

RULES FOR REGISTRATION OF MEASUREMENT FACILITIES

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Article 1 - Objective:

These regulations provide the procedures in which provisions of Article 7 (Registration of Measurement Facilities, hereafter called "Registration") in the "Rules for Voluntary Control Measures" (V-2) shall be administered.

Article 2 - Registration:

The Members shall obtain the approval from the Council for their measurement facilities that they use for their compliance test for interference from ITE, and register those facilities with the Council.

Article 3 - Application for Registration by Examination:

The member wishing to register his measurement facilities to the Council shall first assure that his facilities meet the Requirements of Registration specified in Article 4 and then submit an application package for each facility in accordance with Normative Annex 2-2 "Outline how to fill Registration Documents of Measurement Facilities" to the Council together with the examination fees. Application package is comprised of "Application for Registration of Measurement Facility" (Forms 101, 101G, 102A, and 102B), "the Application Supplement for Registration of Measurement Facility" (in the forms specified in the above forms), and data to be attached (measurements of site attenuation and site validation by site VSWR method) which are not older than 6 months before the application). As to the examination fee the member can pay it later by means of transferring to the bank account specified by the Council upon the reception of a bill for it.

Article 4 - Requirements for Registration:

Requirements for Registration shall satisfy the following conditions.

1) Technological requirements:

- (i) Standards applicable to the measurement facility as provided for in Chapter 5 of Normative Annex 1, "Technical Requirements," (V-3) under the Rules for Voluntary Control Measures (V-2); and
- (ii) Other incidental requirements.

2) General requirements:

Requirements relating to such systems and administration as shall be necessary for the measurement quality of the measuring facilities. Details are stipulated in Normative Annex 2-1, "Guidelines for the Management of Measurement Facilities" (V-6).

Article 5 - Examination of Registration:

The Council shall examine the "Application for Registration of Measurement Facility" and the "Application Supplement for Registration of Measurement Facility" filed by the Member. The Council shall query the Member, requiring additional data to be submitted if there are any uncertainty points and, whenever appropriate, visiting the Member for inspection and guidance, to conclude the examination.

Article 6 - Notice of Conclusion of Examination:

The Council shall notify the results of the examination, including reexamination, to the Member in respect of:

- 1) Approval, if the Council acknowledges that the requirements in Article 4 for Registration are met;
- 2) Deferment, if the Council recognizes that there are points that do not meet the requirements in Article 4 for Registration; the Council shall defer judgment of the results of the examination, and notify the Member of the items that require improvement. The Member shall reply to the Council within 3 months regarding the Member's intention to implement the improvement, and if the Member intends to implement it, the Member shall, after implementing the improvement, request a reexamination by submitting a report of the improvement details.
- 3) Disapproval, if the Member does not report within 3 months whether it can implement the above improvement, or it does not accept the Council's request for improvement.

Article 7 - Issue of Certificate of Registration:

- (1) The Council shall notify the Member of the approval granted and deliver the Certificate of Registration bearing the registration number.
- (2) After approving the Application for Renewal of Registration in Article 10, the Council shall issue a new Certificate of Registration.

(3) Upon approval of new or renewal application based on Article 15 the Council will notify the Member of the positive result of the verification and the registration number without issuance of a Certificate of Registration. However, the Certificate is issuable upon request by the Member and payment of the fee chargeable based on “The fee table for verification of measurement facilities.”

Article 8 - Valid Period of Registration:

1) The valid period of the certificate of registration that has been issued in accordance with Article 7 shall be 3 years. If, following receipt of the application for renewal, the Registration should lapse during the examination by the Council (including reexamination for the improvement), the Council shall extend the valid period for the certificate of registration until the examination is concluded, up to a maximum of 6 months. In this case certificate of registration will not be issued.

2) The valid period of the certificate of registration that has been issued in accordance with Articles 14 and 15 shall be as follows respectively.

Article 14-effected certificate: the period not exceeding the valid period set by the foreign institution

Article 15-effected certificate: the period granted in the accreditation by the laboratory accreditation body

This rule for valid period is also applies to the renewal of registration prescribed in Article 10. If the Article 14-effected valid period has expired while the Council is conducting assessment of application for registration renewal (or reassessment for improvement) the Council extends the valid period of registration for maximum 6 months provided that renewal application had been filed to the foreign institution before the expiry and its approval is expected. If in the case of Article 15-effected certificate the laboratory accreditation body can not complete the renewal of registration before the expiry, the Council extends the valid period of registration for maximum 6 months. In this case certificate of registration will not be issued.

3) The certificate of registration becomes invalid when the Member forfeits his membership.

Article 9 - (deleted)

Article 10 - Application for Renewal of Registration:

The Member can renew the Registration in the following procedure from 6 to 3 months prior to the expiry of the valid period.

- 1) The registration that had been filed in accordance with Article 3 can be renewed if the registered measurement facilities meet the conditions stipulated in Article 4 and no or only minor changes have been made from the last registration. A Member wishing to renew the registration shall submit an application package to the Council together with the examination fees. Application package is comprised of "Application for Registration of Measurement Facility" (Forms 107, 107G, 108A, and 108B), "the Application Supplement for Registration of Measurement Facility" (in the forms specified in the above forms), and data to be attached (measurements of site attenuation and site validation by site VSWR method which are not older than 6 months before the application).
- 2) To apply for renewal of the registration of the measurement facility registered in accordance with Article 14, the Member shall prepare "Application for Renewal of Registration of Measurement Facility" (Forms 157 and 158A) with the required attachments, and submit the forms to the Council with the renewal fee. In this case, renewal application to the Council is acceptable, even if approval of member's renewal application to the foreign institution is still pending, by submitting a copy of the documents filed to the foreign institution. If approval is not granted by the foreign institution, the Member shall withdraw the application to the Council. Upon receiving the notice of the withdrawal of the application, the Council will return the copies of the application documents to the Member.
- 3) To apply for renewal of the registration of the measurement facility registered in accordance with Article 15, the Member shall submit "Application for Registration and Renewal of Registration of Measurement Facility" (Forms 201, 201G, 202A, and 202B) to the Council. For an Article 15-effected application, no examination will be performed, and therefore, no examination fee described in Article 13 is charged. The rule in this article is also applicable to the case in which the measurement facility that has been registered initially in accordance with Article 3 or 14 is reregistered in accordance with Article 15. In the case of renewal of registration done by Article 15, the renewal window is set as close to the expiry date as three to one months because there is no need for time for examination.

Article 11 - Changes in Registered Matters:

The Member shall give prompt notice to the Council and obtain approval for any change in the descriptions in the completed application form after it has been submitted (both for Registration and its Renewal). For registering of such change, the Member shall replace the old "Application for Registration of Measurement Facility" or "Application for Renewal of Registration of Measurement Facility" (including the " Application Supplement for Registration of Measurement Facility") with a new application form, together with a document specifying the reason for such change. Any unchanged part of the application form can be retained. Any substantial change shall require the Member to return a current Certificate of Registration to the Council and register again (redoing the Registration). Here a "substantial change" means repairing or correcting the measurement facility, involving remodeling, that might affect the nature and the performance of the measurement facility. For example, for a radiated disturbance measurement facility whose measurement distance is D (m), a substantial change would be the repair of a section corresponding to the inside of an elliptic cylinder in which the major axis is $2D$, the minor axis is $\sqrt{3}D$, and the height is $3 + (\sqrt{3}/2) D$.

Article 12 - (deleted)

Article 13 - Fees and Costs:

The Members shall pay the required fees for the examination, which are specified separately.

Article 14 - Registration of Measurement Facility Approved by Foreign Institutions:

1) If a Member desires to register a measurement facility that has been approved by an institution of a foreign country listed in item 2) of this article which employs standards equivalent to the CISPR recommendations in its operations, the Member may apply for registration of the facility in the following way instead of the way described in Article 3. That is, the member prepares the required documents and submits them to the Council together with the fee for examining the registration. The required documents in this case are “Application for Registration of Measurement Facility” (Forms 151 and 152A) that bears the name of the institution and used standards for approval, "Application Supplement for Registration of Measurement Facility", a complete set of copies of the application documents submitted to the institution (including the documents for the first Registration and its renewal) and a copy of certificate proving the approval. However, if it is difficult to pay the examination fee at the time of application filing, the Member shall pay on receipt of bill the fee into a specified bank account. If telecommunication ports measurement facilities and radiation measurement facilities above 1GHz including site validation method, are out of approval scope of the foreign institution, then the Member shall additionally register his telecommunication ports/radiation measurement facilities above 1GHz measurement facility.

The Council administers Article 5 by giving credit to the result of examination by the foreign institution which supersedes the requirements stipulated in Article 4.

Upon completion of examination the Council notifies the Member of the result in accordance with Article 6.. If the result is “approval” the Council issues a certificate of facility registration in accordance with Article 7.

The application for renewal of the registration shall be handled in accordance with item 2 of Article 10.

2) Authorized institutions in foreign countries and applicable standards:

Names of institutions	Applicable standards
The Federal Communications Commission of the U.S.A	ANSI C63.4-2003/2009

Article 15 -Registration of Measurement Facility accredited by Laboratory Accreditation Bodies

1) If a Member desires to register a measurement facility that has been approved by laboratory accreditation bodies specified in Item 2) of this article, the Member may apply for registration of the facility in the following way instead of the way described in Article

3. That is, the member prepares the required documents (Forms 201, 201G, 202A, and 202B) and submits them to the Council. (Note that valid accreditation is limited to the one performed in the country or region in which the accreditation body is registered.) Fees for examination of registration will not be charged because examination is exempted in this way of registration. If telecommunication ports measurement facilities and the radiated measurement facilities above 1GHz which also facilities site validation by site VSWR method are out of approved scope of the foreign institution, then the Member shall additionally register those out-of-scope facilities.

Upon reception of an application for registration the Council verifies if the measurement facility in question is the one actually accredited by the accredited laboratory listed in Item 2) of this article. If the verification is affirmative the registration is established in that instant and the Council notifies the Member of registration number together with that fact. In this case certificate of registration will not be issued as in the case with item (3), Article 7.

The application for renewal of the registration shall be handled in accordance with item 3 of Article 10.

2) Laboratory Accreditation Bodies and Standards

Name of Laboratory Accreditation Bodies	Applicable standards
Voluntary EMC Laboratory Accreditation Center (VLAC)	VCCI Technical requirements
National Voluntary Laboratory Accreditation Program (NVLAP)	ditto
American Association of Laboratory Accreditation (A2LA)	ditto
ANSI-ASQ National Accreditation Board(ACLASS)	ditto

Article 16 - Revision:

These Regulations may be revised subject to the approval of the Operating Committee whenever deemed appropriate because of changes in the CISPR or because of international relationships.

Article 17 -Withdrawal of Registration:

The Member shall file an application for withdrawal by returning the certificate of registration in any of the following cases:

- 1) If the Member desires to withdraw the Registration;
- 2) If the Member abandons pursuance of improvement recommended by the Council with reference to suspension in Item 2) of Article 6 and changes in registered matters in Article 11; or

- 3) If the Member cannot do necessary maintenance as specified in Normative Annex 2-1, “Guidelines for Management of Measurement Facilities,” prescribed in Item 2) of Article 4.

Article 18 - Cancellation of Registration:

The Council may cancel the Registration in the following cases:

- 1) Compliance with the requirements for Registration is no longer maintained; or
- 2) Registration approved in this rule is misused.