



ACTA approval procedures for Telephone Terminal Equipment

RD_730, Issue 9

This guide describes the services of Kiwa for manufacturers and importers to realise that their products will be certified according to the ACTA certification rules.

No rights may be derived from the text of this document.
Copyright © 2023



Revision record sheet

NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet.

Revision	Section number	Page number	Date	remark(s)	Issued by
6		2	18-08-2016	Revision record sheet added	EB
	1.1	4	18-08-2016	Modified paragraph About Telefication	EB
	7.4	10	18-08-2016	Modified paragraph Termination (expiration), reduction, suspension and withdrawal of Certificates	EB
	Front page	1	18-08-2016	Changed footer bank first page	EB
	Annex C	17	18-08-2016	Changed Phone number	EB
	Annex B	16	18-08-2016	Added RQ 160	EB
7	6	6	26-03-2020	Update allowed formats	WJJ
8	Complete document	All	25-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
9	Front sheet, contents table	1, 3	19-05-2023	Change Telefication into Kiwa	WJJ

Issued/modified by : Willem Jan Jong
Function : Manager Product Certification
Revision : 09
Date : 19-05-2023

Verified by : Axel Gase
Function : Quality assurance manager
Date : 19-05-2023

Released by : Axel Gase
Function : Quality assurance manager
Date of release : 19-05-2023

Contents

REVISION RECORD SHEET	2
1 INTRODUCTION.....	4
1.1 ABOUT KIWA	4
1.2 ABOUT THIS DOCUMENT	4
1.3 WHAT IS THE TCB PROGRAM	4
2 RIGHTS AND RESTRICTIONS OF THE TCB-SCHEME?	5
3 KIWA SCOPE OF DESIGNATION	5
4 TEST DATA	5
5 TEST LABORATORY REQUIREMENTS.....	6
6 REQUIRED APPLICATION INFORMATION	6
6.1 RESPONSIBLE PARTY CODE.....	7
6.2 LETTER OF AUTHORIZATION	7
6.3 ACTA PRODUCT LABEL.....	7
6.4 US AGENT FOR SERVICE.....	8
6.5 PHOTOS	8
6.6 WHAT IS IN THE TEST REPORT.....	8
6.7 BLOCK DIAGRAMS AND SCHEMATICS	8
6.8 PRODUCT AND OEM PRODUCTS	8
7 CONFORMITY ASSESSMENT PROCEDURES	9
7.1 FLOW DIAGRAM.....	9
7.2 DECLARATION AND STATEMENT.....	9
7.3 CERTIFICATION AND REGISTRATION	10
7.4 TERMINATION (EXPIRATION), REDUCTION, SUSPENSION AND WITHDRAWAL OF CERTIFICATES	10
8 MODIFICATIONS TO CERTIFIED PRODUCT	11
8.1 TYPES OF MODIFICATIONS	11
8.2 CHANGES TO THE DETAILS OF THE CERTIFICATE-HOLDER	11
8.3 ADDITION OF NEW OEM PRODUCTS	11
8.4 RE-CERTIFICATION.....	11
8.5 MODIFICATION OF PRODUCT HARDWARE/SOFTWARE	12
8.6 CHANGE OF CERTIFICATE-HOLDER	12
9 MARK FOR CERTIFIED PRODUCTS	13
10 INFORMATION ABOUT COMPLAINTS	13
11 THE PUBLIC AVAILABLE INFORMATION	13
ANNEX A: ABBREVIATIONS AND PARAPHRASES	14
ANNEX B: FORMS AND DOCUMENTS	16
ANNEX C: ADDITIONAL INFORMATION.....	17



1 Introduction

1.1 About Kiwa

Kiwa Nederland B.V. is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited Kiwa to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

More information about Kiwa is available in *RD_560, About Kiwa Certification*.

1.2 About this document

This document is a guide for manufacturers and importers, who want to apply for the services of Kiwa in order to realise that their products will be certified according the Federal Communication Commission's (FCC), Part 68 rules and regulations and with the applicable technical criteria for terminal equipment to prevent network harm through the act of publishing such criteria developed by the American National Standards Institute ("ANSI")-accredited standards development organizations adopted by the Administrative Council for Terminal Attachment (ACTA) by Telecommunications Certification Bodies (TCB).

1.3 What is the TCB program

The FCC authorized Kiwa to issue FCC Grants in line with Part 2.960 of 47 CFR starting on August 21, 2000. Kiwa operates under the requirements of CFR 47 Part 2.962. Please consult the FCC rule sections for a more detailed description of the program requirements.

Before introduction of the TCB program, manufacturers were required to apply directly to the FCC for equipment grants of authorization for equipment types subject to Certification. The FCC liberalized in 2000 the process of application in order to reduce the application review delay.

Manufacturers can now obtain their grants from TCB's such as Kiwa. We are accredited as Product Certifiers by the Dutch Council for Accreditation (Raad voor Accreditatie:RvA) and designated as Conformity Assessment Body (CAB) by the state secretary for transport, public works and water management in the Netherlands. Manufactures who use Kiwa for their application can expect a faster application than from the traditional process. Choosing a TCB does not relieve an applicant of the responsibility of compliance with the FCC rules and with the applicable technical criteria adopted by ACTA.

2 Rights and restrictions of the TCB-Scheme?

Manufacturers of Telephone Terminal Devices that require a Registration in the ACTA database prior to marketing of their device in the United States can use a TCB.

Manufacturers have to submit Certification and Registration applications for processing to a TCB like Kiwa instead of the ACTA.

What is beyond the scope of a TCB:

1. Grant a waiver of the rules.
2. Revoke a grant after 30 days.
3. Take enforcement actions.
4. Authorize a transfer of control of a grantee.

3 Kiwa Scope of Designation

TCB's satisfying specific qualification criteria may certify equipment. Kiwa may certify all kind of TTE. Questions regarding the TCB program should be directed to the TCB Council. Questions regarding a TCB's test methodologies, procedures, or application, should be directed to that TCB. Current listing of TCB's is available from the ACTA web site. A Link to this-web site can be found on [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](http://www.kiwa.com)

TCB's must provide the following information to ACTA for all types of filings (*i.e.*, original, modification, notice of change, or re-approval) to allow input to the database of approved equipment maintained by ACTA:

- 1) **Fee.**
- 2) **Copy of Certification:** A copy of the certification granted to the Responsible Party by the TCB must be submitted with each filing.
- 3) **Product Information:** All relevant information specified in paragraph 6 of this document. Terminal Equipment Details must be provided. The extent of information submitted will depend on the type of filing (*i.e.*, original, re-certification, modification, etc.).
- 4) **List of Authorized Submitters:** Unless previously submitted and on file, a list of personnel authorized to file on behalf of the TCB must be provided. Information must include Company Name, Address, Phone Number, Name and Email address for each individual listed. Additionally, at least one (maximum of three) individual(s) must be identified as a "Primary Contact". Primary Contact(s) will be copied on all confirmation notices issued by the ACTA Secretariat, and serve as the company representative(s) for ACTA issues.
- 5) **Indemnification and Liability Statement:** A statement must be included (from the responsible party) with each filing.

4 Test Data

Kiwa will review the submitted data in order to determine if the sample is compliant.

Applicants are responsible for ensuring the accuracy and relevance of the test data and are free to choose the testing facility. In case no test data is submitted of a sample, additional test data will be requested.

When submitted test data remains questionable, then Kiwa may request a sample of the product for review.

5 Test Laboratory Requirements

Under TCB certification approach, TCB's must be accredited by the U.S. National Institute of Standards and Technology (NIST), or equivalent body for TCB's located outside the U.S.A. Test laboratories contracted to test terminal equipment for compliance with the TTE technical criteria need not be accredited. However, responsible parties should always use competent test labs. Specifically, test labs should be:

- Knowledgeable and experienced with Part 68, TIA-968 requirements.
- Knowledgeable with Rationale and Measurement Guidelines and terminal equipment testing methodology in TIA/EIA/TSB-31-C. TSB-31-C is a useful reference for TTE test methodologies (see miscellaneous reference list, paragraph 2.3).

Additional credentials, such as NVLAP, A2LA, or ISO/IEC 17025 accreditation, may also prove useful in assessing the competency of a test laboratory. Furthermore, the Responsible Party must obtain a description of the measurement facilities and the test plans employed by the test lab, and retain this information on file for future reference (see FCC rules in Section 68.346). The ACTA may require that certain information is included in this description. A copy of this description should also be included with every test report (see paragraph 6.6 of this document).

6 Required Application Information

After completion of the review, Kiwa will submit the electronic application files to the ACTA. To avoid delay, Kiwa requires submitting your application in the format required by the ACTA database. Files submitted in Acrobat PDF format are preferred. Files in MS-WORD, jpg are also accepted.

In case the files are in a different format please contact Kiwa.

An application must consist the follow files/documentation:

- TTE Submission Form
- Responsible Party Code
- Letter of authorization;
- ID Label Info (Product Identifier);
- US Agent for service;
- Internal Photos;
- External Photos;
- Test Report;
- Schematics;
- Block Diagrams;
- User's manual;
- Parts List/Bill of Materials;
- Indemnification and Liability Statement.

6.1 Responsible Party Code

The ACTA-specified Responsible Party Code (RPC) is a unique identifier assigned to the Party responsible for terminal equipment. Historically, the FCC Common Carrier Bureau (CCB), now called the “Wire line Competition Bureau”, referred to this code as an Applicant or *Grantee Code. Codes previously assigned by the FCC CCB, therefore, remain valid and, unless otherwise warranted, may continue to be used. A new RPC is needed:

- When the Responsible Party does not have an RPC or FCC Common Carrier Bureau Grantee Code.
- When it is required for a partial transfer of ownership.

The assignment of the FCC Grantee Code may be obtained either electronically or by submitting a paper request. A paper request consists of a letter of request, an FCC Form 159 “Remittance Advice” and payment. Services and requests for FCC actions that are subject to a fee can be found in the Fee Filling Guide. The Guide contains a copy of FCC Form 159, FCC Remittance Advice Form and instructions on its use. The Fee Filling Guide can be obtained from the FCC website. A Link to this web-site can be found on [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](http://kiwa.com)

6.2 Letter of authorization

If the applicant is another party than the approval holder must submit a letter of authorization. The approval holder must sign this letter.

In this letter the approval holder declares that the applicant is authorized to complete and sign all concerned documents, needed for the application for approval on behalf of the approval holder.

6.3 ACTA Product Label

All devices authorized under the above authorization procedures are required to display an identification label/plate showing the ACTA Product label:

US: aaaeq##xxx

aaa	Responsible Party Code (RPC)
eq	Equipment Code
##	AC Ringer Equivalence Number (REN)
xxx	Product Identifier

The responsible Party shall define the Product Identifier.

(At least one and up to nine alphanumeric characters, including one or more dashes (-) if desired. A dash shall not appear as the first or last character nor shall the identifier consist entirely of dashes).

6.4 US Agent for service

The certification will not be processed without an Agent for Service. The Responsible Party must designate an agent for service of process that is physically located within the United States. The Agent for Service is an entity upon which service may be made of all inquiries, orders, decisions, and other pronouncements of the FCC in any matter before the FCC. Responsible Parties must identify an agent (or department designation), business address, phone number and, if available, TTY (teletypewriter) number, facsimile number, and Internet E-mail address.

6.5 Photos

- Internal photos: Good quality (1M pixel or greater) showing the inside of the product and BOTH sides of all printed circuit cards.
- External Photos: Good quality (1M pixels or greater) showing the exterior of the product from all sides.

6.6 What is in the Test Report

At a minimum, the test report should contain (see FCC rules 47CFR Part 68, section 68.326a):

- a) A description of the product, including the relevant technical specifications.
- b) All relevant diagrams, schematics, parts lists, and photographs.
- c) Test results showing compliance with the applicable technical criteria.
- d) A detailed explanation of the testing procedure used.
- e) The identity of the testing facility used, including its name, address, and telephone number, and any other relevant contact

6.7 Block Diagrams and Schematics

- Block diagrams: A block diagram showing the main parts in the device.
- Schematics: A schematic diagram of the device. Schematics must be formatted as U. S. or E.U. size.

6.8 Product and OEM products

Product

A product is equipment that is unique in its construction.

A product may be marketed as a variant, however all of these variations need to be assessed by Kiwa. OEM products and product variants can be added to the register and to the Certificate of Compliance if they comply with the following conditions.

OEM product

One may market the same product under different type designations and/or trademarks. The products are 100% identical, in construction, hardware, software and physical outlining (OEM = Original Equipment Manufacturer).

7 Conformity assessment procedures

The procedure is described in detail in the following sections.

7.1 Flow diagram

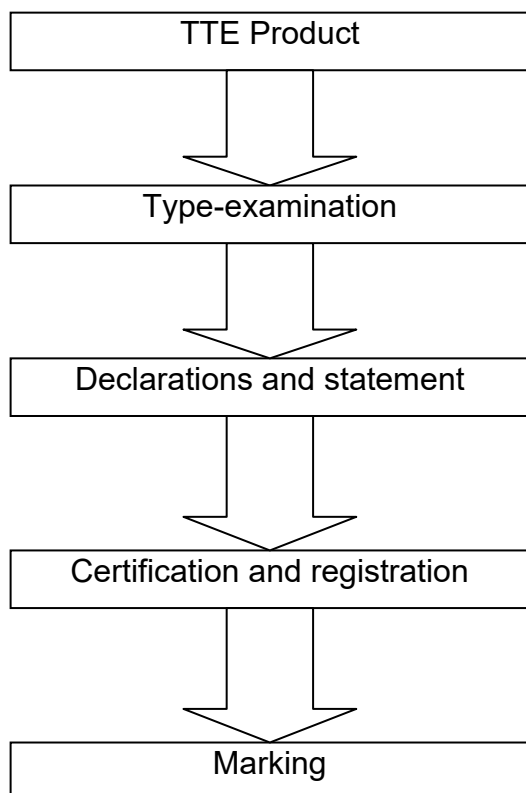


Figure 1: The assessment procedures

In the Type-examination procedure, Kiwa assesses whether the product conforms to the requirements. The assessment is generally based on test reports and the technical documentation.

7.2 Declaration and statement

After the type-examination Kiwa will generate the *Indemnification and Liability Statement*. The approval holder or the authorized applicant shall sign this document.

The *Indemnification and Liability Statement* is a document in which the Responsible Party shall indemnify and hold harmless the ACTA, its members, affiliates, Secretariat and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the ACTA Parties), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising from or relating to the Telephone Terminal Equipment (TTE) or the Responsible Party or TCB Grant of Certification submitted to ACTA in connection therewith.

The responsible party shall acknowledge and agree that the ACTA, and the ACTA Parties

shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning the TTE, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

7.3 Certification and registration

When all above-mentioned letters, documentation, test reports and statements have been assessed by Kiwa and are in compliance with the ACTA rules and regulations, Kiwa will issue her certificate for the equipment. On the same day the electronic filing with the ACTA-website will be started.

After successful uploading the "Grant of registration" will be issued by ACTA.

This means that from this point on the "grant-holder" is entitled to bring the equipment on the market.

The "Grant of registration" is an official public ACTA document which can be seen on the ACTA website. A Link to this web-site can be found on [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](#)

7.4 Termination (expiration), reduction, suspension and withdrawal of Certificates

The certificates issued by Kiwa under ISO/IEC 17065 accreditation can get a change in their active status, as published on the Kiwa website, due to passing the expiry date, changes in the prerequisites for certification, when a non-conformity with the certification requirements is substantiated or when the client requests for changes. In RQ_160 is defined for the related possibilities e.g. termination, suspension and reduction which action must be taken and how these actions have to be performed.

8 Modifications to Certified Product

8.1 Types of modifications

One or more of the following types of modifications may be involved.

Modifications of an administrative nature:

- Changes to the details of the certificate-holder;
- Addition of new OEM products;
- Re-certification applications

For these modifications “Notice” filing to maintain the ACTA database are required.

Modifications of a technical nature or transfer to another party:

- Modification of product hardware/software;
- Change of manufacturer/certificate-holder;

For these modifications “Re-certification” is required and results in a **new product identification number**.

8.2 Changes to the details of the certificate-holder

In this case, the certificate-holder remains the same, but there are changes, for example, to his address, fax number or telephone number. The certificate-holder should inform Kiwa of the administrative changes as quickly as possible.

Comments

This modification does not affect the Type examination. Kiwa will record the new details to the content of the ACTA-maintained database of approved Part 68 products and send the applicant a confirmation, which should be kept with the Certificate of Equipment Registration. Certificates already issued remain valid.

8.3 Addition of new OEM products

Addition of a type designation and/or trademark means that the hardware or software remains unchanged but the type designation and/or trademark are different. This applies to OEM products.

The certificate-holder shall notify Kiwa in writing of the type designation and/or trademark and declare that the new type(s) are identical to the already certified type.

An *Addition to the certificate* will be issued to the certificate-holder. All the relevant type designations and/or trademarks are listed in an annex to the Certificate of Equipment Registration.

8.4 Re-Certification

Re-certification applications are required for limited cases requiring the processing of a new filing. They can include:

- (a) Changes in the network address signaling code (e.g., changing from a T to an E), for products using the historical FCC Registration Number format;
- (b) Establishing a new classification for equipment (e.g., a change to a MF classification based on a previously approved KF system);
- (c) Adding a new manufacturer; when manufacturing/distribution rights are transferred to another party;

(d) When a vendor wants its own product identification number for marketing reasons (with permission of the original responsible party)

(e) When changing from the FCC Reg. number format to the ACTA “US” number format.

Note: Re-certification/Re-approval filings result in a new product identification number. Products using the historical FCC Reg. number will be required to change over to the ACTA “US” number.

8.5 Modification of product hardware/software

This means that product hardware and/or software are modified in a way that affects, or may affect, conformity with the technical requirements.

Comments

The product must be subjected to (additional) tests. The additional test report(s) and all other supporting documentation are submitted to Kiwa together with a modification application.

The manufacturer or importer draws up a new Suppliers *Declaration of conformity (to type)* and sends a copy to Kiwa. Kiwa issues an *Addition to the Certificate of Compliance*.

8.6 Change of certificate-holder

The Certificate of Compliance is drawn up in the name of the certificate-holder and is not transferable without the intervention of Kiwa. The name of the certification-holder can, however be changed, in which case the new certification-holder automatically assumes all the responsibilities and obligations applicable under the issued certificate in question.

Comments

The original holder of the certificate(s) must notify Kiwa in writing that the product shall be transferred to the name of the new certificate-holder. All the type designations and certificate numbers to which the transfer applies should be listed.

The new holder of the certificate(s) shall inform Kiwa in writing that he is taking over the certificate(s) in question, and should list all the types and certificate numbers. He shall also declare, and if necessary demonstrate, that he will fulfil all the responsibilities and obligations applicable under the original certificate. The new certificate-holder draws up a Declaration of Conformity for each type and sends a copy to Kiwa.

If the new certificate-holder demonstrates that he meets all the relevant requirements, Kiwa will issue an *Addition to the certificate of compliance*, in which the details of the new certificate-holder are stated.

9 Mark for certified products

All approved products must be marked with the ACTA Product-labeling number (see paragraph 6.3 of this document):

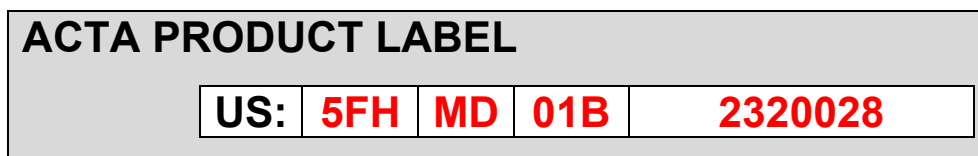


Figure 3: example mark

10 Information about complaints

The certification holder of the certified products should keep a record of all complaints made known to the approval holder relating to a product's compliance with requirements of the relevant standard and to make these records available to the certification body when requested.

In case such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification, appropriate action should be taken.

11 The public available information

Application to this certification scheme entitles Kiwa to make the following information available to any third party via the World Wide Web or any other means:

- Name of certificate-holder;
- Certification/registration number;
- Name of manufacturer;
- Name of trademark;
- Name(s) of product type (type designation);
- List of standards tested.

Annex A: Abbreviations and paraphrases

Accreditation

Accreditation means assessed by a member of the European co-operation for Accreditation (EA) or by an organisation with a Multilateral Agreement signed with the EA. An accredited laboratory is fulfilling the requirements of ISO/IEC 17025.

ACTA

The Administrative Council for Terminal Attachment of the United States of America.

ANSI

America National Standard Institute

Authorised representative

The person who, on the explicit (written) instructions of the manufacturer, acts on his behalf or for his account with respect to the obligations laid down by this certification scheme.

CAB

Conformity Assessment Body

CCB

Historically, the FCC Common Carrier Bureau, now called the "Wire line Competition Bureau"

Certificate-holder

The certificate-holder is the person to whom a certificate is granted.

Certification

A procedure whereby a third party gives written assurance that a product, process or service conforms to specified requirements (ISO/IEC Guide 2: 1991).

Conformity assessment

Systematic examination of the extent to which a product, process or service satisfies further specified requirements (ISO/IEC Guide 2: 1991).

FCC

Federal Communications commission of the United States of America

Manufacturer

The manufacturer is the person responsible for designing and manufacturing a product.

OEM products

A certificate-holder may market the same product under different type designations and/or trademarks. One certificate is issued for the product in which all the relevant type designations and/or trademarks are listed. (OEM = Original Equipment Manufacturer.)

RPC

Responsible Party Code is a unique identifier assigned to the Party responsible for telephone terminal equipment.

REN

Ringer Equivalent Number

RvA

Raad voor Accreditatie (The Dutch Council for Accreditation).



Standard

A standard is a technical specification drawn up by a recognised standard organization.

TCB

Telecommunication Certification Body.

Kiwa

Certification services of Kiwa – Third party certification body accredited by The Dutch Council for Accreditation (Raad voor Accreditatie: RvA).

TTE

Telephone Terminal Equipment.

Trademark

Trademark refers to the generic (brand) name under which a product is marketed.

Type designation

Type designation refers to the unique name under which a product is marketed.



Annex B: Forms and documents

General

Several forms and documents are available to assist you in applying for product certification. The list below covers the most important documents relevant for this certification scheme.

- RD_730** ACTA approval procedures for Telephone Terminal Equipment (this document)
- RF_730** General application form
- RD_560** About Kiwa Certification
- RF_160** Letter of Authorization
- RF_733** Indemnification and Liability Statement
- RQ_160** Termination (expiration), reduction, suspension and withdrawal of Certificates

Kiwa can provide you with original copies of these forms, but you may also use photocopies or printouts obtained from the web-site: [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](http://www.kiwa.com)



Annex C: Additional information

For more information contact:

Kiwa Nederland B.V.

Phone: +31 88 998 3600
Fax: +31 316583189
Email: NLECP@Kiwa.com

Mailing Address:
Wilmersdorf 50
7327 AC Apeldoorn
The Netherlands

Web-site: [Radio, Wireless and Electrical Equipment Testing and Certification \(kiwa.com\)](http://Radio, Wireless and Electrical Equipment Testing and Certification (kiwa.com))