



Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

Requirements for Certification Bodies

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

Preface

CB-01 specifies the procedure for the recognition of Canadian and foreign certification bodies (CBs) to certify radio apparatus according to Innovation, Science and Economic Development Canada's regulations.

Changes:

Annex A — *Application for Recognition of a Canadian Certification Body in Canada* has been replaced by Web form [CB-OC-01A](#).

Annex B — *Application for Recognition of a Foreign Certification Body in Canada* has been replaced by Web form [CB-OC-01B](#).

Interested parties are asked to provide their comments within 90 days of the date of publication of this notice using the online [General Inquiry form](#) at http://www.ic.gc.ca/res_general. Comments and suggestions for improving this procedure may be submitted online using the [Standard Change Request form](#) at http://www.ic.gc.ca/res_change.

Copies of this document are available electronically on Innovation, Science and Economic Development Canada's [Spectrum Management and Telecommunications](#) website.

Issued under the authority
of the Minister of Innovation, Science and Economic Development

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Contents

1.	Purpose.....	1
2.	Definitions.....	1
3.	Related Documents	1
4.	Requirements.....	2
5.	Procedure.....	2
6.	Disclosure of Information.....	2
7.	Disclaimer	3
8.	Retaining Recognition	3
9.	Suspension or Withdrawal of Recognition	3

1. Purpose

This document specifies the procedure followed by Innovation, Science and Economic Development Canada (ISED) for the recognition of legally identifiable organizations to certify radio apparatus as per paragraphs 21(1)(b) and (c) of the [Radiocommunication Regulations](#). The procedure is applicable to both Canadian and foreign certification bodies (CBs) 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.

Unless otherwise stated, the requirements and procedures outlined in this document shall apply equally to both Canadian and foreign CBs. In the case of a foreign CB, the corresponding DA is responsible for submitting the application for recognition on behalf of the foreign CB. The DA shall also ensure that the foreign CB meets the requirements of this document on an ongoing basis.

CB-01 applies to CBs interested in certifying radio apparatus only. Conformity assessments of telecommunications terminal equipment 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

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

Department refers to Innovation, Science and Economic Development Canada.

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

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.

3. Related Documents

The following document pertains to certification bodies and can be found on the Department's [Procedures for Conformity Assessment Bodies](#) page.

CB-02, [Recognition Criteria and Administrative and Operational Requirements Applicable to Certification Bodies \(CB\) for the Certification of Radio Apparatus](#). This document contains the requirements and conditions which will be evaluated by the Department before a CB shall be recognized.

4. Requirements

In order to be recognized, certification bodies shall apply for recognition as described in this document and meet the criteria described in [CB-02](#).

5. Procedure

To obtain recognition from the Department, the applicant or DA (in the case of a foreign CB) shall:

- (a) for a **Canadian CB**, complete the online [Application for Recognition of a Canadian Certification Body](#) (CB-OC-01A) and attach a signed and dated covering letter indicating that the applicant:
 - i. meets all the requirements of the latest edition of this procedure and those of [CB-02](#);
 - ii. provides information and access to records, personnel and facilities to verify continued compliance; and,
 - iii. informs the Certification Engineering Bureau (CEB) of any changes to accreditation status and/or scope.
- (b) for a **foreign CB**, complete the online [Application for Recognition of a Foreign Certification Body](#) (CB-OC-01B) and attach a signed and dated covering letter.

Note: The online application (for either CB) will require a copy of the accreditation certificates to ISO/IEC 17025 and ISO/IEC 17065 and a description of the related scope of accreditation, as well as 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.

The information submitted online by the applicant must match the information shown in ISO/IEC 17025 and ISO/IEC 17065 Certificates and Scope of Accreditations, along with the accreditation valid at the time of the application. The covering letter must list the scope for which recognition is sought.

The Department 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 a foreign CB) may be asked to provide supplementary information.

Upon recognition, the Department will issue a confirmation letter to the CB or DA (in the case of a foreign 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 available on the Department's [Certification and Engineering Bureau](#) website. A unique identification number will be assigned to each CB.

Testing laboratories recognized under Phase I of an MRA which are interested in being recognized by the Department as foreign CBs must meet the requirements of this procedure.

6. Disclosure of Information

CBs shall indicate any information and documents furnished in support of an application for recognition that are confidential. The provisions of the [Access to Information Act](#) apply.

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

7. Disclaimer

The Department does not accept any responsibility for the effects or consequences of services provided by the recognized CB.

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

8. Retaining Recognition

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 CBs to provide evidence of their accreditation status and scope upon request.

Recognized CBs or DAs (in the case of a foreign CB) 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.

CBs shall not advertise their recognition status for certification activities that are outside the scope of their recognition by the Department.

A foreign CB will normally be recognized for the duration of its designation.

9. Suspension or Withdrawal of Recognition

CBs will be notified when they are subject to 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 a foreign CB).

CBs whose recognition has been withdrawn will be removed from the list of recognized CBs by the Department.

CBs whose recognition has been suspended or withdrawn shall cease advertising their recognition.

If a foreign CB's designation is suspended or withdrawn by its DA, the recognition will also be suspended or withdrawn by the Department.