

LIBERIA TELECOMMUNICATIONS AUTHORITY

12TH STREET SINKOR
METHODIST COMPOUNT
MONROVIA, LIBERIA



EQUIPMENT TYPE APPROVAL POLICY



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INTRODUCTION

Equipment Certification, under “Part XI Telecommunications Equipment” of the Telecommunications Act of 2007 states that the Liberia Telecommunications Authority (LTA) may issue regulations, rules or order regarding one or more of the following:

(a) Requiring that certain types of telecommunications equipment be certified or approved prior to being imported, commercially supplied or attached to any telecommunications network;

(b) Identifying criteria for certification and/or standards for approval of telecommunications equipment for use in connection with telecommunications services or telecommunications networks;

(c) Identifying domestic or foreign organizations or testing facilities for certification or approval of telecommunications equipment for use in connection with telecommunications services or telecommunications networks; or

(d) Establishing a register of certified or approved types of telecommunications equipment, criteria for certification and standards for approval.

In view of the aforementioned, the LTA in exercising its legal function has the responsibility to ensure the safety of telecommunications services including those of information and radiocommunications services and accordingly is duty bound to issue regulations, rules or technical standards for all communication equipment brought into Liberia. LTA fulfills this function by requiring that all radiocommunications and telecommunications equipment are type approved before being marketed and used in the Republic of Liberia.

The Type Approval Policy covers all types of Radiocommunications Equipment and it applies to all radiocommunications equipment imported or manufactured in Liberia, whether for marketing/commercial purposes or for private use.

OBJECTIVE OF TYPE APPROVAL

The main goal of the type approval policy is to ensure that all radiocommunications equipment brought and used in Liberia comply with such international standards that are applicable and meet Liberia’s spectrum requirements. Type approval of equipment also ensures, amongst other considerations that no substandard equipment which may cause interference to communication equipment and pose health and safety hazards to consumers in general are brought and operated in Liberia.

Type approval further:

Protects consumers from products that are incompatible with local telecommunications network;

ensures that only properly type-approved radiocommunications equipment is brought, sold or used in Liberia.

ensures that radiocommunications equipment do not cause damage to or interference with the operation of telecommunications networks or other radiocommunications equipment.

ensures radiocommunications equipment do not cause harm to the general public or people working with telecommunications networks; and the operating frequencies of all Radio Equipment are in conformity with the Frequency Allocation Plan of Liberia.

DEFINITIONS

The words and expressions used in this document shall have the meanings set forth below:

Authorized Importer: is a person in Liberia that is authorized by LTA to import radiocommunications equipment for marketing/commercial purposes in line with the Applicable Regulatory Framework into Liberia.

Dealer's License: It is the license issued by LTA to dealers of radiocommunications equipment (i.e., importers, wholesalers and retailers).

Frequency Allocation Plan: frequency plan of Liberia that sets out the allocation of radio frequency bands to their various uses.

Licensed Operator: is a person that is licensed by LTA to own, establish or operate a telecommunications network.

Radio Equipment: a product, or relevant component thereof, capable of communication by means of the emission and/or reception of radio waves utilizing the spectrum allocated to terrestrial/space radiocommunications.

Examples of Radio Equipment include, but are not limited to: earth stations, broadcasting, VSAT, microwave radio links, aeronautic and maritime stations, mobile handsets, Bluetooth devices, indoor Wireless Local Area Network (WLAN) equipment, etc.

There are two categories of Radio Equipment in this document:

- A) License-Free Radio Equipment** - Radio Equipment for which the end-user is exempted from obtaining a license from LTA to own or operate it provided that it is type-approved by LTA.

Examples include but are not limited to: mobile handsets, cordless phones, Bluetooth devices, indoor applications WLAN equipment, computers with WLAN and Bluetooth connection, etc.

- B) Licensed Radio Equipment:** Radio Equipment for which the end-user must obtain from LTA a license to own or operate it.

Examples include but are not limited to: aeronautic stations, maritime stations, satellite systems (earth stations, VSAT, SNG, mobile satellite), broadcasting stations, radio amateur, microwave radio links Telemetry, Private Mobile Radio (PMR), Tetra, outdoor WLAN equipment, WiMAX stations, Wireless Local Loop (WLL), paging systems, etc

Retailer: a merchant who sells in small quantities directly to the end consumers.

Service Provider: a person that is licensed to provide one or more telecommunications services to the public or licensed to own, establish or operate a telecommunications network to provide telecommunications services to the public. This includes providers of information or content providers using a telecommunications network.

Telecommunications Equipment: equipment capable of being connected directly or indirectly with a Telecommunications Network in order to send, transmit or receive telecommunications services

NB: Telecommunications Equipment includes radiocommunications equipment and core network equipment such as switches, Mobile Switching Centers (MSC), Base Stations (BSCs), and transmission equipment. Core network equipment does not follow the Type Approval system for Radio equipment.

Telecommunications Law: Telecommunications ACT of 2007

Telecommunications Network : any wire, radio, optical or electromagnetic systems for routing, switching and transmitting telecommunications services between network Termination points including fixed and mobile terrestrial networks, satellite networks, electricity transmission systems or other utilities (to the extent used for Telecommunications), circuit or packet switched networks (including those used for Internet Protocol services), and networks used for delivery of broadcasting services (including cable television networks).

Radio and Telecommunications Terminal Equipment (RTTE): a product enabling communication or a relevant component thereof which is intended to be connected directly or indirectly by any means whatsoever to Interfaces of public telecommunications networks (that is to say telecommunications networks used wholly or partly for the provision of publicly available Telecommunications services). Examples of Telecommunications Terminal Equipment include but are not limited to: ADSL modems, PBX, phones connected to PSTN, Fax machines answering machines, mobile handsets, Bluetooth devices, etc.

Type Approval: is the procedure by which radiocommunications equipment is authorized by LTA to be used in Liberia or imported into, and involves verification of the equipment's compliance with the applicable standards and requirements

Type Approval Policy: document which provides direction on different aspects of the Type Approval system such as principles, objectives and essential requirements.

Wholesaler - a merchant who sells chiefly to Retailers, other merchants, or industrial institutional and commercial users mainly for resale or business use.

TYPE APPROVAL APPLICANTS

Applications for Type Approval can be submitted by any of the following parties:

- a) Local and international manufacturers
- b) Authorized Importers
- c) Licensed Operators

Companies in Liberia wishing to import radiocommunications equipment for their own use (i.e., not for marketing/commercial purposes)

A local manufacturer is a manufacturer based in Liberia whose business is to manufacture Radiocommunications Equipment in Liberia.

An international manufacturer is a manufacturer based outside of Liberia and may have offices in Liberia to market its products, but the radiocommunications equipment is manufactured outside of Liberia. An international manufacturer is not required to have a presence in Liberia in order to apply for type approval. Applications for type approval can be sent from any place in the world.

Local and international manufacturers can apply for Type Approval only for radiocommunications equipment that is manufactured by them.

Once radiocommunications equipment is type-approved by the LTA, the same type of equipment can be imported by any eligible importers without having to apply for another Type Approval.

The LTA will maintain on its website a Type Approval Register that contains the types of radiocommunications equipment that are type approved by LTA.

HOW TO APPLY FOR TYPE APPROVAL

Any company, organization, or individual interested in importation of radiocommunications equipment into Liberia should follow the below guidelines:

A written application letter (attention – Chairman) should be sent to:

Liberia Telecommunications Authority (LTA)

Email address: Info@lta.gov.lr

Postal address:

**United Methodist Church Building
12th Street, Sinkor
P. O. Box 806
Monrovia, Liberia**

Upon receipt of the application letter, the LTA will send a Type Approval Form to the applicant who should then fill the form and submit it with the following documents:

- a) Power of attorney from applicant or firm seeking the approval
- b) Applicant data
- c) Equipment data
- d) EMC test report
- e) RF/telecommunications Test Report
- f) Safety Test Report
- g) Technical Specifications

The LTA will peruse submitted documents and application form. Additional information will be requested if the need arises.

Once every document has been scrutinized and met the requirements for type approval, the applicant will be required to pay a type approval fee into LTA account.

Upon payment receipt, an authorization/certificate will be issued to the applicant.

WHERE TO GET THE TYPE APPROVAL FORM

The Type Approval Application Form can be obtained from either:-

- (a) LTA Office on 12th Street, Sinkor or
- (b) LTA Website @ www.lta.gov.lr

WHO CAN APPLY FOR TYPE APPROVAL

Type approval may be requested by:

- A company, an organization, an entity, an individual holding a valid Dealer's License issued by the Liberia Telecommunications Authority;
- A holder of a valid license other than a Dealer's license to import equipment for its own use;
- A company, an organization, an entity, and an individual willing to import; radiocommunications equipment for his own use or marketing purpose after having sought the approval from the Liberia telecommunications Authority; or
- The Manufacturer of the radiocommunications equipment.

IS TESTING IN LOCAL LABORATORY REQUIRED

No. Testing in Local Laboratory is not required in Liberia. However every equipment must go through standards test from recognized laboratories. Certification bodies recognized by the Liberia Telecommunications Authority are:

1. ETSI
2. ASA
3. FCC
4. ITU

PROCESSING TIME

Authorization or certificate will be processed and dispatched within 12 working days after receipt of payment.

WHAT IS TYPE APPROVAL CERTIFICATION

A Type Approval Certificate is issued upon successful Type Approval of a particular make and model of equipment. It specifies the make and model of the type approved equipment. The Type Approval certificate sets out the standards with which the equipment should comply and the terms and condition/s to which the type approval is subject.

The Type Approval certificate also specifies parameters such as the operating frequency, maximum e.i.r.p, channel spacing, model number, type of Modulation, emission designation, country of manufacture for the equipment, as applicable.

TYPE APPROVAL PROCESS

All radiocommunications equipment imported into Liberia must be type-approved by LTA in conformance with the applicable technical standards.

Radiocommunications equipment that has already been type-approved by LTA (i.e., included in LTA Register) can be imported into Liberia following the importation process as described below:

RADIOCOMMUNICATIONS EQUIPMENT IMPORTATION PROCESS

Radiocommunications equipment that has been type-approved by LTA can be imported into Liberia by the following parties:

- a) Authorized Importers
- b) Licensed Operators
- c) Persons (individuals or companies) can import radiocommunications equipment for their own use (i.e., not for marketing/commercial purposes) without an authorization from LTA subject to a maximum number of equipment allowed for individuals.

There are no limitations placed on the number of importers or on the types of equipment imported and supplied other than that all radiocommunications equipment imported must comply with the Type Approval system.

VALIDITY OF TYPE APPROVAL CERTIFICATE

All Type Approval Certificates will be for unlimited duration. This is under the condition that the type approved equipment maintains the same technical specifications including the operating frequency and model number.

TYPE APPROVAL FEE

Type Approval fees are intended to cover the administrative costs incurred by LTA for operating and administering the Type Approval System, including the assessment of Type Approval applications and market surveillance.

One Type Approval application form is limited to one type of equipment. Application fees may be subject to change at LTA's discretion.

The Approval Certification fee payable into LTA account is US\$250.00 per one model number for foreign applicant and US\$100.00 per one model number for local applicant.

TYPE APPROVAL REGISTER AND IMPORTERS REGISTER

LTA intends to publish two registers (Type Approval & Register of Authorized Importers) on its website in order to streamline and simplify the Type Approval and importation procedures of radiocommunications equipment and to assist the customs officers in Liberia:

Type Approval Register ("LTA Register"): This register will contain the up-to-date information on all the radiocommunications equipment that have been type-approved by LTA. The information in the register will include, but will not be limited to:

- a) Company, Organization, Entity, Individual, etc.
- b) Type of Equipment
- c) Model number
- d) Manufacturer/make
- e) Country of manufacture
- f) Frequency band
- g) Emission designation
- h) Bandwidth and frequency spacing
- i) Type of modulation
- j) Power supply
- k) EIRP

Register of Authorized Importers ("LTA Importers Register"): This register will contain up-to-date information on the Authorized Importers. The information in the register will include,

but not limited to:

- a) Company name
- b) Commercial registration number
- c) Address and contact information

CUSTOMS OR MINISTRY OF COMMERCE CLEARANCE

The two registers described in this document will provide the customs officers in Liberia information immediate access to current and necessary information on type-approved radiocommunications equipment and Authorized Importers.

Any radiocommunications equipment already type approved by the LTA, should go through customs process without hindrance.

Any other Telecommunications Terminal Equipment and License-free radio equipment will not need customs clearance from LTA. A company, group or person importing this type of equipment for their own use (i.e., not for marketing/commercial purposes) will have to declare so to the customs.

SALES SELLING OF RADIOCOMMUNICATIONS EQUIPMENT IN LIBERIA

Any wholesaler or retailer can sell radiocommunications equipment without obtaining an authorization from LTA under the condition that the radiocommunications equipment was supplied in Liberia by an Authorized Importer or a Licensed Operator.

In order to facilitate the market surveillance activities of LTA, Authorized Importers and Licensed Operators must keep records of their Radio equipment, wholesalers and/or retailers as applicable. The records must include the names of the wholesalers and retailers and the types of equipment sold to them.

MARKING/LABELING REQUIREMENTS

The marking of radiocommunications equipment is the affixing of a specific mark on the equipment by the manufacturers or their authorized representatives to indicate that the equipment complies with certain laws and regulations (e.g., CE marking)

The labeling of radiocommunications equipment is the affixing of a specific label on the equipment by the importers or specifications required by the regulatory authority in the country in which the equipment is being imported or supplied.

Imported radiocommunications equipment must be marked with an internationally

recognized marking (e.g., CE). No further labels from LTA need to be placed.

TERMS AND CONDITIONS OF CERTIFICATION

- The certificate is valid under condition that the equipment being granted approval is identical to the type tested one.
- Any changes to the name or model of the type approved equipment will require a new type approval. This involves reapplication with revised supporting documents. If the technical specifications have not been amended, reference can be made to original type approval. However, the applicant must submit a letter of declaration stating that the technical specifications for the old named/model equipment are the same as the new named/model equipment.
- The Certificate may be revoked if holders use it beyond approved scope or if determined to have been obtained illegally.

MARKET SURVEILLANCE AND ENFORCEMENT

LTA will monitor the market to ensure that radiocommunications equipment available in Liberia has been type-approved in accordance with LTA procedures.

Importers of radiocommunications equipment is required to cooperate with LTA's surveillance activities and provide radiocommunications equipment samples and documentations on request at no cost LTA.

In the event that any radiocommunications equipment is found to be non-compliant with the Type Approval system, LTA may take any enforcement action or measures, as it deems appropriate, against the parties (companies or individuals) held responsible for importing the non-compliant equipment. In some cases, this may mean issuing an instruction or notice to importers, wholesalers, retailers or users to cease supplying or using the relevant radiocommunications equipment as it may be recalled and withdrawn from markets and could be impounded or destroyed. All other measures of legal recourse within the laws of Liberia remain at LTA's disposal.

In addition, the unauthorized users of Licensed Radio Equipment will also be held responsible for owning and/or operating such equipment without the proper authorization from LTA.

Declaration: All information presented to the LTA will be treated as confidential and will not be disclosed to third parties.

LIBERIA TELECOMMUNICATIONS AUTHORITY

The National Regulator



Republic Of Liberia

TYPE APPROVAL form

Type Approval Fee: Local Applicant: US\$ \$100.00

Foreign Applicant: US\$ \$250.00

- This form should be filled out clearly. Illegible and/or incomplete form may delay processing.
- Fill the form completely and submit all technical information and supporting documents.
- This form, technical information, and supporting documents, should be forwarded to the **Engineering & Technology Department** for processing.

TYPE APPROVAL FOR: New Equipment / Product (): Existing Equipment / Product ():

A. BUSINESS ENTITY INFORMATION

Form# _____

1. Entity Name: _____
2. Official Address: _____

3. Mailing Address: _____
4. Telephone number(s): _____
5. Mobile Number(s): _____
6. Email Address: _____
7. Incorporated in Liberia: YES (): NO ():
8. Year of Incorporation in
Liberia: _____
9. Business Registered in Liberia: YES (): NO ():
10. Month and year entity was registered in Liberia:
MONTH _____ YEAR _____
11. Business Registration is current: YES (): NO (): Provide latest Registration documents
12. Existing Type Approval Certificate from a Recognized International standard Body: YES () NO ()
13. Name of Recognized International Standard Body: _____
14. Address: _____
15. Website: _____
16. Existing Type Approval Certificates from other recognized Regulators: YES () NO ()
17. Name of recognized Regulators _____
18. Address: _____
19. Website: _____

B. GENERAL SPECIFICATIONS

EQUIPMENT / PRODUCT		GENERAL DESCRIPTION
1	Type of Equipment / Product	
2	Model Number	
3	Maximum Equivalent Isotropic Radiated Power (EIRP)	
4	Manufacturer	
5	Country of Manufacture	
6	Frequency Band	
7	Bandwidth and Channel Spacing	
8	Type of Modulation	
9	Emission Designation	
10	Power Supply	
11	Operation Temperature Range	
12	Mode of Operation	
13	Operating System	

C. OTHER BASIC INFORMATION

1. Are you currently requesting another Type Approval? YES () NO ()

If yes, please provide detail information: _____

2. Is this your first time requesting Type Approval in Liberia YES () NO ()

If yes, please provide detail information: _____

3. Have you ever been denied a Type Approval Request YES () NO ()

If "YES" provide detail information: _____

The submission of this form does not guarantee the issuance of the Type Approval. All information on this form must be true and correct. Failure to provide true and correct information will lead to disqualification of this form.

Signed: _____
Authorized Entity Official

Signed: _____
Authorized Entity Official

Full Name: _____

Full Name: _____

Position: _____

Position: _____

All cash, checks and bank transfers should be deposited into Liberia Telecommunications Authority account (#02-206-300009400) at the Central Bank of Liberia. Submit copy of deposit slip with Type Approval Form for processing.

OFFICIAL USE ONLY

FORM #: _____ NON-REFUNDABLE Type Approval FEE: _____

TYPE APPROVAL FOR: Network Equipment () Subscriber Equipment ()

Type Approval from Internationally Standards Body: YES () NO ()

Type Approval from Regulatory Body: YES () NO ()

LOCAL REQUEST () INTERNATIONAL REQUEST ()

LTA Administrative Officials:

LTA Technical Officer:

Request Approved () Request Denied () Reason(s) _____

ANNEX II – LIST OF TELECOMMUNICATIONS EQUIPMENT

1. Telephone handset (Ordinary, Executive, Secretarial sets)
2. Cordless Telephones
3. Telephone Answering and Recording systems
4. Cellular Telephones (GSM, CDMA, etc)
5. Payphones (Coin or Card operated)
6. Call Monitoring and logging systems
7. Subscriber Private Meters (SPMs)
8. Fax machines (Facsimile Transceivers)
9. Call Routing Apparatus
 - a. Public Branch Exchanges (PBXs)
 - b. Key Telephone System (KTS)
 - c. Small Business System (SBS)
 - d. Multi line systems
10. Voice Messaging Systems
11. Data Modems and Fax Modems
12. Multiplexers, Packet Assemblers/Disassemblers (PADs)
13. Radio communication equipment
 - a. Citizen Band
 - b. Amateur Band
 - c. HF,VHF,UHF Radio Equipment
 - d. Microwave radio transmission equipment
 - e. Radio paging terminals & transmitters
 - f. Alarm transmitters
 - g. Satellite Phones and Antennae
 - h. Telemetry & Command Modules etc
 - i. VSAT network system components
 - j. All Laptops
 - k. LPU (Line Protection Unit)

l. Radars

m. All indoor / outdoor, wired / wireless IT communication apparatus.

APPENDIX III – EQUIPMENT EXEMPT FROM TYPE APPROVAL.

1. The following are type approval exempt for personal use only and for the National Security Agencies (Military and Para-Military).

Equipment type	Description	Technologies	Type of use
Receiver-only, transmitter RTTE such as mobile handsets	Equipment is <ul style="list-style-type: none"> Receiver-only or transmitter capable only of transmitting under control of a public network that has been Imported for personal use 	GSM and UMTS only (including handsets and dongles)	Type Approval exempt only for personal use
RTTE for military use (for security agencies)	RTTE used by Armed Forces of Liberia or other Security Agencies	• Various	• Only applies to Liberia Army Forces AFL and other Security Agencies

2. The following are type approval exempt for personal use by licensed persons and importers.

Equipment type	Description	Technologies	Type of use
Cable and wiring RTTE	Equipment is <ul style="list-style-type: none"> Cable and wiring RTTE By nature “passive” equipment	• N/A	• Type Approval exempt for personal use and importers
Infrared remote control equipment	Equipment is <ul style="list-style-type: none"> A short range infrared remote control equipment Includes TV remote control, garage door opener 	• Short-range infrared	• Type Approval exempt for personal use and importers
RTTE for amateur use	Equipment is <ul style="list-style-type: none"> Terminal equipment To be used by radio amateurs Or kits of components <ul style="list-style-type: none"> Assembled by radio amateurs Modified for use by radio amateurs 	• Amateur radio in line with ITU region 1 requirements	• Type Approval exempt only for personal use by licensed person

3. The following are type approval exempt:

- a) Similar RTTE if imported as standalone devices if not embedded in laptop or PC, or in the case of vehicle, these RTTE are not embedded in the vehicle.
- b) Wireless routers
- c) LNB Components
- d) Set-top boxes either for satellite, IPTV or terrestrial

Equipment type	Description	Technologies	Type of use
Receiver only, transmitter RTTE embedded in personal computers	Equipment is embedded in a PC or a laptop and is: <ul style="list-style-type: none"> • Receiver-only radio equipment • Transmitter equipment with output power below 100 mW 	<ul style="list-style-type: none"> • Laptops or personal computers equipped with short range radio technology such as WiFi, Bluetooth 	<ul style="list-style-type: none"> • Type Approval exempt for personal use and importers
Broadcast receivers RTTE	Equipment is <ul style="list-style-type: none"> • Receiver-only radio equipment • intended to be used solely for the reception of sound and TV broadcasting services • Include, satellite dish, aerials but exclude DTH set top boxes 	<ul style="list-style-type: none"> • TV and sound (radio) broadcast technologies: terrestrial TV (analogue and digital e.g. DVB-T) satellite TV, Radio (FM/AM) 	<ul style="list-style-type: none"> • Type Approval exempt for personal use and importers
Vehicle component RTTE	Equipment is <ul style="list-style-type: none"> • Installed as part of a vehicle (car, motorcycle etc) • Includes car navigation, remote sensor, remote car key etc. 	Short-range technologies including Bluetooth	Type Approval exempt only for personal use

ANNEX IV – LTA TYPE APPROVAL TAG/STAMP