Canadian Certification Body Scheme

Radio Equipment Certification Procedure for
Innovation, Science and Economic Development (ISED)

RD_721, Issue 14

This guide describes the certification procedure of the Radiocommunication Regulations of Canada as implemented by Kiwa

Revision record sheet

NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet.

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	1.1	5	18-08-2016	Modified paragraph About Telefication	EB
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	3	9		Removed prefix to model name	
	3.2	9		Added RSS-GEN	
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1 Introduction

1.1 About Kiwa

Kiwa Nederland B.V. is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited Kiwa to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

More information about Kiwa is available in *RD_063, About Kiwa Certification.*

1.2 About this document

This document is a guide for manufacturers and importers who want to place Radio Equipment on the Canadian market and need certification of their equipment. Manufacturers have to follow the procedure described in this document to obtain a Certificate issued by Kiwa, being a Canadian Certification Body (CCB). A Certificate issued by a CCB is according to Canadian Law equal to a Technical Acceptance Certificate (TAC) issued by ISED Canada.

Be aware that this document is just about the certification procedure for Radio Equipment classified as Category I equipment. There are other obligations (besides certification) when placing Radio Equipment on the Canadian market. Kiwa has a lot of services developed to assist manufacturers in meeting these obligations. You will not find these services in this document. If you are interested in the other services of Kiwa then contact our department Sales.

1.3 Legal background

In the *Regulations respecting radiocommunication, radio authorizations, exemptions from authorizations and the operation of Radio Apparatus, Radio-sensitive Equipment and Interference-causing equipment (SOR/96-484)*, Radiocommunication Regulations, regulations are defined for Radio Equipment on the Canadian market. The latest version of the Radiocommunication regulations can be found on the web site of ISED Canada, http://www.ic.gc.ca

The latest version of the RR is issue 7 of April 2014.
http://laws-lois.justice.gc.ca/eng/regulations/sor-96-484/page-3.html#docCont
In Part III, *Technical Acceptance Certification and Compliance with Applicable Standards* of the RR the regulations for Radio Equipment are given. In Article 19 a distinction is made between Category I and Category II equipment. The Minister of ISED will publish in the *Canada Gazette* which types of Radio Equipment are falling in which category and will identify the applicable standards. All Category I equipment needs a TAC or a Certificate (see Article 21.(1) RR).
Category II equipment does not require a TAC, but must be tested and comply with all applicable standards established by ISED Canada (See Article 21.(5) RR).

Another important document is the *Radio Equipment Certification Procedure (RSP-100).* The latest version of RSP-100 can be found on the web site of ISED Canada, http://www.ic.gc.ca

The RSP-100 describes the certification procedure when an application for certification is filled at ISED Canada. In that sense RSP-100 is comparable to this RD_721 of Kiwa. It is the intention of ISED Canada to terminate their certification services as soon as there is enough competition between private CCB's. When ISED Canada has taken the decision to terminate certification services this RSP-100 will probably be repealed.

The legal context of this certification service of Kiwa is mainly defined by documents:

REC-CB — Requirements for Certification Bodies

REC-CB — Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies (CBs) for the Certification of Radio Apparatus

REC-CB contains the requirements applicable for the certification schemes implemented by CCB's. This document (RD_721) is meeting these requirements. In case of conflict between this document and REC-CB, the latter shall be given precedence.

The latest version of REC-CB can be found on the web site of ISED Canada, http://www.ic.gc.ca

2 General

2.1 Scope

This document describes the process to be followed and the information to be submitted by an applicant wishing to obtain certification of radio equipment issued by Kiwa.

Before certification is granted, the applicant shall show that the applicable standards have been complied with. The applicable standards are called Radio Standards Specifications (RSS). Each RSS has a unique number (i.e. RSS-210) and is applicable for Radio Equipment as specified in the relevant RSS.

In case of conflict between this document and a RSS, the latter shall be given precedence.

2.2 Category I Equipment

The equipment or class of equipment for which a Certificate is required is referred to as Category I Equipment. The applicable standards are set out in the Standards List, which is published by the Minister in the Canada Gazette and revised from time to time. For more information about the standards see chapter 6.

Generally, the following radio equipment requires a Certificate:

(a) Mobile equipment (terrestrial, aeronautical, and maritime).

(b) Base stations that communicate with mobile stations.

(c) Fixed services (point to point and point to multipoint) equipment of any bandwidth.

(d) Low power devices.

(e) Equipment for which a radio standard (RSS) exists, as listed in the “Index of Spectrum Management Documents Available to the Public.”

(f) Other equipment as decided by Spectrum Engineering of ISED Canada to simplify the licensing procedure.

2.3 Certification-exempt Equipment

2.3.1 Category II Equipment

Category II equipment is outside the scope of CCB’s. So a Certificate for a category II equipment cannot be granted by a CCB.

Category II equipment does also not require a TAC, but must be tested and comply with all applicable standards established by ISED Canada. A Category II Equipment Standards List is published by the Minister in the Canada Gazette and revised from time to time.

2.3.2 Equipment for Demonstration or Compliance Testing

Equipment imported for demonstration purposes or trade shows, etc., must be accompanied by a conspicuous notice to indicate that the equipment has not been certified by ISED Canada.

Equipment may be imported for certification compliance testing prior to issuance of a Certificate or TAC.

If the equipment demonstration or the compliance testing requires that a transmitter be turned on to radiate RF energy, then an experimental radio license must be obtained from the office of ISED Canada nearest to the demonstration/testing site.

2.3.3 Special Equipment

Special equipment (for limited usage) may be licensed without undergoing equipment certification, when acceptable justification is given to Manager, Radio Equipment Standards of ISED Canada.

2.3.4 Radio Amateur Equipment

Equipment destined for use by licensed radio amateurs in designated amateur radio frequency bands does not require equipment certification.

2.4 Radio Licensing

In order to obtain a license to operate radio equipment, the licensing procedures of ISED Canada apply. Certain radio equipment, when certified, may be operated on a license-exempt basis. Information concerning licensing procedures or exemptions from licensing may be obtained from any of the offices of the Department listed in the Radiocommunication Information Circular 66 (RIC-66).

2.5 Test Reports

Testing performed by any test facility (test laboratory) in any country, and their test reports, may be used for equipment certification provided that the test methods are equivalent to the Canadian test methods, and the technical requirements of the applicable Canadian standards are fully addressed and complied with. Any supplementary data required by the Canadian standard must be supplied. A table that cross-references the Canadian requirements must also be provided with the test reports.

3 Conditions for Certification

3.1 Identification of Certified Radio Equipment

All Category I radio equipment intended for use in Canada must permanently display on each transmitter, receiver, or inseparable combination thereof:

(a) the certification number, prefixed by the name "IC: ";
(b) a model name or number.

All Category II radio equipment intended for use in Canada must permanently display on each transmitter, receiver, or inseparable combination thereof the same identification requirements as given above, with the exception of item a), where the assigned certification number is replaced by the appropriate RSS number (e.g. Canada 210 is used to indicate compliance with RSS-210).

The information required above must be affixed by labelling or other means, in such a manner as not to be removable except by destruction or defacing.

Equipment that is issued a certificate but is not properly labelled is not considered certified.

3.2 Description of Open Area Test Site

If the measurement requires the use of an open area test site (OATS), a description of such a test site and associated test instruments shall be filed with ISED Canada, preferably in advance, and a file reference number obtained. Specifications on an Open Area Test Site that is acceptable to ISED Canada can be found in RSS-GEN.

The following information on OATS is required:

(a) Location of the site. Include dimensioned site plan and photographs of site.

(b) Description of the measurement antenna supporting structure, and material and constructional details of the ground plane.

Provide photographs and dimensioned drawings where possible as aid to the description.

(c) Precautions taken to minimize reflections from surrounding structures, buildings, and terrain.

(d) Details about the field strength meter (frequency range, last date of calibration). Describe in detail how the site attenuation is obtained. This attenuation measurement must be performed in accordance with standards from national or international organizations; enclose copy of standards and address/telephone number of source.

(e) Site ambient radio noise versus frequency and time of day.

Organizations suitably equipped to perform tests for equipment certification purposes for the public and wishing to be listed in the ISED Canada List of measurement facilities may request to be so listed by advising the Certification Section of the Department.

3.3 Responsibility for Test Results

It is the responsibility of the person performing the tests or supervising the performance of the tests to sign the form RF_723. In so signing, the person affirms that the test measurements were made in accordance with the applicable standards; and that the equipment performs in accordance with the

data submitted in the test report. If the prescribed test method is not used, an alternative equivalent test method may be used. This alternative has to be authorized by Kiwa.

Notwithstanding the above, it is the applicant signing the Form RF_723 that warrants that the test results submitted are a true representation of the characteristics of the equipment for which certification is requested, and that the equipment meets the standards stipulated in the test report.

3.4 Additional information

Kiwa may, during the process of evaluating an application for certification, request additional supporting information and/or random samples of equipment for testing.

3.5 Quality Control and Auditing

Adherence of subsequent production units to the technical quality and characteristics under which certification was originally granted is implicit in the granting of a certificate. To this end, the manufacturer or importer shall ensure continuing compliance with the technical standards.

ISED Canada may request the certification assignee to send random samples at his (or her) expense to the Ministry for post-certification audit testing, or as a result of radio interference complaints. If the samples fail the tests, the certification assignee will be required to take corrective action that may include recall of equipment if deemed necessary by the Ministry. The cost of subsequent testing as a result of failure will be charged to the certification assignee.

3.6 Interconnection Standards

Radio equipment which is intended to be connected to a public telecommunications network must also be submitted for registration in accordance with the requirements specified in the document *Procedure for Declaration of Conformity and Registration of Terminal Equipment (DC-01(E)).*

3.7 Release of Information

All information furnished in support of a submission for certification will be retained by Kiwa and treated as confidential within Kiwa (this scheme is ISO/IEC 17065 accredited). However ISED Canada is entitled to ask a copy of the certification file. In such a case the provisions of the Canadian *Access to Information Act* will apply.

Should a request be received for the disclosure of this information, either informally or under the Access to Information Act, the applicant will be given the opportunity to make representations to ISED Canada as to why the information should not be released. However, the Ministry cannot guarantee that all information can be protected in all circumstances.

3.8 Approval by official Canadian Agencies

Some radio equipment requires the approval of other Regulatory Agencies before a certification application can be submitted. In such cases, the other approval(s) must be included with the application.

Disclaimer: certification does not necessarily imply acceptance or approval by another agency and the approval of another agency does not imply certification.

3.8.1 Approval by Transport Canada Aircraft Certification Branch (AARD)

Emergency Locator Transmitters (ELT's) must initially be approved by AARD before certification can be granted. Once certified, the ELT will be listed on the REL. Only ELT's that have successfully completed this two-part approval process and are listed in the REL will be eligible for installation in Canadian registered aircraft. Other radio equipment intended for installation on aircraft, which does not require prior approval by AARD to qualify for certification will be processed for certification directly.

In such cases, Transport Canada will be notified of new certifications through the daily update to the Radio Equipment List (REL).

3.8.2 Approval by Transport Canada Marine Safety (AMSE)

Emergency Position Indicating Radio Beacons (EPIRBs) used in the maritime service and Global Maritime Distress & Safety System (GMDSS) equipment must initially be approved by AMSE before certification can be granted.

3.8.3 Approval by National Search and Rescue Secretariat (NSS)

Personal Locator Beacons (PLBs) equipment must initially be approved by NSS before certification can be granted.

3.9 Required Representative

The applicant must provide, in writing, the identity of a representative in Canada who is capable of responding to enquiries and who can provide post-certification audit samples at no charge to ISED Canada. This representative shall fill out and sign the RF_718 Canadian representative letter to this purpose.

4 The Certification Application Procedure

4.1 General

ISED Canada issues Radio Standards Specifications (RSSs), which include technical requirements for equipment in various frequency bands and services. Some RSSs cover radio equipment requiring a license to operate. Other RSSs set out standards for equipment that is license exempt.

An applicant for equipment certification should refer to the "Index of Spectrum Management Documents Available to the Public" as an aid in determining which technical standards document, if any, is applicable for the certification of the equipment. This index can be found on the web-site of ISED Canada.

4.2 Application for Equipment Certification

To apply for equipment certification, prepare a submission. The submission shall be in accordance with Annex C – Document Checklist for Certification – in RSP-100. And shall contains:

1. A Test Report containing the results of the measurements conducted on the device.

2. The completed form RF_718, Canadian representative letter, to be signed by the Canadian representative.

3. The completed form RF_721, ISED Canada Cover Letter. The form is available for downloading on the web site of Kiwa: http://www.kiwa.com/,

4. The completed form RF_722, IC Application form RSP-100 (Appendix A).

5. The completed form RF_723, IC Application form RSP-100 (Appendix B).

6. The completed form RF_725, ISED Canada RF Exposure Declaration

7. The completed form RF_726, Power of Attorney, if an agent is applying on behalf of the applicant.

8. Technical Product documentation:
   - User manual or Product description
   - External and Internal photographs
   - Block and circuit diagrams
   - Part lists (BOM)

When all the compliance requirements are met, Kiwa will issue a Certificate. A sample of the Certificate is shown in Annex D.

After issuing the Certificate Kiwa will arrange the payment of the approval fee and send the certificate and documentation on behalf of the applicant to the Certification and Engineering Bureau of ISED Canada.
The Department will list the product in the Department's Radio Equipment List.

An overview of all certificates issued by Kiwa is available at the web site of Kiwa: http://www.kiwa.com/, choose “Search Issued Certificates”. You can select certificates by filling in the available search fields.

The applicant is then required to label the equipment as described in Paragraph 4.1. and is allowed to place the product on the Canadian market.

4.3 Types of Certification Services

The certification procedure as defined by Canadian law is a typical Type-examination. In a Type-examination a specimen is assessed, which is representative for a series of products.

Kiwa has based all its product certification schemes upon the “Kiwa Approach”. This ‘Kiwa Approach” consists of a number of standard modules, each suitable for a specific function within a product certification scheme. A new product certification scheme is realized by choosing the relevant modules from the “Kiwa Approach”.

In this CCB scheme Kiwa will apply Module B of the “Kiwa Approach” when products equal or similar to the product assessed will be produced and placed on the Canadian market.

In case a defined badge of products equal or similar to the product assessed will be placed on the Canadian market the applicant can ask Kiwa to apply Module G of the “Kiwa Approach” instead of Module B.

4.3.1 Module B of the “Kiwa Approach”

The product assessed must be representative for the products to be produced. The validity of the Certificate will be unlimited in time, when a contract between the Certificate holder and Kiwa exists about the involvement of Kiwa as an auditor in the continuing compliance of the product. In all other cases the validity of the Certificate will be limited to three years after the granting of the Certificate. This limitation in validity can be removed by a full re-assessment of the product.

4.3.2 Module G of the “Kiwa Approach”

Module G of the “Kiwa Approach” is called “Unit verification”. This conformity assessment procedure can be used where the number of products to be certified is defined. For instance in case of one unique product or in case of limited production or when an importer purchased a specific lot of products. In such a situation one sample could be considered as representative for all products to be placed on the Canadian market. A need for continuing compliance does not exist is such a situation.

The validity of the Certificate will be limited to the defined badge. Another badge of products – even when these products are equal to the certified badge – must obtain a new Certificate.

4.4 Re-assessment (Modification of Radio Equipment)

A reassessment is required when a Class II permissive change is made to a previously certified equipment (see also paragraph 6.7).
In order to obtain a reassessment certification, the following documentation (in accordance with Annex C in RSP-100) must be presented:

- the model number, Certification number of the approved radio equipment with a detailed description of the differences between the modified device and the previously certified device, with particular emphasis on the following:
  (1) the radio frequency and RF output power;
  (2) the radio frequency circuitry;
  (3) functional capabilities, and
  (4) a test report to cover the parameters likely to be affected by differences described in (1), (2), or (3).
- a completed and signed original copy of RF_721, RF_722 and RF_723 attached to the test report;
- photographs and product literature if the modified model’s(s’) internal or external appearance differ(s) from the previously certified models;
- a drawing, sample or illustration of the product label, if this is not shown in the previous bullet, and

- a brief statement as to why the modified product still qualifies for certification. This statement must be accompanied by schematic diagrams and block diagrams.

4.5 Products covered by the Certificate

The following sections have been prepared to assist the applicant when filing for equipment certification services.

4.5.1 Single Certification

Single certification may be granted to radio equipment provided that the equipment model is assigned a unique model number by the manufacturer and certification has never been granted for that model. The following information shall be submitted in accordance with Annex C of RSP-100:

- a covering letter explaining the type of certification services requested and a brief description of the radio equipment;
- a completed and signed original copy of RF_721, RF_722 and RF_723;
- a detailed test report meeting the technical requirements of the applicable radio standards specification (RSS);
- photographs and product literature of the new model;
- schematic diagrams and block diagrams, and
- a drawing, sample or illustration of the product label.

4.5.2 Family Certification

Family certification may be granted to many models of radio equipment that are nearly identical in design and construction provided that each model is assigned a unique model number by the manufacturer.

(a) New Family

If family certification is requested and none of the models in the family have ever been certified, the following information shall be provided in accordance with Annex C of RSP-100:

- the information required for single certification, and
- a list of all the models to be included in the family.

(b) Existing Family

If family certification is requested and at least one model in the family has been certified, the following information in accordance with Annex C of RSP-100 shall be submitted:

- the model number, certification number of the approved equipment with a detailed description of the differences between the new device and the previously certified device, with particular emphasis on the following:
  (1) the radio frequency and RF output power;
  (2) the radio frequency circuitry;
  (3) functional capabilities, and
  (4) a test report to cover the parameters likely to be affected by differences described in (1), (2), or (3). A test report is not required where the differences are cosmetic only.
- a completed and signed original copy of RF_721, RF_722 and RF_723. If more than one model is to be approved, the additional models may be shown on an attached list;
- photographs and product literature if the new model's(s') internal or external appearance differ(s) from the previously certified models;
- a drawing, sample or illustration of the product label, if this is not shown in the previous bullet, and
- a brief statement as to why the new product should qualify for family approval. This statement must be augmented with schematic diagrams and block diagrams. If modifications have been made to the circuitry, a test report verifying affected parameters may be required.

4.5.3 Multiple Listing

Multiple listing is required when a manufacturer or distributor wishes to list under their name and unique model number, a certified radio equipment of an original equipment manufacturer (OEM).
A radio equipment may be multiple listed to other manufacturers or distributors based upon the approval granted to the original Certificate holder.
In order to obtain a multiple listing certification, the following documentation in accordance with Annex C of RSP-100 must be submitted:

- the model number, Certification number of the approved radio equipment;
- a signed letter from the original Certificate holder authorizing Kiwa to use information on file to grant a multiple listing certification. The name/model number, Certification number of the radio equipment must be shown. The letter must also declare that the model to be multiple listed is identical in design and construction to the originally approved model;
- a letter, from the applicant, requesting the certification;
- a completed and signed original copy of RF_721, RF_722 and RF_723, and
- a drawing, sample or illustration of the product label.

5 General requirements, when using a Certificate

5.1 Marking

Certified radio equipment must be labelled with a unique certification/registration number, which consists of the Company Number (CN), assigned by ISED Canada, followed by the Unique Product Number (UPN), assigned by the Certificate holder.

The certification/registration number shall appear (RSP-100) as follows:
“IC: XXXXXX-YYYYYYYYYYY”

Where:

- “XXXXXX-YYYYYYYYYYY” is the certification/registration number;
- “XXXXXX” is the Company Number (CN), made of at most 5 alphanumeric characters (A-Z, 0-9), assigned by ISED Canada;
- “YYYYYYYYYYY” is the Unique Product Number (UPN), made of at most 11 alphanumeric characters (A-Z, 0-9) assigned by the applicant; and
- The letters "IC: " have no other meaning or purpose than to identify the ISED Canada certification number/registration number.

Kiwa advises Certificate holders to use the number of the Certificate issued by Kiwa as UPN. This Certificate number consists of 8 numbers (the first two representing the year of issuing).

Permitted alphanumerical characters used in the CN and UPN are limited to capital letters (A-Z) and digits (0-9). Other characters, such as #, / or -, shall not be used. An example of the new format for a company having a CN of “2121A” and wishing to use a UPN of “A3 ” would thus be: IC ID: 2121A-A3.

All Category I radio equipment intended for use in Canada must permanently display on each transmitter, receiver, or inseparable combination thereof, the information required above. This information must be affixed by labelling or other means, in such a manner as not to be removable except by destruction or defacement.

Radio equipment that is issued a TAC or a Certificate but is not properly labelled, is not considered certified.

5.2 Continuing Compliance/ Product surveillance

Adherence of subsequent production units to the technical quality and characteristics under which certification was originally granted is implicit in the granting of a certificate. To this end, the manufacturer or importer shall ensure continuing compliance with the technical standards.

In accordance with the conditions stated in REC-CB Kiwa can carry out a continuing surveillance on the licensee's compliance with his obligations.
The surveillance is carried out by appointed Kiwa employees or by agencies acting on behalf of Kiwa. Surveillance activities are in accordance with ISO/IEC 17065 section 7.9 and the applicable Kiwa procedure is RQ_732. The fees for surveillance are in addition to the fees for processing applications.

Relation with enforcement

Kiwa will inform ISED Canada about the existence and the nature of the product surveillance concluded between Kiwa and the Certificate holder with respect to the ensuring of the continuing compliance. Kiwa is obliged to have a proper surveillance system with respect to the Certificates issued as a CCB. The information supplied to ISED Canada relates to this requirement.

One of the tasks of ISED Canada is to enforce the laws and procedures. Certificate holders must be aware, that the enforcement policy of ISED Canada will take into account the information supplied by CCB's about continuing compliance.

5.3 Information about complaints

The certification holder of the certified products should keep a record of all complaints made known to the approval holder relating to a product's compliance with requirements of the relevant standard and to make these records available to the certification body when requested.
In case such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification, appropriate action should be taken.

5.4 Termination (expiration), reduction, suspension and withdrawal of Certificates

The certificates issued by Kiwa under ISO/IEC 17065 accreditation can get a change in their active status, as published on the Kiwa website, due to passing the expiry date, changes in the prerequisites for certification, when a non-conformity with the certification requirements is substantiated or when the client requests for changes. In RQ_160 is defined for the related possibilities e.g. termination, suspension and reduction which action must be taken and how these actions have to be performed.

6 Modifications with respect to the Certificate

6.1 Types of modifications

One or more of the following types of modifications may be involved.

Modifications of an administrative nature:
- Changes to the details of the Certificate holder;
- Change of Certificate holder;
- Alteration/addition of a type designation and/or trademark.

Modifications of a technical nature:
- Addition of new product variants;
- Modification of product hardware/software;
- Modifications not affecting the technical requirements.

6.2 Changes to the details of the Certificate holder

In this case, the holder remains the same, but there are changes, for example, to his address, fax number or telephone number. The holder should inform Kiwa of the administrative changes as quickly as possible.

Comments
This modification does not affect the *Certificate of Approval*. Kiwa will record the new details and send the applicant a confirmation, which should be kept with the Certificate. *Certificates of Approval* already issued remain valid.

6.3 Change of Certificate holder

The *Certificate of Approval* is drawn up in the name of the Certificate holder and is not transferable without the intervention of Kiwa. The name of the Certificate holder can, however, be changed, in which case the new holder automatically assumes all the responsibilities and obligations applicable under the issued Certificate in question.

Comments
The original holder of the Certificate must notify Kiwa in writing that the product should be transferred to the name of the new holder. All the type designations and registration numbers to which the transfer applies should be listed.

The new holder of the Certificate should inform Kiwa in writing that he is taking over the Certificate in question, and should list all the types and registration numbers. He should also declare, and if necessary demonstrate, that he will fulfil all the responsibilities and obligations applicable under the original Certificate.

If the new holder demonstrates that he meets all the relevant requirements, Kiwa will issue an *Addition to the Certificate of Approval* in which the details of the new holder are stated.

6.4 Alteration/addition of a type designation and or trademark

Alteration/addition of a type designation and/or trademark means that the hardware or software remains unchanged but the type designation and/or trademark under which the product is marketed is replaced by, or extended with, a new type designation.

Comments
In this case, the old type designation and/or trademark is replaced by a new one. It is also possible to market a product under both the old and new type designation and/or trademark. This applies to OEM products.

The Certificate holder should notify Kiwa in writing of the alteration or addition of the type designation and/or trademark and declare that the new type(s) are identical to the already assessed type. He should also indicate the old type designation and/or trademark and the registration number and new type designation and/or trademark.
An *Addition to the Certificate* will be issued to the Certificate holder. All the relevant type designations and/or trademarks are listed in an annex to the Certificate.

6.5 Addition of new product variants

Addition of new product variants means that a new product variant is added to a type. The variants must all be based on the same design and may differ only in options, version, etc.

Comments
It is possible to place several product variants under one Certificate, each having its own type designation and/or trademark. However, the variants must form a product family, i.e. the variations in the products must be based on the same design. It must be possible to demonstrate that the variants belong to the same type, e.g. by means of a technical examination by a laboratory or otherwise to be judged by Kiwa.

6.6 Modification of product hardware/software

This means that product hardware and/or software are modified in a way that affects, or may affect, conformity with the technical requirements.

Comments
The product must be subjected to (additional) tests. The additional test report(s) and all other supporting documentation are submitted to Kiwa together with a modification application.

6.7 Modifications not effecting the requirements

Modifications to equipment, which do not and cannot affect conformity with the requirements and do not involve changes to the details of the manufacturer, applicant and product description, do not need to be notified to Kiwa. However, if the modifications do effect the physical outlining of the product, adequate information for identification purposes needs to be provided to Kiwa. If you are in any doubt, we recommend contacting Kiwa for advice. Kiwa may require additional tests to be carried out; sometimes an additional inspection by Kiwa will suffice.

The following are permissive changes for which **NOTIFICATION** to Kiwa **IS NOT REQUIRED**:

Class I Permissive Change (C1PC)

A class I permissive change includes those modifications in the equipment which do not change the equipment electrical characteristics beyond the rated limits established by the manufacturer and accepted by Kiwa for its certification. Also, external and internal mechanical characteristics are not significantly changed to require new photographs to identify the modified equipment, and model number and labelling are not changed.

The following are permissive changes for which **NOTIFICATION** to Kiwa **IS REQUIRED**:

Class II Permissive Change (C2PC)

A class II permissive change includes those modifications, which bring the performance of the equipment outside the manufacturer's rated limits as originally filed but not violating the minimum requirements of the applicable standard. Also, external and internal mechanical characteristics are not significantly changed to require new photographs to identify the modified equipment and model number and labelling are not changed.

Class III Permissive Change (C3PC)

A class III permissive change includes firmware modifications to a certified product that affect the RF characteristics of a certified product (a new and unique firmware version identification number (FVIN) must be provided for such modifications). Firmware modifications to enable new frequency bands but without hardware modification (A new and unique (FVIN) must be provided for such modifications.).

Class IV Permissive Changes (C4PC)

A class IV permissive change includes a certified module(s) (LMA or MA) that is integrated into a new host product, which results in changes to the original reported RF emissions characteristics and/or RF exposure evaluation.
A certified module(s) (LMA or MA) that is integrated into a new host product where a new RF exposure information/evaluation (as per RSS-102) and/or RF emissions information needs to be updated with Innovation, Science and Economic Development Canada.
Note: Class IV modifications (permitted with or without firmware modification) require notification to Innovation, Science and Economic Development Canada and the HMN must be provided.

Annex A, Abbreviations and paraphrases

Accredited laboratory
A laboratory operating in accordance with a quality standard, in this case Guide 25 or EN45001 and which has been assessed by a recognised Accreditation Board.

Authorised representative
The person who, on the explicit (written) instructions of the manufacturer, acts on his behalf or for his account with respect to the obligations laid down by Law.

Certification
A procedure whereby a third party gives written assurance that a product, process or service conforms to specified requirements (ISO/IEC Guide 2: 1991).

Conformity assessment
Systematic examination of the extent to which a product, process or service satisfies further specified requirements (ISO/IEC Guide 2: 1991).

Conformity Assessment Body (CAB)
A CAB is a third party authorised to carry out the tasks relating to approvals described in a Canadian Law. In general, a CAB can be regarded as a competent approvals body in a field where approval (certification) of a product is compulsory by law. A CAB is designated by ISED Canada or by a government of a country having a Mutual Recognition Agreement in place with Canada.

CAB designated should satisfy criteria relating to proficiency, independence, impartiality, etc. In this connection, standards like ISO/IEC 17065 and ISO/IEC 17021-1 are particularly important.

Family
A type may comprise several product variants in so far as the differences between them do not affect the safety level and the other performance requirements of the product. Several family variants of the product may be marketed. These family variants are all based on the same design, but the (host-dependent) options, version, etc. differ. The product variants form, as it were, a product family only then when in all possible configurations and/or versions at least one part for connection to the public network has certain uniqueness. Family name refers to the totality of all possible (family) variants.

Importer
Any person who places a product from a third country, on the Canadian market.

Kiwa
Kiwa – Third party certification body accredited by The Dutch Council for Accreditation (Raad voor de Accreditatie: RvA).

Manufacturer
The person responsible for designing and manufacturing a product covered by a Canadian Law with the view to placing it on the Canadian market on his own behalf.

Minister
Minister means the Minister of ISED of Canada

OEM products
A TAC holder may market the same product under different type designations and/or trademarks. One TAC is issued for the product in which all the relevant type designations and/or trademarks are listed. (OEM = Original Equipment Manufacturer.)

Radio Standard
Radio Standard, Radio Standard Specification (RSS) and Technical Requirements are used interchangeably.

Radio Standard Specification (RSS)
Radio Standard, Radio Standard Specification (RSS) and Technical Requirements are used interchangeably.

Regulations
Regulations means the Radiocommunication Regulations of Canada.

Standard
A standard is a technical specification drawn up by ISED Canada of which compliance is compulsory.

TAC
TAC means Technical Acceptance Certificate.

TAC holder
The person or organisation to whom a TAC is granted.

Technical Requirements
Radio Standard, Radio Standard Specification (RSS) and Technical Requirements are used interchangeably.

Technical specification
A technical specification is the specification contained in a document which lays down the characteristics required of a product such as quality levels, performance, safety, dimensions, including the requirements applicable to the product as regards terminology, symbols, tests and test methods, packaging, marking and labelling.

Trademark
Trademark refers to the generic (brand) name under which a product is marketed.

Type designation
Type designation refers to the unique name under which a product is marketed.

Type-examination
A procedure whereby a Conformity Assessment Body assesses the design, possibly by means of tests, of a representative specimen of the production envisaged.

Annex B, Related documents

Several documents are referred to in this procedure. They are described in the succeeding sub-sections.

1. **Index of Spectrum Management Documents Available to the Public**

   The Index lists all current documents including Radio Standards Procedures, Radio Standards Specifications, Standard Radio System Plans, Telecommunications Regulation Circulars, Radiocommunication Information Circulars, Client Procedures Circulars, and Broadcast Procedures and Rules.

2. **Radio Standards Procedures (RSPs)**

   These are documents, which provide information and procedures on how to obtain certification of radio equipment, testing services, and licenses for radio systems.

3. **Radio Standards Specifications (RSSs)**

   These are regulatory documents, which set forth, for a specific type of radio equipment, the minimum performance standards that must be met in order for equipment to be certified.

4. **Standard Radio System Plans (SRSPs)**

   These are regulatory documents that primarily specify Radio Frequency Channelling Plans and Arrangements for radio systems in specific frequency bands. SRSPs usually include major technical parameters, which promote efficient utilization of the available radio spectrum.

5. **Telecommunications Regulation Circulars (TRCs)**

   These are documents dealing with specific issues usually concerning the application of technical and procedural rules of the Department, with the exception of TRC-49, which contains the certification service fees schedule.

6. **Radio Equipment List (REL)**

   This is a list of Category I equipment for which Technical Acceptance Certificates (TACs) have been issued. It lists the equipment by company name, with information on model number, TAC number, emission designation, transmitter power and frequency range.

   This list is prepared by the Department and issued quarterly on a subscription or per copy basis from the Canada Communications Group Publishing Centre (address in Annex C). The Department's offices at Vancouver, Winnipeg, Toronto, Montreal and Moncton are advised on a weekly basis of new approvals and changes to the REL.

7. **Procedure for Declaration of Conformity and Registration of Terminal Equipment, DC-01(E)**

   This document specifies the procedures to be followed to fulfil the requirements for terminal equipment for direct attachment to networks of the telecommunications carriers.

8. **Radiocommunication Information Circular 66 (RIC-66)**

   This document contains the addresses and telephone numbers of the Regional and District Offices of the Department.

Except for Items 6 and 7 the above documents are available at no charge at the Department's offices, or at the Department's Documentation Centre (address in Annex C).

Some of the above documents are also presently available (electronic version) at the Internet.

Annex C, Canadian addresses

ISED Canada
Certification Section
Certification and Engineering Bureau
1241 Clyde Avenue
Ottawa, Canada
K2C 1Y3
Tel: (613) 952-3200
Fax: (613) 952-1088

ISED Canada
Documentation Centre
300 Slater Street
Ottawa, Canada
K1A 0C8
Tel: (613) 990-4761
Fax: (613) 990-3341

ISED Canada
Manager, Radio Equipment Standards
300 Slater Street
Ottawa, Canada
K1A 0C8
Tel: (613) 990-4699
Fax: (613) 990-3158

Canada Communications Group, Publishing
Public Works and Government Services Canada
45 Sacre-Coeur Blvd.
Hull, Que. Canada
K1A 0S9
Tel: (819) 956-4800
Fax: (819) 994-1498

Transport Canada
Airworthiness Div.
Place de Ville
Ottawa, Canada
K1A 0N8
Tel: (613) 952-4328
Fax: (613) 996-9178

Canadian Coast Guard
Marine Technical and Support Services
344 Slater Street
Ottawa, Canada
K1A 0N7
Tel: (613) 998-1520
Fax: (613) 995-4700

Tyrell Press Ltd.
2714 Fenton Road
Gloucester, Ontario
K1T 3T7
Tel: (613) 822-0740
Fax: (613) 822-1089

Annex D, Example of Certificate

CERTIFICATE

CB	Innovation, Science and Economic Development Canada	Innovation, Sciences et Développement économique Canada
▶ Reg. No. NL0001		

CERTIFICATE OF CONFORMANCE TO CANADIAN REQUIREMENTS

CERTIFICAT DE CONFORMITÉ AUX EXIGENCES CANADIENNES

CERTIFICATION No. <IC ID>
No. DE CERTIFICATION

Issued	<date>	Date of expiration of validity	<valid date>
Page	<Page> of <NumPages>		

KIWA No No. DE KIWA	<CERTIFICATE NUMBER>
TEST SITE No. No. DE LABORATOIRE	<Test Site>
ISSUED TO DÉLIVRÉ A	<CERTIFICATE HOLDER NAME> <CERTIFICATE HOLDER ADDRESS>
TYPE OF EQUIPMENT GENRE DE MATÉRIEL	<CLASS>
TRADE NAME AND MODEL MARQUE ET MODELE	<Trade mark> <type>
CERTIFIED TO CERTIFIÉ SELON LE	SPECIFICATION <STANDARD ID> ISSUE <ISSUE> CAHIER DES CHARGES EDITION

Kiwa declares that on the date of issue the registration of the listed product complies with document *DC-01 Procedure for Declaration of Conformity and Registration of Terminal Equipment*, including the technical specifications as indicated on this Certificate.	Kiwa déclare que sur la date de délivrance l'enregistrement du produit mentionné se conforme au document *DC-01 Procedure for Declaration of Conformity and Registration of Terminal Equipment*, y compris les spécifications techniques indiquées sur ce Certificat.

ISSUED BY KIWA NEDERLAND B.V. (NL0001), RECOGNIZED CERTIFICATION BODY BY INNOVATION, SIENCE AND ECONOMIC DEVELOPMENT CANADA, ACCORDING THE CANADIAN CERTIFICATION BODY SCHEME.
DÉLIVRÉ PAR KIWA NEDERLAND B.V. (NL0001), ORGANISME DE CERTIFICATION RECONNU PAR INNOVATION, SIENCES ET DÉVELOPPEMENT ÉCONOMIQUE CANADA, SELON LE SYSTÈME D'ORGANISME DE CERTIFICATION DE CANADA.

Kiwa Nederland B.V.
Wilmersdoof 50
Postbus 137
7300 AC Apeldoorn
The Netherlands

https://www.kiwa.com/nl/en/markets/radio-wireless-and-electrical-equipment/

Chamber of commerce
08090048

Ron Scheepers
Managing director

PRODUCTS
RvA C 002

Annex E, Forms and documents

General
Several forms and documents are available to assist you in applying for product certification. The list below covers the most important documents relevant to radio equipment.

RD_721	Radio Equipment Certification Procedure for Canada (this document)
RF_100	General Application Form
RF_718	Canadian representative letter
RF_720	Request for confidentiality (Canada)
RF_721	ISED Canada Cover letter
RF_722	IC Application form RSP-100 (Appendix A)
RF_723	IC Application form RSP-100 (Appendix B)
RF_725	ISED Canada RF Exposure Declaration
RF_726	IC Power of Attorney
RF_727	IC Company Number Request Letter
RQ_160	Termination (expiration), reduction, suspension and withdrawal of Certificates
RQ_732	Post-Market Surveillance procedure for IC and FCC

Kiwa can provide you with original copies of these forms, but you may also use photocopies or printouts obtained from our web-site. http://www.kiwa.com/

Annex F, Additional information

For more information contact:

Kiwa Nederland B.V.

Phone: +31 88 998 3600
Fax: +31 316583189
Email: NLECP@Kiwa.com

Mailing Address:
Wilmersdorf 50
7327 AC Apeldoorn
The Netherlands

Web-site: http://www.Kiwa.com