Policies and Procedures for CTIA Authorized Testing Laboratories

Revision 1.1
June 2012

CTIA Certification Program
1400 16th Street, NW, Suite 600
Washington, DC  20036

e-mail: certification@ctia.org
Telephone: 1.202.785.0081

www.ctia.org/certification

Copyright © 2012 CTIA–The Wireless Association®
All Rights Reserved
# Table of Contents

1. OVERVIEW ................................................................................................................................. 1

2. LABORATORY AUTHORIZATION PROCESS ................................................................................. 2
   2.1. Overview .................................................................................................................................. 2
   2.2. ISO/IEC 17025 Accreditation ................................................................................................. 2
   2.3. Assessment Process .................................................................................................................... 3
   2.4. CATL Authorization Decision .................................................................................................. 3
   2.5. CATL License and Service Agreement .................................................................................... 3
   2.6. CATL Logo ............................................................................................................................... 3
   2.7. Annual Administrative Fee ....................................................................................................... 4

3. PROGRAM-SPECIFIC REQUIREMENTS ......................................................................................... 5
   3.1. Battery Certification Program .................................................................................................. 5
   3.2. *Bluetooth* Compatibility Certification Program ................................................................. 5

4. ON-GOING COMPLIANCE REQUIREMENTS ................................................................................. 7
   4.1. ISO/IEC 17025 Accreditation ................................................................................................. 7
   4.2. Program-Specific Requirements ............................................................................................... 7
   4.3. CATL License and Service Agreement ..................................................................................... 7
   4.4. Annual Administrative Fee ...................................................................................................... 7
   4.5. Notification of Personnel Changes ......................................................................................... 7
   4.6. Inter-Laboratory Comparison Testing ..................................................................................... 7

5. USE OF CTIA TEST PLANS ........................................................................................................ 8
   5.1. General ..................................................................................................................................... 8
   5.2. Pre-Certification Testing .......................................................................................................... 8
   5.3. Non-Certification Testing ......................................................................................................... 8
1. Overview

This document defines the:

- requirements and process for a test lab to become a CTIA Authorized Test Lab (CATL)
- ongoing compliance requirements for CATLs
- procedures CATLs shall follow when using CTIA Test Plans
2. Laboratory Authorization Process

2.1. Overview

CATL authorization consists of the following main steps:

- 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 CATL is authorized to conduct
- Undergoing either an on-site audit by a CTIA-appointed Subject Matter Expert (SME) or an off-site audit by a CTIA-appointed CATL Review Committee. The option depends on the scope of authorization.

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

- CTIA CDMA Mobile Station Test Plan
- CTIA Test Plan for Hearing Aid Compatibility
- CTIA Test Plan for LTE Interoperability
- CTIA Test Plan for Mobile Station Over the Air Performance
- CTIA/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices

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

- CTIA Bluetooth Compatibility Test Plan
- CTIA Certification Requirements for Battery System Compliance to IEEE 1725
- CTIA Certification Requirements for Battery System Compliance to IEEE 1625
- Signing the CATL License and Service Agreement
- Paying the annual CATL Administrative Fee

2.2. ISO/IEC 17025 Accreditation

The ISO/IEC 17025 accreditation must be granted by an ILAC (International Laboratory Accreditation Cooperation) 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 Program test plans and shall be identified on the accreditation certificate as:
CTIA Bluetooth Compatibility Test Plan
CTIA Certification Requirements for Battery System Compliance to IEEE 1725
CTIA Certification Requirements for Battery System Compliance to IEEE 1625
CTIA CDMA Mobile Station Test Plan
CTIA Test Plan for Hearing Aid Compatibility
CTIA Test Plan for LTE Interoperability
CTIA Test Plan for Mobile Station Over the Air Performance
CTIA/ Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices

These scopes will not reference the revisions or published dates of the test plans. CTIA 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. Any tests the lab is unable to perform itself must be sub-contracted per ISO/IEC 17025 §4.5 guidelines. Proof of such subcontracting agreement must be provided to CTIA.

### 2.3. Assessment Process

See appendices of this document for the assessment process for each CTIA test plan scope.

### 2.4. CATL Authorization Decision

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

### 2.5. CATL License and Service Agreement

The CATL License and Service Agreement is the legal agreement between CTIA and the CATL. Upon CATL authorization, CTIA will send a CATL License and Service Agreement to the lab for execution.

### 2.6. CATL Logo

The CTIA Authorized Testing Laboratory logo identifies a laboratory as authorized by CTIA to conduct certification testing:

![CTIA Authorized Test Lab](image)

Laboratories licensed by CTIA as CTIA Authorized Testing Laboratories (CATLs) are issued a CATL logo with a unique laboratory identifier number. Digital files for reproduction of the logo will be supplied to the CATL shortly after its authorization.
2.7. **Annual Administrative Fee**

An annual administrative fee of $1,500.00 is assessed to each CATL. CTIA will invoice the lab for the fee.
3. Program-Specific Requirements

3.1. Battery 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.

The CATL shall have the equipment and personnel necessary to validate all the recognition/certification steps identified in the Certification Requirements Status List (CRSL). If the lab is unable to perform all requirements in the CRSL, the exceptions must be sub-contracted, per ISO/IEC 17025 guidelines, to another CATL. Personnel shall include one or more auditors who, either individually or as a team, have the following qualifications:

1) Relevant technical degree, or equivalent, with at least three (3) years relevant professional work experience and related product knowledge;

2) 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;

3) Being free from any internal and external commercial, financial, or other pressures and influences that may adversely affect the quality of his work;

4) Experience managing confidential information;

5) Experience in auditing Cell and Battery Pack manufacturing sites or equivalent processes;

6) Proficiency in reading and writing English language documentation;

7) 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 Program Management Document, IEEE 1725 and/or IEEE 1625 specifications.

CATLs shall attend all face-to-face meetings of the CTIA Certification Program Working Group/Battery Ad-Hoc Group and, on a rolling basis, participate in 2 out of the last 3 CATL conference calls. Should a CATL fail to meet this requirement, their CATL status shall be revoked for a 6-month period\(^1\). If after 6 months the CATL has attended ALL conference calls and face-to-face meetings, their CATL status shall be reinstated. Should the CATL fail to meet this requirement a second time, their CATL status shall be revoked and they may re-apply for CATL authorization.

3.2. Bluetooth Compatibility Certification Program

Laboratories authorized for Bluetooth Compatibility Certification testing shall:

---

\(^1\) The CATL Review Committee will consider any extenuating circumstances, brought to its attention by the CATL, causing the failure to meet this requirement and has the sole discretion to impose or waive this penalty.
- Possess the equipment and personnel necessary to conduct all testing in the CTIA Bluetooth Compatibility Test Plan, including the B devices listed in the current B-device list

- Be a member of Bluetooth SIG

- Be a member of CTIA²

- Have Bluetooth over-the-air sniffing capabilities (sniffer tool must have a free viewer available to allow product suppliers to read log files)

- Attend all face-to-face meetings of the CTIA Certification Program Working Group/Bluetooth IOT Sub-Working Group and, on a rolling basis, participate in 3 out of the last 5 Sub-Working Group conference calls. Should a CATL fail to meet this requirement, their CATL status shall be revoked for a 6-month period³. If after 6 months the CATL has attended ALL conference calls and face to face meetings, their CATL status shall be reinstated. Should the CATL fail to meet this requirement a second time, their CATL status shall be revoked and they may re-apply for CATL authorization per Appendix E of this document.

  - Active participation during working group conference calls is expected. Should a CATL fail to respond to an inquiry of them during the call, the meeting summary attendee roster will show the CATL as not attending the call.
  
  - CATLs may be called upon to assist in validating test cases. This work will be evenly distributed among all CATLs and assigned on a rolling basis through the list of CATLs based on the date of CATL authorization as documented in the CTIA Certification Program Working Group/Bluetooth IOT Sub-Working Group meeting summaries. CATLs are required to accept these assignments.

---

² For membership information, see http://www.ctia.org/membership/
³ The CATL Review Committee will consider any extenuating circumstances, brought to its attention by the CATL, causing the failure to meet this requirement and has the sole discretion to impose or waive this penalty.
4. On-Going Compliance Requirements

4.1. ISO/IEC 17025 Accreditation

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

4.2. Program-Specific Compliance Requirements

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

4.3. CATL License and Service Agreement

The CATL License and Service Agreement is renewed on January 1 of each year. CTIA will send the CATL a new agreement each year and the CATL shall execute the agreement.

4.4. Annual Administrative Fee

Along with the renewal of the CATL License and Service Agreement, CTIA will invoice the CATL for the annual administrative fee of $1,500.00. The CATL shall pay this fee.

4.5. Notification of Personnel Changes

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

4.6. Inter-Laboratory Comparison Testing

On a periodic basis, CTIA 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 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 CATL requirements, suspension or revocation of the lab’s CATL status.
5. Use of CTIA Test Plans

5.1. General

As noted in the copyright statement on each of CTIA's certification test plans, only CATLs 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 may not be altered or reproduced in any way without prior permission from CTIA. No portions of the test plans may be used in other documents without prior permission from CTIA.

CATLs shall refer to the CATL 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 CATL to run portions of a test plan; in this case, the CATL shall prominently place an explanation on the cover of the test report.

5.2. Pre-Certification Testing

Use of CTIA certification test plans for pre-certification testing is permitted under the following conditions. The CATL shall inform CTIA of the vendor name and model name/number of the device to be tested by sending an e-mail to certification@ctia.org. The CATL 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 CTIA Certification Program Management Document.

5.3. Non-Certification Testing

Use of CTIA certification test plans for purposes outside of CTIA or PTCRB Certification must be pre-approved by CTIA. The CATL shall submit a request via CTIA’s Certification Database at https://cpo.ctia.org/ by selecting Non-Certification Testing, Submit Request. If approved, the CATL shall prominently label on the cover of the test report: “Test run with permission from CTIA. Device was not submitted for CTIA Certification”. CTIA will invoice the CATL for the appropriate license fee as described in Exhibit B (CATL License Fee Schedule) of the CATL License and Service Agreement.
APPENDIX A: Assessment Process for CTIA Test Plan for Mobile Station Over the Air Performance

1) The lab shall submit an application package to CTIA 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 of that accreditation body’s procedure for expanding the lab’s accreditation scope to include the CTIA Test Plan for Mobile Station Over the Air Performance.
      - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA of the scheduled date of the ISO/IEC 17025 assessment
   b) Detailed written test procedures for conducting testing to the CTIA 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 Measurement Uncertainty Spreadsheet fully populated and ripple test procedures/results.

2) CTIA will assign a SME to review the above documentation and to conduct the on-site SME audit.

3) CTIA will work with the lab to schedule the on-site SME audit after the documentation review is complete.

4) The SME and the CTIA Certification Program Compliance Director will conduct the on-site SME audit.
   - The lab shall pay the travel expenses for these two individuals, including airfare (business class for international travel) and hotel accommodations
   - CTIA will invoice the lab for the estimated travel expenses and the lab shall pay these expenses prior to the on-site SME audit
   - CTIA 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 SME audit.
APPENDIX B: Assessment Process for CTIA/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 Test Plan for Mobile Station Over the Air Performance. If desired, the lab may request a single on-site audit for both the CTIA Test Plan for Mobile Station Over the Air Performance and the CTIA/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 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 of that accreditation body's procedure for expanding the lab's accreditation scope to include the CTIA/Wi-Fi Alliance Test Plan for RF Performance Evaluation of Wi-Fi Mobile Converged Devices. Include a copy of the certificate showing the CTIA Test Plan for Mobile Station Over the Air Performance and the CTIA/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 of the scheduled date of the ISO/IEC 17025 assessment
   b) Detailed written test procedures for conducting testing to the CTIA/WFA 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 Measurement Uncertainty Spreadsheet fully populated and ripple test procedures/results.
   e) Very detailed equipment specifications.
   f) Very detailed software descriptions.

3) CTIA will assign a SME to review the above documentation and to conduct the on-site SME audit.

4) CTIA will work with the lab to schedule the on-site SME 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 airfare (business class for international travel) and hotel accommodations, and a SME audit fee according to the quote provided by the SME.

CTIA will invoice the lab for the estimated travel expenses plus SME audit fee and the lab shall pay these expenses prior to the on-site SME audit.

CTIA will reimburse the lab for any unused travel expenses and SME audit fee 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 SME audit.
APPENDIX C: Assessment Process for CTIA CDMA Mobile Station Test Plan

1) The lab shall submit an application package to CTIA 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 of that accreditation body’s procedure for expanding the lab’s accreditation scope to include the CTIA CDMA Mobile Station Test Plan.

   ■ If the lab is not already accredited by this accreditation body, the lab shall inform CTIA of the scheduled date of the ISO/IEC 17025 assessment

b) Detailed written test procedures for conducting testing to the CTIA 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 will assign a SME to review the above documentation and to conduct the on-site SME audit.

3) CTIA will work with the lab to schedule the on-site SME audit after the documentation review is complete.

4) The SME and the CTIA Certification Program Compliance Director will conduct the on-site SME audit.

   ■ The lab shall pay the travel expenses for these two individuals, including airfare (business class for international travel) and hotel accommodations

   ■ CTIA will invoice the lab for the estimated travel expenses and the lab shall pay these expenses prior to the on-site SME audit

   ■ CTIA 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 SME audit and provide evidence to the SME for verification.

   ——

   13
APPENDIX D: Assessment Process for CTIA Test Plan for Hearing Aid Compatibility

1) The lab shall submit an application package to CTIA 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 of that accreditation body’s procedure for expanding the lab’s accreditation scope to include the CTIA Test Plan for Hearing Aid Compatibility.
      - If the lab is not already accredited by this accreditation body, the lab shall inform CTIA of the scheduled date of the ISO/IEC 17025 assessment.
   b) Detailed written test procedures for conducting testing to the CTIA 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 will assign a SME to review the above documentation and to conduct the on-site SME audit.

3) CTIA will work with the lab to schedule the on-site SME audit after the documentation review is complete.

4) The SME and the CTIA Certification Program Compliance Director will conduct the on-site SME audit.
   - The lab shall pay the travel expenses for these two individuals, including airfare (business class for international travel) and hotel accommodations
   - CTIA will invoice the lab for the estimated travel expenses and the lab shall pay these expenses prior to the on-site SME audit
   - CTIA 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 that were not resolved 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 SME audit.
APPENDIX E: Assessment Process for CTIA Bluetooth Compatibility Test Plan

1) The lab shall submit an application package to CTIA consisting of:
   a) Details demonstrating that the lab meets the CATL Requirements defined in the CTIA Bluetooth Compatibility Certification Program Management Document
   b) Company overview, including experience with Bluetooth Compatibility testing
   c) CVs/resumes of personnel who will be involved with the testing, identifying their qualifications and experience
   d) Very detailed work instructions/procedures demonstrating proficiency in testing to the CTIA test plan
   e) Indication of whether testing will be performed on a live network or on a network simulator
   f) Acknowledgement of attending the most recent face-to-face meeting and 3 out of the last 5 conference calls of the CTIA Certification Program Working Group/Bluetooth IOT Sub-Working Group.

2) After reviewing the application package for completeness, CTIA will request the candidate CATL to run tests on a pair of current B devices. The lab shall test the devices and return the test results to CTIA.

3) CTIA will forward the application package and test results to the CATL Review Committee. There are two operator representatives and two product manufacturer representatives on the committee.

4) The CATL Review Committee will review the application

5) CTIA will document any deficiencies found during the review and provide the deficiency list to the lab. The turnaround time from receipt of the application will be approximately two weeks.

6) The lab shall resolve all deficiencies to the satisfaction of the CATL Review Committee.
APPENDIX F: Assessment Process for CTIA Certification Requirements for Battery System Compliance to IEEE 1625/1725

1) The lab shall submit an application package to CTIA consisting of:

   a) Details demonstrating that the lab meets the CATL Requirements defined in the CTIA Battery Program Management 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 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 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. If the lab is unable to perform all requirements in the CRSL, the exceptions must be subcontracted, per ISO/IEC 17025 guidelines, to another CATL. Proof of such subcontracting agreement must be provided to CTIA. The CATL Review Committee may reject a lab’s application if it feels the number of tests being outsourced is too high.

   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 four sequential face-to-face meetings of the CTIA Certification Program Working Group/Battery Ad-Hoc Group.

2) After reviewing the application package for completeness, CTIA will forward the package to the CATL 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 CATL Review Committee, which meets during the CTIA Certification Program Battery 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 The package shall be submitted at least three weeks before the next CATL Review Committee meeting in order to be reviewed during that meeting

5 All representatives are required to be in attendance to review the applications. If a representative cannot be in attendance, that representative must appoint another representative from a like organization.
4) At the end of the review, the CATL Review Committee will document any deficiencies and identify what the lab must do to resolve each deficiency. CTIA will forward the deficiencies list to the lab.

5) The lab shall resolve all deficiencies to the satisfaction of the CATL Review Committee.
APPENDIX G: Assessment Process for CTIA Test Plan for LTE Interoperability

1) The lab shall submit an application package to CTIA 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 of that accreditation body’s procedure for expanding the lab’s accreditation scope to include the CTIA Test Plan for LTE Interoperability.
      ■ If the lab is not already accredited by this accreditation body, the lab shall inform CTIA of the scheduled date of the ISO/IEC 17025 assessment
   b) Detailed written test procedures for conducting testing to the CTIA 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 will assign a SME to review the above documentation and to conduct the on-site SME audit.

3) CTIA will work with the lab to schedule the on-site SME audit after the documentation review is complete.

4) The SME and the CTIA Certification Program Compliance Director will conduct the on-site SME audit.
   ■ The lab shall pay the travel expenses for these two individuals, including airfare (business class for international travel) and hotel accommodations
   ■ CTIA will invoice the lab for the estimated travel expenses and the lab shall pay these expenses prior to the on-site SME audit
   ■ CTIA 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 SME audit and provide evidence to the SME for verification.
## APPENDIX H: Change History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev 1.0</td>
<td>January 2012</td>
<td>• First Release</td>
</tr>
</tbody>
</table>
| Rev 1.1  | June 2012  | • Updated program-specific requirements for Battery Certification Program to include meeting attendance requirements  
    |           | • Updated assessment process for CTIA Bluetooth Compatibility Test Plan to include meeting attendance requirements |