



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Procedure for the Recognition of Testing Laboratories to Test/Assess to Canadian Requirements

DRAFT

Preface

This document, REC-LAB, *Procedure for the Recognition of Testing Laboratories to Test/Assess to Canadian Requirements*, issue 8, replaces REC-LAB, *Procedure for the Recognition of Testing Laboratories to Test/Assess to Canadian Requirements*, issue 7, dated October 2021. It describes the criteria and procedure for recognition by Innovation, Science and Economic Development Canada (ISED) of testing laboratories to test/assess to Canadian requirements for telecommunications terminal equipment, radio apparatus and broadcasting equipment standards.

The following are the main changes:

1. Issued a transition period of six (6) months between issue 7 and issue 8 (section 2)
2. Revised the [Testing Laboratory Technical Assessment Checklist](#). A transition period of six (6) months has been provided, after which, ISED will no longer accept any previous versions (section 2).
3. Added requirement that the [Testing Laboratory Technical Assessment Checklist](#) be provided with every application
4. Clarified that one [Testing Laboratory Technical Assessment Checklist](#) for each testing laboratory location is required (section 6).
5. Moved the scope of recognition to an online webpage.
6. Added new requirements in the suspension or withdrawal of recognition section.

All Spectrum Management and Telecommunications publications are available on the following website: <http://www.ic.gc.ca/spectrum>

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1. Purpose

This document specifies the criteria and procedure for recognition by Innovation, Science and Economic Development Canada (ISED) of testing laboratories, whether Canadian or foreign, to test/assess to Canadian requirements for telecommunications terminal equipment, radio apparatus and broadcasting equipment standards.

2. Transition period

This document will be in force upon publication on ISED's website. However, a transition period of **six (6) months** following its publication will be provided, within which compliance with REC-LAB, issue 7, or REC-LAB, issue 8, will be accepted.

The latest version of the Testing Laboratory Technical Assessment Checklist must be used by the end of the **six (6) month** transition period. Previous versions of the checklist will no longer be accepted.

3. Definitions

Accreditation

A procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks.

Accreditation body (AB)

An authoritative body that performs accreditation of conformity assessment bodies by assessing them against international voluntary standards.

Broadcasting equipment

A radio apparatus in which the transmissions are intended for direct reception by the general public.

Category I equipment

All equipment that is listed and classified as Category I equipment in the Category I equipment standards list (canada.ca), as amended from time to time, published by the Department of Industry, and that is classified as Category I equipment in the applicable standard. Category I equipment is subject to technical regulations for which certification is required.

Certification

The conformity assessment scheme used for Category I equipment.

Certification body (CB)

A recognized independent organization that conducts certification of radiocommunication equipment to Canadian regulatory requirements.

Conformity assessment

A systematic examination to determine the extent to which a product, process or service fulfills specified requirements.

Conformity assessment body (CAB)

A body engaged in the performance of procedures for determining whether the relevant requirements in technical regulations or standards are fulfilled.

Declaration of Conformity (DoC)

The conformity assessment scheme used for telecommunications apparatus defined in the *Telecommunications Act*.

Designating authority (DA)

A body with authority to designate, monitor, suspend designation or withdraw designation of conformity assessment bodies under its jurisdiction.

Designation

The nomination by a designating authority of a domestic conformity assessment body as competent to perform conformity assessment activities under the terms of an agreement or arrangement to the requirements of foreign regulatory authorities.

Mutual Recognition Agreement/Arrangement (MRA)

An agreement between countries to mutually recognize the other's regulatory testing and/or certification, including any other equivalent agreement such as, but not limited to, free trade agreements.

Radio apparatus

A device or combination of devices intended for, or capable of being used for, radiocommunication.

Recognition

The acceptance of a designated conformity assessment body by a regulatory authority.

Recognized accreditation organizations

Accreditation organizations that have been appointed by ISED or by a Mutual Recognition Agreement/Arrangement (MRA) partner as competent to perform accreditation.

Regulatory authority

A government agency or other entity with the power to regulate products within its jurisdiction.

Testing laboratory

A body responsible for determining the applicable test procedures and for properly testing to those requirements.

4. Related documents

All spectrum-related documents referred to in this paper are available on ISED's [Spectrum Management and Telecommunications](#) website. Refer to the following documents as needed:

Category I equipment standards list

- CS-03 [Compliance Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aids Compatibility](#)
(Technical Specifications List – Parts I to VIII, prescribe network protection and other mandatory technical requirements for terminal equipment.)
- DC-01 [Procedure for Declaration of Conformity and Registration of Terminal Equipment](#)
- REC-AB [Procedure for the Recognition of Accreditation Bodies for Non-MRA Countries](#)
- REC-CB [Recognition Procedure and Requirements for Certification Bodies](#)
- RSP-100 [Certification of Radio Apparatus and Broadcasting Equipment](#)
- RSS-Gen [General Requirements for Compliance of Radio Apparatus](#)

Testing Laboratory Technical Assessment Checklist

Acronyms

- CS – Compliance Specification
DC – Declaration of Conformity
REC – Recognition
AB – Accreditation Body
CB – Certification Body
RSP – Radio Standards Procedure
RSS – Radio Standards Specification

5. Criteria for recognition

In order to be recognized by ISED, all testing laboratories subject to Declaration of Conformity (DoC) or Certification must:

- a. be accredited to ISO/IEC 17025:2017 [General requirements for the competence of testing and calibration laboratories](#) by an accreditation body (AB) located in a Mutual Recognition Agreement/Arrangement (MRA) country, or by [ABs appointed by Canada for MRAs](#), or by a recognized AB for non-MRA countries listed on the [List of Recognized Accreditation Bodies for Non-MRA Countries](#)
- b. be a Canadian testing laboratory or be designated by an MRA partner for testing laboratories located in MRA countries or be designated by a recognized accreditation body for non-MRA countries
- c. include in their application a list of Canadian standards, specifications, or parts thereof, for which recognition is sought (this list shall be included in the scope of accreditation of the testing laboratory)

6. Accredited testing laboratory recognition procedure

The following procedure is used for all testing laboratories to be recognized by ISED as an accredited testing laboratory and thus deemed competent to test products subject to DoC or Certification.

Recognized testing laboratories must follow the same procedure to renew or amend their recognition.

Step 1: Laboratory accreditation

- a. Testing laboratories must be accredited in:
 - i. **Canada:** by the Standards Council of Canada (SCC) or an ISED-appointed accreditation body for [Phase I](#).
 - ii. **MRA country:** by one of the accreditation bodies recognized by your designating authority (DA).
 - iii. **Non-MRA country:** by one of the recognized ABs that lists your country on the [List of Recognized Accreditation Bodies for Non-MRA Countries](#).
- b. Obtain a copy of the certificate and scope of accreditation proving that the testing laboratory has been accredited to ISO/IEC 17025:2017 [General requirements for the competence of testing and calibration laboratories](#).
- c. Have the accreditation body's assessor complete and sign the latest version of ISED's [Testing Laboratory Technical Assessment Checklist](#).
 - i. One checklist for each testing laboratory location is required;
 - ii. On site assessments are required for initial recognition and scope amendments that include RSS-102 elements.
 - iii. The assessment date of the checklist cannot be older than 6 months.

Step 2: Application (initial, renewal or scope amendment)

Online application:

- a. In Canada, once the Canadian testing laboratory ensures it meets ISED's requirements for recognition/renewal/scope amendment, it submits to ISED the online [Application for the Recognition of a Testing Laboratory](#).
- b. In MRA countries, the DA reviews the accreditation information and determines whether the foreign testing laboratory meets the requirements for designation/renewal. Once the DA determines that the requirements have been met, it submits to ISED a request for recognition/renewal/scope amendment through the online [Application for the Recognition of a Testing Laboratory](#).

- c. In non-MRA countries, the AB reviews the accreditation information and determines whether the foreign testing laboratory meets the requirements for designation/renewal. Once the AB determines that the requirements have been met, it submits to ISED a request for recognition/renewal/scope amendment through the online [Application for the Recognition of a Testing Laboratory](#).

Accompanying documentation:

- a. A signed and dated cover letter that includes a statement that the testing laboratory complies with all provisions of this procedure.
- b. ISO/IEC 17025:2017 certificate and scope of accreditation.
- c. The completed and signed [Testing Laboratory Technical Assessment Checklist](#) for each site.
- d. Testing Laboratory Ownership documents (Official Government Document or Certificate of ownership) and a list of the names of employees, including their work location address. These documents shall be submitted with an initial application and for renewal, if revised. The list shall identify employees responsible for signing the test reports.

Step 3: ISED recognition (initial, renewal or scope amendment)

- a. ISED will assess the recognition application on a first-come, first-served basis.
- b. If ISED requires more information to make a decision, it will contact the Canadian testing laboratory, the foreign DA (MRA countries) or the recognized AB (non-MRA countries).
- c. ISED will notify the Canadian testing laboratory, the DA for laboratories located in MRA countries or the AB for laboratories located in non-MRA countries of its decision on the request for recognition for laboratories.
- d. The testing laboratory's scope of recognition will be added to the [Conformity Assessment Bodies page](#).

7. Testing laboratory scope of recognition

Testing laboratories can be recognized to test to the scope of recognition listed on [the Testing Laboratory Scope of Recognition page \(Annex A\)](#).

8. Technical Standards

When ISED publishes a new standard or an updated issue of a standard and the testing laboratory chooses to include/maintain the standard on its scope of recognition, the testing laboratory is responsible to work with its accreditation body to ensure the new standard or updated standard is added to its scope of accreditation when accreditation renewal occurs. Failure to add the new/revised standard to the laboratories scope of accreditation will result in removal of the standard from the scope of recognition upon renewal.

A test report from a test laboratory will only be accepted by ISED if the standard is included under the lab's scope of recognition on ISED's website.

Testing laboratories must submit a request for ISED to consider recognition for part of a technical standard by using the [General Inquiry](#) form. The request must include a justification as to why the technical standard needs to be split. ISED will respond to the testing laboratory after it completes its review.

9. Testing Laboratory Technical Assessment Checklist

The [Testing Laboratory Technical Assessment Checklist](#) identifies specific items to be evaluated during the technical assessment of a testing laboratory in order to determine the capability and competence of that laboratory to perform testing needed to show compliance with ISED regulatory requirements.

The checklist is intended to serve as a guide, and provides a minimum list of items to be included in the technical evaluation of the testing laboratory as part of the complete [ISO/IEC 17025](#) assessment. The checklist is not intended to replace the thorough evaluation of the facility. As such, other related items not shown on the checklist may be evaluated by the assessor(s). The accreditation body shall attest that all responses on this checklist are complete and accurate.

10. Test reports

All test reports shall be generated by the testing laboratory that tested the device. Testing is required to be performed by ISED-recognized testing laboratories. If a testing laboratory subcontracts part of the testing to another laboratory, the subcontracted laboratory must also be recognized by ISED.

It is not acceptable for an ISED-recognized testing laboratory to review a test report based on a non-recognized testing laboratory assessment; all testing must be completed at the recognized test facility.

11. Disclosure of information

Any confidential information submitted through the application process must be identified. The provisions of the [Access to Information Act](#) apply.

ISED will not disclose the status of recognition applications to any third party until the assessment process is completed.

12. Disclaimer

The recognition of a testing laboratory by ISED does not imply or otherwise suggest approval of a product or that the recognized testing laboratory is an agent or representative of ISED.

ISED does not accept any responsibility for the effects or consequences of services provided by the recognized testing laboratory for users of such services.

13. Retaining recognition

Canadian testing laboratories shall notify ISED, in writing, of any changes that may affect their continued ability to carry out the activities for which they were recognized.

For a recognized testing laboratory located in an MRA country, the DAs shall notify ISED accordingly.

For recognized testing laboratories located in non-MRA countries, the recognized accreditation body shall notify ISED of any changes that may affect the continued ability of the testing laboratory to carry out the activities for which they were recognized.

The changes for all testing laboratories include:

- a. contact information, including business address
- b. accreditation scope (amendments) and/or status
- c. recognized accreditation body's assessment of the testing laboratory

A recognized testing laboratory shall continue to meet the requirements of this procedure and shall maintain its accreditation status. The testing laboratory shall provide evidence of its accreditation status and scope upon request to ISED.

The testing laboratory will be recognized for the duration of its accreditation or two years from ISED's recognition date. For Canadian labs, renewal can be sought through the online [Application for the Recognition of a Testing Laboratory](#). Foreign labs must apply through their DA or, if in a country without an MRA, through a listed AB.

14. Suspension or withdrawal of recognition

A recognized testing laboratory or a DA (in the case of testing laboratories located in MRA countries) or an AB (in case of testing laboratories located in non-MRA countries) is permitted to request that ISED withdraws its recognition at any time by submitting a notice to ISED.

When a recognized testing laboratory is the subject of an investigation for non-compliance with this procedure, the testing laboratory is required to take immediate corrective action to ISED's satisfaction. In the absence of satisfactory corrective actions, ISED may issue a recognition suspension.

The suspension/withdrawal process consists of the following steps:

- a. Testing laboratory will be notified by ISED in the event of non-compliance(s) with ISED's requirements.
- b. An acknowledgment of receipt of notification by the testing laboratory shall be provided to ISED within 7 calendar days.
- c. A corrective action plan shall be provided to ISED within 15 calendar days (from the date of the notification).
- d. The testing laboratory shall take corrective action(s) to ISED's satisfaction within the timeframe specified by ISED. ISED may, at their discretion, inform the DA (in MRA countries) and/or AB (in non-MRA countries) regarding the non-compliance of the foreign testing laboratory, depending on the severity of the non-compliance.
- e. Failure by the testing laboratory to take corrective action(s) within the specified timeframe, may result in suspension or withdrawal of testing laboratory recognition by ISED and ISED will inform the DA (in MRA countries) and/or AB (in non-MRA countries) of this action. For testing laboratories recognized in non-MRA countries, the suspension or withdrawal of recognition can be immediate.
- f. Testing laboratories whose recognition has been suspended or withdrawn will be removed from the recognized list of testing laboratories on ISED's website and CBs will not be able to submit certification applications to ISED that include test reports issued by the de-recognised testing laboratories.
- g. Testing laboratories whose recognition has been suspended or withdrawn shall immediately cease advertising their recognition.

If a foreign testing laboratory's designation is suspended or withdrawn by its DA (in MRA countries) or AB (in non-MRA countries) for any reason, ISED will also suspend or withdraw the foreign testing laboratory's recognition.

If fraudulent activity is suspected, the testing laboratory would be subject to an investigation and their recognition could be suspended or withdrawn.

A testing laboratory whose recognition has been suspended or withdrawn may reapply for recognition once the issues leading to the suspension or withdrawal have successfully been addressed to ISED's satisfaction and, if applicable, its designating authority.

Scope Suspension or Modification

ISED may at any point in time suspend or modify the scope of a laboratory if the work being performed by the laboratory is deemed by ISED to be unsatisfactory and the laboratory has failed to implement appropriate corrective measures after having been notified by ISED.

Annex A – Testing Laboratory Scope of Recognition

Testing laboratories can be recognized to test to the following :

- Radio Standards Specification RSS-Gen and any RSS, where RSS-247, Digital Transmission Systems (DTSSs), Frequency Hopping Systems (FHSs) and Licence-Exempt Local Area Network (LE-LAN) Devices, can be recognized with or without dynamic frequency selection (DFS).
- The scope for RSS-102, Radio Frequency (RF) Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands), is divided into two main categories: i) measurement and ii) simulation. Under each of these categories, a further division is made to better differentiate testing laboratories performing specific absorption rate (SAR), nerve stimulation (NS), absorbed power density, (APD) and/or incident power density (IPD).
 1. Measurement:
 - RSS-102.SAR.MEAS
 - RSS-102.NS.MEAS
 - RSS-102.APD.MEAS
 - RSS-102.IPD.MEAS
 2. Simulation:
 - RSS-102.SAR.SIM
 - RSS-102.NS. SIM
 - RSS-102.APD. SIM
 - RSS-102.IPD. SIM
- Compliance Specification CS-03, Parts I-VIII (except Part III and Part IV)
- Broadcasting Equipment Technical Standards (BETS) (except BETS-3 and BETS-7).