



Industry  
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Spectrum Management and Telecommunications Policy

Procedures for Conformity Assessment Bodies

## **Procedure for the Recognition of Foreign Certification Bodies by Industry Canada**

**Canada**

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(Published in 2001)

## **FOREWORD**

This document specifies the procedure used by Industry Canada to recognize a foreign Certification Body to certify radio apparatus to Canadian regulatory requirements.

This document will be reviewed and amended from time to time to reflect necessary changes in procedural requirements. The Department encourages comments and suggestions that will enhance the effectiveness of the document. They may be forwarded to:

Director, Telecommunication Engineering and Certification  
Spectrum Engineering Branch  
Industry Canada  
300 Slater Street  
Ottawa, Ontario, Canada  
K1A 0C8

Issued under the authority of the Minister of Industry

R.W. McCaughern  
Director General, Spectrum Engineering

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## 1 Purpose

- 1.1 This document specifies the procedure used by the Department to recognize a foreign entity, designated by the Designating Authority of an MRA partner, as a Foreign Certification Body (FCB) to certify radio apparatus to Canadian regulatory requirements. A list of the recognized FCBs is published and maintained by the Department.
- 1.2 This document applies to FCBs interested in certifying radio apparatus only. Telecommunications terminal equipment is subject to a declaration of conformity process. The use of FCBs for the certification of telecommunications terminal equipment to Canadian requirements is therefore voluntary, and the Department will not recognize any FCBs for that purpose.

## 2 Definitions

- 2.1 **Department** means Industry Canada.
- 2.2 **Directorate** means the Department's Directorate of Telecommunications Engineering and Certification.
- 2.3 **Bureau** means the Department's Certification and Engineering Bureau.
- 2.4 **Certification Body** is a body that conducts certification.
- 2.5 **Conformity Assessment Body** is a body engaged in the performance of procedures for determining whether the relevant requirements in technical regulations or standards are fulfilled.
- 2.6 **Designation** is the nomination by a Designating Authority of a Conformity Assessment Body as competent to perform conformity assessment activities under the terms of an agreement or arrangement.
- 2.7 **Designating Authority** is a body with the authority to designate, monitor, suspend designation, or withdraw designation of certification bodies under its jurisdiction.
- 2.8 **Regulatory Authority** is a government agency or other entity with the power to regulate the use or sale of products within its jurisdiction.

## 3 General Information

- 3.1 Additional information on this procedure can be obtained from:

Deputy Director, Directorate of Telecommunications Engineering and Certification

Industry Canada  
300 Slater Street, 13<sup>th</sup> Floor  
Ottawa, Ontario, Canada  
K1A 0C8

Telephone No.: (613) 990-4526  
Facsimile No.: (613) 957-8845  
E-mail: [telecom.reg@ic.gc.ca](mailto:telecom.reg@ic.gc.ca)

- 3.2 The Department may offer training sessions as deemed appropriate.
- 3.3 The Department's documents and other information are also available at the following Internet site: <http://strategis.ic.gc.ca/spectrum>.

#### **4 Requirements**

- 4.1 The Designating Authority shall ensure that FCBs meet the requirements contained in CB-02 "Recognition Criteria, and Administrative and Operational Requirements applicable to Certification Bodies for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications".

#### **5 Procedure**

- 5.1 The Designating Authority shall submit to the Directorate, the following documents:
- (a) a signed application (see Appendix I);
  - (b) a covering letter;
  - (c) a copy of the scope of accreditation; and
  - (d) a copy of the accreditation certificates.
- 5.2 The Designating Authority shall list in the application form (Appendix I) the standards or specifications for which recognition is sought. These standards or specifications shall be included in the scope of accreditation.
- 5.3 The Department will assess the information provided by the Designating Authority. In some cases, additional information may be requested before a recognition decision can be made.
- 5.4 Upon recognition, the Department will issue a confirmation letter to the foreign Designating Authority. The confirmation letter will state the standards or specifications for which recognition has been granted. The recognized FCB will be added to the list of recognized CBs available on the Internet at this address: <http://strategis.ic.gc.ca/spectrum>.

5.5 If a testing laboratory is recognized under the transitional phase (Phase I) of an MRA, such recognition will not result in the automatic recognition of the same organization as a FCB when the operational phase (Phase II) of that MRA comes into effect.

**6 Disclosure of Information**

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

**7 Disclaimer**

7.1 The department does not accept any responsibility for the effects or consequences of services provided by the recognized FCB on users of such services.

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

**8 Retaining Recognition**

8.1 Designating Authorities shall notify the Department immediately of any changes that may affect the continued ability of a recognized FCB to carry out the activities for which it was recognized. This includes notifying the Department of any changes in their accreditation, scope of designation and compliance with CB-02.

8.2 The FCB will normally be recognized for the duration of its designation.

8.3 An FCB shall not advertise its recognition status for certification activities that are outside of the scope of its recognition.

**9 Suspension or Withdrawal of Recognition**

9.1 When a recognized FCB is the subject of an investigation for non-compliance with this procedure and CB-02, a recognition suspension may be issued upon consultation with its Designating Authority. The Designating Authority shall require the FCB to take immediate corrective action to the Department's satisfaction. Where it is found that a recognized FCB does not comply with the requirements of Section 4.0 of this procedure, the recognition may be withdrawn. Such action will take place only after full consultation between the Department and the Designating Authority.

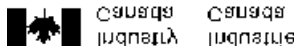
9.2 An FCB whose recognition has been withdrawn will be removed from the list of

recognized CBs referred to in Section 5.4.

- 9.3 If a FCB's designation is suspended or withdrawn by the Designating Authority, the recognition will also be suspended or withdrawn by the Department.
- 9.4 An FCB whose recognition has been suspended or withdrawn shall stop advertising its recognition.



Appendix I



Application for Recognition of a Foreign Certification Body  
by Industry Canada

Name of MRA:
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**Designating Authority Identification**

Name of the Designating Authority: Address:
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Contact Name:	Telephone No.:
Address (If different from above):	E-mail Address:
Facsimile No.	

**Certification Body Identification**

Name of Certification Body (CB):	CB Identifier:
Address:	
Web Site:	

Contact Name:	Telephone No.:
Address (If different from above):	E-mail Address:
Facsimile No.	

Open Area Test Site's Address and Industry Canada Assigned Number (If Applicable):
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**Accreditation Information**

Name of Accreditation Organization:
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Address:
Web site:

ISO/IEC 17025 Accreditation or equivalent, specify: _____	ISO/IEC Guide 65 Accreditation or equivalent, specify: _____
Date of Issue of Accreditation:	Date of Issue of Accreditation:
Date of Expiry of Accreditation:	Date of Expiry of Accreditation:

Signature of Designating Authority:	Date:
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Please forward this request to the following address:

Industry Canada  
Deputy Director,  
Telecommunications Engineering and Certification  
300 Slater Street, 13<sup>th</sup> Floor, Ottawa, Ontario, Canada  
K1A 0C8  
Facsimile No.: (613) 957-8845  
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