

Checklist for Technical Competence Assessment of Foreign Certification Bodies

Instruction to the Assessors

This evaluation checklist aims at providing the assessor with the specific criteria to which the capability of the prospective certification body and the competence of its personnel are to be evaluated during the assessment phase of the accreditation process. This checklist is not intended to replace the good engineering judgment of a technical assessor nor a thorough evaluation of a facility. Other points or remarks may be added to the assessment report if deemed necessary.

Under the column headed “Y/N/NA”, please mark the corresponding box with “Y” if conformity with the criteria is demonstrated. Mark the corresponding box with “N” to show a non-conformity or deficiency and give the explanations in the adjacent box under the column headed “Remarks”. If the item is not applicable, mark the corresponding box with “NA”.

General			
No.		Y/N/NA	Remarks
1.	Applicant is accredited to ISO/IEC Guide 65 ¹		
2a.	Applicant is accredited to ISO/IEC 17025 for testing capabilities under the scope for which recognition is sought; and/or		
2b.	The applicant has entered into contractual arrangement with a testing laboratory, which has been accredited to ISO/IEC 17025 with the appropriate scope. (Check the relevant documents)		
4.	Understands the technical regulations of Communications Authority (CA) ² (Ask for a demonstration on how to		

¹ ISO/IEC 17065 has been published to replace ISO/IEC Guide 65. According to the resolution of International Accreditation Forum, all accreditations to ISO/IEC Guide 65 will become invalid after 14 September 2015.

	access HKCA specifications ³ , safety requirements, EMC requirements via the Internet)		
5.	Certification procedure is available and assessed to be acceptable		
6.	Auditing procedure is available and assessed to be acceptable		
7.	Post-market surveillance procedure is in place and assessed to be acceptable		
8.	Aware that it needs to seek consent from the grantee during the certification process for allowing OFCA to post the technical information of certified products onto OFCA website		
A. Fixed Network Equipment		Y/N/NA	Remarks
Customer Premises Equipment (CPE) connected to PSTN			
9.	Applicant has the latest version of HKCA 2011 and applicable reference standards		
10	Has the necessary facility, testing equipment and competence in testing the transmission characteristics of CPE using the methods as specified in Annex 1 to HKCA 2011.		
11.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own		

² Pursuant to the Communications Authority Ordinance (Cap. 616), with effect from 1 April 2012, all duties and powers of the Telecommunications Authority (TA) are conferred on the Communications Authority (CA), and all duties and powers of the Office of the Telecommunications Authority (OFTA) are conferred on the Office of the Communications Authority (OFCA), the executive arm of the CA.

³ Before the establishment of the CA on 1 April 2012, the specifications prescribed by the TA were named as HKTA specifications. From 1 April 2012 onward, revised versions of existing HKTA specifications and new specifications prescribed by the CA will be named as HKCA specifications. For the avoidance of doubt, unless the specific issue number of the HKTA specification is explicitly specified, reference in any document to HKTA specification shall be construed as including reference to the corresponding HKCA specification as may be revised from time to time. In addition, reference in any document to HKCA specification shall be construed as referring to the corresponding HKTA specification if the HKCA specification under reference is not yet present.

	or subcontracted testing laboratories for compliance with the essential technical requirements listed in HKCA 2011.		
ISDN equipment		Y/N/NA	Remarks
12.	<p>Applicant has the latest version of the documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 2014, ITU-T Rec. I.430, Q.920, Q.921 Q.930 and Q.931</p> <p>(b) HKCA 2015, ITU-T Rec. I.431, Q.920, Q.921 Q.930 and Q.931</p> <p>(c) HKCA 2021, ANSI Standard T1.601-1988 ITU-T Rec. I.411, I.412, I.430, G.960, G.961</p> <p>(d) HKCA 2026, ANSI Standards T1.605, T1.602, T1.607 ITU-T Rec. P.31</p> <p>(e) HKCA 2027, ANSI Standards T1.403.01, T1.602, T1.607</p>		
13.	Has the necessary facility, testing equipment and competence in testing ISDN equipment to the applicable HKCA specifications		
14.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Digital Leased Circuit Equipment		Y/N/NA	Remarks
15.	<p>Applicant has the latest version of the documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 2017, ITU-T Rec. G.121, G.122, G.703, G.704, G.706, G.711, G.822, G.824, Q.23</p> <p>(b) HKCA 2018, ITU-T Rec. G.121, G.122, G.703, G.704, G.706, G.711, G.822, G.824, Q.23</p> <p>(c) HKCA 2023, "Telephone Transmission Quality", Recommendations of P Series. ITU-T Blue Book, 1988</p> <p>(d) HKCA 2028, ITU-T Rec. G.703, G.824, O.171</p>		

	(e) HKCA 2029, ITU-T Rec. G.703, G.823 and O.171 (f) HKCA 2030, ITU-T Rec. V.11, V.28 and V.35 (g) HKCA 2031, ITU-T Rec. V.24 and V.28		
16.	Has the necessary facility, testing equipment and competence in testing digital leased circuit equipment to the applicable HKCA specifications		
17.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
ADSL Modems and Broadband Access Equipment		Y/N/NA	Remarks
18.	Applicant has the latest version of the documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 2032, ITU-T Rec. G.992.1 (b) HKCA 2033, ITU-T Rec. G.992.2 (c) HKCA 2037, ITU-T Rec. J.112 (Annex B), J.122, DOCSIS 1.0		
19.	Has the necessary facility, testing equipment and competence in testing ADSL Modems or Broadband Access Equipment to the applicable HKCA specifications		
20.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Cable Modems		Y/N/NA	Remarks
21.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 2035, HKCA 1102, 1104 and 1105		

	(b) HKCA 2036, ITU-T Rec. J.112 (Annex B), J.122, DOCSIS 1.0		
22.	Has the necessary facility, testing equipment and competence in testing cable modem to the applicable HKCA specifications		
23.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
ATM and Optical Leased Circuit Equipment		Y/N/NA	Remarks
24.	<p>Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 2016, ITU-T Rec. I.432.1 – 432.5, I.361, I.363, I.371 ANSI T1.646-1995, ATM Forums' User-Network Interface Specification Version 3.1</p> <p>(b) HKCA 2034, ITU-T Rec. E.164, E.191, Q.2931 ATM User-Network Interface Specification Version 3.1 ATM User-Network Interface (UNI) Signalling Specification Version 4.0</p> <p>(c) HKCA 2038, ITU-T G.957, G.652-G.655 IEC 60825-1, IEC 60825-2 (Safety of laser products)</p> <p>(d) HKCA 2039, ITU-T G.652-G.655, GR-253-CORE Synchronous Optical Network (SONET) Transport Systems: Common Generic Criteria, published by Telcordia Technologies Inc., IEC 60825-1, IEC 60825-2 (Safety of laser products)</p>		
25.	Has the necessary facility, testing equipment and competence in testing ATM and Optical Leased Circuit Equipment to the applicable HKCA specifications		
26.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the		

	applicable HKCA specifications.		
B. Radio Equipment		Y/N/NA	Remarks
Land mobile radio equipment & CB radio			
27.	<p>Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 1002, CISPR 16-1, EN 300 086-1, EN 300 296-1, ITU-R Rec. M.478, SM.1045</p> <p>(b) HKCA 1010, CISPR 16-1, EN 300 113-1, EN 300 390-1, ITU-R Rec. M.478, SM.1045</p> <p>(c) HKCA 1041</p> <p>(d) HKCA 1046, EN 300 086-1, EN 300 296-1</p> <p>(e) HKCA 1050, EN 300 135-2, EN 300 433-2, 47 CFR 95 Subpart E</p> <p>(f) HKCA 1066, EN 300 676-2, 47 CFR 95 Subpart D</p> <p>(g) HKCA 1067, EN 301 841-3</p>		
28.	<p>Has the necessary testing equipment and competence in testing the following technical characteristics of transmitter to the requirement of the applicable HKCA specifications</p> <p>(a) Operating frequency</p> <p>(b) Carrier power (conducted)</p> <p>(c) Effective Radiated Power</p> <p>(d) Frequency deviation</p> <p>(e) Spurious emissions</p> <p>(f) Adjacent channel power</p>		
29.	<p>Has the necessary facility, testing equipment and competence in testing the following technical characteristics of receiver to the requirement of the applicable HKCA specifications :</p> <p>a) Usable sensitivity</p> <p>b) Adjacent channel selectivity</p> <p>c) Intermodulation response rejection</p> <p>d) Blocking or desensitization</p> <p>e) Spurious response rejection</p> <p>f) Receiver spurious emissions</p>		
30.	Has the knowledge and expertise in evaluating test data,		

	test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Cordless Telephone		Y/N/NA	Remarks
31.	<p>Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 1006</p> <p>(b) HKCA 1015, MPT 1375 (DTI,UK)</p> <p>(c) HKCA 1026</p> <p>(d) HKCA 1027, RCR STD-28 Version 2 (ARIB), Technical Report RCR TR-23 Version 2 (ARIB)</p> <p>(e) HKCA 1034, ETS 300175, ETS 300176, TBR 006</p> <p>(f) HKCA 1045, ETSI EN 300 296-1</p>		
32.	<p>Has the necessary facility, testing equipment and competence in testing the following technical characteristics of analogue cordless telephone to the requirements of applicable HKCA specifications. :</p> <p>(a) Operating frequency</p> <p>(b) Effective Radiated Power</p> <p>(c) Carrier power</p> <p>(d) Field strength of carrier</p> <p>(e) Frequency deviation</p> <p>(f) Spurious emissions of transmitter</p> <p>(g) Adjacent channel power</p> <p>(h) Receiver spurious emission</p> <p>(i) Intermodulation attenuation</p>		
33.	Has the necessary facilities, testing equipment and competence in testing digital cordless telephone in accordance with the applicable technical standards (e.g. PHS, DECT)		
34.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the		

	applicable HKCA specifications.		
Digital radio transceiver for mobile phone service		Y/N/NA	Remarks
35.	<p>Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 1020, GTS 11.20, GTS 11.20-DCS, EN 301087, GSM 05.02, GSM 05.05, GSM 05.08</p> <p>(b) HKCA 1029, TIA/EIA-627, TIA/EIA-628</p> <p>(c) HKCA 1030, TIA/EIA-627, TIA/EIA-629</p> <p>(d) HKCA 1031, TIA/EIA-95, TIA/EIA-98</p> <p>(e) HKCA 1032, TIA/EIA-95, TIA/EIA-97</p> <p>(f) HKCA 1033, EN 301 511</p> <p>(g) HKCA 1043, EN 301 908-1, EN 301 908-3</p> <p>(h) HKCA 1048, EN 301 908-1, EN 301 908-2</p> <p>(i) HKCA 1064, EN 301 502, EN 300 609-4</p> <p>(j) HKCA 1065, EN 301 908-1, EN 301 908-18</p>		
36.	Has the necessary facilities, testing equipment and competence in performing tests on mobile phone equipment in accordance with the applicable technical standards (e.g. GSM, TDMA, CDMA, 3G).		
37.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Fixed link equipment		Y/N/NA	Remarks
38.	<p>Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) :</p> <p>(a) HKCA 1003</p> <p>(b) HKCA 1036, EN 300 197 V1.2.2, EN 301 126-1, ITU-R Rec. F.749-1 (Annex 1)</p> <p>(c) HKCA 1037, EN 300 198 V.1.2.2, EN 301 126-1, ITU-R Rec. F.637-3 (Annex 3)</p> <p>(d) HKCA 1063, EN 302 217-2-2</p>		

	(e) HKCA 1068, EN 302 217-2-2 (f) HKCA 1070, EN 302 217-2-2 (g) HKCA 1071, EN 302 217-2-2		
39.	Has the necessary facilities, testing equipment and competence in testing the following technical characteristics of analogue fixed link equipment to the applicable HKCA specifications : (a) Carrier power (b) Frequency error (c) Spurious emissions (d) Radiated spectrum (e) Reference sensitivity (f) Selectivity (g) Spurious response rejection (h) Receiver spurious emissions		
40.	Has the necessary facilities, testing equipment and competence in testing digital fixed link equipment to the applicable HKCA specification		
41.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Public paging transmitter and receiver		Y/N/NA	Remarks
42.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1004 (b) HKCA 1069, EN 300 224-2		
43.	Has the necessary facility, testing equipment and competence in testing the following characteristics of paging transmitter and/or receivers to HKCA 1004 : <u>Transmitter Tests</u> (a) Carrier Power (b) Frequency error		

	(c) Frequency deviation (d) Spurious emissions (e) Adjacent channel power <u>Receiver Tests</u> (f) Reference sensitivity (g) Spurious response rejection (h) Desensitisation (i) Intermodulation response rejection (j) Radiated spurious emissions		
44.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in HKCA 1004.		
Trunked radio equipment		Y/N/NA	Remarks
45.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1016 (b) HKCA 1047, EN 300 394-1, EN 303 035		
46.	Has the necessary facilities, testing equipment and competence in testing the following technical characteristics of analogue trunked radio equipment to HKCA 1016 : <u>TRANSMITTER TESTS</u> (a) Frequency error (b) Carrier power (c) Frequency deviation (d) Spurious emissions <u>RECEIVER TESTS</u> (e) Maximum usable sensitivity (f) Adjacent channel selectivity (g) Intermodulation response rejection (h) Spurious response rejection (i) Receiver spurious emissions		
47.	Has the necessary facilities, testing equipment and		

	competence in testing the technical characteristics of digital trunked radio equipment to HKCA 1047		
48.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
ISM equipment and Low Power Device		Y/N/NA	Remarks
49.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1007, CISPR 11 (b) HKCA 1008, ETSI EN 300 422-2, 47 CFR 74.861 (c) HKCA 1035		
50.	Has the necessary facility, testing equipment and competence in testing the technical characteristics of ISM equipment and/or Low Power Device to the applicable HKCA specifications.		
51.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications. (Ask the applicant to specify the parameters that need to be measured for the type of equipment for which certification is sought)		
Equipment operating at unlicensed bands of 2.4 GHz & 5 GHz		Y/N/NA	Remarks
52.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1039, EN 300 328, 47 CFR 15, EN 301 893 and EN 302 502 (b) HKCA 1042, 47 CFR 15 subpart E		
53.	Has the necessary facilities, testing equipment and		

	competence in testing the technical characteristics of equipment operating at 2.4 GHz and / or 5 GHz to the applicable HKCA specification		
54.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Short Range Portable Radio (SRPR) & RFID device		Y/N/NA	Remarks
55.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1044, CISPR 16-1 and EN 300 296-1 (b) HKCA 1049, EN 302 208-2 and 47 CFR 15 (Clause 247)		
56.	Has the necessary facility, testing equipment and competence in testing Short Range Portable Radio (SRPR) and / or RFID device in accordance with the applicable HKCA specification and reference standards.		
57.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Maritime mobile radio equipment		Y/N/NA	Remarks
58.	Applicant has the latest version of documents specified in one or more of the following (Please circle the corresponding item(s)) : (a) HKCA 1001 (b) HKCA 1005 (c) HKCA 1022		
59.	Has the necessary facility, testing equipment and competence in testing the following technical		

	<p>characteristics of maritime mobile radio equipment to the applicable HKCA specification :</p> <p><u>TRANSMITTER</u></p> <p>(a) Operating frequency (b) Output power (c) Frequency deviation (d) Spurious emissions</p> <p><u>RECEIVER</u></p> <p>(a) Tuning error and tuning drift (b) Maximum usable sensitivity (c) Adjacent-signal selectivity (d) Blocking and cross-modulation (e) Intermodulation (f) Spurious responses (g) Spurious emissions</p>		
60.	Has the knowledge and expertise in evaluating test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential technical requirements listed in the applicable HKCA specifications.		
Safety requirements		Y/N/NA	Remarks
61.	Applicant has the latest version of HKCA 2001 and applicable reference standards including IEC 60950 (or equivalent), EN 50361 or ANSI / IEEE C95.3		
62.	Has the necessary facility, testing equipment and competence in testing the electrical safety of telecommunications equipment to HKCA 2001		
63.	Has the necessary facilities, testing equipment and competence in testing the Specific Absorption Rate (SAR) of hand-held mobile terminal to HKCA 2001		
64.	Has the knowledge and expertise in assessing test data, test reports and technical documents provided by its own or subcontracted testing laboratories for compliance with the essential safety requirements listed in HKCA 2001 and applicable reference standards.		