



# Federal Communication Commission (FCC) Office of Engineering and Technology (OET) Program Accreditation Procedure

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PJLA offers third-party accreditation services to Conformity Assessment Bodies (i.e. Testing and/or Calibration Laboratories, Reference Material Producers, Field Sampling and Measurement Organizations and Inspection Bodies). This procedure outlines PJLA's accreditation process and criteria administered to conformity assessments bodies for the **Federal Communication Commission (FCC) Office of Engineering and Technology (OET) program. This is a Supplemental Procedure to PJLA's Accreditation Procedure (SOP-1). Both procedures shall be followed for the entirety of this accreditation program.**



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## 1.0 SCOPE/PURPOSE

- 1.1 The accreditation of CABs performing testing is done by PJLA based on the operating criteria as outlined in ISO/IEC 17011:2004 Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies.
- 1.2 This procedure includes information additional to the criteria as outlined in the main body of this document. Conformity Assessment Bodies (CABs) under the Federal Communication Commission (FCC) Office of Engineering and Technology (OET) program will be assessed to the all relevant requirements summarized in the document referenced in section 2.0 of this document.
- 1.3 PJLA will accept applications for FCC testing laboratories desiring ISO/IEC 17025:2005 within the United States for this program. Appropriate technical resources will be available to accredit laboratories within the United States including technical assessors, advisors and experts familiar with country specific regulations.

## 2.0 REFERENCES

- 2.1 ISO/IEC 17011:2004 General requirements – General requirements for accreditation bodies accrediting conformity assessment bodies
- 2.2 ISO/IEC 17025:2005 General requirements for the competency of testing and calibration laboratories
- 2.3 FCC Office of Engineering and Technology Laboratory Division “Accredited Testing Laboratory Program Roles and Responsibilities”974614 D01 Accredited Test Lab Roles and Resp v04 , June 16, 2016.
- 2.4 FCC Office of Engineering and Technology Laboratory Division “OET Procedures for the Recognition Laboratory Accreditation Bodies -974614 D02 Accreditation Body Recognition v01, June 16, 2016.
- 2.5 FCC Accredited Testing Laboratory FCC Technical Assessment Checklist – 853844 D01 Accredited Lab Checklist v02r01, February 29, 2016

## 3.0 DEFINITIONS

- 3.1 **Accreditation Body (AB):** Authoritative body recognized by the FCC that performs accreditation. Accreditation is a third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks. The accrediting bodies



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assessing testing laboratories for the Certification or Declaration of Conformity (DoC) must be recognized by the FCC and/or under a government to government Mutual Recognition Agreement (MRA).

- 3.2 **Certification:** A rigorous equipment authorization procedure typically applied to RF equipment employing new technologies, or complex or not well defined testing methods, or having a high potential for causing interference. Examples are: mobile phones, wireless networking equipment, mobile radio transmitters, wireless medical transmitting equipment, cordless telephones, etc. All certified equipment is listed by the FCC in a database containing the application for certification, test report and other supporting information.
- 3.3 **Declaration of Conformity (DoC):** A self-approval process requiring a responsible party to use a FCC-recognized accredited test laboratory (CAB) to perform the measurements required to demonstrate compliance. The responsible party must include a compliance information statement that identifies the product and responsible party in the United States. (see 47 CFR 2.906 and 2.909).
- 3.4 **Conformity Assessment Body (CAB):** A body that performs conformity assessment services. Testing laboratories and certification bodies are considered to be conformity assessment bodies.
- 3.5 **Designating Authority (DA):** A body responsible for determining that the testing laboratory is competent and capable of performing testing within the scope of the designation.
- 3.6 **Testing Laboratory:** A CAB performing testing that is responsible to make a determination of the applicable test procedures and to properly test to those requirements. All testing for devices for certification or DoC is to be done by a recognized accredited testing laboratory. This includes EMC and radio parameter testing or other FCC technical requirements such as hearing aid compatibility, RF exposure testing, etc.

## 4.0 SUBSTANCE OF THE AGREEMENT

- 4.1 PJLA as an ILAC signatory for testing and calibration will perform assessments in accordance to ILAC criteria. In addition, PJLA will comply with the requirements of the FCC Office of Engineering and Technology (OET) accredited testing laboratory program and/or the NIST laboratory accreditation program to support the Asia Pacific Economic Cooperation (APEC) Mutual Recognition Agreement (MRA) for the Conformity Assessment of Telecommunications Equipment.



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## 5.0 MANUAL/ORGANIZATION

- 5.1 PJLA maintains a quality manual and operating procedures and work instructions to document its quality system to comply with ISO/IEC 17011 and other national/international programs including the FCC Office of Engineering and Technology (OET) accredited testing laboratory program and/or the NIST laboratory accreditation program to support the Asia Pacific Economic Cooperation (APEC) Mutual Recognition Agreement (MRA) for the Conformity Assessment of Telecommunications Equipment.

## 6.0 TRAINING AND QUALIFICATION

- 6.1 PJLA maintains a training, qualification and on-going continuing education program for assessors. A competency matrix is on file at PJLA Headquarters for assessors which indicate those areas of testing and calibration which the assessor is qualified to perform on behalf of PJLA. The assessors for this program assessors shall have at least 2 years of practical work experience performing testing for electromagnetic compatibility, electromagnetic interference, radio, and telecommunications equipment. Additionally, they should be familiar with testing requirements, techniques, and methods; reporting; products and processes inspected; FCC rules and procedures, the OET Knowledge Data Base (KDB); safety practices; sampling methods as applicable, and techniques used to assess professional judgment.

## 7.0 TESTING LABORATORIES PROCEDURES AND SCOPES OF ACCREDITATION

- 7.1 PJLA will perform on-site assessments to include the general ISO/IEC 17025 requirements, and those outlined in PL1-PL-4 as applicable, along with PJLA Accreditation Symbol Procedure, SOP-3. Assessments will focus on the CAB's quality management system including impartiality requirements and technical requirements such as equipment, environmental conditions, proficiency testing, measurement uncertainty, reporting and technical qualifications of all staff involved with the FCC program. The assessment will cover the regulations and measurement procedures for EMC, radio, or telecommunication devices for a CAB performing tests in support of the FCC's Declaration of Conformity (DOC) and Certification requirements as summarized in Table A. Assessments will consist of both on-site verification at client facilities and testing activities being addressed at the main location of the CAB. Testing being conducted at client facilities or other locations may be sampled for the scope of accreditation. However, verification of former records of testing will be verified at the fixed location.
- 7.2 Table A provides a list of the scopes of accreditation for testing performed including test methods in support of the FCC DoC and Certification approval



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procedures. The testing laboratory is assessed to show that it is competent to perform testing using the applicable test methods for the scope of accreditation. The testing laboratory needs to have a working knowledge of the applicable KDB Publications at the time of the assessment. If the testing laboratory is being assessed and found competent for a scope in Table A that has a KDB publication identified in the test method column of Table A, then the KDB publication will be identified by version in the scope of accreditation provided to the FCC. If the testing laboratory is being assessed and is found competent for a scope that has a KDB publication identified in the supporting FCC guidance column of Table A, it will not be necessary to include the KDB Publication on the scope of accreditation.

- 7.3 A testing laboratory is not required to be assessed and recognized for all of the scopes identified in Table A. However, scopes identified in Table A may be limited to upper frequency ranges but will not otherwise be recognized as partial scopes by the FCC. The maximum assessed frequency for each scope is the highest measurement frequency that the testing laboratory is capable of performing measurements. The maximum frequency range capability of the testing laboratory for each scope of accreditation will be specified. Deviations from the test methods as permitted in the FCC rules and procedures will be accepted. Any test method limitations in the testing laboratory's capability to perform all of the tests indicated in the test method for a given scope will be identified (e.g., ANSI C63.10-2013 requires the use of the site validation requirements in CISPR 16-1-4:2010-04, however, the FCC rules allow for a transition period of July 13, 2018.)
- 7.4 PJLA will retain a list of scopes based on Table A for each accredited test lab on the PJLA Website. Once the FCC Electronic Filing System is completed certificate information will be updated to include specifics as listed in Table A.
- 7.5 Accredited testing laboratories can meet the full scope requirements using multiple testing locations of the same company at different locations as long as the laboratory has demonstrated that each laboratory falls under the same quality management system and all reside within the same country. PJLA will apply its criteria for multiple site accreditation in accordance with Section 11 of this procedure. However, this will only apply to laboratories with multiple sites within the same country. Individual accreditations will be conducted for multiple site laboratories residing in different countries and for where PJLA is authorized by the FCC to do so.
- 7.6 Assessments for this program will include the completion of the FCC Accredited Test Laboratory Technical Assessment Evaluation checklist utilizing the FCC Accredited Testing Laboratory FCC Technical Assessment Checklist Document-853844 D01 Accredited Lab Checklist v02r01, which contains specific items to be covered in the technical assessment of the laboratory as to its competence in testing to FCC regulatory requirements contained in 47 CFR. The checklist is



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intended as a guide to provide a minimum of items to be covered in the technical assessment to ISO/IEC 17025 requirements. Technical assessors shall also use sound and appropriate engineering and other judgment in the assessment of the CAB. For initial accreditation assessments this checklist will be submitted to the FCC by PJLA. For reassessments a completed checklist with a statement indicating continued compliance will be submitted. Completed checklists will be made publicly available on the FCC website. Routine surveillances conducted in between initial and renewal assessments will also include an assessment of the laboratory scope. A checklist or portion of the checklist will be completed and submitted to the FCC as requested.

- 7.7 Assessments will be conducted on annual basis consisting of a full system assessment every two years with surveillance in between.

**7.8 Radiated Emissions Test Facility**

7.8.1 **Site Validation Requirements:** When using radiated emission test procedures that require the use of a validated test site (e.g., ANSI C63.4-2014 and ANSI C63.10-2013) the test site used shall meet the following site validation requirements.

- 7.8.1.1 Validation of the acceptability criterion shall be confirmed no less than once every three years.

7.8.2 **Description of Radiated Emission Test Facility:** A description of the measurement facilities used by the testing laboratory are required to be maintained in accordance with § 2.948(b).

- 7.8.2.1 Test facilities used to make radiated emission measurements from 30 MHz to 1 GHz are required to meet the site validation requirements in ANSI C63.4-2014.

- 7.8.2.2 For radiated emissions 1 GHz to 40 GHz the test facility used can use either site validation option in 5.5 of ANSI C63.4-2014. On and after the transition date, July 13, 2018, the test facility is required to comply with the site validation requirements in CISPR 16-1-4:2010-04.

7.8.3 **Antenna Calibration:** Testing laboratories performing radiated emission measurements and NSA measurements, as required by the FCC rules, are required to use antennas calibrated in accordance with ANSI C63.5-2006.15

7.8.4 **Compliance Testing Experimental Radio Licenses:** A testing laboratory located in the United States or territory of the United States



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that performs testing at an open area test site is required to have a valid compliance testing experimental radio license, per Subpart G of Part 5 of the rules

## **8.0 NOTIFICATION (CERTIFICATE PROCESS)**

- 8.1 PJLA has an established executive committee to grant accreditation to CABs. Executive Committee members will be selected based on their knowledge of the scope of accreditation. Upon the Executive Committee's final approval of the accreditation, a certificate and scope will be created containing the information as specified in Appendix G, Section 4.3 and Table A of this document.
- 8.2 Under the FCC program, PJLA as the designated authority (DA) designates the CAB directly to the FCC. PJLA will provide the following information to the FCC for its review and recognition:
- 8.2.1 name, location, mailing and contact information;
  - 8.2.2 Designation Number and FCC Registration Number (FRM);
  - 8.2.3 ISO/IEC 17025:2005 certificate of Accreditation (or equivalent information), including the scope of accreditation with the FCC related test methods and supporting FCC guidance for the accredited test laboratory as indicated in Table A of this appendix;
  - 8.2.4 FCC rule sections to which the accreditation applies;
  - 8.2.5 the expiration date and period of accreditation;
  - 8.2.6 completed Accredited Laboratory FCC Technical Assessment checklist and/or (for renewals) a statement of continued compliance, and;
  - 8.2.7 a statement that the test laboratory complies with all provisions of the Accredited Testing Laboratory Program Rules and Responsibilities.
- 8.3 Upon this review, the FCC will notify PJLA as the DA regarding the decision regarding the request for recognition.
- 8.4 PJLA as the DA will submit the materials directly to the FCC, and not the CAB, through the use of the designated FCC database. For renewals, PJLA will update the FCC database expiration date.

## **9.0 RECORD RETENTION (RECORDS/COMPLAINTS)**

- 9.1 PJLA currently retains records from three (3) to five (5) years (depending on the record), minimum.



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**10.0 DELEGATION (SUBCONTRACTING OF ASSESSMENT ACTIVITIES)**

10.1 PJLA will not delegate (whole or in part) the responsibility of (CAB) assessments to another organization, which is not itself recognized under the ILAC MRA, the FCC accreditation body recognition program or that does not have an MRA with the United States for this program. This will not extend to the assessors themselves, many/most of who are independent contractors. PJLA confidentiality and conflict of interest policies will be enforced.

**11.0 SUBCONTRACTING OF (CAB) ACTIVITIES**

11.1 All provisions of ISO/IEC 17025 regarding subcontracting will be enforced. When an FCC-recognized accredited testing laboratory uses external resources to perform testing, after July 12, 2017, it is required that such testing be performed by testing laboratories that have also been recognized by the Commission as accredited with the appropriate scope of accreditation.

**12.0 PARTICIPATION AND MAINTENANCE OF RECOGNITION**

12.1 PJLA will participate in meetings as required by the FCC and participate in forums to ensure updates to the program are being properly implemented. The FCC and/or NIST will be notified of routine peer evaluations and a schedule of assessments in order to witness CABs.

**TABLE A: TESTING LABORATORY SCOPES OF ACCREDITATION-**  
**Scopes of Accreditation for testing performed in support of FCC DoC and Certification approval procedures**

*Microwave frequencies as used in this part, this term refers to frequencies of 890 MHz and above*

Scope	Test Method(s)	Supporting FCC Guidance
<b>Unintentional Radiators (FCC Part 15, Subpart B)</b>	<input type="checkbox"/> ANSI C63.4-2014	
<b>Industrial, Scientific, and Medical Equipment (FCC Part 18)</b> <input type="checkbox"/> Consumer ISM equipment	<input type="checkbox"/> <a href="#">FCC MP-5 (February 1986)</a>	
<b>Intentional Radiators (FCC Part 15 Subpart C)</b>	<input type="checkbox"/> ANSI C63.10-2013	
<b>UPCS (FCC Part 15, Subpart D)</b> <input type="checkbox"/> Unlicensed Personal Communication Systems devices	<input type="checkbox"/> ANSI C63.17-2013	





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<b>U-NII without DFS Intentional Radiators (FCC Part 15, Subpart E)</b> <input type="checkbox"/> Unlicensed National Information Infrastructure Devices (U-NII without DFS)	<input type="checkbox"/> ANSI C63.10-2013	<input type="checkbox"/> <a href="#">KDB Publication 789033</a>
<b>U-NII with DFS Intentional Radiators (FCC Part 15 Subpart E)</b> <input type="checkbox"/> Unlicensed National Information Infrastructure U- NII) Devices with Dynamic Frequency Selection (DFS)	<input type="checkbox"/> FCC <a href="#">KDB Publication 905462</a> D02 UNII DFS Compliance Procedures New Rules v01 (April 8, 2016)	
<b>UWB Intentional Radiators (FCC Part 15, Subpart F)</b> <input type="checkbox"/> Ultra-wideband Operation	<input type="checkbox"/> ANSI C63.10-2013	
<b>BPL Intentional Radiators (FCC Part 15, Subpart G)</b> <input type="checkbox"/> Access Broadband Over Power Line (Access BPL)	<input type="checkbox"/> ANSI C63.10-2013	
<b>White Space Device Intentional Radiators (FCC Part 15, Subpart H)</b> <input type="checkbox"/> White Space Devices	<input type="checkbox"/> ANSI C63.10-2013	
<b>Commercial Mobile Services (FCC Licensed Radio Service Equipment)</b> <input type="checkbox"/> Part 22 (cellular) <input type="checkbox"/> Part 24 <input type="checkbox"/> Part 25 (non-microwave) <input type="checkbox"/> Part 27	<input type="checkbox"/> ANSI/TIA-603-D <input type="checkbox"/> TIA-102.CAAA-D	<input type="checkbox"/> <a href="#">KDB Publication 971168</a>
<b>General Mobile Radio Services (FCC Licensed Radio Service Equipment)<sup>19</sup></b> <input type="checkbox"/> Part 22 (non-cellular) <input type="checkbox"/> Part 90 (non-microwave) <input type="checkbox"/> Part 95 <input type="checkbox"/> Part 97 <input type="checkbox"/> Part 101 (non-microwave)	<input type="checkbox"/> ANSI/TIA-603-D <input type="checkbox"/> TIA-102.CAAA-D	
<b>Citizens Broadband Radio Services (FCC Licensed Radio Service Equipment)</b> <input type="checkbox"/> Part 96	<input type="checkbox"/> ANSI/TIA-603-D <input type="checkbox"/> TIA-102.CAAA-D	<input type="checkbox"/> <a href="#">KDB Publication 971168</a>
<b>Maritime and Aviation Radio Services (FCC Licensed Radio Service Equipment)</b> <input type="checkbox"/> Part 80 <input type="checkbox"/> Part 87	<input type="checkbox"/> ANSI/TIA-603-D	



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<b>Microwave and Millimeter Bands Radio Services (FCC Licensed Radio Service Equipment)</b> <input type="checkbox"/> Part 25 <input type="checkbox"/> Part 74 <input type="checkbox"/> Part 90 (90Y, 90Z, DSRC) <input type="checkbox"/> Part 101	<input type="checkbox"/> ANSI/TIA-603-D <input type="checkbox"/> TIA-102.CAAA-D	
<b>Broadcast Radio Services (FCC Licensed Radio Service Equipment)</b> <input type="checkbox"/> Part 73 <input type="checkbox"/> Part 74 (non-microwave)	<input type="checkbox"/> ANSI/TIA-603-D <input type="checkbox"/> TIA-102.CAAA-D	
<b>RF Exposure</b> <input type="checkbox"/> Devices subject to SAR requirements	<input type="checkbox"/> IEEE Std 1528™-2013	<input type="checkbox"/> <a href="#">KDB Publication 865664</a> <input type="checkbox"/> <a href="#">KDB Publication 447498</a>
<b>Hearing Aid Compatibility (Part 20)</b> <input type="checkbox"/> HAC for Commercial mobile services	<input type="checkbox"/> ANSI C63.19-2007; or <input type="checkbox"/> ANSI C63.19-2011	
<b>Signal Boosters (Part 20)</b> <input type="checkbox"/> Wideband Consumer signal boosters <input type="checkbox"/> Provider-specific signal boosters <input type="checkbox"/> Industrial signal boosters	<input type="checkbox"/> FCC KDB Publication 935210 D03 Signal Booster Measurements v04 (February 12, 2016) <input type="checkbox"/> FCC KDB Publication 935210 D04 Provider Specific Booster Measurements v02 (February 12, 2016) <input type="checkbox"/> FCC KDB Publication 935210 D05 Indus Booster Basic Meas v01r01 (February 12, 2016)	