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DC-01(E)
Issue 5
June 2014

Spectrum Management and Telecommunications

Terminal Attachment Program Procedures

Procedure for Declaration of Conformity and Registration of Terminal Equipment

UPDATED – OCTOBER 2015:

Reference to Telecommunication Apparatus Register

UPDATED - NOVEMBER 2014:

Labelling requirements have been modified to allow for electronic labelling
(e-labelling) where applicable.

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Foreword

This document describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.

This document will be reviewed and amended from time to time as needed.

List of changes includes the following:

- (1) General editorial modifications were made.
- (2) In Section 4 (Related Documents), reference to *Terminal Equipment – Technical Specifications List* (CS-03 Parts I and VIII) was added.
- (3) In Section 6.3 (Technical Brief), CB Notice 2013-05 requirements to submit compliance folder upon registration were added.
- (4) Annex B (Test Report Cover Sheet) was relocated from Annex A, and now includes CS-03 specification details and attestation.
- (5) Annex D: (Test Report Requirements) was added. It includes a listing of test report requirements.

The Department invites comments and suggestions that will enhance the effectiveness of this procedure. These may be forwarded to:

TAPAC Secretariat
Directorate of Telecommunications, Engineering and Certification
Industry Canada
JET-S, 365 Laurier Avenue West
Ottawa, Ontario K1A 0C8

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 describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.2 Suppliers of handset telephones subject to the requirements of CS-03 Part V must also follow this procedure to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.3 Terminal equipment previously certified under Certification Procedure CP-01 will be regarded as compliant equipment, as long as it is not modified. If certified equipment is modified, the procedure set forth in this document will apply.
- 1.4 This document has been developed pursuant to Part IV.1 of the *Telecommunications Act*.

2. Definitions

Bureau means the Department's Certification and Engineering Bureau.

Compliance Folder is the collection of supporting documentation related to the information provided in the Declaration of Conformity.

Component Device is a device designed to be connected to registered host terminal equipment, but is not connected on a stand-alone basis to the network.

Declaration of Conformity (DoC) is a procedure by which the Declaring Party has the terminal equipment tested by a testing laboratory recognized by the Department and gives written assurance that the terminal equipment complies with the applicable technical specifications.

Declaring Party is the Supplier who signs the DoC and assumes responsibility for the declaration.

Department means Industry Canada.

Package of Terminal Equipment is an assembly of two or more devices that can be connected to a network by means of standard connectors, as defined in the applicable technical specifications. The assembly may consist of separate units or modules connected together, or may be contained within a single housing.

Recognized Accreditation Organizations are accreditation organizations that have been recognized by the Standards Council of Canada (SCC) or a mutual recognition agreement/arrangement (MRA) partner as competent to perform accreditation.

Registered Terminal Equipment is equipment that is listed on the *Telecommunication Apparatus Register*.

Registration is the process by which terminal equipment is entered in the *Telecommunication Apparatus Register* to signify that a DoC has been received by the Department.

Supplier is a generic term for an entity such as the manufacturer, reseller, distributor, importer or other agent of telecommunications terminal equipment.

Terminal Equipment is telecommunications apparatus that can be connected to telecommunications networks of Canadian carriers, to which Part IV.1 of the *Telecommunications Act* applies.

Telecommunication Apparatus Register (TAR) is the official list of Terminal Equipment maintained by Industry Canada. Equipment included on the TAR has been registered and, therefore, the supplier is permitted to manufacture, import, distribute, lease, offer for sale, sell, install or use this equipment in Canada.

Testing Laboratory is a laboratory that performs tests (see the latest version of ISO/IEC Standard 17025).

3. General Information

Additional information on this procedure can be obtained from:

TAPAC Secretariat

Directorate of Telecommunications,
Engineering and Certification
Industry Canada
JET-S, 365 Laurier Avenue West
Ottawa, Ontario K1A 0C8

Telephone No.: 613-990-4526
Facsimile No.: 613-957-8845
Email Address: tapac-ccprt@ic.gc.ca

Suppliers of telecommunications terminal equipment are encouraged to provide notices/user information in both official languages.

4. Related Documents

The following documents and information can be found on Industry Canada's [Spectrum Management and Telecommunications website](#):

CB-02, Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications: This document specifies the criteria used by Industry Canada in the recognition of Canadian entities as certification bodies (CBs) and foreign entities under the terms of Mutual Recognition Agreements/Arrangements (MRAs) to certify products to Canadian regulatory requirements. It also specifies the administrative and operational requirements that CBs must meet in order to maintain their recognition.

DES-LAB(E), Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada: This document specifies the procedure applicable to Canadian testing laboratories for recognition by the Department to test telecommunications terminal equipment to the Department's specifications and standards; and 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 MRAs, to the requirements of foreign regulatory authorities.

REC-LAB(E), Procedure for the Recognition of Designated Foreign Testing Laboratories by Industry Canada: This document specifies the criteria and procedure for the recognition by Industry Canada of foreign testing laboratories that have been designated by MRA partners to test telecommunications apparatus to Canadian regulatory requirements.

Terminal Equipment – Technical Specifications List (CS-03, Parts I to VIII): CS-03 specifies the minimum technical requirements for the registration of terminal equipment, terminal systems, network protection devices and associated connection arrangements. These technical requirements are intended to protect the public switched network from harm. Conformance to these technical requirements will not assure compatibility with wireline carrier services.

5. General Conditions

- 5.1 A DoC can be made only for terminal equipment for which technical specifications have been promulgated by the Department.
- 5.2 For terminal equipment which also has a wireless interface (e.g. cordless telephones and DSL modems with Wi-Fi interface), the notification to the Department for radio certification and the registration of the terminal equipment shall be performed by a recognized certification body (CB) or the Bureau and be submitted **at the same time**. This will allow the device to have the same registration number as the certification number.
- 5.3 The Department reserves the right to withhold notification of certification and/or registration if they are not submitted together.

Note: For further information regarding certification of radio apparatus by a CB, refer to the document entitled CB-02.
- 5.4 All terminal equipment models shall be declared separately.
- 5.5 A single registration number (i.e. family registration) may be issued to many models of terminal equipment that are electrically identical provided that each model is assigned a unique model number by the manufacturer.

6. Declaration of Conformity (DoC) and Registration Process

6.1 Design

Terminal equipment shall be designed to conform to all the applicable technical specifications.

6.2 Testing

6.2.1 A representative sample of the final product must be tested to the latest version of the applicable terminal technical specifications to verify compliance. These specifications are established by the Department under the *Telecommunications Act* and are contained in the *Terminal Equipment – Technical Specifications List (CS-03)*.

6.2.2 Testing shall be performed by a testing laboratory that is:

- (a) accredited by the Department, the SCC or a recognized accreditation organization and recognized by the Department (see DES-LAB(E)); or
- (b) in the case of foreign testing laboratories, designated by a mutual recognition agreement/arrangement partner and recognized by the Department (see REC-LAB(E)).

6.2.3 A list of recognized testing laboratories is compiled by the Department and is available on Industry Canada's [Mutual Recognition Agreements / Arrangements website](#).

6.2.4 Although the methods of measurement prescribed in the applicable technical specifications documents are preferred, the Department will accept alternative test methods accompanied by an engineering analysis that demonstrates the validity of the alternate test method.

6.2.5 Subcontracting of testing by one recognized laboratory to another is permitted only where the subcontracted testing falls within the latter's scope of recognition. Any subcontracted work shall be clearly identified in the test report.

6.3 Technical Brief

6.3.1 The recognized testing laboratory shall document all test results and test methods used, and prepare a CS-03 test report. See Annex D for a detailed list of requirements.

6.3.2 The Declaring Party shall retain on file, all compliance folders, for a period of 10 years from the date of registration.

6.3.3 Compliance folders shall be submitted to the Department upon registration and include the following information:

- (a) a test report from a recognized testing laboratory, identifying compliance with applicable CS-03 specifications in accordance with the requirements of Annex D of this procedure, including the test report cover sheet in accordance with the requirements of Annex B;

- (b) a copy of the user/instruction manual;

- (c) complete schematic diagrams, including internal/external photos and a list of parts and components; and
- (d) a drawing, sample or illustration of the product label.

6.4 Labelling Requirements

- 6.4.1 The following requirements have been established in accordance with section 69.3 of the *Telecommunications Act*.
- 6.4.2 The manufacturer, importer or supplier shall meet the labelling requirements set out in this section and in Notice 2014 – DRS1003 for electronic labelling for every unit:
 - (i) prior to marketing in Canada, for devices manufactured in Canada and
 - (ii) prior to importation into Canada, for imported devices.

The Declaring Party will be responsible for permanently affixing or displaying electronically the registration number and model identification number on the terminal equipment and must be clearly legible. If the dimensions of the device are too small or if it is not practical to place the label on the device and e-labelling has not been implemented, the label shall be, upon agreement with Industry Canada, placed in a prominent location in the user manual supplied with the device. The user manual may be in an electronic format and must be readily available.

- 6.4.3 Registered equipment shall bear the following identifying marks:

- (a) the **registration number**:

- (i) shall be affixed or displayed electronically on the integrated devices themselves (e.g. a modem) or on devices that are intended to become sub-assemblies of host equipment (e.g. a data terminal or a computer that is designed to interface directly with the network);
- (ii) denotes that, for a package of terminal equipment, the total package has been registered. However, the marking will normally be placed on the unit of the package that connects to the network unless e-labelling has been implemented. For example, in a PBX, the marking will be placed on the common equipment that connects to the network rather than on plug-in components that may be added later. The *Telecommunication Apparatus Register (TAR)* will show the common equipment, but not the standard station apparatus or any proprietary station apparatus.

- (iii) shall be marked using the following format:

IC: XXXXXX-YYYYYYYYYYYY

where:

- “XXXXXX-YYYYYYYYYYYY” is the registration number;

- “XXXXXXX” is the Company Number composed of at most 6 alphanumeric characters (A-Z, 0-9), including a letter at the end of the Company Number to distinguish between different company addresses. This number is assigned by Industry Canada;
- “YYYYYYYYYYYYY” is the Unique Product Number (UPN) composed of at most 11 alphanumeric characters (A-Z, 0-9). This number is assigned by the Declaring Party; and
- the letters “IC” have no other meaning or purpose than to identify the Industry Canada certification number.

(iv) limits alphanumerical characters in the Company Number and the UPN to capital letters (A-Z) and digits (0-9). An example of the new format for a company having a Company Number of “21A” and wishing to use a UPN of “WILAN3” would thus be: IC: 21A-WILAN3. Each equipment model shall be explicitly identified. Characters such as “#, / or -” in the registration number are not allowed.

(b) the **model identification number** under which the product was registered:

- (i) each equipment model shall be assigned a unique model identification number;
- (ii) the use of “wild card” characters in the model identification number (for the purpose of identifying multiple models with one name) is not allowed.

6.4.4 Equipment that has been listed on the TAR, but does not have the model identification number and the registration number as outlined above, is not considered registered.

6.4.5 Certification numbers granted prior to the implementation of the above marking format are grandfathered.

6.4.5.1 For previously certified terminal equipment, the marking format shall consist of the old certification number preceded by “IC”: for example, if the old certification number is “123 1234 A”, the mark will read “IC: 123 1234 A”.

6.4.5.2 For a new model that is registered to a family of **previously** certified terminal equipment, the self-marking format shall be:

IC: XXXXXX-ZZZZZZZZZZZ

where:

“XXXXXXX” is the Company Number, as in Section 6.4.3; and

“ZZZZZZZZZZZ” is the existing certification number (or existing UPN).

For example, if a new model registered to the family of products with certification number “123 1234 A”, and Company Number “123A”, the self-marking for this new model will read “IC: 123A-1234 A”.

6.4.6 The Industry Canada corporate signature, which consists of the Canadian flag symbol and the words *Industry Canada* and *Industrie Canada*, shall not be reproduced, in whole or in part.

6.4.7 A statement of compliance with Industry Canada's requirements, such as the one below, shall accompany each unit of equipment whether registered under this procedure or previously certified:

This product meets the applicable Industry Canada technical specifications.

6.4.8 For terminal equipment with interfaces defined in CS-03 Part I, using network provided analog ringing, the Ringer Equivalence Number (REN) must be calculated as per Section 1.8 of Part I. A higher REN may be assigned by manufacturers to allow for production variations. The REN must be marked on the terminal equipment itself or added to the note below and must indicate an REN value of greater than zero.

A note similar to the following shall accompany each unit of equipment whether registered under this procedure or previously certified:

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

6.5 Registration of Terminal Equipment Subject to a DoC

6.5.1 The Declaring Party should register the terminal equipment with the Bureau through a web-based electronic filing system, referred to as E-filing, available on Industry Canada's [Certification and Engineering Bureau website](#).

6.5.2 The Declaring Party shall provide, in the registration request, the identity of a representative in Canada who can respond to inquiries and who can provide audit samples at no charge to the Department.

6.5.3 Should the representative in Canada be other than an employee in the Declaring Party's local office, the Declaring Party shall provide, in the registration request, a letter signed by the representative in Canada authorizing the Declaring Party to use it as its representative. The letter must include the model identification number and registration number of the terminal equipment.

6.5.4 When using the E-filing, the following are required:

- (a) an Industry Canada username and password, which can be obtained from the [E-filing page](#);
- (b) a DoC and registration form (see Annex A of this document), which must be signed and submitted in PDF format or by facsimile to the Bureau;
- (c) the compliance folder (see Section 6.3.3); and

- (d) the payment of the applicable fee, which shall be made by credit card to the Receiver General of Canada.
- 6.5.5 Alternatively, the Declaring Party may register by regular mail, using the forms that are available on the Bureau's website.
- 6.5.6 The registration process with outline the required information to add the terminal equipment to Industry Canada's *Telecommunication Apparatus Register* (TAR), which can be found on the Bureau's website. The Declaring Party shall ensure that the information provided includes a valid Company Number, which can be obtained from the Bureau. Any required changes or modifications to the information provided in the registration should be reported to the Bureau.
- 6.5.7 By submitting a DoC in accordance with the procedure set out in this document, the Declaring Party attests to the Department that the terminal equipment conforms to the applicable CS-03 technical specifications.
- 6.5.8 The DoC and the registration form, available in Annex A, must be signed by a company officer, a partner in the case of a partnership, or a proprietor in the case of a sole proprietorship. The Declaring Party's authorized representative may sign the forms provided that proof of signing authority is included in the registration submission.
- 6.5.9 Upon receipt of a registration submission, the Bureau will:
- (a) review the material submitted and verify that it is complete (additional information may be requested if needed);
 - (b) send an acknowledgement by email to the Declaring Party; and
 - (c) add the declared terminal equipment to the TAR.
- 6.5.10 Terminal equipment which does not meet the requirements of this procedure shall not be distributed, leased, offered for sale or imported into Canada.
- 6.5.11 A checklist for terminal equipment registration is provided in Annex C.
- 6.5.12 For additional information regarding assistance with E-filing, contact:

Certification and Engineering Bureau

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

Telephone No.: 613-990-4218
Facsimile No.: 613-990-4752
Email: certification.bureau@ic.gc.ca
Website: <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/home>

6.6 Registration of a Family of Products

- 6.6.1 Registration may be granted to several models as a new family of products. Each model must be assigned a unique model identification number by the manufacturer. This type of service applies when a registration has never been granted to that equipment. In a family of products, all models must be electrically identical and have the same registration number. Only one registration application needs to be submitted for all equipment within a family of products.
- 6.6.2 Should additional products be added to an existing family, a new application must be submitted. In such a case, the equipment to be registered must have been assigned a unique model number by the manufacturer. Registration for the model must never have been granted before and the equipment must be electrically identical to the previously registered model(s). The original model and registration number must exist in the TAR. The registration number of the new equipment will be the same as the one assigned to previously registered equipment of the same family of products.

6.7 Multiple Listings

- 6.7.1 Multiple listings are required when a manufacturer or distributor wishes to list, under its name and unique model identification number, equipment that was previously registered by an original equipment manufacturer (OEM) or distributor.
- 6.7.2 A model of equipment may be multiple-listed to other manufacturers or distributors based upon the registration of the original Declaring Party. The requester must provide the following:
- (a) a letter requesting multiple listing — the letter must identify the model identification number and registration number of the originally registered equipment; and
 - (b) a letter from the original Declaring Party authorizing the Department to use information on file to grant multiple-listing registration — the letter must include the model identification number and registration number of the terminal equipment and must declare that the model to be multiple-listed is identical in design and construction to the originally registered model.
- 6.7.3 A new registration number must be assigned to the multiple-listed equipment.

Example:

Original registration number: "IC: 123A-XYZ"

where: 123A is the company code of the original Declaring Party;
XYZ is the original company's UPN.

New registration number: "IC: 678D-XYZ"

where: 678D is the company code of the new Declaring Party applying for multiple listings;
XYZ is the original UPN or a new UPN, chosen by the new Declaring Party
(maximum of 11 alphanumeric characters).

6.8 Transfer of Ownership

- 6.8.1 Registration may be transferred from the current owner to a new entity that wishes to assume all of the previous owner's responsibilities associated with the registration.
- 6.8.2 To transfer the ownership, the new entity shall send a letter to the Bureau and enclose a copy of a signed letter from the current registration holder, authorizing the Department to transfer the ownership from the current owner to the new entity, and to change the information to reflect the new owner information. The letter must also attest that the equipment covered by the registration is identical in design and construction to the originally approved model(s).

6.9 Modification of Terminal Equipment

- 6.9.1 All terminal equipment that is modified shall be retested as per the technical requirements in effect at the time of modification, not necessarily those requirements in effect at the time that the terminal equipment was declared. If the modification changes the information posted in the TAR (e.g. changes the REN value), the terminal equipment must be reregistered, using a new model identification number.
- 6.9.2 When an applicant requests reassessment for a family of products, models that have reached the end of their production are exempted. In the reassessment request, the applicant must indicate the models that have reached the end of their production.
- 6.9.3 Modifications to terminal equipment that do not affect the information posted in the TAR do not require reregistration.

7. Audit Requirements

- 7.1 The Department reserves the right, in accepting a DoC, to conduct audits, request a copy of the compliance folder, or request that the equipment be retested to ensure that the terminal equipment entering the market complies with applicable technical specifications.
- 7.2 Suppliers must implement a suitable quality control program to ensure that the registered product continues to meet the applicable terminal equipment technical specifications.

8. Disclosure of Information

The Declaring Party shall indicate which information and documents provided in support of a DoC and registration are confidential. The provisions of the *Access to Information Act* apply.

9. Component Devices

- 9.1 Component devices can be declared and registered either as part of an equipment package or as individual component devices. To be eligible, the component device must comply with the applicable terminal equipment technical specifications when tested in a registered host terminal equipment package or in a generic test bed.
- 9.2 The host equipment with which the component device was tested shall be identified in the registration request.
- 9.3 The user manual for the component device shall contain a list of host equipment with which the component device is compatible.

10. Maintaining Registration

Ongoing compliance with DC-01(E) is required to maintain registration in the TAR. Any non-conformance may result in removal of the terminal equipment from the TAR. Once removed, it is no longer considered registered and is therefore illegal for sale, import or distribution. The terminal equipment must be reregistered before it can be added again to the TAR.

**Annex A – Declaration of Conformity (DoC) for Terminal Equipment
and Registration Form**

APPLICANT / DEMANDEUR		
Company Name:	Company Number:	
Street address:		
Website:		
Attention: Name:	Title:	
Email:	Telephone No.:	Facsimile No.:

MANUFACTURER		
Company Name:	Company Number:	
Street address:		
Website:		
Attention: Name:	Title:	
Email:	Telephone No.:	Facsimile No.:

CANADIAN REPRESENTATIVE (as per DC-01(E), Section 6.5.2)		
Company Name:	Company Number:	
Street address:		
Website:		
Attention: Name:	Title:	
Email:	Telephone No.:	Facsimile No.:

TESTING LABORATORY		
Company Name:	Company Number:	
Street address:		
Website:		
Attention: Name:	Title:	
Email:	Telephone No.:	Facsimile No.:

CERTIFICATION BODY (if applicable)		
Company Name:	Company Number:	
Street address:		
Website:		
Attention: Name:	Title:	
Email:	Telephone No. :	Facsimile No.:

REGISTRATION INFORMATION
Registration Number (IC: Declaring Party Company Number / Unique Product Number):
Model Number(s):

Payment Information

Payment by Cheque	
Amount (CAN \$):	Cheque Number:
Credit Card Information	
If payment by credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Credit card receipt to be sent to:	Credit Card Holder: Credit Card Number: ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹ Credit Card Expiry Date: ☹ ☹ / ☹ ☹ ☹ ☹
	Authorized Amount (CAN \$):
I hereby agree to pay the above total amount in accordance with the terms of the card issuer's agreement.	
Signature:	Date:

Acknowledgement

The Declaring Party acknowledges that:	
(a) maintaining registration is based on continued conformity with DC-01(E);	
(b) the product described above conforms with the applicable Terminal Equipment Technical Specifications; and	
(c) Industry Canada may post information regarding this terminal equipment on the TAR website.	
Signature of the Declaring Part:	Date:
Name and title of Declaring Party (please print or type):	
Name:	Title:

June 2014

Please forward the completed Annex A to the following address:

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

Telephone: 613-990-4218
 Facsimile: 613-990-4752
 Email: certification.bureau@ic.gc.ca
 Website: <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/home>

Annex B – Test Report Cover Sheet

Testing Laboratory Name:	Manufacturer Name:		
Type of service: <input type="checkbox"/> Single <input type="checkbox"/> New Family <input type="checkbox"/> Multiple Listing <input type="checkbox"/> Previous <input type="checkbox"/> Reassessment <input type="checkbox"/> Other	<u>Network Interface Code:</u> <u>Equipment Category Number(s):</u>		
Registration Number (IC: Declaring Party Company Number / Unique Product Number):			
Model Number(s):	Ringer Equivalence Number:		
Description of Equipment (if this is a component device, indicate the host equipment used for test):			
Applicable CS-03 Specifications or Standards: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Part <input type="checkbox"/> Part II <input type="checkbox"/> Part III <input type="checkbox"/> Part IV </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Partie V <input type="checkbox"/> Partie VI <input type="checkbox"/> Partie VII <input type="checkbox"/> Partie VIII </td> </tr> </table>		<input type="checkbox"/> Part <input type="checkbox"/> Part II <input type="checkbox"/> Part III <input type="checkbox"/> Part IV	<input type="checkbox"/> Partie V <input type="checkbox"/> Partie VI <input type="checkbox"/> Partie VII <input type="checkbox"/> Partie VIII
<input type="checkbox"/> Part <input type="checkbox"/> Part II <input type="checkbox"/> Part III <input type="checkbox"/> Part IV	<input type="checkbox"/> Partie V <input type="checkbox"/> Partie VI <input type="checkbox"/> Partie VII <input type="checkbox"/> Partie VIII		
<p>ATTESTATION: I attest that the testing was performed or supervised by me; that the test measurements were made in accordance with the above-mentioned departmental standard(s) within the recognized scope of accreditation, and that the terminal equipment identified in this application has been subject to all applicable test conditions specified in the departmental standards and that all of the requirements of the standards have been met.</p> <p>Signature:</p> <p>Date:</p>			
Name and Title (Please print or type):			

Note: This form must be completed and provided with the submission.

Annex C – Checklist for Terminal Equipment Registration

1.	Obtain a Company Number from Industry Canada, if not previously assigned.	
2.	Obtain a letter which provides signed authorization from the Canadian representative to be used by the Declaring Party (if applicable).	
3.	Complete and sign a Declaration of Conformity (DoC) for the Terminal Equipment, and a Registration Form (Annex A).	
4.	Obtain compliance folder which complies with the requirements in Section 6.3.3 of DC-01(E).	
5.	Pay applicable fees (Canadian funds).	

Note: For terminal equipment which also has a wireless interface (e.g. cordless telephone and DSL modems with Wi-Fi interface), the notification to the Department for radio certification and the registration of the terminal equipment shall be performed by a recognized certification body (CB) or the Bureau and be submitted at the same time.

Annex D – CS-03 Test Report Requirements

The CS-03 test report shall contain the following information:

- a. Title (identifying the model and testing to which parts of CS-03)
- b. The date that the report was issued (e.g. January 1, 2001).
- c. The name and postal address of the test facility and the location (postal address) where the tests were carried out.
- d. The name and postal address of the customer and/or applicant for the equipment under test (EUT).
- e. The name(s), function(s), and signature(s) or equivalent identification of person(s) responsible for the test report.
- f. Unique identification of the test report (such as a test report number).
- g. A table of contents, and on every page an apparent identification, so that a page can be recognized as a part of the test report. In addition, a clear identification of the end of the test report shall be included.
- h. A description and unambiguous identification of the EUT(s) tested. Where more than one sample is required for technical reasons, each specific test shall identify which unit was tested.
- i. A summary of all the tests listed in the applicable Part of CS-03, with a notation of whether the EUT passed or not.¹
- j. The results of measurements conducted on the device as described in the applicable CS-03 technical specification(s).
- k. Photographs of the EUT and any manufacturer-supplied accessories to be used with the EUT under normal operating conditions that are relevant for the purpose of performing the testing of the EUT.
- l. Identification and description of any operating software/firmware for both the normal operating mode and special test modes for compliance testing.
- m. The measurement uncertainty of the instrumentation.
- n. A description and a block diagram of the test setup.
- o. The following information for each test provision deemed applicable:
 - i. Operating conditions for the device under test (including firmware, specific software settings and input/output signals to the EUT).
 - ii. Modifications made to the device (if any).
 - iii. The results of the test in the form of tables, spectrum analyzer plots, charts, sample calculations and so on, as appropriate for each test procedure.
 - iv. The test equipment used identified by type, manufacturer, serial number, or other identification and the date on which the next calibration or service check is due. The test equipment must be within its calibration cycle at the time of testing.
 - v. The name of the person(s) who performed the testing.

¹ Alternative measurement methods may be used provided that they are fully described in the test report. However, Industry Canada's Certification and Engineering Bureau shall be consulted to determine the acceptability of alternative measurement methods.

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Procedure for declaration of conformity
and registration of terminal equipment

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