



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Procedure for the Designation of Canadian Testing Laboratories

DRAFT

Preface

This document specifies the procedure for Canadian testing laboratories to be designated by Innovation Science and Economic Development Canada (ISED) to test telecommunications equipment, information technology equipment and radio apparatus (including testing for electromagnetic compatibility (EMC)), as applicable under the terms of the relevant Mutual Recognition Agreements/Arrangements (MRAs), to the requirements of foreign regulatory authorities.

Changes:

This procedure has been streamlined to facilitate the designation of Canadian testing laboratories. No new requirements have been added.

The recognition of Canadian testing laboratories has been transferred to the REC-LAB *Procedure for the Recognition of Testing Laboratories*.

Issued under the authority
of the Minister of Innovation, Science and Economic Development

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1 Purpose

This document specifies the procedure applicable to Canadian testing laboratories for Innovation Science and Economic Development Canada (ISED) designation to test telecommunications equipment, information technology equipment and radio apparatus (including testing for electromagnetic compatibility (EMC)), as applicable under the terms of the relevant Mutual Recognition Agreements/Arrangements (MRAs), to the requirements of foreign regulatory authorities.

2 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 to conformity assessment bodies by assessing them against international voluntary standards.

Conformity assessment: a systematic examination to determine the extent to which a product, process or service fulfils 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.

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 no limited to, Free Trade Agreements (FTAs).

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 to determine the applicable test procedures and to properly test to those requirements.

3 Relevant documents

- ISED documents are available in the [Published documents](#) section of the Spectrum Management and Telecommunications website.
- Requirements for designation are available as MRA Guides at the following link: https://www.ic.gc.ca/eic/site/mra-arm.nsf/eng/h_nj00028.html

4 Canadian testing laboratory designation procedure

To be designated by ISED, the following procedure applies:

Step 1 – Lab accreditation

- a. Obtain a copy of the certificate and scope of accreditation proving that the testing laboratory has been accredited to ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (the 2005 edition shall no longer apply after June 1st, 2021) *General requirements for the competence of calibration and testing laboratories* by the Standards Council of Canada (SCC) or by an [ISED-appointed accreditation body \(AB\)](#);

Step 2 – Online Application (New, Renewal or Scope Amendment)

Complete the online [Application for Designation of a Canadian Testing Laboratory](#). The application will require:

- a. a signed covering letter, indicating:
 - i. that the applicant meets all requirements of the latest issue of this procedure;
 - ii. that the applicant will provide ISED with information and access to records, personnel and facilities to verify continuing compliance;
 - iii. the MRA country (i.e. foreign economy) and the type of designation being sought (new, renewal or amendment); and
 - iv. the standards for which designation is being sought.
- b. a copy of the certificate and scope of accreditation proving that the testing laboratory has been accredited to ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (the 2005 edition shall no longer apply after June 1st, 2021) *General requirements for the competence of calibration and testing laboratories* by the Standards Council of Canada (SCC) or by an [ISED-appointed accreditation body \(AB\)](#);
- c. evidence that the testing laboratory is legally identifiable and located in Canada;
- d. a list of foreign standards in the scope of designation (using the foreign economy's terminology);
- e. any other specifications from the economy for which designation is being sought (e.g. U.S. FCC checklist).

NOTE: For renewals and scope amendment, recognized testing laboratory shall update its recognition expiration date by submitting its renewed ISO/IEC 17025 Scope and Certificate of Accreditation along with and other requirements from the foreign economy for which designation is being sought through the online [Application for Designation of a Canadian Testing Laboratory](#).

Step 3 – ISED designation

- a. ISED will assess the application on a first-come, first-served basis;
- b. if ISED requires more information to process the application, it will contact the Canadian testing laboratory;
- c. ISED will forward a designation request to the foreign regulatory authority and notify the Canadian testing laboratory of the foreign regulatory authority's decision;
- d. Upon recognition by the foreign regulatory authority, ISED will assign a unique CAB ID and issue a recognition letter to the testing laboratory (stating the standards or specifications for which recognition has been granted);
- e. the testing laboratory will be added to ISED's list of recognized [Conformity Assessment Bodies](#).

5 Disclosure of information

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

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

6 Disclaimer

The designation of a testing laboratory by ISED does not imply or otherwise suggest approval of a product, or that the designated 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.

7 Retaining designation

Designated testing laboratories shall inform ISED, in writing, of any changes that may affect their continued compliance with this procedure and ability to carry out the activities for which they were designated. This includes changes to:

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

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

A testing laboratory shall not advertise its designation status for testing activities that are outside of the scope of its designation.

8 Suspension or withdrawal of designation

When a designated testing laboratory is the subject of an investigation for non-compliance with this procedure, or in situations where a formal review process exists, such as in MRAs (through a joint committee), a designation suspension may be issued to the testing laboratory until the formal review process is completed. The testing laboratory is required to take immediate corrective action to ISED's and the foreign economy's satisfaction. Where it is found that a designated testing laboratory does not comply with the requirements of this procedure, the designation may be withdrawn. Such action will, however, take place only after consultation between ISED, the affected testing laboratory and the foreign regulatory authority.

If a testing laboratory's recognition is suspended or withdrawn by the foreign regulatory authority, the designation will also be suspended or withdrawn and removed from the ISED's list of [Conformity Assessment Bodies](#).

A testing laboratory whose designation has been suspended or withdrawn shall cease advertising its designation.

A testing laboratory whose designation has been suspended or withdrawn may reapply for designation once the causes leading to the suspension or withdrawal have been eliminated to the satisfaction of ISED and of the foreign regulatory authority.