

NOTICE 2011-05

TO: Certification Bodies recognized by Industry Canada

**RE: HOW TO CALCULATE THE NUMBER OF SAMPLES TO BE AUDITED
BY A CERTIFICATION BODY**

The purpose of this notice is to provide Certification Bodies (CBs) with guidance on how to calculate the number of samples to be audited within a calendar year when conducting market surveillance (MS) activities.

The samples for MS purposes shall be taken from applications that resulted in (i) technical assessment **and** (ii) issuance of a new certification number, both performed by the same CB. "New Certification" and "Family new certification" applications are examples of what count for audits.

Applications that do not count towards audits are:

- New certifications where a technical assessment is not required (i.e. Multiple Listing type)
- Reassessments

Industry Canada's auditing requirements for Certification Bodies can be found in document: CB-02 – *Recognition Criteria, and Administrative and Operational Requirements Applicable to Certification Bodies for the Certification of Radio Apparatus to Industry Canada's Standards and Specifications*. Industry Canada will be releasing a new Issue of CB-02 in early fall of 2011 in order to eliminate any ambiguity that may arise in future interpretation of this requirement.

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