

RRA Procedure

Quarterly Verification of Test Reports issued by RRA Recognized Test Labs (CABs)

Version 1.0 (June 1, 2021)

Introduction: On a quarterly basis, the National Radio Research Agency (RRA) requires that RRA recognized CABs verify information for test reports that were issued under the CAB's name and then used to support Korea Certification (KC) of products being placed on the market in Korea.

KC certification is obtained through RRA's Communication Conformity Assessment Center (CCAC).

Currently, there are two methods for obtaining KC Certification:

- Conformity **registration** method (EMC – approximately 90% of certifications)
- Conformity **certification** method (Radio and Wire – approximately 10% of certifications)

This procedure describes the process for the quarterly verification of test reports used for both conformity methods noted above.

This procedure identifies the responsibilities for the following parties: **RRA**, the MRA Partner Designating Authority (**DA**), the **CAB**.

Process:

1. On a quarterly basis, RRA will provide the DA with a zipped file containing a set of excel spreadsheets (one spreadsheet per CAB whose test reports were used for certification during the reporting period in question).

Note that if a CAB's test reports were not used to support certification during that period, no spreadsheet will be issued for that CAB.

2. Each spreadsheet shall contain the following information for each model number certified during the reporting period (see 3 below) that has just concluded:

CAB ID, KC Certification Date, KCC ID, Applicant Name, Model Number

Notes:

In some cases, the Model Number will not be included. In such cases, the CAB will be asked to provide this information. See 5 c below.

RRA is not able to provide the test report numbers in the spreadsheets at this time as it does not yet collect this information during the conformity registration process. RRA

intends to modify its requirements and will be able to provide the test report numbers once it collects them during the conformity registration process.

3. The reporting periods are as follows:

January 1 to March 31; April 1 to June 30; July 1 to September 30; October 1 to December 31

4. The DA will provide each CAB with their specific excel spreadsheet that has been prepared by RRA with the information noted in (2) above within 14 days.

5. The CAB shall:

- a. Add the **unique CAB test report number** and **Date of Issuance** for each test report that was issued to support the models included in the spreadsheet in the fields noted.
- b. **Either** (1) confirm that the CAB has issued test reports for the model(s) listed or (2) indicate that the **CAB has not issued test reports** for the model(s) listed in the confirmation field.
- c. In cases where the model number is missing, the CAB shall also add the Model Number.
- d. Add **the name and email address** of the CAB representative that completed the information, and **the date** on which the spreadsheet was filled out.
- e. Return the completed spreadsheet to the DA within 14 days.

6. The DA shall review each CAB's completed spreadsheet for completeness and then send each CAB's completed spreadsheet to RRA within 7 days.

7. Issues/questions about the information in a CAB's spreadsheet shall be resolved by the parties (RRA, DA, CAB) together as necessary.

8. One year after this RRA procedure is implemented, if there are no specific issues that need to be addressed, RRA will transition to using a **direct verification** process between CCAC and each CAB. At that time, RRA will work with the DAs as appropriate to modify this procedure.

9. Recognized CAB participation in this test report verification procedures is a condition for continued RRA CAB recognition.

Confidentially of the information provided shall be maintained.