Checklist for Assessment of Technical Competence of Local Certification Bodies

Instructions to the Assessor

This evaluation checklist aims at providing the assessor with the specific criteria against which the capability of the prospective certification body and the competence of its personnel may be evaluated during the assessment phase of accreditation to OFCA's accredited Local Certification Body for the purpose of ISO/IEC 17065 or any corresponding purposes. This checklist is not intended to replace the good engineering judgment of the technical assessor nor a thorough evaluation of the facility. Other points or remarks may be added to this checklist if deemed necessary.

Under the column headed "Y/N/NA", please mark the corresponding box with "Y" if conformity with the criteria is demonstrated. Mark the corresponding box with "N" to indicate a non-conformity or deficiency and give the explanations in the adjacent box under the column headed "Remarks". If the item is not applicable, mark the corresponding box with "NA".

Note 1 : Pursuant to the Communications Authority Ordinance (Cap. 616), with effect from 1 April 2012, all duties and powers of the Telecommunications Authority (TA) are conferred on the Communications Authority (CA), and all duties and powers of the Office of the Telecommunications Authority (OFTA) are conferred on the Office of the Communications Authority (OFCA), the executive arm of the CA.

Note 2 : Before the establishment of the CA on 1 April 2012, the specifications prescribed by the TA were named as HKTA specifications. From 1 April 2012 onward, revised versions of existing HKTA specifications and new specifications prescribed by the CA are named as HKCA specifications. For the avoidance of doubt, unless the specific issue number of the HKTA specification is explicitly specified, reference in any document to HKTA specification shall be construed as including reference to the corresponding HKCA specification as may be revised from time to time. In addition, reference in any document to HKCA specification shall be construed as referring to the corresponding HKTA specification if the HKCA specification under reference is not yet present.

General			
No.		**Y/N/NA**	**Remarks**
1	Applicant is accredited to ISO/IEC 17025 for a core set of tests under the scope for radio equipment (Scope A) as follows - <u>Measurements for Radio Equipment</u> <u>Transmitter tests to ETSI EN 300 086-1 and ETSI EN 300 296-1</u> 1. operating frequencies 2. conducted and radiated power 3. transmitter spurious emissions 4. frequency deviation 5. adjacent channel power <u>ISM equipment tests to CISPR 11</u> 1. terminal disturbance voltage 2. electromagnetic radiation disturbance		
2	Applicant is accredited to ISO/IEC 17025 for a core set of tests under the scope for fixed network equipment (Scope B) as follows - <u>Measurements for Fixed Network Equipment</u> 1. on-hook power level (HKCA 2011, clause 3.4) 2. on-hook voice-band impedance (HKCA 2011, clause 3.6) 3. off-hook DC characteristics (HKCA 2011, clause 4) 4. off-hook power level (HKCA 2011, clauses 7.3 and 7.4) 5. DTMF signalling (HKCA 2011, clause 8.5)		
3	Applicant is accredited to ISO/IEC 17025 for tests against the relevant HKCA specifications to be conducted by the applicant itself, if any, in addition to those core tests specified in items 1 to 3 above, unless a waiver is granted by the CA to exempt from the requirement of ISO/IEC 17025 accreditation. (Check the relevant scope of accreditation.)		
4	Applicant has entered into contractual arrangement or other appropriate form of agreement with a test laboratory as approved by the CA for tests against the relevant HKCA specifications or equivalent. (Check the relevant documents.)		
5	Applicant has procedures to evaluate test data, test reports and other information related to certification from a test laboratory accredited to ISO/IEC 17025 for tests against the relevant HKCA specifications or equivalent. Procedures are also available to check the status of accreditation of the test laboratory. These procedures are assessed to be acceptable.		

6	Applicant has procedures to evaluate the conformity assurance document, such as Statement of Opinion or Certificate of Conformity, issued by a Notified Body (NB) designated by a Member State of the European Union (EU) to perform conformity assessment against standards equivalent to the relevant HKCA specifications, and to request for and evaluate the associated test data, test reports and other related information. Procedures are also available to check the status of the NB. These procedures are assessed to be acceptable.		
7	Applicant has procedures to evaluate the certificate issued by the United States Federal Communications Commission (FCC) covering standards equivalent to the relevant HKCA specifications, or the certificate issued by a Telecommunication Certification Body (TCB) designated by FCC to perform certification against standards equivalent to the relevant HKCA specifications, and to request for and evaluate the associated test data, test reports and other related information. Procedures are also available to check the designation status of the TCB. These procedures are assessed to be acceptable.		
8	Applicant has procedures to evaluate the CB test certificate issued by a National Certification Body (NCB) accepted under the CB Scheme of the IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components (IECEE) to perform conformity assessment against standards equivalent to the relevant HKCA specifications, and to request for and evaluate the associated test data, test reports and other related information produced by the associated CB Testing Laboratory (CBTL) recognized in the IECEE CB Scheme. Procedures are also available to check the status of the NCB and the CBTL. These procedures are assessed to be acceptable.		
9	Applicant has procedures to evaluate the test data, test reports and other information related to certification from a test laboratory for tests against the relevant HKCA specifications or equivalent. Procedures are also available to collect evidence that the test laboratory is competent to perform the relevant test in accordance with ISO/IEC 17025. These procedures are assessed to be acceptable.		
10	Applicant demonstrates an understanding of the HKTEC Scheme, the LCB Scheme and applicable technical regulations of OFCA. (Ask for a demonstration on how to access HKTEC Scheme, LCB Scheme, HKCA specifications, electrical safety requirements, EMC requirements using the Internet.)		
11	Certification procedures are available and assessed to be acceptable.		

12	Applicant is aware that it needs to seek consent from the certificate holder during the certification process to allow OFCA to post the technical information of certified products on OFCA website.		

Scope A Radio Equipment		Y/N/NA	Remarks
A1. Radio Equipment using Analogue Modulation			
13	Applicant has the latest version of the following HKCA specifications, and other standards as referred to in the HKCA specifications - 1. HKCA 1001 2. HKCA 1002, ETSI EN 300 086-1, ETSI EN 300 296-1, CISPR 16-1 3. HKCA 1003 4. HKCA 1004 5. HKCA 1005 6. HKCA 1006 7. HKCA 1007, CISPR 11 8. HKCA 1008 ETSI EN 300 422-2, 47 CFR 74.861 9. HKCA 1010, ETSI EN 300 086-1, ETSI EN 300 296-1, ETSI EN 300 113-1, ETSI EN 300 390-1, CISPR 16-1 10. HKCA 1015, MPT 1375 (DTI, UK) 11. HKCA 1016, ETSI EN 300 086-1, ETSI EN 300 296-1, CISPR 16-1 12. HKCA 1019 13. HKCA 1022 14. HKCA 1026, 47 CFR 15 15. HKCA 1035, ETSI EN 300 220-1, ETSI EN 300 330-1, ETSI EN 300 440-1, ETSI EN 300 422-1, ETSI EN 301 091-1, 47 CFR 15 16. HKCA 1041, ITU-R Rec. SM.853, SM.1138 17. HKCA 1044, ETSI EN 300 296-1, CISPR 16-1 18. HKCA 1045, ETSI EN 300 296-1, CISPR 16-1 19. HKCA 1050, ETSI EN 300 135-2, ETSI EN 300 433-2, 47 CFR 95 Subpart E 20. HKCA 1066, ETSI EN 300 676-2, 47 CFR 87 Subpart D 21. HKCA 1069 ETSI EN 300 224-2 22. HKCA 1218, IMO resolution A.335 23. HKCA 1223, IMO resolutions A.383, A.694 24. HKCA 1224, IMO resolution A.334, ETSI ETS 300 373 25. HKCA 1225, IMO resolution A.421, ETSI ETS 300 373 26. HKCA 1257, IMO resolution A.525, IEC 1097-6, ETSI ETS 300 065 27. HKCA 1258, IMO resolution A.700 28. HKCA 1261, IMO resolutions A.661, A.662, A.812, IEC 61097-5, ETSI ETS 300 372 29. HKCA 1262, IMO resolutions A.612, A.662, A.805 30. HKCA 1263, IMO resolutions A.609, A.803, IEC 61097-3, IEC 61097-7, ETSI ETS 300 162, ETSI ETS 300 338 31. HKCA 1264, IMO resolutions A.610, A.804, ETSI ETS 300 338, ETSI ETS 300 373 32. HKCA 1265, IMO resolutions A.613, A.806, IEC 61097-3, IEC 61097-9, ETSI ETS 300 067		

	33. HKCA 1266, IMO resolution A.811 34. HKCA 1277, IMO resolutions A.762, A.809, IEC 61097-12, ETSI ETS 300 225 35. HKCA 1281, IMO resolution A.802, IEC 1097-1 36. HKCA 1283, ETSI EN 301 929-2		
14	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in the aforesaid HKCA specifications.		
A2. Radio Equipment using Digital Modulation		**Y/N/NA**	**Remarks**
15	Applicant has the latest version of the following HKCA specifications, and the other standards as referred to in the HKCA specifications - 1. HKCA 1020, ETSI EN 300 609-4, ETSI EN 301 502 2. HKCA 1033, ETSI EN 301 511 3. HKCA 1034, ETSI EN 301 406, ETSI EN 300 175 (all parts), ETSI EN 300 176 (all parts) 4. HKCA 1036, ETSI EN 302 217-2-2, ETSI EN 301 126-1, ITU-R Rec. F.749-2 (Annex 1) 5. HKCA 1037, ETSI EN 302 217-2-2, ETSI EN 301 126-1, ITU-R Rec. F.637-3 (Annex 3) 6. HKCA 1039, ETSI EN 300 328, ETSI EN 301 893, ETSI EN 302 502, 47 CFR 15 7. HKCA 1042, 47 CFR 15 subpart E 8. HKCA 1043, ETSI EN 301 908-1, ETSI EN 301 908-3, ETSI EN 301 908-11 9. HKCA 1047, ETSI EN 300 394-1, ETSI TS 101 789-1, ETSI EN 303 035-1, ETSI EN 303 035-2 10. HKCA 1048, ETSI EN 301 908-1, ETSI EN 301 908-2 11. HKCA 1049, EN 50364, EN 50357, ANSI/IEEE C95.1, ANSI/IEEE C95.3, ICNIRP's Guidelines for Limiting Exposure to Time-Varying Electric, Magnetic and Electromagnetic Fields (Up to 300 GHz), ETSI EN 302 208-2, 47 CFR 15.247 12. HKCA 1052, ETSI EN 301 839, ETSI EN 302 537 13. HKCA 1056, ETSI EN 301 908-1, ETSI EN 301 908-14, ETSI EN 301 908-15 14. HKCA 1057, ETSI EN 301 908-1, ETSI EN 301 908-13 15. HKCA 1061, ETSI EN 300 220-1, 47 CFR 15, MIIT's "關於發布《微功率(短距離)無線電設備的技術要求》的通知" 16. HKCA 1064, ETSI EN 301 502, ETSI EN 300 609-4, ETSI EN 301 511, EN 50121-3-2 17. HKCA 1065, ETSI EN 301 908-1, ETSI EN 301 908-18, 3GPP TS 37.141 18. HKCA 1067, ETSI EN 301 841-3 19. HKCA 1068, ETSI EN 302 217-2-2		

	20. HKCA 1070, ETSI EN 302 217-2-2 21. HKCA 1071, ETSI EN 302 217-2-2 22. HKCA 1072, ETSI EN 301 908-1, ETSI EN 301 908-14 23. HKCA 1073, ETSI EN 301 908-1, ETSI EN 301 908-13 24. HKCA 1074, ETSI EN 302 567, ETSI EN 305 550-2, 47 CFR 15.255 25. HKCA 1075, ETSI EN 302 264-2, ARIB STD T-111, 47 CFR Part 95 Subpart M 26. HKCA 1076, ETSI EN 302 326-2 27. HKCA 1077, ETSI EN 302 480 V2.1.1 or later version 28. HKCA 1078, 47 CFR 15.247 29. HKCA 1080, ETSI EN 302 065, 47 CFR 15 Subpart F 30. HKCA 1081, ETSI EN 303 687 31. HKCA 1082, ETSI EN 301 908-1, ETSI EN 301 908-24, 3GPP TS 38.141-1, 3GPP TS 38.141-2 32. HKCA 1083, ETSI EN 301 908-1, ETSI EN 301 908-23, 3GPP TS 37.145-1, 3GPP TS 37.145-2 33. HKCA 1259, IMO resolutions, A.662, A.763, A.810, IEC 1097-2, ETSI ETS 300 066 34. HKCA 1260, IMO resolutions A.698, A.808 35. HKCA 1282, IMO resolutions A.663, A.664, A.807, IEC 1097-4, ETSI ETS 300 460		
16	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in the aforesaid HKCA specifications.		

Scope B Fixed Network Equipment		Y/N/NA	Remarks
B1. CPE connected to PSTN using Direct Exchange Line (DEL) and Telex Equipment			
17	Applicant has the latest version of the following HKCA specifications, and the other standards as referred to in the HKCA specifications - 1. HKCA 2005 2. HKCA 2011, ITU-T Rec. E.161, Q.23, TIA-968-A, TIA TSB-31-B, TIA-1096-A 3. HKCA 2012, Telcordia specifications SR-TSV-002476, GR-31, GR-575 4. HKCA 2013, ITU-R Rec. Q.23 5. HKCA 2019, Bellcore technical specifications TR-NWT-001273, SR-INS-002461 6. HKCA 2020 7. HKCA 2022, Telcordia specifications SR-TSV-002476, GR-31, GR-575, GR-1188 8. HKCA 2024 9. HKCA 2041, Telcordia specifications SR-TSV-002476, GR-31, GR-575, ETSI ES 201 912		
18	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in aforesaid HKCA specifications.		
B2. ISDN and ATM Equipment		**Y/N/NA**	**Remarks**
19	Applicant has the latest version of the following HKCA specifications, and the other standards as referred to in the HKCA specifications - 1. HKCA 2014, ITU-T Rec. I.430, Q.920, Q.921, Q.930 and Q.931 2. HKCA 2015, ITU-T Rec. I.431, Q.920, Q.921, Q.930 and Q.931 3. HKCA 2016, ITU-T Rec. I.432.1 to 432.5, I.361, I.363, I.371, ANSI T1.646-1995, ATM Forum's User-Network Interface Specification Version 3.1 4. HKCA 2021, ANSI Standard T1.601-1988 5. HKCA 2026, ANSI Standards T1.605, T1.602, T1.607 ITU-T Rec. P.310 6. HKCA 2027, ANSI Standards T1.403.01, T1.602, T1.607 7. HKCA 2034, ITU-T Rec. E.164, E.191, Q.2931, ATM User-Network Interface Specification Version 3.1, ATM User-Network Interface (UNI) Signalling Specification Version 4.0		

20	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in the aforesaid HKCA specifications.		
B3.	**Digital Trunk and Leased Circuit Equipment (including Optical Leased Circuit Equipment)**	**Y/N/NA**	**Remarks**
21	Applicant has the latest version of the following HKCA specifications, and the other standards as referred to in the HKCA specifications - 1. HKCA 2017, ITU-T Rec. G.121, G.122, G.703, G.704, G.706, G.711, G.822, G.824, O.171, Q.23 2. HKCA 2018, ITU-T Rec. G.121, G.122, G.703, G.704, G.706, G.711, G.822, G.824, O.171, Q.23 3. HKCA 2023, TIA-968-A, TIA TSB-31-B, TIA-1096-A 4. HKCA 2028, ITU-T Rec. G.703, G.824, O.171 5. HKCA 2029, ITU-T Rec. G.703, G.823, O.151 and O.171 6. HKCA 2030, ITU-T Rec. V.11, V.28 and V.35 7. HKCA 2031, ITU-T Rec. V.24 and V.28 8. HKCA 2038, ITU-T G.957, G.652-G.655, IEC 60825-1, IEC 60825-2 (Safety of laser products) 9. HKCA 2039, ITU-T G.652-G.655, GR-253-CORE Synchronous Optical Network (SONET) Transport Systems: Common Generic Criteria, published by Telcordia Technologies Inc., IEC 60825-1, IEC 60825-2 (Safety of laser products) 10. HKCA 2040, ITU-T Rec. X.25, V.24, V.35		
22	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in the aforesaid HKCA specifications.		
B4.	**ADSL Modems**	**Y/N/NA**	**Remarks**
23	Applicant has the latest version of the following HKCA specifications, and the other standards as referred to in the HKCA specifications - 1. HKCA 2032, ITU-T Rec. G.992.1 2. HKCA 2033, ITU-T Rec. G.992.2		
24	Applicant has the knowledge and expertise in evaluating test data, test reports and technical documents to determine compliance with the technical requirements listed in the aforesaid HKCA specifications.		

Scope C Safety of Subscriber Telecommunications Equipment		Y/N/NA	Remarks
25	Applicant has the latest version of HKCA 2001, and applicable reference standards including IEC 62209-1 (or equivalent), IEC 62209-2 (or equivalent), ANSI/IEEE C95.1 and ANSI/IEEE C95.3, and ICNIRP Guidelines for Limiting Exposure to Electromagnetic Fields (100 kHz to 300 GHz).		
26	Applicant has the knowledge and expertise in assessing test data, test reports and technical documents to determine compliance with the requirements listed in HKCA 2001 and applicable reference standards, including the requirements on Specific Absorption Rate (SAR) of hand held mobile station for connection to the public mobile radiocommunications networks.		