



Documentation: SITA Product Certification Process

In order for any products to be certified, the brand **first** needs to get an OEM Agreement in place with SITA. If the MOA has already been registered (i.e. the OEM is in possession of a valid MOA signed by SITA), the product process can be started. Go to www.sita.co.za/prodcert.htm and download the following 2 documents:

- **Product Certification Checklist:** Excel file listing certification process requirements and deliverables

TCP Documents and Forms

- Product Certification Checklist
- OEM Memorandum of Agreement (MoA)
- OEM Checklist (for MoA)

TCP Reference

- Technology Certification Process
- Technology Certification Process - TCP (Presentation)
- Product Certification Process Diagram

Meeting Checklist: Product Certification

Product Brand: _____
 Technology Domain: _____
 Organisation representing brand (Proposed by SITA): _____
 Category/Item (e.g. PCD) and the associated label type: _____
 Product to be certified (Proposed by SITA): _____

Notes/Comments for Certification Process

- This checklist and other related documents have been downloaded from www.sita.co.za/2020/08/202008/
- Checklist must be completed and submitted with all numbered deliverables **before** a meeting can be held/attend
- A single soft copy folder must be submitted for every product to be certified.
- The process starts on completion of all outstanding items and not received within **25 days** of the meeting date.

Verification Meeting To be attended

SITA Tech Lab representative: _____
 Meeting date: _____
 SITA signature: _____

Deliverables (soft copy)	Supported?	Notes / Comments
1. Certification request from OEM (signed/verified with SITA/2020/08/202008/)		
2. Completed Product Certification Checklist (signed SITA/2020/08/202008/)		
3. Completed technical and technical info		
4. Product family single overview (signed/verified SITA/2020/08/202008/)		
5. Product images (signed/verified SITA/2020/08/202008/)		
6. SITA Data Sheet (signed/verified SITA/2020/08/202008/)		
7. Latest version of Detail Spec submitted		
8. Certificate of Compliance (signed/verified SITA/2020/08/202008/)		
9. Certificate of Approval (signed/verified SITA/2020/08/202008/)		
10. Certificate of Acceptance (signed/verified SITA/2020/08/202008/)		

Deliverables and other info per Detail Spec: _____
 SITA signature: _____
 Date: _____

Deliverables compliance: _____
 SITA signature: _____
 Date: _____

Electronically signed (SITA/2020/08/202008/)

Tech Lab/Item: _____ Checklist_Product_Certification_Meeting Page 1

- **Detail Spec:** Excel file for the relevant specification from the **Technology Domains** section further down the page (Detail Spec PCD / Peripherals / Assistive / AVCT / Srv&Stor / NET / INFRA / EDU / SAC)

Technology Domains	
Personal Computing Devices Detail Spec PCDs Tech Update PCDs Deployment Guide PCDs Solution Delivery Checklist PCDs + Related leader: Contract RT2740-2021	Peripherals Detail Spec Peripherals Tech Update Peripherals Deployment Guide Peripherals Requirements Checklist Barcode Scanner Requirements Checklist Document Scanner Solution Delivery Checklist Peripherals + Related leader: Contract RT2740-2021
Assistive Technologies Detail Spec Assistive Tech Update Assistive Deployment Guide Assistive (RT2725) Product Catalogue Assistive Solutions (RT2725) + Related leader: Contract RT2725-2020	Education Solutions Detail Spec EDU Tech Update EDU
Audiovisual Communications Technologies Detail Spec AVCT Tech Update AVCT	Servers and Storage Detail Spec Srv&Stor Tech Update Srv&Stor

SITA Certification Deliverables & Access Control

This file contains the list and description of deliverables

Product name: **Cam_IP1: Indoor IP camera**

Product Brand name: _____
 Product name/model number: _____
 OEM or SITA representative: _____

SECTION 1: TECHNICAL SPECIFICATION (mandatory)

A. Functional Requirements

A.1 IP camera range for indoor use, various form factor, resolution and frame rate, 1080p @ 20fps

A.2 Support for various form factors within product range to be used for the solution requirements

A.3 Camera must be able to capture images of a complete solution. The camera must be able to capture images of the entire solution. Business requirements are as follows: RT2740. Except where otherwise stated, the camera must meet all components specifications, including items management and service access, installation and configuration.

A.4) Integration must design for solution using checklist, both hardware and software requirements for the SITA and submitting all relevant SA registration and registration. Solution must be suitable for use in the SITA and configured to suit the client's stated business requirement.

A.5) Hardware and support required to capture image, compressed via with full coverage (space and labour for entire system, including hardware, software and accessories) during office hours (7:30 - 17:30) with a 4-hour call follow-up and next business day resolution. Hardware and accessories must be available for 24/7 support (including next business day) at all times. SITA partner and SITA will be responsible for providing on-site service.

B. Standard Components and Deliverables (included in system price)

NOTE: This section lists the components and services that must be included in the up-front system price and necessary hardware to be provided with the product and any other components/services are provided separately in Section 2.

B.1 Fully functional system as specified in Section 1, including hardware, software, support (SITA, standard power and accessories), cables, documentation, packaging and on-site delivery.

SITA/Contract No: S-1207 Cam_IP1 SITA/Contract No: S-1207

Once the files are downloaded, complete the Product Checklist, and obtain all the required deliverables. (Depending on the product category, there are at least **10** different deliverables, including the request letter, completed Detail Spec and completed Checklist.)

Once the above is done, submit all the documents via **e-mail** or **cloud file share**. Upon receipt of the documentation, SITA will request a meeting to process the paperwork and arrange for product testing in the Technology Lab.

Note: If SITA does not revert within 2-3 days, please follow up. It could be a comms issue.