



Industry
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CB-01
Issue 4
October 2011

Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Requirements for Certification Bodies

Note: This document applies to both Canadian and foreign certification bodies.

Foreword

CB-01 specifies the procedure for the recognition of Canadian and foreign certification bodies to certify radio apparatus according to Industry Canada's regulations.

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

Director General
Engineering, Planning and Standards Branch
Industry Canada
300 Slater Street
Ottawa, Ontario
Canada
K1A 0C8

Issued under the authority
of the Minister of Industry

Marc Dupuis
Director General
Engineering, Planning and Standards Branch

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1. Purpose

- 1.1 This document specifies the procedure followed by Industry Canada for the recognition of legally identifiable organizations to certify radio apparatus as per paragraph 21(1)(c) of the *Radiocommunication Regulations*. The procedure is applicable to both (i) Canadian certification bodies; and (ii) foreign certification bodies (FCB) designated by Designating Authorities (DA) of Mutual Recognition Agreement or Arrangement (MRA) partners. A list of recognized CBs is published and maintained by the Department.
- 1.2 Unless otherwise stated, the requirements and procedures outlined in this document shall apply equally to both Canadian CBs and FCBs. In the case of an FCB, the corresponding DA is responsible for submitting the application for recognition on behalf of the FCB (see Section 6). The DA shall also ensure that the FCB meets the requirements of this document on an ongoing basis (see sections 5 and 9).
- 1.3 CB-01 applies to CBs interested in certifying radio apparatus only. Telecommunications terminal equipment conformity assessment is subject to a declaration of conformity process. The use of CBs for the certification of telecommunications terminal equipment to Canadian requirements is therefore not required, and the Department will not recognize any CBs for that purpose.

2. Definitions

Department refers to Industry Canada (IC).

Certification Body (CB) is a recognized independent organization which conducts certification of radiocommunication equipment for the purpose of sale in the Canadian market.

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.

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.

Designating Authority (DA) is a body with the authority to designate, monitor, suspend designation, or withdraw designation of certification bodies under its jurisdiction.

3. Related Documents

The following documents pertain to certifications bodies and can be found on Industry Canada's website: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06138.html.

CB-02, *Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies (CB) for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*: this document contains the requirements and conditions which will be evaluated by the Department before recognizing a CB;

CB-03, *Requirements for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*: this document specifies the applicable requirements which shall be reflected in the radio apparatus certification procedure of recognized CBs;

DES-LAB(E), *Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada*;

REC-LAB(E), *Procedure for the Recognition of Designated Foreign Testing Laboratories by Industry Canada*;

TRC-43, *Designation of Emissions (Including Necessary Bandwidth and Classification), Class of Station and Nature of Service*;¹

RSP-100, *Radio Equipment Certification Procedure*; and

Category I Equipment Standards List.²

4. General Information

For additional information regarding these requirements, contact:

Director
[Directorate of Technical Regulation and Conformance](#) (DTRC)
Industry Canada
300 Slater Street
Ottawa, Ontario
Canada
K1A 0C8

Telephone: 613-990-4526
Facsimile: 613-957-8845
E-mail: telecom.reg@ic.gc.ca

The Department may offer training sessions as deemed appropriate.

5. Requirements

5.1 In order to be recognized, certification bodies shall:

- (a) meet the criteria described in CB-02, *Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies (CB) for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*; and

¹ http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06071.html

² http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01342.html

(b) apply for recognition as described in this document.

6. Procedure

- 6.1 To obtain the Department's recognition, the applicant or DA (in the case of an FCB), shall submit the following to the Directorate of Technical Regulation and Conformance (DTRC):
- (a) a signed application (see Annex A for a Canadian CB or Annex B for an FCB);
 - (b) a covering letter;
 - (c) a copy of the accreditation certificates and a description of the related scope of accreditation; and
 - (d) a cross-reference checklist (see CB-02, Annex A) completed by the applicant with evidence that the CB meets the recognition criteria of CB-02, Section 5.
- 6.2 The covering letter shall list the scope for which recognition is sought. The applicable standards or specifications shall be included in the description of the scope of accreditation.
- 6.3 Industry Canada will evaluate the application documents. In the event of insufficient information or other problems with the application, the applicant or DA (in the case of an FCB), may be asked to supply supplementary information.
- 6.4 Upon recognition, the Department will issue a confirmation letter to the CB or DA (in the case of an FCB). The confirmation letter will state the standards or specifications for which recognition has been granted. The recognized CB will be added to the list available on Industry Canada's Certification and Engineering Bureau website. A unique identification number will be assigned to each CB.
- 6.5 Testing laboratories recognized under Phase I of an MRA which are interested in being recognized by Industry Canada as FCBs must meet the requirements of this procedure.

7. Disclosure of Information

- 7.1 CBs shall indicate which information and documents furnished in support of an application for recognition are confidential. The provisions of the *Access to Information Act* apply.
- 7.2 The Department will not disclose the status of applications for recognition to any third party until the recognition process is completed.

8. Disclaimer

- 8.1 Industry Canada does not accept any responsibility for the effects or consequences of services provided by the recognized CB.

- 8.2 The recognition of a CB by Industry Canada does not imply or otherwise suggest approval of a product or that the recognized CB is an agent or representative of the Department.

9. Retaining Recognition

- 9.1 Recognized CBs shall continue to meet the requirements of this document, and those of CB-02. Recognized CBs shall maintain their accreditation status. The Department requires them to provide evidence of their accreditation status and scope upon request.
- 9.2 Recognized CBs or DAs (in the case of FCBs), shall inform the Department, in writing, of any changes that may affect their continued compliance with this document and ability to carry out the activities for which they were recognized. This includes changes in:
- business address and contact information;
 - accreditation scope and status; and/or
 - subsequent reassessments.
- 9.3 CBs shall not advertise their recognition status for certification activities that are outside of the scope of their recognition.
- 9.4 An FCB will normally be recognized for the duration of its designation.

10. Suspension or Withdrawal of Recognition

- 10.1 CBs will be notified when they are the subject of an investigation for non-compliance with this procedure. Where it is found that a CB does not comply with the requirements or limitations of this procedure, the CB must take immediate corrective action to the Department's satisfaction. Should non-compliance continue, the CB's recognition may be withdrawn. Such action will take place only after full consultation between the Department, the affected CB and DA in the case of an FCB.
- 10.2 CBs whose recognition has been withdrawn will be removed from the list of recognized CBs referred to in Section 6.
- 10.3 CBs whose recognition has been suspended or withdrawn shall stop advertising their recognition.
- 10.4 If an FCB's designation is suspended or withdrawn by its DA, the recognition will also be suspended or withdrawn by the Department.



Annex A - Application for Recognition of a Canadian Certification Body by Industry Canada

Certification Body Identification

Name of Certification Body (CB):		CB Identifier:	
Address:			
Website:			
Contact Name:		Telephone:	
Address (if different from above):		E-mail:	
Facsimile:		ail:	
Test Site Address and Industry Canada Assigned Number (if applicable):			

Accreditation Information

Name of Accreditation Organization:	
Address:	
Website:	
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:

Note: Accreditation to the latest editions of ISO/IEC standard or guide is required within a year of its publication.

Agreement

The Applicant agrees to:	
(i) meet all requirements of CB-01 and CB-02; (ii) provide information and access to records, personnel and facilities, to verify continued compliance; and (iii) inform the Department of any changes, as per Section 9 of CB-01.	
Name and Title of Applicant:	
Signature of Applicant:	Date:

Please forward this application to the following address:

Director
[Directorate of Technical Regulation and Conformance](#) (DTRC)
 Industry Canada
 300 Slater Street
 Ottawa, Ontario
 Canada
 K1A 0C8

Telephone: 613-990-4526
 Facsimile: 613-957-8845
 E-mail: telecom.reg@ic.gc.ca

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Annex B - Application for Recognition of a Foreign Certification Body by Industry Canada

Name of MRA:

Designating Authority Identification

Name of the Designating Authority:	
Address:	
Contact Name:	Telephone:
Address (if different from above):	ail:
Facsimile: E-m	

Certification Body Identification

Name of Certification Body (CB):	CB Identifier:
Address:	
Website:	
Contact Name:	Telephone:
Address (if different from above):	ail:
Facsimile: E-m	
Test Site Address and Industry Canada Assigned Number (if applicable):	

Accreditation Information

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

Note: Accreditation to the latest editions of ISO/IEC standard or guide is required within a year of its publication.

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

Director
[Directorate of Technical Regulation and Conformance](#) (DTRC)
 Industry Canada
 300 Slater Street
 Ottawa, Ontario
 Canada
 K1A 0C8

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