

**ILAC Assessment Procedure in the field  
of Telecommunications**

**May 2023**

## 1. Preamble

The International Telecommunication Union (hereafter ITU) is the United Nations specialized agency for information and communication technologies (ICTs). It allocates global radio spectrum and satellite orbits, develops the technical standards that ensure networks and technologies seamlessly interconnect, and strives to improve access to ICTs to underserved communities worldwide. The ITU is committed to connecting all of the world's people – wherever they live and whatever their means.

The ITU maintains a register of test laboratories that are eligible to test ICT equipment against the ITU-T Recommendations in the ITU list of recognized test laboratories.

This document explains the process for accreditation of such laboratories by signatories to the ILAC Mutual Recognition Arrangement and the criteria that must be followed by the laboratory and the Accreditation Body for a test laboratory to achieve such ITU recognition. This also includes possible involvement of ITU-T technical experts.

This document is created in the framework of cooperation established under the Memorandum of Understanding (MoU) between the International Telecommunication Union (ITU) and the International Accreditation Forum (IAF) and the International Laboratory Accreditation Cooperation (ILAC).

## 2. Authorship

This document was prepared by the ILAC-ITU liaison officers.

## 3. Scope

The purpose of this document is to inform ILAC MRA signatory accreditation bodies about the requirements that must be met by testing laboratories seeking to be registered on the ITU list of recognized test laboratories.

## 4. Terms and definitions

For the purpose of this document, the terms and definitions given in the following publications and standards are relevant:

- [ITU-T-QGL-RP-TL-2022] *ITU-T Guideline Testing Laboratories recognition procedure (2022)*
- [ITU-T-QGL-TE-2019] *ITU-T CASC procedure to appoint ITU-T technical experts (2019)*

Definitions of terms frequently used in the present document and the documents mentioned above are repeated below:

**Testing laboratory (TL)** [ITU-T-QGL-RP-TL-2022]: Is a laboratory that performs tests.

**Recognized TL** [ITU-T-QGL-RP-TL-2022]: Is a testing laboratory which has successfully passed the recognition procedures.

**Candidate TL** [ITU-T-QGL-RP-TL-2022]: Is a testing laboratory which has applied for recognition.

**ITU-T CASC** [ITU-T-QGL-RP-TL-2022]: Is the ITU-T Conformity Assessment Steering Committee managing the recognition procedures of TLs.

**Accreditation Body (AB):** For this document, an accreditation body shall be a signatory to the ILAC Mutual Recognition Arrangement (MRA) or to a regional arrangement recognized by ILAC for the scope of “testing ISO/IEC 17025”.

**Team Leader (Lead Assessor):** A person who has overall responsibility for leading an assessment by an AB.

**Technical expert/Technical Assessor:** A person who has competence on relevant ITU-T Recommendation(s)

**ITU-T technical expert** [ITU-T-QGL-TE-2019]: A candidate ITU-T technical expert who has been assessed by the ITU-T CASC appointment team and as result appointed by the ITU-T CASC as an ITU-T Technical expert.

*Note:* in addition to the above definition, an ITU-T Technical expert can participate in an assessment team and serve as an expert for an assessment performed by an AB. Such experts may or may not have been trained to serve as assessors by an AB.

## 5. Guidelines for the use of accreditation under the ITU-T Testing Laboratories Recognition Scheme

### 5.1. General

The accreditation body that carries out an assessment of a TL that wishes to become recognized or is already recognized as an ITU-T recognized test laboratory shall be a signatory to the ILAC Mutual Recognition Arrangement (MRA) or to a regional arrangement recognized by ILAC for the scope of “testing ISO/IEC 17025”.

When assessing a test laboratory for the purpose to receive recognition by ITU-T the accreditation body should pay particular attention to the following:

- the assessment team should include technical experts/technical assessors, who have competence in the particular ITU Recommendation(s) to be included in the TL’s scope of accreditation (see 5.2.).
- the scope of accreditation (see 5.3.).
- the assessment report, including the need for an English version (see 5.4.).

### 5.2. Assessment team

The accreditation body shall appoint an assessment team consisting of a team leader and a suitable number of Experts to cover and adequately assess the requested scope of accreditation (see 5.3), before granting accreditation and at least once within an accreditation cycle.

If the Test Laboratory wishes to use accreditation to become an ITU-T recognized TL, the accreditation body shall involve technical experts/technical assessors, who have competence on the particular ITU Recommendation(s) to be included in the TL’s scope of accreditation or select relevant experts from the ITU-T list, when the scope of an assessment covers ITU-T recommendations. The technical experts/technical assessors shall be independent and impartial and shall not be directly associated with the TL being assessed. The procedure for an **ITU-T technical expert** to be included in the list is detailed in the *ITU-T CASC procedure to appoint ITU-T technical experts* [ITU-T-QGL-TE-2019].

The accreditation body should take into account any objection from the TL regarding the composition of the assessment team. If applicable, it is the responsibility of the AB to communicate with the ITU-T on the selection of a relevant expert approved by ITU-T CASC. The expert shall be contracted directly by the AB and training as a technical assessor may be relevant according to ILAC G3:08/2020 Guidelines for Training Courses for Assessors Used by Accreditation Bodies.

### **5.3. Scope of accreditation**

The accreditation body shall clearly specify the ITU Recommendations in the scope of accreditation.

### **5.4. Requirements**

The assessment performed by the accreditation body is conducted to the requirements in ISO/IEC 17025 [1].

### **5.5. Assessment report**

Any assessment report to be used by the ITU-T CASC shall be available in English to use the report as documentation to become a recognized TL. Accreditation bodies shall be willing to accept that the assessment reports are submitted by the TL to the ITU-T CASC.

### **5.6. ITU TL recognition**

It is the responsibility of the TL to apply for recognition directly to ITU. ITU-T CASC recognizes TLs accredited by ILAC MRA Signatories for the specific ITU Recommendation(s) indicated in the TL's scope of accreditation.

## **6. References**

- [1] ISO/IEC 17025:2017 *Conformity assessment – General requirements for the competence of testing and calibration laboratories*.
- [2] Memorandum of Understanding between ITU, IAF and ILAC (current version signed in 2022).
- [3] ITU-T *Guideline Testing Laboratories recognition procedure* (29 April 2022).
- [4] ITU-T CASC *procedure to appoint ITU-T technical experts* (25 October 2019).
- [5] ISO/IEC 17000:2020 *Conformity assessment - Vocabulary and general principles*.
- [6] ISO/IEC 17011:2017 *Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies*.
- [7] JCGM 200 Edition 2012 *International Vocabulary of Metrology – Basic and General Concepts and Associated Terms (VIM)*.
- [8] ILAC G3:08/2020 *Guidelines for Training Courses for Assessors Used by Accreditation Bodies*.