

	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: July 5, 2018
	LAB BULLETIN	NUMBER: LB-109-2018
		LAP: ECT
SUBJECT: Release and Completion of the Innovation, Science and Economic Development (ISED) Canada Program Specific Checklist 150-11B, <i>ECT: ISED Telecommunications Terminal Equipment, Radio Apparatus and Broadcasting Equipment</i>		

The purpose of this bulletin is to notify laboratories of the release of the NVLAP Innovation, Science and Economic Development (ISED) Canada program specific checklist, NIST Handbook 150-11B, *ECT: ISED Telecommunications Terminal Equipment, Radio Apparatus and Broadcasting Equipment*, and the process for completing the checklist.

Notice

The NIST Handbook 150-11B program specific checklist, *ECT: ISED Telecommunications Terminal Equipment, Radio Apparatus and Broadcasting Equipment*, based on the ISED Testing Laboratory Technical Assessment Checklist (<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11383.html>), will be released and become effective July 6, 2018. Wireless device testing laboratories desiring recognition by Canada must have the NIST Handbook 150-11B checklist completed. The background on the new Canadian requirements can be found at the following link: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf05259.html>.

Laboratories may have the checklist completed at a regularly scheduled onsite assessment. Laboratories should anticipate that completion of the checklist will increase the time and expense of an onsite assessment.

Laboratories may choose to have the checklist completed via a remote assessment if the next regularly scheduled onsite assessment does not meet the laboratory's needs. Laboratories requesting a remote assessment must contact their NVLAP program manager. The remote assessment will be handled by NVLAP like any other assessment. NVLAP will schedule a remote assessment and assign an assessor (it is likely to be the assessor who performed the laboratory's last onsite assessment) with the laboratory's approval. Once assigned, the assessor submits an estimate to NVLAP for the time and expense (most likely associated with video or teleconferencing) required to perform the remote assessment. The laboratory will be invoiced for the time and expense. As with an onsite assessment, the laboratory must pay the assessment fee invoice prior to the assessor conducting the remote assessment. The remote assessment costs are estimated to be \$1000 US.

The remote assessment will consist of an exchange of information via email and a video or teleconference. ISED requires some portion of the assessment be performed via video or teleconference. As in an onsite assessment, the assessor may cite nonconformities against checklist 150-11B, and the laboratory is expected to resolve the nonconformities.

ISED will only accept remote assessments for completion of the checklist for those ISED test methods already included on a laboratory's scope of accreditation. Remote assessments for the addition of ISED test methods must be approved on a case-by-case basis by ISED.

NVLAP will only conduct remote assessments for the completion of the NIST Handbook 150-11B checklist. At this time, NVLAP does not intend to make remote assessments part of our routine process.

Questions should be directed to Bradley Moore, bradley.moore@nist.gov, 301-975-5740 or Timothy Rasinski, timothy.rasinski@nist.gov, 301-975-6697.