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| **itu-old** | INTERNATIONAL TELECOMMUNICATION UNION | | | | COM 11 – C 0097 – E |
| **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2013-2016 | | | **October 2013** | |
| **Original: English** | |
| **Question(s):** | | 11/11 |  | | |
| **STUDY GROUP 11 – CONTRIBUTION 0097** | | | | | |
| **Source:** | | Administration of Russia | | | |
| **Title:** | | Proposal to establish an ITU recognition procedure of testing laboratories with competence in ITU-T Recommendations | | | |

**Background**

One of the actions of the ITU Conformance and Interoperability (C&I) Action Plan approved by Council-12 ([C13/24](https://www.itu.int/md/dologin_md.asp?lang=en&id=S13-CL-C-0024!R1!MSW-E)) is the following:

*“b) ITU-T to run a pilot of the conformity assessment programme for key technologies for which there is a market demand for such a programme. A test lab would execute tests. Given a vendor’s agreement, an entry would then be made in the ITU T conformity database.”*

Common practice of C&I programmes of SDOs and forums (such as IECEE, IEEE ICAP, BBF, MEF, Bluetooth, Wi-Fi Alliance, WiMAX Forum, etc.) shows that a recognition procedure of Testing Laboratories (TL) is the best way to ensure the credibility of their testing programme, i.e., that testing results are produced by a TL which is competent, behaves ethically and employs suitable quality assurance. There are also well established international standards (ISO/IEC 17000-series) and obligatory or voluntary practices to this end.

The implementation of a similar voluntary approach in ITU on those ITU-T Recommendations (standards) with demonstrated market needs for conformity assessment can bring ICT players the following benefits:

* customers can select products or services based on the conformity assessment testing results against ITU-T Recommendations performed by recognized TLs;
* having their products and services duly assessed will help vendors/operators/service providers to meet the current state of the art and to avoid the costs of product failures in the global market;
* TL can promote their activities and areas of competence worldwide (e.g. open new markets for TLs in developing countries);
* users of testing results (e.g. Certification Bodies, Accreditation Bodies, TLs) can take into consideration the testing results listed in the ITU ICT product conformity database (ITU PCDB) to avoid the repetition of tests;
* TLs will contribute to the standardization work in ITU-T with their testing and conformity assessment expertise to complete the standards making procedure through a feedback loop thus improve the quality of ITU-T Recommendations.

**Proposals**

Taking into account the above background, we propose to populate the ITU PCDB on a trial basis by the following two approaches:

ITU-T PCDB might be populated by:

1. TLs which are involved in a SG11 pilot project (see [SG11 Action plan](http://www.itu.int/md/T13-SG11-130225-TD-GEN-0070/en)): a TL will populate the PCDB, given the agreement of the vendor, with testing results of the pilot project. The TL will also be included in the ITU testing laboratories database (ITU TLDB).
2. TLs which are recognized by ITU-T: a recognized TL can populate the ITU PCDB for a certain ITU-T Recommendation with the permission of its clients. The ITU PCDB could also be populated by other ICT players if testing was performed by an ITU-T recognized TL. Entries in the ITU PCDB will include the references to the TL(s) that performed the test and testing reports related to the ICT products which were tested against the relevant ITU-T Recommendations.

In order to implement the second approach above, a recognition procedure to assess the TL’s competence should be established in ITU-T.

This procedure should include:

* Requirements for TLs to be considered for possible recognition by ITU-T;
* Requirements for assessors to be considered for appointment by ITU-T;
* Procedure of TL recognition and assessors appointment, including relevant application forms and templates.
* Responsibilities of SG11 and other SGs as well as TSB support.

We therefore propose to create a new work item, Q.TL-rec-pro *“Testing Laboratories recognition procedure”,* under Question 11/11.

The attachment includes an initial attempt to formalize this procedure which is adapted from the IECEE model and which provides an example of a TL’s recognition procedure for ITU-T ([Annex 1](#_Annex_1_1)). A brief presentation of a TL’s recognition procedure is also attached for discussion ([Annex 2](#_Annex_2)).

ITU recognition of TLs entails non-trivial operational work, thus we also propose to establish an ITU-T Conformity Assessment Steering Committee (CASC) to manage the operation of the recognition procedure and to advise the TSB Director to recognize TL based on their evaluation of the assessment results of. This Steering Committee should include ITU-T experts that have proven competence in conformity assessment area. This approach is similar to the Numbering Coordination Team (NCT) model of ITU-T SG2 in managing ITU-T E.164 numbering resources as specified in Recommendation ITU-T E.164.1.

The proposed draft Terms of Reference (ToR) for the CASC are found in [Annex 3](#_Annex_3).

WP4/11 Question 11 is invited to discuss the above proposals and to:

1. progress quickly the work item proposed above, involving other ITU-T SGs and interested experts as appropriate.
2. establish the CASC in the form of a correspondence group at this initial pilot phase.

# Annex 1

**The recognition procedure of Testing Laboratories’ competence for testing ICT Products against ITU-T Recommendations**

**The procedure of TL assessment and ITU-T assessor appointment**

# Summary

This document describes the procedure of TL assessment and ITU-T assessor appointment which is necessary to assess Testing Laboratories (TL) the competence of TLs for testing against ITU-T Recommendations. .

# Keywords

The recognition, Testing Laboratories, Assessors, Criteria, C&I Programme

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# Introduction

The action plan of ITU C&I Programme of ITU Council 2012 contains action item b) until Pillar 1 “ITU-T to run a pilot of the conformity assessment programme for key technologies for which there is a market demand for such a programme. A test lab would execute tests. Given a vendor’s agreement, an entry would then be made in the ITU T conformity database” ([C12/48](http://www.itu.int/md/S12-CL-C-0048/en)).

Following these decisions, ITU-TSB developed several databases:

* ITU TLs Database (ITU TLDB) for information about TLs which are recognized by ITU with the competence on ITU-T Recommendations;
* ITU ICT Product Conformity Database (ITU PCDB) for information about ICT product tested against ITU-T Recommendations by recognized TL.

In this regard, ITU-T needs to establish a recognition procedure for ITU-T to select TLs with competence to test and/or to certify ICT products against certain ITU-T Recommendations.

# Scope

This document describes the procedure of the assessment of the competence of TLs for testing against ITU-T Recommendations and requirements to appoint ITU-T assessors. The objective of this procedure is to ensure credibility of ITU PCDB and foster confidence in the ITU C&I Programme.

Also, Recommendation includes several application forms and the relevant template of the assessment report.

On the basis of the assessment report, ITU-T Steering Committee will advise the ITU-TSB Director whether to recognize the TL within the scope of ITU-T Recommendations. Testing report for tested ICT product against ITU-T Recommendation, issued by recognized TL, will be entered in the ITU PCDB.

The Annexes of this Recommendation include:

* [Annex A](#_Annex_1) Application form for Testing Laboratory is going to be recognized with the competence on ITU-T Recommendations
* [Annex B](#_Annex_B_Application) Application form and questionnaire for ITU-T assessors
* [Annex C](#_Annex_C_List) List of documents required for TLs
* [Annex D](#_Annex_D_Checklist) Checklist for TL
* [Annex E](#_Annex_E_Assessment) Assessment Report of TL

# References

* [Action plan of Council-12 (C12/48)](http://www.itu.int/md/S12-CL-C-0048/en)
* [Action plan of Council-13 (C13/24)](http://www.itu.int/md/S13-CL-C-0024/en)
* [Business plan of C&I Programme (C12/Inf.7)](http://www.itu.int/md/S12-CL-INF-0007/en)
* [Resolution 76 of WTSA-12](http://www.itu.int/en/ITU-T/wtsa12/Documents/resolutions/Resolution%2076.pdf)

# Definitions

* 1. **Terms defined elsewhere**

Conformance compliance with requirements specified in applicable series Recommendations

Conformity assessment demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (ISO/IEC 17000)

Interoperability the ability of two or more systems or applications to exchange information and to mutually use the information that has been exchanged (Recommendation ITU-T Y.101). The ability of network management products and services from different suppliers to work together to manage communications between managed object classes (Recommendation ITU-T M.80)

Interoperability testing the ability of two or more systems or applications to exchange information and to mutually use the information that has been exchanged (Recommendation ITU-T Y.101)

Testing determination of one or more characteristics of an object of conformity assessment, according to a procedure (ISO/IEC 17000)

Testing laboratory an organization that carries out conformance testing. This can be a third party, a user organization, a telecommunications administration or recognized private operating agency, or an identifiable part of a supplier organization.

Supplier’s declaration

of conformity is a “declaration” as defined in ISO/IEC 17000, i.e. first-party attestation.

* 1. **Terms defined in this document**

ITU-T Conformity Assessment Steering Committee

team of experts manages the procedure of assessment and recognition of TLs on the competence of ITU-T Recommendation(s), which established by SG11 and regulated by relevant ToR

Candidate (TL) Testing laboratory willing to be recognized by ITU-T Steering Committee on the competence of ITU-T Recommendation(s)

ITU recognition of TLs evaluation and selection of a Candidate TL based on its competence to test ICT products against ITU-T Recommendation(s)

Key Assessor an ITU Assessor to evaluate candidate ITU-T experts who requests to be appointed as an ITU assessor

Testing Assessment Plan

# Abbreviations and acronyms

NCB National Certification Body

ITU International Telecommunication Union

ISO International Standardization Organization

IECEE IEC System for Conformity testing and Certification of Electrotechnical Equipment and Components

ILAC International Laboratory Accreditation Cooperation

IAF International Accreditation Forum

IA Initial Assessment

ITU TLDB ITU TLs Database

ITU PCDB ITU ICT Product Conformity Database

ITU DCB ITU Certification Bodies Database

RA Re-Assessment

SeA Scope extension Assessment

TL Testing Laboratory

# Conventions

# None.ITU recognition criteria for TLs

* 1. TL should be a member of ITU-T.
  2. TL passes successfully ITU-T TL assessment against ITU-T Recommendation(s).

# Basic principles of ITU-T TL assessment

* 1. Any Testing Laboratories (TLs) which are members of ITU-T might apply to be assessed by ITU-T assessors to become ITU-T recognized TL.
  2. There are three type of assessment on ITU-T Recommendations: Initial Assessment (IA), Re-Assessment (RA), Scope extension Assessment (SeA) regarding ITU-T Recommendations.
  3. The TL will be assessed by ITU-T assessors for their competence for testing against specific ITU-T Recommendations. The generic TL assessment against ISO/IEC 17000-series standards could be performed separately by national accreditation bodies and/or other International Organizations (IECEE, ILAC and/or IAF).
  4. The assessment procedure should start after the completed application form is received from candidate TL ([Annex A](#_Annex_1)).
  5. The ITU-T Steering Committee establishes an Assessor Team to assess the competence of the Candidate and to complete the relevant check list ([Annex D](#_Annex_D_Checklist)), which should be sent to ITU-T Steering Committee at the appointed time.
  6. The final report of TL assessment should be evaluated by ITU-T Steering Committee. ITU-T Steering Committee’s evaluation opinion will be forwarded to TSB Director for his selection decision. In case of positive decision, the TL will be registered in the TLDB .
  7. The TL is recognized by ITU-T when the entry of the ITU TLDB is assigned.

# Appointment and size of the ITU Assessment Team

* 1. The Assessment Team has the following structure: a Lead Assessor and certain number of Technical Assessors which based on the list of Assessors appointed by ITU-T Steering Committee (all relevant lists are available on the ITU C&I Portal).
  2. The composition of Technical Assessors depends on the set of ITU-T Recommendations to be assessed and should not exceed one expert for one ITU-T Recommendation.
  3. The Candidates undergoing Initial Assessment shall be assessed by three experts, to be appointed by ITU-T Steering Committee. At the discretion of the ITU-T Steering Committee, the number of experts may be increased to accommodate the scope of the application and the size of the Candidates.
  4. The recognized TLs are re-assessed on a regular basis every three years. In this regard, the application form on the re-assessment should be sent to the ITU-T Steering Committee.
  5. The TLs undergoing Scope Extension assessments shall be assessed by one or more experts, appointed by the ITU-T Steering Committee, according to scope of the application (at least on expert for one ITU-T Recommendation).

# Time schedule and expenses of assessment

* 1. The assessment is conducting on the TLs premises under the scheduling principle of ‘one Technical Assessor-one day-one ITU-T Recommendation’. At the discretion of the ITU-T Steering Committee, the time schedule may be increased to assess all testing requirements specified in ITU-T Recommendations.
  2. The Assessment Report is signed by Lead Assessor and forwarded to ITU-T Steering Committee within 1 month after completion the assessment procedure.
  3. Applicant (TL) should cover assessment expenses by and should include at least (but not limited to): travel arrangements, accommodation and Daily Subsistence Allowance (DSA) of the Assessment Team.

# TL Assessment procedure

* 1. The Application form ([Annex B](#_Annex_B_Application)) should be submitted by applicant to the ITU-T Steering Committee and ITU-T Steering Committee establishes the Assessment team.
  2. The Assessment team under the leadership of Lead Assessor should setup a Testing Assessment Plan pertaining to the ITU-T Recommendations to be assessed at least five weeks before the on-site assessment and to provide it to the Candidate to be assessed three weeks before the assessment takes place[[1]](#footnote-1).
  3. Based on the Testing Assessment Plan, Technical Assessor should assess the TL measurement infrastructure to confirm TL ability performing tests against ITU-T Recommendations.
  4. Technical Assessor should assess the competence of TL’s technical staff on their knowledge of the relevant ITU-T Recommendations and relevant test suites are used for testing. The knowledge of testing might be confirmed through practical testing of the sample of the ICT product which based on the relevant ITU-T Recommendations.
  5. Technical Assessor should assess the list of documents are used for testing against ITU-T Recommendations based on the [Annex C](#_Annex_C_List).
  6. Technical Assessor should assess the correctness of Test Report which should include all relevant parts of tested ITU-T Recommendations.
  7. Technical Assessor should complete the relevant check list of TL ([Annex D](#_Annex_D_Checklist)) and to forward it to the Lead Assessor.
  8. Lead Assessor should prepare the Report of TL assessment ([Annex E](#_Annex_E_Assessment)) and should forward it to ITU-T Steering Committee.

# Appointment of ITU-T assessor

* 1. Any expert from ITU-T membership can be appointed as an ITU-T assessor.
  2. On a pilot phase, all editors of ITU-T Recommendations in the [living list of key recommendations suitable for C&I testing](http://www.itu.int/en/ITU-T/C-I/Pages/CI-living-list.aspx) as well as focal points of pilot projects in [the living list of pilot project for C&I testing against ITU-T Recs](http://www.itu.int/en/ITU-T/C-I/Pages/CI-projects.aspx) will be appointed by ITU-TSB Director as Key Assessors and are indicated in the relevant list of ITU-T assessors.
  3. An expert who is willing to be appointed as an ITU assessor should complete the on-line form which is available on the ITU-T C&I Portal or send the completed application form ([Annex B](#_Annex_B_Application)) to ITU-T Steering Committee.
  4. The ITU-T assessor should comply to the following requirements:
* awareness and knowledge of the relevant ITU-T Recommendation and relevant test suites;
* witnessing of testing and measuring including the previous experience in the relevant field(s) and that the assessed ITU expert may have had in previous employment (based on the information of CV);
* completed relevant training programmes;
* witnessing of the competence to review of the Test Report.
  1. The experience listed in an Assessor’s Application Form ([Annex B](#_Annex_B_Application)) should include the overall experience of the ITU expert.
  2. The ITU-T Steering Committee will evaluate the assessment report from Key ITU-T Assessors on the competence of the candidate ITU-T expert to be recognized as an ITU-T assessor.
  3. The ITU-T Steering Committee will advise ITU-TSB Director on his decision to appoint ITU-T Assessors.

# Re-assessment procedure

* 1. The related experience and the ability of TL should be re-assessed each three years.
  2. The re-assessment shall include verification of the previous assessment of the accepted corrective actions implementation.
  3. The Assessors Team appointed by ITU-T Steering Committee shall re-assess the TLs in particular on updated ITU-T Recommendations which are in the scope of the TL. In case if none of the ITU-T Recommendations in its scope have been updated, the re-assessment can be conducted in a declarative format.

# Assessment documentation

* 1. A checklist of the documents required is found in [Annex C](#_Annex_C_List) (All relevant documents are available on the [ITU C&I Portal](http://www.itu.int/en/ITU-T/C-I/Pages/default.aspx)).
  2. Once received by the ITU-T Steering Committee, the application is posted on the [ITU C&I Portal](http://www.itu.int/en/ITU-T/C-I/Pages/default.aspx), into a dedicated restricted area identified as TLs Assessments and Re-Assessments in Progress (Restricted to Assessment teams and Organizations to be assessed) that is accessible only to the ITU-T Steering Committee, appointed Assessment Team and the recognized TL.
  3. It is the responsibility of the Lead Assessor to complete the Assessment Report(s) ([Annex E](#_Annex_E_Assessment)), however, for the sake of efficiency, it is desirable that the assessed TL prepares the report with as much information as possible.
  4. During the assessment the Candidate must be able to provide, on the basis of a Testing Assessment Plan and upon request by the assessment team, the number of relevant certificates and test reports issued in last two years. The assessment team might request to see these certificates or test reports as appropriate[[2]](#footnote-2).

# Annex A Application form on recognition of TL

**Application form for Testing Laboratory is going to be recognized with the competence on ITU-T Recommendations**

This Application form should be used to notify the Director of the TSB that the Candidate requests the recognition on ITU-T Recommendations is performed by ITU-T Steering Committee.

**This Application Form should be returned to:** International Telecommunication Union

Telecommunication Standardization Bureau (TSB)

Place des Nations

CH – 1211 Genève 20

Suisse

Tel: +41 22 730 5780

Fax: +41 22 730 5853

E-mail: [conformity@itu.int](mailto:conformity@itu.int)

**A. INFORMATION ABOUT APPLICANT** (OBLIGATORY)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name of Organization** (including abbreviation) | | | |
|  | | | |
| **Legal status of Organization** | | | |
| Private  Association  Owned by the State  Private, but supported by the Government | | | |
| **Country/Area** |  | | |
| **Member of ITU** | Yes  No | | |
| **Address to be registered** | | | |
|  | | | |
| **Focal point of Organization** (Name, title) | | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Telephone number**  + | | **Telefax number**  + | **E-mail:** |
| **Address for correspondence** | | | |
|  | | | |

**B. TECHNICAL SCOPE OF THE ORGANIZATION**

|  |  |  |
| --- | --- | --- |
| **Accreditation of Organization** (supplementary) | | |
| The Organization is accredited by:  International Accreditation Body  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, indicate the Body  National Accreditation Body  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, indicate the Body  National Certification Body  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, indicate the Body  *(the relevant Accreditation Certificate should be attached)* | | |
| Scope of Accreditation and technical subject area |  | |
| Validity of the Accreditation/Certification |  | |
| Status of MRAs/MLAs if any | MRA  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify the Region/Countries  MLA  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify the Region/Countries  *(if possible, please, attach the relevant documents)* | |
| Against which ISO/IEC standard(s) your Organization has been assessed and accredited? | ISO/IEC 17025  ISO/IEC Guide 65  *(the relevant Accreditation Certificate should be attached)* | |
| Against which ITU-T Recommendation(s) and/or other ICT’s SDOs standard(s) your Organization has been assessed/accredited and/or recognized? | ITU-T Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accredited \_\_\_\_\_\_\_\_\_ indicate Body  Recognized \_\_\_\_\_\_\_\_\_ indicate Body  Assessed \_\_\_\_\_\_\_\_\_ indicate Company | |
| ICT’s SDOs standards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify SDO \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accredited \_\_\_\_\_\_\_\_\_ indicate Body  Recognized \_\_\_\_\_\_\_\_\_ indicate Body  Assessed \_\_\_\_\_\_\_\_\_ indicate Company | |
| **National status of Organization** (supplementary) | | |
| The status of the Organization  (expressed in laws, decrees, statutes of association, rules of the procedure, or in other ways) | |  |
| Official recognitions and/or designations from the Government and/or authorities and/or other certification schemes | |  |
| Accreditations or equivalent official recognitions (references and dates of accreditation/ recognition documents)  Please specify! | |  |
| **Internal structure and organization** (obligatory) | | |
| Total number of persons in the Organization | |  |
| Number of persons (technical experts) directly involved in testing of ICT products on ITU-T Recommendations for which recognition is sought | |  |
| Education level(s) for technical experts | |  |
| Name and title of the senior executive | |  |
| **Testing experience in the scope of ITU-T Recommendations** (obligatory) | | |
| ICT products tested/certified during the last two years (the relevant detailed information should be filled per each of tested ICT product) | | Vendor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title of ICT Product \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Category of Product \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Version of Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Patches \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ITU-T Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other SDOs standards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test suites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Certificate of Conformity  SDoC  *(the relevant Certificate of Conformity and/or SDoC should be attached)* |
| Existing participation in testing activities for: | | Regional Certification Schemes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  International Certification Schemes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Forums/Consortia  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Operators  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are all test equipment and instruments necessary to perform the tests specified in the scope of ITU-T Recommendations which recognition is sought | |  |
| What type of testing is to be subcontracted or carried out at other TL in respect of the scope of the application | |  |
| **Legislation** (obligatory) | | |
| Are there any mandatory and/or regulatory requirements marking required by law or decree applicable in your country? *(if yes, please give a description of the system and your role)* | | Yes  No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other matters** (supplementary) | | |
| Has the candidate TL signed a contract with the NCB indicated on page 1? | | No  Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please give the evidence) |
| The candidate will not, within the same product category(ies), operate for other Certification Bodies (NCBs) adhering to the CB Scheme than the Certification Body (NCB) indicated above? | | No  Yes |

**B. REQUEST ON ITU RECOGNITION** (OBLIGATORY)

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested recognition** | | | |
| Initial Assessment (IA)  Re-Assessment (RA)  \_\_\_\_\_\_\_\_\_ please, indicate the registration number from ITU TLDB  Scope extension Assessment (SeA)  \_\_\_\_\_\_\_\_\_ please, indicate the registration number from ITU TLDB | | | |
| **Scope of recognition** | | | |
| The Organization requests to be recognized by ITU with the following list of ITU-T Recommendation(s) in its scope:   1. ITU-T Recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please, indicate series and number)*  *(please, mark if the Organization has been accredited/recognized/assessed by any Bodies against this ITU-T Recommendation, based on the data specified above)[[3]](#footnote-3)* 2. ….. | | | |
| **The convenient period of time for assessment** | | | |
| dd/mm/yy — dd/mm/yy  *(the different options are appreciated)* | | | |
| **Focal point for cooperation on the recognition procedure (name, title)** | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Tel: + | Fax: + | E-mail: |
| *We hereby declare that we agree to fulfil the ITU-T Steering Committee recognition procedure and confirm relevance of all information is shown above.*  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

# Annex B Application form and questionnaire for ITU-T assessors

This Application form should be used by ITU-T Steering Committee to exam the competence of the Applicant to be recognized as an ITU Assessor in the scope of ITU-T Recommendation(s).

**This Application Form should be returned to:** International Telecommunication Union

Telecommunication Standardization Bureau (TSB)

Place des Nations

CH – 1211 Genève 20

Suisse

Tel: +41 22 730 5780

Fax: +41 22 730 5853

E-mail: [conformity@itu.int](mailto:conformity@itu.int)

**A. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title (Mr, Ms, Dr, etc.)** |  |
| **First name** |  |
| **Last name** |  |
| **Company** |  |
| **Address of Company** |  |
| **Private address** |  |
| **Official correspondence will be sent to** | Address of Company  Private address  (please, mark the one option) |
| **Country** |  |
| **Representative of ITU member** | ITU member \_\_\_\_\_\_\_\_\_ ITU-T SGs\_\_\_\_\_ Years \_\_\_\_\_\_\_\_\_ |
| **Phone** |  |
| **Fax** *(supplementary)* |  |
| **E-mail** |  |

**B. EDUCATION**

|  |  |
| --- | --- |
| **Dates** | **Qualifications** |
|  |  |
|  |  |

**B. MEMBERSHIP OF RELEVANT ICT TL/NCB**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Qualifications** | **Grade of membership** |
|  |  |  |
|  |  |  |

**C. PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from** | **Date to** | **Employer** | **Duties** |
|  |  |  |  |
|  |  |  |  |
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**D. EXPERIENCE IN STANDARDIZATION OF ICT IN SDO[[4]](#footnote-4)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** *(year)* | **SDO**  *(ITU, ETSI, etc.)* | **Task** | **Status**  *(Editor, rapporteur, author, participant, etc.)* |
|  |  |  |  |
|  |  |  |  |
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**E. TESTING EXPERIENCE OF ICT PRODUCT AGAINST ITU-T RECOMMENDATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)** *(year)* | **ICT Product**  *(vendor, category, title, software)* | **Testing Laboratory** | **ITU Recommendations**  *(Series, Numbers)* | **Certificat**  *(if yes, it should be attached)* |
|  |  |  |  |  |
|  |  |  |  |  |
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**E. PROFESSIONAL TRAINING IN ICT** *(supplementary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date(s)** *(year)* | **Training provider(s)**  *(Company, focal point)* | **Course title** | **Duration**  *(Editor, rapporteur, author, etc.)* | **Certificat**  *(if yes, it should be attached)* |
|  |  |  |  |  |
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**E. REQUESTED FIELDS OF COMPETENCE ON ITU-T RECOMMENDATIONS**

Please, indicate in which of the following ITU-T Recommendations you consider yourself qualified and are prepared to cover as an ITU-T assessor to assess the relevant activities of TLs which are going to be recognized by ITU-T Steering Committee with the relevant ITU-T Recommendations in its scope.

|  |  |  |  |
| --- | --- | --- | --- |
| **ITU-T Recommendation**  *(Series, numbering)* | **Title** | **Version** | **Status**  *(is completed by Examiner,*  *passed/not passed)* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**F. GUARANTOR**

Please, indicate the guarantor(s) who may be contacted to ascertain personal attributes and competence as declared in this form.

|  |  |
| --- | --- |
| **Title (Mr, Ms, Dr, etc.)** |  |
| **First name** |  |
| **Last name** |  |
| **Company** |  |
| **Address of Company** |  |
| **Country** |  |
| **Phone** |  |
| **Fax** *(supplementary)* |  |
| **E-mail** |  |

If I will be appointed as an ITU-T assessor, I will be conducting my work to the requisite ITU-T Recommendations of integrity, competence, impartiality and confidentiality.

Confidentiality Commitment

I agree to handle the overall documentation and information gathered from assessments for which I’m appointed with confidentiality and that I will not disclose this information to anyone else other than ITU-T Steering Committee and ITU-T/ITU-D even if I leave the company within which I am employed.

I confirm that the information given in this questionnaire is true and correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **G. ASSESSMENT RESULT** *(is completed by appointed assessors)* |

As an appointed Assessor by ITU-T Steering Committee, I confirm that the details are given in this application form have been:

checked and might be accepted by ITU-T Steering Committee for appointing applicant as an ITU-T assessor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

please, refer to the Table E and/or specify details if needed

checked, but applicant does not conform to all information are indicated above or has not enough competence as was requested for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

please, specify reason(s)

As an ITU-T assessor I conform that the assessment was conducted to the impartiality.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Annex C The list of documents to be made available during the assessment of TL

The TL shall provide (through publications, electronic media or other means), update at regular intervals, and make available on request, the following:

* Information about company;
* Agreement (certificate of accreditation) between NCB with the scope of ICT Product testing for certification goal (supplementary);
* Testing proficiency experience;
* List of testing equipment;
* ITU-T recommendations are used for testing, including the relevant test suites;
* CV of staff involved to testing field;
* List of tested equipment against ITU-T Recommendations;
* The certificates of ICT Product issued by NCB and was tested by TL (supplementary).

# Annex D Checklist for TL

This form is filled by Technical Assessor during the assessment of TL. The signed form should be sent to the Lead Assessor of the Assessment team which is appointed by ITU-T Steering Committee for assessment of the TL.

**A. GENERAL INFORMATION**

|  |
| --- |
| **Candidate Info** |
| Name of Organization, address, etc.  Abbreviation of company (as it should be indicated in ITU TLDB) |

|  |  |  |
| --- | --- | --- |
| **Focal point of Organization responsible for assessment** | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Telephone number**  + | **Telefax number**  + | **E-mail:** |
| **Technical Assessor of ITU** | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Telephone number**  + | **Telefax number**  + | **E-mail:** |
| Date of completion:  dd/mm/yy  Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | | Signatures:  From assessed Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name  Technical Assessor of ITU \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name |

**B ACCREDITATION OF TL**

|  |  |
| --- | --- |
| The TL is accredited by:  International Accreditation Body  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify  National Certification Body  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify  The TL has not been accredited  *(the relevant Accreditation Certificate should be attached)* | |
| **Scope of Accreditation and technical subject area** |  |
| **Validity of the Accreditation/Certification** |  |
| **Status of MRAs/MLAs if any** | MRA  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify the Region/Countries  MLA  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify the Region/Countries  *(if possible, please, attach the relevant documents)* |
| **Has TL been assessed/accredited against ISO/IEC 17025?** | Yes  No  *(the relevant Accreditation Certificate should be attached)* |
| **Against which ITU-T Recommendation(s) and/or other ICT’s SDOs standard(s) TL has been assessed/accredited and/or recognized?** | ITU-T Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accredited \_\_\_\_\_\_\_\_\_ indicate Body  Recognized \_\_\_\_\_\_\_\_\_ indicate Body  Assessed \_\_\_\_\_\_\_\_\_ indicate Company |
| ICT’s SDOs standards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ please, specify SDO \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accredited \_\_\_\_\_\_\_\_\_ indicate Body  Recognized \_\_\_\_\_\_\_\_\_ indicate Body  Assessed \_\_\_\_\_\_\_\_\_ indicate Company |

**C. RESUME OF ASSESSMENT** *(including the assessment of provided documents based on the references of* [*Annex C*](#_Annex_C_List)*)*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Title of document** | **Status**  *(is completed by ITU Assessor,*  *provided/not provided)* | **Notes** |
|  | Information about company |  |  |
|  | Agreement (certificate of accreditation) between NCB with the scope of ICT Product testing for certification goal |  |  |
|  | Testing proficiency experience |  |  |
|  | List of testing equipment |  |  |
|  | ITU-T recommendations are used for testing, including the relevant test suites |  |  |
|  | CV of staff involved to testing field |  |  |
|  | List of tested equipment against ITU-T Recommendations |  |  |
|  | The certificates of ICT Product issued by NCB and was tested by TL |  |  |
|  | if any…  *(Please specify, if it needed)* |  |  |

**D. THE COMPETENCE OF TL WITH THE SCOPE OF ITU-T RECOMMENDATION(S)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TL’s facilities used for testing against ITU-T Recommendations** | | | | | | |
| *Has confidence in the candidate laboratory been gained by witnessing fully the testing of a number of ICT products/services against ITU-T Recommendations, and by examination or other documented evidence of competence, to the satisfaction of the TL? (specify the list of ITU Recommendations are used for testing/measurements, relevant testing equipment (TeQ) and responsible technical staff)* | | | | | | |
| **ITU-T Recommendation**  **(based on the reference table and living list of key Recommendations suitable for C&I)** | | **Used testing equipment (TeQ)** | | | **The sample of ICT product are used for testing** | **Status**  *(is completed by ITU Assessor,*  *passed/not passed)* |
| **Requirements** | **Test suites** |
|  |  | **Title of TeQ** \_\_\_\_\_\_\_\_\_\_\_\_\_  **S/N** \_\_\_\_\_\_\_\_\_\_\_\_\_  **Date of**  **calibration** \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Title of**  **ICT Product** \_\_\_\_\_\_\_\_\_\_\_  **Vendor** \_\_\_\_\_\_\_\_\_\_\_  **Software** \_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  | | |  |  |
| Does the TL check systematically that the correct version of the Recommendations/standards/test suites is being used? | | | | | | |
| **ITU-T Recommendation latest version**  **(based on the Recommendations has been checked above)** | | | **Relevant test suites** | | | **Status**  *(is completed by ITU Assessor,*  *passed/not passed)* |
|  | | |  | | |  |
|  | | |  | | |  |
| Is the ITU-T Recommendation is supplemented with additional details to ensure consistent application? | | | | | | |
| **ITU-T Recommendation**  **(based on the Recommendations has been checked above)** | | | | **The supplements of test suites are used for testing (developed by TL, developed by other SDOs)** | | |
|  | | | | *Please, specify the reference to the source* | | |
|  | | | |  | | |
| **When the customer does not specify the test suite to be used, does the TL select appropriate test suite that have been published either in international, regional or national standards, or by reputable technical organizations (forums/alliances/consortia), or in relevant scientific texts or journals, or as specified by the manufacturer of the equipment?** | | | | *Please, specify* | | |
| **If TL develops test suites or test suites adopted by the TL are used, is it going to be contributed to the relevant ITU-T SGs as a test suites against ITU-T Recs?** | | | | Yes  No | | |
| **Is the customer informed as to the method chosen?** | | | | Yes  No | | |
| **If the test suite changes, is the confirmation repeated?** | | | | Yes  No | | |
| **Does the TL maintain current job descriptions for managerial, technical and key support personnel involved in tests and/or calibrations?**  *Notes: Job descriptions can be defined in many ways. As a minimum, the following should be defined:*  *• the responsibilities with respect to performing tests and calibrations;*  *• the responsibilities with respect to the planning of tests and/or calibrations and evaluation of results;*  *• the responsibilities for reporting opinions and interpretations;*  *• expertise and experience required;*  *• qualifications and training programs;*  *• managerial duties.* | | | | *Please, specify and/or attach the job description* | | |
| **Does the TL use test and/or calibration methods, including methods for sampling, which meet the needs of the customer and which are appropriate for the tests and/or calibrations it undertakes?** | | | | *Please, specify the methods* | | |
| **Does TL performing its own calibration, have procedures and apply these to estimate the uncertainty of measurement for all calibrations and types of calibrations?** | | | | Yes  No  \_\_\_\_\_\_ *please, specify companies which provide the calibration service* | | |
| **Does TL have and also apply procedures for estimating uncertainties of measurements for all type of measurement/testing equipment are used for testing against ITU-T Recs?** | | | | *Please, specify the appropriate procedures and/or give the references* | | |
| **In certain cases the nature of the test method may preclude rigorous, metrological and statistically valid calculations of uncertainty of measurement. In these cases, does the TL at least attempt to identify all the components of uncertainty and make a reasonable estimation and ensure that the form of reporting of the results does not give a wrong impression?** | | | | *Please, specify* | | |
|  | | | |  | | |
| **Measuring/testing equipment** | | | | | | |
| **Is the TL furnished with all items of sampling, measurement and test equipment required for the correct performance of the tests and/or calibrations (including sampling, preparation of test and/or calibration items, processing and analysis of test and/or calibration data)?** | | | | Yes  No | | |
| **In those cases where the laboratory needs to use equipment outside its permanent control, does the laboratory ensure that the requirements of the ITU-T Recs. are met?** | | | | *Please, specify the measuring equipment and make the references to the companies* | | |
| **Is the equipment and its software used for testing, calibration and sampling capable of achieving the accuracy required and does it comply with specifications relevant to the tests and/or calibrations concerned?** | | | | Yes  No | | |
| **Is testing equipment (TeQ) operated by authorized personnel?**  **Are up-to-date instructions on the use and maintenance of equipment (including any relevant manuals provided by the manufacturer of the equipment) readily available for use by the appropriate laboratory personnel?** | | | | **Title of TeQ \_\_\_\_\_\_\_\_\_\_\_\_\_**  **S/N \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of**  **calibration \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name, title**  **of technical staff of TL \_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Are records maintained for each item of equipment and its software significant to the tests and/or calibrations performed?**  Do these records include at least the following:   * the identity of the item of equipment and its software? * the manufacturer’s name, type identification and serial number or other unique identification? * checks that equipment complies with the specification? * the current location, where appropriate? * the manufacturer’s instructions, if available, or reference to their location? * dates, results and copies of reports and certifi-cates of all calibrations, adjustments, acceptance criteria, and due date of next calibration? * the maintenance plan, where appropriate, and maintenance carried out to date? * any damage, malfunction, modification or repair to the equipment? | | | | Yes  *please, attached the copy of the relevant list*  No | | |
|  | | | |  | | |
| Is the TL using the Test Report Form (TRF) to report on Testing results?  Yes  No  Private testing report  *(the template should be attached)* | | | | | | |
| Is a reliable system in force for the distribution of the Test Report Form (TRF) to the ITU Conformity Database (within its scope of recognition)?  Yes  No | | | | | | |

**E. THE COMPETENCE OF THE TECHNICAL STAFF OF TL**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Has the competence of the TL’s staff on ITU-T Recommendations been evaluated?* | | | | | | | |
| **ITU-T Recommendation**  **(based on the reference table and living list of key Recommendations suitable for C&I)** | | | **Technical staff of TL** | | | **Status**  *(is completed by ITU Assessor,*  *passed/not passed)* | |
| **Requirements** | **Test suites** | |
|  |  | | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(CV of expert should be attached)* | | |  | |
|  | | | |  | | | |
| Does the TL have the training program related to ITU C&I Programme?  Is it verified that the staff of the TL is trained on ITU-T Recommendations and the relevant test suites at regular basis? *(please, specify the training courses)*  Is the training program relevant to the ITU-T Recommendations are used by TL for testing? *(please, specify in the table)* | | | | | | | |
| **Training course title** | | **ITU-T Recommendation(s)/ relevant test suites** | | | **Dates** | | **The technical staff of TL who passed the course** |
|  | |  | | |  | | Name \_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_  *(the relevant certificate should be attached)* |
|  | | | |  | | | |
| Is the effectiveness of the training actions taken (of the technical staff of TL) evaluated by the management of the TL?  Yes  *(please, specify actions)*  No | | | | | | | |
|  | | | |  | | | |
| **Does the laboratory management ensure the competency of all personnel who operate specific equipment, perform tests and/ or calibrations, evaluate results, and sign test reports and calibration certificates?** | |  | | | | | *Notes* |
| **When using staff who are undergoing training, is appropriate supervision provided?** | |  | | | | | *Notes* |
| **Are personnel performing specific tasks qualified on the basis of appropriate education, training, experience and/or demonstrated skills, as required?** | |  | | | | | *Notes* |
| **Has the management of the laboratory formulated the goals with respect to the education, training and skills of the laboratory personnel?** | |  | | | | | *Notes* |
| **Does the TL use technical experts who are employed by, or under contract to, the TL?**  **Where contracted and additional technical and key support expert are used, does the TL ensure that such personnel are supervised and that they work in accordance with the laboratory’s management system?** | |  | | | | | *Notes* |
| **Does the management of TL authorize specific personnel to perform particular types of sampling, test and/or calibration, to issue test reports and calibration certificates, to give opinions and interpretations and to operate particular types of equipment?** | |  | | | | | *Notes* |

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| --- |
| **F. ASSESSMENT RESULT** *(is completed by appointed assessors)* |

As an appointed Technical Assessor by ITU-T Steering Committee, I confirm that the details are given in this checklist is true and report that:

TL passed all checks and met with all requirements and criteria are determined in the document and requirements for ITU-T assessors and might be accepted by ITU-T Steering Committee as a recognized TL with the competence for testing against the set of ITU-T Recommendations

*(please, specify the list of ITU-T Recommendations)*

|  |  |  |  |
| --- | --- | --- | --- |
| **ITU-T Rec. number** | | **Title** | **Reference to the ITU-T Rec. database** |
| **Requirements** | **Test suite(s)** |
|  |  |  |  |

TL has not passed all checks or part thereof for all or part of ITU-T Recommendation(s) and/or did not meet the criteria are determined in the Document and requirements for ITU-T assessors and/or has not enough competence as was requested for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

please, specify reason(s)

As an ITU’s Technical Assessor I conform that the assessment was conducted to the impartiality.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G. ACKNOWLEDGEMENT BY THE ASSESSED TL**

We acknowledge and agree with the content of the Assessment Report

We acknowledge the content of the Assessment Report and we disagree for the following reasons:

*Please, specify* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: dd/mm/yyyy

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| TL representative |  |  |

# Annex E Assessment Report of TL

This form is filled by Lead Assessor based on the checklists are completed by Technical assessors of appointed Assessment team. The signed form should be sent to the ITU-T Steering Committee.

**A. GENERAL INFORMATION**

|  |
| --- |
| **TL Info** |
| Name of Organization, address, etc.  Abbreviation of company (as it should be indicated in ITU TLDB) |

|  |  |  |
| --- | --- | --- |
| **Focal point of TL responsible for assessment** | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Telephone number**  + | **Telefax number**  + | **E-mail:** |
| **Technical Assessor of ITU** | | |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Telephone number**  + | **Telefax number**  + | **E-mail:** |
| Date of completion:  dd/mm/yy  Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | | Signature:  Lead Assessor of ITU \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name |

**B. OBJECT AND FIELD OF ASSESSMENT**

|  |
| --- |
| **Type of assessment** |
| Initial Assessment (IA)  Re-Assessment (RA)  Scope extension Assessment (SeA) |

|  |  |  |
| --- | --- | --- |
| **International accreditation against ISO/IEC 17025 (supplementary)** | **Scope of Accreditation** | |
| ILAC |  | |
| IAF |  | |
| IECEE |  | |
| **National Accreditation** | | **Scope of Accreditation** |
|  | |  |

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| --- | --- |
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| --- | --- | --- |
| **ITU-T Recommendations checked and accepted by the Assessment Team** | **Requirements (ITU-R Recs.)** | **Test suites (ITU-T Recs./SDOs)** |
| List of ITU-T Recommendations covered by the re-assessment (RA) |  |  |
| List of ITU-T Recommendations covered by the initial assessment (IA) |  |  |
| List of ITU-T Recommendations covered by the scope extension assessment (SeA) |  |  |

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|  |  |
| --- | --- |
| **Previous Assessment report** | |
| Previous Assessment Report number | ITU-T-PRTL#\_\_\_\_\_\_\_\_ |
| Previous Assessment Date | dd/mm/yyyy |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment team** | | | | |
|  | **Name** | **Organization** | **Country** | **Contacts** |
| Lead Assessor |  |  |  |  |
| Technical Assessor |  |  |  |  |
| Technical Assessor |  |  |  |  |
| Technical Assessor |  |  |  |  |

|  |  |
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|  |  |
| --- | --- |
| **Place and Dates of Assessment** | |
| Main location(s) |  |
| If applicable, other location(s) |  |
| Date of Assessment for main location(s) and any other location(s) | dd/mm/yyyy |

**C. BRIEF INFORMATION ABOUT TL**

|  |  |  |
| --- | --- | --- |
| **National Certification Body undertaking the responsibility for the Testing Laboratory** | | |
| Legal entity name |  | |
| Address |  | |
| NCB Representative present at assessment | Yes  No | Name \_\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_  Contacts \_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
| **Contact person located at the NCB** | |
| Name |  |
| E-mail |  |
| Tel |  |
| Fax |  |

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| **Brief history of the TL** |
|  |

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| --- | --- |
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|  |
| --- |
| **Organization of the TL** |
|  |

**D. PERSONNEL STRUCTURE**

|  |  |
| --- | --- |
| **Employees** | |
| Number of overall people employed by the TL |  |
| Number of technical staff of TL working in the overall testing activities |  |
| Number of technical staff of TL are involved with the testing activities within the scope of this assessment |  |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsible Technical staff of TL are involved to the testing activities within the scope of this assessment** | | | | | |
| **Name** | **Position (title) and field of expertise** | **ITU-T Recs.** | **Years of relevant experience** | **Experience checked & appropriate** | |
| **Yes** | **No** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- | --- |
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|  |
| --- |
| **Assessment of staff competence** |
|  |

|  |  |
| --- | --- |
|  |  |

**E. SUBCONTRACTED TESTING**

|  |  |
| --- | --- |
| Does the laboratory subcontract testing?  *(please, specify subcontract testing were conducted through the assessment)* | Yes  No |
| Information about subcontracted organization(s)  (title, contact details, focal point) |  |
| Set of ITU-T Recommendations are tested by subcontracted organizations |  |

**F. TESTING EQUIPMENT BORROWED OR RENTED**

|  |  |  |  |
| --- | --- | --- | --- |
| Does the laboratory borrowed or rent testing equipment? | | Yes  No | |
| **Set of measurement equipment borrowed or rent** | | | |
| **Title** | **ITU-T Recommendation** | | **Borrowed/rented** |
|  |  | |  |

**G. RECOMMENDATION OF THE ASSESSMENT TEAM**

This assessment has been a sampling exercise and thus every aspect of the Testing Laboratory’s activities has not been checked. It does not follow, therefore, that non-conformances do not exist in areas where none have been reported in this assessment report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Assessment Team recommends acceptance of the assessed TL for the scope of ITU-T Recommendations.**

*Notes: TL passed all checks and met with all requirements and criteria are determined in the Document and requirements for ITU-T assessors and might be accepted by ITU-T Steering Committee as a recognized TL with the competence for testing against the set of ITU-T Recommendations*

G.1 List of ITU-T Recommendations covered by the re-assessment (RA)

|  |  |  |  |
| --- | --- | --- | --- |
| **ITU-T Rec. number** | | **Title** | **Reference to the ITU-T Rec. database** |
| **Requirements** | **Test suite(s)** |
|  |  |  |  |

G.1 List of ITU-T Recommendations covered by the Initial Assessment (IA)

|  |  |  |  |
| --- | --- | --- | --- |
| **ITU-T Rec. number** | | **Title** | **Reference to the ITU-T Rec. database** |
| **Requirements** | **Test suite(s)** |
|  |  |  |  |

G.2 List of ITU-T Recommendations covered by the Scope extension Assessment (SeA)

|  |  |  |  |
| --- | --- | --- | --- |
| **ITU-T Rec. number** | | **Title** | **Reference to the ITU-T Rec. database** |
| **Requirements** | **Test suite(s)** |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Assessment Team recommends that the acceptance of the assessed TL is postponed until a further follow-up assessment is carried out and is found satisfactory**

*Notes: TL has not passed the check for all or part of ITU-T Recommendation(s) and/or did not meet the criteria are determined in the Document and requirements for ITU-T assessors and/or has not enough competence as was requested for.*

|  |
| --- |
| **Additional Information** |
|  |

**H. SIGNATORY OF THE ASSESSMENT TEAM**

**Date:** dd/mm/yyyy

|  |  |  |
| --- | --- | --- |
| **Status of Assessor** | **Name** | **Signature** |
| Lead Assessor |  |  |
| Technical Assessor |  |  |
| Technical Assessor |  |  |

# Annex 2

**Brief presentation of TL’s recognition procedure**



# Annex 3

**Terms of Reference**

**ITU-T Conformity Assessment Steering Committee (ITU-T CASC)**

**1. Scope**

The task of the ITU-T CASC is to assess and evaluate the competence of Testing Laboratories (TLs) for testing ICT Products against ITU-T Recommendations based on the principles specified by the document “Testing Laboratories recognition procedure” (hereafter ITU TL recognition procedure) and advise the ITU-TSB Director on his decision to recognize TLs. The ICT products which have been tested against ITU-T Recommendations by the recognized TLs might be put into the ITU PCDB.

**2. Objectives**

The main objectives of the ITU-T CASC are:

* to setup rules and procedures and manage the operation of the ITU TL recognition;
* to process application from candidate TL on the recognition of their competence for testing ICT Products against ITU-T Recommendations;
* to establish Assessment team by appointing the Lead Assessor and Technical Assessor(s), following the requirements are specified by the ITU TL recognition procedure to carry the TL assessment;
* to evaluate the competence of the TL based on the completed check lists and relevant assessment report issued by the Assessment team;
* to advise TSB Director on his decision to recognize TL;
* to maintain the list of ITU recognized TLs;
* to appoint Key Assessors for evaluation of candidate ITU-T expert to be appointed as an ITU-T Assessor;
* to process the applications from candidate ITU-T experts to be appointed as ITU-T Assessors;
* to evaluate assessment reports from Key Assessors of candidate ITU-T expert to be appointed as ITU-T Assessor;
* to advise TSB Director on his decision to appoint ITU-T assessors for assessment of a TL of its competence for testing ICT Products against ITU-T Recommendations;
* to maintain the list of ITU-T Assessors, including Key Assessors.

**3. Administrative support**

ITU-T Telecommunications Standardization Bureau (TSB) will provide secretariat and facilities required by ITU-T CASC. TSB will maintain the relevant ITU-T web site and synchronize all decisions with the relevant ITU-T Databases (ITU-T ICT Product Database and ITU-T Testing Laboratories Database).

**4. Meetings**

ITU-T CASC will work electronically using electronic working methods and with face-to-face meetings which will normally occur concurrently with study groups involved in the ITU-T CASC as necessary. Meetings will be held as determined by the Chairman of ITU-T CASC as soon as a pool of applications have been gathered up and will be announced to its participants and on the relevant ITU-T website. The meetings should be coordinated with relevant ITU-T study groups and standards development organizations, consortia and forums.

**5. Parent group and progress reports**

The ITU-T CASC will report its activities to ITU-T SG11 at its meetings.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. However, during the course of the opening meeting or during the course of the on-site assessment the Assessment Team can ask to add and/or delete some testing depending on the factual situation that may arise during the meeting, e.g. available/unavailable samples of the products, incorrect settings or equipment out of calibration, etc. [↑](#footnote-ref-1)
2. Note: if the assessed Candidate is not able to provide figures for the number of test reports/SDoCs for the selected ITU-T Recommendations during the on-site assessment the lead assessor shall issue a non-conformity report for improper document control.

   If the assessed Candidate is unable to demonstrate testing/certification experience for the selected ITU-T Recommendations, it should still be listed in the check list ([Annex D](#Annex D Checklist for TL)) and should be indicated in the report ([Annex E](#Annex E Assessment Report of TL)) with indication that there is no experience, and the "not accepted" box should be checked. However, the Assessment team should assess through the documentation of the assessed Candidate that the real situation is matching the statement by the Candidate. Subsequently, the Assessment team shall re-consider the sampling of the ITU-T Recommendations they would like to assess.

   The Assessment team will then complete the check list ([Annex D](#Annex D Checklist for TL)) listing only those standards which have been selected from the current scope and checked during the assessment. They will provide their acceptance recommendation by ticking YES or NO as appropriate.

   It is obvious that the assessment team assigned for the next round of the re-assessment shall take into account the previously selected standards and shall determine their sampling based upon this. [↑](#footnote-ref-2)
3. The TL, which is accredited by NCBs (which is recognized by ITU) and/or by ILAC, IAF, IECEE with the ITU-T Recommendation in its scope, might be recognized by ITU based on the signed application without the complementary assessment. The relevant evidences which are indicated above are mandatory. [↑](#footnote-ref-3)
4. In a pilot phase, all editors of ITU-T Recommendations are recognized by ITU-T Steering Committee as a ITU assessors and are indicated in the relevant list of assessors which is available on the ITU C&I Portal. [↑](#footnote-ref-4)