



## Federal Communications Commission

OET Laboratory Division  
7435 Oakland Mills Road  
Columbia, MD 21046

August 2, 2004

Barbara Judge  
Chair-person of TCB Council  
Compliance Certification Services  
561F Monterey Road  
Morgan Hill, CA 95037

### Re: TCB Policy reminder

Dear Barbara:

The following is a policy statement that we would like for you to share with all TCBs.

It has come to our attention that a few manufacturers may be shopping around for a TCB who will provide less than a complete review of an application for Certification to save time obtaining approval of a product. Such a practice is unacceptable. A TCB that performs an incomplete review of an application or deviates from the application review policy specified in its quality manual may be subject to revocation of their designation as a TCB.

To ensure consistency in the review of applications for Certification, TCBs are reminded that they must adhere to the following policy:


1. All required exhibits must be reviewed by a TCB before granting an application for Certification.
2. All reviewed exhibits must be uploaded within 5 calendar days of the date of the grant of Certification.
3. A TCB may not deviate from the requirements of the FCC Rules and the TCB review policy specified in its quality manual. Furthermore, the FCC Rule requirements and the TCB application review policy are not negotiable and should not be discussed with the applicant.

A TCB that believes it is being unduly pressured by a manufacturer may report the incidence in confidence to the FCC.

The FCC laboratory will continue auditing the performance TCBs, but will focus its effort to determine if TCBs are following appropriate procedures in reviewing applications for certification. A TCB found not following the required review procedure will be subject to removal as a TCB. We are also asking NIST and ANSI to scrutinize TCB records during audits to determine if FCC procedures for reviewing were explicitly followed.

As Chair-person of the TCB Council, we ask that you share this reminder of TCB Policy with all TCBs. We will also raise this issue in more detail at the next TCB Council telephone conference call on August 17, 2004. Questions about this policy should be addressed to Rich Fabina, Chief of the Equipment Authorization Branch, at [Rich.Fabina@fcc.gov](mailto:Rich.Fabina@fcc.gov).

Sincerely yours,



Rashmi Doshi, PhD  
Chief, FCC Laboratory