

**Electromagnetic compatibility  
and Radio spectrum Matters (ERM);  
Short Range Devices (SRD);  
Test Report Template  
for testing to EN 300 220-2 V2.3.1 (R&TTE)**

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## Foreword

This Technical Report (TR) has been produced by ETSI Technical Committee Electromagnetic compatibility and Radio spectrum Matters (ERM).

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## Introduction

CEPT has supported test report forms and application forms as part of the requirements associated with CEPT recommendation ERC/REC 01-06 [i.2].

It is expected that test report templates from ETSI would be useful for national conformity assessment bodies and market surveillance authorities in countries where the R&TTE [i.1] directive is in force, as well as for the assistance of manufacturers and test houses, although such a report template would remain voluntary.

As such, test report templates for testing against harmonised standards may be used:

- in countries where the R&TTE Directive is in force, for manufacturers' self testing;
- in countries where the R&TTE Directive is in force, for the purpose of third-party testing;
- in countries where the R&TTE Directive is in force, for parameters that administrations may wish to have tested by a third party (e.g. in the case of market surveillance/enforcement);
- in countries where the R&TTE Directive is not in force, for the purpose of third-party testing and type approval.

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## 1 Scope

The present document provides common text and formatting to be used in a test report for testing to EN 300 220-1 [i.3]. Since this Technical Report shows requirements on the contents of test reports for RF conformity measurements those requirements are indicated by using the word "shall".

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## 2 References

References are either specific (identified by date of publication and/or edition number or version number) or non-specific. For specific references, only the cited version applies. For non-specific references, the latest version of the reference document (including any amendments) applies.

Referenced documents which are not found to be publicly available in the expected location might be found at <http://docbox.etsi.org/Reference>.

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### 2.1 Normative references

The following referenced documents are necessary for the application of the present document.

Not applicable.

### 2.2 Informative references

The following referenced documents are not necessary for the application of the present document but they assist the user with regard to a particular subject area.

- [i.1] Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity (R&TTE Directive).
- [i.2] CEPT/ERC/REC 01-06: "Procedure for mutual recognition of type testing and type approval for radio equipment".
- [i.3] ETSI EN 300 220-1 (V2.3.1): "Electromagnetic compatibility and Radio spectrum Matters (ERM); Short Range Devices (SRD); Radio equipment to be used in the 25 MHz to 1 000 MHz frequency range with power levels ranging up to 500 mW; Part 1: Technical characteristics and test methods".
- [i.4] ISO/IEC 17025:2005/Cor 1:2006: "General requirements for the competence of testing and calibration laboratories".
- [i.5] Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93.
- [i.6] ETSI EN 300 220-2 (V2.3.1): "Electromagnetic compatibility and Radio spectrum Matters (ERM); Short Range Devices (SRD); Radio equipment to be used in the 25 MHz to 1 000 MHz frequency range with power levels ranging up to 500 mW; Part 2: Harmonized EN covering essential requirements under article 3.2 of the R&TTE Directive".

## 3 Definitions, symbols and abbreviations

### 3.1 Definitions

For the purpose of the present document, the terms and definitions given in EN 300 220-1 [i.3] apply.

### 3.2 Symbols

For the purposes of the present document, the following symbols apply:

dBi	antenna gain in decibels relative to an isotropic antenna
dBm	dB relative to 1 milliwatt
GHz	Gigahertz
Hz	Hertz
kHz	kilohertz
MHz	Megahertz
mW	milliwatt
nW	nanowatt

### 3.3 Abbreviations

For the purposes of the present document, the following abbreviations apply:

EUT	Equipment Under Test
R&TTE	Radio and Telecommunications Terminal Equipment
RF	Radio Frequency
SRD	Short Range Device

## 4 Design and content

In general, test reports shall comply with the requirements described in clause 5.10 of ISO/IEC 17025:2005 [i.4].

The title page of a test report as described in the present document shall include the following title:

"Test report acc. to EN 300 220-1 [i.3]: Electromagnetic compatibility and Radio spectrum Matters (ERM); Short Range Devices (SRD); Radio equipment to be used in the 25 MHz to 1 000 MHz frequency range with power levels ranging up to 500 mW; Part 1: Technical characteristics and test methods".

In addition the title page shall bear the logo of the accreditation body, if applicable.

The following information shall be indicated on every page of the test report:

- 1) Name and/or logo of the entity performing the test.
- 2) Test report reference (standard), with version number and/or revision number, if applicable.
- 3) Test report date.
- 4) Test report number.
- 5) Reference to the EUT.
- 6) Page numbering.

Additional information to be provided in the report:

- 1) The name of the manufacturer.
- 2) The name of the provider (if different from the manufacturer).

- 3) Equipment identification, including brand name, model number, etc.
- 4) Equipment serial number.
- 5) Test dates.
- 6) Hardware and/or software identification (including version numbers and modification state).
- 7) Authorization signatures.
- 8) A list of the test equipment, ancillary equipment and supporting equipment used during the tests with indication of the calibration validity if appropriate.
- 9) Deviations from the standard test procedures (e.g. test procedures defined by Notified Bodies).

Test reports from accredited conformity assessment bodies shall furthermore include the indication that market surveillance authorities shall take due account of such reports as described in Regulation (EC) No 765/2008 [i.5].

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## Annex A: Example of a test report according to EN 300 220-1

This annex shows an example on how a test report according to EN 300 220-1 [i.3] for RF conformity measurements could be composed. For expediency reasons and due a necessary change in formatting the test report example is provided as separate document.

The test report example is contained in archive tr\_102749v010101p0.zip which accompanies the present document.

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