



Mutual Recognition Arrangements (MRA)

Scheme

Designating Local Testing Laboratories and Certification Bodies for Conformity Assessment

IMDA MRA DES SCHEME

Issue 1 Rev 2, January 2018

Info-communications Media Development Authority
Info-communications Resource & Technology Division
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1 Introduction

- 1.1 The Info-communications Media Development Authority (“IMDA”) designates Singapore testing laboratories and product certification bodies as conformity assessment bodies (“CAB”) for conformity assessment of telecommunication equipment to IMDA’s technical regulations (see Annex 2).
- 1.2 IMDA may also designate Singapore CABs for conformity assessment to the technical regulations of foreign countries that have Mutual Recognition Arrangements (“MRA”) with IMDA Singapore.
- 1.3 This document outlines the process to be followed and the conditions and requirements to be fulfilled by applicants requesting for designation of testing laboratories or certification bodies to perform conformity assessment.
- 1.4 Under this Scheme, IMDA recognises a CAB designated by IMDA for testing and/or certification to IMDA’s technical regulations.
- 1.5 Under the conditions and procedures specified in an MRA, MRA Parties will normally recognise a CAB designated by IMDA for testing and/or certification to the MRA Parties’ technical regulations.
- 1.6 Designation means the authorisation by a Designating Authority of a CAB to undertake specified conformity assessment activities under the terms of an MRA. This may include procedures defined by MRA Parties for telecommunication equipment and the associated electromagnetic compatibility (“EMC”) and/or electrical safety requirements.

2 References

ISO/IEC 17025: 2005	General requirements for the competence of testing and calibration laboratories
ISO/IEC 17065: 2012	Conformity Assessment – Requirements for bodies certifying products, processes and services

3 Definitions

Accreditation Body (“AB”) is a body appointed by a Party to conduct and administer an accreditation system that grants accreditation to testing laboratories or certification bodies for conformity assessment of telecommunication equipment.

Administrative Arrangements are publicly available procedures or legal arrangements within a Party’s jurisdiction which have impact on the conformity assessment procedures for telecommunication equipment within the scope of an MRA.

Conformity Assessment is any activity concerned with determining that the relevant requirements are fulfilled. Typical examples of conformity assessment activities are testing, evaluation, verification, assurance of conformity (supplier’s declaration and certification), registration, accreditation and approval as well as their combinations.

Conformity Assessment Body (“CAB”) refers to a third party or a supplier’s Testing Laboratory (“TL”), or a Certification Body (“CB”) that performs conformity assessment to an importing Party’s Technical Regulations.

Designating Authority (“DA”) is a body with authority and competence to designate, list, verify the compliance of, limit the designation of, and withdraw the designation of CABs within its jurisdiction.

Designated CAB refers to a conformity assessment body (TL or CB) designated by DA (IMDA) or DA (MRA partner).

Designated TL refers to a Testing Laboratory designated by DA (IMDA) or DA (MRA partner).

Designated CB refers to a Certification Body designated by DA (IMDA) or DA (MRA partner).

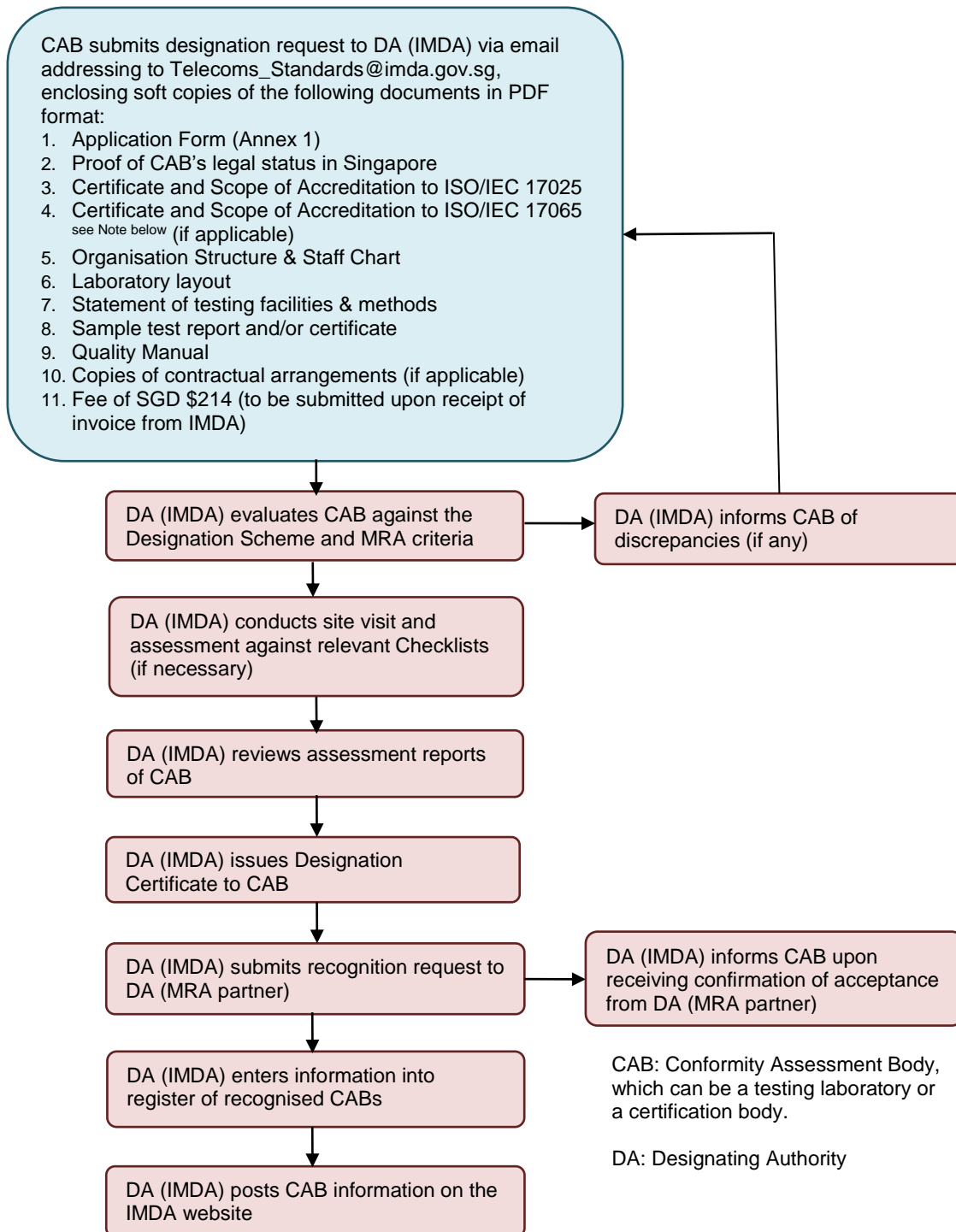
Party refers to a member country that chooses to join an MRA.

Supplier refers to the party that is responsible for ensuring that products meet and, if applicable, continue to meet, the requirements on which the certification is based.

Technical Regulations are those technical requirements, legislative and regulatory provisions, and administrative arrangements that a Party has specified pertaining to the registration, testing or certification of equipment in which compliance is mandatory.

Telecommunication equipment or **equipment** refers to line terminal equipment and radio-communication equipment.

4 Conceptual Scheme of Designation



Note: The CB has been accredited to ISO/IEC 17065 for one or more of the IMDA Technical Specification(s) listed in Annex 2; and also accredited to ISO/IEC 17025 or has contractual arrangement with TLs recognised by IMDA for the applicable Technical Specification(s) listed in Annex 2.

Schematic Diagram for Designation of CABs

5 Designating Authority

- 5.1 IMDA, as the Designating Authority in Singapore, designates TLs and CBs as CABs for conformity assessment of telecommunication equipment to IMDA's technical specifications.
- 5.2 Where required to act as the DA under an MRA, IMDA will designate CABs in Singapore for recognition by the other MRA Parties as specified under the MRA.

6 Scope of Designation

- 6.1 Application for designation is open to any TL or CB which conducts its business of conformity assessment in Singapore. TLs and CBs accredited by the Singapore Accreditation Council ("SAC") may apply for designation. The scope of designation is limited to the scope for which accreditation is granted by the SAC.
- 6.2 IMDA designates CABs in Singapore for the testing and certification of telecommunication equipment and the electromagnetic compatibility, radiation safety and electrical safety requirements of such equipment.
- 6.3 Designation for MRA purposes will be carried out in accordance with the provisions of the applicable MRA. Foreign TLs and CBs may contact their DAs for designation and notification to IMDA provided that their countries have an MRA with IMDA Singapore. Please refer to the "IMDA Scheme for Recognising Foreign Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment" (IMDA MRA REC Scheme) for more information, which is obtainable from the IMDA website.

7 Scope of Accreditation

- 7.1 TLs may be accredited by SAC and designated by IMDA to carry out tests to one or more of the applicable IMDA technical regulations for the line terminal and/or radio-communication equipment under test (see Annex 2).
- 7.2 CBs may be accredited by SAC and designated by IMDA to certify equipment to one or more of the applicable IMDA technical regulations under the scope for line terminal and/or radio-communication equipment in Annex 2. The scope of equipment permitted is dependent on the CBs' core testing capabilities, knowledge and expertise in evaluating test data and reports to the IMDA technical regulations. The minimum set of testing capabilities expected of CBs to be considered for a particular scope of accreditation and designation is substantiated by supporting evidence for item 3.1 of the IMDA CB Checklist given in Annex 3.

8 Eligibility of Testing Laboratories and Certification Bodies

- 8.1 To be eligible for designation as an IMDA recognised TL, the applicant or organisation must fulfil the following requirements:
 - (a) Must be an entity legally identifiable and located in Singapore;
 - (b) Must be accredited by SAC in accordance with ISO/IEC 17025 for TLs in the relevant areas of telecommunications, EMC or electrical safety; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought;
 - (c) Shall have the capability and technical competence in performing the tests against the technical regulations concerned; and

- (d) Shall have expert knowledge of all the applicable technical regulations and administrative requirements relevant to the conformity assessment of the equipment.
- 8.2 To be eligible for designation as an IMDA recognised CB, the applicant or organisation must fulfil the following requirements:
- (a) Must be an entity legally identifiable and located in Singapore;
 - (b) Must be accredited by SAC in accordance with ISO/IEC 17065 (see Footnote 1) for equipment CBs in the relevant areas of telecommunications, EMC or electrical safety; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought;
 - (c) Shall have testing facilities accredited in accordance with ISO/IEC 17025 in the relevant areas of telecommunications, EMC or electrical safety; the accreditation shall be relevant to the equipment types and technical regulations for which designation is sought; and/or have arrangements with TLs that are recognised by IMDA under MRA or have been evaluated by the CB to be competent in accordance with ISO/IEC 17025;
 - (d) Shall have the capability and technical competence in performing the tests and certification against the technical regulations concerned; and
 - (e) Shall have expert knowledge of all the applicable technical regulations and administrative requirements relevant to the conformity assessment of the equipment.

9 Application for Designation

- 9.1 Applications or enquiries for designation of CABs (TLs or CBs) should be sent via email, addressed to:

Manager
Info-communications Resource & Technology
Info-communications Media Development Authority (IMDA)

Email address: Telecoms_Standards@imda.gov.sg

9.2 Application Package for Designation of Testing Laboratory

The email request for designation of TL shall include soft copies of the following documents as attachments in PDF format:

- (a) Application Form (format shown in Annex 1);
- (b) Documents showing proof of the TL as an identifiable legal entity;
- (c) Certificate and Scope of Accreditation to ISO/IEC 17025 granted by SAC, indicating that the TL has been assessed and accredited to the technical regulations, standards or specifications for which designation is sought;
- (d) Organisation Structure and Staffing Chart;
- (e) Laboratory Layout;
- (f) Statement of testing facilities and description of test methods to be used for testing each particular technical regulation, standard or specification;
- (g) Sample copy of the test report to be used by the TL;

- (h) Quality Manual; and
- (i) A fee of SGD \$214 (inclusive of 7% GST) shall be paid on receipt of IMDA's invoice. This fee is non-refundable. Payment of fees should be in cheques made payable to "IMDA".

9.3 Application Package for Designation of Certification Body

The email request for designation of CB shall include soft copies of the following documents as attachments in PDF format:

- (a) Documents showing proof of the CB as an identifiable legal entity;
- (b) Certificate and Scope of Accreditation to ISO/IEC 17065 granted by SAC, indicating that the CB has been assessed and accredited to the technical regulations, standards or specifications for which designation is sought;
- (c) Certificate and Scope of Accreditation to ISO/IEC 17025 granted by SAC, indicating that the CB has access to testing facilities accredited to ISO/IEC 17025 in the relevant areas of telecommunications; or has arrangements with accredited TLs recognised by IMDA;
- (d) Copies of contractual arrangements made with other recognised TLs (if any);
- (e) Organisation Structure and Staffing Chart;
- (f) Laboratory Layout;
- (g) Statement of testing facilities and description of test methods to be used for testing each particular technical regulation, standard or specification;
- (h) Sample copies of the test reports and certificate to be used by the certification body;
- (i) Quality Manual;
- (j) Where necessary, checklists to show that the certification body meets the requirements of the MRA partner(s) for which designation is sought;
- (k) A fee of SGD \$214 (inclusive of 7% GST) shall be paid on receipt of IMDA's invoice. This fee is non-refundable. Payment of fees should be in cheques made payable to "IMDA".

10 Approval

- 10.1 During the evaluation of the application, applicant may need to make arrangements for IMDA's representatives to visit the applicant's laboratories or premises to observe testing in progress and carry out whatever evaluations deemed necessary.
- 10.2 After completion of evaluation by the IMDA, the applicant will be informed of the outcome of the application. A Designation Certificate will be issued when IMDA is satisfied that the applicant has complied with the stipulated requirements.
- 10.3 Designation by IMDA does not imply the acceptance by IMDA of any responsibility for the services provided by the designated CAB (TL or CB).
- 10.4 The Designation is valid for a period of three (3) years with provision for renewal on expiry. Validity is subject to the continued accreditation by SAC.

11 Obligations of the Designated Testing Laboratory

- 11.1 Designated TLs shall ensure that they maintain their accreditation status from SAC.
- 11.2 Designated TLs shall ensure that their testing of equipment is in accordance with the procedures, rules and policies of IMDA or the requirements as provided for under the MRA.
- 11.3 Unless specifically approved by IMDA, designated TLs shall not conduct testing for prohibited equipment set out in the Third Schedule of the Telecommunication (Dealers) Regulations, listed as follows:
 - (a) Scanning Receivers;
 - (b) Military Communication Equipment;
 - (c) Telephone Voice Changing Equipment;
 - (d) Radio-communication Equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except Cellular Mobile Phones or such other equipment approved by IMDA; and
 - (e) Radio-communication Jamming Devices operating in any frequency band.
- 11.4 Designated TLs shall immediately notify IMDA on any of the following:
 - (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes of premises;
 - (c) Changes which may affect continuing compliance with any of the criteria or requirements specified by IMDA or the relevant MRA.
- 11.5 Designated TLs shall fully indemnify and hold IMDA harmless from and against all liabilities, damages, claims, costs and expenses incurred or sustained by IMDA as a result of any action taken or omitted to be taken by IMDA relating to the designation of such TLs.
- 11.6 Designated TLs shall comply with such terms and conditions of designation as IMDA may publish from time to time.

12 Obligations of the Designated Certification Bodies

- 12.1 Designated CBs shall ensure that they maintain their accreditation status from SAC.
- 12.2 Designated CBs shall ensure that their testing, evaluation and certification of equipment is in accordance with the procedures, rules and policies of IMDA or the requirements as provided for under the MRA.
- 12.3 Equipment certification carried out by a designated CB shall be based on an application package of a certification scheme, comprising:
- (a) An application form;
 - (b) Test reports from type testing of a sample model of equipment to IMDA's technical regulations (telecommunications, EMC, electrical safety and EMR where applicable) by TLs accredited to ISO/IEC 17025;
 - (c) Four colour photographs capturing front, rear, side view and product label of the equipment which shows trade and product name; and
 - (d) A set of technical documents consisting of a general description of the equipment, technical data, facilities supported by the equipment, sales brochures and other related documents.
- 12.4 Unless specifically approved by IMDA, designated CBs shall not conduct certification for prohibited equipment set out in the Third Schedule of the Telecommunication (Dealers) Regulations, listed as follows:
- (a) Scanning Receivers;
 - (b) Military Communication Equipment;
 - (c) Telephone Voice Changing Equipment;
 - (d) Radio-communication Equipment operating in frequency bands 880-915 MHz, 925-960 MHz, 1900-1980 MHz and 2110-2170 MHz except Cellular Mobile Phones or such other equipment approved by IMDA; and
 - (e) Radio-communication Jamming Devices operating in any frequency band.
- 12.5 Designated CBs using the services of subcontracting laboratories (outsourcing) shall remain responsible for the tests and shall ensure that the TL is designated by IMDA, or accredited to ISO/IEC 17025 or evaluated by them to be competent in accordance with ISO/IEC 17025 and testing to IMDA's technical regulations.
- 12.6 After issuing a certificate of conformity, the designated CB when requested by IMDA, shall submit a copy of the certificate and application package to IMDA in English Language.
- 12.7 Designated CBs shall have a record system which provides for a retention period of 5 years for documents related to the equipment certification.
- 12.8 The duties of a designated CB shall include the publishing and maintaining of a list of equipment certifications, submission of testing/evaluation/certification reports and other information, participation in appropriate proficiency testing programs and carrying out of tasks as requested by IMDA or required under the MRA, as appropriate. All information and reports submitted to IMDA shall be in English Language.
- 12.9 Designated CBs should perform post-certification surveillance activities for products certified by them as required by IMDA or the relevant MRA. Surveillance undertaken by the designated certification body should give assurance that certified products continue to comply with the

technical regulations to which they are certified. Designated CBs should report results of the surveillance to IMDA.

- 12.10 If during post-certification surveillance of certified equipment, a designated CB determines that the equipment fails to comply with the applicable technical regulations, it shall immediately notify the equipment supplier, the appropriate importing Party and IMDA. The designated CB shall also provide a follow-up report within thirty days of the action taken by the supplier to correct the situation.
- 12.11 Designated CBs should have a procedure to inform IMDA within 14 days of any changes that will affect the conformity of the certified equipment.
- 12.12 Designated CBs shall not:
- (a) Grant a waiver of conformity to any of the applicable IMDA technical regulations;
 - (b) Grant a change in ownership of certificates; and
 - (c) Perform equipment certification on types of telecommunication equipment that do not have the applicable IMDA technical regulations or specifications established and published.
- 12.13 Designated CBs shall immediately notify IMDA on any of the following:
- (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes of premises; and
 - (c) Changes which may affect continuing compliance with any of the criteria or requirements specified by IMDA or the relevant MRA.
- 12.14 Designated CBs shall fully indemnify and hold IMDA harmless from and against all liabilities, damages, claims, costs and expenses incurred or sustained by IMDA as a result of any action taken or omitted to be taken by IMDA relating to the recognition of such CBs.
- 12.15 Designated CBs shall comply with such terms and conditions as IMDA may publish from time to time.

13 Reference to Designation Status

- 13.1 Designated CABs (TLs or CBs) may advertise their designation status with regard to standards or parts thereof which are included in the scope of designation specified in the Designation Certificate and recognised by the respective MRA partners.
- 13.2 The advertisement must not imply or otherwise suggest that IMDA has endorsed the product or imply that the designated CAB is an agent or representative of IMDA.
- 13.3 CABs whose designations have been suspended or withdrawn for any reason shall discontinue advertisement of their designated status and not make any misleading statements regarding their designation status.

14 Post-designation Surveillance

As and when required, IMDA will conduct surveillance assessments and other non-routine assessments on the designated CABs to ensure that standards of practice are maintained or to investigate complaints made against designated CABs on matters related to their designation.

15 Renewal of Designation / Extension of Scope of Designation

The procedure and application package for renewal of designation, and/or for extension of scope of designation, shall be as outlined in the schematic diagram in § 4 and set out in § 9 of this document.

16 Withdrawal of Designation

- 16.1 IMDA will suspend or withdraw the designation of a CAB (TL or CB) if:
- (a) The CAB 's accreditation by SAC is withdrawn;
 - (b) It is found that the CAB is not complying with the criteria or requirements of this scheme, or with the requirements that it was designated to; or
 - (c) IMDA determines there is a just cause for withdrawing the designation.
- 16.2 A CAB whose designation and recognition has been suspended or withdrawn will be removed from the list of designated CABs. Such action will, however, take place only after consultation between IMDA and the affected CAB. It is expected that the CAB would normally take immediate corrective action, to IMDA's satisfaction.
- 16.3 In situations where a formal review process exists, such as in MRAs, IMDA may only issue a designation suspension to the designated CAB until the completion of the formal review process.

Info-communications Media Development Authority
10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438

Main Telephone No: 6377 3800



Application for Designation of Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment

Note 1: This form is also to be used for application for renewal and/or for extension of the scope of designation.

Note 2: Please submit a soft copy of the completed form via email addressed to Telecoms_Standards@imda.gov.sg, together with email attachments of the following items in PDF format:

- a) Document of proof of CAB's status as an entity legally identifiable and located in Singapore
- b) Certificate(s) and Scope(s) of Accreditation by SAC (to ISO/IEC 17025 and/or 17065), indicating the technical regulations, standards or specifications for which designation is sought
- c) Organisation Structure and Staffing Chart
- d) Laboratory Layout
- e) Statement of Testing Facilities and description of test methods to be used for testing each particular technical regulation, standard or specification
- f) Sample copy of the test report to be used by the laboratory
- g) Quality Manual
- h) Copies of contractual arrangements with other testing laboratories (applicable to certification bodies only)
- i) Checklist(s), where required by MRA partnering countries
- j) Application fee of \$214 (inclusive of 7% GST) to be submitted upon receipt of IMDA's invoice

Note 3: Payment should be made with a crossed cheque payable to "IMDA". The application fee is not refundable.

APPLICANT'S NAME & ADDRESS:		CONTACT NAME & DESIGNATION:
TELEPHONE NO:	FACSIMILE NO:	E-MAIL ADDRESS:

TESTING LABORATORY/CERTIFICATION BODY'S NAME & ADDRESS:
OPEN AREA TEST SITE'S ADDRESS (IF APPLICABLE):

STANDARD(S), SPECIFICATION(S) OR PART(S) THEREOF FOR WHICH DESIGNATION IS SOUGHT: (If space is insufficient, please attach additional sheets)			
<u>Products</u>	<u>Types of Testing</u>	<u>Applicable Standards</u>	<u>Applicable MRA partnering countries</u>

AGREEMENT: THE APPLICANT AGREES TO:
<ol style="list-style-type: none"> i) Fulfil all conditions and meet all requirements in accordance with the Scheme for Designating Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment issued by the Authority; and ii) Indemnify the Authority from and against all liabilities, damages, claims, costs and expenses incurred or sustained by the Authority as a result of any action taken or omitted to be taken by the Authority relating to the designation of the CABs

Applicant's Signature & Date

Name and Designation

Company's Stamp

List of Technical Regulations

Table 1 - Technical Specifications for Line Terminal Equipment

No.	Reference	Date of Issue	Title of Specification
1.	PSTN Terminal Equipment		
	IMDA TS PSTN	Oct 2016	Technical Specification for Terminal Equipment connected to Network Terminating Equipment or the Public Switched Telephone Network for access to voice band services
2.	ADSL Modems & Access Equipment		
	IMDA TS ADSL	Oct 2016	Technical Specification for Asymmetric Digital Subscriber Line Modems
3.	ISDN Equipment		
	IMDA TS ISDN	Oct 2016	Technical Specification for Terminal Equipment connected to the Integrated Services Digital Network
4.	Digital Leased Circuit Equipment		
	IMDA TS DLCN	Oct 2016	Technical Specification for Terminal Equipment connected to 2 Mbit/s, 34 Mbit/s and 140 Mbit/s Digital Leased Lines
5.	Cable Modems		
	IMDA TS CM	Oct 2016	Technical Specification for Cable Modems connected to High-Speed Data-Over-Cable-Systems
6.	Home Networking		
6.1	IMDA TS PLC	Oct 2016	Technical Specification for Powerline Communications Home Networking
6.2	IMDA TS CCHN	Oct 2016	Technical Specification for Coaxial Cable Home Networking

Note: Please download the latest version (Issue & Revision) of the applicable IMDA Technical Specification in force, and track developments for new release, revision or withdrawal of any Technical Specification from IMDA's website:

<https://www.imda.gov.sg/regulations-licensing-and-consultations/ict-standards-and-quality-of-service/telecommunication-standards/line-terminal-equipment-standards>

Where applicable, the requirements to comply with IEC 60950-1 or IEC 62368-1 for equipment safety and IEC CISPR 32 are defined in the Technical Specifications as part of the conformity assessment requirements together with the telecommunications part.

Any change of technical requirements is highlighted in the Addendum/Corrigendum to the respective IMDA Technical Specifications.

List of Technical Regulations

Table 2 - Technical Specifications for Radio-Communication Equipment

No.	Reference	Date of Issue	Title of Specification
1.	Short Range Devices		
	IMDA TS SRD	Oct 2016	Technical Specification for Short Range Devices
2.	Public Radio-communication & Private Land Mobile Radio Equipment		
	IMDA TS LMR	Oct 2016	Technical Specification for Land Mobile Radio Equipment
3.	Radio Amateur Equipment		
	IMDA TS AR	Oct 2016	Technical Specification for Amateur Radio Equipment
4.	Cordless Telephones and Cordless Telecommunication Systems		
	IMDA TS CT-CTS	Oct 2016	Technical Specification for Cordless Telephone and Cordless Telecommunication Systems
5.	Digital Radio-communication Transceiver		
5.1	IMDA TS CMT	Jul 2017	Technical Specification for Cellular Mobile Terminal
5.2	IMDA TS CBS	Jul 2017	Technical Specification for Cellular Base Station and Repeater System
5.3	IMDA TS GMPCS	Oct 2016	Technical Specification for Global Mobile Personal Communication by Satellite (GMPCS) Terminals
6.	Wireless Broadband Access Equipment		
	IMDA TS WBA	Oct 2016	Technical Specification for Wireless Broadband Access (WBA) Equipment
7.	Ultra-Wideband (UWB) Devices		
	IMDA TS UWB	Oct 2016	Technical Specification for Ultra-Wideband (UWB) Devices
8.	2nd Generation Digital Terrestrial Television Broadcasting System (DVB-T2)		
	IMDA TS DVB-T2 IRD	Nov 2017	Technical Specification for Integrated Receiver Decoder (IRD) for use with second generation Digital Terrestrial Television broadcasting system (DVB-T2)
9.	Television White Space Devices		
	IMDA TS WSD	Oct 2016	Technical Specification for Television White Space Devices (WSD)
10.	Intelligent Transport System		
	IMDA TS DSRC	Oct 2017	Technical Specification for Dedicated Short Range Communications (DSRC) in Intelligent Transport Systems (ITS)
11.	Internet of Things		
	IMDA TS IOT	Nov 2017	Technical Specification for Internet of Things (IoT)

Note: Please download the latest version (Issue & Revision or New) of the applicable IMDA Technical Specification in force, and track developments for new release, revision or withdrawal of any Technical Specification from IMDA's website: <https://www.imda.gov.sg/regulations-licensing-and-consultations/ict-standards-and-quality-of-service/telecommunication-standards/radio-communication-equipment-standards>

Where applicable, the requirements to comply with IEC 60950-1 or IEC 62368-1 for equipment safety and IEC CISPR 32 are defined in the Technical Specifications as part of the conformity assessment requirements together with the telecommunications part.

Any change of technical requirements is highlighted in the Addendum/Corrigendum to the respective IMDA Technical Specifications.

Checklist for Conformity Assessment of Certification Bodies (IMDA CB Checklist¹)

No.	Description	ISO/IEC 17065	Yes/ No	Applicant's Reference
1	General Requirements	§ 4		
1.1	CB is a legal entity located in Singapore or MRA partner's territory.	4.1.1		
1.2	CB has legally enforceable agreement for provision of telecom product certification.	4.1.2		
1.3	CB has a certification scheme, which has control over the use of certificates issued.	4.1.3		
1.4	CB has adequate arrangements to cover liabilities arising from its operation.	4.3		
1.5	The policies and procedures under which the CB operates, and the administration of them, shall be non-discriminatory.	4.4		
1.6	CB is responsible for the management of all information obtained or created during the performance of certification activities.	4.5		
1.7	CB maintains and makes available the following information: a) Evaluation procedures, rules for certification; b) Means by which CB obtains financial support, and fees to be charged; c) Rights and duties of applicants; and d) Procedures for handling of complaints and appeals.	4.6 4.6 (a), 7.1.3		
2	Structural Requirements	§ 5		
2.1	CB's certification activities are structured and managed to safeguard impartiality. CB has mechanism for safeguarding impartiality.	4.2, 5.1, 5.2		
3	Resource Requirements	§ 6		
3.1	CB has competent and sufficient number of personnel to cover its operation related to the certification scheme, and applicable IMDA technical standards (with reference to Annex 2).	6.1		
3.2	CB performs evaluation activities with internal resources under its direct control. It meets the requirements of ISO/IEC 17025 for testing products.	6.2.1		
3.3	CB performs evaluation activities with external resources (outsourcing). It meets the requirements of ISO/IEC 17025 for testing products.	6.2.2.1, 6.2.2.2		
3.4	CB has legal binding contract with body that provides the outsourced service.	6.2.2.3		
3.5	CB takes responsibility for all activities outsourced to another body.	6.2.2.4		
4	Process Requirements	§ 7		
4.1	CB operates a certification scheme covering its certification activities.	7.1.1		
4.2	CB evaluates telecoms products against requirements specified in the applicable IMDA published standards.	7.1.2		
4.3	Explanations to the application of IMDA standards shall be made available, established by impartial persons or working groups with the necessary technical competence.	7.1.3		
4.4	CB obtains the necessary information to complete the certification process according to the certification scheme.	7.2		
4.5	CB conducts application review to ensure that it has the competence and capability to perform the certification activities.	7.3		

¹ This Checklist may be used as a guide for the CB to align its operation with the ISO/IEC 17065, and in particular, ensure that the CB's conformity with item 3 of the Checklist has been substantiated by Certificates of Accreditation to ISO/IEC 17065 and ISO/IEC 17025 (or contractual arrangements with Testing Laboratories recognised by IMDA).

Checklist for Conformity Assessment of Certification Bodies
(IMDA CB Checklist¹) Cont'd

No.	Description	ISO/IEC 17065	Yes/No	Applicant's Reference
4.6	CB manages the evaluation activities with a plan and takes responsibility for the evaluation results.	7.4		
4.7	CB assigns personnel to review all information and results related to the evaluation.	7.5		
4.8	CB is responsible and retains authority for decisions relating to certification, and assigns personnel to make certification decision based on information related to the evaluation. The certification decision is carried by personnel not involved in the evaluation process.	7.6		
4.9	CB provides the client with formal certification documentation.	7.7		
4.10	CB maintains information on certified telecom products.	7.8		
4.11	Where required, CB initiates surveillance of telecom product(s) covered by the certification decision in accordance with the certification scheme.	7.9		
4.12	CB considers all changes affecting certification, including changes initiated by the client, and decides on the appropriate action.	7.10		
4.13	CB considers and decides on the appropriate action when non-conformity with certification requirements is substantiated.	7.11		
4.14	CB retains records to demonstrate that certification process requirements have been effectively fulfilled, and ensures that confidentiality of records is maintained.	7.12 / 8.4		
4.15	CB has a documented process to receive, evaluate and make decisions on complaints and appeals.	7.13		
5	Management System Requirements	§ 8		
5.1	CB establishes and maintains a management system that is capable of fulfilling requirements of either Option A or Option B of the ISO/IEC 17065.	8.1		
5.2	Performance of management system of CB is reported to CB's top management to ensure its effectiveness in achieving international standards.	8.2		
5.3	All related documents, processes, and records shall be linked to the documentation of the management system.	8.2.4		
5.4	All personnel involved in certification activities shall have access to parts of the management system and related information that are applicable to their responsibilities.	8.2.5		
5.5	CB has procedures to control approval, review, update of documents (internal and external), ensuring that documents are identified for controlled distribution and use.	8.3		
5.6	CB has procedures to control identification, storage, protection, retrieval, retention and disposition of records.	8.4		
5.7	CB has procedures for regular top management review of CB's management system.	8.5		
5.8	CB has procedures for conducting yearly internal audits.	8.6		
5.9	CB has procedures for identification and management of non conformities in its operations.	8.7		

Addendum/Corrigendum

Changes to IMDA MRA DES SCHEME Issue 1 Revision 1, February 2017			
New Page	New Ref.	Items Changed	Date of Issue
15	Annex 2, Table 2	<p>List of Technical Regulations (Table 2 – Technical Specifications for Radio-communication Equipment) has been updated with the following:</p> <ul style="list-style-type: none"> ▪ IMDA TS CMT (revision) – Technical Specification for Cellular Mobile Terminal ▪ IMDA TS CBS (revision) – Technical Specification for Cellular Base Station and Repeater System ▪ IMDA TS DVB-T2 IRD (revision) – Technical Specification for Integrated Receiver Decoder (IRD) for use with second generation Digital Terrestrial Television Broadcasting system (DVB-T2) ▪ IMDA TS DSRC (revision) – Technical Specification for Dedicated Short Range Communications (DSRC) in Intelligent Transport Systems (ITS) ▪ IMDA TS IOT (new) – Technical Specification for Internet of Things 	8 Jan 2018

Changes to IMDA MRA DES SCHEME Issue 1, October 2016			
New Page	New Ref.	Items Changed	Date of Issue
5 7 13	§4 §9 Annex 1	<p>The IMDA MRA Scheme for Designating Local Testing Laboratories and Certification Bodies for Conformity Assessment (“IMDA MRA DES Scheme”) has been streamlined for electronic processing of designation requests:</p> <ul style="list-style-type: none"> ▪ CAB’s request for designation, IMDA’s issuance of Designation Certificate and notification of designation will be carried out via email, with reference to name and phase of MRA, name of CAB, accompanied by soft copies of supporting documents (refer to Conceptual Scheme in §4, Application for Designation in §9 and Application Form in Annex 1). 	15 Feb 2017
15	Annex 2, Table 2	<p>List of Technical Regulations (Table 2 – Technical Specifications for Radio-communication Equipment) has been updated with the following:</p> <ul style="list-style-type: none"> ▪ IMDA TS DVB-T2 IRD (revision) – Technical Specification for Integrated Receiver Decoder (IRD) for use with second generation Digital Terrestrial Television Broadcasting system (DVB-T2) ▪ IMDA TS DSRC (new) – Technical Specification for Dedicated Short Range Communications (DSRC) in Intelligent Transport Systems (ITS) 	

Changes to IDA MRA DES SCHEME Issue 4 Rev 1, July 2015			
New Page	New Ref.	Items Changed	Date of Issue
		<p>The IDA MRA DES SCHEME Issue 4 Rev 1 (July 2015) has been re-issued as the IMDA MRA DES SCHEME Issue 1 (October 2016).</p> <p>Technical Regulations (Tables 1 and 2) have been updated.</p>	1 Oct 2016