



Industry
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Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Procedure for the Designation of Canadian Certification Bodies (CB) by Industry Canada

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Canada

Foreword

This document specifies the procedure used by Industry Canada to designate a Canadian entity as a certification body to certify products to the regulatory requirements of a Mutual Recognition Agreement/Arrangement partner.

This document will be reviewed and amended from time to time to reflect necessary changes in requirements. The Department 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
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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 used by the Department to designate a Canadian entity as a certification body (CB) to certify products to the regulatory requirements of a Mutual Recognition Agreement/Arrangement partner. A list of these CBs is published and maintained by the Department.

2. Definitions

- 2.1 **Department** refers to Industry Canada.
- 2.2 **Directorate** refers to the Department's Directorate of Technical Regulation and Conformance (DTRC).
- 2.3 **Bureau** refers to the Department's Certification and Engineering Bureau.
- 2.4 **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.
- 2.5 **Certification body (CB)** is a body which conducts certification.
- 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 **Recognized accreditation organizations** are accreditation organizations that have been recognized by the Standards Council of Canada or a Mutual Recognition Agreement/Arrangement partner as competent to perform accreditation.
- 2.9 **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 The Department's documents and other information are available at <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>. Additional information on this procedure can be obtained from:

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: <mailto:telecom.reg@ic.gc.ca>

4. Designation Requirements

- 4.1 In order to be eligible for designation, a CB shall be:
- (a) situated in at least one permanent location in Canada; and
 - (b) accredited in accordance with the general guidelines of *ISO/IEC Guide 65, General requirements for bodies operating product certification systems* (latest edition),¹ by the Standards Council of Canada or a recognized accreditation organization.
- 4.2 The scope of accreditation shall include the foreign regulatory authority requirements for the designation sought.

5. Designation Procedure

- 5.1 To obtain the Department's designation, the applicant shall submit the following to the Directorate:
- (a) a signed application (see Annex A);
 - (b) a covering letter; and
 - (c) a copy of the accreditation certificates to the requirements of Section 4 and related scopes of accreditation.
- 5.2 The covering letter shall list the scope for which recognition is sought. The applicable standards or specifications, with reference to their corresponding version and issue date, shall be included in the scope of accreditation.

¹ Accreditation to the latest edition is required within a year of its publication.

- 5.3 The application documents will be evaluated by Industry Canada. In the event of insufficient information or other problems with the application, the applicant will be informed and may be asked for supplementary information.
- 5.4 Upon recognition by the foreign regulatory authority, the Department will issue a confirmation letter to the CB. The confirmation letter will state the standards or specifications for which recognition has been granted. The recognized CB will be added to the list of recognized certification bodies available on the Department's Spectrum Management and Telecommunications website. A unique identification number will be assigned to the CB.

6. Disclosure of Information

- 6.1 CBs shall indicate which information or documents provided in support of an application for designation are confidential. The provisions of the *Access to Information Act* apply.
- 6.2 The Department will not disclose the status of applications for designation to any third party until the designation process has been completed and recognition has been obtained from the foreign regulatory authority.

7. Disclaimers

- 7.1 Industry Canada does not accept any responsibility for the effects or consequences of services provided by the designated CB for users of such services.
- 7.2 The designation of a CB by the Department does not imply or otherwise suggest approval of a product, or that the designated CB is an agent or representative of the Department.

8. Training

- 8.1 The regulatory authority of a Mutual Recognition Agreement/Arrangement partner may offer training sessions.

9. Retaining Designation

- 9.1 Designated CBs shall maintain their accreditation status. The Department requires designated CBs to provide evidence of their accreditation status and scope upon request.
- 9.2 Designated CBs shall inform the Directorate, in writing, of any changes that may affect their continued compliance with this procedure and their ability to carry out the activities for which they were designated. This includes changes in:
- business address and contact information;
 - accreditation scope and status; and/or
 - subsequent reassessments.

- 9.3 CBs shall not advertise their designation and recognition status for certification activities that are outside of the scope of their designation and recognition.

10. Suspension or Withdrawal of Designation

- 10.1 When a recognized CB is the subject of an investigation for non-compliance with this procedure, and in situations where a formal review process exists, such as in Mutual Recognition Agreements through a joint committee, the designation may be suspended until the formal review process has been completed. The CB is required to take immediate, corrective action to the Department's satisfaction. Where it is found after formal review that the designated CB does not comply with the requirements of this procedure, the designation and recognition may be withdrawn. Such action will, however, take place only after full consultation between the Department, the affected CB and the foreign regulatory authority.
- 10.2 If a CB's recognition is suspended or withdrawn by the foreign regulatory authority, the designation will also be suspended or withdrawn by the Department.
- 10.3 A CB whose designation has been suspended or withdrawn will be removed from the list of recognized CBs.
- 10.4 A CB whose designation and recognition have been suspended or withdrawn shall stop advertising its designation and recognition.



Annex A – Application for Designation of a Canadian Certification Body (CB) by Industry Canada

Name of Mutual Recognition Agreement/Arrangement:	
CB Identification	
Name of CB: Address: Website:	CB Identifier:
Contact Name: Address (if different from above): Facsimile:	Telephone: E-mail:
Test site's Address and Industry Canada Assigned Number (if applicable):	
Accreditation Information	
Name of Accreditation Organization:	
Address: Website:	
ISO/IEC 17025 Accreditation (latest edition*) or equivalent (specify): _____ Date of Issue of Accreditation: Date of Expiry of Accreditation:	ISO/IEC Guide 65 Accreditation (latest edition*) or equivalent (specify): _____ Date of Issue of Accreditation: Date of Expiry of Accreditation:
Agreement	
The Applicant agrees to: (i) meet the requirements of DES-CB, <i>Procedure for Designation of Canadian Certification Bodies by Industry Canada</i> ; (ii) provide information and access to records, personnel and facilities, to verify continued compliance; and (iii) inform the Directorate of any changes as per Section 9 of DES-CB.	
Name and Title of Applicant:	
Signature of Applicant:	Date:

Please forward this application to the following address:

Directorate of Technical Regulation and Conformance
 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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