



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Recognition Procedure and Requirements for Certification Bodies

DRAFT

Preface

This document specifies the requirements applicable to 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.

This document will come into force upon its publication on Innovation, Science and Economic Development Canada's website.

This new recognition procedure for certification bodies combines CB-01 and CB-02. No new requirements have been added but the following clarification has been made:

- contracted testing laboratories must be recognized by ISED and accredited in accordance with **ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (the 2005 edition shall no longer apply after June 1st, 2021)** by a recognized accreditation organization or equivalent, as per the terms of the MRA; and,

With the release of this procedure, CB-01 and CB-02 are rescinded effective immediately.

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, Ontario K2H 8S2
Email: ic.certificationbureau-bureauhomologation.ic@canada.ca

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, Ontario K1A 0H5
Email: ic.consultationradiostandards-consultationnormesradio.ic@canada.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 Economic Development

Martin Proulx
Director General
Engineering, Planning and Standards Branch

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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, to certify products to Canadian 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, broadcasting equipment, including telecommunications terminal equipment (TE) with radio interface. The assessment of telecommunications TE conformity is subject to a declaration of conformity process. The use of CBs for the certification of telecommunications TE to Canadian requirements is therefore not required, and ISED will not recognize any CBs for this purpose.

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.

Broadcasting equipment: a radio apparatus in which the transmissions are intended for direct reception by the general public;

Bureau: ISED's Certification and Engineering Bureau (CEB).

Category I equipment: equipment subject to technical regulations for which certification is required, such as cordless and cellular telephones.

Certification: is 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 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 the 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.

ISED: Innovation, Science and Economic Development Canada.

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 (FTAs).

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.

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

Telecommunication apparatus register (TAR): the official list of TE maintained by ISED. Equipment included on the TAR has been registered and therefore permitted to be manufactured, imported, distributed, leased, offered for sale, sold, installed or used in Canada.

Testing laboratory: a body responsible to determine the applicable test procedures and to properly test to those requirements.

3. Related documents

ISED documents are available in the [Official publications](#) section of the Spectrum Management and Telecommunications website. Refer to the following documents as needed:

- [Category I equipment standards list](#);
- Radio Standards Procedure RSP-100 — [Certification of Radio Apparatus and Broadcasting Equipment](#);
- Radio Standards Specification RSS-Gen — [General Requirements for Compliance of Radio Apparatus](#); and
- DC-01 — [Procedure for Declaration of Conformity and Registration of Terminal Equipment](#).

4. Recognition criteria

The following subsections specify the recognition criteria for a CB.

4.1 Accreditation requirements

For the purpose of accreditation, CBs shall:

- a. have at least one permanent location in Canada or in a partner territory of an MRA or any other equivalent agreement or arrangement;
- b. be accredited in accordance with the latest edition of ISO/IEC 17065 [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. ensure that they have current technical competence, knowledge and expertise to evaluate the test data and test reports in order to reach the appropriate conclusion in the conformity assessment work with respect to the applicable technical regulations, as specified in section 4.3;
- d. submit their radio apparatus certification procedure (available to clients) to ISED directly (Canadian CBs) or through their Designating Authority (foreign CBs);
- e. submit their internal product audit procedures to ISED to demonstrate how the certified equipment will meet the minimum audit requirements directly (Canadian CBs) or through their Designating Authority (foreign CBs);
- f. submit to ISED directly (Canadian CBs) or through their Designating Authority (foreign CBs), the assessment report, signed by the Accreditation Body assessors. A list of the names of personnel interviewed during the assessment shall also be provided;
- g. submit a list from the Accreditation Body, 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, as per section 4.2. The list shall be submitted to ISED either directly (Canadian CBs) or through the CB's Designating Authority (foreign CBs) and it shall include the latest issue number and date of publication of the RSSs and/or BETS; and
- h. submit to ISED, either directly (Canadian CBs) or through the CB's Designating Authority (foreign CBs), a sample of the certificate that the CB would issue to its clients.

4.2 Scope of accreditation

CBs shall attain accreditation to certify equipment to at least one of the following scopes:

- a. Radio Scope 1 – Licence-Exempt Radio Frequency Devices;
- b. Radio Scope 2 – Licensed Personal Mobile Radio Services;
- c. Radio Scope 3 – Licensed General Mobile and Fixed Radio Services;
- d. Radio Scope 4 – Licensed Maritime and Aviation Radio Services;

- e. Radio Scope 5 – Licensed Fixed Microwave Radio Services; and
- f. 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](#) webpage.

Note: Equipment cannot be certified solely on the radio apparatus general standard ([RSS-Gen](#)), or on the radio frequency exposure standard RSS-102 [Radio Frequency \(RF\) Exposure Compliance of Radiocommunication Apparatus \(All Frequency Bands\)](#). These standards are requirements that are only used in conjunction with the RSS or RSSs applicable to a specific radiocommunication technology.

4.3 Technical competence requirements

For the purpose of maintaining current technical competence, knowledge and expertise, CBs shall:

- a. Testing laboratory accreditation:
 - i. have their in-house testing laboratory accredited, in accordance with **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 testing and calibration laboratories](#) by the Standards Council of Canada or a recognized accreditation organization or equivalent, as per the terms of the MRA;
 - or,
 - ii. enter into contractual arrangements with testing laboratories located in an MRA economy such that the CB's personnel can have access to testing laboratories personnel and facilities that are capable of performing the required testing and can supervise the testing. These contracted testing laboratories must be recognized by ISED and accredited in accordance with **ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (the 2005 edition shall no longer apply after June 1st, 2021)** by 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.
- b. provide the signed [Testing Laboratory Technical Assessment Checklist](#).

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 BETSs in the entire CB scope selected in section 4.2.

A list of applicable standards can be found in the [Category I equipment standards list](#).

5. Accredited certification body recognition procedure

To obtain recognition from ISED, the following procedure applies:

Step 1 – CB accreditation

- a. Obtain a copy of the accreditation certificates to ISO/IEC 17025 and ISO/IEC 17065 and a description of the related scope of accreditation, as well as a cross-reference checklist (see Annex A) completed by the applicant with evidence that the CB meets the recognition criteria of this procedure.

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

- a. In Canada, once the CB ensures that it meets ISED's requirements for recognition, the online [Application for Recognition of a Canadian Certification Body](#) is submitted to ISED. As part of the online application, a signed and dated covering letter must be uploaded indicating that the applicant:
 - i. meets all the requirements of the latest issue of this procedure;
 - ii. provides information and access to records, personnel and facilities to verify continued compliance; and,
 - iii. informs ISED of any changes to accreditation status and/or scope.
- b. For a foreign CB, the DA reviews the accreditation information and determines whether the CB meets the requirements for designation/renewal. Once the DA determines that the requirements have been met, a request for recognition through the online [Application for Recognition of a Foreign Certification Body](#) is submitted to ISED with a signed and dated covering letter.

NOTES: In the case of a renewal or a scope amendment, CBs should apply online and submit their latest Certificates and scopes of accreditation to ISO/IEC 17065; 2012 and ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (the 2005 edition shall no longer apply after June 1st, 2021) along with the cross reference checklist.

Step 3 – ISED recognition

- a. ISED will assess the application;
- b. if ISED requires more information to make a decision, it will contact the Canadian CB or the foreign DA (MRA countries);
- c. ISED will notify the Canadian CB of its decision or the DA, in the case of a foreign CB; and,
- d. the CB will be added to the list of recognized [Conformity Assessment Bodies](#) webpage.

6. Administrative and operational requirements

The following subsections specify the administrative and operational requirements.

6.1 CB requirements

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

- a. limit their certification activities to their scope(s) of accreditation for which recognition was issued.. The CB's scope(s) shall be updated to include the latest edition of any newly published updated edition of RSS and/or BETS that are in the CB scope(s), within two years of the date of publication of the new edition of the standard, unless a newly published or revised RSS and/or BETS provides specific instructions.
- b. publish, maintain and make available to clients their radio apparatus certification procedure;
- c. ensure that the persons involved in certification (or the certification decision) are not the same persons involved in testing and evaluation;
- d. retain, for ten (10) years, all documentation furnished in support of an application for certification and make such documentation available to ISED upon request;
- e. conduct product audits, as outlined in section 6.3;
- f. accommodate changes or additions to their processes and procedures, as may be required by ISED;
- g. stay abreast of ISED's regulations, procedures, requirements, standards, specifications and amendments thereto and, in order to do so, shall:
 - forward all issues and inquiries to the [Bureau](#);
 - keep CB contact information up to date by forwarding any changes to the [Bureau](#) within thirty (30) calendar days; and
 - participate, as required, in discussion groups or teleconferences that are established, under the supervision of ISED, to address certification issues.
- h. maintain a list of all products that have been certified to Canadian requirements and make the list available to ISED upon request;
- i. accept test reports only from testing laboratories that are recognized by ISED and listed on the [Conformity Assessment Bodies](#) webpage. Test reports should only be accepted if the recognized testing laboratory is recognized for the specific scope. Ensure that testing laboratories testing equipment subject to radio frequency (RF) exposure are accredited to the proper section of RSS-102;
- j. submit an electronic copy of the technical brief to the Bureau, as per [RSP-100](#), for every certification performed. For equipment subject to RF exposure requirements, as per [RSS-102](#), a copy of the RF exposure test report shall be included in the submission;
- k. ensure that a certification number is assigned to each equipment model, as per [RSP-100](#);

- l. inform certificate holders of ISED's requirements for labelling certified equipment with the assigned certification number, as specified in [RSP-100](#);
- m. address complaints forwarded by ISED regarding their operation and non-compliance notices on products they have certified; and
- n. implement the required corrective action and report to ISED, as prescribed, within thirty (30) calendar days of the notification.

6.2 CB restrictions

For the purpose of administrative and operational requirements, CBs shall not:

- a. assign a new Company Number (CN), as specified in [RSP-100](#);
- b. interpret ISED's regulations;
- c. grant a waiver of ISED's regulations or certify equipment for which the application of the rules or requirements is unclear;
- d. certify equipment to radio standards that are outside their scope of accreditation;
- e. certify equipment for which there are no requirements promulgated by ISED; or
- f. advertise their recognition status for certification activities that are outside their scope of recognition.

ISED is the final arbiter of disputes relating to equipment compliance with Canadian requirements between CBs and certificate holders, testing laboratories and suppliers of radio apparatus. Dispute information shall be sent to ISED.

6.3 Product audit requirements

The following subsections specify the requirements for requested product audits.

6.3.1 Acceptable audit activities

CBs shall conduct appropriate product audit activities in accordance with the latest edition of [ISO/IEC 17065](#).

6.3.2 Samples to be audited

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

- a. a minimum of five percent (5%) of the total number of products certified by the CB in the previous calendar year; and

- b. a minimum of one percent (1%) of the total number of products certified by the CB in the previous calendar year that are subject to specific absorption rate (SAR) requirements outlined in RSS-102. This one percent (1%) SAR audit can be part of the five percent (5%) audit in (a) if the audited equipment requires testing for both radio and SAR parameters.
- c. For newly recognized certification bodies, sampling percentages in section 6.3.2 (a) and (b) shall be based on the current calendar year.

6.3.3 Number of products to be audited

When calculating the number of products to be audited, the following shall apply:

- a. different models of equipment covered under a unique ISED certification number are counted as a single product;
- b. 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](#); and
- c. the 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.

6.3.4 Responsibility to notify

As part of the CB's product audit responsibility, CBs shall notify the Bureau, by submitting documents (in Microsoft Word or Adobe PDF format) by email to ic.certificationbureau-bureauhomologation.ic@canada.ca, once an audit has been completed during the current calendar year, or no later than January 31 of the following year.

6.3.5 Selection of samples for audit

CBs should consider the following when selecting samples for audit:

- a. the manufacturer'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; and
- f. potential harm/impact to networks or individuals due to non-compliance.

6.3.6 Availability of product samples

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

6.3.7 Quality control

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 production inspection and testing.

- a. 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 the Bureau. The information submitted to the Bureau shall include a copy of the certificate that was issued for the subject equipment;
- b. In the notification to the certificate holder, the CB shall instruct the certificate holder to provide it with relevant information, including, but not limited to, the following:
 - i. test samples and/or test reports,
 - ii. quality control data, and/or
 - iii. a corrective action plan.

The notification will indicate that the requested information shall be provided within thirty (30) calendar days of the date of the notification. An acknowledgement of receipt of the notification by the certificate holder shall be provided to the CB within twenty-one (21) calendar days of the date of the notification.

However, if a product fails to comply with SAR requirements, the requested information shall be submitted to the CB within fifteen (15) calendar days from the date of the notification. An acknowledgement of receipt of the notification by the certificate holder shall be provided to the Bureau within seven (7) calendar days of the date of the notification.

If the non-compliance case is not resolved, the CB will provide the Bureau with all information obtained during its investigation. Decertification will be considered after full consultation between the Bureau, the CB and the certificate holder. ISED anticipates that the certificate holder will normally take prompt, satisfactory corrective action.

6.3.8 SAR testing laboratories

If a CB does not have a SAR testing facility and therefore subcontracts testing to a third-party laboratory, the CB shall coordinate the audit results of the subcontracted SAR testing laboratory and submit the audit results to ISED, as part of the CB's audit report.

6.3.9 Request for test reports

The Bureau may also request test reports of audit activities from the CB. The CB shall submit such reports to the Bureau within thirty (30) calendar days of the request.

6.3.10 Testing targeted products

In addition to the minimum auditing requirements of section 6.3.2, CBs shall conduct testing on targeted products upon request by ISED. CBs shall submit their findings to the Bureau within thirty (30) calendar days of the request, via the [Bureau](#)'s website.

6.4 Certificate requirements

The following subsections specify the certificate requirements.

6.4.1 General

When a CB performs a certification, the CB shall issue a certificate which bears the name and logo of the CB. ISED's logo, the Canadian flag, a "Canada" word, or statements such as "Issued, Tested or Certified under the Authority of Innovation, Science and Economic Development or under the Authority of the Minister of Innovation, Science and Economic Development" shall not be used.

6.4.2 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, e-mail, fax and telephone numbers);
- e. company number of the testing laboratory that performed the testing, if available. This number will have been assigned by ISED;
- 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 TRC-43, [Designation of Emissions, Class of Station and Nature of Service](#));
- i. the following conditional notice:

Certification of equipment means only that the equipment has met the requirements of the above-noted specification. Licence applications, where applicable to use certified equipment, are acted on accordingly by the ISED issuing office and will depend on the existing radio environment, service and location of operation. This certificate is issued on condition that the holder complies and will continue to comply with the requirements and procedures issued by ISED. The equipment for which this certificate is issued shall not be manufactured, imported, distributed, leased, offered for sale or sold unless the equipment complies with the applicable technical specifications and procedures issued by ISED.

La certification du matériel signifie seulement que le matériel a satisfait aux exigences de la norme indiquée ci-dessus. Les demandes de licences nécessaires pour l'utilisation du matériel certifié sont traitées en conséquence par le bureau de délivrance d'ISDE et dépendent des conditions radio ambiantes, du service et de l'emplacement d'exploitation. Le présent certificat est délivré à la condition que le titulaire satisfasse et continue de satisfaire aux exigences et aux procédures d'ISDE. Le matériel à l'égard duquel le présent certificat est délivré ne doit pas être fabriqué, importé, distribué, loué, mis en vente ou vendu à moins d'être conforme aux procédures et aux spécifications techniques applicables publiées par ISDE.

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

I hereby attest that the subject equipment was tested and found 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.

6.5 Notification of certification

The Bureau shall be notified of all certifications performed by CBs. To ensure the timeliness of the information, the requested information shall be sent to the Bureau by electronic filing at the same time as the certificate is issued. 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](#).

6.6 Certification of terminal equipment

Terminal equipment which 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 terminal equipment 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 [recognized testing laboratory](#). For information regarding registration of TE, refer to DC-01 — [Procedure for Declaration of Conformity and Registration of Terminal Equipment](#).

6.7 Notification of changes

CBs shall notify the Bureau of any changes to the technical parameters referred to in section 6.4.2, as per the appropriate section in [RSP-100](#), for the type of certification which resulted from an equipment modification.

6.8 Acknowledgement of CB certification procedure

The CB certification procedure shall require an acknowledgement from the certificate holder allowing the technical parameters referred to in section 6.4.2, as per the appropriate section in [RSP-100](#) for the type of certification, to be posted in the [Radio equipment list \(REL\)](#) on the Bureau's website.

6.9 Recording of details of certifications

The Bureau will record the details of all certifications in ISED's [Radio equipment list \(REL\)](#) based on the notification received from CBs through electronic filing. **Certified equipment shall not be distributed, leased, sold or offered for sale in Canada before the details of the certification have been added to the *Radio Equipment List and Telecommunication Apparatus Register* (where applicable).**

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

7. Disclosure of information

CBs shall indicate any 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.

8. 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.

9. Retaining recognition

Recognized CBs or DAs (in the case of a foreign CB) 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 recognized. This includes changes to:

- a. business address and contact information;
- b. accreditation scope (amendment) and status; or
- c. Recognized accreditation body's assessments of the CB.

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

A CB shall not advertise its recognition status for certification activities that are outside the scope of its recognition by ISED.

A foreign CB will normally be recognized for either two years from the date of recognition or the date of accreditation expiration whichever is earlier.

10. Suspension or withdrawal of recognition

CBs will be notified when they are subject to an investigation for non-compliance with this procedure. Where it is found that a CB does not comply with the requirements of this procedure, the CB must take immediate corrective action to ISED's satisfaction. Should non-compliance continue, the CB's recognition may be withdrawn. Such action will take place after consultation between ISED, the affected CB and DA (in the case of a foreign CB).

CBs whose recognition has been withdrawn will be removed from the list of recognized CBs by ISED.

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, the recognition will also be suspended or withdrawn by ISED.

Annex A — Application for recognition checklist

ACCREDITATION REQUIREMENTS FOR CERTIFICATION BODIES	EVIDENCE
1. Have at least one permanent location in Canada or in a partner territory of a Mutual Recognition Agreement/Arrangement (MRA) or any other equivalent agreement or arrangement. (section 4.1 (a))	
2. Have accreditation, in accordance with the latest edition of ISO/IEC 17065 — Conformity assessment — Requirements for bodies certifying products, processes and services (for at least one of the scopes defined in section 4.2) by the Standards Council of Canada (SCC) or a recognized Accreditation Body or equivalent, as per the terms of the applicable MRA or any other equivalent agreement or arrangement. (section 4.1 (b) and section 4.2)	
3. Have accreditation, in accordance with 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 testing and calibration laboratories (for all RSSs and/or BETS for at least one of the scopes defined in section 4.2) by the SCC or a recognized accreditation organization or equivalent, OR have contractual arrangement with a recognized testing laboratory accredited in accordance with ISO/IEC 17025 for the required RSSs and/or BETSs. (section 4.2 and section 4.3 (a))	
4. Submit signed Testing Laboratory Technical Assessment Checklist .	
5. Submit signed assessment report from the Accreditation Body; and include a list of names of personnel interviewed during the assessment. (section 4.1 (f))	
6. Provide the list (from the Accreditation Body) of all RSS and/or BETS against which the CB was assessed (section 4.1 (g))	
7. Limit CB certification activities to the scope of accreditation for which recognition was issued; CB’s scope shall be updated to include any newly published or revised RSS and/or BETS within a year from publication or within the transition period specified in the updated standard, whichever expires first. (section 6.1 (a))	
CERTIFICATION PROCEDURES	
8. Shall be submitted to ISED through the Designating Authority, published, maintained and made available to clients. (section 4.1 (d) and section 6.1 (b))	
ADMINISTRATIVE REQUIREMENTS:	
9. Retain all information provided in support of applications for certification for ten (10) years from the date the certificate is issued and make such documentation available upon request. (section 6.1 (d))	
10. Maintain a list of all products CB certified to Canadian requirements and make the list available upon request. (section 6.1 (h))	
11. File the technical brief electronically to the Bureau, as per RSP-100, Certification of Radio Apparatus and Broadcasting Equipment , for every certification performed. (section 6.1 (j))	

12. Notify the Bureau of any changes to the technical parameters, as per RSP-100 . (section 6.6)	
OPERATIONAL REQUIREMENTS	
13. Ensure that the persons involved in certification (or involved in the certification decision) are different from those involved in testing and evaluation. (section 6.1 (c))	
14. Provide a copy of the arrangement, if applicable, with the testing laboratory that has test sites registered with the Bureau. (section 4.3 (b))	
15. Accept test reports only from recognized testing laboratories . (section 6.1 (i))	
CERTIFICATE REQUIREMENTS	
16. Include all requirements. (section 6.3.11 and 6.3.12)	
17. Submit a sample of the certificate that the CB would issue to its clients. (section 4.1 (h))	
18. Inform certificate holders of labelling requirements for certified equipment as per RSP-100 . (section 6.1 (l))	
PRODUCT AUDIT REQUIREMENTS	
19. Submit internal product auditing procedures to ISED to demonstrate how the certified equipment will meet the minimum audit requirements. (section 4.1 (e))	
20. Conduct appropriate product audit activities, in accordance with the latest edition of ISO/IEC 17065 . (section 6.3.1)	
21. Perform audits on a minimum of 5% of the total number of products certified in a given year <u>and</u> a minimum of 1% of products, subject to SAR requirements, certified in a given year. (section 6.3.2)	
22. Notify the Bureau, by electronic filing via the Bureau's website, once an audit has been completed during the current calendar year or, at the latest, by January 31 of the following year. (section 6.3.4)	
23. Consider samples for audit of (a) manufacturer's history of compliance; (b) whether samples come from a new applicant or are (c) based upon a new technology; (d) mass deployment of technology; (e) price of sample; and (f) potential harm/impact to network or users due to non-compliance. (section 6.3.5)	
24. Include in the audit report audit results from the third party laboratory (if sub-contracting SAR testing). (section 6.3.8)	
25. Provide audit test reports within 30 days upon request by ISED. (section 6.3.9)	
26. Conduct audits of targeted products and submit findings within 30 days upon request by ISED. (section 6.3.10)	

NON-COMPLIANCE REQUIREMENTS	
27. 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 6.3.7)	
28. Notify both the certificate holder and the Bureau immediately when a product fails to comply, and include a copy of the certificate issued. (section 6.3.7 (a))	
29. Provide a follow-up report within 30 days. If a product fails to comply with specific absorption rate (SAR) requirements, prepare a follow-up report within 15 days. (section 6.3.7 (b))	
CORRECTIVE MEASURES OF CB OPERATION/NON-COMPLIANCE NOTICES	
30. Address complaints forwarded to CB by ISED regarding their operation and non-compliance notices on CB's certified products. (section 6.1 (m))	
31. Implement the required corrective actions and report to ISED within thirty (30) calendar days of the notification. (section 6.1 (n))	
NOTIFICATION OF CERTIFICATION REQUIREMENTS	
32. Notify the Bureau of all certifications and these notifications shall include all required documents, as per RSP-100 . (section 6.4)	
33. Perform both notification of certification and registration together for terminal equipment which is also radio apparatus. (section 6.5)	
34. Verify that the testing of the terminal part was performed by a testing laboratory recognized by ISED. (section 6.5)	
35. The certification procedure shall include an acknowledgement from the certificate holder allowing all technical information referred to in REC-CB, section 6.7, to be posted in the radio equipment list (REL). (section 6.7)	