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Spectrum Management and Telecommunications

Terminal Attachment Program Procedures

Procedure for Declaration of Conformity and Registration of Terminal Equipment

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Canada

Foreword

This document describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.

This document will be reviewed and amended from time to time on the basis of experience gained. The Department encourages comments and suggestions that will enhance the effectiveness of this procedure. These may be forwarded to:

TAPAC Secretariat
Directorate of Telecommunications Engineering and Certification
Industry Canada
300 Slater Street
Ottawa, Ontario K1A 0C8

Issued under the authority
of the Minister of Industry

Marc Dupuis
Director General
Spectrum Engineering Branch

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1. Purpose

- 1.1 This document describes the procedure that suppliers of telecommunications terminal equipment must follow to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.2 Suppliers of handset telephones subject to the requirements of Part V of CS-03 must also follow this procedure to declare conformity to applicable technical specifications and to register their equipment with Industry Canada.
- 1.3 This document supersedes CP-01, *Certification Procedure*, Issue 8. Terminal equipment previously certified under CP-01 will be regarded as compliant equipment, as long as it is not modified. If certified equipment is modified, the procedure set forth in this document will apply.
- 1.4 This document is produced for the purposes of Part IV.1 of the *Telecommunications Act* and the *Telecommunications Apparatus Regulations*.

2. Definitions

Department means Industry Canada.

Bureau means the Department's Certification and Engineering Bureau.

Terminal Equipment is telecommunications apparatus intended for connection to telecommunications networks of Canadian carriers, to which Part IV.1 of the *Telecommunications Act* applies.

Declaration of Conformity (DoC) is a procedure by which the Declaring Party has the terminal equipment tested by a testing laboratory recognized by the Department and gives written assurance that the terminal equipment complies with the applicable technical specifications.

Compliance Folder is the collection of supporting documentation related to the information provided in the DoC.

Supplier is a generic term for an entity that distributes, leases, offers for sale, sells, imports or manufactures telecommunications terminal equipment.

Declaring Party is the Supplier who signs the DoC and assumes responsibility for the declaration.

Recognized Accreditation Organizations are accreditation organizations that have been recognized by the Standards Council of Canada (SCC) or a mutual recognition agreement/arrangement (MRA) partner as competent to perform accreditation.

Registration is the process by which terminal equipment is entered in the *Terminal Equipment List* to signify that a DoC has been received by the Department.

Registered Terminal Equipment is equipment that is listed on the *Terminal Equipment List*.

Package of Terminal Equipment is an assembly of two or more devices, which is intended for connection to a network by means of standard connectors, as defined in the applicable technical specifications. The assembly may consist of separate units or modules connected together or may be contained within a single housing.

Component Device is a device designed to be connected to registered host terminal equipment, but is not connected on a stand-alone basis to the network.

Testing Laboratory is a laboratory that performs tests (see the latest version of ISO/IEC Standard 17000).

3. General Information

Additional information on this procedure can be obtained from:

[TAPAC Secretariat](#)

Directorate of Telecommunications
Engineering and Certification
Industry Canada
300 Slater Street
Ottawa, Ontario K1A 0C8

Telephone No.: 613-990-4526
Facsimile No.: 613-957-8845
E-mail Address: tapac-ccprt@ic.gc.ca

Suppliers of telecommunications terminal equipment are encouraged to provide notices/user information in both official languages.

4. Related Documents

The following documents can be found on Industry Canada's [Spectrum Management and Telecommunications website](#) at <http://www.ic.gc.ca/spectrum>.

Terminal Equipment - Technical Specifications List (CS-03, Parts I to VIII)

DES-LAB(E): *Procedure for Designation and Recognition of Canadian Testing Laboratories by Industry Canada*

REC-LAB(E): *Procedure for the Recognition of Designated Foreign Testing Laboratories by Industry Canada*

5. General Conditions

- 5.1 A DoC can be made only for terminal equipment for which terminal equipment technical specifications have been promulgated by the Department.
- 5.2 Terminal equipment that is also a radio apparatus requires certification under the *Radiocommunication Act*. Notification to the Department of the certification to the applicable Radio Standards Specifications and the registration of the terminal equipment must be performed at the same time. The Department reserves the right to reject a notification of certification and/or a registration if they are not submitted together. When a recognized certification body is used, it shall perform both the notification of certification and the registration together.
- 5.3 All terminal equipment models shall be declared separately.
- 5.4 A single registration number (i.e. family registration) may be issued to many models of terminal equipment that are nearly identical in design and construction.

6. Declaration of Conformity (DoC) and Registration Process

6.1 Design

Terminal equipment shall be designed to conform to all the applicable terminal equipment technical specifications.

6.2 Testing

- 6.2.1 A representative sample of the final product must be tested to the applicable terminal equipment technical specifications to verify compliance. These specifications are established by the Department under the *Telecommunications Act* and are contained in the *Terminal Equipment – Technical Specifications List (CS-03)*.
- 6.2.2 Testing shall be performed by a testing laboratory that is:
- (a) accredited by the Department, the SCC or a recognized accreditation organization and recognized by the Department (see DES-LAB(E)); or
 - (b) in the case of foreign testing laboratories, designated by a mutual recognition agreement/arrangement partner and recognized by the Department (see REC-LAB(E)).
- 6.2.3 A list of recognized testing laboratories is compiled by the Department and is available on Industry Canada's Certification and Engineering Bureau website (see Section 6.5.10).
- 6.2.4 Although the methods of measurement prescribed in the terminal equipment technical specifications documents are preferred, the Department will accept alternate test methods with an engineering analysis that demonstrates the validity of the alternative test method.

6.3 Test Report

- 6.3.1 The recognized testing laboratory shall document all test results and test methods used, and prepare a report.
- 6.3.2 The Declaring Party shall retain on file, for a period of 10 years from the date of registration, a compliance folder that includes the test report.
- 6.3.3 Upon request, a compliance folder shall be submitted to the Department. The compliance folder shall contain the following information:
- (a) a copy of the test report showing that the product fully meets the applicable technical specifications;
 - (b) a copy of the instruction manual(s) as supplied with the equipment. If not included in the instruction manual(s), the following information shall be attached:
 - (i) complete operating and maintenance instructions;
 - (ii) complete schematic diagrams and a list of parts and components; and
 - (iii) sufficient photographs (approximately 20 cm × 25 cm) of the unit to show details of external appearance and internal construction;
 - (c) a copy of current advertising literature, if available; and
 - (d) a drawing, sample or illustration of the product label.

6.4 Marking

- 6.4.1 The following requirements have been established in accordance with section 69.3 of the *Telecommunications Act* for the purposes of section 5 of the *Telecommunications Apparatus Regulations*.
- 6.4.2 The Declaring Party will be responsible for permanently affixing the registration number and model identification number on the terminal equipment. This information shall be affixed in such a manner as not to be removable except by destruction or defacement. The size of the lettering shall be legible without the aid of magnification, but is not required to be larger than 8 point font size. If the device is too small to meet this condition, the information can be included in the user manual upon agreement with Industry Canada.

6.4.3 Registered equipment shall bear the following identifying marks:

(a) the registration number:

- (i) shall be affixed on the integrated devices (e.g. a modem) themselves or on devices that are intended to become sub-assemblies of host equipment (e.g. a data terminal or a computer that is designed to interface directly with the network);
- (ii) denotes that, for a package of terminal equipment, the total package has been registered. However, the marking will normally be placed on the unit of the package that connects to the network. For example, in a PBX, the marking will be placed on the common equipment that connects to the network rather than on plug-in components that may be added later. The *Terminal Equipment List* will show the common equipment, but not the standard station apparatus or any proprietary station apparatus.
- (iii) The marking format of the registration number is as follows:

IC: XXXXXX-YYYYYYYYYYYY

Where:

- “XXXXXX-YYYYYYYYYYYY” is the registration number;
 - “XXXXXX” is the Company Number composed of at most 6 alphanumeric characters (A-Z, 0-9), including a letter at the end of the Company Number to distinguish between different company addresses. This number is assigned by Industry Canada;
 - “YYYYYYYYYYYY” is the Unique Product Number composed of at most 11 alphanumeric characters (A-Z, 0-9). This number is assigned by the applicant; and
 - the letters “IC” have no other meaning or purpose than to identify the Industry Canada certification number.
- (iv) Permitted alphanumerical characters in the Company Number and Unique Product Number are limited to capital letters (A-Z) and digits (0-9). An example of the new format for a company having a CN of “21A” and wishing to use a Unique Product Number of “WILAN3” would thus be: IC: 21A-WILAN3. Each equipment model shall be explicitly identified. Characters such as “#, / or -” in the registration number are not allowed.

- (b) the model identification number under which the product was registered. Each equipment model shall be assigned a unique model identification number. The use of “wild card” characters in the model identification number (for the purpose of identifying multiple models with one name) is not allowed.

6.4.4 Equipment that has received registration, but does not have the model identification number and the registration number as outlined above, is not considered registered.

6.4.5 Certification numbers granted prior to the implementation of the above marking format are grandfathered.

6.4.5.1 For previously certified terminal equipment, the marking format shall consist of the old certification number preceded by "IC:" For example, if the old certification number is "123 1234 A," the mark will read "IC: 123 1234 A."

6.4.5.2 For a new model that is registered to a family of previously certified terminal equipment, the self-marking format shall be:

IC: XXXXXX-ZZZZZZZZZZ

Where:

"XXXXXX" is the Company Number, as in Section 6.4.3; and

"ZZZZZZZZZZ" is either the old certification number minus the old Company Number, or a new Unique Product Number assigned by the applicant.

For example, if a new model registered to the family of products with certification number "123 1234 A," and Company Number "123A," the self-mark for this new model will read "IC: 123A-1234 A." If the applicant then decides to replace "1234 A" with a new Unique Product Number, e.g. "5678," the self-mark will read "IC: 123A-5678."

6.4.6 The Industry Canada corporate signature, which consists of the Canadian flag symbol and the words *Industry Canada* and *Industrie Canada*, shall not be reproduced, in whole or in part.

6.4.7 A statement of compliance with Industry Canada's requirements, such as the one below, shall accompany each unit of equipment whether registered under this procedure or previously certified:

This product meets the applicable Industry Canada technical specifications./Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

6.4.8 For terminal equipment with interfaces defined in CS-03 Part I, using network provided analogue ringing, the Ringer Equivalence Number (REN) must be calculated as per Section 1.8 of Part I. A higher REN may be assigned by manufacturers to allow for production variations. The REN must be marked on the terminal equipment itself or added to the note below. A note similar to the following shall accompany each unit of equipment whether registered under this procedure or previously certified:

The Ringer Equivalence Number (REN) is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. / L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas cinq.

6.5 Registration of Terminal Equipment Subject to a DoC

- 6.5.1 The Declaring Party should register the terminal equipment with the Bureau through a web-based electronic filing system referred to as E-filing, available on Industry Canada's Certification and Engineering Bureau website.
- 6.5.2 When using the E-filing option, the following are required:
- (a) an Industry Canada username and password, which can be obtained by selecting *Registration* from the menu at the top right corner of the page;
 - (b) a signed DoC (see Annex I of this document), which must be signed and submitted in PDF format or by facsimile to the Bureau; and
 - (c) the payment of the applicable fee, which shall be made by credit card to the Receiver General for Canada.
- 6.5.3 Alternatively, the Declaring Party may register by regular mail using the forms that are available on the Certification and Engineering Bureau's website.
- 6.5.4 The registration process will provide the required information to add the terminal equipment to Industry Canada's *Terminal Equipment List*, which can be found on the Bureau's website. The Declaring Party shall ensure that the information provided includes a valid Company Number, which can be obtained from the Bureau. Any changes to the information provided in the registration shall be reported to the Bureau. To modify registration information provided during E-filing, contact the Bureau.
- 6.5.5 By submitting a DoC in accordance with the procedure set out in this document, the Declaring Party attests to the Department that the terminal equipment is in conformity with the applicable CS-03 technical specifications.
- 6.5.6 If not using E-filing, the DoC and the registration form available at http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00029.html must be signed by a company officer, a partner in the case of a partnership, or a proprietor in the case of a sole proprietorship. A Declaring Party's authorized representative may sign the forms provided that proof of signing authority is added to the submission.

- 6.5.7 Upon receipt of a submission, the Bureau will:
- (a) review the material submitted and verify that it is complete. Additional information may be requested;
 - (b) send an acknowledgement by e-mail to the Declaring Party; and
 - (c) include the declared terminal equipment in the *Terminal Equipment List*.
- 6.5.8 Once the declared equipment appears in the *Terminal Equipment List*, the equipment may be distributed, leased, offered for sale or imported into Canada.
- 6.5.9 A checklist for terminal equipment registration is provided as Annex II.
- 6.5.10 For additional information regarding this procedure or for assistance with E-filing, contact:

[Certification and Engineering Bureau](#)

Industry Canada
P.O. Box 11490, Station H
3701 Carling Avenue
Building 94
Ottawa, Ontario K2H 8S2

Telephone No.: 613-990-4218
Facsimile No.: 613-990-5009
E-mail Address: certification.bureau@ic.gc.ca
Website: <http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/home>

6.6 Registration of a Family of Products

- 6.6.1 Registration may be granted to several models as a new family of products. Each model must be assigned a unique model identification number by the manufacturer. This type of service applies when a registration has never been granted to that equipment. In the case of a family of products, all the models must be electrically identical and have the same registration number. Only one registration application needs to be submitted for all equipment within the family of products.
- 6.6.2 Should additional products be added to an existing family, a new registration application must be submitted. In such a case, the equipment to be registered must have been assigned a unique model identification number by the manufacturer. Registration for the model must never have been granted before and the equipment must be electrically identical to the previously registered model(s). The original model and registration number must exist in the *Terminal Equipment List*. The registration number of the new equipment will be the same as the one assigned to previously registered equipment of the same family of products.

6.7 Multiple Listing

- 6.7.1 Multiple listing is required when a manufacturer or distributor wishes to list, under its name and unique model identification number, equipment that was previously registered by an original equipment manufacturer or distributor.
- 6.7.2 A model of equipment may be multiple-listed to other manufacturers or distributors based upon the registration of the original Declaring Party. The requester must provide the following:
- (a) a letter requesting Multiple Listing – the letter must identify the model identification number and registration number of the originally registered equipment; and
 - (b) a letter from the original Declaring Party authorizing the Department to use information on file to grant multiple-listing registration – the letter must include the model identification number and registration number of the terminal equipment and must declare that the model to be multiple-listed is identical in design and construction to the originally registered model.
- 6.7.3 A new registration number must be assigned to the multiple-listed equipment.

6.8 Transfer of Ownership

- 6.8.1 Registration may be transferred from the current owner to a new entity that wishes to assume all of the previous owner's responsibilities associated with the registration.
- 6.8.2 To transfer the ownership, the new entity shall send a letter to the Bureau providing a copy of a signed letter from the current registration holder, authorizing the Department to transfer the ownership from the current owner to the new entity and to change the information to reflect the new owner information. The letter must also attest that the equipment covered by the registration is identical in design and construction to the originally approved model(s).

6.9 Modification of Terminal Equipment

- 6.9.1 All terminal equipment that is modified shall be retested as per the technical requirements in effect at the time of modification, not necessarily those requirements in effect at the time that the terminal equipment was declared. If the modification changes the information posted in the *Terminal Equipment List* (e.g. changes the REN value), the terminal equipment must be re-registered using a new model identification number.
- 6.9.2 Repair to the terminal equipment that does not affect the information posted in the *Terminal Equipment List*, does not require reregistration.

7. Audit Requirements

- 7.1 The Department reserves the right, in accepting a DoC, to conduct audits, request a copy of the compliance folder, or request that the equipment be retested to ensure that the terminal equipment entering the market complies with the applicable technical specifications.
- 7.2 The Declaring Party shall provide, in the registration request, the identity of a representative in Canada who is capable of responding to enquiries and who can provide audit samples at no charge to the Department.
- 7.3 Should the representative in Canada be other than the Declaring Party's local office, the Declaring Party shall provide, in the registration request, a letter signed by the representative in Canada authorizing the Declaring Party to use it as its representative. The letter must include the model identification number and registration number of the terminal equipment.
- 7.4 Suppliers must implement a suitable quality control program to ensure that the registered product continues to meet the applicable terminal equipment technical specifications.

8. Disclosure of Information

The Declaring Party shall indicate which information and documents provided in support of a DoC and registration are confidential. The provisions of the *Access to Information Act* apply.

9. Component Devices

- 9.1 Component devices can be declared and registered either as part of an equipment package or as individual component devices. To be eligible, the component device must comply with the applicable terminal equipment technical specifications when tested in a registered host terminal equipment package or in a generic test bed.
- 9.2 The host equipment with which the component device was tested shall be identified in the registration request.
- 9.3 The user manual for the component device shall contain a list of host equipment with which the component device is compatible.

10. Maintaining Registration

Ongoing compliance with DC-01(E) is required to maintain registration in the *Terminal Equipment List*. Any non-conformance may result in removal of the terminal equipment from the List. Once removed, reregistration is required before the terminal equipment can be added again to the List.

Annex I - Declaration of Conformity (DoC) for Terminal Equipment / Déclaration de conformité (DDC) du matériel terminal

Declaration of Conformity No. / N° de Déclaration de conformité :
 (Reference Number assigned by the Declaring Party) / (Numéro de référence assigné par la partie déclarante)

Registration No. / N° d'enregistrement :

Declaring Party / Partie déclarante

Name / Nom :

Title / Poste :

Company Name / Nom de Compagnie :

Company Number / Numéro de compagnie :

Address / Adresse :

.....

Description of Terminal Equipment / Description du matériel terminal :
 (Please provide a precise description of the product) / (Veuillez donner une description précise du produit)

.....

.....

.....

The product described above is in conformity with the following Terminal Equipment Technical Specifications (latest version shall be used). / Le produit décrit ci-dessus est conforme aux spécifications techniques des équipements terminaux qui suivent (utiliser la version la plus récente) :

Document No. / N° de Document	Applicable Part / Partie applicable	Issue and Date / Édition et date de publication
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.....
 (Place and date of issue) / (Lieu et date de déclaration)

.....
 (Name and Title) (Nom, titre)

.....
 (Signature)

Annex II - Checklist for Terminal Equipment Registration

1.	Obtain Company Number from Industry Canada, if not previously assigned.	
2.	Obtain certification for the radio interface (if applicable).	
3.	Complete and sign Declaration of Conformity (DoC) for Terminal Equipment (Annex I)	
4.	Complete Registration Application and Notification of Certification (if applicable) (http://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00029.html).	
5.	Pay applicable fees (Canadian funds).	