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Spectrum Management and Telecommunications Policy

Terminal Attachment Program Procedures

# **Procedure for Declaration of Conformity and Registration of Terminal Equipment**

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(Published in 2002)

## **Foreword**

This document describes the procedure a supplier of telecommunications terminal equipment shall follow to declare conformity to the applicable technical specifications, and to register the equipment with Industry Canada.

This document will be reviewed and amended from time to time on the basis of experience gained. The Department encourages comments and suggestions that will enhance the effectiveness of this procedure. These may be forwarded to:

TAPAC Secretariat  
Directorate of Telecommunications Engineering and Certification  
Industry Canada  
Suite 1302A  
300 Slater Street, 13th Floor  
Ottawa, Ontario, Canada  
K1A 0C8

Issued under the authority  
of the Minister of Industry

R.W. McCaughern  
Director General  
Spectrum Engineering Branch

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## 1. Purpose

- 1.1 This document describes the procedure a supplier of telecommunications terminal equipment shall follow to declare conformity to the applicable technical specifications and to register the equipment with Industry Canada.
- 1.2 This document supersedes CP-01 *Certification Procedure*, Issue 8. Terminal equipment previously certified under CP-01 will be regarded as compliant equipment, as long as it is not modified. If certified equipment is modified, the procedures set forth in this document apply.
- 1.3 This document is produced for purposes of Part IV.1 of the *Telecommunications Act* and the *Telecommunications Apparatus Regulations*.

## 2. Definitions

- 2.1 **Department** means Industry Canada.
- 2.2 **Bureau** means the Department's Certification and Engineering Bureau.
- 2.3 **Terminal Equipment (TE)** is telecommunications apparatus intended for connection to telecommunications networks of Canadian carriers, to which Part IV.1 of the Telecommunications Act applies.
- 2.4 **Declaration of Conformity (DoC)** is a procedure where the Declaring Party has the terminal equipment tested by a testing laboratory recognized by the Department and gives written assurance that the terminal equipment complies with the applicable technical specifications.
- 2.5 **Compliance Folder** is the collection of supporting documentation related to the information provided in the Declaration of Conformity.
- 2.6 **Supplier** is a generic term for an entity that distributes, leases, offers for sale, sells, imports, or manufactures telecommunications terminal equipment.
- 2.7 **Declaring Party** is the Supplier who signs the DoC and assumes responsibility for the declaration.
- 2.8 **Recognized Accreditation Organizations** are accreditation organizations that have been recognized by the Standards Council of Canada (SCC) or a Mutual Recognition Agreement/Arrangement (MRA) partner as competent to perform accreditation.
- 2.9 **Registration** is the process by which terminal equipment is entered in the Terminal Equipment List to signify that a Declaration of Conformity has been received by the Department.

- 2.10 **Registered Terminal Equipment** is equipment that is listed in the Terminal Equipment List (TEL).
- 2.11 **Package of Terminal Equipment** is an assembly of two or more devices, which is intended for connection to the network by means of standard connectors as defined in the applicable technical specifications. The assembly may consist of separate units or modules connected together or may be contained within a single housing.
- 2.12 **Component Device** is a device designed to be connected to registered host terminal equipment but is not connected on a stand-alone basis to the network.
- 2.13 **Testing Laboratory** is a laboratory that performs tests (ISO/IEC Guide 2:1996).

### 3. General Information

- 3.1 Additional information on this procedure can be obtained from:

TAPAC Secretariat  
Directorate of Telecommunications Engineering and Certification  
Industry Canada  
300 Slater Street, 13<sup>th</sup> Floor  
Ottawa, Ontario  
Canada  
K1A 0C8

Telephone No.: (613) 990-4526

Facsimile No.: (613) 957-8845

E-mail: [tapac-ccprt@ic.gc.ca](mailto:tapac-ccprt@ic.gc.ca)

### 4. Related Documents

- 4.1 Terminal Equipment Technical Specifications — These are documents promulgated by the Department that prescribe network protection and other mandatory technical requirements for terminal equipment.
- 4.2 Marking Requirements — *Self-Marking of the Certification/Registration Number on Terminal Equipment — Application Procedure and Agreement.*
- 4.3 Testing Laboratory Accreditation/Designation Procedures — These are procedures that testing laboratories need to follow to obtain the necessary accreditation and/or recognition to participate in the Department's DoC regime. These documents are:

(a) DES-LAB: *Procedure for Designation and Recognition of Canadian Testing Laboratories by*

- Industry Canada, and*  
(b) REC-LAB: *Procedure for the Recognition of Designated Foreign Testing Laboratories by Industry Canada.*

4.4 The above documents can be found at the Web site: <http://strategis.gc.ca/spectrum>.

## **5. General Conditions**

- 5.1 A Declaration of Conformity can be made only for terminal equipment for which TE technical specifications have been promulgated by the Department.
- 5.2 Terminal equipment which is also a radio apparatus requires certification under the Radiocommunication Act. Certification to the applicable Radio Standards Specifications must be obtained before a Declaration of Conformity is submitted. The Department reserves the right to withhold registration until the radio interface has been properly certified.
- 5.3 All terminal equipment models shall be declared separately.
- 5.4 Terminal equipment registered following this process does not require a Technical Acceptance Certificate.

## **6. Declaration of Conformity Process**

### **6.1 Design**

- 6.1.1 Terminal equipment shall be designed to conform with all the applicable TE technical specifications.

### **6.2 Testing**

- 6.2.1 A representative sample of the final product must be tested to the applicable TE technical specifications to verify compliance. These specifications are established by the Department under the *Telecommunications Act* and are contained in the Terminal Equipment Technical Specifications List.
- 6.2.2 Testing shall be performed by a testing laboratory that is:
- (a) accredited by the Department, the Standards Council of Canada or a Recognized Accreditation Organization and recognized by the Department (see DES-LAB); or
  - (b) in the case of foreign testing laboratories, designated by a Mutual Recognition Agreement/Arrangement partner and recognized by the Department (see REC-LAB).

6.2.3 A list of recognized testing laboratories is compiled by the Department and is available on the Internet at <http://strategis.gc.ca/spectrum>.

6.2.4 While the methods of measurement prescribed in the TE technical specifications documents are preferred, the Department will accept alternate test methods with an engineering analysis that demonstrates the validity of the alternative test method.

### **6.3 Test Report**

6.3.1 The recognized testing laboratory shall document all test results and test methods used and prepare a report.

6.3.2 The Declaring Party shall retain, on file, a compliance folder that includes the test report — for 10 years from the date of registration.

6.3.3 Upon request, a compliance folder shall be submitted to the Department. The compliance folder shall contain the following information:

- (a) a copy of the test report. The test report shall show that the product fully meets the applicable technical specifications;
- (b) a copy of the instruction manual(s) as supplied with the equipment. If not included in the instruction manual(s), the following information shall be attached:
  - (i) complete operating and maintenance instructions;
  - (ii) complete schematic diagrams and list of parts and components; and
  - (iii) sufficient photographs (approximately 20 cm × 25 cm) of the unit to show details of external appearance and internal construction;
- (c) a copy of current advertising literature, if available; and
- (d) a drawing, sample or illustration of the product label.

### **6.4 Marking**

6.4.1 The following requirements are established under section 69.3 of the *Telecommunications Act* for purposes of section 5 of the *Telecommunications Apparatus Regulations*.

6.4.2 Registered equipment shall bear the following identifying marks, and the Declaring Party shall ensure that these marks are permanently affixed to the equipment:

- (a) the registration number — Specifications of this mark are given in the document: *Self-Marking of the Certification/Registration Number on Terminal Equipment — Application Procedure and Agreement*; and
  - (b) the model identification number under which the product was registered.
- 6.4.3 The following statement shall accompany each unit of registered equipment offered for sale. This statement must be included conspicuously in written or electronic format, in the operating manual, or accompany other technical information, or be included as a separate sheet:

**"NOTICE: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment."**

- 6.4.4 The Ringer Equivalence Number as specified in Section 1.8 of CS-03, Part I, and an explanatory note on its use must be provided in the information accompanying the terminal equipment. A notice similar to the following would be suitable:

**"NOTICE: The Ringer Equivalence Number (REN) for this terminal equipment is \_\_. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five."**

## 6.5 Submission to the Bureau

- 6.5.1 The Declaring Party shall submit the following to the Bureau:
- (a) a signed Declaration of Conformity (Appendix I);
  - (b) a signed Registration Request (Appendix II); and
  - (c) the registration fee.

A separate submission is required for each model of equipment. Submissions shall be addressed to the Bureau:

Certification and Engineering Bureau  
Industry Canada  
P.O. Box 11490, Station H  
3701 Carling Avenue  
Building 94  
Ottawa, Ontario  
Canada  
K2H 8S2

Telephone no. (613) 990-4389  
Facsimile no. (613) 990-5009  
e-mail address: [certification.bureau@ic.gc.ca](mailto:certification.bureau@ic.gc.ca)

- 6.5.2 By submitting a **Declaration of Conformity** in accordance with the procedures set in this document, the Declaring Party confirms to the Department that the terminal equipment is in conformity with the applicable technical specifications.
- 6.5.3 The **Registration Request** provides the required information to add the terminal equipment to the Terminal Equipment List. Any changes to the information provided in the Registration Request shall be submitted to the Bureau.
- 6.5.4 The DoC and Registration Request must be signed by a company officer, a partner in the case of a partnership, or a proprietor in the case of a sole proprietorship. A Declaring Party's authorized representative may sign the forms provided a letter describing the authority is added to the submission.
- 6.5.5 The registration fee to be paid is \$45.00. The payment shall be made by cheque or credit card in Canadian funds payable to the Receiver General for Canada.
- 6.5.6 Upon receipt of a submission, the Bureau will:
- (a) review the material submitted and verify that it is complete. Additional information may be requested;
  - (b) send an acknowledgement to the Declaring Party; and
  - (c) register the declared terminal equipment in the Terminal Equipment List.
- 6.5.7 After acknowledgement from the Department, the declared equipment may be distributed, leased, offered for sale or imported into Canada, as provided in Part IV.1 of the Telecommunications Act.
- 6.5.8 A Check List for Terminal Equipment Registration is provided as Appendix III.
- 6.5.9 Additional information about these procedures may be obtained from the Bureau.

## 7. **Audit Requirements**

- 7.1 The Department reserves the right, in accepting a DoC, to conduct audits, request a copy of the compliance folder, or request that the equipment be re-tested to ensure that the terminal equipment entering the market complies with the applicable technical specifications.
- 7.2 The Declaring Party shall provide, in the Registration Request, the identity of a representative in Canada who is capable of responding to enquiries and who can provide audit samples at no charge to the Department.

7.3 Suppliers shall implement a suitable quality control program to ensure that the registered product continues to meet the applicable TE technical specifications.

## **8. Disclosure of Information**

8.1 The Declaring Party shall indicate which information and documents provided in support of a DoC and registration are confidential. The provisions of the *Access to Information Act* apply.

## **9. Component Devices**

9.1 Component devices can be declared and registered either as part of an equipment package or as individual component devices. To be eligible, it shall be demonstrated that the component device complies with the applicable TE technical specifications when tested in a registered host terminal equipment package or in a generic test bed.

9.2 The host equipment with which the component device was tested shall be identified in the Registration Request.

9.3 The user's manual for the component device shall contain a list of host equipment with which the component device is compatible.

# Appendix I

## Declaration of Conformity for Terminal Equipment In accordance with ISO/IEC Guide 22

No. (1).....

**Declaring Party:** (2).....  
.....  
.....

**Address:** .....  
.....  
.....

**Terminal Equipment:** (3).....  
.....  
.....

The product described above is in conformity with:

Document No.	Title	Edition/Date of issue
(4).....	.....	.....
.....	.....	.....
.....	.....	.....

**Additional Information**

(5).....  
.....  
.....

(Place and date of issue)

.....  
(Name, function) (Signature) DoC Jan 2002

## Guidance to Complete the Form of Declaration

(Numbers in parenthesis refer to the previous page)

- (1) Every declaration should be assigned a reference number to facilitate future correspondence.
- (2) The Declaring Party should be unequivocally specified. For large companies, it may be necessary to specify operational groups or departments.
- (3) The terminal equipment should be precisely described.
- (4) The documents should be listed with their document identification, title and date of issue.
- (5) This section should appear only if additional information is given.

## Appendix II



Government of Canada  
Industry Canada



Gouvernement du Canada  
Industrie Canada

DoC/DDC No.....

### Registration Request - Terminal Equipment List

### Demande d'enregistrement - Nomenclature du matériel terminal

#### DECLARING PARTY / PARTIE DÉCLARANTE

Name / Nom		Company Number (if previous assigned)/Numéro de compagnie (si attribué)	
Street address / Numéro et rue	City / Ville	Province or State / Province ou État	Postal code/Code postal
Attention (Name and Title/Nom et titre)		Facsimile No. / N° de télécopieur	Telephone No./ N° de téléphone
E-mail / Courrier électronique			

#### MANUFACTURER (IF DIFFERENT FROM ABOVE) / FABRICANT (SI AUTRE QUE LA PARTIE DÉCLARANTE)

Name / Nom			
Street address / Numéro et rue	City / Ville	Province or State / Province ou État	Postal code / Code postal
Attention (Name and Title / Nom et titre)		Facsimile No. / N° de télécopieur	Telephone No / N° de téléphone
E-mail / Courrier électronique			

#### REPRESENTATIVE ( As per DC-01, Section 7.2) / REPRÉSENTANT (selon DC-01, par. 7.2)

Name / Nom	Street address / Numéro et rue		
City / Ville	Province or State / Province ou État	Postal code / Code postal	
Attention (Name and Title/Nom et titre)		Facsimile No. / N° de télécopieur	Telephone No. / N° de téléphone
E-mail / Courrier électronique			

#### TERMINAL EQUIPMENT INFORMATION / RENSEIGNEMENTS SUR LE MATÉRIEL TERMINAL

Network Interface Code / Code d'interface de réseau : *	Equipment Type / Genre d'équipement : <input type="checkbox"/> Single line / une ligne <input type="checkbox"/> Multi-line / lignes multiples	Description of Equipment / Description de l'équipement : (If this is a component device, provide the host equipment with which it was tested/s'il s'agit d'un dispositif constitutif, indiquer le matériel hôte utilisé pour l'essai)
Equipment Category Number(s) / Numéro de catégorie d'équipement : *	Ringer Equivalence Number / Indices d'équivalence de la sonnerie :	Registration Number/Numéro d'enregistrement IC: Declaring party company number - Unique product number/IC : numéro de compagnie de la partie déclarante - numéro de produit unique):
Trade Name(s) and Model Number(s) / Marque(s) et modèle(s)		
Applicable Specification or Standard(s) / Norme(s) ou spécification(s) applicable(s) :		

\* See: [http://spectrum.gc.ca/~cert/tables/tcats\\_e.html](http://spectrum.gc.ca/~cert/tables/tcats_e.html) and [http://spectrum.ic.gc.ca/~cert/tables/intface\\_e.html](http://spectrum.ic.gc.ca/~cert/tables/intface_e.html)

**TESTING LABORATORY / LABORATOIRE D'ESSAIS**

Name / Nom	Testing Laboratory Code
------------	-------------------------

**PAYMENT INFORMATION / RENSEIGNEMENTS SUR LE PAIEMENT**

Payment by/ Paiement par :	Credit Card Information / Renseignements sur la carte de crédit
<b>9</b> Cheque Cheque Number / Numéro du chèque :	Credit Card Holder / Titulaire de la carte :
<b>9</b> Visa	Credit Card Number / Numéro de la carte :
<b>9</b> MasterCard	Credit Card Expiry Date / Date d'expiration :
<b>9</b> American Express	Amount Paid to IC / Montant payé à IC : (CAN\$)
I hereby agree to pay the above total amount in accordance with the terms of the Card Issuer's agreement./ J'accepte de payer le montant mentionné conformément aux termes et conditions de l'émetteur de la carte de crédit.	
Signature	Date

**ACKNOWLEDGEMENT / RECONNAISSANCE**

The Declaring Party acknowledges:	La partie déclarante reconnaît :
(a) that maintaining registration is based on continued conformance with DC-01;	a) que le maintien de l'enregistrement exige le maintien de la conformité au document DC-01;
(b) that Industry Canada may post information regarding this terminal equipment, on the TEL Web site.	b) qu'Industrie Canada peut afficher des données relatives au matériel terminal sur le site Web de la NMT.
Signature of the Declaring Party / Signature de la partie déclarante ou de l'agent	
Date	
Name and title of Declaring Party (Please print or type) / Nom et titre du requérant (dactylographier ou écrire en lettres moulées)	
Name / Nom	Title / Titre

Jan 2002

Please forward the completed Appendices I and II to the following address: / Envoyer les annexes I et II remplies au :

Certification and Engineering Bureau  
 Industry Canada  
 P.O. Box 11490, Station H,  
 3701 Carling Avenue, Building 94  
 Ottawa, Ontario, Canada K2H 8S2

Bureau d'homologation et de services techniques  
 Industrie Canada  
 C.P. 11490, succursale H  
 3701, avenue Carling, immeuble 94  
 Ottawa (Ontario)Canada K2H 8S2

Telephone no. (613) 990-4389  
 Facsimile no. (613) 990-5009  
 E-mail: [certification.bureau@ic.gc.ca](mailto:certification.bureau@ic.gc.ca)

N° de téléphone : (613) 990-4389  
 N° de télécopieur : (613) 990-5009  
 Courriel : [certification.bureau@ic.gc.ca](mailto:certification.bureau@ic.gc.ca)

### Appendix III

#### Check List for Terminal Equipment Registration

Obtain “Company Number” from Industry Canada, if not previously assigned	
Obtain certification for the radio interface (if applicable)	
Complete and sign Declaration of Conformity for Terminal Equipment (Appendix I)	
Complete and sign Registration Request (Appendix II)	
Complete application for Self-Marking Agreement	
Attach payment of applicable fees (Canadian funds)	