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DES-LAB(E)  
Issue 5  
October 2011

Spectrum Management and Telecommunications

Procedures for Conformity Assessment Bodies

# **Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada**

Aussi disponible en français – DES-LAB(F)

**Canada**



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# **Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada**

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## Foreword

This document specifies the procedure applicable to Canadian testing laboratories:

- (a) for recognition by Industry Canada to test telecommunications terminal equipment and radio apparatus to the Department's specifications and standards; and
- (b) for designation by Industry Canada to test telecommunications equipment, information technology equipment and radio apparatus and to test for electromagnetic compatibility (EMC), as applicable under the terms of the Mutual Recognition Agreements/Arrangements (MRAs), to the requirements of foreign regulatory authorities.

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:

Director General  
Engineering, Planning and Standards Branch  
Industry Canada  
300 Slater Street  
Ottawa, Ontario  
Canada  
K1A 0C8

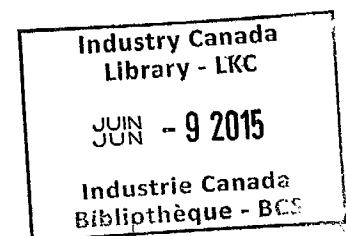
Issued under the authority  
of the Minister of Industry

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Marc Dupuis  
Director General  
Engineering, Planning and Standards Branch

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## 1. Purpose

- 1.1 This document specifies the procedure applicable to Canadian testing laboratories for:
- (a) for recognition by Industry Canada to test telecommunications terminal equipment and radio apparatus;
  - (b) for the purpose of Section 5.3.1(b) of CB-02, *Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies (CB) for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*, to the Department's specifications and standards; and
  - (c) for designation by the Department to test telecommunications equipment, information technology equipment and radio apparatus and to test for electromagnetic compatibility (EMC) as applicable under the terms of the Mutual Recognition Agreements/Arrangements (MRAs) to the requirements of foreign regulatory authorities. Designation is a prerequisite to recognition by a foreign regulatory authority.

## 2. Definitions

- 2.1 **Department** means Industry Canada.
- 2.2 **Bureau** means the Department's Certification and Engineering Bureau.
- 2.3 **Accreditation** is a procedure by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks.
- 2.4 **Conformity Assessment** is a systematic examination to determine the extent to which a product, process, or service fulfils specified requirements.
- 2.5 **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.
- 2.6 **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 authority to designate, monitor, suspend designation, or withdraw designation of Conformity Assessment Bodies under its jurisdiction.
- 2.8 **Directorate** refers to the Department's Directorate of Technical Regulation and Conformance (DTRC).
- 2.9 **Recognition** is the acceptance of a designated Conformity Assessment Body by a Regulatory Authority.

- 2.10 **Recognized Accreditation Organizations** are accreditation organizations that have been recognized by the Standards Council of Canada (SCC) or an MRA partner as competent to perform accreditation.
- 2.11 **Regulatory Authority** is a government agency or other entity with the power to regulate the use or sale of products within its jurisdiction.
- 2.12 **Testing laboratory** is a laboratory that performs tests (ISO/IEC Guide 2:1996).

### 3. General Information

- 3.1 Information on these procedures can be obtained from:

Director  
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](mailto:telecom.reg@ic.gc.ca)

- 3.2 The Department's documents and other information are also available at  
<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>.

### 4. General Conditions

- 4.1 Canadian testing laboratories designated for testing to Canadian requirements under DES-LAB(E), Issue 5, are considered to be recognized testing laboratories for the purpose of Section 1.1(a).
- 4.2 The scope of designation or recognition is limited to the scope of accreditation of the testing laboratory.

### 5. Criteria for Designation or Recognition

- 5.1 The testing laboratory to be designated or recognized shall be legally identifiable and located in Canada.



- 5.2 The testing laboratory shall be accredited for testing to Canadian or foreign requirements for which it seeks designation or recognition, in accordance with the latest edition<sup>1</sup> of ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*. Accreditation can be obtained from the Standards Council of Canada (SCC) using CAN-P-4 requirements or a recognized accreditation organization.

## 6. Designation Procedure

- 6.1 The following document shall be submitted to the Directorate at the address given in Section 3.1:
- (a) a signed application (see Annex A);
  - (b) a covering letter;
  - (c) a copy of the accreditation certificate proving that the testing laboratory has been accredited to the latest edition<sup>2</sup> of ISO/IEC 17025; and
  - (d) a copy of the scope of accreditation.
- 6.2 The applicant shall list the standards or specifications for which designation or recognition is sought. These standards or specifications must be included in the scope of accreditation.
- 6.3 The application will be evaluated by the Department on a first-come, first-served basis.
- 6.4 When an application for designation to foreign requirements is successful, Industry Canada will notify the appropriate foreign regulatory authority of the designation so that recognition of the testing laboratory may take place.
- 6.5 If more information is required by the Department to make a decision, the testing laboratory will be contacted.
- 6.6 Following the granting of recognition by Industry Canada or a foreign regulatory authority, the Department will issue a letter confirming that the laboratory has been recognized. The confirmation letter will state the standards or specifications for which recognition has been granted. The recognized testing laboratory will be added to the list of recognized testing laboratories ([http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/vwapj/terminal\\_Labs.pdf/\\$FILE/Terminal\\_labs.pdf](http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/vwapj/terminal_Labs.pdf/$FILE/Terminal_labs.pdf)).

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<sup>1</sup> Accreditation to the latest edition is required within a year of its publication.

<sup>2</sup> Accreditation to the latest edition is required within a year of its publication.

- 6.7 All documents submitted to the Department in support of a testing laboratory designation or recognition will be retained by the Directorate, in accordance with Section 7 of this document (below).

## **7. Disclosure of Information**

- 7.1 Canadian testing laboratories shall indicate which information and documents provided in support of an application for recognition or designation are confidential. The provisions of the *Access to Information Act* apply.
- 7.2 The Department will not disclose the status of applications for designation or recognition, or applications for change of scope to any third party until the process is completed.

## **8. Disclaimer**

- 8.1 Industry Canada does not accept any responsibility for the effects or consequences of services provided by the recognized testing laboratory on users of such services.
- 8.2 The designation or recognition of a testing laboratory by the Department does not imply or otherwise suggest approval of a product, or that the designated testing laboratory is an agent or representative of the Department.

## **9. Retaining Designation or Recognition**

- 9.1 Designated or recognized testing laboratories shall maintain their accreditation status. The Department requires designated or recognized testing laboratories to provide evidence of their accreditation status and scope upon request.
- 9.2 Designated or recognized testing laboratories shall inform the Directorate, 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 or recognized. This includes changes in:
- (a) business address and contact;
  - (b) accreditation scope and status; or
  - (c) subsequent reassessments.
- 9.3 A testing laboratory shall not advertise its designation or recognition status for testing activities that are outside of the scope of its designation or recognition.

## **10. Suspension or Withdrawal of Designation or Recognition**



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



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### Annex A - Application for Designation or Recognition of a Canadian Testing Laboratory by Industry Canada

Name of Mutual Recognition Agreement/Arrangement (MRA):

#### Testing Laboratory Identification

Name of Testing Laboratory:  
Address:

Contact Name:  
Address (if different from above):  
Facsimile:

Telephone:  
E-mail:

#### Scope of Designation (or Recognition) Sought

Standards, specifications or part(s) thereof for which recognition is sought:

#### Accreditation Information

Name of Accreditation Organization:

Address:  
Website:

Date of Issue of Accreditation:

Date of Expiry of Accreditation:

#### Agreement

AGREEMENT:

The Applicant agrees to:

- (i) meet all requirements of DES-LAB(E), *Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada*;
- (ii) provide information and access to records, personnel and facilities, to verify continued compliance;
- (iii) inform the Department's Certification and Engineering Bureau of any changes to the accreditation status and scope.

NAME AND TITLE OF APPLICANT (PLEASE PRINT OR TYPE):

SIGNATURE OF APPLICANT:

DATE:

Please forward this application to the following address:

Telephone: 613-990-4526

Director  
Directorate of Technical Regulation and Conformance  
Industry Canada  
300 Slater Street  
Ottawa, Ontario  
Canada  
K1A 0C8

Facsimile: 613-957-8845  
E-mail: [telecom.reg@ic.gc.ca](mailto:telecom.reg@ic.gc.ca)

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