply to anyone who imports, manufactures, uses, or supplies telecommunications equipment for use or sale in Botswana if the requirements of (7) above are met.
- 8.2. The manufacturer or importer of telecommunications equipment for use, sale or hire in Botswana must Type Approve the equipment with the Authority, prior to importing, unless the equipment concerned has already been Type Approved and captured in the Authority's Type Approval Database or has been exempted from Type Approval.

## **9. How to apply for Type Approval?**

- 9.1. An application to Type Approve telecommunications equipment must be made on the web portal.



- 9.2. A step-by-step guide to make an application on the Type Approval web portal is outlined on the Type Approval User Manual which may be accessed on the Authority's website (<https://www.bocra.org.bw>).
- 9.3. Type Approval applications shall be made per model supplied under different brand names or the same brand name. The different models will be listed separately in the Type Approval database maintained by the Authority.
- 9.4. The supporting documentation which is outlined in Appendix 1 shall be submitted when making the application.
- 9.5. Additional supporting documentation which is not included in Appendix 1 may be submitted at the applicant's discretion.
- 9.6. Applicants are required to provide details of the Customer Applicant, Repair Services Provider and Original Equipment Manufacturer. These details would be accredited by the Authority to ensure their accuracy and legitimacy.
- 9.7. An application that is complete and in order will normally be processed within **Ten (10) working days** of its receipt by the Authority. Applications that are not complete and / or not in order will not be processed.
- 9.8. Successful Type Approval of equipment will result in a corresponding entry into the Type Approval Database maintained by the Authority and open to inspection by the public on the Authority's website.

## **10. Modification and cancellation of Type Approval.**

- 10.1. Type Approval will be granted for the lifetime of the specific version/model of the equipment.
- 10.2. Refurbished equipment which has undergone variations or upgrades must specifically be Type Approved particularly where such upgrades or variations impact the equipment's safety, electromagnetic compatibility, spectrum use, and/or standards.
- 10.3. The Authority reserves the right to cancel a Type Approval at any time where it has reason to believe that the relevant regulations and Technical Requirements have not been observed.

## 11. Fees

- 11.1. Type Approval fees are payable on the issuance of a Type Approval Certificate.
- 11.2. The applicable Type Approval fees are listed in Schedule 2 of the CRA Regulations of 2022.

## 12. Technical Requirements

- 12.1. The Type Approval Technical Specifications and Technical Standards specified for equipment to comply to are published on the Authority's website. In the absence of a relevant specification, the Authority may specify technical requirements on a case-by-case basis. It is required that all equipment Type Approved shall:
  - a) Meet the applicable Health & Safety Standards;
  - b) Have the required Electromagnetic Compatibility characteristics;
  - c) Comply to the National Radio Frequency Plan; and
  - d) Be compatible with telecommunications systems already deployed in Botswana.

## 13. Test Results and Reports

- 13.1. Test results/reports must be obtained from a laboratory that has been accredited by a body that is a member of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement. The testing laboratories shall be compliant with ISO/IEC 17025. Compliance to ISO/IEC 17025 is certified by an Accreditation Body that is a full member of the International Laboratory Accreditation Cooperation (ILAC) (ILAC MRA Signatory). The ILAC full members (ILAC MRA Signatory) accreditation bodies in Southern African Development Community (SADC) are shown in Appendix 2.

- 13.2. Test results shall be included with the application unless the Authority specifically states in writing that test results are not required. The equipment must be tested for compliance with the Authority's Technical Specifications (or equivalent) and shall cover areas of Safety, Electromagnetic Compatibility and Technical Standards.

## 14. Type Approval Exemptions

- 14.1. The Authority is empowered to exempt some telecommunications equipment from Type Approval, in line with *Part V* of the CRA Regulations of 2022.
- 14.2. Telecommunications Equipment described in the list below are exempted from Type Approval.
  - 14.2.1. Personal Computers, laptops, Tablets, IoT etc. (embedded with Wi-Fi transceivers, Bluetooth transceivers and Ethernet Interfaces. Only Wi-Fi transceiver that operate on frequency bands approved by the Authority shall be exempted.
  - 14.2.2. Receive only equipment (FM/MW/SW Radios, Television, Satellite decoders, Set-top Boxes).
  - 14.2.3. Vehicle embedded RTTE (Bluetooth, navigation, remote sensors, Car Keys etc).
  - 14.2.4. Global Mobile Personal Communication by Satellite (GMPCS) Terminals with "ITU" mark.
- 14.3. Applicants shall apply for Type Approval Exemption certification via the online portal, provided the equipment has not already been captured on the Type Approval Exemption Database, as shown in *Figure 1* above.
- 14.4. Type Approval Exemption is done per model and will only be issued by the Authority, upon a positive review of the exemption application.
- 14.5. Successful review of the equipment exemption will result in a corresponding entry in the Type Approval Exemption Database which may be queried by all users on the Type Approval system.
- 14.6. The supporting documents to be submitted when applying for Type



Approval Exemption are listed in **Appendix 1**.

## **15. Device Verification**

- 15.1. When applying for Type Approval of SIM-Enabled Devices, applicants will be required to provide a sample IMEI number which will be checked against the GSMA database for compliance, in line with the Type Approval Verification Guidelines (for SIM-Enabled Devices) of 2020. Non-compliant IMEI numbers will be denied Type Approval.
- 15.2. Type Approval applicants shall register all SIM-Enabled Devices on the Type Approval Verification System in accordance with the Type Approval Verification Guidelines (for SIM-Enabled Devices) of 2020.

## **16. What about equipment manufactured abroad and modified locally in Botswana?**

- 16.1. Equipment manufactured abroad and modified locally in Botswana is included in the arrangements for Type Approval. Typically, the party performing the modification will be the applicant for Type Approval.
- 16.2. In all cases, the supporting documentation shall explain the modifications and reference test results on the modified product or explain why the test results on the unmodified product remain valid.

## **17. Surveillance**

- 17.1. All parties involved in the import, manufacture and supply of telecommunications equipment must ensure that the equipment has been Type Approved.
- 17.2. It is a violation of the Act to supply or to be in possession of telecommunications equipment which has not been Type Approved or exempted from Type Approval.
- 17.3. The Authority conducts regular surveillance inspections to check for compliance with Type Approval requirements and may seize



equipment suspected of being in contravention of the Act.

- 17.4. Where an inspection is inconclusive or unsatisfactory, additional information may be requested, including a sample of the equipment for testing at a laboratory nominated by the Authority. Alternatively, the Authority may direct the dealer/user to send the said equipment for testing at a laboratory specified by the Authority. In all such cases the dealer/user of such equipment will be responsible for all costs associated with such testing.

## **18. Changes**

- 18.1. If a product change introduces an additional network interface or requires the use of additional radio frequencies, then a new application for Type Approval must be made before such equipment is put into operation in Botswana.
- 18.2. Changes that may affect the safety, EMC, or radio frequency emissions of an existing network interface must be tested to prove compliance with the Technical Specifications. A record of the changes, relevant test results, and the assessment of their impact, must be submitted to the Authority with the applications and other supporting documentation.
- 18.3. Changes that are essentially cosmetic or non-network affecting or that have no potential or actual effect on safety, EMC or radio frequency emissions may be introduced provided a record of the changes and the assessment of their impact is maintained in the supporting documentation.
- 18.4. If a change affects any of the information recorded in the Type Approval application, then a new application for Type Approval must be submitted to the Authority.
- 18.5. It is necessary for Type Approval applicants to assess the ongoing compliance whenever the relevant National Specifications are amended.

## **19. Second-hand Devices and Refurbished Devices**

- 19.1. Second-hand and refurbished devices which have not been modified and are still working in accordance with their original Type



Approval certificates will not be subjected to any additional Type Approval process.

- 19.2. Second-hand and refurbished devices which are not Type Approved for use in Botswana will have to go through the full Type Approval process.
- 19.3. The Refurbished devices which have been modified shall be required to apply for a new Type Approval in accordance with the guidelines.

## **20. Know Your Customer (KYC)**

- 20.1. Type Approval applicants will be required to update their KYC information every two years, failing which their accounts will be suspended.
- 20.2. Type Approval applicants will be required to keep updated KYC information of all accredited data on the Type Approval System. The accredited data includes Customer Applicant, Repair Services Provider and Original Equipment Manufacturer details.
- 20.3. The following KYC information shall be updated on a regular basis:
  - i) Applicants Name
  - ii) Company Name
  - iii) Company Postal address.
  - iv) Company Physical Address
  - v) Company Contact details
  - vi) Applicants ID (Omang/Passport)

## **21. Transitional Arrangements**

- 21.1. Equipment Type Approved using the previous Type Approval procedure is "grand-fathered".
- 21.2. Only new equipment and modified versions of equipment previously Type Approved using the old guidelines must follow the new Type Approval procedure.





## 22. Disclaimer

- 22.1. The Authority accepts no liability associated with any damage or injury that may occur as a result of the use or operation of equipment it may have Type Approved.

## 23. Contact Details

Botswana Communications Regulatory Authority Plot 50671,  
Independence Avenue  
Private Bag 00495 Gaborone  
Tel: +267 395 7755, Fax: +267 395 7976  
Email: [info@bocra.org.bw](mailto:info@bocra.org.bw); [standards@bocra.org.bw](mailto:standards@bocra.org.bw)  
Website: [www.bocra.org.bw](http://www.bocra.org.bw)

## **24. Appendix 1 – Type Approval & Exemption Application Documents**

25.1. Type Approval Application Documents.

25.2. The following documentation are required to be submitted and/or uploaded at the time of applying for Type Approval Certification:

- a) Radio Frequency Spectrum Test Report
- b) Electromagnetic Compatibility Test Report
- c) Health and Safety Test Report
- d) Specific Absorption Rate Test Report (particularly to mobile phones and tablets)
- e) Technical Specifications
- f) Declaration of Conformity
- g) Image of Equipment

25.3. Only Radio Telecommunications Terminal Equipment require the Radio Frequency Spectrum Test Report.

25.4. The test reports shall be issued by any test laboratory which is accredited by International Laboratory Accreditation Cooperation (ILAC).

25.5. Type Approval Exemption Application Documents.

25.6. The following documentation are required to be submitted and/or uploaded at the time of applying for Type Approval Exemption Certification:



- a) Declaration of Conformity
- b) Technical Specifications

25. Appendix 2 – SADC Accreditation Bodies

SADC ILAC Accreditation Bodies (Full Member (ILAC MRA Signatory)	COUNTRY	TEL/FAX	E-mail/ Website
MAURITAS Mauritius Accreditation Service  Full Member (ILAC MRA signatory)	MAURITIUS	Phone: +230 208 1690, +230 211 0128 Fax: +230 210 6101	Email: <a href="mailto:mauritas@govmu.org">mauritas@govmu.org</a> Website: <a href="http://www.mauritas.org">http://www.mauritas.org</a> Social Media: Accredited Facilities: <a href="http://www.mauritas.org/entities.php">http://www.mauritas.org/entities.php</a>
SADCAS Southern African Development Community Accreditation Service  Full Member (ILAC MRA signatory)	Botswana, Angola, Comoros, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mozambique,	Phone: +267 313 2909 +267 313 2910 +267 318 8644 +267 318 8646  Fax: +267 313 2922	Email: <a href="mailto:info@sadcas.org">info@sadcas.org</a> Website: <a href="http://www.sadcas.org">http://www.sadcas.org</a> Social Media: Accredited Facilities: <a href="http://www.sadcas.org/ accredited-organizations">http://www.sadcas.org/ accredited-organizations</a>



	Namibia, Seychelles, Swaziland, Tanzania, Zambia, Zimbabwe		
SANAS South African National Accreditation System  Full Member (ILAC MRA signatory)	South Africa	Phone: +27 12 740 8507 / +27 12 740 8539	Email: <a href="mailto:yolandav@sanas.co.za">yolandav@sanas.co.za</a> Website: <a href="http://www.sanas.co.za">http://www.sanas.co.za</a> Social Media:  Accredited Facilities: <a href="https://www.sanas.co.za/Pages/index.aspx">https://www.sanas.co.za/Pages/index.aspx</a>



