



Mutual Recognition Arrangements (MRA)

Scheme

Recognising Foreign Testing Laboratories and Certification Bodies for Conformity Assessment

IMDA MRA REC SCHEME

Issue 1 Rev 2, January 2018

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

- 1.1 The Info-communications Media Development Authority of Singapore (“IMDA”) recognises conformity assessment bodies (“CAB”) designated by the Designating Authority of Mutual Recognition Arrangement (“MRA”) partners, and accepts results of the conformity assessment performed by these bodies to IMDA’s technical regulations and administrative arrangements.
- 1.2 This document outlines the process to be followed, and the conditions and requirements to be fulfilled by these foreign CABs (testing laboratories or certification bodies) seeking recognition to perform conformity assessment to the IMDA technical regulations.
- 1.3 Designation means the authorisation by a Designating Authority (“DA”) of a CAB to undertake specified conformity assessment activities under the terms of an MRA. This may include procedures defined by IMDA for telecommunication equipment and the associated electromagnetic compatibility (“EMC”) and/or electrical safety requirements.
- 1.4 Foreign testing laboratories and certification bodies may contact their Designating Authorities for designation and notification to IMDA provided that their countries have an MRA with IMDA Singapore. For more information, please refer to the IMDA website.

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).

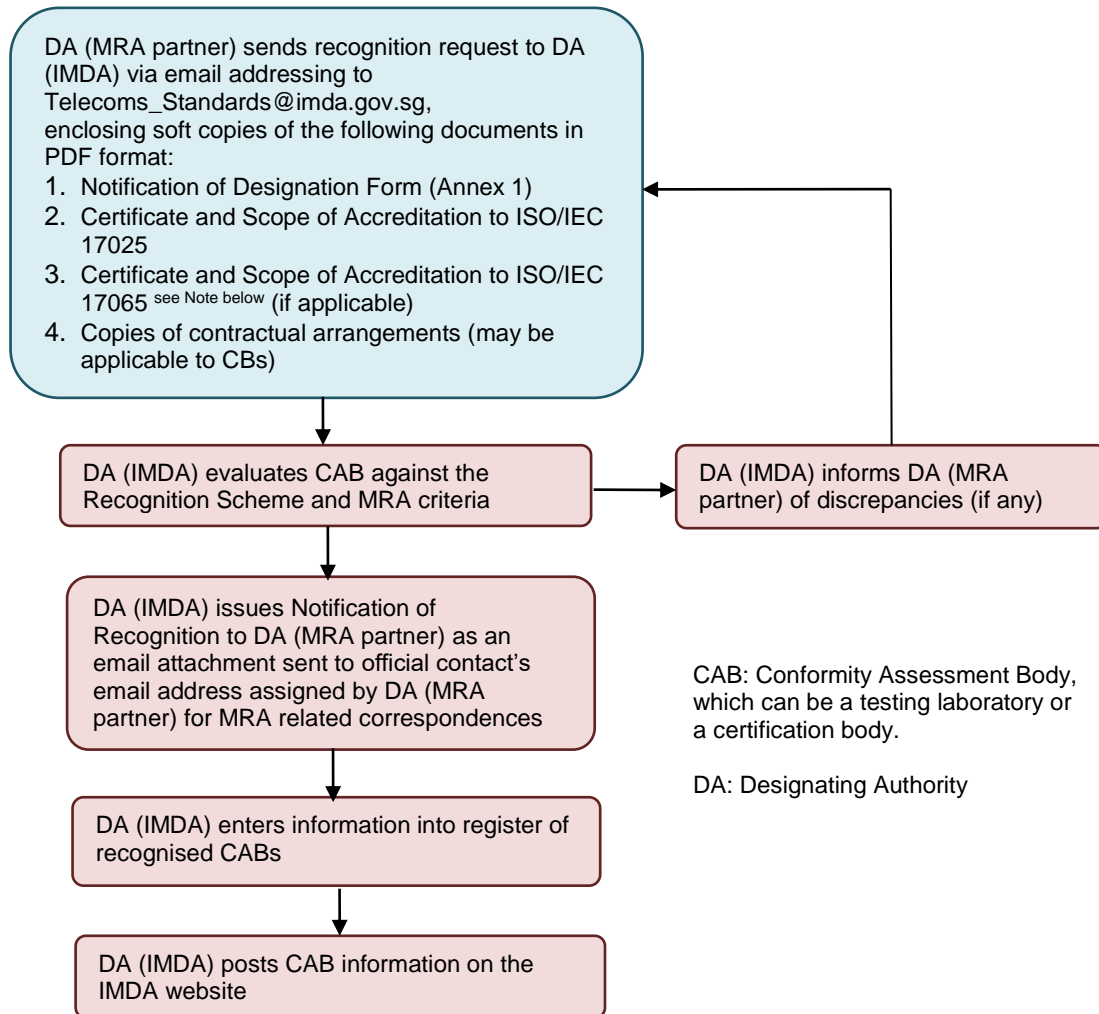
Party refers to a member country that chooses to join an MRA.

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.

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

4 Conceptual Scheme of Recognition



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 Testing Laboratories recognised by IMDA for the applicable Technical Specification(s) listed in Annex 2.

Schematic Diagram for Recognition of CABs

5 Scope of Accreditation and Designation

- 5.1 An MRA partner may accredit and designate TLs 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).
- 5.2 An MRA partner may accredit and designate CBs 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.

6 Eligibility of Foreign Testing Laboratories and Certification Bodies

- 6.1 To be eligible for recognition as an IMDA recognised TL, the organisation must fulfil the following requirements:
- (a) Must be an entity legally identifiable and located in an MRA partner country;
 - (b) Must be accredited in accordance with ISO/IEC 17025 for TLs in the relevant areas of telecommunications, EMC or electrical safety by an AB appointed by the MRA partner; 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.
- 6.2 To be eligible for recognition as an IMDA recognised CB, the organisation must fulfil the following requirements:
- (a) Must be an entity legally identifiable and located in an MRA partner country;
 - (b) Must be accredited in accordance with ISO/IEC 17065 for equipment certification in the relevant areas of telecommunications, EMC or electrical safety by an AB appointed by the MRA partner; 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 by an AB appointed by the MRA partner; 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.

7 Recognition Procedure

7.1 Designating Authorities of MRA partners shall ensure that the CABs (TLs or CBs) meet the relevant requirements of this Scheme before submitting the request for recognition to IMDA's official contact for MRAs:

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

Email address: Telecoms_Standards@imda.gov.sg

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

- (a) Notification of Designation Form (format shown in Annex 1); and
- (b) Certificate and Scope of Accreditation to ISO/IEC 17025 granted by an AB appointed by the MRA partner, indicating that the TL has been assessed and accredited to the technical regulations, standards or specifications for which the TL has been designated by the DA of the MRA partner.

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

- (a) Notification of Designation Form (format shown in Annex 1);
- (b) Certificate and Scope of Accreditation to ISO/IEC 17065 granted by an AB appointed by the MRA partner, indicating that the CB has been assessed and accredited to the technical regulations, standards or specifications for which the CB has been designated by the DA of the MRA partner;
- (c) Certificate and Scope of Accreditation to ISO/IEC 17025 granted by an AB appointed by the MRA partner, 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 by the CB with other TLs (if any).

7.4 The DA (MRA partner) shall indicate the name and phase of the MRA, and the name of CAB (TL or CB) in the email request. The scope for which recognition is sought shall be as indicated in the completed Notification of Designation Form [section 7.3 (a)], with reference to the applicable IMDA Technical Regulations. The scope of designation shall be limited to the scope for which accreditation is granted by an AB appointed by the MRA partner.

7.5 Upon receipt of a Notification of Designation from the DA (MRA partner), IMDA will evaluate the information provided by the DA (MRA partner) under the terms and conditions of the MRA.

7.6 IMDA will normally recognise a CAB that has been accredited by an AB appointed by the MRA partner. If there is a question about a CAB, IMDA will seek clarification with the DA (MRA partner) and the AB. Upon completion of evaluation, IMDA will issue a Notification of Recognition to the DA (MRA partner), stating the scope for which recognition is given.

7.7 List of IMDA recognised CABs is updated and available from the IMDA website.

7.8 Validity of IMDA's recognition of the CAB is subject to its continuation of its designation status with the DA of the MRA partner, and accreditation status with the AB appointed by the MRA partner.

8 Obligations of the Recognised Testing Laboratory

- 8.1 Recognised TLs shall ensure that they maintain their accreditation status from their AB appointed by the MRA partner.
- 8.2 Recognised TLs shall ensure that their testing of equipment is in accordance with the procedures, rules and policies of IMDA or the requirements as provided under the MRA.
- 8.3 Recognised TLs are advised to avoid testing equipment for the Singapore market that has already been set out as prohibited equipment 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.
- 8.4 Recognised TLs shall immediately notify IMDA through their DAs (MRA partners) 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.
- 8.5 Recognised 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.
- 8.6 Recognised TLs shall comply with such terms and conditions of designation as IMDA may publish from time to time.

9 Obligations of the Recognised Certification Bodies

- 9.1 Recognised CBs shall ensure that they maintain their accreditation status from their AB appointed by the MRA partner.
- 9.2 Recognised 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.
- 9.3 Equipment certification carried out by a recognised 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.
- 9.4 Recognised CBs are advised to avoid certifying equipment for the Singapore market that has already been set out as prohibited equipment 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.
- 9.5 Recognised 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.
- 9.6 After issuing a certificate of conformity, the recognised CB when requested by IMDA, shall submit a copy of the certificate and application package to IMDA in English Language.
- 9.7 Recognised CBs shall have a record system which provides for a retention period of 5 years for documents related to the equipment certification.
- 9.8 The duties of a recognised 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.
- 9.9 Recognised CBs should perform post-certification surveillance activities for products certified by them as required by IMDA or the relevant MRA. Surveillance undertaken by the recognised CB should give assurance that certified products continue to comply with the technical

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

- 9.10 If during post-certification surveillance of certified equipment, a recognised 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 recognised CB shall also provide a follow-up report within thirty days of the action taken by the supplier to correct the situation.
- 9.11 Recognised CBs should have a procedure to inform IMDA within 14 days of any changes that will affect the conformity of the certified equipment.
- 9.12 Recognised 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.
- 9.13 Recognised 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.
- 9.14 Recognised 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.
- 9.15 Recognised CBs shall comply with such terms and conditions as IMDA may publish from time to time.

10 Reference to Recognition Status

- 10.1 Recognised CABs (TLs or CBs) may advertise their recognition status with regard to standards or parts thereof which are included in the scope of designation that has been recognised by IMDA.
- 10.2 The advertisement must not imply or otherwise suggest that IMDA has endorsed the product or imply that the recognised CAB is an agent or representative of IMDA.
- 10.3 Recognised CABs whose designations have been suspended or withdrawn for any reason shall discontinue advertisement of their recognised status and not make any misleading statements regarding their recognition status.

11 Withdrawal of Recognition

- 11.1 IMDA will suspend or withdraw the recognition of a CAB (TLs or CBs) if:
- (a) The recognised CAB 's accreditation has been withdrawn by the AB appointed by the MRA partner;
 - (b) It is found that the recognised CAB is not complying with the criteria or requirements of this Scheme, or with the requirements that it has been designated to; or
 - (c) IMDA determines there is a just cause for withdrawing the recognition.
- 11.2 A recognised CAB whose designation has been suspended or withdrawn by the DA of the MRA partner will be removed from the list of recognised CABs.
- 11.3 In situations where a formal review process exists, such as in MRAs, IMDA may only issue the recognition suspension to the recognised CAB until the completion of the formal review process.

Notification of Designation Form

| | | |
|---|---|------------------|
| Designated by [Name of Party] | | |
| Designation Authority Information | | |
| Name of Designating Authority: | | |
| Physical address: | | |
| Mailing address: | | |
| Home page address: | | |
| Name & Title of contact person: | | |
| Phone: | | |
| Fax: | | |
| Email address: | | |
| Reference: [Name of MRA] | | |
| Date of Notification: | | |
| Testing Laboratory / Certification Body* Information | | |
| Name of Testing Laboratory / Certification Body*: | | |
| Six-character Identifier: | | |
| Physical address: | | |
| Mailing address: | | |
| Home page address: | | |
| Name & Title of contact person: | | |
| Phone: | | |
| Fax: | | |
| Email address: | | |
| IMDA Technical Regulations for which this Testing Laboratory / Certification Body* has been designated | | |
| Technical Regulation | Designated since | Accredited since |
| | | |
| | | |
| | | |
| | | |
| | | |
| Designation Procedure | | |
| Technical Qualification: | [The testing laboratory and/or certification body* fulfils the requirements specified in the MRA, based on accreditation according to ISO/IEC 17025:2005 and/or ISO/IEC 17065: 2012*.] | |
| Title of the Designation Procedure: | [e.g. IMDA Scheme for Recognising Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment] | |
| Version date: | | |
| Accreditation Procedure | | |
| Name of Accreditation Body: | | |
| Accreditation Certificate Number: | | |
| Date of Issue: | | |
| Date of Expiry: | | |
| Scope of Accreditation: | [Itemised under Schedule of the Accreditation Certificate which also includes items listed under "Technical Regulations for which this Testing Laboratory and/or Certification Body* has been designated".] | |

* Delete whichever inapplicable

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 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/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 REC SCHEME Issue 1 Revision 1, February 2017 | | | |
|---|------------------|--|---------------|
| New Page | New Ref. | Items Changed | Date of Issue |
| 14 | 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 REC SCHEME Issue 1, October 2016 | | | |
|---|------------------|--|---------------|
| New Page | New Ref. | Items Changed | Date of Issue |
| 5 7 | §4 §7 | <p>The IMDA MRA Scheme for Recognising Foreign Testing Laboratories and Certification Bodies for Conformity Assessment (“IMDA MRA REC Scheme”) has been streamlined for electronic processing of recognition requests:</p> <ol style="list-style-type: none"> 1. MRA Partner’s request for recognition and IMDA’s notification of recognition 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 and Recognition Procedure in §7). | 15 Feb 2017 |
| 14 | Annex 2, Table 2 | <p>List of Technical Regulations (Table 2 – Technical Specifications for Radio-communication Equipment) has been updated with the following:</p> <ol style="list-style-type: none"> 2. 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) 3. IMDA TS DSRC (new) – Technical Specification for Dedicated Short Range Communications (DSRC) in Intelligent Transport Systems (ITS) | |

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