|  |
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| **Information on the FCB** |
| FCB-Name: |       |
| FCB-Contact: |       |       |
|  | Name | E-Mail |
| FCB-Location: |       |
| Accreditation Body: | **Deutsche Akkreditierungsstelle GmbH** |
| File Number: |     |       |  |
| Case number | Phase |  |
| Date of Assessment: |       |
| for/to: |       |
| **Details of the assessor** |
| Name: | Georg Hofferberth |
| Status::[[1]](#footnote-1) | [ ]  LA [ ]  SA [ ]  TA |
| **Scope of accreditation** |
| [ ]  Radio Scope 1 Licensed-Exempt Radio Frequency Devices[ ]  Radio Scope 2 Licensed Personal Mobile Radio Services[ ]  Radio Scope 3 Licensed General Mobile and Fixed Radio Services[ ]  Radio Scope 4 Licensed Maritime and Aviation Radio Services[ ]  Radio Scope 5 Licensed Fixed Microwave Radio Services[ ]  Radio Scope 6 Hearing Aid Compatibility and Volume Control[ ]  Broadcasting All BETS in the Category I equipment standards list |

**General Information:**

This checklist serves to ascertain the competence of an accredited Certification Body (CB) to fulfil the requirements of the appropriate ISED[[2]](#footnote-2) specification for recognition in Canada.

The checklist corresponds to:

**REC-CB — Recognition Procedure and Requirements for Certification Bodies**

**(**Issue 1, October 21. 2021)

 (<https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/procedures-conformity-assessment-bodies/rec-cb-recognition-procedure-and-requirements-certification-bodies>)

**REC-CB — Annex A: Application for recognition checklist**

<https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/procedures-conformity-assessment-bodies/rec-cb-annex-application-recognition-checklist>

**Instructions for by the applicant certification body:**

The FCB shall indicate the evidences regarding the requirements in the blue fields.

**Instructions for use by the assessor:**

The assessor shall completely verify the entries made by the FCB. If the requirements are not met, a comment (justification) is required.

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| **ACCREDITATION REQUIREMENTS FOR CERTIFICATION BODIES** |
| 1 | Have at least one permanent location in Canada or in a partner territory of a Mutual Recognition Agreement/Arrangement (MRA) or any other equivalent agreement or arrangement. **(section 4.1 (a))** |       |
|       | fulfilled [ ]  |
| 2 | Have accreditation (for at least one of the scopes defined in section 4.2), in accordance with the latest edition of ISO/IEC 17065, [*Conformity assessment — Requirements for bodies certifying products, processes and services*](https://www.scc.ca/en/about-scc/publications/criteria-and-procedures/iso-iec-17065-2012-conformity-assessment-requirements-for-bodies-certifying-products-processes-and), by the Standards Council of Canada (SCC) or a recognized accreditation body (AB) or equivalent, as per the terms of the applicable MRA or any other equivalent agreement or arrangement. **(section 4.1 (b) and section 4.2)** |       |
|       | fulfilled [ ]  |
| 3 | Have accreditation (for all Radio Standards Specifications (RSSs) and/or Broadcasting Equipment Technical Standards (BETS) for at least one of the scopes defined in section 4.2), in accordance with ISO/IEC 17025:2017, [*General requirements for the competence of testing and calibration laboratories*](https://www.iso.org/standard/66912.html), by the SCC or a recognized accreditation organization or equivalent, OR have contractual arrangement with a recognized testing laboratory located in MRA economy and accredited in accordance with ISO/IEC 17025 for the required RSSs and/or BETS. **(section 4.2 and section 4.3 (a))** |       |
|       | fulfilled [ ]  |
| 4 | Submit signed [Testing Laboratory Technical Assessment Checklist](https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/procedures-conformity-assessment-bodies/testing-laboratory-technical-assessment-checklist). **(section 4.3 (b))** |       |
|       | fulfilled [ ]  |
| 5 | Submit signed assessment report from the AB, as well as a list of names of personnel interviewed during the assessment. **(section 4.1 (f))** |       |
|       | fulfilled [ ]  |
| 6 | Provide the list (from the AB) of all RSSs and/or BETS against which the CB was assessed **(section 4.1 (g))** |       |
|       | fulfilled [ ]  |
| 7 | Limit CB certification activities to the scope of accreditation for which recognition was issued; the CB’s scope shall be updated to include any newly published or revised RSSs and/or BETS within two years of the date of publication of the new edition of the standard, **unless** a newly published or revised RSS and/or BETS provides specific instructions. **(section 6.1 (a))** |       |
|       | fulfilled [ ]  |
| **CERTIFICATION PROCEDURES** |
| 8 | Submit radio apparatus certification procedure to ISED directly or through the Designating Authority, and publish, maintain and make this procedure available to clients. **(section 4.1 (d) and section 6.1 (b))** |       |
|       | fulfilled [ ]  |
| **ADMINISTRATIVE REQUIREMENTS:** |
| 9 | Retain all information provided in support of applications for certification for ten (10) years from the date the certificate is issued and make such documentation available upon request. **(section 6.1 (d))** |       |
|       | fulfilled [ ]  |
| 10 | Maintain a list of all products the CB certified to Canadian requirements and make the list available upon request. **(section 6.1 (h))** |       |
|       | fulfilled [ ]  |
| 11 | File the technical brief electronically to the Bureau, as per RSP-100, [*Certification of Radio Apparatus and Broadcasting Equipment*](https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/radio-standards-procedures-rsp/rsp-100-certification-radio-apparatus-and-broadcasting-equipment), for every certification performed. **(section 6.1 (j))** |       |
|       | fulfilled [ ]  |
| 12 | Notify the Bureau of any changes to the technical parameters, as per [RSP-100](https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/radio-standards-procedures-rsp/rsp-100-certification-radio-apparatus-and-broadcasting-equipment). **(section 6.7)** |       |
|       | fulfilled [ ]  |
| **OPERATIONAL REQUIREMENTS** |
| 13 | Ensure that the persons involved in certification (or involved in the certification decision) are different from those involved in testing and evaluation. **(section 6.1 (c))** |       |
|       | fulfilled [ ]  |
| 14 | Provide a copy of any contractual arrangements with ISED-recognized testing laboratories, if applicable. **(section 4.3 (a)(ii))** |       |
|       | fulfilled [ ]  |
| 15 | Accept test reports only from [recognized testing laboratories](https://www.ic.gc.ca/eic/site/mra-arm.nsf/eng/nj00160.html). **(section 6.1 (i))** |       |
|       | fulfilled [ ]  |
| **CERTIFICATE REQUIREMENTS** |
| 16 | Include all requirements. **(section 6.4)** |       |
|       | fulfilled [ ]  |
| 17 | Submit a sample of the certificate that the CB would issue to its clients. **(section 4.1 (h))** |       |
|       | fulfilled [ ]  |
| 18 | Inform certificate holders of labelling requirements for certified equipment as per [RSP‑100](https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/radio-standards-procedures-rsp/rsp-100-certification-radio-apparatus-and-broadcasting-equipment). **(section 6.1 (l)**) |       |
|       | fulfilled [ ]  |
| **PRODUCT AUDIT REQUIREMENTS** |
| 19 | Submit internal product audit procedures to ISED to demonstrate how the certified equipment will meet the minimum audit requirements. **(section 4.1 (e))** |       |
|       | fulfilled [ ]  |
| 20 | Conduct appropriate product audit activities, in accordance with the latest edition of [ISO/IEC 17065](https://www.scc.ca/en/about-scc/publications/criteria-and-procedures/iso-iec-17065-2012-conformity-assessment-requirements-for-bodies-certifying-products-processes-and). **(section 6.3.2)** |       |
|       | fulfilled [ ]  |
| 21 | Perform audits on a minimum of 5% of the total number of products certified in a given year **and** a minimum of 1% of products subject to SAR requirements certified in a given year. **(section 6.3.3)** |       |
|       | fulfilled [ ]  |
| 22 | Notify the Bureau, by electronic filing via the [Bureau’s](https://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/home) website, once an audit has been completed during the current calendar year or, at the latest, by January 31 of the following year. **(section 6.3.5)** |       |
|       | fulfilled [ ]  |
| 23 | Consider samples for audit based on (a) manufacturer’s history of compliance; (b) whether the sample comes from a new applicant; (c) whether the sample is based on a new technology; (d) mass deployment of the technology; (e) price of the sample; and (f) potential harm/impact to network or users due to non-compliance. **(section 6.3.6)** |       |
|       | fulfilled [ ]  |
| 24 | Include in the audit report audit results from the recognized third-party laboratory located in an MRA economy (if sub-contracting SAR testing). **(section 6.3.9)** |       |
|       | fulfilled [ ]  |
| 25 | Provide audit test reports within 30 calendar days upon request by ISED. **(section 6.3.10)** |       |
|       | fulfilled [ ]  |
| 26 | Conduct audits of targeted products and submit findings within 30 calendar days upon request by ISED. **(section 6.3.11)** |       |
|       | fulfilled [ ]  |
| **NON-COMPLIANCE REQUIREMENTS** |
| 27 | Advise certificate holders that, in the event of an investigation of non-compliance, the certificate holder will be asked to provide records of the quality control process and any relevant information that would help to identify the cause and extent of the non-compliance. **(section 6.3.8)** |       |
|       | fulfilled [ ]  |
| 28 | Notify both the certificate holder and the Bureau immediately when a product fails to comply, and include a copy of the certificate issued. **(section 6.3.8 (a))** |       |
|       | fulfilled [ ]  |
| 29 | Provide a follow-up report within 30 calendar days. If a product fails to comply with specific absorption rate (SAR) requirements, prepare a follow-up report within 15 calendar days. **(section 6.3.8 (b))** |       |
|       | fulfilled [ ]  |
| **CORRECTIVE MEASURES OF CB OPERATION/NON-COMPLIANCE NOTICES** |
| 30 | Address complaints forwarded to the CB by ISED regarding their operation and non-compliance notices on products the CB has certified. **(section 6.1 (m))** |       |
|       | fulfilled [ ]  |
| 31 | Implement the required corrective action and report to ISED within 30 calendar days of the notification. **(section 6.1 (n))** |       |
|       | fulfilled [ ]  |
| **NOTIFICATION OF CERTIFICATION REQUIREMENTS** |
| 32 | Notify the Bureau of all certifications and these notifications shall include all required documents, as per [RSP-100](https://ised-isde.canada.ca/site/spectrum-management-telecommunications/en/devices-and-equipment/radio-standards-procedures-rsp/rsp-100-certification-radio-apparatus-and-broadcasting-equipment). **(section 6.5)** |       |
|       | fulfilled [ ]  |
| 33 | Perform both notification of certification and registration together for terminal equipment that is also radio apparatus. **(section 6.6)** |       |
|       | fulfilled [ ]  |
| 34 | Verify that the testing of the terminal part was performed by a testing laboratory recognized by ISED. **(section 6.6)** |       |
|       | fulfilled [ ]  |
| 35 | Include in the certification procedure an acknowledgement from the certificate holder allowing all technical information **(section 6.4.2)** to be posted in the Radio Equipment List (REL). **(section 6.8)** |       |
|       | fulfilled [ ]  |
| **Summary, remarks** |
|       |
| Report was prepared as an annex to the assessment report from DAkkS[[3]](#footnote-3) in accordance with EN ISO/IEC 17065:[[4]](#footnote-4)**Reporting by Assessor:** |
| Place: |       | Date: |       | Signed: |       |
| **Report review by the case manager:** |  |
| Place: |       | Date: |       | Signed: |       |

1. Status in the assessment team; LA = Lead Assessor, SA = System Assessor , TA = Technical Assessor [↑](#footnote-ref-1)
2. ISED: Innovation, Science and Economic Development Canada [↑](#footnote-ref-2)
3. [Partial Assessment Report/Checklist DIN EN ISO/IEC 17065](https://www.dakks.de/de/dokument-detail.html?id=FO-B_ZE_17065-2013_EN) [↑](#footnote-ref-3)
4. The assessment of fulfilment the requirements and recommendations for accreditation are documented in the assessment report to the EN ISO/IEC 17065. [↑](#footnote-ref-4)