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Document Cover Sheet

Project Number			
Document Title	ANSI TCB Checklist Scope C		
Source	ADHOC working group		
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The document to which this cover statement is attached is submitted to a Formulating Group or sub-element thereof of the Telecommunications Industry Association (TIA) in accordance with the provisions of Sections 6.4.1–6.4.6 inclusive of the TIA Engineering Manual dated March 2005, all of which provisions are hereby incorporated by reference.

Abstract

TIA committee TR41.9 was approached by the ACTA in their assistance to review and update the ANSI TCB Evaluation form, in particular accreditation Scope C Telephone Terminal Equipment. An ADHOC working group was formed to review and revise scope C of the ANSI TCB checklist. The working group was tasked by TR41.9 to provide comments on Scope C and present them to TR41.9 to be reviewed at the Portland meeting.

TCB EVALUATION FORM	**Number: ANSI-ACP-FR-026** **Date Issued: See Doc. VINTARA** **Version#: See Doc. View VINTARA** **Owner: See Doc. View VINTARA** 14.1.1.1.1 Reviewers: See Doc. View VINTARA **Approver: VPC** **Page: 1/20+**

14.2 TCB name		**14.3**							
14.4 TCB address (location)		**14.5**							
14.6 Date(s) visited		**14.7**							
14.8 TCB scope (circle)		**14.91**	**A2**	**A3**	**14.104**	**B1**	**B2**	**14.113**	**B4**	**C**
14.12 Name(s) of TCB staff interviewed		**14.13**							
		14.14							
		14.15							
		14.16							
14.17 Name(s) of Auditor(s) for ANSI		**14.18**							
		14.19							
		14.20							
		14.21							

I. Accreditation Requirements

TCBs shall be capable of testing equipment to a core set of equipment tests for each scope of accreditation, as stated below. TCBs must be accredited in accordance with the general guidelines in ISO/IEC Guide 65 (1996), *General requirements for bodies operating certification systems*. To ensure that it is capable of performing the tests within the scope of accreditation, the TCB must also be accredited to ISO/IEC Standard 17025 (1999), *General requirements for the competence of calibration and testing laboratories*. Both ISO/IEC documents are available through the American National Standards Institute, Customer Service, 11 West 42nd Street, New York, NY – 10036, telephone 212-642-4900, facsimile 212-302-1286, or e-mail to rfigueir@ansi.org.

II. Accreditation Scopes

TCBs will be accredited to certify one or more of the following scopes of equipment:

A. Unlicensed Radio Frequency Devices

1. Low power transmitters operating on frequencies below 1 GHz (with the exception of spread spectrum devices), emergency alert systems, unintentional radiators (e.g., personal computers and associated peripherals and TV Interface Devices) and consumer ISM devices subject to certification (e.g., microwave ovens, RF lighting and other consumer ISM devices)
2. Low power transmitters and radar detectors operating on frequencies above 1 GHz, with the exception of spread spectrum devices

3. Unlicensed Personal Communication System (PCS) devices
4. Unlicensed National Information Infrastructure (UNII) devices and low power transmitters using spread spectrum techniques

B. Licensed Radio Service Equipment

1. Personal Mobile Radio Services in 47 CFR Parts 22 (cellular), 24, 25, and 27
2. General Mobile Radio Services in the following 47 CFR Parts 22 (non-cellular), 73, 74, 90, 95 and 97
3. Maritime and Aviation Radio Services in 47 CFR Parts 80 and 87
4. Microwave Radio Services in 47 CFR Parts 21, 74 and 101

C. Telephone Terminal Equipment

1. Telephone terminal equipment in 47 CFR Part 68

Notes for Accreditation Scopes A, B and C:

(1) The TCB is not required to have the capability to perform each required test, but must have the minimum testing capabilities specified below for each type of equipment.

(2) TCBs may not certify equipment where no published measurement procedure exists that is acceptable to the FCC and may not certify equipment that is regarded by the FCC as new technology until such time as the FCC notifies the TCBs to the contrary.

III. Clarification of TCB Requirements

A. TCB Acceptance of Test Data and Sub-contracting.

A TCB may accept test data from a manufacturer or independent laboratory for purposes of equipment certification. The TCB shall review the test data and must be confident that the product meets the relevant requirements before it approves the product. Alternatively, the TCB may perform the required tests itself on a contract basis with the applicant for certification of the product. In such situations, the TCB may subcontract a portion of, or all, the required testing to an independent laboratory. In such cases, the TCB is responsible for all tests performed by the subcontractor and must maintain appropriate oversight of the subcontractor to ensure reliability of the test results. A subcontractor that is accredited to ISO/IEC Standard 17025 (1999) should not normally require any additional accreditation by the TCB. If a TCB accepts test data from a test lab or subcontractor that is not ISO/IEC Standard 17025 (1999) accredited, the TCB should

have a documented process of the steps required to ensure the subcontractor is capable of performing the tests. The process must be approved by the TCB accreditor in order to ensure consistency among TCBs.

B. Records retention.

The TCB shall retain for five years all documentation associated with the approval of a product subject to certification by the Commission.

C Multiple Sites

A TCB may be accredited for multiple test sites in accordance with guidelines established by NIST.

IV. TCB auditing requirements

In the Report and Order, the Commission noted that ISO/IEC Guide 65 requires a certification body to perform surveillance activities. The FCC has provided the following guidance in performing post-market surveillance:

14.21.1.1.1 A. Post-Market Surveillance Responsibility for Telecommunication Certification Body

The requirements for Telecommunication Certification Bodies (TCBs) were specified in the Commission's Report and Order (R&O) in GEN Docket 98-68 (FCC 98-338), adopted on December 17, 1998. Further guidance on the requirements for TCBs was given in Public Notice DA 99-1640*, FCC Provides Further Information on the Accreditation Requirements for Telecommunication Certification Bodies GEN Docket 98-68,* released on August 17, 1999.

Part 2 of the FCC Rules requires a TCB to conduct appropriate post-market surveillance activities in accordance with ISO/IEC Guide 65. The following post-market surveillance audit procedure is an example of a method that meets this requirement.

The post-market surveillance is based on type testing of a few samples of the total number of product types that the TCB has certified.

1. The post-market surveillance audit consists of the following:

    i. **Sample Selection.** When selecting the samples to be audited the TCB should give consideration to the following:

(1) New technologies.
(2) New applicant.
(3) New test laboratory.
(4) Products with a history of non-compliance.
(5) Products whose test report may be sufficient for approval but raise a question for continued compliance.
(6) Request from the FCC for an audit to be performed on specific product types.
(7) Potential impact on licensed radio services, the public switched telephone network (PSTN) or user from a non-compliant device.

ii. **Sample Rate.** The number of samples to be audited by the TCB shall be based on the following:

(1) The total number of product types audited by the TCB shall consist of at least 2 percent of the total number of products certified by the TCB for a given year.
(2) If the TCB has certified products subject to the RF Radiation Exposure requirements (Specific Absorption Rate (SAR) on handsets), then such products shall be included in the total number of products audited. At least 1 percent of the products subject to SAR measurements and certified by the TCB for the given year shall be audited.
(3) When calculating the number of products to be audited, the number shall be rounded up to the next whole number.

iii. **Obtain Sample.** The TCB may obtain a sample by one of the following methods:

(1) Request the grantee to submit a sample of the product certified. (The FCC should be notified when the grantee refuses or fails to reply to after two requests for a sample.)
(2) Buy a sample product locally.

iv. **Evaluation.** The sample shall be assessed by the TCB to determine compliance with the Commission's Rules.

(1) Complete testing to all of the Commission's requirements is not required; however, sufficient testing shall be performed to allow the TCB to evaluate those requirements most likely to be in non-compliance.
(2) Testing shall be performed by personnel from the TCB. Non-core testing may be performed at either the TCBs testing facilities or at a subcontracted test facility.
(3) The TCB shall examine the sample to determine compliance with the Commission's labeling and user instruction requirements.

2. If during the auditing process the TCB finds that a product fails to comply with the FCC requirements, the TCB shall immediately notify the grantee and the FCC.

3. A follow-up report shall be provided to the FCC by the TCB, within 30 days of the notification of non-compliance, of the action taken or that will be taken by the grantee to correct the situation.

4. The TCB shall submit to the FCC, within 30 days of such a request, reports of surveillance activities carried out by the TCB.

5. The TCB may be required to test a product certified by the TCB and report its findings to the FCC within 30 days to support compliance investigations.

B. **Other Types of Surveillance**

The TCB may perform other types of surveillance, provided such activities are no more burdensome than type testing on the grantee of certification. Types of surveillance other than type testing are subject to review and acceptance by the FCC staff.

V. Evaluation Checklist

Instructions to the Assessor: This evaluation form addresses specific criteria relating to accreditation of a Telecommunication Certification Body (TCB) to determine the capability and competence of that organization to approve equipment subject to certification requirements contained in the FCC Rules and Regulations (47 CFR Parts 0 through 101). 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.

Mark all items you observed and verified at the TCB. Mark the box with the letter "Y," representing "acceptable" to show conformance with the criteria. **Mark the box with the letter "N," representing "Not Acceptable," to show a deficiency.** Record the item number and write the deficiency explanations and/or comments in this list on the comment sheets(s). Place the letter “C” beside each item on which you are commenting for other reasons. If the item is “Not Applicable”, mark with the box with the letter “X” beside the item.

No.	General Questions	Y	N	X	Remarks
1.	Applicant is knowledgeable of its responsibilities and limitations for certifying products subject to certification under the FCC Rules and Regulations. Ask a number of questions about TCB authority and responsibility. Copies of appropriate documentation governing a TCB are available for reference *(e.g. R&O in FCC ET Docket 98-68 and Public Notice, DA 99-1640).*				
2.	Applicant is accredited to ISO/IEC 17025 with the appropriate scope.				
3.	Procedure is in place to accept test data from any accredited laboratory.				
4.	Procedure is in place and is being followed for performing post market surveillance audits of equipment that it has certified.				
5.	Demonstrates an understanding of overall structure of the FCC Rules and is capable of locating specific rule sections.				
6.	Demonstrates an understanding of rules governing confidentiality (47 CFR 0.457 et al.) and capable of making the appropriate filing for confidential material.				

		Y	N	X	Remarks
7.	Demonstrates an understanding of the marketing rules contained in 47 CFR Part 2, Subpart I and their impact on the certification of equipment.				
8.	Can explain the difference between verification, Declaration of Conformity and certification and explain when certification is required.				
9.	Can explain “Identical” and “Responsible Party” as used in 47 CFR 2.907 and 2.908, respectively.				
10.	Can explain application process contained in 47 CFR 2.911 to 2.947. (*Ask questions about the information to be contained in the application and changes in control of the grantee.)*				
11.	Can explain and document what equipment the TCB is authorized to certify.				
12.	Can explain the RF exposure requirements in 47 CFR 2.1091 to 2.1093 and the conditions under which the TCB can authorize products subject to these requirements, if any.				
13.	Can explain the importation rules in 47 CFR Part 2, Subpart K.				
14.	Demonstrates knowledge of permissive change rules for licensed and unlicensed transmitters, including interpretations thereof*. (See 47 CFR 2.1043)*				
15.	Can explain labeling, identification and user information rules and interpretations, thereof. (*See 47 CFR 2.925-2.926, 2.933, 15.19, 15.27, 15.214, 15.121(f), 15.233, 15.247 and 15.249)*				
16.	Understands and has working knowledge of the FCC database. (*Ask for a demonstration of entering application in the FCC database.)*				
17.	Understands and has working knowledge of emission designators for transmitters.				
18.	Applicant has realistic checklists for each product it is expected to authorize.				
19.	Understands and has working knowledge of FCC note and grantee codes.				

	14.22	**Y**	**N**	**X**	**Remarks**
No.	**14.23 Scope A: Unlicensed Radio Frequency Devices**				

	14.22	Y	N	X	Remarks
	Documentation check *The following documents are required at a minimum and should be expanded as necessary for the scope of accreditation :*				
20.	Has a copy of the appropriate FCC rule parts (e.g., 47 CFR Parts 2, 11, 15 and 18).				
21.	Has a copy of the appropriate measurement standards (e.g., ASC-ANSI C-63.4 (2003) and FCC MP-5).				
22.	Has a copy of the relevant RF safety documents (e.g., OET Bulletins 65 and relevant appendices).				
	Testing Capability and Core Test Facilities *(A TCB shall have the following minimum facilities and equipment. It shall also demonstrate that it has a procedure in place and is capable of performing tests for each of the products it will certify.)*	**Y**	**N**	**X**	**Remarks**
23.	A calibrated radiated emissions test site that is compliant with C-63.4 (2003).				
24.	Calibrated EMI receivers or spectrum analyzers covering 9 kHz to 1 GHz for radiated emission measurements.				
25.	Loop antenna(s) from 9 to 30 MHz, linearly polarized antenna 30 - 1000 MHz.				
26.	A conducted emissions test site that is compliant with C63.4 (2003). (*The site should include at least 2 calibrated LISNs rated at 115V/60 Hz and the test site should have 115V/60 Hz power available.)*				
27.	A spectrum analyzer for power density and RF bandwidth measurements.				
28.	A temperature chamber covering the temperature range of -20° C to +50° C.				
29.	A frequency counter with an upper range of at least 1 GHz or other means to measure transmitter frequencies accurately.				
30.	A RF wattmeter with probes up to 1 GHz.				

	14.22	Y	N	X	Remarks
31.	Ask a certification examiner to perform and present the test results for the following measurements *(Samples to be provided by the TCB)*: • Radiated emissions on low power transmitter with a transmit frequency below 1 GHz • Conducted emissions on a transmitter base station or scanning receiver • RF power measurements				
	General Requirements in Subpart A of Part 15	**Y**	**N**	**X**	**Remarks**
32.	Understands and has a working knowledge of the scope, definitions and general operation of RF devices contained in 47 CFR 15.1 to 15.17. *(Provide a few verbal examples of devices to see if the TCB can determine the appropriate classification of each device.)*				
33.	Understands and has working knowledge of the labeling requirements in 47 CFR 15.19. *(Provide a few verbal examples and ask applicant to describe or draw the appropriate label.)*				
34.	Understands and has working knowledge of FCC policy for modular transmitters.				
35.	Understands and has working knowledge of FCC requirements for special accessories and composite devices contained in 47 CFR 15.27 and 15.31, respectively.				
36.	Understands and has working knowledge about the FCC measurement procedures contained in 47 CFR 15.31. *(Provide verbal examples of devices that test knowledge of the special procedures contained in this section.)*				
37.	Understands and has working knowledge of the requirements contained in 47 CFR 15.33 to 15.35 regarding frequency range of measurements and detector functions, respectively.				
	Unintentional Radiators - Subpart B of Part 15	**Y**	**N**	**X**	**Remarks**
38.	Explain the requirements for a scanning receiver (47 CFR 15.121) and interpretation thereof.				
39.	Explain the requirements for equipment subject to both certification and DOC. Have the TCB explain the requirements for each type of device. *(e.g., Consumer ISM, CB receiver, super-regenerative and other receivers, TV interface device, Personal Computers and associated equipment).*				

	14.22	Y	N	X	Remarks
	Intentional Radiators below 1 GHz - Subpart C of Part 15	**Y**	**N**	**X**	**Remarks**
40.	Has developed and is using an adequate checklist for approval of low power transmitters subject to certification.				
41.	Understands and has a working knowledge of the authorization and antenna requirements contained in 47 CFR 15.201 and 15.203, respectively.				
42.	Understands and has a working knowledge of the restricted bands, conducted and radiated general emission limits contained in 47 CFR 15.205, 15.207 and 15.209, respectively. *(Provide verbal examples of devices that test the knowledge of the requirements for devices contained in these sections for general application intentional radiators. Also, ask for an explanation of the appropriate detector functions to be used during the measurement of such devices. Ask what devices are exempt from these limits?)*				
43.	Ask for a demonstration or explanation of how to measure and compute the average field strength of pulsed emissions from a remote control and security transmitter.				
44.	Ask for an explanation of the procedures for measuring band-edge emissions.				
45.	Understands and can adequately explain the requirements for conducted emission limits contained in 47 CFR 15.207.				
46.	Understands and can adequately explain the requirements for general radiated emission limits contained in 47 CFR 15.209.				
47.	Understands and can explain the requirements for low power transmitters operating on frequencies below 30 MHz*. (See 47 CFR 15.207 to 15.219) (Ask questions about the appropriate antenna(s) and detector functions to be used and the measurement of swept frequency devices.)*				

	14.22	Y	N	X	Remarks
48.	Understands and can explain the requirements for low power transmitters operating in the frequency range of 30 to 1000 MHz*. (See 47 CFR 15.207, 15.209, 15.214, and 15.229 to 15.243) (Ask questions about the special requirements for cordless telephones, remote control and security devices and biomedical telemetering devices, as well as the measurement of spurious emissions above 1 GHz.)*				
49.	Understands and can explain the requirements for low power transmitters operating on frequencies above 1 GHz*. (See 47 CFR 15.207, 15.209, 15.214, 15.245, 15.249, 15.251, 15.253 and 15.255.) (Ask questions about the special requirements for field disturbance sensors, vehicle radar systems, millimeter wave systems, as well as the measurement of peak and average measurement of emissions above 1 GHz.)*				
50.	Understands and can explain the requirements and measurement procedures for unlicensed Personal Communication Systems*. (See 47 CFR 15 Subpart D)*				
51.	Understands and can explain the requirements and measurement procedures for spread spectrum systems. *(See 47 CFR 15.247) (Ask questions about the special requirements and interpretations for frequency hopping and digitally modulated systems. Be aware of the recent interpretations relating to minimum number of hops for hoping systems and the alternative power measurement methods for digitally modulated systems. Also, questions about directional antennas, labeling, etc.)*				
52.	Understands and can explain the requirements and measurement procedures for Unlicensed National Information Infrastructure systems. *(See 47 CFR 15 Subpart E) (Ask questions about the special requirements and interpretations for NII systems. Also, questions about directional antennas, labeling, etc.)*				

	Scope B: Licensed Radio Service Equipment	Y	N	X	Remarks

		Y	N	X	Remarks
	Documentation check *(The following documents are required at a minimum and should be expanded as necessary for the scope of the accreditation)*				
53.	Has a copy of the appropriate FCC rule parts (e.g., FCC Parts 0 through 101, depending on the scope of accreditation)				
54.	Has a copy of the relevant test procedures and guidance documents, such as: EIA/TIA Standard 603 and TIA Bulletin TSB 10				
55.	Has a copy of the relevant FCC Public Notices such as: DA 95-1854, and MM 97-217				
56.	Has a copy of the FCC Bulletins OET 43 and OET 65 with appendices A, B and C.				
	General Requirements for the Licensed Radio Services	**Y**	**N**	**X**	**Remarks**
57.	As a minimum the TCB shall own and be capable of using the following calibrated test equipment and facilities: • RF wattmeter and probes up to 40 GHz • Spectrum analyzer or receiver and antennas up to 40 GHz • Temperature chamber covering -30º to +50ºC • Frequency counter or other means of measuring accurately up to 40 GHz • Facilities for performing each of the core tests described in the next item				
58.	Understands and has working knowledge of the general measurement procedures for licensed transmitters contained 47 CFR 2.1046 to 2.1060. *(Ask specific questions about each of the following procedures contained in these rule sections and the latest interpretations governing their application to specific transmitters. They should understand and be capable of using the procedures in TIA/EIA Standard 603-C-2004.)* • RF power output • Modulation characteristics • Occupied bandwidth • Spurious emissions at antenna terminals • Field strength of spurious emissions • Frequency spectrum • Specific tests for the amateur radio service				

		Y	N	X	Remarks
59.	Understands and is capable of creating line entries for the grant of certification consisting of the following parameters: • Grant notes • Rule parts • Frequency range • Power output • Frequency tolerance • Emission designator				
60.	Has in place and is using an acceptable checklist for evaluation of an application for certification of a licensed radio transmitter for each radio service.				
	14.24 Specific Licensed Radio Service Equipment	**Y**	**N**	**X**	**Remarks**
61.	Understands and has working knowledge of Emergency Alert System equipment described in 47 CFR Part 11.				
	Category 1 - Personal Mobile Radio Services	**Y**	**N**	**X**	**Remarks**
62.	Understands and has working knowledge of Cellular Radio Service equipment described in 47 CFR Part 22 Subpart H, including the special requirements contained in 47 CFR 2.1091 and 2.1093.				
63.	Understands and has working knowledge of narrow-band PCS equipment contained in 47 CFR Part 24 Subpart D, including the special requirements contained in 47 CFR 2.1091 and 2.1093.				
64.	Understands and has working knowledge of broad-band PCS equipment contained in 47 CFR Part 24 Subpart E, including the special requirements contained in 47 CFR 2.1091 and 2.1093.				
65.	Understands and has working knowledge of Satellite communication equipment contained in 47 CFR Part 25, including ITU GMPCS MOU registry and the special requirements contained in 47 CFR 2.1091 and 2.1093.				
66.	Understands and has working knowledge of wireless communication service (WCS) equipment contained in 47 CFR Part 27, including the special requirements contained in 47 CFR 2.1091 and 2.1093.				
	Category 2 - General Mobile Radio Services	**Y**	**N**	**X**	**Remarks**
67.	Understands and has working knowledge of non-cellular, public mobile radio service equipment contained in 47 CFR Part 22 Subparts E, F and G.				

		Y	N	X	Remarks
68.	Understands and has working knowledge of auxiliary broadcast service equipment contained in 47 CFR Part 74 Subparts D, E and H.				
69.	Understands and has working knowledge of private land mobile radio services equipment contained in 47 CFR Part 90, including the special requirements for equipment operating in the frequency band 806 to 940 MHz.				
70.	Understands and has working knowledge of personal radio services equipment contained in 47 CFR Part 95 Subparts A, B, C, D, F and G, including the special requirement for equipment in each of the following radio services: • General Mobile • Family Radio Service (FRS) • Radio Control • Citizen Band • Medical Implant Communications Service (MICS) • 218-219 MHz Service • Low Power Radio Service (LPRS) • Wireless Medical Telemetry Service (WMTS) • Multi-Use Radio Service (MURS) • Personal Locator Beacons (PLB)				
71.	Understands and has working knowledge of amateur radio service equipment contained in 47 CFR Part 97, including the special requirements for kits in 47 CFR 2.1060.				
	Category 3 - General Mobile Radio Services	**Y**	**N**	**X**	**Remarks**
72.	Understands and has working knowledge of maritime radio service equipment contained in 47 CFR Part 80, including the special requirements for EPIRBs, as well as those contained in 47 CFR 80.203.				
73.	Understands and has working knowledge of aviation radio service equipment contained in 47 CFR Part 87, including the special requirements for ELTs and the requirement in 47 CFR 87.147(d)(2).				
	Category 4 - Microwave Radio Services	**Y**	**N**	**X**	**Remarks**
74.	Understands and has working knowledge of Broadband Radio Services and Educational Broadband Services equipment contained in 47 CFR 27 Subpart M..				

		Y	N	X	Remarks
75.	Understands and has working knowledge of microwave television auxiliary broadcast service equipment contained in 47 CFR 74 Subparts F including the special requirements in public notices: DA-95-1854 and MM97-217.				
76.	Understands and has working knowledge of microwave radio service equipment contained in 47 CFR 101 Subparts C, G, J and I, including the special requirements minimum data rate and 47 CFR 101.109.				

		Y	N	X	Remarks
	Scope C : ACTA and Part 68 Telephone Equipment				
	Administrative Review of the Administrative Council for Terminal Attachments (ACTA) Online Filing (AOF) Process and/or the coinciding ACTA Forms and Related Documents				
77.	Ability to obtain both a random and a client-specified Responsible Party Code (RPC).				
78.	Ability to obtain an AOF Filee Account.				
79.	Ability to determine the Filing Status (e.g. Original, Modification, Notice of Change, Re-Certification, etc.)				
80.	Ability to discern, confirm, correct, and enter into the AOF system the appropriate information for the Agent of Service for a Filing.				
81.	Ability to discern, confirm, correct, and enter into the AOF system the Network Address Signal Code for a Filing.				
82.	Ability to discern, confirm, correct, and enter into the AOF system the appropriate information for the Terminal Approval Date for a Filing.				
83.	Ability to discern, confirm, correct, and enter into the AOF system the Equipment Code from TIA-168-B for a Filing.				
84.	Ability to discern, confirm, correct, and enter into the AOF system a detailed equipment description for a Filing.				
85.	Ability to discern, confirm, correct, and enter into the AOF system the appropriate information for the Country of Origin for a Filing.				

		Y	N	X	Remarks
86.	Ability to discern, confirm, correct, and enter into the AOF system the Service Order Code, if applicable.				
87.	Ability to discern, confirm, correct, and enter into the AOF system any and all model numbers and brand or trade names applicable.				
88.	Ability to discern, confirm, correct, and enter into the AOF system the Facility Interface Code, if applicable.				
89.	Ability to discern, confirm, correct, and enter into the AOF system the Answer Supervision Codes, if applicable.				
90.	Ability to discern, confirm, correct, and enter into the AOF system the AC Ringer Equivalency Number (AC REN).				
91.	Ability to discern, confirm, correct, and enter into the AOF system the Hearing Aid Compatibility (HAC).				
92.	Ability to discern, confirm, correct, and enter into the AOF system the USOC jacks, if applicable.				
93.	Ability to discern, confirm, correct, and enter into the AOF system the Repetitive Dailing to Single Number value, if applicable.				
94.	Ability to discern, confirm, correct, and enter into the AOF system the Manufacturer Port ID #, if applicable.				
95.	Ability to discontinue trade models in the AOF system.				
96.	Ability to discern, confirm, correct, and enter into the AOF system the certification status, trade name, model number, and equipment by type for ancillary equipment, if applicable.				
97.	Ability to generate a TCB certificate (or SDoC) with all information appropriate to a Filing.				
98.	Ability to upload a TCB certificate (or SDoC) into the AOF system.				
99.	Ability to discern, confirm, correct, and enter into the AOF system the client's choice of whether or not the ACTA will bear responsibility for displaying the TCB certificate (or SDoC).				
100.	Ability to submit a request for a Transfer of RPC.				
101.	Ability to submit a request for an Update of RPC.				

		Y	N	X	Remarks
102.	Ability to confirm and/or correct claim for compliance with operating requirements for DID.				
103.	Ability to confirm and or correct claim for equal access compliance, and support for claim in customer provided information included in the supporting documentation.				
104.	Ability to verify the integrity of the certification information upon which the certification is granted.				
105.	Ability to verify that lab procedures are on file for lab performing the required testing for the equipment.				
	Labeling and Customer Information	**Y**	**N**	**X**	**Remarks**
106.	Ability to verify that labeling requirements of 68.300 and the relevant version TIA-168-B are met.				
107.	Ability to verify that customer information requirements of section 68.218 and of the Administrative Council for Terminal Attachments Customer Information document are met.				
	Test Results	**Y**	**N**	**X**	**Remarks**
108.	Demonstrate understanding of proper sequence of environmental tests and other tests as described in Figure 6.1-1 of TSB-31-C.				
109.	Demonstrate understanding and use of the test matrix as noted in TSB-31-C (Clause 5.6 Test requirement matrix) (loop start, ground start, xDSL, DS1, etc.)				
110.	Ability to evaluate claims of test results before and after surge tests TIA-968-A, Sections 4.2.2.1. 4.2.2.2, 4.2.3.1, 4.2.3.2, and 4.2.4.				
111.	Ability to evaluate claims of test results for leakage current, TIA-968-A, Section 4.3.				
112.	Ability to evaluate claims of test results for hazardous voltage limit and other requirements of TIA-968-A, Section 4.4.				
113.	Ability to evaluate claims of test results for limits on voice band metallic signal power specified in TIA-968-A, Section 4.5.				
114.	Ability to evaluate claims of test results for limits on signal power of other than live voice or network control signals specified in TIA-968-A, Section 4.5.				

		Y	N	X	Remarks
115.	Ability to evaluate claims that through-transmission equipment meets requirements specified in various sections of TIA-968-A, Section 4.5.				
116.	Ability to evaluate claims that voice band signal power levels of data circuit equipment meet requirements specified in TIA-968-A, Sections, 4.5.2.4.1-3.				
117.	Ability to evaluate claims that amplification, signal power, and insertion loss of one-port and multi-port and protective circuitry with provision for through transmission equipment meet requirements specified in TIA-968-A, Sections, 4.5.2.5.1-2.				
118.	Ability to evaluate claims that return loss and transducer loss of equipment intended for 2-wire and 4-wire tie trunks meet requirements specified in TIA-968-A, Sections 4.5.2.6.1 and 4.5.2.6.2.				
119.	Ability to evaluate claims of test results for limits on DC conditions of equipment intended for connection to off premises station lines specified in TIA-968-A, Sections 4.4.1, 4.4.4, 4.4.4.4, 4.5.2.3.1, 4.5.2.7 and 4.7.6.				
120.	Ability to evaluate claims of test results for limits on signal power in the 3995 Hz to 4005 Hz band of equipment intended for connection to DS1 services specified in TIA-968-A, Section 4.5.3.				
121.	Ability to evaluate claims of test results for limits on through transmission loss of equipment intended for connection to DS1 services specified in TIA-968-A, Section 4.5.2.5.				
122.	Ability to evaluate claims that transverse balance measurements of equipment meet requirements specified in TIA-968-A, Section 4.6 under conditions specified in Section 4.5.7.				
123.	Ability to evaluate claims that metallic voltage signals in the 4 kHz to 30 MHz range of non LADC equipment meet requirements specified in TIA-968-A, Section 4.5 under conditions specified in Section 4.5.7.				
124.	Ability to evaluate claims that transverse voltage signals in the 4 kHz to 6 MHz range of non LADC equipment meet requirements specified in TIA-968-A, Section 4.5.5.2 under conditions specified in Section 4.5.7.				

		Y	N	X	Remarks
125.	Ability to evaluate claims that in the 100 Hz to 30 MHz metallic range the source and/or terminating impedance of LADC equipment meets requirements specified in TIA-968-A, Section 4.5.6.				
126.	Ability to evaluate claims that metallic voltage signals of LADC equipment in the 100 Hz to 30 MHz range meets requirements specified in TIA-968-A, Section 4.5.6.1 and 4.5.6.2 under conditions specified in Section 4.5.7.				
127.	Ability to evaluate claims that transverse voltage signals of LADC equipment in the 100 Hz to 6 MHz range meet requirements specified in TIA-968-A, Section 4.5.6.3 under conditions specified in Section 4.5.7.				
128.	Check understanding of the conditions enumerated in TIA-968-A, Section 4.5.7 though 4.5.7.8.				
129.	Ability to evaluate claims that transverse balance measurements meet requirements specified TIA-968-A, Section 4.6.				
130.	Ability to evaluate claims that on-hook impedance for equipment intended for connection to 2-wire and 4- wire loop start interfaces meet requirements specified in TIA-968-A, Sections, 4.7.2.1 & 4.7.2.11.				
131.	Ability to evaluate claims that on-hook current and impedance during ringing for equipment intended for connection to 2-wire and 4-wire loop start interfaces meet requirements specified in TIA-968-A, Sections, 4.7.2.1.2 & 4.7.3.1.				
132.	Ability to evaluate computation of ringer equivalence number in accordance with TIA-968-A, Sections, 4.7.2.1.3 and 4.7.3.2 and that ringer equivalence number labeling is in accord with TIA-968-A, Section 4.7.4.				
133.	Ability to evaluate claims that PBX ringing supplies comply with TIA-968-A, Section 4.7.6.				
134.	Check understanding of the previously authorized use of Type Z Ringers referenced in TIA-968-A, Section 4.7.7, subject to the elimination as described in TIA-968-A-4, section 4.7.7.				
135.	Ability to evaluate claims that equipment complies with the transition to off-hook requirements of TIA-968-A, Section 4.7.8. Check understanding of what constitutes off-hook for purposes of defining the start of the 2.1 seconds for stutter dial tone check.				

		Y	N	X	Remarks
136.	Ability to evaluate claims that protective circuitry connected to associated data equipment complies with signal power limits of TIA-968-A, Section 4.8 during the 2 second interval immediately following the transition to off hook .				
137.	Ability to evaluate claims that data equipment assures that signals transmitted during the 2 second interval immediately following the transition to off hook comply with the restrictions of TIA-968-A, Section 4.8.1.1.				
138.	Ability to evaluate claims that, in the on-hook condition power delivered into 2 wire and 4 wire loop simulators, by voice and data equipment intended for loop start and ground start interfaces, meets the limits prescribed in TIA-968-A, Section 4.8.1.1.1.				
139.	Ability to evaluate claims that, in the on-hook condition, power delivered into 2-wire and 4-wire loop simulators, by voice and data equipment intended for reverse battery interfaces, meets the limits prescribed in TIA-968-A, Section 4.8.2.				
140.	Ability to evaluate claims that, in the 5 second interval following transition to the off- hook condition, for voice and data equipment, the loop current meets the requirements prescribed in TIA-968-A, Section, 4.8.3.				
141.	Ability to evaluate claims that, in the 2 second interval following transition to the off-hook condition, signal power delivered to the network by terminal equipment and signal sources in protective circuitry in the 2450 Hz to 2750 Hz band be less than or equal to the power present simultaneously in the 800 Hz to 2450 Hz band, TIA-968-A, Section 4.8.4.				
142.	Ability to verify compliance with the requirements for Hearing-Aid Compatibility (HAC) of Section 68.316.				
143.	Ability to verify compliance with the requirements for volume control of 68.317.				
144.	Ability to verify compliance with the requirements for automatic redialing of 68.318(b).				
145.	Ability to verify compliance with the requirements for FAX branding of 68.318(d).				
146.	Ability to verify compliance with the answer supervision requirements of TIA-968-A, Section 4.8.7.				

		Y	N	X	Remarks
147.	Ability to verify compliance with the requirements for protective circuitry TIA-968-A, Section 4.8.7.2.				
	Supporting Results for Digital Equipment	**Y**	**N**	**X**	**Remarks**
148.	Ability to evaluate claims that, for digital signals delivered to the network by terminal equipment intended for connection to subrate or DS1 or ISDN digital services, encoded analog energy in the 2450 Hz to 2750 Hz band be less than or equal to the encoded analog energy present simultaneously in the 800 Hz to 2450 Hz band, in the 2 second interval following transition to the off-hook state TIA-968-A, Section 4.8.4.1.				
149.	Ability to evaluate claims that, for terminal equipment intended for connection to subrate or DS1 digital services, in the on-hook state, comply with the limits of TIA-968-A, Section 4.8.5.1.				
150.	Ability to evaluate claims that, for terminal equipment intended for connection to DS1 digital services, signal bit information representing the off-hook state is transmitted during the 5 second interval following transition to the off-hook state, unless the equipment returns to the on-hook state during that interval TIA-968-A, Section 4.8.6.				
	Records and Documentation	**Y**	**N**	**X**	**Remarks**
151.	Have procedures to evaluate and maintain copies of test procedures (provided by test laboratories, including laboratories of applicants) associated with applications (68.200(d)).				
152.	Ability to create or obtain, and maintain audit trail for modifications of certifications.				
153.	Ability to create or obtain, and maintain audit trail for addition of trade names and model numbers to certifications.				
	Specific Criteria	**Y**	**N**	**X**	**Remarks**
154.	Verify that the TCB possesses a thorough knowledge of FCC Rules contained in 47 CFR Part 68, and the ACTA-adopted Technical Criteria.				
155.	Verify that the TCB possesses a thorough knowledge of all appropriate procedures (e.g., TSB-31-C) for testing and evaluating telephone terminal equipment.				

		Y	N	X	Remarks
156.	Verify that the TCB possesses a thorough understanding of the FCC's conditions for approval of terminal equipment and the ACTA processes in support thereof.				
157.	Verify that the TCB understands the procedure for approval of components.				
158.	Verify that the TCB has copies of all applicable FCC rules and test procedures and is able to demonstrate an ability to obtain recent rules and interpretations				
	Testing and Evaluation Capabilities	**Y**	**N**	**X**	**Remarks**
159.	The TCB shall have the technical expertise and capability to perform Type A and Type B surge simulations. (TIA-968-A, Section 4.2)				
160.	The TCB shall have the technical expertise and capability to test for compliance with leakage current limitations. (TIA-968-A, Section 4.3)				
161.	The TCB shall have the technical expertise and capability to test for compliance with hazardous voltage measurements. (TIA-968-A, Section 4.4)				
162.	The TCB shall have the technical expertise and capability to test for compliance with analog signal power limitations. (TIA-968-A, Section 4.5)				
163.	The TCB shall have the technical expertise and capability to test for compliance with digital signal power measurements. (TIA-968-A, Section 4.5.8)				
164.	The TCB shall have the technical expertise and capability to test for compliance with transverse balance limitations. (TIA-968-A, Section 4.6)				
165.	The TCB shall have the technical expertise and capability to test for compliance with on-hook impedance limitations. (TIA-968-A, Section 4.7)				
166.	The TCB shall have the technical expertise and capability to test compliance with billing protection requirements. (TIA-968-A, Section 4.8)				
167.	The TCB shall have the technical expertise and capability to test for compliance with hearing aid compatibility requirements. (68.316 and 68.317)				

		Y	N	X	Remarks
168.	The TCB shall have the technical expertise and capability to test for compliance with DID answer supervision and fax branding. (68.318)				
169.	The TCB shall have the technical expertise and capability to assess technical compliance with ANSI/TIA-1096-A. That assessment may necessarily include the review of attestations to ANSI/TIA-1096A				
170.	The TCB shall have the technical expertise and capability to test for compliance of an xDSL device that the PSD in the upstream and out-of-band meets the appropriate mask. (TIA-968-A, Section 4.5.9)				
171.	The TCB shall have the technical expertise and capability to test for compliance with an xDSL device that the total signal power in the upstream band meet the appropriate limit. (TIA-968-A, Section, 4.5.9)				
172.	The TCB shall have the technical expertise and capability to test for compliance of an xDSL device for transverse balance limits when an AC signal is sent to the TE. (TIA-968-A, Section, 4.6)				
173.	The TCB shall have the technical expertise and capability to test for compliance with a xDSL device that longitudinal output voltage generated by the TE does not exceed the appropriate limit. (TIA-968-A, Section, 4.5.9)				