



# Assignment requirements to become a “Telefication Reviewed Laboratory”

RD\_051, Issue 06

This guide describes the assignment requirements to become a “Telefication Reviewed Laboratory” (Japanese Scheme) for tests to a Standard applicable for the certification schemes of Telefication

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NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet

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## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
1.1	ABOUT TELEFICATION.....	4
1.2	ABOUT THIS DOCUMENT .....	4
<b>2</b>	<b>ASSIGNMENT REQUIREMENTS (METHOD 1).....</b>	<b>5</b>
2.1	AUDIT ON SITE PERFORMED BY TELEFICATION .....	5
2.2	AUDIT ON SITE PERFORMED BY TELEFICATION .....	5
2.3	INFORMATION TO BE SUBMITTED BY CLIENT BEFORE STARTING THE COMPARISON AT TELEFICATION.....	5
2.4	CONTRACT ACCEPTANCE BY CLIENT.....	5
2.5	ASSIGNMENT BY TELEFICATION .....	6
<b>3</b>	<b>ASSIGNMENT REQUIREMENTS (METHOD 2).....</b>	<b>6</b>
3.1	ACCREDITATION STATUS OF CLIENT BY TELEFICATION .....	6
3.2	INFORMATION TO BE SUBMITTED BY CLIENT BEFORE STARTING THE COMPARISON AT TELEFICATION.....	6
3.3	REVIEW OF TEST COMPETENCE (TECHNICAL REVIEW) PER STANDARD .....	6
3.4	CONTRACT ACCEPTANCE BY CLIENT.....	6
3.5	ASSIGNMENT BY TELEFICATION .....	6
<b>4</b>	<b>CONTRACT .....</b>	<b>7</b>
4.1	THE CONTRACT BETWEEN THE LABORATORY AND TELEFICATION.....	7
<b>5</b>	<b>SUSPENSION AND WITHDRAWAL OF ASSIGNMENT .....</b>	<b>7</b>
<b>6</b>	<b>APPLICATION FOR MODIFICATION.....</b>	<b>8</b>
<b>7</b>	<b>SURVEILLANCE .....</b>	<b>8</b>
<b>ANNEX A</b>	<b>ABBREVIATIONS AND PARAPHRASES .....</b>	<b>8</b>



## 1 Introduction

### 1.1 About Telefication

Telefication Certification is a third party test laboratory and a third party certification and inspection body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited Telefication to ISO/IEC 17025 (laboratory) and ISO/IEC 17065 (product certification). This procedure is under the scope of these accreditations.

Specialising in the area of information technology and telecommunications equipment and systems (IT&T), the activities of Certification cover product and quality system certification as well as product inspection.

Furthermore, Telefication offers a Liaison for approval service for national approval application in various countries and a package of test services.

More information about Telefication is available in *RD\_560, About Telefication*.

### 1.2 About this document

This document is intended as a guide for Accredited Test Laboratories (Japanese Scheme) to become a "Telefication Reviewed Laboratory" for tests to a Standard, applicable for the certification schemes of Telefication.

### 1.3 Method of review

Different methods are defined in this procedure to become a TRL listed laboratory. Assignment requirement method 1 is the preferred method.

## 2 Assignment Requirements (method 1)

### 2.1 Audit on site performed by Telefication

Telefication auditor will review on site the testability of the related laboratory. During the audit on site, questionnaire(s) of Telefication will be used. In case of an initial audit RF\_055 "TRL technical audit checklist" to be used and RF\_056 "TRL Q-system audit checklist" to be used.

In case of a regular surveillance assessment RF\_055 should be used as a minimum.

In the related checklists some elements of the 17025:2017 are incorporated including standard related questions. The EUT (sample) of Telefication will be tested by the laboratory and e.g. the following subjects will be reviewed:

- Technical competence of the Test Engineer(s)
- Test environment;
- Procedures & instructions;
- Measuring equipment;
- Calibration;
- Document control;
- Reporting;
- Etc.

During the audit also some copies should be provided e.g.:

- Organization chart;
- Accreditation certificate including the annex.

### 2.2 Audit on site performed by Telefication

At the end of the audit the following documents should be filled in:

RF\_006, Opening / closing document;  
RF\_313, Non-conformity report in case of an observation;  
RF\_314, Assessments report form;  
RF\_055, TRL technical audit checklist;  
RF\_056, TRL system checklist Telefication;  
G.05.02-P-65 Assessor guide.

### 2.3 Information to be submitted by client before starting the comparison at Telefication

Customer will be requested to submit the following information to Telefication:

- Accreditation certificate including the annex;
- Organisation chart.

### 2.4 Contract acceptance by client

Obligations in the Contract (RF\_052) to be signed by client before assignment:

- Client will inform Telefication about accreditation scope changes;
- Client will inform Telefication about information of major changes to Telefication (quality & technical);
- Telefication will be informed in case the "TRL" results are brought into doubt e.g. test equipment being out of calibration.

## 2.5 Assignment by Telefication

Assignment for new 3<sup>rd</sup> party laboratories by Telefication in case:

- Contract has been signed by client;
- Audit results are positive (Quality system is in place and followed).

Prolongation for Telefication listed laboratories by Telefication in case:

- Signed contract details are not changed;
- Quality management system is accredited and audit site results are satisfactory (no outstanding actions).

## 3 Assignment Requirements (method 2)

### 3.1 Accreditation status of client by Telefication

Review of accreditation certificate of client including scope description.  
In case not accredited the following information to be provided by client:

- Quality manual;
- Organisation chart;
- Training records of test engineers;
- Calibration overview of test equipment;
- Measuring procedure(s).

### 3.2 Information to be submitted by client before starting the comparison at Telefication

Customer will be requested to submit the following information to Telefication:

- RX\_740;
- RF\_100;
- RF\_748;
- RD\_051 (paragraph 2.1 in case not accredited by ILAC member).

### 3.3 Review of test competence (technical review) per Standard

1. "sample product" to be tested by client according to Standard and test report to be submitted to Telefication;
2. Same "sample product" to be tested by Telefication including issuing of test report;
3. Test results (client/Telefication) to be reviewed by Telefication.

Remark: Above steps to be followed in numerical sequence.

### 3.4 Contract acceptance by client

Obligations in the Contract (RF\_052) to be signed by client before assignment:

- Client will inform Telefication about accreditation scope changes;
- Client will inform Telefication about information of major changes to Telefication (quality & technical);
- Client agrees with surveillance program in order to maintain the assignment (yearly, confidence check, limited amount of parameters).

### 3.5 Assignment by Telefication

Assignment for new 3<sup>rd</sup> party laboratories by Telefication in case:

- Contract has been signed by client
- Testresults are based on proven technical competence (RF\_055 & RF\_056);
- Quality system is accredited to ISO 17025, or provided quality information is accepted;

- No outstanding actions in relation to the review.

Prolongation for Telefication listed laboratories by Telefication in case:

- Signed contract details are not changed;
- Assignment still in line with previous listing assignment(s) (RF\_051);
- Testresults are based on proven technical competence (RF\_055 & RF\_056);
- Quality management system is accredited or fulfils the requirements as listed in paragraph 3.1.

## 4 Contract

### 4.1 The contract between the laboratory and Telefication

Upon establishing compliance with the requirements for laboratories, Telefication will send a contract (RF\_052) to the laboratory. Contracts are valid without predefined time-limit, until:

- a) replaced by another contract between the same contracting partners, or;
- b) cancelled by one of the contracting partners;
- c) the audit result is not line with the expectations of the auditor (RD\_051 & TRL checklist(s)).

After cancellation is announced the contract will terminate at the end of the second month following the date that the written announcement has been sent or received by Telefication, unless otherwise agreed.

## 5 Suspension and withdrawal of assignment

Any certificate issued by Telefication may immediately be suspended or withdrawn by Telefication when:

- The markings are abused by the certificate holder, or;
- Complaints are received, from e.g. the purchasers, regarding certified and marketed products and these complaints are substantiated by supplementary examinations that reveal non-compliance's, or;
- It was granted on the basis of false or misleading data or documentation provided, or;
- Withdrawal is requested by the certificate holder.

Any certificate expires when:

- The certificate is replaced by another certificate, or;
- The certificate is withdrawn by Telefication.

The certificate holder is informed of intended on actual suspension or withdrawal in writing. In such cases the manufacturer may no longer apply the markings to *any* product involved. In cases of suspension the conditions relating to the reissue of the certification is included in the suspension notification document.

## 6 Application for modification

Modifications (change in standard or new standard) are handled as a new assignment by Telefication.

## 7 Surveillance

Method 1: Telefication will define depending on the audit result the surveillance interval per laboratory.

This interval is related to the result of the audit (see table below).

The end result will also be displayed in the "TRL overzichten". This is an internal document showing all the related TRL laboratories, scopes and expire dates.

Minor	Major	Audit result	Audit interval
=5	=1	OK	2 years
>5		NOK	1 year
	>1	NOK	1 year

Method 2: In case method 2 is followed, the surveillance interval will be once a year.

## Annex A Abbreviations and paraphrases

### **Accreditation**

Accreditation means assessed by a member of the European co-operation for Accreditation (EA) or by an organisation with a Multilateral Agreement signed with the EA. An accredited laboratory is fulfilling the requirements of ISO/IEC 17025.

### **Standard**

A standard is a technical specification drawn up by a recognised standards organisation (CEN, ETSI or ARIB) or by Telefication for repeated or continuous application, but with which compliance is not necessarily compulsory.

### **Telefication**

Telefication is an accredited certification body, an accredited test laboratory and an accredited inspection body.

### **TRL**

Telefication Reviewed Laboratory