



Industry
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Spectrum Management and Telecommunications Policy

Procedures for Conformity Assessment Bodies

Procedure for the Designation of Canadian Certification Bodies by Industry Canada

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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 Agreements/Arrangements (MRA) partner.

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

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Telecommunication Engineering and Certification
Spectrum Engineering Branch
Industry Canada
300 Slater Street
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K1A 0C8

Issued under the authority
of the Minister of Industry

R.W. McCaughern
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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 Agreements/Arrangements (MRA) 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 Telecommunications Engineering and Certification.
- 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 (SCC) or a Mutual Recognition Agreements/Arrangements 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 Industry Canada's [Spectrum Management and Telecommunications Web site](http://strategis.gc.ca/spectrum) at <http://strategis.gc.ca/spectrum>. Additional information on this procedure can be obtained from:

[Certification and Engineering Bureau](#)

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

Telephone: (613) 990-4389
Facsimile: (613) 990-5009
E-mail Address: certification.bureau@ic.gc.ca

4. Designation Requirements

- 4.1 In order to be eligible for designation, a CB shall:
- (a) be situated in at least one permanent location in Canada; and
 - (b) be accredited in accordance with the general guidelines of *ISO/IEC Guide 65:1996 General requirements for bodies operating certification systems* by the Standards Council of Canada (SCC) or a Recognized Accreditation Organization.
- 4.2 The scope of accreditation shall include the foreign Regulatory Authority requirements for the designation sought.
- 4.3 For the purpose of maintaining current technical competence, knowledge and expertise CBs shall:
- (a) have their in-house testing laboratories accredited in accordance with ISO/IEC 17025: 1999, *General Requirements for the Competence of Calibration and Testing Laboratories* by the Department, the SCC or a Recognized Accreditation Organization, or equivalent as per the terms of the MRA. Accreditation to ISO/17025 shall cover the entire scope of accreditation chosen in Section 5.2.1 of CB-02; or
 - (b) enter into contractual arrangements with testing laboratories such that the personnel of the certification body have access to personnel and facilities capable of performing the required testing and can oversee and supervise the testing so as to maintain current expertise and understanding of the applicable technical regulations. The testing laboratories must be recognized by Industry Canada as per DES-LAB(E) or REC-LAB(E) to the required RSSs

and/or BETSs. **Copies of all arrangements with recognized testing laboratories shall be provided to the Department before recognition is granted.** At the time of accreditation, the CB shall have, as a minimum, procedures in place demonstrating to the assessors how these contractual arrangements will be achieved.

5. Designation Procedure

- 5.1 To obtain the Department's designation, the applicant shall submit the following to the Bureau:
- (a) a signed application (see Appendix I);
 - (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.
- 5.3 The application documents will be evaluated by the Department. 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 Industry Canada's Spectrum Management and Telecommunications Web site. 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 The Department does not accept any responsibility for the effects or consequences of services provided by the designated CB on 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 an MRA partner may offer training sessions.

9. Retaining Designation

- 9.1 Designated CBs shall maintain their accreditation status. Upon request, the Department requires designated CBs to provide evidence of their accreditation status and scope.

- 9.2 Designated CBs shall inform the Bureau, in writing, of any changes that may affect their continued compliance with this procedure and ability to carry out the activities for which they were designated. This includes changes in:

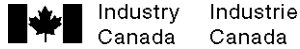
- business address and contact information;
- accreditation scope and status; and/or
- subsequent reassessments.

- 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 their designation and recognition.

Appendix I



Application for Designation of a Canadian Certification Body by Industry Canada

Name of MRA

Certification Body Identification

Name of Certification Body (CB):	CB Identifier:
Address:	
Web site:	
Contact Name:	
Address (If different from above):	Telephone:
Facsimile:	E-mail Address:
Open Area Test Site's Address and Industry Canada Assigned Number (If Applicable):	

Accreditation Information

Name of Accreditation Organization:	
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:

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 Department's Certification and Engineering Bureau of any changes as per Section 9 of DES-CB.	
Name and Title of Applicant:	
Signature of Applicant:	Date:

DES-CB Jan 2002

Please forward this application to the following address:

[Certification and Engineering Bureau](#)
 Industry Canada
 P.O. Box 11490, Station H
 3701 Carling Avenue
 Building 94
 Ottawa, Ontario, Canada
 K2H 8S2

Telephone: (613) 990-4389
 Facsimile: (613) 990-5009
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