



American Certification Body, Inc.

Review Policy and Procedure

1.0 Introduction

American Certification Body, Inc. (ACB) exists to provide equipment certification. ACB accepts applications for FCC, Industry Canada, Japan MIC and EPA ENERGYSTAR® Certification from ACLASS, NVLAP, A2LA or other ISO/IEC Guide 17025-accredited testing laboratories, FCC & IC-listed laboratories, ENERGYSTAR-listed laboratories, and other approved sources. Submitters must file electronic copies of applications to ACB for review and, if eligible, approval.

Under the ACB Certification Program, ACB is designated to review and provide equipment certification for approved applications submitted to ACB. The technical expertise provided by the reviewers and technical staff will ensure that test reports and applications submitted will comply with the necessary technical and administrative requirements under the applicable Rules and Regulations.

2.0 General Submission Guidelines

Submissions to ACB shall be reviewed according to approved parties' Administrative and Technical Review Procedures. The Review process shall be used to ensure that submitted applications meet the required acceptance criteria for Certification under applicable regulatory requirements.

2.1. Administrative Review

If any items are lacking, a request for additional information shall be sent to the Submitter; a copy of the request shall be sent to the Applicant.

A period of 60 days shall be allowed for response. If a response is not supplied in 60 days, the Examiner has the option of dismissing the application.

If all items are complete, the application is forwarded to a Technical Examiner for review.

2.2. Technical Review

A Technical Review of the application shall be performed. Items relating to the conformance of the Equipment to the necessary technical requirements shall be evaluated, including, but not limited to:

- Test procedures performed
- Test data
- Test equipment used including information about its calibration status
- User's Manual
- Schematics and block diagram supplied by the manufacturer
- Operational Description Supporting descriptions, if necessary
- Plots or other data, if necessary

2.2.1. Request for Information

If any items are lacking, incorrect or in conflict with other documentation, a request for additional information shall be sent to the Submitter; a copy of the request shall be sent to the Applicant. Requests will be made via e-mail.

A period of 60 days shall be allowed for response. If a response is not supplied in 60 days, the Examiner has the option of dismissing the application. A letter shall be provided to the applicant indicating the dismissal and the reason therefore.

3.0 Sample Testing

Under the conditions of the ACB program, a sample of the device being granted Certification may be requested for sample testing as specified by relevant authorities. Possible fees associated with post-market sampling are subject to change without notice. However, it is the policy of ACB to provide advanced indication of any fees or increase in fees on the ACB website. Shipping fees incurred by the applicant are the applicants responsibility and shall be paid by the applicant. If the sample is requested to be returned, the return shipping fees shall be paid by the applicant in advance. The requested sample shall be forwarded to ACB within 30 days of the request. If a sample is not supplied in 30 days, a second request is issued allowing an extra 15 days. If the sample is still not supplied, ACB has the option of recommending dismissal of the application and the regulatory authority shall be referred to in this case.

In the case of a non-compliant sample, the measurement uncertainty of the measurements shall be taken into account. Should the measurements still fail to comply with the requirements after consideration of the uncertainty bounds, additional action shall be taken. Initially, the applicant and the Regulatory Authority will be notified of the non-compliance. The applicant will be given 30 days to respond to the non-conformity. If the response does not adequately justify the non-conformity, or if a response to the non-conformity is not received, the regulatory authority shall be notified at that time. ACB shall maintain a record of any responses or correspondence received during this phase of the process.