Applying for and Maintaining Canada ISED Test Lab Recognition

NIST Supplemental Instructions for US Labs and ISED Recognized US CBs

December 19, 2019 (V3.0)

Key Resources

Application Instructions from NIST
- NIST Designation Requirements for Canada

ISED Requirements
- ISED REC-LAB

ISED Standards – Annex I
- ISED Radio Standards Specifications
- ISED Broadcasting Standards
- ISED Terminal Equipment Standards

ISED Recognized CABs
- Wireless Device Labs
- Terminal Attachment Labs
- Certification Bodies

Applying (New, Renewal, Extension, or Scope Expansion)

Instructions for applying for recognition are posted at the NIST Designation Requirements for Canada webpage.

Please refer to the appropriate sections of the website under these section titles:

- Initial Application Documents & Process
- Renewing ISED Lab Recognition (*with Accreditation Renewal*)
- Extending ISED Lab Recognition (*with Accreditation Extension*)
- Expanding ISED Lab Recognition (*with Interim On-Site Assessment*)

Send application information to NIST (mra@nist.gov)

IMPORTANT GUIDANCE

Scope of Accreditation

- The issue number and date of each standard must be included on either (1) the Scope of Accreditation **OR** (2) in a letter or form issued by your accreditation body (AB). The standards must be the latest versions (normally the versions valid *at the time that the CAB was assessed and the ISED Technical Checklist was completed)*. If any of the dates do not reflect the most current versions (including amendments where applicable), the Scope/form/letter will need to be updated before the designation can be processed.

- **RSS-Gen** must be included on the Scope of Accreditation if seeking recognition for any RSS standards (except if the lab is only seeking recognition for RSS-102 (RF Exp., NS, SAR)).

- **RSS-247**: If you are applying for this standard in full, the Scope of Accreditation should list the standard as: RSS-247 (with DFS). If your laboratory does not have the capability to test for DFS, you have the option of getting recognized for RSS-247 (no DFS). The Scope of Accreditation must note the exclusion.

- **RSS-102 –** Labs can seek recognition for one or more of the following parts of RSS-102 (SAR), RSS-102 (RF Exposure or RF Exp) and/or RSS-102 (Nerve Stimulation or NS).

  ISED is no longer accepting designation for the full RSS-102 without all three parts identified on the Scope of Accreditation. This means that if your lab has the capability for the full RSS-102, the Scope of Accreditation must include all three parts: RSS-102 (SAR), RSS-102 (RF Exposure or RF Exp) and RSS-102 (Nerve Stimulation or NS). [NIST will designate the three parts to ISED, and ISED will recognize and list the three parts.]

  Note: For RSS-102, Section 2.5 and Annex C – there is no ISED designation available or required. Since there is no evaluation done by the testing laboratory, there is no need to have RSS-102 recognized by ISED. The lab can still submit the Annex C to the ISED Certification Engineering Bureau (CEB). CEB will accept Annex C when no evaluation is required for SAR, NS or RF Exposure.

- **RSS-310** is not available for recognition since this standard is for equipment exempt from ISED certification.

- **Partial RSS or BETS standards:** Labs seeking recognition for only part of a standard (due to a limited accreditation) that is not already subdivided as show above must first obtain approval from the limited standard from ISED. Labs should use the ISED General Inquiry Form. ISED's response (stating whether the new subdivided standard can be designated to ISED) must be submitted to NIST along with the request for designation.

- In additional to recognizing the main lab location, ISED can recognize additional testing locations if these have been included in a Scope of Accreditation (as satellite facilities). The address of each satellite facility that is covered must also be identified on the ISED Technical Checklist, and the ISO/IEC 17025 Scope of Accreditation must identify the specific test methods covered at that location (or the AB must provide this information in a letter). Each location will be recognized for a specific scope of recognition (list of standards recognized).

ISED Technical Checklist

- Please review your ISED Technical Checklist to be sure the answers included by the assessor correctly reflect the scope of recognition you are seeking, and that the information matches the Scope of Accreditation content. The ISED Technical Checklist information (answers and comments) MUST match your request and the Scope of Accreditation information.

- The ISED Technical Checklist must be signed and dated by the assessor.

- The ISED Technical Checklist must include the name and location of the test lab and any satellite locations covered.

- For all RSS-102 options, certain questions on the ISED Technical Checklist must be noted as YES by the assessor.

Scope of Accreditation	Question #s on the ISED Technical Checklist that must be noted as **YES**
RSS-102 (SAR)	All questions for RSS-102 (SAR) Q6, Q7, Q8, Q9, Q29-32, Q50-52
RSS-102 (RF Exposure)	All questions for RSS-102 (RF Exp.) Q6, Q9, Q33, Q34 If lab is performing power density **calculations only** – the assessor should note "calculations only" in the Q33 comment field. If lab has **limited frequency range** for power density **measurements**, the assessor should note the range in the Q33 comment field. See further guidance forQ33 on page 4 of this document.
RSS-102 (NS)	All questions RSS-102(NS) Q6, Q9, Q35, Q36

Note: For RSS-102, Section 2.5 and Annex C – there is no ISED designation available or required. Since there is no evaluation done by the testing laboratory, there is no need to have RSS-102 recognized by ISED. The lab can still submit the Annex C to the ISED Certification Engineering Bureau (CEB). CEB will accept Annex C when no evaluation is required for SAR, NS or RF Exposure.

Before submitting your completed ISED Technical Checklist to NIST, please verify that the right questions have been completed for the relevant portion of RSS-102. If there are any inconsistencies, please contact your AB to resolve them first.

- Question 3 (re: ANSI C63.10-2013, American National Standard for Testing Unlicensed Wireless Devices) must be "Y" for seeking recognition for any of the RSS standards in the RSS-2XX series.

- Question 4 (re: ANSI C63.26-2015, Standard for Compliance Testing of Transmitters Used in Licensed Radio Services) must be a "Y" if seeking recognition for any of the RSS standards in the RSS-1XX series (except RSS-102).

- Question 5 (re: ANSI C63.17-2013, American National Standard Methods of Measurement of the Electromagnetic and Operational Compatibility of Unlicensed Personal Communications Services (UPCS) Devices) must be a "Y" if seeking recognition for RSS-213.

- Question 12 (re: Is any measurement software used by the testing laboratory documented in the test report? Has the testing software been properly validated?) applies to the ISED requirement for listing the software in the test report. Guidance from CEB has indicated that labs must use something in terms of performing calculations, at the very least Excel software. Unless there is a deficiency, the answer should always be "Y". Please see RSS-Gen, Annex A – Test Report Contents (#12 and #14 b/c).

- If there are nonconformities noted on the ISED Technical Checklist, it will be necessary to provide NIST with evidence that these have been closed by the AB. The AB can do this, for example, by including a written comment box on the ISED Technical Checklist confirming closure for each nonconformity.

- Question 33 – In the case where the lab is doing the power density **calculations** for Annex A but not doing any power density measurements, Q33 must be answered "Y" and the assessor must add the comment "Calculations only". It is not necessary to list "calculations only "on the Scope of Accreditation (unless it is the AB's policy). The ISED recognition will be for RSS 102 (RF Exp.).

- Question 33 – In the case where the lab is performing the power density **measurements** but cannot test to the maximum frequency, Q33 must be answered "Y" and the assessor must add a comment specifying the frequency range capability of the lab. It is not necessary to list the range on the Scope of Accreditation (unless it is the AB's policy). The ISED recognition will be for RSS 102 (RF Exp.).

ISED Recognized CBs - Test Lab Requirements

- See CB-02 4.3.

- ISED requires that the Scope of Accreditation of the CB's in-house testing laboratory and that of any other contracted testing labs must cover all RSSs and/or all BETSs in the entire CB scope recognized by ISED. Copies of all contractual arrangements with other testing labs along with their ISO/IEC 17025 Scope/Certificate must be provided to NIST (for ISED).

- For RSS-102, between the Scope of Accreditation of the in-house testing laboratory and the Scope of Accreditation of any contracted testing labs, all three sections of RSS-102 (RF Exp., SAR, NS) must be present if the CB intends to maintain ISED CB recognition for any ISED CB Scope that includes RSS-102 (Scopes 1 – 5).

When the ISED recognized CB submits the application for the associated in-house lab's ISED recognition, NIST must verify that the CB continues to meet CB-02 4.3.

CB Acceptance of Test Reports – Timing

- An ISED recognized CB can accept a test report that was generated by a lab before it had obtained ISED recognition only if (1) the lab obtained ISED recognition by the time the test report was submitted to the CB, and (2) the test report **was issued less than 12 months before**. See RSS-GEN (6.3).

For further information, please contact mra@nist.gov

Revised by R. Saar 12/19/2019