



BABT 766

Sources of Test Reports for BABT Product Certification

BABT is the telecommunications certification body of



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1 Introduction

This application note provides information for clients wishing to seek product certification under any of the BABT Certification Schemes. It details the general criteria for recognised sources of test reports which may be used as a part of a technical documentation file to support an application for certification. Annex A includes details of the process whereby a particular laboratory may seek registration as a Recognised Test Facility from BABT. Annex B is the Application form to be used by such labs.

This application note should be read in conjunction with the BABT Certification Regulations and the other application notes relevant to the particular type of certification sought.

2 Background

BABT has certain obligations laid upon it under the terms of our various regulatory appointments with respect to acceptance of test reports.

Furthermore for our Accredited non-regulatory certification schemes we are required to have a clear policy for the acceptance of test data to ensure fairness and integrity.

3 General

BABT intends to provide as much flexibility as possible for the acceptance of test reports, consistent with a clear demonstration of the integrity and competence of the test resource used. The national accreditation status and any previous BABT experience with test laboratories will be taken into account as far as possible.

A formal list of laboratories who have requested and been granted Registered Recognised Test Facility Status as test resources for certification purposes is be maintained and published on the BABT web site. Clients are advised to consult this information when considering the use of any particular test resource to support a certification application.

The particular categories of acceptable test resource, together with a summary of the competence criteria they must meet, are detailed below.

Table 1 : BABT Scheme Type versus acceptable test report source

#	Testing Laboratory vs Acceptance for:	Accredited for Standards listed under EC-Directive	Accredited for the standards used	Lab has Accreditation for the broad Characteristics but not for the standard used	Listed by FCC	Listed for Industry Canada	Lab has no Accreditation but has used standards in their entirety	Lab is listed as a Registered RTF	Other
1	R&TTE Annex 4, EMC Technical File LVD, MarED	1	1	2	2	2	3	1	4
2	FCC Grant or EMC Certificate	0	5	5	5	0	5	0	5
3	FCC Part 68 Certificate	0	1					0	
4	Industry Canada TAC	0	0	0	1	5		0	0
5	Japanese Approval	1	1	1	1	1	1	1	1
6	BABT Approved Mark (CNC, Safety) and BABT Safety Tick Mark	0	0	0	0	0	0	5	0

R&TTE = Radio and Telecommunications Terminal Equipment Directive

EMC = EMC Directive

LVD = Low Voltage Directive

MarED = Marine Equipment Directive

Legend:

0: Not applicable or not acceptable .

1: Test Reports Accepted provided they are accredited by a national body

2: May be accepted provided the testing is to the standard and following same quality process as under accreditation (Confirmation of Measurement uncertainty and equipment calibration may be required)

3: May be Acceptable after a focussed distant audit is performed (See later)

4: Normally will require either a witnessed Audit or a detailed documentary Audit

5, See later

4 Laboratories from within the TUV Product Service Group

For all our Regulatory Appointments and accredited schemes BABT is not permitted to differentiate between Test Facilities from within the TUV PS group and other Independent Laboratories.

The major benefit in using one of these Laboratories is their close understanding of our requirements, and that if investigation of competences, or testing is required this can normally be performed directly on-line saving time.

5 Independent Laboratories

It is recommended that Independent laboratories are nationally accredited to ISO/IEC 17025 with a scope appropriate to the testing required to support the certification application.

BABT check test reports for the presence of the appropriate accreditation logo or statement.

Where this is present we presume the testing was conducted with due diligence but will check all the appropriate tests have been conducted..

Where an accredited Lab tests to a standard (or version of a standard) which is not on its schedule but is within its normal technology area it is not permitted to reference this accreditation in the report. In such cases BABT must check for deviations from the test methods required in the standard used, and deviations from the accredited quality system of the testing laboratory.

If a Test Laboratory tests to a technology area outside its normal competence (e.g. An EMC Laboratory performing Radio testing) then BABT will have to perform extensive checks to ensure the competence and performance of the testing is sufficient.

BABT do not recommend that an independent Test Facility without any accreditation is used. However if the Certification scheme permits you to use such a facility we advise you to contact BABT in advance of testing to ensure that the report has all the required information.

For Labs with accreditation the maintenance of the accreditation status will be undertaken by the national accreditation body. BABT perform periodic checks on the overall accreditation status, and on the known testing outside scope. Unless there are concerns over the quality of test reports from a source BABT do not normally check the source of the report for at least one year

6 Manufacturers In-House Testing Facilities

Manufacturers' own laboratories or test facilities must meet the general requirements of ISO/IEC 17025 with a scope appropriate to the testing required to support the technical documentation file for the certification application. This may include Telecom, Radio, Safety , EMC or product specific standards. Where the laboratory is working within the scope of a nationally accredited ISO9001 certification or a Full Quality Assurance approval granted by an EU Notified body under the R&TTE directive (1999/5/EC), this will be taken into account.

Maintenance of the recognition status will be on the basis of audits undertaken either by BABT, a national accreditation body or the EU Notified Body. BABT will consider minor extensions to testing capability on a documentary basis or by witnessing the tests conducted.

7 Other Test Resources

Test reports produced under the control of other established assessment schemes for telecom, radio, EMC or safety compliance using independent or manufacturers' in-house testing, and which provide an equivalent degree of confidence, will also be considered.

Test resources falling within this category are likely to vary considerably in terms of organisation, structure, testing activities etc. and therefore each will be considered for recognition on its merits. The basic competence and integrity criteria must be met but due regard will be taken of any formal accreditation status and previous involvement with BABT. Maintenance of the recognition status of such test resource may involve BABT in the audit activities.

If you have any queries, particularly regarding the acceptability of test resources falling into the "other" category, please contact BABT directly.

8 FCC Testing

The FCC have particular requirements with respect to sources of test reports. While the following is a guide the FCC Rules and interpretations provide the definitive guidance.

8.1 Testing For Certification(FCC Grants)

Testing to the requirements of FCC Parts 15 and 18 must be conducted in an OATs(or equivalent) facility listed with the FCC.

Testing to other parts is normally expected to be performed in an accredited test Lab; Where this is not the case our CAB appointment obliges us to check the integrity of the testing.

8.2 Testing for a DoC

The FCC require under Clause 2.948 (a) (3) that the Lab be accredited for testing to Part 15B. However in general the FCC only recognise the accreditations by NIST accepted organisations or organisation within MRA Partners (e.g. EU Accreditors).

8.3 Testing under the Verification Route

The FCC require that the lab either be accredited to Part 15B or that the Manufacturer keep a record of a number of characteristics related to the testing.

8.4 Testing for Telecommunication Terminal Equipment (Part 68)

The FCC require that the Lab be accredited .

9 Testing for Industry Canada

Industry Canada have particular requirements with respect to sources of test reports this is detailed in Industry Canada document REC-LAB . For Radio testing involving an OATS then the site shall be registered with Industry Canada.

Additionally Industry Canada normally require the following

- Test reports must not be dated later than 12 calendar months before the date of the of the application
- That Reports must report compliance to the version of the standard which was current at the start of test (Where this is not the current version then an exhibit is required transposing the results to the version current at the time of application.

10 Testing for Certification in support of a BABT Approved Mark (CNC, or Safety)

For BABT Product certification schemes which permit the use of the BABT Approved Mark the Test Laboratory must be a registered RTF Laboratory .

Details of the requirements for these follow in Annex A.

Annex A Registration as a Recognised Test Facility

A.1 Introduction

This annex provides information for test facilities wishing to register for BABT recognition as a Recognised Test Facility.

A.2 General

There are three main elements to recognition -

- active support of BABT certification schemes; and
- demonstration of competence; and
- a formal agreement with BABT.

A list Registered RTF laboratories recognised by BABT certification schemes will be maintained, published and promoted on the BABT web site.

A.3 Independent Laboratories

Independent laboratories must be accredited by either their national accreditation Authority to ISO/IEC 17025 or derived national standards, or by another accreditation authority recognised by the EA. The accreditation must have a scope appropriate to the testing required to support the BABT certification application. This may include telecommunications, radio, EMC or safety standards.

Maintenance of the accreditation status will be undertaken by the accreditation body.

A.4 Manufacturers' In-House Testing Facilities

Manufacturers' own laboratories or test facilities must meet the general requirements of ISO/IEC 17025 with a scope appropriate to the testing required to support the technical documentation file for the certification application. This may include telecom, radio, safety or EMC standards. Where the laboratory is working within the scope of a nationally accredited ISO9001 certification or a Full Quality Assurance approval granted by an EU Notified body under the R&TTE directive (1999/5/EC), this will be taken into account.

Maintenance of the recognition status will be on the basis of audits undertaken either by BABT, a national accreditation body or an EU Notified Body.

A.5 Maintaining recognition

A.5.1 Ongoing maintenance

Where you have accreditation or certification from an external body you must advise BABT of any changes to the status of your accreditation or certification. In particular changes to the scope of operation of the test facility (e.g. additional standards, moves of test facility location) should be advised as soon as possible.

Where recognition of your test facility (as a whole or in part) involved a BABT audit, you must obtain BABT agreement to any changes to the recognised facility or the scope of its operation prior to producing test reports to support BABT Certification.

A.5.2 Annual Audit

Where you have accreditation or certification from an external body BABT will, on an annual basis, require evidence from you of the continuation of the accreditation or certification.

Where recognition of your test facility (as a whole or in part) involved BABT assessment or audit then you will be subject to an annual assessment or audit by BABT. A satisfactory conclusion to the assessment/audit and timely resolution of any findings will be a condition for ongoing recognition by BABT.

A.6 BABT Fees

A.6.1 Test Facility Recognition Fee

An annual fee is charged in arrears by BABT for RTF registration. The fee is waived if sufficient BABT certification applications incorporating test reports from the recognised laboratory are received during the year. This fee does not apply to test facilities within organisations holding BABT FQA Approval (R&TTE Directive Annex V).

A.7 Applying for recognition as a test facility for BABT certification.

A.7.1 General Requirements

The annex provides an application form to be used to provide the necessary information.

Where you wish to make use of Accreditation or Certification from another body you will need to provide BABT with evidence of current accreditation or certification including its scope.

A.7.2 Listed Information.

When recognition of your test facility has been achieved BABT will publish details on our Web site.

The following details will normally be available (as appropriate):

- Contact details of the test facility;
- Scope of BABT recognition;
- Scope of Accreditation (from third party Accreditation body);
- List of Standards for which third party accreditation is not held but which BABT will accept for inclusion in test reports.

While BABT will exercise due care in recording this information we recommend that you check this periodically and advise us immediately of any inaccuracies.

A.7.3 Cancellation of Recognition agreement

If you no longer wish to maintain your recognised test facility status and the web listing you may cancel your agreement at any time by letter to BABT.

BABT reserve the right to cancel your recognition at any time we have reason to believe the test facility is not operating in accordance with our requirements. Notification of cancellation will be given in writing.

BABT will remove relevant information from our website within one month of cancellation.

A.8 Recognised Test Facility support of BABT Certification Schemes

BABT recognition requires the test facility:

- To promote BABT certification schemes on marketing material, including the test facility website
- To provide a link from their web site to <http://www.babt.com>
- To help BABT with resource planning by providing BABT, in advance, with estimates of the number and timing of certification applications to be submitted to BABT

A.9 BABT support of Recognised Test Facilities

BABT will list recognised test facilities on the BABT web site. Recognition permits:

- The ability to use the words “BABT Recognised Test Facility” as appropriate on your web site and on marketing materials
- The ability to use the words “BABT Recognised Test Facility” on appropriate test reports.

It is not permitted to use a BABT logo on test reports under the BABT RTF scheme.

Annex B Application for Test Facility Recognition in support of BABT Certification Schemes

B.1 Contact and address Details

B.1.1 Main Contact Detail

Title: First Name: Last Name

Job Title and/or Department Reference:

Company Name:

Address:

.....

.....

Postcode/Zip Code : Country:

Telephone Number: Fax Number:

e-mail Address:

B.1.2 Other Contact information

Normally all contact is directed through the main contact. If any of the following details differ from those of the main contact please provide them with this application form

Please mark with an "X" indicate if you require any of the following and supply the supporting information

A different Company name or address to appear on the Web site listing (If selected Details of the between this name or address and that of the main contact must be provided)	
An additional or different testing location to be covered by the listing	
A Consultant to be involved {A copy of the authorisation from the applicant company must be provided on company headed paper}	

B.2 Details about your accreditation and the application for recognition

B.2.1 Quality System Certification

Where your quality system has been assessed by an external body please provide details as follows:

Accreditation/Certification	Yes	No
Is the test facility formally accredited to ISO/IEC 17025 ?		
Is the test facility certified to meet an accredited test laboratory standard other than ISO/IEC 17025 ?		
If Yes : State the Standard:		
Does the test facility operate within an accredited ISO 9001 certified quality system ?		
Does the test facility operate within an FQA approved quality system ?		

Where you have answered Yes to any of the above questions about your accreditation/certification status you are required to provide evidence demonstrating the current scope and status of your quality system certification.

The name of the organisation(s) certifying your quality system:

.....

Accreditation or Certificate Number(s) :

I enclose a copy of my Certificate and supporting documentation (including all annexes and scope statements)

Yes

No

B.2.2 Details of Personnel

How many personnel are employed in the test facility as a whole:

How many personnel are employed in the testing for which recognition is sought:.....

B.2.3 Scope of recognition sought

Please mark the applicable boxes with an "X" . (Details of standards scope is not required at this stage).

Scope Sought	
Wired Telecommunication	
Networked Radio	
Non-Networked Radio	
Safety	
SAR	
HAC (Hearing Aid Compatibility)	
EMC	
BABT GCF Scheme	
Marine Radio/navigation	
Other: (please specify)	

B.2.4 Standards outside formal accreditation

Where you wish BABT to accept test reports against standards for which you do not currently have formal accreditation please mark with an "X" indicate if you require this and supply a list of the standards supported with a description similarities with your accredited process	
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B.2.5 Certification Applications to be submitted to BABT

Please provide an estimate of the number and type of certification applications to be sent to BABT per year, e.g. R&TTE Directive, US TCB, Safety Certification, EMC Certification; Marine Equipment Directive.

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B.2.6 Agreement

I hereby apply for recognition as a test facility to support applications for BABT Certification and agree:

- to safeguard confidentiality of information obtained through or on behalf of BABT; and
- to report to BABT any situation which may compromise the impartiality of any testing; and
- to provide BABT with access to the test reports and supporting information related to testing performed in support of BABT certification; and
- to allow BABT access to the test facility by prior appointment for the purposes of carrying out quality system audits, witnessing tests, or investigations as relevant to this recognition agreement; and
- to maintain the test facility quality system and capability to the extent necessary for ongoing recognition by BABT; and
- to notify BABT of any changes to the laboratory's accreditation status; and
- to actively support and promote BABT certification schemes; and
- to pay the relevant fee; and
- to cooperate with BABT in the resolution of any complaint arising from a customer making use of the joint services of BABT and the listed test facility.
- to the relevant information in relation to my testing facility being made publicly available on the BABT Website.

I understand that membership of the BABT RTF scheme is not an accreditation scheme and does not permit use of any BABT Logo; however I understand I am permitted to use the term "BABT Recognised Test Facility" in promotional literature and in test reports.

Authorised Signatory:
(where omitted for e-mail/web applications: confirmation will be required)

Name (BLOCK CAPITALS):

Job Title:

Date:

Please return your completed application form to

BABT, Forsyth House, Churchfield Road, Walton-on-Thames, Surrey, KT12 2TD, UK.			
National Tel:	01932 251200	Fax:	01932 251201
International Tel	+44 1932 251200	Fax:	+44 1932 251201
Web Address:	http://www.babt.com	Email:	customer.services@babt.com