

# User's Guide

## for LCB Certification

## TABLE OF CONTENTS

	page
<b>1. INTRODUCTION TO LCB SCHEME .....</b>	<b>3</b>
<b>2. APPLICABILITY .....</b>	<b>3</b>
<b>3. CERTIFICATION SCOPE .....</b>	<b>3</b>
<b>4. CERTIFICATION REQUIREMENTS.....</b>	<b>4</b>
<b>5. CERTIFICATION PROCESS .....</b>	<b>5</b>
Quotation/Contract Review .....	5
Applications submittals.....	5
Certification Review .....	6
Certification.....	6
Withdrawal of Certification .....	7
<b>6. DIRECTORY OF CERTIFIED PRODUCTS .....</b>	<b>7</b>
<b>7. COMPLAINTS, APPEALS AND DISPUTES PROCEDURE .....</b>	<b>7</b>
Complaints to Certification Body .....	7
Appeals and Disputes to Certification Body .....	7
Complaints to Applicants .....	7
<b>8. PRICE SCHEME.....</b>	<b>8</b>

## 1. Introduction to LCB Scheme

The Office of the Communications Authority (OFCA) has developed a framework for the certification of Telecommunications Equipment (TE) and Industrial, Scientific and Medical (ISM) Equipment emitting radio frequency energy intentionally to be used or sold in Hong Kong and it is called the Hong Kong Telecommunications equipment Evaluation and Certification (HKTEC) Scheme.

Under the HKTEC Scheme, the Communications Authority (CA) accredits Local Certifications Bodies (LCBs) and recognizes Foreign Certification Bodies to perform certification of TE and ISM equipment on a non-exclusive basis against the technical standards or specifications prescribed by the CA. The operation of the HKTEC Scheme with regard to the certification of TE and ISM equipment by LCBs is referred to as the "LCB Scheme".

Intertek Hong Kong was accredited as a Local Certification Body (LCB) under section 32E(g) of the Telecommunications Ordinance, Chapter 106 ("the Ordinance") by CA. Please visit our web site at:

<http://www.intertek.com.hk/electronics/lcb>.

## 2. Applicability

This scheme is applicable to TE and ISM equipment. TE includes radiocommunications equipment for use in Hong Kong and wireline Customer Premises Equipment (CPE) for connection to the public telecommunications networks (PTN) in Hong Kong.

## 3. Certification Scope

LCBs can certify the following TE and ISM equipment:

- (a) Equipment covered by any HKCA (NOTE 1) Specifications published by OFCA at the following website (excluding HKCA Specifications HKCA 1046, HKCA 2035, HKCA 2037 and those of HKCA 21xx, HKCA 22xx and HKCA 23xx series) –

Radio equipment and ISM equipment –

[https://www.ofca.gov.hk/en/industry\\_focus/standards/tel\\_standards/hkca/radio\\_equipment\\_specifications/index.html](https://www.ofca.gov.hk/en/industry_focus/standards/tel_standards/hkca/radio_equipment_specifications/index.html)

GMDSS marine radio equipment –

[https://www.ofca.gov.hk/en/industry\\_focus/standards/tel\\_standards/hkca/gmdss\\_specifications/index.html](https://www.ofca.gov.hk/en/industry_focus/standards/tel_standards/hkca/gmdss_specifications/index.html)

Customer premises equipment for access to public telecommunications services –

[https://www.ofca.gov.hk/en/industry\\_focus/standards/tel\\_standards/hkca/fixed\\_network\\_equipment\\_specifications/index.html](https://www.ofca.gov.hk/en/industry_focus/standards/tel_standards/hkca/fixed_network_equipment_specifications/index.html)

- (b) Type of TE or ISM equipment not covered by any HKCA Specification but approved by the CA for use or sale in Hong Kong, subject to compliance with specific technical standard that may be stipulated or approved by the CA for that equipment type.

*NOTE 1: Before the establishment of the CA on 1 April 2012, the specifications prescribed by the Telecommunications Authority (TA) were named as HKTA specifications. From 1 April 2012 onward, revised versions of existing HKTA specifications and new specifications prescribed by the CA will be named as HKCA specifications. For the avoidance of doubt, unless the specific issue number of the HKTA specification is explicitly specified, reference in any document to HKTA specification shall be construed as including reference to the corresponding HKCA specification as may be revised from time to time. In addition, reference in any document to HKCA specification shall be construed as referring to the corresponding HKTA specification if the HKCA specification under reference is not yet present.*

#### 4. Certification Requirements

TE and ISM equipment are classified under either the Voluntary Certification Scheme (VCS) or the Compulsory Certification Scheme (CCS). Information about the equipment classification (i.e.: VCS or CCS) is given in the Schedules to the following Information Notes issued by the CA –

- (a) OFCA I 401 “How to Apply for Type-Approval or Type-Acceptance of Radio Equipment”  
<http://www.ofca.gov.hk/filemanager/ofca/common/industry/telecom/standard/i401e.pdf>
- (b) OFCA I 412 “How to Apply for Certification of Customer Premises Equipment to be Connected to the Public Telecommunications Networks in Hong Kong”  
<http://www.ofca.gov.hk/filemanager/ofca/common/industry/telecom/standard/i412e.pdf>

##### Voluntary Certification Scheme (VCS)

Certification of TE and ISM equipment under the VCS is voluntary. Such equipment can be marketed or used in Hong Kong although it has not been certified for compliance against the relevant technical specification. Manufacturers, suppliers and dealers should ensure that their equipment comply with the relevant technical specifications even if certification for their equipment is not carried out. Attention should be paid that PTN operators may refuse connection of any CPE to their networks if the prescribed specifications applicable for such equipment are not fulfilled. A person who uses or markets radiocommunications equipment or ISM equipment not complying with the relevant HKCA specifications is in breach of the Telecommunications Ordinance (Cap. 106) and is liable to prosecution.

##### Compulsory Certification Scheme (CCS)

Certification of TE and ISM equipment under the CCS is compulsory. Such equipment must be certified to comply with any of the following before it can be used or marketed in Hong Kong –

- (a) the relevant HKCA specification; or
- (b) technical standard stipulated or approved by the CA if the relevant HKCA specification is not yet available (or so called “Type Acceptance Criteria”); or
- (c) specification equivalent to (a) or (b) above (or so called “Equivalent”).

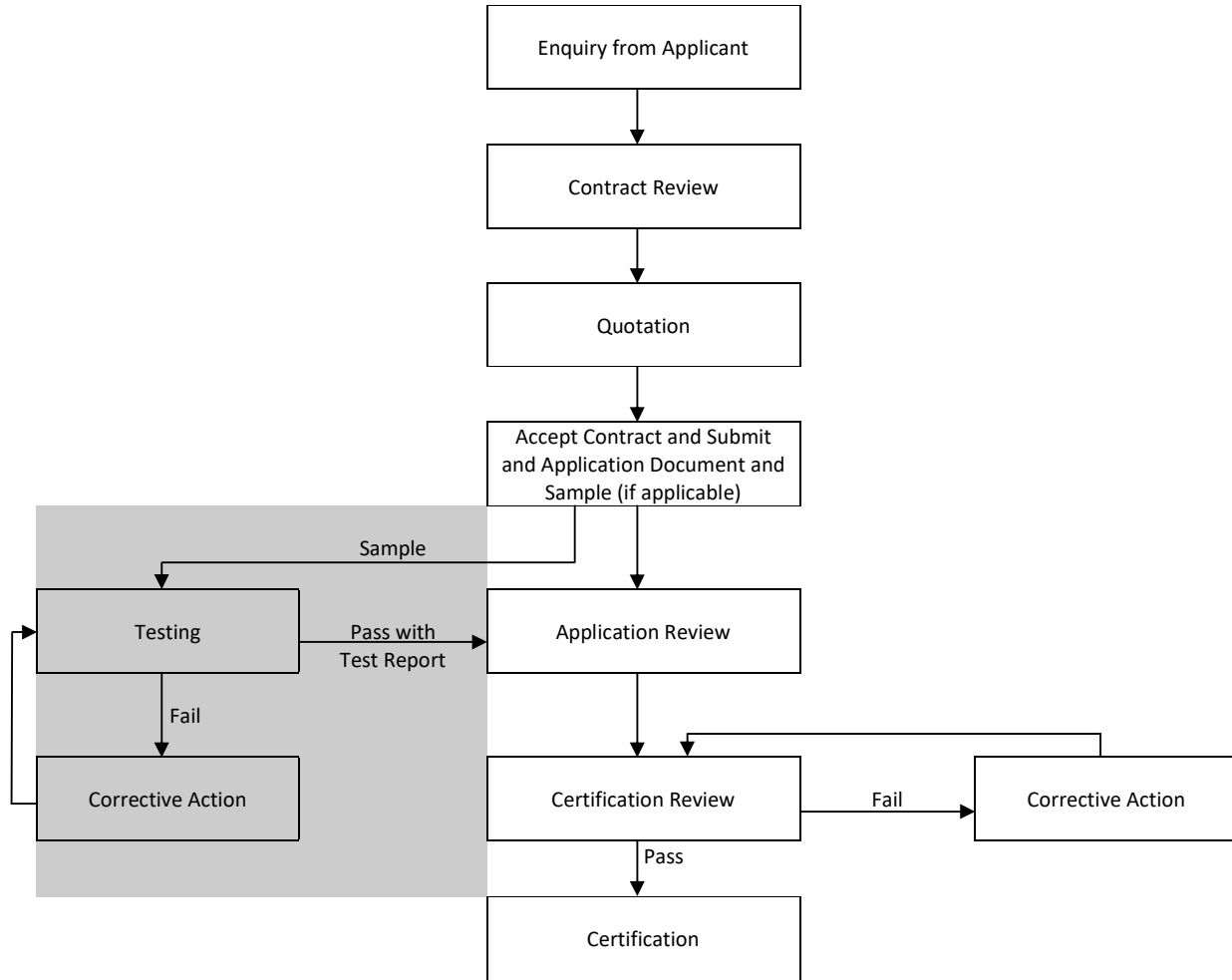
##### Certification Requirements for TE and ISM equipment

For TE and ISM equipment under the VCS or CCS, sample of the TE or ISM equipment can be provided to Intertek Hong Kong LCB for evaluation. Intertek Hong Kong LCB may, within our capacity, perform the necessary tests on the sample against the relevant HKCA specification or Type Acceptance Criteria or Equivalent, or arrange for such tests to be performed. Alternatively, Intertek Hong Kong LCB may examine test report and other relevant documents and information produced by one or more of the following Recognised Testing/Certification Agencies (RTAs):

- (a) testing agencies accredited to ISO/IEC 17025 with a scope of accreditation covering the prescribed technical specifications or equivalent;
- (b) CB Testing Laboratories (CBTLs) recognised in the CB Scheme of the IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components (IECEE) to perform conformity assessment against standards equivalent to the prescribed technical specifications;
- (c) Notified Bodies (NBs) designated by a Member State of the European Union (EU) to perform conformity assessment against standards equivalent to the prescribed technical specifications; and
- (d) Federal Communications Commission (FCC) of the United States, or Telecommunication Certification Bodies (TCBs) designated by the FCC to perform conformity assessment against standards equivalent to the prescribed technical specifications.

Remark: (c) and (d) are applicable for type acceptance applications only.

### 5. Certification Process



#### Quotation/Contract Review

To request for quotation, please send us the technical specification and user/service manual of the equipment subject to certification.

#### Applications submittals

To confirm the acceptance of the contract/quotation, please sign back the quotation and pay application fee.

Also, all the following documents shall be available during submission of the application.

- (a) LCB application form filled out  
 Before we undertake any certification work, we must have a signed Intertek LCB application form and certification agreement (if applicable) from the applicant.  
 For new applicant, you should submit a copy of business license to Intertek Hong Kong LCB. Electronic copy is also acceptable.

- (b) Test report issued by RTAs as described in section 4  
(For test agencies accredited to ISO/IEC 17025, test report shall have accreditation symbol under ISO/IEC 17025. Otherwise, supporting document showing the accreditation scope at the time of the issuance of test report is required.)
- (c) Certificate, accompanied with test report e.g.: NCB certificate  
(For type acceptance applications, NBO & FCC/TCB certificate are also acceptable.)
- (d) External photos
- (e) Internal photos or component & PCB layout
- (f) User manual
- (g) Technical specification (The technical parameters may be contained in the other document such as user manual.)
- (h) Block diagrams
- (i) Circuit diagram or circuit description
- (j) Advertising material, if any
- (k) Cover letter(s), if any, e.g.: letter of authorization, model declaration letter issued by manufacturer
- (l) Attestation letter, if any

Remark: All documents provided to Intertek Hong Kong for the purpose of LCB certification are handled within our organization with the utmost confidentiality. Please be aware that the relevant technical information including the operating frequency range, RF power or field strength, Specific Absorption Rate value, antenna information and emission designations of the certified equipment WILL BE AVAILABLE TO THE PUBLIC ON THE OFCA WEB SITE. In addition, the equipment information may be disclosed to Hong Kong Accreditation Service (HKAS) for the purpose of accreditation only.

### Testing

Test report and other relevant documents and information can be produced by the Recognised Testing/Certification Agencies (RTAs). Notwithstanding a test laboratory fulfilling the requirements above, Intertek Hong Kong reserves the right to reject the test report which contains serious technical or quality system discrepancies.

Alternatively, Intertek Hong Kong may, within our capacity, perform the necessary tests on the sample against the certification requirement.

Consultancy service (EMC modification service) would not be available for projects involving LCB certification.

### Certification Review

Certification review includes a review of the product against all applicable requirements from OFCA, internal consistency of data, and presence of all required supporting documentation/exhibits.

In case of any incomplete test report and the associated certificates, or supporting documentation/required exhibits, we will notify the applicant to provide supplemental information before performing the certification.

When the certification review outcome is negative, any non-conformity(ies) will be provided to you. Presence of all required corrective supporting documentation/exhibits will be required. If all nonconformities cannot be resolved in 90 calendar days, the application shall be dismissed without prejudice. The applicant may re-apply for certification at any time.

### Certification

When the certification review is completed with positive result i.e.: the product concerned complies with the relevant HKCA Specifications or Type Acceptance Criteria, LCB certificate will be issued and will be e-mailed to the applicant in PDF format.

### Withdrawal of Certification

Applicant may withdraw the certification application before the issuance of certificate. After the issuance of certificate, applicant may request LCB or OFCA to withdraw the certification. However, the withdrawal of certification is subject to OFCA's decision.

## **6. Directory of Certified Products**

Each model of certified equipment (including the relevant technical information of the equipment) will be posted onto the concerned equipment list under the "List of Certified Equipment" on OFCA's website at <http://app1.ofca.gov.hk/apps/cte/content/listEquip.asp?lang=E>

## **7. Complaints, Appeals and Disputes Procedure**

### Complaints to Certification Body

Applicant or other parties may file a complaint against Intertek Hong Kong LCB and details of complaint shall be submitted in writing by fax or by email.

Following the receipt of complaint, the complainant will be acknowledged forthwith the receipt of the complaint. Internal investigation will be carried out.

Within two weeks upon receipt of the complaint, follow-up action will be determined and will be implemented within a suitable time scale. The complainant will be provided with a written response to the complaint (if necessary).

### Appeals and Disputes to Certification Body

After a complaint has been recorded and investigated and a decision or conclusion has been reached, an effected party may choose to appeal Intertek Hong Kong LCB's decision.

The investigation will be carried out by Appeals Panel. During investigation, a review of applicant's documented dispute, related reports, and consultation with the applicant may be included.

After investigation, Intertek Hong Kong LCB will provide the appellant with report showing the findings and reasons for the decision reached.

In the event that discussions within the representatives within Intertek do not resolve the dispute/appeal, OFCA should be consulted for resolution.

### Complaints to Applicants

You are required to:

- a) keep a record of all complaints together with relevant information/document made known to the applicant relating to a product's compliance with requirements of the certification, and to make these records available to the LCB when requested;
- b) take appropriate action with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification. In this context "appropriate action" shall depend upon the nature of the complaint or deficiency, and may range from a notice issued to the applicant to notification of the OFCA.

## 8. Price Scheme

Services	
Type test	RF evaluation
	Wireline evaluation
Certification Fee	

**For quotation or any services promotion, please contact:**

**Ms. Nicole Mak**

Intertek – Consumer & Commercial Electrical

HK Mobile: +852 6883 6542

China Mobile: +86 150 0204 0787

Office: +852 2173 8460

Email: [nicole.mak@intertek.com](mailto:nicole.mak@intertek.com)