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Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Requirements for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications

Foreword

This document describes the certification requirements for radio apparatus to Industry Canada's specifications and standards.

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:

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Spectrum Engineering Branch
Industry Canada
300 Slater Street
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Issued under the authority
of the Minister of Industry
Spectrum Engineering Branch

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1. Purpose

- 1.1 This document specifies the requirements to be incorporated in the certification procedure of recognized Certification Bodies (CBs) for the certification of radio apparatus to Industry Canada's standards and specifications.
- 1.2 Canadian CBs interested in applying for recognition to certify radio apparatus to the Department's standards and specifications should refer to CB-01, *Requirements for Certification Bodies*. Foreign CBs interested in obtaining a similar recognition should be first designated by the Mutual Recognition Agreement/Arrangement (MRA) Designating Authority in their country, which will then follow the procedure contained in document REC-CB, *Procedure for the Recognition of Foreign Certification Bodies by Industry Canada*.
- 1.3 Both CB-01 and REC-CB refer to the recognition criteria and 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*.
- 1.4 CB-03 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.

Bureau refers to the Department's Certification and Engineering Bureau.

Applicant is the entity applying for certification.

Certificate is a document indicating compliance with applicable standards or specifications for purposes of sections 21(1)(b) and (c) of the *Radiocommunication Regulations*.

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

3. Related Documents

The following documents pertain to the certification of radio apparatus and can be found on Industry Canada's [Spectrum Management and Telecommunications website](http://strategis.gc.ca/spectrum) at: <http://strategis.gc.ca/spectrum>.

CB-01, *Requirements for Certification Bodies*: this document specifies the applicable requirements and the recognition procedure for Canadian CBs to be recognized by the Department to certify radio apparatus to Canadian requirements;

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*: this document contains the requirements and conditions which will be evaluated by the Department before recognizing a CB;

REC-CB, *Procedure for the Recognition of Foreign Certification Bodies by Industry Canada*: this document specifies the recognition procedure for foreign CBs designated by MRA partners to certify radio apparatus to Canadian requirements;

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, *Notes Regarding Designation of Emission (Including Necessary Bandwidth and Classification), Class of Station and Nature of Service*; and

RSP-100, *Radio Equipment Certification Procedure*;

Category I Equipment Standards List.

RSP – Radio Standards Procedures

TRC – Telecom Regulation Circulars

4. General Information

Additional information on these requirements can be obtained from:

Deputy Director
[Directorate of Telecommunications Engineering and Certification](#) (DSI)
Industry Canada
300 Slater Street
Ottawa, Ontario
Canada
K1A 0C8

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

Other information may also be obtained from the Bureau:

[Certification and Engineering Bureau](#)

Industry Canada
P.O. Box 11490, Station H
3701 Carling Avenue
Building 94
Ottawa, Ontario
Canada
K2H 8S2

Telephone No: (613) 990-4218
Facsimile No: (613) 990-5009
E-mail address: certification.bureau@ic.gc.ca
Website: <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/Home>

5. Certification Requirements

5.1 General

CBs shall follow the requirements of RSP-100 for the certification of radio apparatus. CBs shall also ensure that these requirements, along with other requirements mentioned in this procedure, are incorporated in their certification procedure for the certification of radio apparatus to the Department's standards and specifications.

6. Listing of Certifications

- 6.1 The Bureau will record the details of all certifications in the Department's *Radio Equipment List* (REL) based on the notification received from the CB by electronic filing. Certified equipment shall not be distributed, leased, sold, or offered for sale in Canada before the details of its certification have been added to the REL.
- 6.2 An applicable listing fee shall be paid to the Bureau before the equipment is added to the REL. The payment of this fee may be made by the CB on behalf of the certificate holder.

7. Modification and Certification of Products

- 7.1 Modifications to certified radio apparatus may require re-certification of the equipment. The applicant shall consult a CB when certified equipment has been modified to confirm the validity of its certification.

8. Certification Retention

- 8.1 If a CB's recognition is withdrawn or the CB stops operating, the Department requires certificate holders who have affected apparatus which is still being distributed in the Canadian market, to transfer these apparatus certificates to a recognized CB or to the Bureau within three months of a notification from the Department. Otherwise, the apparatus will be removed from the *Radio Equipment List*. The Department can require the affected certificate holders to provide a copy of the original certification submission which includes a technical brief. Certificate holders shall retain copies of their original certification submission for a period of ten years.

9. Withdrawal of Certification

- 9.1 Where, as a result of post-certification audit or other information obtained by the CB or by the Department, a certified device fails to meet this procedure or the applicable technical requirements, or where there is reasonable evidence that a certified device is creating electromagnetic interference or not operating in accordance within the parameters described on the Certificate, the CB will inform the Department and the certificate holder will be required to take remedial action.
- 9.2 If the certificate holder does not take remedial action, the certification will be withdrawn by the CB, and the Department will remove the equipment from the *Radio Equipment List*. The Department will also require that all of the offending equipment be removed from service and no longer be made available for sale or distribution in Canada.