



Policies and Procedures for Authorized Test Labs

Version 1.10

December 2020

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Section 1 Overview

This document defines the:

- requirements and process for a test lab to become a CTIA Certification Authorized Test Lab (ATL)
- ongoing compliance requirements for ATLs
- procedures ATLs shall follow when using CTIA Certification Test Plans

Section 2 Laboratory Authorization Process

2.1 Overview

ATL authorization consists of the following steps:

- Being a CTIA member company
- Meeting any program-specific requirements, as defined in Section 3 of this document
- Receiving accreditation under ISO/IEC 17025, “General Requirements for the Competence of Testing and Calibration Laboratories”, with the scopes of accreditation matching the scopes of certification testing the ATL is authorized to conduct
- Undergoing either an on-site audit by a CTIA Certification-appointed Subject Matter Expert (SME) or an off-site audit by a CTIA Certification-appointed ATL Review Committee. The option depends on the scope of authorization.

The following scopes require on-site audits by a SME:

- CTIA Certification Device Hardware Reliability Test Plan
- CTIA Certification Interoperability Test Plan for 5G NR Wireless Devices-NSA (Non Stand Alone)
- CTIA Certification Interoperability Test Plan for LTE Wireless Devices
- CTIA Certification Interoperability Test Plan for LTE Carrier Aggregation
- CTIA Certification Interoperability Test Plan for VoLTE Wireless Devices
- CTIA Certification Test Plan for Wireless Device Over-the-Air Performance
- CTIA Certification/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices
- PTCRB Permanent Reference Document NAPRD03 (Full Test Laboratory)

The following scopes require off-site audits by a CTIA Certification-appointed ATL Review Committee:

- CTIA Certification Battery Life Test Plan
- CTIA Certification Requirements for Battery System Compliance to IEEE 1725
- CTIA Certification Requirements for Battery System Compliance to IEEE 1625
- CTIA Cybersecurity Certification Test Plan for IoT Devices
- CTIA Certification Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance
- CTIA Certification Speech Performance Test Plan
- PTCRB Permanent Reference Document NAPRD03 (Associate Test Laboratory)

- Signing the ATL License and Service Agreement
- Paying the annual ATL license fee

2.2 ISO/IEC 17025 Accreditation

The ISO/IEC 17025 accreditation must be granted by an International Laboratory Accreditation Cooperation (ILAC) member accreditation body. The purpose of this accreditation is: (1) to ensure labs have a quality system and are technically competent to perform certification testing, and (2) to ensure ongoing lab compliance with certification program requirements and industry standards.

The ISO/IEC 17025 accreditation program scopes parallel the CTIA Certification test plans and shall be identified on the accreditation certificate as:

- CTIA Certification Battery Life Test Plan
- CTIA Certification Requirements for Battery System Compliance to IEEE 1725
- CTIA Certification Requirements for Battery System Compliance to IEEE 1625
- CTIA Cybersecurity Certification Test Plan for IoT Devices
- CTIA Certification Device Hardware Reliability Test Plan
- CTIA Certification Interoperability Test Plan for LTE Wireless Devices
- CTIA Certification Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance
- CTIA Certification Test Plan for LTE Carrier Aggregation Interoperability
- CTIA Certification Test Plan for Wireless Device Over-the-Air Performance
- CTIA Certification /Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices
- CTIA Certification Speech Performance Test Plan
- Test specifications referenced in PTCRB Permanent Reference Document NAPRD03

These scopes will not reference the revisions or publication dates of the test plans. CTIA Certification will depend on ISO/IEC-17025 §5.4.2 to ensure labs always use the latest revision of the test plans.

The lab must be able to perform all tests in each test plan for the scopes to which it is accredited. If approved by CTIA Certification, any tests the lab is unable to perform itself may be sub-contracted per ISO/IEC 17025 §4.5 guidelines. CTIA Certification may reject a lab's application if in its view the amount of testing being outsourced is excessive. Proof of such subcontracting agreement shall be provided to CTIA Certification.

2.3 Assessment Process

See the appendices of this document for the assessment process specific to each CTIA Certification test plan scope. Laboratories shall contact CTIA Certification at application@ctiacertification.org to begin the process. CTIA Certification will provide instructions for submitting the application package.

2.4 ATL Authorization Decision

CTIA Certification, along with the SME or ATL Review Committee, will review the findings of the audit and/or the lab's response (i.e., the corrective actions) to any deficiencies found. ATL authorization will be granted after all deficiencies have been addressed and the lab has received accreditation to CTIA Certification's test plan(s) by the accreditation body.

2.5 ATL License and Service Agreement

The ATL License and Service Agreement is the legal agreement between CTIA Certification and the ATL. Upon ATL authorization, the ATL shall sign a digital version of ATL License and Service Agreement on the CTIA Certification database.

2.6 ATL Logo

The CTIA Certification Authorized Test Lab logo identifies a lab as authorized by CTIA Certification to conduct certification testing:



Laboratories licensed by CTIA Certification as ATLs are issued an ATL logo with a unique laboratory identifier code. Digital files for reproduction of the logo may be downloaded from the CTIA Certification database. Usage of the logo shall follow the guidelines in the ATL Brand Guidelines document found at <https://ctiacertification.org/test-labs/>.

2.7 Annual License Fee

An annual license fee of \$2,000 is assessed to each ATL for each authorized location. CTIA Certification will invoice the lab for the fee.

Section 3 Program-Specific Requirements

3.1 Battery Compliance Certification Program

Laboratories will be authorized to conduct evaluations to either the CTIA Certification Requirements for Battery System Compliance to IEEE 1725 and/or the CTIA Certification Requirements for Battery System Compliance to IEEE 1625. Personnel shall include one or more auditors who, either individually or as a team, have the following qualifications:

- Relevant technical degree, or equivalent, with at least 3 years relevant professional work experience and related product knowledge;
- Professional auditor certification (e.g., American Society for Quality or equivalent) or completion of a certified Quality Management System (QMS) Auditor course from a recognized source (e.g., RABQSA or equivalent) and 2 years auditing experience; or 10 years of relevant auditing experience;
- Being free from any internal and external commercial, financial, or other pressures and influences that may adversely affect the quality of his/her work;
- Experience managing confidential information;
- Experience in auditing Cell and Battery Pack manufacturing sites or equivalent processes;
- Proficiency in reading and writing English language documentation;
- Comprehensive understanding of the CTIA Certification Requirements for Battery System Compliance to IEEE 1725 and/or CTIA Certification Requirements for Battery System Compliance to IEEE 1625, CTIA Battery Compliance Certification Program requirements, IEEE 1725 and/or IEEE 1625 specifications

ATLs shall attend all meetings of the CTIA Certification Battery Compliance Working Group. Should an ATL fail to meet this requirement, their ATL status shall be revoked for a 12-month period. If after 12 months the ATL has attended ALL meetings, their ATL status shall be reinstated. Should the ATL fail to meet this requirement a second time, their ATL status shall be revoked and they may re-apply for ATL authorization.

3.2 Battery Life Certification Program

ATLs shall attend all face-to-face meetings of the CTIA Certification Battery Life Working Group. Should an ATL fail to meet this requirement, their ATL status shall be revoked for a 12-month period¹. If after 12 months the ATL has attended ALL meetings, their ATL status shall be reinstated. Should the ATL fail to meet this requirement a second time, their ATL status shall be revoked and they may re-apply for ATL authorization.

¹ The ATL Review Committee will consider any extenuating circumstances, brought to its attention by the ATL, causing the failure to meet this requirement and has the sole discretion to impose or waive this penalty.

3.3 IoT Cybersecurity Certification Program

Laboratories authorized for IoT Cybersecurity Certification testing shall:

- Attend all face-to-face meetings of the CTIA Cybersecurity Certification Working Group and participate in 4 out of the last 5 working group conference calls. Should an ATL fail to meet this requirement, their ATL status shall be revoked for a 6-month period. If after 6 months, the ATL has attended ALL conference calls and face-to-face meetings, their ATL status shall be reinstated. Should the ATL fail to meet this requirement a second time, their ATL status shall be revoked and they may re-apply for ATL authorization.
- Active participation during working group conference calls/meetings is expected. ATLs shall actively contribute to the continued development and maintenance of the test plan by equally sharing in the work requested of ATLs by the working group.
- Conduct at least one Cybersecurity Certification test per year, as evidenced by a certification request in the CTIA Certification database.

3.4 Device Hardware Reliability Certification Program

Laboratories authorized for Device Hardware Reliability Certification testing shall:

- Attend all face-to-face meetings of the CTIA Certification Device Hardware Reliability Working Group and, on a rolling basis, participate in 3 out of the last 5 working group conference calls. Should an ATL fail to meet this requirement, their ATL status shall be revoked for a 6-month period². If after 6 months the ATL has attended ALL conference calls and face-to-face meetings, their ATL status shall be reinstated. Should the ATL fail to meet this requirement a second time, their ATL status shall be revoked and they may re-apply for ATL authorization.
- Active participation during working group conference calls is expected. Should an ATL fail to respond to an inquiry of them during the call, the meeting summary attendee roster will show the ATL as not attending the call.

3.5 PTCRB Certification Program

3.5.1 Full Test Laboratory

Laboratories authorized as Full Test Laboratories for the PTCRB certification program shall:

- Use approved test platforms listed on the PTCRB TC Database
- Attend all PTCRB Validation Group (PVG) and PTCRB Plenary meetings (a conference call or face-to-face counts equally as a “meeting”). Laboratories with multiple locations shall send a minimum of one delegate to attend each meeting. Should a laboratory be unable to attend a meeting due to extenuating circumstances, the laboratory shall notify CTIA Certification prior to the meeting along with the reason for being unable to attend. Acceptance of the reason for non-attendance will be at CTIA Certification’s sole discretion.
- Contribute to the development and acceptance of new test cases into 3GPP RAN WG5, CTIA Certification Program Working Groups, OMA IOP or other recognized test standardization forums.

² The ATL Review Committee will consider any extenuating circumstances, brought to its attention by the ATL, causing the failure to meet this requirement and has the sole discretion to impose or waive this penalty.

Contributions shall be based on the needs of the PTCRB Working Group as stipulated by submitted Request for Tests (RFTs).

- Actively participate in all PVG activities, such as:
 - Serving as rapporteur for RFTs
 - Supporting PRD maintenance
 - Supporting inter-laboratory comparison testing
 - Hosting PVG meetings
 - Supporting conformance & performance test validation and verification

Evidence of participation shall be provided to CTIA Certification on November 1 of each year according to instructions provided by CTIA Certification

- Employ test managers who have a minimum of 3-year experience in certification testing (at least two years in GSM, UTRA, E-UTRA, NR, or AE testing)
- Employ test engineers who have a minimum of 1-year experience in certification testing. Alternatively, test managers may document that their test engineers are competent to perform their tasks and supply this documentation to CTIA Certification.
- Be capable of executing tests in the PTCRB bands identified in NAPRD03 Section 2.8.
- Meet the minimum capability requirements described in Table 1.1 for each band (including network independent, bearer agnostic, etc.) at all times
 - When adding additional test capability, an authorization application per Appendix F shall be submitted

Table 1.1 Minimum Capability Requirements

Technology Area	Minimum Capability (%)	Technology Area	Minimum Capability (%)
UTRA RSE	100	Category M RF	90
UTRA RF	50	Category M RRM	90
UTRA RRM	50	Category M Protocol	90
UTRA Protocol	50	Category M IMS	90
UTRA UICC / USIM	50		
UTRA USAT	50	NB-IoT RF	90
UTRA Acoustics	100	NB-IoT RRM	90
UTRA TTY	100	NB-IoT Protocol	90

UTRA A-GNSS RF	100
UTRA A-GNSS Protocol	100
E-UTRA RSE	100
E-UTRA RF	50
E-UTRA RRM	50
E-UTRA Protocol	50
E-UTRA UICC	50
E-UTRA USAT	50
E-UTRA Acoustics	100
E-UTRA TDD RF	50
E-UTRA TDD RRM	50
E-UTRA TDD Protocol	50
E-UTRA CA RF	50
E-UTRA CA RRM	50
E-UTRA CA Protocol	50
E-UTRA Positioning RF	100

NB-IoT UICC	70
NB-IoT USAT	70
UICC Based NFC SWP / HCI	100
UICC Based NFC NFC Test Book IOP	100
UICC Based NFC SIM Alliance and GP Conformance	100
NFC Test Book Conformance	100
MMS	100
OMA DM	100
SUPL	100
Remote SIM Provisioning	100

E-UTRA Positioning Protocol	100
E-UTRA Data Throughput	100
E-UTRA MCPTT	80
5G FR1 RF	50
5G FR2 RF	50
5G FR1 RRM	50
5G FR2 RRM	50
5G De-Mod/CSI	50
5G RAN Protocol	50
5G NAS Protocol	50
5G IMS Protocol	50
5G Positioning	50
GERAN RSE	100
GERAN RF	90
GERAN Protocol	90
GERAN SIM	90
GERAN SATK	90
GERAN Acoustics	100

Lightweight M2M	100
AT Commands	100
OMA FUMO	100
IMS	100
Connection Efficiency	100
OMA LPPe	100
eLPP	100

GERAN TTY	100
GERAN A-GNSS	100

3.5.2 Associate Test Laboratory

Laboratories authorized as Associate Test Laboratories for the PTCRB certification program shall:

- Be sponsored by a PTCRB Full Test Laboratory in good standing and qualified in the technology to be tested by the PTCRB Associate Test Laboratory. Only the PTCRB Full Test Laboratory sponsoring the PTCRB Associate Test Laboratory shall act as the Primary Laboratory for testing performed by the PTCRB Associate Test Laboratory.
- Attend all PTCRB Validation Group (PVG) and PTCRB Plenary meetings (a conference call or face-to-face counts equally as a “meeting”). Laboratories with multiple locations shall send a minimum of one delegate to attend each meeting.
 - Should a laboratory be unable to attend a meeting due to extenuating circumstances, the laboratory shall notify CTIA Certification prior to the meeting along with the reason for being unable to attend. Acceptance of the reason will be at CTIA Certification’s sole discretion.
 - PTCRB Associate Test Laboratories may be represented by a delegate from the PTCRB Full Test Laboratory, sponsoring the PTCRB Associate Test Laboratory, at the PVG and PTCRB Plenary meetings, provided sufficient documentation demonstrating how information is shared with the PTCRB Associate Test Laboratory is provided. PTCRB Associate Test Laboratories that are not part of the same corporation as the PTCRB Full Test Laboratory sponsoring the PTCRB Associate Test Laboratory are required to attend two PVG and two PTCRB Plenary meetings per year.
- Use approved test platforms listed on the PTCRB TC Database
- Employ test managers who have a minimum of 3-year experience in certification testing (at least two years in GSM, UTRA, E-UTRA, or AE testing)
- Employ test engineers who have a minimum of 1-year experience. Alternatively, test managers may document that their test engineers are competent to perform their tasks and supply this documentation to CTIA.
- Be capable of executing tests in the PTCRB bands identified in NAPRD03 Section 2.8.
- When adding additional test capability, an authorization application per Appendix F shall be submitted. The application shall include the sponsor Full Test Laboratory capability requirements described in Table 1.1.

3.5.3 Probation

A laboratory failing to fulfill the requirements of this document will be placed on probation. The issues to be resolved will be communicated to the laboratory by CTIA Certification. The laboratory shall respond with its root cause analysis and corrective actions. The laboratory may be subject to auditing of its location at the laboratory’s expense. Subject to CTA Certification’s approval, the Laboratory may continue to accept certification test requests from OEMs.

The laboratory will be removed from probation when the identified issues are resolved to CTIA Certification’s satisfaction.

3.6 Over-the-Air Performance Testing

Laboratories authorized for Over-the-Air Performance testing shall conduct at least one OTA test per year, as evidenced by a certification request in the CTIA Certification database. See Section 5.4 of this document).

- This requirement is applicable for each calendar year and to each authorized location. For newly authorized ATLs, this requirement is applicable for the calendar year following authorization.
- Should an ATL fail to meet this requirement, their ATL status shall be revoked. The ATL may request re-authorization by contacting CTIA Certification and providing a timeframe (of no greater than 6 months) for when a test report will be uploaded to the CTIA Certification database. The re-authorization may require an assessment per Appendix K of this document if new revisions to the test plan have been published during the inactivity period. Should the ATL fail to meet this requirement a second time, their ATL status shall be permanently revoked.

Section 4 On-Going Compliance Requirements

4.1 ISO/IEC 17025 Accreditation

ATLs shall maintain their ISO/IEC 17025 accreditation to the CTIA Certification test plan scopes to which they are accredited.

4.2 Program-Specific Compliance Requirements

ATLs shall maintain compliance with the requirements in Section 3 of this document, as applicable.

4.3 ATL License and Service Agreement

The *ATL License and Service Agreement* is renewed on January 1 of each year. ATLs shall accept the digital version of the Agreement on the CTIA Certification database.

4.4 Annual License Fee

Along with the renewal of the *ATL License and Service Agreement*, CTIA will invoice the ATL for the annual license fee of \$2,000 for each authorized location. The ATL shall pay this fee.

4.5 Notification of Personnel Changes

ATLs shall inform CTIA Certification of any changes in key personnel involved with the certification program (e.g., project/test manager, lead auditor for battery compliance certification scope). These changes will be reviewed by CTIA Certification and, as applicable, the ATL Review Committee.

4.6 Inter-Laboratory Comparison Testing

On a periodic basis, CTIA Certification may conduct inter-laboratory comparison testing within a given testing scope. Samples will be circulated among labs, and measurements will be taken and submitted to CTIA Certification for analysis. Data outliers will be investigated and addressed. Investigations may require re-testing by the lab, updating of the lab's test procedures, or, if the lab is found to be in non-compliance of the ATL requirements, suspension or revocation of the lab's ATL status.

Section 5 Use of CTIA Certification Test Plans

5.1 General

As noted in the copyright statement on each of the CTIA Certification test plans, the test plans may not be modified or altered in any way. Nor may any derivative works be created from the test plans.

Only ATLs are permitted to use the test plans for commercial testing purposes. No other test labs are permitted to use these test plans. The test plans are solely for use within the CTIA Certification Program. Any other use of a test plan must be authorized by CTIA Certification in writing.

ATLs shall refer to the ATL License and Service Agreement for the terms and conditions under which the certification test plans may be used.

For CTIA/PTCRB certification, the test plans must be run in their entirety. No tests shall be omitted. The only exception to this rule is in cases where no testing is required, but the vendor requests the ATL to run portions of a test plan; in this case, the ATL shall prominently place an explanation on the cover of the test report.

5.2 Applicable Version

Unless otherwise specified in the applicable certification requirements document, the latest revision of the test plan, at the time the request is submitted via the certification database, shall be used.

5.3 Pre-Certification Testing

Use of CTIA Certification test plans for pre-certification testing is permitted under the following conditions. The ATL shall inform CTIA Certification of the vendor name and model name/number of the device to be tested by sending an email to support@ctiacertification.org. The ATL shall prominently label on the cover of the test report: "Pre-Certification Test Report. For [vendor name] internal use only." There is no CTIA Certification fee for pre-certification testing. Within a reasonable period of time, the vendor is expected to submit a certification request following the procedures in the appropriate certification requirements document.

5.4 Test Request

Testing to CTIA Certification test plans, with the exception of pre-certification testing, may only proceed once a test request, sent from the CTIA or PTCRB certification database, has been received and accepted by the ATL. Once testing is complete, the test report(s) shall be uploaded to the certification database.

Appendix A Assessment Process for CTIA Certification Battery Life Test Plan

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Details demonstrating that the lab meets the ATL requirements defined in this document
 - b) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body (for other testing scopes), the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the CTIA Certification Battery Life Test Plan.
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - c) Written test procedures providing specific and detailed hardware, software, laboratory techniques, test methodology, and criteria used during the product evaluation. The test procedures shall include detailed information about the test equipment hardware and software and a step-by-step test execution procedure.
 - d) A set of sample test reports
 - e) An organizational chart
 - f) Acknowledgement of attending four sequential face-to-face meetings of the CTIA Battery Life Working Group
 - g) A list of the validated test systems used by the lab
- 2) After reviewing the application package for completeness, CTIA Certification will forward the package to the ATL Review Committee
- 3) The ATL Review Committee will review the procedures for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
- 4) At the end of the review, the ATL Review Committee will document any deficiencies and identify what the lab must do to resolve each deficiency. CTIA Certification will forward the deficiencies list to the lab.
- 5) The lab shall resolve all deficiencies to the satisfaction of the ATL Review Committee

Appendix B Content Removed

Content for this appendix has been removed.

Appendix C Assessment Process for CTIA Certification Requirements for Battery System Compliance to IEEE 1625/1725

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Details demonstrating that the lab meets the ATL Requirements defined in this document
 - b) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body (for other testing scopes), the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the CTIA Certification Requirements for Battery System Compliance to IEEE 1625 and/or CTIA Certification Requirements for Battery System Compliance to IEEE 1725
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - c) Written test procedures providing specific and detailed hardware, software, laboratory techniques, test methodology, and criteria used during the product evaluation. The test procedures shall include detailed information about the test equipment hardware and software and a step-by-step test execution procedure.
 - d) A full set of test reports covering all components of a System of the laboratory's choice
 - e) An organizational chart
 - f) Acknowledgement of attending two sequential meetings of the CTIA Certification Battery Compliance Working Group
- 2) After reviewing the application package for completeness, CTIA Certification will forward the package to the ATL Review Committee. There are two operator representatives, two system vendor representatives, one pack vendor representative and one cell vendor representative on the committee.
- 3) The ATL Review Committee, which meets during the CTIA Certification Battery Compliance Working Group Meetings, will review the procedures for:
 - Completeness – all required testing is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required
- 4) At the end of the review, the ATL Review Committee will document any deficiencies and identify what the lab must do to resolve each deficiency. CTIA Certification will forward the deficiencies list to the lab.
- 5) The lab shall resolve all deficiencies to the satisfaction of the ATL Review Committee

Appendix D Assessment Process for CTIA Cybersecurity Certification Test Plan for IoT Devices

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the *CTIA Cybersecurity Certification Test Plan for IoT Devices*
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) Detailed written test procedures for conducting testing to the CTIA Certification test plan
 - c) Test data of a reference device using the CTIA Certification-provided test report template
 - d) CVs/resumes of personnel who will be involved with the testing, identifying their qualifications, and experience
 - e) Acknowledgement of attending the most recent face-to-face meeting and 4 out of the last 5 conference calls of the CTIA Cybersecurity Certification Working Group
- 2) The ATL Review Committee will review the test procedures for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
- 3) At the end of the review, the ATL Review Committee will document any deficiencies and identify what the lab must do to resolve each deficiency. CTIA Certification will forward the deficiencies list to the lab.
- 4) The lab shall resolve all deficiencies to the satisfaction of the ATL Review Committee

Appendix E Content Removed

Content for this appendix has been removed.

Appendix F Assessment Process for PTCRB Permanent Reference Document NAPRD03

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the test specifications referenced in *PTCRB Permanent Reference Document NAPRD03*
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) High-level written test procedures in English for conducting testing to the *PTCRB Permanent Reference Document NAPRD03*. These procedures will be reviewed by CTIA Certification for:
 - Completeness – all required testing for the certification testing scope is covered
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
 - c) A completed PTCRB Laboratory Authorization Application Form and PTCRB Laboratory Test Capability Form
 - d) A test report template (Full Test Laboratory authorization only)
 - e) A list of test platforms available for use in the lab facility requesting authorization
 - f) Evidence of contributions to the development and acceptance of new test cases into 3GPP RAN WG5, CTIA Certification Program Working Groups, OMA IOP or other organizations developing requirements used by the PTCRB certification program (Full Test Laboratory authorization only)
 - g) CVs/resumes of personnel who will be involved with the testing, identifying their qualifications, and experience
 - h) A completed Laboratory Capability Spreadsheet, which can be downloaded from the TC Database, indicating percentage support for test cases that can be performed within the lab facility requesting authorization
 - For PTCRB Associate Test Laboratories, a list of any test cases that will be outsourced to a PTCRB Full Test Laboratory shall be provided
 - i) An organizational chart
 - j) Acknowledgement of attending at least two previous PVG meetings as a full member of PVG and two PTCRB Plenary meetings
 - k) A sponsorship statement from the sponsoring PTCRB Full Test Laboratory (Associate Test Laboratory authorization only)
- 2) The ATL Review Committee will review the above documentation

- 3) For a Full Test Laboratory application, CTIA Certification will work with the lab to schedule the on-site audit after the documentation review is complete
- 4) A CTIA Certification staff member will conduct the on-site audit (Full Test Laboratory only)
 - The lab shall pay the travel expenses for one individual, including business class airfare for flights in excess of 7 hours
 - CTIA Certification will invoice the lab for the estimated travel expenses. The lab shall pay these expenses prior to the on-site audit.
 - CTIA Certification will reimburse the lab for any unused travel expenses after completion of the audit
- 5) At the end of the audit, the CTIA Certification staff member will document any deficiencies identified during the audit, including deficiencies corrected during the audit. This document will also identify what the lab must do to resolve each deficiency. The lab shall sign the document, indicating its agreement.
- 6) The lab shall resolve any deficiencies and provide evidence to CTIA Certification for verification

Appendix G Assessment Process for CTIA Certification Device Hardware Reliability Test Plan

CTIA Certification is not accepting applications for the CTIA Certification Device Hardware Reliability Test Plan at this time.

Appendix H Assessment Process for CTIA Certification Interoperability Test Plans

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the CTIA Certification Interoperability Test Plan for 5G NR Wireless Devices-NSA (Non Stand Alone), CTIA Certification Interoperability Test Plan for LTE Wireless Devices, CTIA Certification Interoperability Test Plan for LTE Carrier Aggregation, or CTIA Certification Interoperability Test Plan for VoLTE Wireless Devices.
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) Detailed written test procedures for conducting testing to the CTIA Certification test plan. These procedures will be reviewed by the SME for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
 - c) A test report template
- 2) CTIA Certification will assign a SME to review the above documentation and to conduct the on-site audit
- 3) CTIA Certification will work with the lab to schedule the on-site audit after the documentation review is complete
- 4) The SME and a CTIA Certification staff member will conduct the on-site audit
 - The lab shall pay the travel expenses for these two individuals, including business class airfare for flights in excess of 7 hours
 - CTIA Certification will invoice the lab for the estimated travel expenses. The lab shall pay these expenses prior to the on-site audit.
 - CTIA Certification will reimburse the lab for any unused travel expenses after completion of the audit
- 5) At the end of the on-site audit, the SME will document any deficiencies identified during the audit, including deficiencies corrected during the audit. This document will also identify what the lab must do to resolve each deficiency. The lab shall sign the document, indicating its agreement.
- 6) The lab shall resolve any deficiencies identified during the audit and provide evidence to the SME for verification

Appendix I Assessment Process for CTIA Certification Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the *CTIA Certification Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance*
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) Detailed written test procedures for conducting testing to the CTIA Certification test plan. These procedures will be reviewed by the SME for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
 - c) A test report template
 - d) CTIA Certification Measurement Uncertainty Spreadsheet fully populated and ripple test procedures/results
 - e) Documents as required by the *Laboratory Assessment and Validation Requirements Document for CTIA Certification Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance*
- 2) CTIA Certification will assign a SME to review the above documentation
- 3) The SME will document any deficiencies identified during the off-site audit. This document will also identify what the lab must do to resolve each deficiency.
- 4) The lab shall resolve any deficiencies identified during the audit and provide evidence to the SME for verification

Appendix J Content Removed

Content for this appendix has been removed.

Appendix K Assessment Process for CTIA Certification Test Plan for Wireless Device Over-the-Air Performance

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the *CTIA Certification Test Plan for Wireless Device Over-the-Air Performance*
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) Detailed written test procedures for conducting testing to the CTIA Certification test plan. These procedures will be reviewed by the SME for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
 - c) A test report template
 - d) CTIA Certification Measurement Uncertainty Spreadsheet fully populated and ripple test procedures/results
- 2) CTIA Certification will assign a SME to review the above documentation and to conduct the on-site audit
- 3) CTIA Certification will work with the lab to schedule the on-site audit after the documentation review is complete
- 4) The SME and a CTIA Certification staff member will conduct the on-site audit
 - The lab shall pay the travel expenses for these two individuals, including business class airfare for flights in excess of 7 hours
 - CTIA Certification will invoice the lab for the estimated travel expenses plus SME audit fee. The lab shall pay these expenses prior to the on-site audit.
 - CTIA Certification will reimburse the lab for any unused travel expenses after completion of the audit
- 5) At the end of the audit, the SME will document any deficiencies identified during the audit, including deficiencies corrected during the audit. This document will also identify what the lab must do to resolve each deficiency. The lab shall sign the document, indicating its agreement.
- 6) The lab shall resolve any deficiencies identified during the audit and provide evidence to the SME for verification

Appendix L Assessment Process for CTIA Certification /Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices

- 1) The lab shall have already completed an on-site audit for testing to the CTIA Certification Test Plan for Wireless Device Over-the-Air Performance. If desired, the lab may request a single on-site audit for both the *CTIA Certification Test Plan for Wireless Device Over-the-Air Performance* and the *CTIA Certification/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices*.
- 2) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body for other testing scopes, the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the *CTIA Certification/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices*. Include a copy of the certificate showing the *CTIA Certification Test Plan for Wireless Device Over-the-Air Performance* and the *CTIA Certification/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices*, if available.
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - b) Detailed written test procedures for conducting testing to the test plan. These procedures will be reviewed by the SME for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
 - c) A full test report on a device of the laboratory's choice. The test report will be reviewed for completeness per the test report requirements in the test plan. Please make this report generic. Do not include device specifics in the report (provide a redacted report)
 - d) CTIA Certification Measurement Uncertainty Spreadsheet fully populated and ripple test procedures/results
 - e) Very detailed equipment specifications
 - f) Very detailed software descriptions
- 3) CTIA Certification will assign a SME to review the above documentation and to conduct the on-site audit.
- 4) CTIA Certification will work with the lab to schedule the on-site audit after the documentation review is complete
- 5) The SME will conduct the on-site SME audit.
 - The lab shall pay the travel expenses for the SME, including business class airfare for flights in excess of 7 hours

- CTIA Certification will invoice the lab for the estimated travel expenses plus SME audit fee. The lab shall pay these expenses prior to the on-site audit.
 - CTIA Certification will reimburse the lab for any unused travel expenses after completion of the audit
- 6) At the end of the audit, the SME will document any deficiencies identified during the audit, including deficiencies corrected during the audit. This document will also identify what the lab must do to resolve each deficiency. The lab shall sign the document, indicating its agreement.
- 7) The lab shall resolve any deficiencies identified during the audit and provide evidence to the SME for verification

Appendix M Assessment Process for CTIA Certification Speech Performance Test Plan

- 1) The lab shall submit an application package to CTIA Certification consisting of:
 - a) Details demonstrating that the lab meets the ATL requirements defined in this document
 - b) Identification of the accreditation body to be used for ISO/IEC 17025 accreditation
 - If the lab is already accredited by this accreditation body (for other testing scopes), the lab shall inform CTIA Certification of that accreditation body's procedure for expanding the lab's accreditation scope to include the *CTIA Certification Speech Performance Test Plan*.
 - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA Certification of the scheduled date of the ISO/IEC 17025 assessment
 - c) Written test procedures providing specific and detailed hardware, software, laboratory techniques, test methodology, and criteria used during the product evaluation. The test procedures shall include detailed information about the test equipment hardware and software and a step-by-step test execution procedure.
 - d) Test report template
 - e) CTIA Certification Measurement Uncertainty Spreadsheet fully populated
 - f) A list of the validated test systems used by the lab
 - g) An organizational chart
- 2) After reviewing the application package for completeness, CTIA Certification will forward the package to the ATL Review Committee
- 3) The CTL Review Committee will review the procedures for:
 - Completeness – all required testing for the certification testing scope is covered in detail
 - Adequacy – the procedures appear to be correct for carrying out the testing required in the certification testing scope
- 4) At the end of the review, the ATL Review Committee will document any deficiencies and identify what the lab must do to resolve each deficiency. CTIA Certification will forward the deficiencies list to the lab.
- 5) The lab shall resolve all deficiencies to the satisfaction of the ATL Review Committee

Appendix N Change History

Date	Version	Description of Changes
January 2012	1.0	<ul style="list-style-type: none"> • First Release
June 2012	1.1	<ul style="list-style-type: none"> • Updated program-specific requirements for Battery Certification Program to include meeting attendance requirements • Updated assessment process for CTIA <i>Bluetooth</i> Compatibility Test Plan to include meeting attendance requirements
November 2013	1.2	<ul style="list-style-type: none"> • Added program-specific requirements for CTIA Test Plan for Wireless Device Over-the-Air Performance
December 2014	1.3	<ul style="list-style-type: none"> • Added requirements for CTIA Speech Performance Test Plan • Updated name of CTIA CDMA Wireless Device Test Plan • Updated program-specific requirements for Battery Certification Program • Updated program-specific requirements for <i>Bluetooth</i> Compatibility Certification Program • Clarified that the annual CATL administrative fee applies to each authorized location • Updated Use of CTIA Test Plans section • Updated Assessment Process for CTIA Certification Requirements for Battery System Compliance to IEEE 1625/1725
August 2015	1.4	<ul style="list-style-type: none"> • Added requirements for Conformance Test Plan for LTE Wireless Devices • Updated name of Conformance Test Plan for CDMA Wireless Devices • Updated name of Interoperability Test Plan for LTE Wireless Devices • Updated Use of CTIA Test Plans section - Certification Testing
November 2015	1.5	<ul style="list-style-type: none"> • Added requirements for Device Hardware Reliability Test Plan • Clarified that subcontracting of tests applies only to the Battery Certification Program and to the Test Plan for Wireless Device Over-the-Air Performance.
July 2016	1.6	<ul style="list-style-type: none"> • Added program-specific requirements for Battery Life Test Plan • Added assessment process for Test Plan for 2x2 Downlink MIMO and Transmit Diversity Over-the-Air Performance • Added assessment process for Battery Life Test Plan • Added assessment process for Test Plan for LTE Carrier Aggregation Interoperability • Added accreditation body identification requirement to all assessment processes • Updated CTIA logo and CATL logo
June 2018	1.7	<ul style="list-style-type: none"> • Added program-specific requirements for Cybersecurity Program for IoT Devices • Added assessment process for CTIA Cybersecurity Certification Test Plan for IoT Devices • Removed CTIA Speech Performance Test Plan • Removed assessment process for CTIA <i>Bluetooth</i> Compatibility Test Plan • Updated the CATL License and Service Agreement process and the Annual administrative fee

February 2019	1.8	<ul style="list-style-type: none"> Updated CATL Requirements
January 2020	1.9	<ul style="list-style-type: none"> Added program-specific requirements for PTCRB Certification Program Added assessment process for PTCRB Certification Program Removed Conformance Test Plan for LTE Wireless Devices Updated Use of CTIA Test Plans section Removed assessment processes for CTIA Conformance Test Plan for CDMA Wireless Devices, CTIA Conformance Test Plan for LTE Wireless Devices, and CTIA Device Hardware Reliability Test Plan
December 2020	1.10	<ul style="list-style-type: none"> Changed organization name, and associated documents, from CTIA to CTIA Certification Added requirements for CTIA Certification Speech Performance Test Plan Removed <i>Bluetooth</i> Compatibility Test Plan and Hearing Aid Compatibility Test Plan Updated PTCRB Certification Program requirements