



COMPLETE EMC/ENVIRONMENTAL TESTING AND CONSULTING

## Elite Certification System Overview

### Dear Valued Certification Customer,

Thank you for choosing Elite Electronic Engineering, Inc. as your certification services provider. Elite is designated by the United States government as an accredited Telecommunication Certification Body (TCB), which means we are authorized to issue the equipment authorization grant for your radio-frequency transmitter. Similarly, Elite is recognized by the government of Canada as a Foreign Certification Body (FCB) and can issue the grant required to market your radio-frequency transmitter in Canada.

These certification credentials enable Elite to very quickly and efficiently process the required RF compliance approvals and help you achieve market access for your product.

To acquaint you with the steps and procedures associated with the transmitter certification process, we have provided this certification process overview. Of course, whenever you have questions on the certification process, please contact our Certification Department Supervisor.

### Certification Process Overview

#### 1) Certification Information Packet

To begin the certification process, Elite will email a certification information packet to the point of contact at your company. This packet includes step-by-step instructions on the process and includes forms, checklists, and related documents. The specific documents you will receive include:

a) Certification Agreement

This agreement identifies the contractual obligations, rights, and requirements incumbent upon both Elite and the applicant with regard to Elite's role as a product certifier.

b) Test Laboratory Requirements

It's necessary for Elite to ensure the test lab providing data for the certification is capable delivering valid technical information. Elite will need to review capabilities and credentials on the laboratory conducting the tests. Quite often, this evaluation is done by reviewing the test laboratory's quality assurance documents. Elite may perform an evaluation of the test laboratory or subcontract the evaluation to an approved subcontractor or rely on existing accreditation or QA documents.

c) Application for Certification

FCC Application - This is the FCC application form to be completed by the applicant.

IC Application - This is the Industry Canada application form to be completed by the applicant.

**\*\*NOTE: Applicant must request confidential treatment of information.\*\***

d) Exhibits Checklist and Explanation.

This is a checklist which provides a summary of information required for the application and exhibits

The Certification Checklist Form is Summary of minimum information required for application and exhibits for both FCC and IC submissions.



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### 2) Applicant Returns Completed Certification Packet to Elite

The applicant shall provide all required information and shall execute the certification agreement. Elite can obtain the FCC grantee code or IC company number on behalf of the applicant if the applicant requests.

### 3) Administrative Review

When all the required information has been received by Elite, an Elite certification specialist shall examine the documents to determine if all submittal information is complete, accurate, and correctly prepared for certification. A complete application is required before the technical review can begin and before the application can be processed. Once the administrative reviewer has determined that all necessary documents are present, he shall forward all documents and his review checklists to the technical reviewer.

If the review finds information is missing, then Elite's Certification Department Supervisor shall prepare a letter that includes a description of administrative or technical information that is still needed. The applicant will also be informed they have 30 days to respond before the application is dismissed. If the application is dismissed, the administrative reviewer shall arrange for all test data, exhibits, samples, or other related items to be returned to the applicant.

### 4) Technical Review

Next, a technical review shall be performed by Elite to determine if the applicant's test data and report satisfy the applicable requirements. Elite shall complete the evaluation using the technical requirements checklists that apply to the specific device.

The technical reviewer may request additional test data or clarification of data. The Certification Department Supervisor shall issue the request to the applicant. The technical reviewer may also request the applicant submit a product sample and the reviewer may choose to perform additional testing when deemed necessary. The Certification Department Supervisor shall inform the applicant if additional testing will be performed and if test fees will be charged to the applicant. Once the technical reviewer has completed his evaluation, he shall forward all documents and his review checklists to the Supervisor. The Supervisor forwards all information to the certification approval committee.

### 5) Test Lab Data Approval

Elite shall only accept test data from a source that satisfies the requirements defined on Test Laboratory Requirement Form. Elite may request an audit of the test laboratory from which it receives test data. The request for test facilities approval shall be followed in accordance with the Certification and Test Agreement. Elite may perform its own audit of the test laboratory or may subcontract the audit function to an approved test lab assessor.

If Elite determines that the test lab supplying the certification test data does not meet the necessary criteria, Elite shall immediately notify the applicant. The applicant may either comply with an audit of the test lab or retest with an approved lab. Elite shall notify the applicant in writing that the test data does not meet the necessary criteria and allow thirty (30) days to respond before the application is dismissed.

### 6) Certification Committee Approval

After Elite has completed the administrative review and the technical review, the findings from each shall be forwarded to Elite's certification committee where the final decision on the grant of certification shall be made. The certification committee shall be comprised of individuals (or a single person) who did not participate in the testing or technical review of the application.



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The certification committee shall analyze the findings and the recommendations from the administrative reviewer and technical reviewer then present a decision to the certification department Supervisor. The certification department Supervisor shall notify the applicant of a successful certification.

If the committee determines that the device fails to meet the requirements of the technical review, the certification department Supervisor shall immediately notify the applicant in writing regarding the specific cause of the negative finding. The applicant shall have thirty (30) days to respond before the application is dismissed. If the application is dismissed, Elite's certification department Supervisor shall notify the applicant as such in writing then arrange for all test data, exhibits, samples, or other related items to be returned.

### 7) Complaints and Appeals

An applicant may appeal a dismissed application. All appeals must be in writing and directed to the certification department Supervisor. The formal appeal shall be presented to a committee comprised of individuals (or a single person) who did not participate in the product testing or original review or original approval. The appeals committee may solicit additional information from the administrative and technical reviewers, or it may require additional information from the applicant. Elite shall respond to all appeals within 30 days of receipt of the written notification from the applicant. If an appeal fails its committee review, then the certification department Supervisor shall notify the applicant as such and no further appeal or certification review activities shall take place.

A client may file a formal complaint against Elite Electronic Engineering's. The formal complaint will be presented to a committee comprised of individuals (or a single person) who did not participate in the product testing or original review or original approval. The complaint committee may solicit additional information from the administrative and technical reviewers, or it may require additional information from the applicant. Elite shall respond to all complaints within 30 days of receipt of the written notification from the applicant. Should the complaint be approved by the complaint committee all follow ups will be conducted in accordance with the latest revision of Elite Electronic Engineering's Quality Manual.

### 8) Filing Applications

Upon successful approval by the certification committee, the Certification Department Supervisor shall electronically file the application on the FCC or IC internet database web site. Included with the electronic submittal shall be all relevant exhibits.

### 9) Certification Applicant Database

All certifications granted by Elite shall be recorded and kept on file. Elite shall use this record for managing its product surveillance program and for monitoring any manufacturing changes that may affect the certification status of device.

### 10) Equipment Authorization Certificate, Technical Acceptance Certificate, or Statement of Opinion

For FCC certification, the certification department Supervisor shall generate the equipment authorization certificate from the FCC TCB internet web site.

For FCC equipment authorization grants, Elite can modify or revoke the grant up to 30 days after it has granted the authorization if it identifies a specific fault in the grant not previously noted.

For the IC certification, the certification department Supervisor shall directly generate an equipment authorization certificate. Any modifications or revocations of IC grants shall follow the provisions stated in CB-03 Section 11 Withdrawal of Certification.



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Elite shall maintain copies of the certificates, exhibits, and product information relevant to the certification.

### 11) Surveillance

The FCC requires that TCB's solicit continuing compliance information from manufacturers. Elite may periodically request information on the manufacturing status of the certified device or may request a sample from the applicant to verify compliance. The applicant shall supply samples in accordance with the Certification and Test Agreement. Elite shall test the samples and inform the applicant of the pass or fail results.

If it is determined through surveillance testing that the product is no longer in compliance with the requirements for which it was certified, then Elite shall immediately notify the applicant and the FCC or IC. The applicant shall be required to address the cause of the failure, correct the situation, and provide a follow up report to Elite within 30 days. Elite may require a test of the product to support the compliance investigation. The results of the investigation shall be promptly reported to the FCC or IC. If the failure is not addressed satisfactorily then Elite shall inform the applicant and the FCC or IC of the non-compliance.

### 12) Modifications to Product

When an applicant modifies a certified product, the applicant shall determine if the changes made to the product require a re-certification of the device or if the device can be modified under a permissive change. For re-certification and for class II permissive changes (changes that change the performance of the certified product), the applicant shall submit an Application for Certification Authorization to Elite.

For changes that do not change the performance characteristics of the certified device, the applicant is not required to submit an application to Elite, but the applicant is required to keep a record of the modifications to the device.

### 13) Miscellaneous

Elite will make available upon request, the following: Information about (or reference to) the certification scheme(s), including evaluation procedures, rules and procedures for granting, for maintaining, for extending or reducing the scope of, for suspending, for withdrawing or for refusing certification. Elite will also make available upon request, A description of the means by which the certification body obtains financial support and general information on the fees charged to applicants and to clients;

Final words....

Your contact for this program will be with our Certification Department Supervisor, Dan Crowder. Unless otherwise directed, all project Information will typically be transmitted by email to Dan using the following contact information.

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Certification Department Supervisor  
Elite Electronic Engineering Inc  
1516 Centre Circle  
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*Once again, thank you for selecting Elite as your certification services provider.*