



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Procedure for the Recognition of Testing Laboratories to Canadian requirements

DRAFT

Preface

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

Changes:

This procedure has been streamlined to simplify the process for those testing laboratories seeking recognition to Canadian requirements, whether Canadian or foreign. No new requirements in the recognition procedure have been added, however, a few clarifications have been made:

- 1) RSS-102 (Localized Power Density above 6 GHz) has been added as a new scope for recognition;
- 2) distinction between measurements and computational for RSS-102 has been included and are now separate scopes for recognition;
- 3) BETS (exception BETS-3 and BETS-7) has been clarified under the scope of recognition; and,
- 4) testing laboratories must indicate which information and documents provided in support of an application for recognition are confidential (if any), given the provisions of the [Access to Information Act](#) apply.

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

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1. Purpose

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

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.

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

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.

Declaration of Conformity (DoC): is the conformity assessment scheme used for telecommunications apparatus defined in the *Telecommunications Act*.

Designating authority (DA): a body with authority to designate, monitor, suspend designation, or withdraw designation of conformity assessment bodies under its jurisdiction.

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

Mutual Recognition Agreement/Arrangement (MRA): an agreement between countries to mutually recognize the other's regulatory testing and/or certification, including any other equivalent agreement such as, but not limited to, Free Trade Agreements (FTAs).

Recognition: the process by which ISED accepts a designated testing laboratory as competent to test to Canadian requirements.

Recognized accreditation organizations: accreditation organizations that have been appointed by ISED or 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. 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](#)

CS-03—[Compliance Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aids Compatibility](#) (Technical Specifications List – Parts I to VIII, prescribe network protection and other mandatory technical requirements for terminal equipment.)

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

REC-AB—[Procedure for the Recognition of Accreditation Bodies for non-MRA countries](#)

REC-CB—[Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies \(CB\) for the Certification of Radio Apparatus](#)

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

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

4. Criteria for recognition

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

- a. be accredited to ISO/IEC 17025:2017 or ISO/IEC 17025:2005 (valid until June 1st, 2021) [General requirements for the competence of calibration and testing laboratories](#) by an accreditation body (AB) located in a Mutual Recognition Agreement/Arrangement (MRA) country, or by [ABs appointed by Canada for MRAs](#), or by a recognized AB for non-MRA countries listed on the [List of Recognized Accreditation Bodies for Non-MRA Countries](#) webpage;
- b. be a Canadian testing laboratory or be designated by an MRA partner for testing laboratories located in MRA countries or be designated by a recognized accreditation body for non-MRA countries; and
- c. include in their application a list of Canadian standards, specifications, or parts thereof, for which recognition is sought (this list shall be included in the scope of accreditation of the testing laboratory).

5. Accredited testing laboratory recognition procedure

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

Step 1 – Laboratory accreditation

- a. Seek accreditation:
 - i. *Canada*: seek accreditation from an accreditation body such as the Standard Council of Canada (SCC) or as per the list of appointed accreditation bodies for [Phase I](#).
 - ii. MRA country: Seek accreditation from one of the accreditation bodies recognized by your designating authority (DA).
 - iii. Non-MRA country: Seek accreditation from one of the recognized ABs that lists your country on the [List of Recognized Accreditation Bodies for Non-MRA Countries](#) webpage.
- b. 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 of ISO/IEC 17025 shall no longer be used after June 1st, 2021) [General requirements for the competence of calibration and testing laboratories](#); and
- c. Have accreditation body's assessor complete and sign ISED's [Testing Laboratory Technical Assessment Checklist](#).

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

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

The respective applicant should include a signed and dated covering letter with a statement that the test laboratory complies with all provisions of this procedure.

NOTE:

- a. For renewal purposes, the latest Testing Laboratory Technical Assessment Checklist must be submitted.
- b. The DA or the AB may alternatively submit a statement to the effect that the test laboratory is in continued compliance with the previously submitted checklist in cases where the answers to the Testing Laboratory Technical Assessment checklist remain the same.
- c. It is important that the information submitted by the applicant matches the ISO/IEC 17025 Certificate and Scope of Accreditation and that the accreditation is valid at the time of application.

Step 3 – ISED recognition

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

6. Canadian scope of accreditation

Testing laboratories can be recognized to test to the following scope of accreditation:

- Radio Standard Specification (RSS), [RSS-Gen](#) and any RSS, where [RSS-247](#) can be recognized with or without Dynamic frequency selection (DFS);
- RSS-102 [nerve stimulation (NS)], RSS-102 [specific absorption rate (SAR)], RSS-102 [localized power density (LPD)], and/or RSS-102 [radiofrequency (RF) exposure evaluation];
 - An RSS-102 partial scope *computational* or *measurement* is being introduced to better differentiate testing laboratories performing NS, SAR, LPD and/or RF exposure evaluation;
 - Testing laboratories requiring to be recognized with the computational or measurement partial scope shall submit a request using the updated [checklist](#);
- CS-03 Parts (any of I-VIII)
- BETS (except BETS-3 and BETS-7).

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

7. Testing laboratory technical assessment checklist

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

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

8. Test reports

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

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

9. Disclosure of information

Testing laboratories 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 recognition applications to any third party until the assessment process has been completed.

10. Disclaimer

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

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

11. Retaining recognition

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

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

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

The changes for all testing laboratories include:

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

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

The testing laboratory will be recognized for the duration of its accreditation or two years from ISED's recognition date. Renewal can be sought through the online [Application for the Recognition of a Testing Laboratory](#).

Testing laboratories shall not advertise any testing activities that are outside of the scope of their recognition.

12. Suspension or withdrawal of recognition

When a recognized testing laboratory is the subject to an investigation for non-compliance with this procedure, a recognition suspension may be issued. The testing laboratory is required to take immediate corrective action to ISED's satisfaction. Where it is found after review that a recognized testing laboratory does not comply with the requirements of this procedure, the recognition may be withdrawn. Such action, however, will only take place after a consultation between ISED and the Canadian laboratory or the DA, as applicable. For testing laboratories recognized in non-MRA countries, the suspension or withdrawal of recognition can be immediate.

If a testing laboratory's designation is suspended or withdrawn, the recognition will also be suspended or withdrawn and removed from the list of ISED-recognized testing laboratories.

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

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