



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Recognition Procedure and Requirements for Certification Bodies

Preface

Recognition Procedure and Requirements for Certification Bodies (REC-CB), issue 2 specifies the requirements applicable for the recognition of Canadian and foreign certification bodies (CBs) under the terms of Mutual Recognition Agreements/Arrangements (MRAs) or any other equivalent agreement or arrangement such as Free Trade Agreements and replaces REC-CB, issue 1, dated October 21, 2021.

The main changes are listed below:

1. Added definitions for equivalent agreement or arrangement and RF exposure (section 3)
2. Modified the definition of testing laboratory to include laboratory performing simulations (section 3)
3. Revised the list of radio scopes available for recognition to include Radio Scope 6 — Hearing Aid Compatibility and Volume Control and Radio Scope 7 — Simulation for Radio Frequency (RF) Exposure (section 5.2)
4. Removed the requirement to provide ISED with the signed testing laboratory technical assessment checklist
5. Added requirement to obtain a company number before an application for recognition is submitted to ISED (section 6.1)
6. Added requirement to provide ISED with a list of the names of employees and their work location address for a new application, or for renewals if the list has changed since the last renewal (section 6.4).
7. Revised the conditional notice that shall be on the certificate (section 7.2)
8. Added requirement associated with the certification application reviewer's signature, name and title on the certificate (section 7.2)
9. Added requirement that ISED be notified of all certificates withdrawn by CBs (section 7.3)
10. Added a section pertaining to the modification, reduction, suspension or withdrawal of a certificate (section 7.7)
11. Removed product audit requirement that CB shall have a valid contractual arrangement with the ISED-recognized laboratory, since a CB may use any ISED recognized test labs within an MRA country for product audits.
12. Added new sample audit requirements (section 8.3)
13. Added requirement that CBs select audit samples from the products certified within the last two years (section 8.4)
14. Revised non-compliant audit requirements (section 8.9)
15. Revised the Application for recognition checklist (Appendix A)

Enquiries concerning technical standards and procedures related to conformity assessment bodies should be directed to:

Innovation, Science and Economic Development Canada
Engineering, Planning and Standards Branch
Attention: Regulatory Standards Directorate
235 Queen Street
Ottawa ON K1A 0H5
Email: consultationradiostandards-consultationnormesradio@ised-isde.gc.ca

Enquiries concerning the procedure for equipment certification should be directed to:

Innovation, Science and Economic Development Canada
Certification and Engineering Bureau
Attention: Manager, Equipment Certification
P.O. Box 11490, Station H
3701 Carling Avenue, Building 94
Ottawa ON K2H 8S2
Email: certificationbureau-bureauhomologation@ised-isde.gc.ca

All Spectrum Management and Telecommunications publications are available on the [Official publications](#) page of Innovation, Science and Economic Development Canada's website.

Issued under the authority of
the Minister of Innovation, Science and Industry

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1 Purpose

This document specifies the recognition criteria and procedures used by Innovation, Science and Economic Development Canada (ISED) in the recognition of Canadian and foreign entities as certification bodies (CBs), under the terms of Mutual Recognition Agreements/Arrangements (MRAs) or any other equivalent agreement or arrangement such as Free Trade Agreements, to certify products to ISED regulatory requirements. It also specifies the administrative and operational requirements that CBs must meet in order to maintain their recognition.

REC-CB applies to CBs interested in certifying radio apparatus and broadcasting equipment, including telecommunications terminal equipment (TE) with radio interfaces.

The conformity assessment scheme used for telecommunications TE without radio interfaces is the Declaration of Conformity. The use of CBs for the certification of this type of equipment to ISED requirements is therefore not required, and ISED will not recognize any CBs for this purpose.

2 Coming into force and transition period

This document will be in force as of the date of its publication on Innovation, Science and Economic Development Canada's (ISED) website.

However, a transition period of six months from the publication date will be provided. During this period, applications for recognition under REC-CB issue 1 or issue 2, will be accepted. After this period, all applications for recognition will be accepted under REC-CB issue 2 only.

A copy of REC-CB, issue 1, is available upon request by email to consultationradiostandards-consultationnormesradio@ised-isde.gc.ca.

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 ISED 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.

Equivalent agreement or arrangement

An agreement such as a Free Trade Agreement, international agreement or arrangement between governments.

Mutual Recognition Agreement/Arrangement (MRA)

An agreement between countries to mutually recognize each 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.

Radio Equipment List (REL)

A list of equipment that has been certified for use in Canada. This list is maintained by ISED. Equipment included in the REL has been certified and therefore permitted to be manufactured, imported, distributed, leased, offered for sale or sold in Canada. However, some equipment is subject to licensing, before installation and use are permitted.

Recognition

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

RF exposure

Equipment subject to Radio Standards Specification 102 ([RSS-102](#)), Radio Frequency (RF) Exposure Compliance of Radiocommunication Apparatus (All Frequency Bands)

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.

Telecommunication Apparatus Register (TAR)

The official list of telecommunications terminal equipment (TE) maintained by ISED. Equipment included on the TAR has been registered and therefore permitted to be imported, distributed, leased, offered for sale or sold, in Canada.

Testing laboratory

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

4 Related documents

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

[Category I equipment standards list](#)

RSP-100 [Certification of Radio Apparatus and Broadcasting Equipment](#)

RSS-Gen [General Requirements for Compliance of Radio Apparatus](#)

DC-01 [Procedure for Declaration of Conformity and Registration of Terminal Equipment](#)

REC-LAB [Procedure for the Recognition of Testing Laboratories to Test/Assess to Canadian Requirements](#)

Acronyms

DC – Declaration of Conformity

REC – Recognition

RSP – Radio Standards Procedure

RSS – Radio Standards Specification

5 ISED Recognition criteria for Certification Bodies

The following subsections specify the recognition criteria for a CB.

5.1 General recognition requirements

For the purpose of recognition, CBs shall:

- a. be located in Canada or in a partner territory of an MRA or any other equivalent agreement or arrangement.
- b. be accredited in accordance with ISO/IEC 17065:2012, [Conformity assessment — Requirements for bodies certifying products, processes and services](#), by the Standards Council of Canada or a recognized accreditation organization or equivalent, as per the terms of the applicable MRA.
- c. have current technical competence, knowledge and expertise to evaluate the test data and test reports to reach the appropriate conclusion in the conformity assessment work with respect to the applicable ISED regulations.
- d. attain testing laboratory accreditation in one, or a combination of, the two following ways:
 - i. Have their in-house testing laboratory accredited in accordance with ISO/IEC 17025:2017, [General requirements for the competence of testing and calibration laboratories](#), by the Standards Council of Canada or a recognized accreditation organization or equivalent, as per the terms of the MRA; their in-house laboratory shall be recognized by ISED.
 - ii. Have contractual arrangements with a testing laboratory (or laboratories) located in Canada or in a partner territory of an MRA such that the CB is capable of supervising the required testing. For this, the CB's personnel shall have access to the testing laboratory personnel and facilities. These contracted testing laboratories shall be recognized by ISED and accredited in accordance with ISO/IEC 17025:2017 by Standards Council of Canada or a recognized accreditation organization or equivalent, under the terms of the MRA. Copies of all contractual arrangements with the testing laboratories shall be provided to ISED

by the CB, either directly (Canadian CB) or through the Designating Authority (in the case of a foreign CB), before the recognition is granted.

The scope of the CB's in-house testing laboratory and that of the contracted testing laboratory, as per the contractual arrangements, shall cover all RSSs and/or all BETS in the applicable CB scope(s).

5.2 Scope(s) of accreditation

CBs shall be accredited to certify equipment to at least one of the following scopes:

- Radio Scope 1 – Licence-Exempt Radio Frequency Devices
- Radio Scope 2 – Licensed Personal Mobile Radio Services
- Radio Scope 3 – Licensed General Mobile and Fixed Radio Services
- Radio Scope 4 – Licensed Maritime and Aviation Radio Services
- Radio Scope 5 – Licensed Fixed Microwave Radio Services
- Radio Scope 6 – Hearing Aid Compatibility and Volume Control
- Radio Scope 7 – Simulation for Radio Frequency (RF) Exposure
- Broadcasting – All BETS in the [Category I equipment standards list](#)

Details of the above-mentioned scopes can be found on ISED's [Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies](#) web page.

6 Requirements for obtaining CB recognition

This section describes the process to be followed by a CB for becoming recognized by ISED.

6.1 Company Number (CN) requirement

Before an application for recognition is submitted to ISED, the CB must obtain a Company Number (CN) from ISED. To obtain a Company Number, a [New User Registration Application](#) must be submitted to ISED.

6.2 CBs located in Canada

Once the CB is confident that it meets ISED's requirements for recognition, the online [Application for Recognition of a Canadian Certification Body](#) is submitted to ISED.

6.3 CBs located in a partner territory of an MRA

For a foreign CB, the Designating Authority (DA) reviews the accreditation information and determines whether the CB meets the requirements for recognition. Once the DA determines that the requirements have been met, it requests ISED recognition through the online [Application for Recognition of a Foreign Certification Body](#) .

6.4 New CB recognition application requirements

To obtain recognition from ISED, the CB shall submit an online application, as outlined in 6.2 and 6.3, with the following information to ISED directly ([Canadian CBs](#)) or through their Designating Authority ([foreign CBs](#)):

- a. signed and dated cover letter confirming that the CB complies to all REC-CB requirements;
- b. a copy of the certificates and scopes of accreditation to ISO/IEC 17025:2017 and ISO/IEC 17065:2012 and applicable contractual agreement(s), if any;
- c. the cross-reference checklist (see appendix A) completed by the CB;
- d. radio apparatus certification procedure;
- e. internal product audit procedure(s) to demonstrate how the certified equipment will meet the minimum audit requirements;
- f. accreditation assessment report, signed by the accreditation body (AB) assessor(s), including the list of employees interviewed during the assessment;
- g. a list of the names of employees and their work location address;
- h. a list from the AB, based on the Category I equipment standards list, of all Radio Standards Specifications (RSSs) and/or Broadcasting Equipment Technical Standards (BETS) that were used in their assessment (including the latest issue number and date of publication of the RSSs and/or BETS), as per section 5.2; and
- i. a sample of the certificate that the CB would issue to its clients.

Once an application is submitted, ISED will assess the application and, if required, contact the Canadian CB or the foreign DA (CBs located in a partner territory of a MRA). Once ISED has determined that the CB meets the requirements of this procedure, recognition will be granted and the Certification Bodies [webpage](#) will be updated accordingly.

Upon demand, further information may be requested by ISED.

6.5 Renewal/modification of CB recognition application requirements

The recognized CBs or the DAs (in the case of a foreign recognized CB) shall submit a renewal/modification when there are changes to the accreditation scope(s) (amendments) and/or status and/or when the recognized accreditation body has performed a reassessment of the CB accreditation.

The following information shall be submitted ([Canadian CB](#) or [foreign CB](#)) with the renewal/modification application:

- a. a copy of the accreditation certificates and scopes of accreditation to ISO/IEC 17025:2017 and ISO/IEC 17065:2012 and applicable contractual agreement(s), if any.
- b. a list of the names of employees and their work location address if revised since the last renewal.
- c. a list from the AB, based on the Category I equipment standards list, of all Radio Standards Specifications (RSSs) and/or Broadcasting Equipment Technical Standards (BETS) that were used in their assessment (including the latest issue number and date of publication of the RSSs and/or BETS), as per section 5.2.

Once an application is submitted, ISED will assess the application and, if required, contact the Canadian CB or the foreign DA (CBs located in a partner territory of a MRA). Once ISED has determined that the CB meets the requirements of this procedure, renewal/modification of the CB recognition will be granted and the Certification Bodies [webpage](#) will be updated accordingly.

Upon demand, further information may be requested by ISED.

6.6 CB recognition expiry dates

ISED maintains the expiry date of the CB's recognition. The expiry date of the CB's recognition is based on two years from the date of recognition or the earliest expiration date of the following:

- the CB's accreditation.
- the CB's test lab recognition.
- the test lab(s) recognition under contract with the CB for testing purposes.

6.7 Administrative and operational requirements

For the purpose of administrative and operational requirements, CBs shall:

- a) limit its certification activities to its scope(s) of accreditation for which recognition was issued including advertising of such services.
- b) Ensure that their in-house or contracted testing laboratory updates its scope(s) with any modification(s) to a RSS or BETS within the permitted transition period.
- c) Only accept test reports from testing laboratories that are recognized by ISED and listed on the Conformity Assessment Bodies [web page](#). Test reports shall only be accepted if the testing laboratory is recognized for the specific standard within the CB's recognized scope(s).
- d) Only certify Category I equipment.

- e) Only certify equipment after verifying and confirming it is compliant with all applicable ISED requirements.
- f) Provide evidence of its accreditation status and scope upon request to ISED.
- g) Ensure that the persons involved in certification (or the certification decision) are not the same persons involved in testing and evaluation.
- h) Maintain a list of all products that have been certified to ISED requirements and make the list available to ISED upon request.
- i) Retain for ten (10) years all documentation furnished in support of an application for certification and make such documentation available to ISED upon request.
- j) Publish, maintain and make available to clients their radio apparatus certification procedure.
- k) Stay abreast of ISED's regulations, procedures, requirements, standards, specifications and amendments and update their processes and/or procedures accordingly. Make such documentation available to ISED upon request.
- l) Participate, as required, in discussion groups or teleconferences that are established, under the supervision of ISED, to address certification issues.
- m) Submit inquiries to ISED for interpretation of ISED's regulations when clarification is required.
- n) Keep their contact and address information up to date by forwarding any changes to ISED directly (Canadian CBs) or through their Designating Authority (foreign CBs) within thirty (30) calendar days.
- o) Submit an electronic copy of the technical brief to ISED, as per Radio Standards Procedure RSP-100, [Certification of Radio Apparatus and Broadcasting Equipment](#), for every certification performed.
- p) Address ISED requests regarding any CB operational issues and/or non-compliance for products the CB has certified.
- q) Recognize that ISED is the final arbiter of disputes relating to equipment compliance with ISED requirements between CBs and certificate holders, testing laboratories and suppliers of radio apparatus. Dispute information shall be sent to ISED.

6.8 Suspension or withdrawal of ISED's recognition of a CB

A recognized CB or a DA (in the case of a foreign recognized CB) is permitted to request that ISED withdraws its recognition at any time by submitting a request to ISED. ISED may suspend or withdraw recognition of a CB for failure to comply with the CB requirements set forth in this procedure.

The suspension or withdrawal process consists of the following steps:

- a. CB(s) will be notified by ISED when they are subject to an investigation for non-compliance(s) with ISED's requirements.
- b. The CB must take corrective action(s) to ISED's satisfaction within the timeframe specified by ISED. ISED may, at their discretion, inform the AB and/or DA regarding the non-compliance, depending on the severity of the non-compliance.
- c. Failure by the CB to take corrective action(s) within the specified timeframe, may result in suspension or withdrawal of CB's recognition by ISED and ISED will inform the CB and/or DA (for a foreign CB) of this action.
- d. CBs whose recognition has been suspended or withdrawn shall be removed from the recognized list of CBs on ISED's website and the CB will not be able to submit certification applications to ISED.
- e. CBs whose recognition has been suspended or withdrawn shall cease advertising their recognition.

If a foreign CB's designation is suspended or withdrawn by its DA for any reason, ISED's recognition will also be suspended or withdrawn.

Scope Suspension or Modification

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

7 Certification scheme requirements

The following subsections specify the certification scheme requirements.

7.1 General

When a CB performs a certification, the CB shall issue a certificate that bears the name and logo of the CB.

A CB shall not use ISED's logo, the Canadian flag, the word "Canada", or statements such as "Issued, Tested or Certified under the Authority of Innovation, Science and Economic Development Canada/under the Authority of the Minister of Innovation, Science and Industry".

7.2 Information required for the certificate

The following information shall appear on the certificate:

- a. name and address of the certificate holder
- b. model identification, including Product Marketing Name (PMN), Hardware Version Identification Number (HVIN) and Firmware Version Identification Number (FVIN), where applicable, as well as the equipment category for the certified equipment
- c. name(s), issue number(s) and date(s) of ISED's standard(s) and specification(s) under which the subject equipment was tested and certified
- d. contact information of the testing laboratory that performed the testing (name, mailing address, email and telephone numbers)
- e. Company Number provided by ISED for the testing laboratories that performed the testing
- f. Certification Number
- g. frequency range of operation, conducted RF power or field strength, and antenna information
- h. emission designations (including necessary bandwidth(s)), type(s) of modulation, nature of the signal(s), type of information being transmitted, details about the signal(s) and the nature of multiplexing (see Telecommunications Regulation Circular TRC-43, [Designation of Emissions, Class of Station and Nature of Service](#))
- i. the following conditional notice:
This certificate is considered valid based on the following conditions:
 - The certified products must continue to comply with the latest issue of all applicable ISED standards.
 - This certificate does not constitute a radio licence, where required by the applicable ISED standard(s), a radio license must be obtained from an ISED regional office prior to product operation.
 - The certified products shall not be manufactured, imported, distributed, leased, offered for sale, or sold unless the product certification information is listed on ISED's Radio Equipment Listing (REL).
 - For ISED and/or CB audit purposes, sample of certified product shall be made available to ISED and/or CB.

Ce certificat est considéré valide sur la base des conditions suivantes :

- **Les produits certifiés doivent continuer à être conformes à la dernière version de toutes les normes d'ISDE applicables.**
- **Ce certificat ne constitue pas une licence radio. Si une licence radio est requise selon la ou les normes d'ISDE applicables pour l'exploitation de ce(s) produit(s) certifié(s), la licence radio doit être obtenue auprès du bureau régional d'ISDE avant l'exploitation du produit.**
- **Les produits certifiés ne doivent pas être fabriqués, importés, distribués, loués, mis en vente ou vendus à moins que les informations relatives à la certification du produit figurent dans la Nomenclature du matériel radio (NMR) d'ISDE.**
- **À des fins d'audit de la part d'ISDE et/ou de l'OC, des échantillons de produits certifiés doivent être mis à la disposition d'ISDE et/ou de l'OC.**

j. the following statement shall also be included in the certificate:

I hereby attest that the subject equipment was tested and found to be in compliance with the above-noted specification.

J'atteste, par la présente, que le matériel a fait l'objet d'essai et a été jugé conforme à la spécification ci-dessus.

- k. authorized signature, with the name and the title of the signing officer and the date of issue of the certificate
- l. authorized signature, with the name and the title of the person who performed the certification application review.

7.3 Notification of certification

ISED shall be notified of all certificates issued and/or withdrawn by CBs. To ensure the timeliness of the information, the requested information shall be sent to ISED by electronic filing at the same time as the certificate is issued and/or withdrawn. The information to be provided with the notification for the type of certification shall include all required documents, as per the appropriate section in [RSP-100](#).

7.4 Notification of certification changes

CBs shall notify ISED of any changes to the certification parameters, as per [RSP-100](#).

7.5 Registration of telecommunications terminal equipment that is also a radio apparatus

Terminal equipment (TE) that is also a radio apparatus requires certification under the [Radiocommunication Act](#). Notification to ISED of the certification to the applicable RSS and the registration of the TE must be provided by the CB at the same time. This will allow the device to have the same Registration Number and Certification Number. ISED reserves the right to withhold notification of certification and/or registration if they are not submitted together. If a Registration Number has already been assigned for the terminal part of the device, the notification to ISED for radio certification shall include the already assigned Registration Number. For the registration of TE, the CB shall verify that testing of the terminal part was performed by a testing laboratory that is listed on [Terminal Attachment Program Testing Laboratories](#). For information regarding registration of TE, refer to Terminal Attachment Program Procedure DC-01, [Procedure for Declaration of Conformity and Registration of Terminal Equipment](#).

7.6 Acknowledgement of ISED certification requirements

The CB shall obtain and submit to ISED, a letter from the certificate holder acknowledging that:

- a. the details of the product certification will be listed on the [Radio Equipment List \(REL\)](#);
- b. the certified equipment shall not be manufactured, imported, distributed, leased, sold or offered for sale in Canada before the details of the certification have been listed on the Radio Equipment List and Telecommunication Apparatus Register (where applicable);
- c. audit samples shall be provided when requested by the CB and/or ISED within 30 days of the request date.

An applicable fee (see TRC-49, [Telecommunications and Radio Equipment Service Fees of the Certification and Engineering Bureau](#)) shall be paid to ISED before the equipment is added to the REL. Payment may be made by the CB on behalf of the certificate holder.

7.7 Modification, reduction, suspension or withdrawal of existing certificate

The CB, in consultation with ISED, has the authority to modify, reduce, suspend or withdraw a certificate it has previously issued. Situations when such activities may be performed by the CB include, but are not limited to, the following:

- a. the product is found to be non-compliant with the applicable ISED requirements.

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- b. the applicant has requested to withdraw the certificate for any reason and confirms that the product was not imported, distributed, leased, sold or offered for sale in Canada.

ISED shall be informed immediately when a CB has modified, reduced, withdrawn or suspended a certificate for any product.

8 Product audit requirements

The following section specifies the product audit requirements.

8.1 Test laboratory requirements (radio and RF exposure)

The CB can use any ISED-recognized laboratory located in a partner territory of a MRA if the CB's in-house laboratory is not doing the market surveillance/audit testing.

8.2 Acceptable audit activities

CBs shall conduct appropriate product audit activities in accordance with [ISO/IEC 17065:2012](#).

8.3 Samples to be audited

The number of samples to be audited by the CB in any given calendar year (January 1 through December 31 inclusive) shall be based on the following:

- a. a minimum of 5% of the total number of products certified by the CB in the previous calendar year shall be subject to audit to the RSS requirements excluding those of RSS-102.
- b. a minimum of 1% of the total number of products certified by the CB in the previous calendar year that are subject to audit to the RSS-102 (excluding Nerve Stimulation (NS)) requirements which include those related to SAR, APD or IPD, measured/simulated.

The products audited in section 8.3 a) or 8.3 c) may be selected for these audits.

- c. a minimum of 1% of the total number of products certified by the CB in the previous calendar year that are subject to audit to the RSS-102 requirements related to NS measured/simulated.

The products audited in section 8.3 a) or 8.3 b) may be selected for these audits.

- d. for newly recognized CBs, sampling percentages in items 8.3(a), 8.3(b) and 8.3(c) above shall be based on the current calendar year
- e. different models of equipment covered under a unique ISED Certification Number are counted as a single product

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- f. the total number of products to be audited comprises the total number of products subject to:
 - i. single new certifications
 - ii. new family certifications, as per RSP-100
 - g. the minimum number of products to be audited shall be rounded up to the next whole number (for example, a result of 0.04 is rounded up to 1; a result of 95.3 is rounded up to 96, and so on)

A product certified in a previous calendar year but audited in the current calendar year shall be credited as an audit in the current calendar year.

8.4 Selection of audit samples

CBs shall select audit samples from the products certified within the last two years.

CBs shall consider the following when selecting samples for audit:

- a. the applicant's history of compliance
- b. whether the sample comes from a new applicant
- c. whether the sample is based on new technology
- d. popularity (mass deployment) of the technology
- e. price of the sample relative to the average price of similar technology
- f. potential harm/impact to networks or individuals due to non-compliance

8.5 Testing targeted products

In addition to the minimum auditing requirements, CBs shall conduct testing on targeted products upon request by ISED. CBs shall submit their findings to ISED within thirty (60) calendar days of the request.

8.6 Availability of product samples

CBs shall notify certificate holders of the audit requirement and advise them that, for auditing purposes, they must make provisions to always have product samples available upon request by the CB or by ISED. The CB shall notify ISED if the request for a sample cannot be met within 30 calendar days of the request date.

8.7 Audit test reports

ISED may request test reports of audit activities from the CB. The CB shall submit such reports to ISED within 30 calendar days of the request.

8.8 Responsibility to notify

As part of the CB's product audit responsibility, CBs shall submit an audit report as per the ISED provided audit report template, via email to certificationbureau-bureauhomologation@ised-isde.gc.ca, once the required audits for the current calendar year have been completed, or no later than January 31st of the following year.

8.9 Non-compliant audit requirements

CBs shall advise certificate holders that, in the event of an investigation for non-compliance, the certificate holder will be asked to provide ISED with records of the quality control process and any relevant information that would help identify the cause and extent of the non-compliance. All certificate holders are expected to be able to demonstrate the quality control process used for product inspection and testing.

8.9.1 CB audit – RF exposure non-compliances

The following subsection specifies requirements for RF exposure non-compliances.

In the event of an RF exposure non-compliance, the CB shall notify the certificate holder and ISED immediately. The information submitted to ISED shall include a copy of the certificate that was issued for the subject equipment.

In the notification to the certificate holder, the CB shall ask the certificate holder to provide relevant information, including, but not limited to, the following:

- i. an acknowledgement of receipt of the notification within 7 calendar days (from the date of the notification).
- ii. a corrective action plan within the timeline prescribed by ISED;
- iii. the quality control data within the timeline prescribed by ISED.

ISED will determine the necessary steps towards resolution of an RF exposure non-compliance in consultation with the CB.

8.9.2 CB audit – other non-compliances

The following subsection specifies requirements for other types of non-compliances.

If a product fails to comply with the applicable requirements during an audit conducted by the CB, the CB shall immediately notify the certificate holder and ISED. The information submitted to ISED shall include a copy of the certificate that was issued for the subject equipment.

In the notification to the certificate holder, the CB shall ask the certificate holder to provide relevant information, including, but not limited to, the following:

- i. an acknowledgment of receipt of notification within 7 calendar days;
- ii. a corrective action plan within 15 calendar days (from the date of the notification);
- iii. the quality control data within 30 calendar days (from the date of the notification);

The timeline for the implementation/completion of the corrective action plan will be determined by ISED following a review of the corrective action plan.

If the applicant is unable to meet the above listed timelines, the CB shall inform ISED. Any failure to provide the required information may result in suspension or withdrawal of the certificate by the CB.

If a non-compliance case is not resolved within 90 days, the CB shall take appropriate steps to suspend or withdraw the certificate and inform the certificate holder and ISED. The CB shall consult ISED and provide ISED with all information obtained during its investigation.

8.9.3 ISED audit process

ISED regularly conducts audit and if a product fails to comply with the applicable requirements, ISED will notify the certificate holder and the certification body of their findings, where applicable.

When requested, the certificate holder shall provide ISED with all relevant information, including, but not limited to, the following:

- i. acknowledgment of receipt of notification within 7 days;
- ii. a corrective action plan within 15 days from the date of the notification if no timeline is specified by ISED;
- iii. test samples and/or test reports, upon request, within 30 days from the date of the notification; and
- iv. quality control data within 30 days from the date of the notification.

If the non-compliance case is not resolved within the timelines prescribed by ISED, it will inform the CB that the non-compliance has not been resolved to the satisfaction of ISED and the CB shall take appropriate steps to suspend or withdraw the issued certificate and inform the certificate holder and ISED.

9 Disclosure of information

CBs shall indicate which information and documents provided in support of an application for recognition are confidential. The provisions of the [Access to Information Act](#) apply.

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

10 Disclaimer

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

ISED does not accept any responsibility for the effects or consequences of services provided by the recognized CB.

Appendix A.

Application for recognition checklist

GENERAL RECOGNITION REQUIREMENTS	Evidence
1. Must be located in Canada or in a partner territory of a Mutual Recognition Agreement/Arrangement (MRA) or any other equivalent agreement or arrangement (section 5.1 (a)) and have accreditation to ISO/IEC 17065:2012 for at least one of the scopes defined in this procedure (section 5.1 (b)) .	
2. Have accreditation to ISO/IEC 17025:2017 and/or have a contractual agreement with an ISED recognized lab (for all Radio Standards Specifications (RSSs) and/or Broadcasting Equipment Technical Standards (BETS) in the applicable CB scope(s) (section 5.1 (d)) .	
APPLICATION REQUIREMENTS	
3. Submit signed and dated cover letter confirming that the CB complies to all REC-CB requirements (section 6.4(a))	
4. Submit radio apparatus certification procedure to ISED directly or through the Designating Authority, and publish, maintain and make this procedure available to clients (section 6.4(d)) .	
5. Submit internal product audit procedures to ISED to demonstrate how the certified equipment will meet the minimum audit requirements (section 6.4 (e)) .	
6. Submit signed recent assessment report from the AB and a list of employees interviewed during the assessment (section 6.4 (f)) and Submit a list of the names of employees and their work location address (section 6.4 (g))	
7. Submit a list from the AB, based on the Category I equipment standards list, of all Radio Standards Specifications (RSSs) and/or Broadcasting Equipment Technical Standards (BETS) that were used in their assessment (including the latest issue number and date of publication of the RSSs and/or BETS) (section 6.4 (h))	
ADMINISTRATIVE AND OPERATIONAL REQUIREMENTS	
8. limit certification activities to scope(s) of accreditation for which recognition was issued including advertising of such services (section 6.7 (a))	
9. ensure that in-house or contracted testing laboratories update their scope(s) with any modification(s) to a RSS or BETS within the permitted transition period (section 6.7 (b))	

10. only accept test reports from testing laboratories that are recognized by ISED and listed on the Conformity Assessment Bodies web page. Test reports shall only be accepted if the testing laboratory is recognized for the specific standard within the CB's recognized scope(s)) (section 6.7 (c)) and only certify Category I equipment (section 6.7 (d))	
11. only certify equipment after verifying it is compliant with all applicable ISED requirements (section 6.7 (e)) and provide evidence of accreditation status and scope upon request to ISED (section 6.7 (f))	

12. ensure that the persons involved in certification (or the certification decision) are not the same persons involved in testing and evaluation (section 6.7 (g))	
13. maintain a list of all products that have been certified to ISED requirements and make the list available to ISED upon request (section 6.7 (h))	
14. retain for ten (10) years all documentation furnished in support of an application for certification and make such documentation available to ISED upon request (section 6.7 (i))	
15. publish, maintain and make available to clients radio apparatus certification procedures (section 6.7 (j))	
16. stay abreast of ISED's regulations, procedures, requirements, standards, specifications and amendments and update processes and/or procedures accordingly. Make such documentation available to ISED upon request (section 6.7 (k)) . Participate, as required, in discussion groups or teleconferences that are established, under the supervision of ISED, to address certification issues (section 6.7 (l))	
17. submit inquiries to ISED for interpretation of ISED's regulations when clarification is required (section 6.7 (m)) and do not grant waivers or special authorizations (section 6.7 (n))	
18. keep contact and address information up to date by forwarding any changes to ISED directly (Canadian CBs) or through Designating Authorities (foreign CBs) within thirty (30) calendar days (section 6.7 (o))	
19. submit an electronic copy of the technical brief to ISED, as per Radio Standards Procedure RSP-100, Certification of Radio Apparatus and Broadcasting Equipment, for every certification performed (section 6.7 (p))	
20. address ISED requests regarding any CB operational issues and/or non-compliance for products the CB has certified (section 6.7 (q))	
21. recognize that ISED is the final arbiter of disputes relating to equipment compliance with ISED requirements between CBs and certificate holders, testing laboratories and suppliers of radio apparatus. Dispute information shall be sent to ISED (section 6.7 (r))	
CERTIFICATION SCHEME REQUIREMENTS	
22. Include all requirements for certificate content & provide a sample of certificate (section 7.2)	

23. Notify ISED of all certifications issued and/or withdrawn by CBs and these notifications shall include all required documents (section 7.3) and notify ISED of any changes to the certification parameters, as per RSP-100 (section 7.4)	
24. Perform both notification of certification and registration together for terminal equipment that is also radio apparatus (section 7.5) and verify that the testing of the terminal part was performed by a testing laboratory recognized by ISED (section 7.5)	
25. Obtain and submit to ISED, an acknowledgment letter from the certificate holder (section 7.6)	
26. Inform ISED immediately when a CB has modified, reduced, withdrawn or suspended a certificate for any product (section 7.7)	
PRODUCT AUDIT REQUIREMENTS	
27. Conduct appropriate product audit activities, in accordance with the latest edition of ISO/IEC 17065:2012 (section 8.2) .	
28. Perform audits on a minimum of 5% of the total number of products certified in a given year and a minimum of 1% of products subject to the RSS-102 (SAR, APD or IPD, excluding NS) requirements certified in a given year and a minimum of 1% of products subject to NS requirements certified in a given year (section 8.3 (a), 8.3 (b), 8.3 (c)) .	
29. Selection of audit samples shall be based on (a) manufacturer's history of compliance; (b) whether the sample comes from a new applicant; (c) whether the sample is based on a new technology; (d) mass deployment of the technology; (e) price of the sample; and (f) potential harm/impact to network or users due to non-compliance (section 8.4) .	
30. Conduct audits of targeted products as per ISED direction (section 8.5) and submit findings and provide audit test reports within 30 calendar days upon request by ISED.	
31. As part of the CB's product audit responsibility, CBs shall notify ISED, by submitting documents (in Microsoft Word or Adobe PDF format) by email to certificationbureau-bureauhomologation@ised-isde.gc.ca , once all the audits have been completed during the current calendar year, or no later than January 31 of the following year (section 8.8) .	

NON-COMPLIANCE REQUIREMENTS	
32. Advise certificate holders that, in the event of an investigation of non-compliance, the certificate holder will be asked to provide records of the quality control process and any relevant information that would help to identify the cause and extent of the non-compliance (section 8.9) .	
33. Notify both the certificate holder and ISED immediately when a product fails to comply and include a copy of the certificate issued (section 8.9.1 and 8.9.2) .	
34. In the case of RF Exposure non-compliance, the CB shall ask in its notification to the certificate holder to provide relevant information, including, but not limited to an acknowledgement of receipt of the notification within 7 calendar days (from the date of the CB notification), a corrective action plan and the quality control data within the timeline prescribed by ISED (section 8.9.1) .	
35. In the case of any other non-compliance, the CB shall ask in its notification to the certificate holder to provide relevant information, including, but not limited to an acknowledgement of receipt of the notification within 7 calendar days (from the date of the CB notification), a corrective action plan within 15 calendar days (from the date of the notification), and the quality control data within 30 days (from the date of the notification) (section 8.9.2) .	