

NIST TCB Candidate Checklist

(version: 2/19/2008)

NIST is the Designating Authority for U.S. TCBs to the FCC.

After obtaining accreditation from one of the NIST-recognized domestic TCB accreditation bodies (A2LA or ANSI), a candidate TCB shall submit the following list of documents to NIST at the noted address. NIST will review the information provided for completeness and then designate the organization to the FCC as a TCB.

The information noted below shall also be provided to NIST if the TCB switches accreditation bodies for ISO/IEC Guide 65 or ISO/IEC 17025 accreditation. NIST will review the information provided for completeness and then submit the updated accreditation information to the FCC OET database for FCC review.

List of information/documents required from a TCB candidate

1. TCB information:

- a) Name of the Organization (TCB)
- b) Address
- c) Contact name, title, address (if different from above), email, and phone & fax numbers
- d) Identification number (to be assigned by NIST)
- e) FCC Registration Number (FRN #) [This number should be available from FCC web site: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>]

2. A copy of the TCB's ISO/IEC Guide 65 product certification accreditation certificate, including

- a) Name of accreditation body
- b) Date of accreditation
- c) Expiration date
- d) Accreditation standard (ISO/IEC Guide 65)
- e) Scope of accreditation for the TCB program. Please refer to Section 5 of the TCB Overview Document (<http://www.fcc.gov/oet/ea/FCC-Overview-TCB-Program.pdf>) for details on the specific scopes (i.e. A1-A4, B1-B4, and C)

3. A copy of the TCB's ISO/IEC 17025 laboratory accreditation certificate

- a) Name of lab accreditation body (A2LA or NVLAP)
- b) Date of accreditation
- c) Expiration date
- d) Accreditation Standard (ISO/IEC 17025)
- e) Scope of laboratory accreditation for TCB scope requirements.

4. Submit a written statement obtained from your TCB accreditation body (ANSI or A2LA) confirming (1) the date and version of the FCC Checklist used as one of the tools for determining technical competency during your certification body's assessment and (2) that your organization complies with all applicable elements of the FCC TCB Checklist for your scope of accreditation.

*NOTE: For a TCB's **initial** assessment, the accreditor must at a minimum assess the TCB to all applicable elements of the FCC Checklist. For renewals and periodic surveillance assessments in between renewal assessments, the FCC Checklist can be used as a guide*

and does not need to be completed in its entirety. The accreditor shall maintain a copy of all checklists completed during assessments and shall provide a copy of the most recently completed checklist upon request.

5. Evidence that the TCB staff has successfully completed the appropriate TCB training with regards to their designation. Refer to the TCB Overview Document (<http://www.fcc.gov/oet/ea/FCC-Overview-TCB-Program.pdf>) for details on what is considered acceptable training. Specify,

- a) the name(s) of the personnel who attended the TCB training
- b) date(s) and place of the training attended

6. Specify the name(s), title(s), and e-mail addresses of TCB personnel that are qualified to perform the following functions:

- a) EMC Reviewer
- b) SAR Qualified Reviewer
- c) General RF Exposure Reviewer
- d) Decision Maker
- e) Administrative Contact

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