Required Exhibits for FCC Certification (FCC Rule Section 2.1033(b)
See information sheets and attachments for further explanations

1. ☐ FCC ID – XXXYYYYY (XXX = Grantee Code (3 characters); YYYY = Product Identifier (maximum of 14 characters)

2. ☐ FCC Registration Number (FRN)

3. ☐ Agency Authorization Letter

4. ☐ Theory of Operation/Technical Description

5. ☐ Tune-Up Procedure (for licensed devices only)

6. ☐ FCC ID Label Artwork

7. ☐ Label Location

8. ☐ User's Manual

9. ☐ Block Diagram

10. ☐ Schematics

11. ☐ Parts List

12. ☐ Confidentiality Request

13. ☐ External Photos

14. ☐ Internal Photos

Required Exhibits for Industry Canada Certification -- RSP-100 (Documentation from above is required along with the IC specific requirements below; see Information Sheets and attachments for further explanations**):**

15. ☐ Industry Canada ID - Company Number (obtained from Industry Canada) followed by UPN (unique product number) up to 11 characters.

16. ☐ Acknowledgement of REL Listing Requirements (attached to IC Letters above)

17. ☐ Agency Authorization Letter (attached to IC Letters above)

18. ☐ RSS-210 Warning Statement for User's Manual (if applicable to device)

19. ☐ Canadian Point of Contact and Attestation Letter (Must be located within Canada; may be authorized agent or distributor; attached to IC Letters above. Note the Point of Contact Letter is optional, however without this your REL listing may be delayed by IC).

20. ☐ IC ID Label Artwork (may be same label from FCC documentation to include IC ID number)

Below are further explanations and details some of the above items to assist you in your documentation gathering:

FCC Exhibits:

Item 1: FCC ID – XXXYYYYY (XXX = Grantee Code (3 characters); YYYY = Product Identifier (maximum of 14 characters) – The grantee code must be obtained from the FCC, and it is company and address specific (this code identifies you and you only). The product identifier is chosen by the grantee. It may be a maximum of 14 characters, and may include the dash (-) but no other symbols; just alphanumeric characters.

NOTE: When you obtain the grantee code you will also receive a Grantee Code Registration Number (GCN#). Please keep this for your records because it will definitely be needed for other transactions with the FCC.

Item 2: FCC Registration Number (FRN) – Please provide a FRN number for your manufacturer/applicant. This is now required for all Grantees (reference MD Docket No. 00-205). To obtain an FRN online, visit the FCC's Web site at www.fcc.gov and click the Commission Registration System (CORES) link. For further assistance, please either refer to the FAQ at this same link, contact the CORES helpdesk at CORES@fcc.gov, or call the CORES helpdesk toll-free number: 1-877-480-3201.

Item 3: Agency Authorization Letter – See attached example. Must be prepared on applicant/manufacturer letterhead unless there is an agency agreement with the agent company.

Item 4: Theory of Operation/Technical Description - A brief description of the circuit functions of the device along with a statement describing how the device operates; to include a description of the ground system and antenna, if any, used with the device. (Catalogue sheet may contain most information. It is necessary that this be in a separate document - PDF preferably). May be held confidential if included in Confidentiality Request.

Item 5: Tune-Up Procedure – Procedure for ensuring the device is tuned to the correct frequency/frequency range and that it is operating at proper level. May be held confidential if included in Confidentiality Request.

Items 6 and 7: FCC ID Label and Location - A photo or drawing showing the identification label clearly (you must be able to see the FCC ID number), and the location on the device. These may be submitted as one document demonstrating both, or two separate documents (again *preferably PDF*).

Information to be included on the label:

The term "FCC ID:" must be included prior to the XXXYYY and all must be contained on one line and legible (it is recommended that the type be 6-point or larger).

If product is larger than "palm-sized" (or 8x10cm), the statement according to Section 15.19 (a) must be included on label (15.19 (a) (1) or (2) or 3) depending on device).

If product is smaller than "palm-sized" (or 8x10cm), the required statement may be included in the User's Guide/Owner's Manual.

In addition, pursuant to Section FCC 15.19(b)(5) information regarding the label material and method of permanent attachment to the product should be supplied, i.e. the label must not be paper, and the ink and label material must be a quality and type that must last the life of the device.

Label Location:

In addition to being visible to the consumer, the label cannot be located on a removable part, such as a battery cover.

Item 8: User's Manual/Installation Instructions - A draft copy of the instructions may be submitted if the actual documentation is not available. The actual document shall be furnished to ACB when it becomes available. **Modules require specific verbiage – please inquire further if this applies to your device.**

Information to User (From the FCC Rules) - to be included in the user's manual:

a. Section 15.19 statement – If device is smaller than the palm, this may be included in manual.
b. Section 15.21 statement (for all intentional and unintentional radiators)– "Changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment".
c. Section 15.25 Info (if applicable)
d. Section 15.27 Info (if applicable)
e. Section 15.105 statement (for digital devices)
f. Modules (Instructions for installation by the "assemblers" as to method of ensuring proper separation distance between module and antenna and user.
g. RF Exposure info (if applicable) - See 2.1093 of the FCC Rules

FCC Part 18 devices - To be included in the user's manual or on packaging if manual is not provided (ex. Some ISM equipment): Section 18.213 Information.

Item 9: Block Diagram – See Section 2.1033(b)(5) – Exhibit must show "…frequency of all oscillators in the transmitter portion of the device. The signal path and frequency shall be indicated at each block. The tuning range(s) and intermediate frequency(ies) shall be indicated at each block." Document must be separate from manual, and preferably a PDF document.

Item 10: Schematics – Schematics and description for ALL circuitry and devices provided for determining and stabilizing frequency, for suppression of spurious radiation, for limiting modulation, and for limiting power. **NOTE:** Please ensure that the components and component values are legible on the schematics. Also, if the EUT has many PC boards, be sure to title each page. Please provide as **ONE** legible PDF document. This exhibit may be held confidential if included on the Confidentiality request letter.

Item 11: Parts List – Parts list for the radio device, listing all components and/or identifying the source of OEM modules. This exhibit may be held confidential if included on the confidentiality request letter.

Item 12: Confidentiality Request Letter – The exhibits provided to the FCC are accessible by the public on their site. A special request letter must be submitted to FCC for confidentiality to be granted to certain exhibits. Both permanent confidentiality (only specific documents allowed – schematics, block diagrams, parts lists, tune-up procedure, operational/technical description) and short-term confidentiality (certain documents are allowed to be held confidential for a **maximum of 180 days** as long as device is not being marketed). The documents allowed to be held short-term confidential are external and internal photos, test photos, block diagrams, schematics, user's manual, parts list, tune-up

procedure and operational description. Under short-term confidentiality, you must request an extension before the end of the initially requested time frame if you still require this service, for a total of 180 days.

Also, if you market before the requested STC timeframe is over, you must notify the FCC to lift the short-term confidentiality.

Item 13 and 14: External Photos and Internal Photos - EUT photos, internal and external, showing all faces of the device and all circuitry, and one shot per page. Photos shall show top and bottom of each circuit board, also with shields eliminated. Internal photos shall show the component placement on the chassis and the chassis assembly. If components are covered by an insulator, provide a photo with the cover on, and one with the cover removed. External photos shall show the overall appearance, the antenna used with the device (if any), and the controls available to the user. Please provide as **ONE** legible PDF document for **internal** photos and **ONE** for **external** photos.

Industry Canada Exhibits (in addition to the above list):

Item 15: IC ID – Required for all Category I devices. The Company Number (obtained from Industry Canada) followed by UPN (unique product number) up to 11 characters. Just as with the FCC Grantee Code, ACB can obtain the number for you, or you may obtain it yourself. To obtain your own number, you must first register on IC's site at: http://bit.ly/15m9zcu

Once registered you will need to log in on IC's site at: http://bit.ly/Ym9chY and then use the "Manage Company Information" button followed by the "obtain new company number" link. This should be done prior to filing applications for certification. Provide the full company name, address, city, province/state, postal/zip code (n/a outside North America), country, contact name, contact's phone number, contact's email address, company fax number, and website url. Note that only the Certification and Engineering Bureau for IC can issue this number.

Item 16: Acknowledgement of REL Listing Requirements (Example is part of IC application letters)

Item 17: Agency Authorization Letter (Example is part of IC application letters)

Item 18: Appropriate RF Exposure Warning Statement for User's Manual:

Excerpt RSS-102:

The applicant is responsible for providing proper instructions to the user of the radio device, and any usage restrictions, including limits of exposure durations. The user manual shall provide installation and operation instructions, as well as any special usage conditions, to ensure compliance with SAR and/or RF field strength limits. For instance, compliance distance shall be clearly stated in the user manual.

The user manual of devices intended for controlled use shall also include information relating to the operating characteristics of the device; the operating instructions to ensure compliance with SAR and/or RF field strength limits; information on the installation and operation of accessories to ensure compliance with SAR and/or RF field strength limits; and contact information where the user can obtain Canadian information on RF exposure and compliance. Other related information may also be included.

More information may be found in RSS-102 which may be down loaded at http://bit.ly/Yma327 and Canada's Safety Code 6 which more information may be obtained at http://bit.ly/WTmrsl.

Item 19: Canadian Point of Contact letter - (must be located within Canada) This POC may be authorized agent or distributor. Please include name of contact, company name, company number, phone number, email, mailing address as part of the Attestation Letter. (Example is part of IC application letters)

Item 20: IC ID Label Artwork (May be same label from FCC documentation to include IC ID number). Example:

IC: XXXX-YYYYYYYYYY (XXXX denotes manufacturer company number and YYYYYYYYYY denotes unique product number limited to eleven alphanumeric characters.)

COMPOSITE DEVICES SUBJECT TO OTHER FCC RULE SECTIONS OR IC STANDARDS
In addition to the above, refer to the additional FCC rule section or IC standard applied for (if other than those listed above), for other specific requirements.

NOTE: This is the minimum set of documents that will be required for TCB review.

Testing Checklist

1. Provide an operational, production or near-production unit with all necessary ancillary hardware to control the unit.

2. Provide software control to change frequencies among all available channels.

3. Provide unit that is capable of all modulation modes and rates.

4. We need to photograph in detail. While all care is taken when assembling/disassembling the unit, the possibility exists that the unit may not function after the examination. If it is possible, provide a second unit for photographing purposes.