This checklist is intended for use in association with A2LA assessments of Telecommunication Certification Bodies (TCB's). Use of this document is restricted to A2LA employees, A2LA contractors, applicant and accredited TCBs. Any other use of this document is prohibited.

This evaluation form addresses specific criteria relating to accreditation of a TCB to determine the capability and competence of that organization to approve equipment subject to certification requirements contained in the IDA requirements. It is intended for use during the assessment phase of the accreditation process as a guide to evaluate the competence of the TCB and its personnel to perform the required evaluations for certification. It is not intended to replace the good engineering judgment of the technical assessor or a thorough evaluation of the facility. Other points may and should be added to this checklist as the on-site assessment progresses.

Instructions to the Assessor: Confirm all items you observed and verified at the TCB and ensure each compliance filed is appropriately marked. The "Y" box shall be marked to show acceptable conformance; the "N" box is marked to show non-conformance; and the "NA" box is marked when the question is not applicable. All boxes marked "N" shall also be recorded as a deficiency in the assessment report.

C314 –Specific Checklist: IDA Singapore Telecommunications Certification Body (TCB) Evaluation

To the best of my knowledge, this Telecommunication Certification Body have also been assessed for compliance with the relevant clauses of ISO/IEC Guide 65, *R307- General Requirements: Accreditation of ISO/IEC Guide 65 Product Certification Bodies* and *R308 - Specific Requirements - Telecommunication Certification Body Accreditation Program*. I hereby attest that all 'Yes' marked compliance clauses, whether initialed or not, meet the aforementioned requirements. Any areas of noncompliance have been fully described in the Assessor Deficiency Report.

CAB Name:			
Address:			
Contact:			
Phone:		**Email:**	
Master Code:		**Assessment ID:**	
Certificate(s):		**Conformity Standard:**	
Assessment Dates:		**Assessment Type:**	
Assessor(s):		**Assessor Signature(s):**	
AcO:			

Name(s) of TCB staff interviewed including title/responsibility:

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
General Questions				
1. The Certification Body (CB) is accredited to ISO/IEC Guide 65; IDA Scheme for Designating Testing Laboratories and Certification Bodies for Conformity Assessment of Telecommunication Equipment; and one or more of the Technical Regulations under the scope for: Line Terminal Equipment (Table 1, Annex 2) and/or ☐ Radio-communication Equipment (Table 2, Annex 2) ☐	☐	☐	☐	
2. The CB is accredited to ISO/IEC 17025 for a core set of testing capabilities under the scope for: Line Terminal Equipment (Table 1, Annex 2) and/or ☐ Radio communication Equipment (Table 2, Annex 2) ☐	☐	☐	☐	
3. The CB has demonstrated through assessment, competence, efficiency, experience and familiarity with technical regulations as well as conformity with applicable parts of the ISO/IEC 17025 and Guide 65. CB has also demonstrated the ability to recognize areas where correct interpretation of the technical regulations and conformity assessment procedures is necessary.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
4. The CB has the latest copy of the IDA Equipment Registration Guide and is familiar with the telecommunication equipment approval requirements.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
5. The CB has the following core set of testing capabilities to be qualified for certification to Technical Regulations under the scope for Line Terminal Equipment (Table 1, Annex 2): a. Impedance limits for unlooped condition i. DC resistance at 100 Vdc (IDA TS PSTN, 6.2.1.1, test method: ETSI TBR 21, A.4.4.1) ii. Impedance in the frequency range of 300 – 3400 Hz (IDA TS PSTN, 6.2.1.2, test method: ETSI TBR 21, A.4.1.1) iii. Impedance at 24 Hz (IDA TS PSTN, 6.2.1.3, test method: ETSI TBR 21, A.4.4.2) iv. Ringing signal detector sensitivity (IDA TS PSTN, 6.2.1.4, test method: ETSI TBR 21, A.4.5) b. Impedance limits for looped condition i. DC resistance for line current up to 110 mA (IDA TS PSTN, 6.2.2.1 & 6.2.2.4, test method: ETSI TBR 21, A.4.7.1) ii. Return loss (IDA TS PSTN, 6.2.2.2/6.2.2.3, test method: ETSI TBR 21, A.4.7.2 /TBR 38, A.2.8) c. Impedance unbalance about earth (IDA TS PSTN, 6.3, test method: ETSI TBR 21, A.4.7.4) d. Signal frequencies and levels i. Transmit level (IDA TS PSTN, 6.4.1, test method: ETSI TBR 21,A.4.7.3.1) ii. Multi-frequency Push-Button (MFPB) signaling (IDA TS PSTN, 7.2, test method: ETSI TBR 21, A.4.8.2)	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
6. The CB has at least one of the following core sets of testing capabilities to be qualified for certification to Technical Regulations under the scope for Radio-communication Equipment.	☐	☐	☐	
6.1 Short Range Devices (Table 2, 1, Annex 2) The CB's Minimum set of test capabilities includes measurements of: a. Operating frequencies b. Effective radiated power or equivalent isotropically radiated power c. Spurious emissions - Measurements are performed according to the FCC measurement standards set out in FCC Part 15.31, 15.33 and 15.35; or methods of measurement set out in ETSI EN 300 330-1, EN 300 220-1, EN 330 440-1, EN 300 328, EN 301 893 or EN 301 091 that are applicable to the scope of accreditation.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
6.2 Land Mobile Radio Equipment (Table 2, 2, Annex 2) The CB's Minimum set of test capabilities includes measurements of: a. Operating frequencies b. Effective radiated power or equivalent isotropically radiated power c. Spurious emissions - Measurements are performed according to the methods of measurement set out in ETSI EN 300 086-1, EN 300 296-1, FCC Part 90, EN 300 113-1, EN 300 390-1 or EN 300 394-1 that are applicable to the scope of accreditation.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
SCOPE FOR LINE TERMINAL EQUIPMENT (TABLE 1, ANNEX 2)				
PSTN Terminal Equipment				
7. The CB has the necessary test equipment and demonstrated the ability to perform the set of tests defined in § 5: a. Impedance limits for unlooped condition b. Impedance limits for looped condition c. Impedance unbalance about earth d. Signal frequencies and level e. Multi-frequency Push-Button (MFPB) signaling	☐	☐	☐	
8. The CB refers to the latest version of the IDA TS PSTN for the limits to be verified and the ETSI TBR 21 for the applicable test methods.	☐	☐	☐	
9. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS PSTN.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
10. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with the following requirements: a. Analogue hand set (IDA TS PSTN, Annex A) b. 2-wire analogue leased line (IDA TS PSTN, Annex B) c. Call detail recording facility (IDA TS PSTN, Annex C) d. Cordless telephone facility (IDA TS PSTN, Annex D) e. Coinafon (IDA TS PSTN, Annex E) f. Credit card, phone card, ATM card, cash card and multi-coin pay phone (IDA TS PSTN, Annex F) g. Caller identity equipment (IDA TS PSTN, Annex G) h. Call switching equipment (IDA TS PSTN, Annex H) i. Direct inward dialing facility (IDA TS PSTN, Annex I) j. Short message service (IDA TS PSTN, Annex K) k. POTS Splitter or line filters for use with ADSL services (IDA TS PSTN, Annex L)	☐	☐	☐	
ADSL Modems & Access Equipment				
11. The CB has the latest version of the IDA TS ADSL and copies of the ITU-T Rec. G.992.1 to G.992.5 and/or TIA-968-A as reference documents.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
12. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS ADSL.	☐	☐	☐	
Narrow Band & Broadband ISDN Equipment				
13. The CB has the latest version of the IDA TS ISDN-BA and/or TS ISDN-PRA, and copies of the ITU-T Rec. I.430, I.431, Q.921, Q.931 and/or G.961 as reference documents.	☐	☐	☐	
14. The CB has knowledge and expertise in evaluating test data, reports (physical, link and network layers) and technical documents for compliance with essential parameters listed in the IDA TS ISDN-BA and/or ISDN-PRA.	☐	☐	☐	
15. The CB has the latest version of the IDA TS BISDN and copies of the ITU-T Rec. I.432.1 to I.432.4, Q.2931, Q.2971, I.361, I.371 and Q.2130 as reference documents.	☐	☐	☐	
16. The CB has knowledge and expertise in evaluating test data, reports (physical layer) and technical documents for compliance with essential parameters listed in the IDA TS BISDN.	☐	☐	☐	
Digital Leased Circuit Equipment				
17. The CB has the latest version of the IDA TS DLCN and copies of the ITU-T Rec. G.703, G.704, G.706 and G.804 as reference documents.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
18. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS DLCN.	☐	☐	☐	
Cable Modems				
19. The CB has the latest version of the IDA TS CM and copies of the ITU-T Rec. J.112 Annex B (03/2004), SP-RFIv1.1-I10-030730 and SP-BPI+-I11-040407 as reference documents.	☐	☐	☐	
20. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS CM.	☐	☐	☐	
Electrical Safety				
21. The CB has a copy of the IEC 60950-1 and knowledge and expertise in evaluating test data and reports for compliance with the applicable requirements defined in IEC 60950-1, e.g. according to the class of equipment and type of TNV circuit.	☐	☐	☐	
Electromagnetic Compatibility (EMC)				

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
22. The CB has a copy of the CISPR 22, and knowledge and expertise in evaluating test data and reports for compliance with the applicable requirements defined in CISPR 22.	☐	☐	☐	
SCOPE FOR RADIO-COMMUNICATION EQUIPMENT (TABLE 2, ANNEX 2)				
Short Range Devices				
23. The CB has the necessary test equipment and demonstrated the ability to perform the set of tests defined in § 6.1: a. Operating frequencies b. Effective radiated power or equivalent isotropically radiated power c. Spurious emissions	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
24. The CB refers to the latest version of the IDA TS SRD for the limits to be verified, and the FCC Part 15.31, 15.33 and 15.35; or ETSI EN 300 330-1, EN 300 220-1, EN 330 440-1, EN 300 328, EN 301 893 and/or EN 301 091 for the applicable test methods.	☐	☐	☐	
25. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS SRD.	☐	☐	☐	
Land Mobile Radio (Trunked Radio) & Amateur Radio Equipment				

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
26. The CB has the necessary test equipment and demonstrated the ability to perform the set of tests defined in § 6.2: a. Operating frequencies b. Effective radiated power or equivalent isotropically radiated power c. Spurious emissions	☐	☐	☐	
27. The CB refers to the latest version of the IDA TS LMR and/or IDA TS AR for the limits to be verified, and the ETSI EN 300 086-1, EN 300 296-1, FCC Part 90, EN 300 113-1, EN 300-390-1, EN 300 394-1 and/or EN 301 783-1 for the applicable test methods.	☐	☐	☐	
28. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS LMR and/or IDA TS AR.	☐	☐	☐	
Cordless Telephones & Cordless Telecommunication Systems				
29. The CB has the latest version of the IDA TS CT-CTS, ETSI EN 301 406 and other related reference documents, and/or RCR STD-28 V1 R1, RCR STD-28 V2 and RCR TR-23 as reference documents.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
30. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS CT-CTS.	☐	☐	☐	
Digital Radio-communication Transceiver				
31. The CB has the latest version of the IDA TS CMT and/or IDA TS CBS and ETSI EN 300 607-1, EN 301 511, EN 301 502, EN 300 609-4, EN 301 908-1, EN 301 908-2, EN 301 908-3, EN 301 908-11, EN 301 908-13, EN 301 908-14, EN 301 908-15, EN 301 908-18, EN 301 489-1, EN 301 489-23 and/or other related reference documents.	☐	☐	☐	
32. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS CMT and IDA TS CBS.	☐	☐	☐	
33. The CB has copies of the CENELEC EN 50360:2001 and EN 50361:2001, and knowledge and expertise in evaluating test data and reports for compliance with the applicable ICNIRP recommendation on radiation and safety (SAR) requirements.	☐	☐	☐	
34. The CB has knowledge of the GMPCS terminals working with satellite and terrestrial cellular radio systems, requirements of the ITU GMPCS MOU mark, and is able to determine compliance with the IDA TS GMPCS.	☐	☐	☐	

Requirement	Compliance			Comments [Reserved for Assessor]
	Y	N	NA	
Radio Pagers				
35. The CB has the latest version of the IDA TS RPG, and other related reference documents.	☐	☐	☐	
36. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS RPG.	☐	☐	☐	
Ultra-Wideband (UWB) Devices				
37. The CB has the latest version of the IDA TS UWB, and other related reference documents.	☐	☐	☐	
38. The CB has knowledge and expertise in evaluating test data, reports and technical documents for compliance with essential parameters listed in the IDA TS UWB.	☐	☐	☐	

APPENDIX A - Document Revision History

Date	Description
12/20/2011	➢ Added CAB Information block ➢ IDA TS GSM-MT, IDA TS GSM-BS, IDA TS 3G-MT and IDA TS 3G-BS have been replaced by IDA TS CMT and IDA TS CBS (Question 31). ➢ Withdrawal of EN 301 087 and EN 301 419-2. Inclusion of EN 301 908-11, EN 301 908-13, EN 301 908-14, EN 301 908-15 and EN 301 908-18 (Question 31). ➢ IDA TS GSM-MT, IDA TS GSM-BS, IDA TS 3G-MT and IDA TS 3G-BS have been replaced by IDA TS CMT and IDA TS CBS (Question 32).

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