



Instructions for completing RFI Global Services TCB Form 731

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1. Introduction

RFI Global Services Limited, a UL Company has been designated a CAB (Conformity Assessment Body) for the USA market with the FCC reference number UK0003.

This service is independent from RFI Global Service Ltd testing services.

1.1. This document

This document contains guidance for the completion of the form RFI Global Services TCB form 731. Completion of the form is required for equipment certification in accordance with FCC 47CFR 2.907.

Further help may be obtained by email via the Certification Staff Group, certification@rfi-global.com

If you are uncertain if your product requires Certification (Section 2.907 47 CFR), Verification (Section 2.902 47 CFR), or Declaration of Conformity (Section 2.906 47 CFR) please refer to either <http://www.fcc.gov/oet/ea/procedures.html#sec1>

or contact certification@rfi-global.com for assistance.

1.2. For Information, in addition to the completed RFI Global Services TCB form 731 document, the following (typical) additional information is required in PDF format, a detailed checklist is available upon request,

- FCC ID label and location information
- Internal photographs
- External photographs
- Test set up photographs
- Test report(s)
These must be from a FCC listed test site.
- Operational description
- Schematics
- Block diagrams
- User manual
- Parts list (Not required for Part 15 and Part 18 equipment)
- Tune up information or statement (Not required for Part 15 and Part 18 equipment)
- RF exposure information or SAR report(s)
- Cover Letter(s) – As applicable. e.g.: Confidentiality Request, Agency Letter

2. Document completion guidance

Please fill in the associated RFI Global Services Quote / Proposal number RFI/ in the top right hand box of the first page of RFI Global Services TCB Form 731.

Section 1.

2.1. Form Item 1 - Applicants FCC Registration Number (FRN):

Without this number the application can not be carried out.

The data in these fields correspond to the information in the FCC's records for the applicant.

2.1.1. FRN

Note, the FRN Registration number is required in order to complete the on line Grantee Code registration. The FRN can be obtained via:

<https://fjallfoss.fcc.gov/coresWeb/regEntityType.do>

2.2. Form Item 3 - FCC ID, the Grantee Code and Equipment Product Code:

2.2.1. Grantee Code

The first three characters of a product FCC Identification Number (FCC ID) are the Grantee Code which must be assigned by the FCC.

The **Grantee Code** is obtained online from the following FCC web site (also has links to modify/ update existing Grantee Code details).

<https://fjallfoss.fcc.gov/oetcf/eas/forms/GranteeRegistration.cfm>

There is a charge payable on line at the time of Grantee Registration. The fee required must be submitted and validated within 30 days of the issuance of the Grantee Code, or the code will be removed from the Commission's records and a new Grantee Code will have to be obtained.

The grantee code is assigned permanently to applicants.

2.2.2. Format of the "Equipment Product Code" (EPC)

The EPC is assigned by the applicant, a minimum of 1 character and a maximum of 14 characters and must consist of only capital letters, Arabic numerals or combination thereof, the hyphen or dash (-).The model name, subject to the above, is commonly used.

Note: The full FCC identifier comprises the Grantee Code + EPC

EXAMPLE: FCC ID: XXX123

Where XXX - Grantee Code

and 123 - Equipment Product Code"

Please refer to FCC 47 CFR 2.926 for full details of valid characters.

2.3. Form Items 4 and 5

Add applicable person's details where required



2.4. Form Items 6 and 7 - Technical/non-technical contact:

Details of a technical as well as a non-technical contact person including phone numbers and e-mail addresses are required.

Section II

2.5. Form Item - 8 - Confidentiality

There are two options within confidentiality:

A. Long-Term (or Permanent) Confidentiality; this would apply for Schematics, Block Diagrams, Operational Description, Parts Lists, Tune-up Procedures

If this item is answered "Yes", a "Request for Confidentiality" letter must be completed and signed (you can use the "RFI Global services TCB sample Confidentiality letter" as the basis for your letter, the completed letter must be submitted on your Company headed paper in PDF format).

The written request for confidentiality must include a justification consistent with the requirements in 47 CFR Section 0.459(a) & (b). The confidentiality request must (1) specifically identify the material to be held confidential (See 47 CFR Section 0.457(d)), and (2) the material to be held confidential, along with a copy of the request, must be specifically annotated as separate file in the Exhibits portion of this application.

B. Short-Term For uploaded exhibits set to Short Term Confidential (STC), Exhibits can be held STC for a maximum of 180 days, or until the product is released for sale on the market. Enter the required end date in the date box when STC is selected. This date should be consistent with the required time exhibits are to be held confidential.

As soon as the product is released to market the Grantee must inform the TCB to release the STC filed with the FCC.

Exhibits are automatically released to the public at expiration date.

The short term confidential documents shall be made public immediately when marketing of the product begins.

A special request letter must be submitted and signed for Short-Term Confidentiality and it should include a justification for the Short-Term confidentiality. The sample confidentiality letter referred to in A. above may be used as a template.

Note:

Only one type of confidentiality can be applied per attachment exhibit (i.e. Confidential **or** Short-Term Confidential)

Further help may be obtained by email via the TCB Staff Group, TCB@rfi-global.com]

2.6. Form Item 9 - Request to Defer Grant

Note: This item is not required to be completed for TCB applications.

If this item is answered "Yes" the applicant must advise the FCC as to the date the application is to be granted. The equipment may not be legally marketed in the USA until the grant has been issued. See 47 CFR Section 2.803 and Section 2.915(c) of the rules.

2.7. Form Item 10 - Modular Equipment

Single Modular Approval applies to discrete transmitter assemblies that comply with the requirements of FCC 47CFR 15.212 which can be built into multiple hosts without the need for re-certification of the host products.

A modular approval request letter has to be completed and signed which lists compliance with the modular approval requirements in FCC 47CFR 15.212 stating any special requirements. Where all of the requirements cannot be met, a limited Modular approval may be applicable.

Limited Single Modular Approval applies when not all the Single Modular Approval requirements of FCC 47CFR 15.212 can be met. Application for certification in specific host products can be made. A modular approval request letter has to be completed and signed which details the integration of the module in the stated host products]

Split modular devices (*transmitters consist of two basic components: the “radio front end” or radio elements and the “firmware” or hardware on which the software that controls the radio operation resides*) can currently not be certified by a TCB.

2.8. Form Item 11 – Software Defined Radio

Applies to equipment that uses programmable software to define and control main radio parameters relating to specification conformance.

Further help may be obtained by email via the TCB Staff Group, TCB@rfi-global.com

2.9. Form Item 12 - Equipment code list

This is a list of some of the commonly used equipment codes. For a full current list please refer to the link at the end of this clause. (This was current as of November 2010)

Equipment Class	Equipment Class Description	Rule Part
AMP	Amplifier	22
AMP	Amplifier	22H
AMP	Amplifier	24
AMP	Amplifier	24D
AMP	Amplifier	24E
AMP	Amplifier	25
AMP	Amplifier	27
CXX	Communications Rcvr for use w/ licensed Tx and CBs	15B
CYY	Communications Receiver used w/Pt 15 Transmitter	15B
DCD	Part 15 Low Power Transmitter Below 1705 kHz	15C
DSC	Part 15 Security/Remote Control Transmitter	15.231
DSC	Part 15 Security/Remote Control Transmitter	15.231(e)
DSR	Part 15 Remote Control/Security Device Transceiver	15.231
DSR	Part 15 Remote Control/Security Device Transceiver	15.231(e)
DSS	Part 15 Spread Spectrum Transmitter	15C
DTS	Digital Transmission System	15C
DXT	Part 15 Low Power Transceiver, Rx Verified	15C
DXX	Part 15 Low Power Communication Device Transmitter	15C
EAD	Part 11 Emergency Alert Devices	11
EAV	Part 15 Automatic Vehicle Identification System	15.251
FAP	Part 15 Anti-Pilferage Device	15C
FDS	Part 15 Field Disturbance Sensor	15.245
FDS	Part 15 Field Disturbance Sensor	15.253
GAT	Part 15 Auditory Assistance Device (Transmitter)	15.237
JBC	Part 15 Class B Computing Device/Personal Computer	15B
JBP	Part 15 Class B Computing Device Peripheral	15B
NII	Unlicensed National Information Infrastructure TX	15E
PCB	PCS Licensed Transmitter	22
PCB	PCS Licensed Transmitter	22H
PCB	PCS Licensed Transmitter	24.232(b)
PCB	PCS Licensed Transmitter	24D
PCB	PCS Licensed Transmitter	24E
PCB	PCS Licensed Transmitter	27
PCB	PCS Licensed Transmitter	90
PCB	PCS Licensed Transmitter	95G
PCE	PCS Licensed Transmitter held to ear	22
PCE	PCS Licensed Transmitter held to ear	22H

Equipment Class	Equipment Class Description	Rule Part
PCE	PCS Licensed Transmitter held to ear	24D
PCE	PCS Licensed Transmitter held to ear	24E
PCE	PCS Licensed Transmitter held to ear	27
PCE	PCS Licensed Transmitter held to ear	90
PCF	PCS Licensed Transmitter held to face	22H
PCF	PCS Licensed Transmitter held to face	24
PCF	PCS Licensed Transmitter held to face	24D
PCF	PCS Licensed Transmitter held to face	24E
PCF	PCS Licensed Transmitter held to face	90
PCT	PCS Licensed Transmitter worn on body	22
PCT	PCS Licensed Transmitter worn on body	22H
PCT	PCS Licensed Transmitter worn on body	24D
PCT	PCS Licensed Transmitter worn on body	24E
PCT	PCS Licensed Transmitter worn on body	27
PUE	Part 15 Unlicensed PCS portable Tx held to ear	15D
PUF	Part 15 Unlicensed PCS portable Tx held to face	15D
PUT	Part 15 Unlicensed PCS portable Tx worn on body	15D
TNB	Licensed Non-Broadcast Station Transmitter	22
TNB	Licensed Non-Broadcast Station Transmitter	22G
TNB	Licensed Non-Broadcast Station Transmitter	22H
TNB	Licensed Non-Broadcast Station Transmitter	25
TNB	Licensed Non-Broadcast Station Transmitter	27
TNE	Licensed Non-Broadcast Transmitter Held to Ear	22
TNE	Licensed Non-Broadcast Transmitter Held to Ear	22G
TNE	Licensed Non-Broadcast Transmitter Held to Ear	22H
TNE	Licensed Non-Broadcast Transmitter Held to Ear	25
TNE	Licensed Non-Broadcast Transmitter Held to Ear	27
TNF	Licensed Non-Broadcast Transmitter Held to Face	22
TNF	Licensed Non-Broadcast Transmitter Held to Face	22G
TNF	Licensed Non-Broadcast Transmitter Held to Face	22H
TNF	Licensed Non-Broadcast Transmitter Held to Face	25
TNF	Licensed Non-Broadcast Transmitter Held to Face	27
TNT	Licensed Non-Broadcast Transmitter Worn on Body	22
TNT	Licensed Non-Broadcast Transmitter Worn on Body	22G
TNT	Licensed Non-Broadcast Transmitter Worn on Body	22H
TNT	Licensed Non-Broadcast Transmitter Worn on Body	25
TNT	Licensed Non-Broadcast Transmitter Worn on Body	27
UWB	Ultra Wideband Transmitter	15F
WBT	Wideband Transmitter	15.250
WBT	Wideband Transmitter	15.252

The full list can be found at

<https://fjallfoss.fcc.gov/oetcf/eas/> then refer to the left hand side groups, the group below “Filing Options” is “Reports” then select “Equipment Class / Rule Part list”, a new web page will open.

2.10 Form Item 13 – OET Knowledge Data Base Inquiry

List any applicable KDB inquiry numbers relating to the application

Further help may be obtained by email via the TCB Staff Group, TCB@rfi-global.com

2.10. Form Item 14 - Application type

2.10.1. Original equipment: tick only for new equipment that has not been previously authorized by the FCC.

2.10.1. Change in identification of presently authorized equipment: tick only if the FCC ID has to be changed. This can also be used when company "B" wants to sell the same equipment as company "A" but with their own FCC ID (a written authorization from company "A" for this is required).

2.10.1. Class II Permissive change or modification of presently authorized equipment: tick only if the equipment listed in the application has been previously authorized by the FCC. Do not check if the FCC ID has been changed as a result of modification of the equipment.

{Refer to FCC 47 CFR 2.932, 2.1043(b)(2) and (3) as appropriate}

2.10.2. Change of FCC ID: tick ONLY where:

- There is a "brand name change, where the new supplier wishes to use their own grantee and equipment product code.
- Products where the grantee wishes to change the equipment product code
- Products where the Intellectual Property Rights (IPR) have been transferred to another grantee.

{Refer to FCC 47 CFR 2.933, 2.1043(d) as appropriate}

2.11. Form Item 15 – Composite/ System Device

A composite application applies to a device that contains more than one transmitter (intentional radiator), each meeting the requirements of different FCC rule parts in a single equipment to be certified under a single FCC ID. A separate 731 Form is required for each such transmitting device and each Form should reference the other applicable application (via Form Item 15(c)).

All applicable applications for composite devices must be completed within 5 days. The Grant(s) of Equipment Authorization cannot be issued until all required applications and requirements are met.

(b) A system related application applies to a device that contains more than one transmitter (intentional radiator), and one or more of the transmitters has already been certified under a different FCC ID.

(c) List the relevant FCC ID(s) relating to composite or systems related equipment. Composite applications must list the same FCC ID

2.12. Form Item 16 - Equipment Specifications

2.12.1. Frequency Range: Show the frequency/frequency range in MHz.

Example: If the frequency is 125 kiloHertz (kHz), convert it to 0.125 MHz. If a frequency range is used type the lowest and the highest channel.

2.12.1. Rated RF power output in Watts: This item applies to transmitting equipment that is subject to Type Acceptance, Notification and Certification.

2.12.1. Frequency Tolerance

Please ensure you complete the units of measurement (% , Hz or ppm) as described in the associated rule part

2.12.1. Emission Designator

Typical designators are listed on

http://wireless.fcc.gov/services/index.htm?job=licensing_2&id=industrial_business&page=1

For consistency the following commonly used emission designators have been defined:

- 40K0F8W - Cellular Voice & Signaling tone.
- 40K0F1D - Cellular wide-band data.
- 14K2G2B - Digital Selective Calling(DSC).
- 1M25F9W - CDMA
- 300KDXW - pi/4DQPSK - TDMA - NADC
- 300KGXW - GSM - iDen
- 300KD7W - QAM

Please contact TCB@rfi-global.com if you need assistance.

2.12.2. FCC Rule Part

List the applicable FCC 47CFR rule part(s) that apply.

Further help may be obtained by email via the TCB Staff Group, TCB@rfi-global.com

2.13. Form Item 17 - Name of test firm (test laboratory)

Enter the full or partial name of the test firm (incl. contact person + e-mail address).

Test firms that perform compliance testing of equipment which is subject to Certification or Notification under Part 15, or Certification under Part 18 of the rules, must file a description of their measurement facility, pursuant to 47 CFR Section 2.948.

2.13.1. Form Item 18

This text is added by the TCB when the application is submitted to FCC.

Section III

2.14. Form Item 19 - Section 5301 (Anti-drug abuse) Certification:

In order to be eligible for a Grant, all applicants must respond to the Applicant/Agent Certification. Failure to respond will result in this application not being accepted for filing.

2.15. Form Item 21 - Market Surveillance

In accordance with the FCC document "TCB Program Roles and Responsibilities" and ISO/IEC Guide 65, a TCB is required to conduct appropriate post-market surveillance activities. The sample rate (% of total Grants in any given year) is set by the FCC. These activities shall be based on type testing a few samples of the total number of product types that the Certification Body has certified. The applicant must comply with TCB request for samples when required.

2.16. Form Item 22 – Declaration and Signature

The application must be dated, and bear the original signature of either an officer of the applicant, a designated employee of the applicant located at the applicant's address, or an authorized agent. A signature includes any symbol executed or adopted by the applicant with the intent that such symbol be a signature, including symbols formed by computer-generated technologies.

The agent information section must be completed if an agent signs the application on behalf of the applicant.