Applying for and Maintaining Canada ISED Test Lab Recognition

NIST Supplemental Instructions for the ISED Wireless Device Test Lab Program

April 11, 2019 - V1.0

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

New Applicants

Please submit **all** information noted in the **Application Documents & Process** section on the NIST Designation Requirements for Canada webpage to NIST (mra@nist.gov).

ISED Recognized Labs – Renewing Recognition

Laboratories that are already recognized by ISED must apply for a renewal of the recognition prior to the accreditation expiration date. Please submit the following to NIST (mra@nist.gov):

(1) Renewed ISO/IEC 17025 Scope and Certificate of Accreditation

(2) Issue # and date of each RSS and/or BETS standard (either listed on the Scope or in a letter/form from the AB). Versions of the standards must be up to date.

(3) Per REC-LAB 6 (f)(ii), one of the following:
　　　　(a) a statement from your AB (email acceptable) that your lab continues to comply with the
　　　　previously submitted ISED Checklist (include date completed)
　　　　(b) the ISED Checklist completed at renewal assessment [choose this option if any additional
　　　　standards are being added]

ISED Recognized Labs – Adding Additional Standards to the ISED Recognition

At any time, to add additional standards to an existing recognition, please provide items 1, 2, and 3b listed above to mra@nist.gov.

<u>Scope of Accreditation</u>

- 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/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).

- **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 <u>not available</u> 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 should be submitted to NIST along with the request for designation.

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 by the Assessor.

- For all RSS-102 options, certain questions on the 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	All questions for RSS-102 (SAR) Q6, Q7, Q8, Q9, Q29-32, Q50-52 All questions for RSS-102 (RF Exp.) Q6, Q9, Q33, Q34 All questions for RSS-102(NS) Q6, Q9, Q35, Q36
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
RSS-102 (NS)	All questions RSS-102(NS) Q6, Q9, Q35, Q36

Use this section if doing the calculations - MPE.

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 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. Please see RSS Gen, Annex A – Test Report Contents (#12 and #14 b/c).

- If there are deficiencies/nonconformities noted on the Technical Checklist, it will be necessary to provide NIST with evidence that the AB has closed each deficiency. The AB can do this by including a written comment box on the Technical Checklist confirming closure for each deficiency.

Test Labs that Support ISED Recognized CBs

- 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 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 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

- For testing done **before or on March 15, 2019**, the CBs can accept test reports from ISED registered test sites (old system) **until June 15, 2019**. The test reports must be dated no later than March 15, 2019. Please refer to ISED [CB Notice 2019-03](#).

- For any testing done **after March 15, 2019**, the CB can only accept test reports from labs that are now formally recognized by ISED under the Wireless Device Testing Lab Program.   The CB can accept a test report that was generated before the lab was ISED recognized if (1) the lab ISED recognized at the time of the test report 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

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