



**Federal Communications Commission
Office of Engineering and Technology
Laboratory Division**

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Title: TCB Program Roles and Responsibilities

Reason: Changes to the document include the following items:

- General rewrite and updates to test methods incorporated-by-reference
- Deleted obsolete requirements for Scope C1
- Added requirements for TCB designation supporting Information.

Publication: 641163

Question: What guidance does the FCC provide to Telecommunication Certification Bodies (TCBs) regarding their roles and responsibilities in order to be recognized by the FCC?

Answer: The FCC provides guidance to the TCBs, and an overview of the TCB program, in the TCB Program Roles and Responsibilities document: 641163 D01 TCB Program Roles and Resp.

Attachment List:

641163 D01 TCB Program Roles and Resp

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TCB PROGRAM ROLES AND RESPONSIBILITIES

1. INTRODUCTION

The Telecommunication Certification Body (TCB) program was established in 1998 and updated in 2014¹ as part of the equipment authorization program for equipment subject to the Commission's certification procedures. A TCB is an FCC-recognized ISO/IEC 17065² entity, which is authorized by the FCC to issue grants of equipment certification bearing a unique FCC ID, within its scope of recognition.³ TCBs have the authority to review and grant an application for certification for a product subject to the FCC certification rules.⁴ The rules also established procedures for the recognition of foreign TCBs under the terms of a government-to-government Mutual Recognition Agreement (MRA). The Commission will not recognize a TCB owned, controlled, or subject to influence of a prohibited entity, per Section 2.960(b) of the rules.

2. KEY ROLES

Accreditation Body (AB). An AB is an independent, authorized organization that operates in accordance with the requirements of ISO/IEC 17011.⁵ ABs evaluate, assess, and accredit TCBs, which functions as a Conformity Assessment Body, in accordance with ISO/IEC 17065 and applicable FCC requirements. Accreditation is a third-party attestation of competence, capability, impartiality, and consistent operation of a TCB. The AB shall notify TCBs that the confidentiality of ISO/IEC 17065 assessment records (including non-conformity reports) cannot be guaranteed, as such records may be requested by the FCC..

TCB Designating Authority (TDA).⁶ A TDA is a body responsible for recognizing ABs and for determining that an accredited TCB is competent and capable of reviewing and certifying devices within its designated FCC scopes.⁷ The TDA designates accredited TCBs to the FCC by uploading the required information to the FCC EAS⁸ database system. The TDA is responsible for notifying the FCC of any accreditation withdrawal, along with cause of such withdrawal, for any recognized TCB. For accredited TCBs in the U.S., the FCC-recognized TDA is the National Institute of Standards and Technology (NIST). For accredited TCBs in Mutual Recognition Agreement (MRA) countries, the FCC-recognized TDA is defined in the MRA.⁹

¹ 1998 Biennial Regulatory Review - Amendment of Parts 2, 25 and 68 of the Commission's Rules to Further Streamline the Equipment Authorization Process for Radio Frequency Equipment, GEN Docket No. 98-68, Report and Order, FCC 98-338, 13 FCC Rcd 24687 (1998); Amendment of Parts 0, 1, 2, and 15 of the Commission's Rules regarding Authorization of Radiofrequency Equipment, ET Docket No. 13-44, Report and Order, FCC 14-208, 29 FCC Rcd 16335 (2014).

² ISO/IEC 17065:2012, Conformity Assessment—Requirements for bodies certifying products, processes and services.

³ As described below, a TCB may be accredited to certify products to one or more scopes of accreditation. A TCB may authorize equipment only within its FCC-recognized scope(s) as supported by the TCB's internal testing laboratory.

⁴ See 47 CFR § 2.960, "Recognition of Telecommunication Certification Bodies (TCBs)."

⁵ ISO/IEC 17011:2004 (or 2017), Conformity assessment—General Requirements for Accreditation bodies accrediting conformity assessment bodies.

⁶ FCC recognized TDAs is listed on the FCC website.

⁷ TCB scopes identified in Table 2 of this document.

⁸ Equipment Authorization System (EAS) is an FCC equipment authorization database and electronic filing system.

⁹ See 47 CFR § 2.960(d).

TCB. TCB is a legal entity responsible for reviewing and granting certification of devices subject to FCC certification within its designated scopes. When FCC certification requirements are met, the TCB uploads the applicable conformity assessment reports and exhibits to electronic Form 731 (application for equipment authorization) to EAS and issues certifications in accordance with established FCC procedures. The TCB is responsible for managing and ensuring the continued validity of their FCC recognition status. TCBs shall not outsource any review or certification decision activities.

FCC. The FCC will review the TCB designation information uploaded to the FCC database by the TDA. If there are deficiencies in the documentation provided, the FCC may request additional information for further consideration. Thus, while the designation of an accredited TCB is a necessary requirement for FCC recognition, it does not guarantee that the FCC will ultimately recognize the TCB.

3. TCB PROGRAM ROLES AND RESPONSIBILITIES

Under current FCC rules,¹⁰ TCBs must be accredited by an AB to ISO/IEC 17065 with scopes covering the applicable FCC requirements. Once accredited, a TCB must be designated to the FCC by the TDA.

Entities seeking FCC recognition as a TCB should contact an FCC-recognized TDA for their country to inquire about accreditation and designation procedures.¹¹

To maintain the integrity of the FCC TCB recognition program, the FCC Office of Engineering and Technology (OET) periodically reviews the accreditation process and maintains close coordination with accreditation bodies recognized by NIST and with MRA partner economies.¹²

OET may also participate in peer review activities under the Global Accreditation Cooperation Incorporated ([Global ACI](#)) (formerly International Accreditation Forum) Multilateral Recognition Agreements (MLA) and observe on-site assessments conducted under the NIST/National Voluntary Conformity Assessment System Evaluation (NVCASE) program.

4. TCB RECOGNITION

For an accredited TCB to be recognized by the FCC, the following must be sequentially completed:

4.1 TCB Internal Testing Laboratory¹³

Obtain FCC recognition for the TCB's internal testing laboratory as ISO/IEC 17025 compliant¹⁴ with scope coverage in accordance with FCC [KDB Publication 974614 D01](#).¹⁵

The TCB's internal testing laboratory must be staffed with internal resources¹⁶ only and located within the same country such that the TCB personnel have reasonable access to appropriate testing capabilities to execute product compliance evaluation, when necessary. The internal testing laboratory may not be outsourced or affiliated with an external organization. The TCB must maintain technical expertise and core testing capability for the devices for which it intends to issue grants of certification.

¹⁰ 47 CFR §§ 2.960-2.964.

¹¹ A list of FCC-recognized TDAs is available at https://apps.fcc.gov/oetcf/tcb/reports/accreditor_report.cfm.

¹² Information regarding applicable MRAs is available at <http://www.fcc.gov/oet/ea/mra/>.

¹³ For the purpose of this document, a testing laboratory is an FCC-recognized accredited laboratory.

¹⁴ ISO/IEC 17025:2017, General requirements for the competence of testing and calibration laboratories.

¹⁵ See 47 CFR § 2.960(a)(6) (requiring the TCB to have "the technical expertise and capability to test the equipment") and 47 CFR § 2.960(a)(7) (requiring that "[t]he appropriate key ... laboratory personnel must demonstrate knowledge of how to obtain current and correct technical regulation interpretations.")

¹⁶ See 47 CFR § 2.962(c)

4.2 TCB Accreditation

1. Contact an FCC-recognized TDA to obtain ISO/IEC 17065 accreditation from an FCC-recognized AB.
2. Obtain ISO/IEC 17065 accreditation covering applicable FCC certification scope(s) as identified in Appendix A, [Table 2](#).
3. The AB will complete the TCB Accreditation Checklist in [FCC KDB Publication 668797](#) to record the TCB assessment.
4. The AB will provide an up-to-**date** list of assessed Key Employee(s) and Type(s) as described in **Table 1**.

4.3 TCB Designation

The TCB designation process consists of the TDA uploading and updating TCB information in the FCC database.

1. TDA reviews the AB accreditation information to determine if the TCB meets FCC designation requirements.
2. When the TDA determines that the FCC requirements are met, it designates the TCB to the FCC by uploading the required supporting documentation identified in Section 6. to the FCC database.
3. The TDA verifies and updates the list of assessed Key Employees list in the FCC database.
4. The TDA verifies and updates the TCB's legal entity name and contact information in the FCC database.

4.4 FCC Review

1. The FCC reviews the submitted designation information and determines whether to grant TCB recognition.
2. The FCC notifies the TDA of its decision regarding TCB recognition.
3. For new TCBs, the TDA assists in establishing TCB login credentials for the FCC Equipment Authorization System (EAS).
4. A list of recognized TCBs is searchable and downloadable via the FCC OET website.¹⁷

5. TCB SCOPE EXPIRATION DATE(S)

Per §2.960(a)(ii) “The TCB must be assessed for accreditation on intervals not exceeding two years.” Scope expiration date(s) for a newly designated or renewed accredited TCB are limited to no more than two years from the assessment completion date (ACD).

The ACD may be the date of:

- on-site or remote assessment; AND
- the completion of any assessment deficiencies; OR
- Issue date of accreditation; OR
- Expiration date for the currently recognized TCB

¹⁷ A TCB Search function and link to a downloadable list of TCBs is available at <https://apps.fcc.gov/oetcf/tcb/reports/TCBSearch.cfm>.

ACD may not exceed 90 days from the date of assessment.

The ACD establishes the two-year assessment anniversary for the purpose of FCC recognition.¹⁸ The proposed FCC scope expiration date(s) exhibit must reference the ACD and the requested FCC scope expiration date(s).

6. SUPPORTING DOCUMENTATION AND INFORMATION

The following information and attachments must be uploaded, or updated, to the FCC database to support new and renewed TCB designations:

1. Legal TCB entity name, physical location address, mailing address (if different), and contact information.
2. Designation number and FCC Registration Number (FRN).
3. ISO/IEC 17065 scope(s) of accreditation, as identified in **Table 2**, with the accreditation validity period clearly shown. Where the AB does not issue an ISO/IEC 17065 accreditation, an equivalency justification exhibit must be provided.
4. Signed TCB Accreditation Checklist including a list of assessed Key Employees. The TCB must be assessed for accreditation at intervals not exceeding two years.
5. Exhibit detailing the requested TCB scope expiration date(s), not to exceed allowable intervals discussed in Section 5, above.
6. Copies of ISO/IEC 17025 Scope(s) of Accreditation, Certificate of Accreditation, and FCC Technical Assessment Checklist for the FCC Recognized internal testing laboratory.¹⁹
7. Any additional information requested by the FCC.

7. TCB SCOPE OF ACCREDITATION

For FCC recognition, a TCB may be accredited to certify products to one or more of the scopes of accreditation listed in **Table 2**. It is not necessary for a TCB to be accredited to all of Scopes A or B, but a TCB may authorize equipment only within its FCC-recognized scope(s) as supported by the TCB's internal testing laboratory per **Table 3**.

8. TCB SCOPE C1 FOR TELEPHONE TERMINAL EQUIPMENT (TTE)

The FCC no longer recognizes Scope C1 for Telephone Terminal Equipment (TTE) under 47 CFR Part 68. The Commission has privatized both the standards-development and terminal equipment approval processes and has recognized the Administrative Council for Terminal Attachments (ACTA) for the management of technical, administrative, and equipment authorization requirements. ACTA was formed through the co-sponsorship and support of the Alliance for Telecommunications Industry Solutions (ATIS) and Telecommunications Industry Association (TIA). TTE connected to the public network or private-line services must comply with Part 68 and with applicable ACTA-adopted technical, labeling, and customer information requirements. The FCC no longer tracks or publishes information related to Scope C1 equipment authorization.²⁰

¹⁸ See CFR 47 § 2.960(a)(7)(ii) (stating that “[t]he TCB must be assessed for accreditation on intervals not exceeding two years.”)

¹⁹ See KDB Publication 853844.

²⁰ See KDB Publication 784838.

9. FCC CERTIFICATION PROCESS REQUIREMENTS

Table 4 provides a summary of the FCC certification process requirements.

1. The *Evaluation* process²¹ consists of the selection and determination activities used to identify the applicable FCC regulation, methods, and criteria necessary to ensure device conformity.²²
 - a. For the device Evaluation process, the TCB may accept device conformity evaluation reports issued by:
 - i. Internal resources (TCB's internal testing laboratory); OR
 - ii. Partially or fully, outsourced external resources contracted by the TCB in accordance with the evaluation plan;²³ OR
 - iii. External testing laboratory(s) with scope coverage of the TCB's testing laboratory.
Note: In addition to i, ii, iii, when evaluating a device, a TCB may accept device conformity evaluation reports for Hearing Aid Compatibility (HAC) and/or RF Exposure from an external FCC-recognized external testing laboratory.
 - b. If the TCB accepts test reports from external resources, the TCB must still perform all remaining evaluation process requirements, including documentation review, inspection, verification, and documentation of evaluation results.
 - c. Device conformity assessment reports must clearly identify each FCC-recognized testing laboratory that performed any portion of the conformity evaluation.
2. As part of the *Application* process, the TCB shall obtain all information necessary to complete the certification process.²⁴
3. The TCB shall review the Application information submitted to confirm it is complete and sufficient to proceed,²⁵ and that the TCB is appropriately recognized to issue the grant of certification.
4. The *Review* process includes reviewing all information and results related to the Evaluation and Application process to determine whether to grant equipment certification in accordance FCC requirements:
 - a. The Review must be completed and performed by TCB personnel using internal TCB resources.
 - b. The Review must be performed by person(s) different from those who perform the Evaluation process.
 - c. The TCB must review the test report(s) and supporting information to ensure compliance with all applicable FCC requirements.²⁶
 - d. Compliance information and exhibits must be complete and self-supporting.
 - e. The recommendation for certification decision based on the Review shall be documented.
 - f. The TCB must validate and update the applicant contact information prior to issuing a Grant of Certification, correct the information on file with the FCC where needed.

²¹ ISO/IEC 17065:2012, 6.2.

²² ISO/IEC 17065:2012, 7.4.

²³ ISO/IEC 17065:2012, 7.4.4.

²⁴ ISO/IEC 17065:2012, 7.2.

²⁵ ISO/IEC 17065:2012, 7.3.

²⁶ ISO/IEC 17065:2012, 7.5.

- g. The TCB must notify the applicant that a future audit sample²⁷ may be requested.
- 5. As part of the *Certification Decision* process, the TCB will determine whether the application complies with all applicable FCC requirements and is eligible for authorization:²⁸
 - a. The TCB assesses the information from the Evaluation and Review processes, along with any other compliance information, to determine whether the device complies with all applicable FCC requirements and is eligible for authorization.
 - b. The Certification Decision process requirement must be performed by person(s) different from those who perform the Evaluation or Review processes.
 - c. The TCB may not issue certifications for device operations outside its FCC-recognized core testing capabilities, with the exception of FCC scopes HAC and RF Exposure (see **Section 12** of this publication).
 - d. The TCB shall retain signed Review and Certification Decision documentation.
- 6. As part of the *Grant of Certification* process, once the TCB determines that a product meets all FCC requirements, the TCB shall upload all applicable information and exhibits to the Electronic Form 731 in the FCC Equipment Authorization System (EAS), make the appropriate grantee entries and selections, and publish the Grant of Certification once the submission is complete.

10. TCB GRANTS OF CERTIFICATION

A TCB shall not grant waivers of Commission rules, take enforcement actions, or authorize transfers of grantee control.²⁹ TCBs are allowed to certify all equipment subject to certification in the FCC rules; however, in situations where the FCC has not provided specific guidance, or where the applicant intends to use alternatives to published procedures or guidelines to demonstrate compliance, such applications shall be processed using the Pre-Approval Guidance (PAG) procedures. The PAG process is intended to provide FCC oversight for device evaluation procedures that are not sufficiently mature for unrestricted TCB approval. TCBs may approve devices on the PAG list but must obtain FCC guidance prior to issuing the grant of certification.

11. IMPARTIALITY

A TCB shall ensure that the activities of related bodies do not compromise the confidentiality, objectivity, and impartiality of its certification decisions.³⁰ As part of its assessment, a TCB shall demonstrate how it manages impartiality and how it ensures that commercial, financial, or other pressures do not influence certification outcomes. Attention shall be given to ensuring that certification personnel comply with the consultancy-related requirements.³¹

12. TESTING CAPABILITY

A TCB is required to have the capability to perform a “core” set of tests for each scope of accreditation. The TCB’s internal testing laboratory shall have the test instrumentation necessary to perform the “core” tests identified in DA 99-1640.³² The TCB’s internal testing laboratory shall be accredited to ISO/IEC

²⁷ See 47 CFR § 2.962(i)(2).

²⁸ ISO/IEC 17065:2012, 7.6.

²⁹ See 47 CFR §§ 2.962(g)(1-3)

³⁰ ISO/IEC 17065:2012, 4.2.

³¹ ISO/IEC 17065:2012, 7.13.6.

³² *FCC Provides Further Information On The Accreditation Requirements For Telecommunication Certification Bodies*, Public Notice, DA 99-1640, GEN Docket 98-68, 15 FCC Rcd 6641 (OET, CCB 1999). See also KDB Publication 974614.

17025 with an appropriate scope of accreditation (see **Table 4**). In addition, the TCB shall have available, the test equipment necessary to perform the “core” tests during the ISO/IEC 17065 on-site assessment.³³

If a TCB does not have the capability to perform Hearing Aid Compatibility (HAC) and/or Radio Frequency (RF) Exposure testing, it is acceptable for the TCB to use external resources for these tests, provided the testing laboratory is FCC-recognized for the applicable HAC and/or RF Exposure standard(s).

13. LOCATION OF TCB

We require TCBs to report the number and location information of all employees engaged in FCC-recognized testing certification, including those based outside the U.S. This information is required to assess a TCB’s impartiality. If review or certification personnel work remotely, the TCB shall have appropriate management controls in place to ensure that their quality system is consistently followed.

The TCB facility and the TCB-accredited testing laboratory may be in different physical locations but must be located within the same country. In such cases, the TCB shall demonstrate what procedures are in place to provide certification personnel with reasonable access to an accredited testing facility. Any employee performing Evaluation process requirements shall have access to appropriate testing facilities and be able to conduct product testing in their area of expertise when necessary. The ability of certification personnel to conduct such testing shall be considered during the ISO/IEC 17065 assessment.

14. RESOURCES

A TCB may utilize resources subject to the following:

1. A TCB may use either internal or outsourced (external) resources³⁴ for some or all the Evaluation process requirements. The TCB shall ensure that all Evaluation process requirements are managed in a manner that provides confidence in the results, and that records are maintained to justify that confidence. All TCB personnel, including external personnel under contract, shall comply with certification body procedures.³⁵
2. A TCB may also accept test reports from other competent external testing laboratories. When doing so, the TCB shall have confidence in the results, maintain justification documentation for acceptance of the data, follow the requirements of **Section 16** of this publication, ensure that the test entity’s scope is applicable to the testing performed, and verify the qualifications of the testing body.³⁶
3. The TCB shall, through the Evaluation and Review process verify that the testing was properly conducted and completed. The review of test reports shall be performed in accordance with **Section 17** using an equally rigorous, independent and impartial process regardless of whether the reports originated from an internal or external testing laboratory.
4. Adequate oversight and quality control procedures shall be in place to ensure that all applications for certification are evaluated consistently.
5. The TCB shall ensure that the external resources or body that provides the outsourced services, and any personnel it uses, are not involved in a manner that could compromise or call into question

³³ ISO/IEC 17025.

³⁴ ISO/IEC 17065:2012, 4.2 and 6.2.

³⁵ ISO/IEC 17065:2012, 6.1.3.

³⁶ Such verification includes confirming recognition under 47 CFR § 2.948 and adherence to KDB Publication 974614.

the impartiality of the results. The TCB shall maintain impartiality as required by ISO/IEC 17065.³⁷

6. Contracts under which external resource or outsourced activities are performed shall be reviewed during the accreditation assessment to ensure that all TCB and ISO/IEC 17065:2012 requirements are met.
7. The Review and Certification Decision processes shall be undertaken by internal resources and may not be outsourced.³⁸ External personnel under contract are considered employees for these functions and must be fully familiar with the TCB procedures and systems.³⁹ The Review and Certification Decision processes may NOT be conducted by the same person or group of persons.
8. Persons performing the Review and Certification Decision functions shall be identified as “key employees”⁴⁰ in the FCC EAS and must have technical competence and full understanding of the FCC rules.
9. Appropriate certification body personnel shall have access to suitable testing facilities and be able to perform product testing when necessary.
10. The TCB shall take responsibility for all process requirements outsourced to another body and/or performed by an external resource, when such outsourcing is permitted.⁴¹
11. The grant of certification is the responsibility of, and shall be issued by, the TCB recognized by the FCC.

15. PERSONNEL

15.1 Certification Body Personnel

The TCB shall establish, implement, and maintain a procedure for managing the competencies of personnel involved in the certification process.⁴² The TCB shall maintain a list of the names, qualifications, experience, and terms of reference of the senior executive and certification personnel.

The certification body shall maintain information on the relevant qualifications, training, and experience of each member of the personnel involved in the certification process.⁴³ Records of training and experience shall be kept up to date, particularly with respect to:

1. Name and address
2. Employer(s) and position(s) held
3. Educational qualifications and professional status
4. Experience and training in each field of the certification body’s competence
5. Assessment of competence
6. Performance monitoring
7. Authorizations held within the certification body
8. Date of most recent record update

³⁷ ISO/IEC 17065:2012, 4.2 and 6.2.2.1.

³⁸ See 47 CFR § 2.962(d)(2).

³⁹ ISO/IEC 17065:2012, 6.2.2.1, NOTE 2 and 7.6.3.

⁴⁰ See **Section 15.3** of this publication.

⁴¹ ISO/IEC 17065:2012, 6.2.2.4.

⁴² ISO/IEC 17065:2012, 6.1.2.1.

⁴³ ISO/IEC 17065:2012, 6.1.2.2.

15.2 Training

The TCB shall maintain information on the relevant qualifications, training, and experience of each member of the personnel involved in the certification process.⁴⁴ The TCB shall maintain records demonstrating that all personnel who perform Application, Evaluation, Review, or Certification Decision-related activities for products subject to certification have successfully completed training covering their area of operation. As an organization, the TCB shall ensure that its personnel are trained in all areas necessary to support the TCB's FCC scope of designation. This training may consist of attendance at relevant external or internal training courses. Records of all training shall be maintained and shall include attendance, instructors, instructor qualifications, course content, and the results of any tests administered as part of the training.

TCBs are also strongly encouraged to participate in additional training opportunities, including FCC conference calls, TCB workshops, and other applicable conformity assessment or equipment authorization workshops.⁴⁵

15.3 Key Employees

For each TCB, the FCC maintains a list of assessed Key Employees involved in the certification process. This list is maintained in the FCC EAS database by the TDA. The TCB shall identify each Key Employee and provide supporting documentation in accordance with the qualifications listed in **Table 1** below.

Table 1 – TCB Key Employee Qualifications

Administrative Contact
Application Reviewer
EMC Reviewer
General RF Exposure Reviewer
SAR Qualified Reviewer
Certification Decisionmaker

Administrative Contact

Each TCB shall identify a primary Administrative Contact and include this person in its list of Key Employees. The Administrative Contact is responsible for all administrative issues related to equipment authorizations for the TCB and must understand both FCC and TCB administrative procedures. It is not necessary for the Administrative Contact to be assessed during the accreditation process, as described immediately below, to be included on the list of Key Employees.

Key Employee Assessment

Other than Administrative Contact, each employee fulfilling one or more of the Key Employee qualifications, as shown in **Table 1**, shall be interviewed and assessed for qualifications during the TCB accreditation assessment. For all initial TCB accreditation assessments, all Key Employees must be physically present. For subsequent surveillance and renewal assessments, the AB may perform remote assessments at its own discretion, based on the TCB's performance and other relevant factors. Assessors must attach to the assessment report a list of assessed Key Employees names, emails, current/new, on site/remote, employee/contract status, assessed qualifications, business address where the employee conducts testing or reviews certification applications, and assessment remarks.

⁴⁴ ISO/IEC 17065:2012, 6.1.2.2.

⁴⁵ See 47 CFR § 2.962(d)(8).

When a recognized TCB adds a new Key Employee or modifies the qualifications of an existing one, the employee must be assessed by the AB (either on-site or remotely, at the AB's discretion). A TCB shall notify its TDA and AB within 30 days if a Key Employee leaves the TCB or is no longer performing their approved roles. The TCB may be subject to reassessment when such changes affect its technical competence.

Only the TDA can enter/update records of TCB-assessed Key Employees into the FCC EAS database (to include employee names, email addresses, assessed qualifications, and if applicable, expiration dates). Key Employees may begin working in their approved roles (*i.e.*, acting under their assessed qualifications) only after the FCC database entry is completed by the TDA.

15.4 TCB Primary Contact for FCC

Each TCB shall identify a primary contact for all FCC general correspondence. This person does not have to be a Key Employee per **Table 1**.

The TCB shall provide the designating authority with the name, phone number, fax number, and e-mail address of the Primary Contact. A group e-mail address may be used so that multiple personnel receive communications, including any communications from the FCC that may be relayed through the TCB.

A TCB shall notify its designating authority within 30 days of any changes to the Primary Contact information.

16. TCB INFORMATION MAINTENANCE

TCBs are expected to keep the contact information as displayed in the FCC EAS current. TCBs shall notify their TDA whenever there are changes to key information, including changes to Key Employees, email address or other contact information, names, and accreditation expiration dates. The designating authority will then update the information in the FCC EAS.

17. TCB ACCEPTANCE OF TEST DATA

All equipment subject to certification is required to be tested at an FCC-recognized accredited testing laboratory.⁴⁶ A TCB may not accept test reports for a device subject to certification if the testing was not performed by an FCC-recognized accredited testing laboratory. When filing an application for certification, the TCB is required to enter the name of the testing laboratory from the list of FCC-recognized testing laboratories as shown in EAS. If the original testing laboratory is no longer listed on the FCC database, the TCB should submit a KDB inquiry requesting further guidance. If a product was tested at more than one site, the test report(s) should specify what tests were performed at which locations.⁴⁷

When accepting test data in support of an application for certification, the TCB shall review the test report(s) as part of the Evaluation process requirement and verify that the testing laboratory was FCC-recognized for the FCC scope of the application. The TCB needs to be confident that the product meets the relevant requirements before certifying the product. The process used by the TCB for the acceptance of test data

⁴⁶ 47 CFR § 2.948(a). \

⁴⁷ A TCB should accept test data from any FCC-recognized accredited testing laboratory. 47 CFR § 2.962(f)(2) states that "a TCB shall accept test data from any source, subject to the requirements in ISO/IEC 17065:2012 and shall not unnecessarily repeat tests." This rule is conditioned on the testing being performed by an FCC-recognized testing laboratory. ISO/IEC 17065:2012 in 6.2 requires that the certification body observe, as appropriate, the requirements for the suitability and competence of bodies or persons carrying out testing as specified in ISO/IEC 17025.

will be reviewed during the ISO/IEC 17065 assessment. All testing for certification must be completed at an FCC-recognized accredited testing laboratory.

18. TEST PROCEDURES

When evaluating an application for certification, the TCB shall ensure that the appropriate test procedures have been followed. Any party performing measurements to demonstrate compliance with the FCC rules must select the appropriate measurement methods required and specified in the applicable sections of the FCC rules. For example, for Part 15C devices, Sections 15.31, 15.32, 15.33, and 15.35 also apply. The FCC Knowledge Database provides additional guidance on testing devices subject to the FCC rules.

19. DISMISSAL OF APPLICATION

Within 30 days of the date of grant of certification, a TCB issuing a grant may set aside, often referred to as a dismissal, a grant of certification that does not comply with the applicable requirements or upon the request of the applicant.⁴⁸ If a set aside is required, then the TCB shall submit a request through a KDB inquiry to the Commission with pertinent details such as marketing activities of the device and details of non-compliance if applicable. Any dismissal requests outside of the 30-day period are at the discretion of the Commission.

20. RECORDS RETENTION

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

21. TCB POST-MARKET SURVEILLANCE REQUIREMENTS

A TCB shall perform appropriate post-market surveillance activities.⁴⁹ These activities shall be based on type testing of a select number of samples from the total number of product types certified by the TCB.

22. RECOGNIZED TCB LISTING

A list of recognized TCBs and their scope of accreditation may be accessed on the FCC webpage at <https://apps.fcc.gov/tcb/TcbHome.do>. The TCB Search function allows users to search for a specific TCB, or, if the search fields are left blank, to obtain a complete listing of all recognized TCBs.

⁴⁸ CFR 47 § 2.962(f).

⁴⁹ 47 CFR § 2.962(i). *See also* KDB Publication 610077.

23. REFERENCES

1. FCC 98-338, GEN Docket No. 98-68, *Amendment of Parts 2, 25 and 68 of the Commission's Rules to Further Streamline the Equipment Authorization Process for Radio Frequency Equipment, Modify the Equipment Authorization Process for Telephone Terminal Equipment, and Implement Mutual Recognition Agreements*. https://apps.fcc.gov/edocs_public/attachmatch/FCC-98-338A1.pdf
2. DA 00-1223, *Office of Engineering and Technology and Common Carrier Bureau Announce The Designation Of Telecommunication Certification Bodies (TCBs) to Approve Radiofrequency and Telephone Terminal Equipment*. https://apps.fcc.gov/edocs_public/attachmatch/DA-00-1223A1.pdf
3. DA 01-180, *European Conformity Assessment Bodies Accepted to Certify or Test Radiofrequency and Telephone Terminal Equipment in Accordance with the Terms of the US-EU Mutual Recognition Agreement*. https://apps.fcc.gov/edocs_public/attachmatch/DA-01-180A1.pdf
4. DA 99-1640, *FCC Provides Further Information On The Accreditation Requirements For Telecommunication Certification Bodies* GEN Docket 98-68. http://www.fcc.gov/Bureaus/Engineering_Technology/Public_Notices/1999/da991640.doc
5. DA 00-2224, *FCC Will No Longer Accept Equipment Authorization Applications For Class B Computers and Peripheral that Can Be Self-Approved*. https://apps.fcc.gov/edocs_public/attachmatch/DA-00-2224A1.pdf
6. [FCC MP-5, \(February 1986\) FCC Methods of Measurements of Radio Noise Emissions From Industrial, Scientific, and Medical Equipment](#).
7. [KDB Publication 285076, HAC Guidance](#)
8. [KDB Publication 388624, Pre-Approval Guidance](#)
9. [KDB Publication 447498, RF Exposure Guidance](#)
10. [KDB Publication 610077, Post Market Surveillance Guidance](#)
11. [KDB Publication 628591, TCB Exclusion List](#)
12. [KDB Publication 789033, U-NII Guidance](#)
13. [KDB Publication 865664, SAR Measurement and Reporting Guidance](#)
14. [KDB Publication 905462, Dynamic Frequency Selection \(DFS\) Guidance](#)
15. [KDB Publication 971168, Measurement Guidance for Licensed Radio Service Equipment](#)
16. [KDB Publication 974614, Accredited Testing Laboratory Roles and Responsibility](#)
17. [KDB Publication 987594, Procedures for 6 GHz UNII Devices](#)

24. CHANGE NOTICE

03/02/2018: 641163 D01 TCB Program Roles and Resp v04 replaces 641163 D01 TCB Program Roles and Resp v03r01. Changes to the document including the following items:

- Updated document for consistency with KDB Publication 974614.
- Updated Standards per rule changes and specified years for standards including:
 - ANSI C63.26-2015
 - TIA 603-E:2016
 - TIA 102-CAAA-E:2016
 - ISO/IEC 17065
- Updated to allow the use of the 2017 editions of either ISO/IEC 17011 or 17025.
- Updated table to modify microwave frequencies breakpoint from the Part 101.3 definition (890 MHz) to the Part 2.101 definition convention (3 GHz).
- Updated Table 3 to add Parts 30, 90 Subpart M, 95 Subpart M, 95 Subpart L, 96 and applicable KDB Publications.
- Moved Part 96 from scope B2 to B4.

04/02/2019: 641163 D01 TCB Program Roles and Resp v04r01 replaces 641163 D01 TCB Program Roles and Resp v04. Changes to the document including the following items:

- Updated table 1 and table 3 to clarify rule parts associated with General Mobile Radio Service scope and Microwave and Millimeter Wave Bands Radio Service scope. As the updates in version v04r01 are considered clarifications to the scope titles and therefore the two-year transition period ends on March 2, 2020, and is not extended two years from the release date of v04.

08/07/2023: 641163 D01 TCB Program Roles and Resp v04r02 replaces 641163 D01 TCB Program Roles and Resp v04r01. Changes to the document including the following items:

- Updated Table 3 to add KDB publication 987594 for U-NII 6 GHz Devices and updated related references.

xx/xx/2026: 641163 D01 TCB Program Roles and Resp v05 replaces 641163 D01 TCB Program Roles and Resp v04r02. Changes to the document include the following items:

- General rewrite and updates to test methods incorporated-by-reference
- Deleted obsolete requirements for Scope C1
- Added requirements for TCB designation supporting Information.

APPENDIX A

Table 2 – TCB Scopes

Scope A – Unlicensed Radio Frequency Devices	
A1	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)
A2	Low power transmitters operating on frequencies above 1 GHz, with the exception of spread spectrum devices.
A3	Unlicensed Personal Communications Service (PCS) Devices
A4	Unlicensed National Information Infrastructure (U-NII) devices and low power transmitters using spread spectrum techniques
Scope B – Licensed Radio Service Equipment	
B1	Commercial Mobile (Radio) Services in 47 CFR Parts 20, 22 (cellular), 24, 25 (below 3 GHz), and 27
B2	General Mobile Radio Services in 47 CFR Parts 22 (non-cellular), 73, 74 (below 3 GHz), 90 (below 3 GHz), 95 (below 3 GHz), 97 (below 3 GHz), ⁵⁰ and 101 (below 3 GHz)
B3	Maritime and Aviation Radio Services in 47 CFR Parts 80 and 87
B4	Microwave and Millimeter Wave Bands Radio Services and Citizens Broadband Radio Service in 47 CFR Parts 25, 30, 74, 90 (above 3 GHz), 95L, ⁵¹ 95M, 96, 97 and 101 ⁵²

⁵⁰ Certification under Part 97 applies only for some types of external RF power amplifiers.

⁵¹ The abbreviated notations 90Y, 90Z, 90M, 95L, and 95M refer to Part 90 Subpart Y, Part 90 Subpart Z, Part 90 Subpart M, Part 95 Subpart L, and Part 95 Subpart M, respectively.

⁵² *Microwave frequencies.* As used in this publication, this term refers to frequencies of 3 GHz and above.

Table 3 - TCB Scope(s) vs Laboratory Scope(s)

Licensed and Unlicensed Devices	
All	• Hearing Aid Compatibility (HAC) FCC Part 20 • RF Exposure (RFX)
Scope A – Unlicensed Radio Frequency Devices	
A1	• Unintentional Radiators FCC Part 15 Subpart B • Intentional Radiators FCC Part 15 Subpart C • Industrial, Scientific, and Medical Equipment Part 18 • Unlicensed National Information Infrastructure Devices (U-NII) without Dynamic Frequency Selection (DFS) Part 15 Subpart E • Ultra-wideband (UWB) Intentional Radiators FCC Part 15 Subpart F • White Space Device Intentional Radiators (FCC Part 15 Subpart H)
A2	• Intentional Radiators FCC Part 15 Subpart C • Unlicensed National Information Infrastructure Devices (U-NII) without Dynamic Frequency Selection (DFS) Part 15 Subpart E • Ultra-wideband (UWB) Intentional Radiators FCC Part 15 Subpart F
A3	• Unlicensed Personal Communications Services (PCS) Devices FCC Part 15, Subpart D
A4	• Intentional Radiators FCC Part 15 Subpart C • Unlicensed National Information Infrastructure Devices (U-NII) with Dynamic Frequency Selection (DFS) Part 15 Subpart E
Scope B – Licensed Radio Service Equipment	
B1	• Commercial Mobile Services FCC Parts 22 (cellular), 24, 25 (below 3 GHz), and 27 • Signal Boosters (Part 20 and Section 90.219)
B2	• General Mobile Radio Services FCC Parts 22 (non-cellular), 90 (below 3 GHz), 95 (below 3 GHz), 97 (below 3 GHz), and 101 (below 3 GHz) • Broadcast Radio Services FCC Part 73 and 74 (below 3 GHz) • Signal Boosters (Part 20 and Section 90.219)
B3	• Maritime and Aviation Radio Services FCC Part 80 and 87
B4	• Citizens Broadband Radio Services FCC Parts 96 • Microwave and Millimeter Wave Bands Radio Services FCC Parts 25, 30, 74, 90 (above 3 GHz), 95L, 95M, 96, 97 and 101

Table 4 – TCB Certification Process Requirements

	Process Requirement	Resources
1	Evaluation – The combination of the Selection and Determination functions of conformity assessment requirements, including testing, for compliance with the FCC requirements.	• Representative sample. • FCC-recognized testing laboratory. • Evaluation process requirements. • Compliance evaluation report(s) • TCB recognition for relevant scopes.
2	Application – Grant applicant or authorized representative (applicant) requests FCC certification of equipment authorization.	• Applicants engage TCB for grant of certification. • TCB obtains all necessary information to issue grant of certification in accordance with FCC requirements.
3	Application Review – TCB reviews information obtained to ensure that sufficient applicant and product information was submitted to perform certification process.	• The TCB is recognized to review and make product certification decision. • TCB has the certification procedures for Review and quality control.
4	Review – Assessing all the information and results related to the Evaluation process requirement to determine compliance and conformance with the applicable FCC requirements.	• The Review process requirement must be performed by TCB's assessed Key Employees only. • The TCB shall document the Review and certification recommendation including grant notes, comments and operational restrictions. • The person(s) performing the Review process requirements must be different from those who perform the Evaluation process requirements.
5	Certification Decision – The TCB shall assess the Evaluation and Review process and other compliance information requirements, then decide whether the product may be certified.	• The Certification decision process must be performed by TCB's assessed Key Employees only. • The TCB shall document the Certification Decision process requirements. • List Grant notes, comments and operational restrictions. • The person(s) making the Certification Decision must be different from those who performed the Evaluation or Review process requirements.
6	Grant of Certification – Uploading of all applicable information and exhibits to the FCC EAS Electronic Filing System, after the TCB has determined that a product meets all requirements and a grant of certification may be authorized.	• Applicable information uploaded to the FCC EAS electronic filing system. • Enter supplemental information as required. • Publish the grant of certification by accepting the grant on the FCC EAS. • Supply the grantee with formal certification documentation.