

Ultratech - Group of Labs

3000 Bristol Circle, Oakville, Ontario, Canada L6H 6G4
Tel.: (905) 829-1570
Fax.: (905) 829-8050
Website: www.ultratech-labs.com
Email: hanh@ultratech-labs.com

Product Testing & Certification

- FCC Approvals
- ISED Approvals
- Testing to: European, Australian / New Zealand, Taiwanese, Korean, Japanese regulatory standards



91038



1309



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

46390-2049



AT-1945



SL2-IN-E-
1119R



Korea KCC-
RRR
CA2049



ULTRATECH'S FCC TCB & ISED CB USER'S GUIDE

WHO ARE WE ?

Incorporated since 1989, Ultratech Engineering Labs Inc. (Ultratech) has gained the reputation and capabilities for assisting manufacturers and designers in obtaining the appropriate regulatory product compliance for global markets. Ultratech's recognized expertise is in the areas of industry wide accepted EMC design practices for the mitigation of high emissions levels. Coupled with their wide test and measurement capabilities, Ultratech's services form an integral part of any manufacturer's product development cycle. Our Engineers work as part of the manufacturer's development team to review test plans and perform final product approvals tests.

Ultratech Testing's EMC lab is ISO/IEC Guide 17025 accredited by ANAB. We provide manufacturers product certification and validation services as well as pre-compliance and compliance qualification for a wide range of industries.

In recognition of the successful completion of the ANSI Certification Body Accreditation Program evaluation in accordance with ISO/IEC Guide 17065, including the US Federal Communications Commission (FCC) TCB and Innovation, Science and Economic Development Canada (ISED) CB, assessed by the American National Standards Institute (ANSI), Ultratech can provide manufacturers and Test Labs FCC and ISED certification services with a predictable lead-time.

WHO CAN USE THE FCC TCB / ISED CB PROGRAM?

Independent Test Laboratories and Manufacturers of equipment such as ITE, ISM devices, RF devices, telephone devices and etc... who require Certification or Registration of their products prior to marketing them in the USA and Canada can use FCC TCB and ISED CB programs to have their product certify.

ULTRATECH FCC TCB / ISED CB SCOPE OF ACCREDITATION

FCC TCB / ISED CB requirements for the indicated types of product certifications, accreditation is granted to this organization to perform the following product certification schemes:

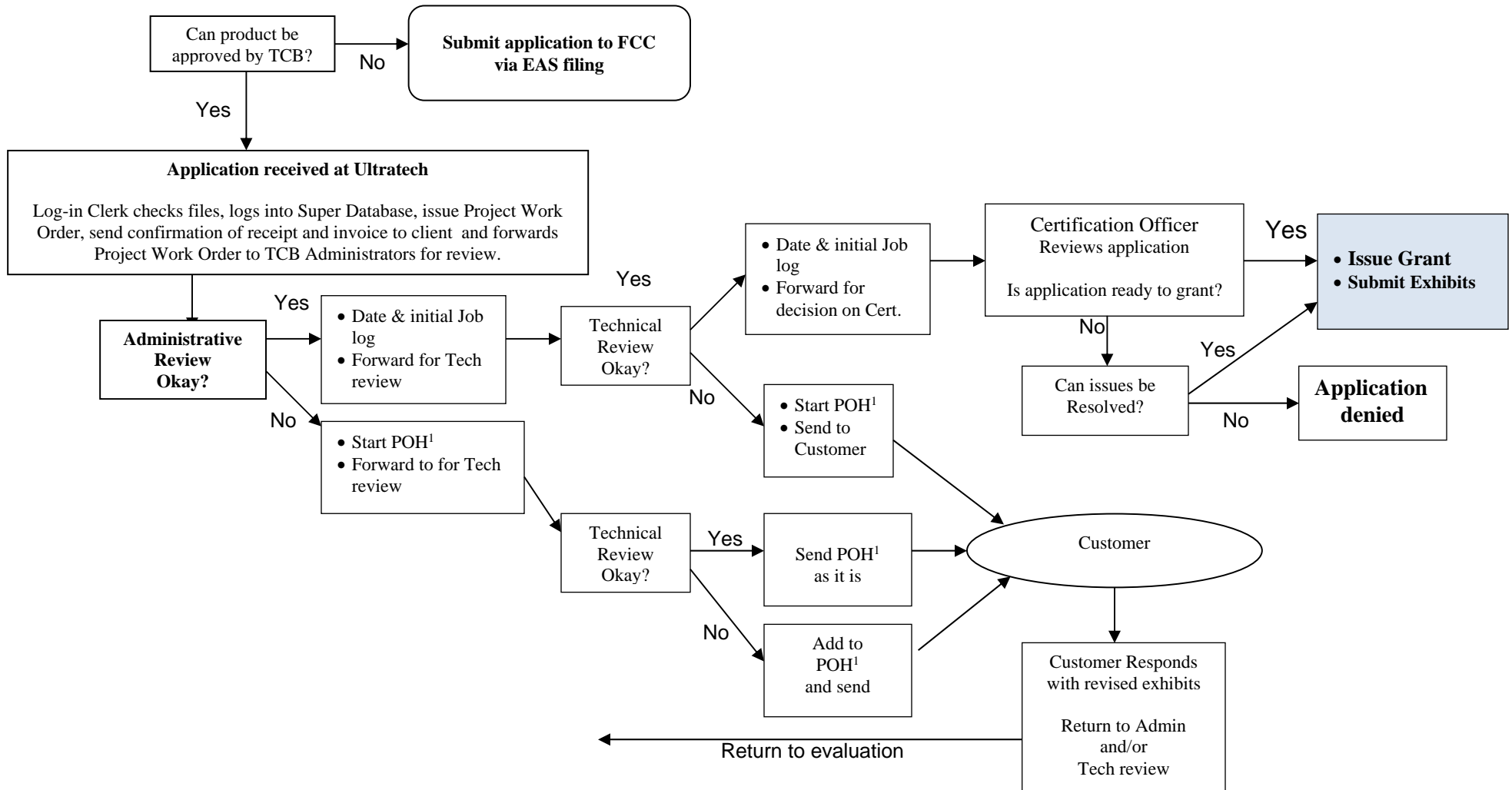
Certification Scheme	Product Type	Scope of Accreditation
Federal Communication Commission (FCC)	Unlicensed Radio Frequency Devices (Scope A)	<ul style="list-style-type: none"> • A1 – Low power transmitters operating on frequencies below 1 GHz (with the exception of spread spectrum devices), emergency alert systems, unintentional radiators (e.g., personal computers and associated peripherals and TV Interface Devices) and consumer ISM devices subject to certification (e.g., microwave ovens, RF lighting and other consumer ISM devices) • A2 – Low power transmitters operating on frequencies above 1 GHz, with the exception of spread spectrum devices • A3 – Unlicensed Personal Communication System (PCS) devices • A4 – Unlicensed National Information Infrastructure (UNII) devices and low power transmitters using spread spectrum techniques
	Licensed Radio Frequency Devices (Scope B)	<ul style="list-style-type: none"> • B1 – Personal Mobile Radio Services in 47 CFR Parts 22 (cellular), 24, 25, and 27 • B2 – General Mobile Radio Services in 47 CFR Parts 22 (non-cellular), 73, 74, 90, 95 and 97 • B3 – Maritime and Aviation Radio Services in 47 CFR Parts 80 and 87 • B4 – Microwave Radio Services in 47 CFR Parts 27, 74 and 101
Innovation, Science and Economic Development Canada (ISED)	License-Exempt Radio Frequency Devices (Radio Scope 1)	Radio Scope 1 of the Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies
	Licensed Personal Mobile Radio Services (Radio Scope 2)	Radio Scope 2 of the Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies
	Licensed Personal Mobile Radio Services (Radio Scope 3)	Radio Scope 3 of the Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies
	Licensed Personal Mobile Radio Services (Radio Scope 4)	Radio Scope 4 of the Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies
	Licensed Personal Mobile Radio Services (Radio Scope 5)	Radio Scope 5 of the Radiocommunication and Broadcasting Equipment Scopes of Accreditation for Certification Bodies

Yes. FCC TCB/ ISED CB can approve applications for devices that require SAR/MPE testing between the frequencies of 300-3000 MHz but cannot approve applications for devices that have no approved test procedures.

No. TCB TCB/ ISED CB cannot:

- grant a waiver of the rules,
- enforce the FCC rules (only the FCC can do this)
- revoke a grant after 30 days from the date of certification.
- accept test data from test laboratories which are not ISO/IEC Guide 17025 accredited

ULTRATECH'S CERTIFICATION PROCUDRE FLOWCHART



1 – POH: Problem on hold

CONFIDENTIALITY

- a) UltraTech shall not disclose to third parties any proprietary technical or financial information marked by Client as confidential without prior written consent, provided that UltraTech may disclose any information or data, confidential, proprietary or otherwise, to the FCC or ISED as required by the law.
- b) Any documents, reports, drawings, test data, etc., made available to, produced at the request of or by UltraTech may be copied and retained by UltraTech if necessary to the performance of this Agreement or in compliance with the applicable product certification scheme. Client retains all title to any intellectual property rights for their Devices, support equipment, and technical documentation including patent, trademark, copyright and trade secret rights.

APPLICATION SUBMITTALS

In order to upload files to our website you must first register on our website for a USERNAME and PASSWORD. Once you have done this you can upload your reports.

We require that all applications be submitted in electronic format, either PDF or JPEG, with a maximum file size of 6 megabytes. For ease of identification and speed of processing we recommend that you name your files in the following manner, please identifying all files by model number and exhibit type as shown in the column "Filename to Use" in the table below.

In general, the application shall include:

REQUIRED EXHIBIT	FILENAME TO USE
731 form / RSP-100 & RSS-102 forms filled out (You can download form from our web site)	Model_731Form.doc Model_RSP100_AnnexA&B Model_RSS102_AnnexA Model_RSS102_AnnexB Model_RSS102_AnnexC
FCC/ ISED ID label sample	Model_IDLabel.pdf
FCC/ ISED ID label location information Note 3	Model_LabelLoc.pdf
External Photos, in PDF format as one file, page 1 & 2 etc.	Model_ExtPho.pdf
Internal Photos, in PDF format, as above	Model_IntPho.pdf
Test set-up photos	Model_Tsup.pdf
Operational Description (Theory of Operation) Note 1	Model_OpDes.pdf
Block diagrams Note 2	Model_BlkJdia.pdf
Schematics: Note 1	Model_Schem.pdf
Test Report	Model_TestRpt.pdf
Users Manual	Model_UserMan.pdf
Tuning procedure, if applicable: Note 1, 2	Model_TunPro.pdf
Parts List, if applicable: Note 1, 2	Model_PartsLst.pdf
RF Exposure Information, if applicable: Note 1, 2	Model_RFExp.pdf
Class II Permissive Change cover letter, if applicable	Model_C2PCvrltr.pdf

Each exhibit type above should be submitted in an individual file. For example, Test Setup Photos should be separate from the Test Report and Internal Photos should be separate from External Photos. The 731 form can be downloaded and a completed form must accompany each application.

After you have uploaded the files you will get an acknowledgment of the files that you uploaded.

Note 1: Not required for computer or peripheral, JBP OR JBC

Note 2: Not required for Part 18 certification

Note 3: Label Location Justification Letter is required when the Label may be placed in the battery compartment. It must meet the following requirements and be explained in the justification letter:

1. *Provide justification such as limited space (e.g. the available label area on the device is limited because it is relatively small and has many contoured surfaces, keypads, LCD displays, charge contacts and/or other connectors....).*
2. *How the FCC/ ISED identifier or label will be readily viewable per FCC Rule 2.925 (d) (e.g. the batteries are designed for easy removal and the label will be visible whenever the batteries are removed for charging or replacement).*
3. *How the FCC identifier or label will be readily viewable at the time of the purchase to comply with Part 2.925 (d) (e.g. the label will be readily visible at the time of purchase because the device will be marketed without the battery installed).*

The letter must be on the applicant's letterhead and signed by the grantee code contact.

RESPONSE TO REQUESTED INFORMATION

If the application is not complete, the customer will be notified by a Problem on Hold (POH) Letter within one business day. We expect to receive responses to requested information in a prompt manner, as well. If no response is received within 7 days, an auto resend of the POH will be sent. After two reviews (the original review and one POH review) we will charge additional fees for additional reviews. Applications that are not responded to within 3 weeks will be closed and additional fees will be incurred to re-open the application.

If you upload an application and do not receive a Confirmation Email or a PROBLEM ON HOLD email confirming our receipt within 3 business days, please immediately contact us and ask about the status of your project. Likewise, if you submit correspondence or additional exhibits in response to a Problem-Hold Letter and do not receive a reply within 5 business days you should contact us and ask about the status of your project.

REQUEST FOR CONFIDENTIALITY FILING

For both FCC and ISED certification application, a request for confidentiality must be indicated in a letter making specific request for confidentiality must accompany the application as a separate exhibit. This letter must state exactly which portions of the application are to be held in confidence and for what specific reason. Only certain exhibits may be held in confidence. Schematic Diagrams, Operational Descriptions, and Parts Lists are candidates for this. Users Manuals will only be held in confidence under certain conditions such as when the Manual will only be available to licensed or specially trained personnel. Internal Photographs will only be held in confidence if the device is sealed using specialty fasteners that cannot be opened using common hand tools or if the PCB's are completely potted in epoxy.

For FCC application, a request for confidentiality must be also indicated item 7 of the 731 form.

CERTIFICATIONS

Original Certificate will be emailed to the client.

Copies of the FCC Certificates for all devices can be obtained by visiting the FCC's electronic filing Site at:

[Authorization Search](#)

(<https://apps.fcc.gov/tcb/TcbHome.do;jsessionid=HKJDYZzVLkbQzk6xQhmTbnPLVy4rRbMy8nGYYMhBRPZP1cCv2L8P!1449351809!1220113121>) by typing your Grantee Code and Equipment Product Code (FCC ID) and start the search.

Records of the ISED Certification for all devices can be reviewed by visiting ISED's website at: [Radio Equipment Search](#) (<https://sms-sgs.ic.gc.ca/equipmentSearch/searchRadioEquipments?execution=e1s1&lang=en>) by typing your Certification Number ((IC ID) and start the search.

The applicant is required to sign the Certification Agreement for not using its product certification in such a manner as to bring the certification body into disrepute and does not make any statement regarding its product certification which the certification body may consider misleading or unauthorized.

PRICES & PAYMENT METHOD

Ultratech as a certification body is financially funded by our TCB certification fees. Our fees are dependent on the complexity of the application. Prices are available upon request ! **PAYMENT IS DUE WITH YOUR APPLICATION.** Checks, Money Orders or Electronic Fund Transfer in US/ CDN DOLLARS shall be used to make payment. Checks and Money Orders should be drawn on a Canadian bank. All bank fees are the responsibility of the customer.

THE CLIENT AGREES (ISO/IEC GUIDE 17065, CLAUSE 4.1.2.2) :

- To make claims only in respect of the scope for which certification has been granted.
- That it does not use its product certification in such a manner as to bring UltraTech into disrepute and does not make any statement regarding its product certification which UltraTech Engineering Labs may consider misleading or unauthorized.
- That upon revocation or dismissal of certification discontinues its use of all advertising matter that contains any reference thereto and returns any certification documents as required by UltraTech.
- That it uses certification only to indicate that products are certified as being in conformity with specified standards.
- To endeavor to ensure that no certificate or report nor any part thereof is used in a misleading manner.
- Those references to its product certification in communication media, such as documents, brochures or advertising, comply with the requirements of regulatory authority and UltraTech.
- Informs the certification body, without delay, of changes that may affect its ability to conform with the certification requirements.
- To keep a record of all complaints made known to the Client relating to a product's compliance with the requirements of the relevant standard and to make these records available to the certification body when requested.
- To take appropriate action with the respect to such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification;
- To document the actions taken.

- Client shall notify UltraTech immediately of any modifications made or planned in the design or technical construction of a device or of any planned or implemented changes in client's approved quality assurance system which may render UltraTech's certification inapplicable to a device produced.

COMPLAINTS, APPEALS, OR DISPUTES:

In case of an appeal regarding a certification application, it shall be dealt with the procedure for handling appeal prepared by UltraTech Engineering Labs Inc. Please feel free to contact us should you have any question, concerns, or complaints that need to be processed through Ultratech, as your FCC / ISED Certification Body, at tri@ultratech-labs.com or through our website at <http://www.ultratech-labs.com/contact-us>.