

Procedure for
Handling Sample Requests for FCC Testing

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1.0 Purpose

The purpose of this procedure is to establish a method by which sample requests by the FCC are to be handled.

2.0 Procedure for issuing Work Order for Sample Request

- 2.1 Upon CKC receiving a request for sample from the FCC, a work order will be issued by the Service Advisor (SA/CSR). The purpose of this work order is to perform verification testing on the product before it is sent to the FCC, and to start tracking the sample.
- 2.2 The work order is distributed to the appropriate test engineer.

Note: In the event of larger equipment or equipment that was shipped back to the customer, the SA contacts the customer of the Sample Request from the FCC and requests that the sample be sent to CKC for verification of compliance. CKC's preferred procedure is to hold the EUT until the approval process is complete. However, should the customer insist on having CKC send the product back to them before the process is complete, CKC informs them of the possibility of sample request, and urges clients to send the product to CKC for inspection before shipping to the FCC. It is out of CKC's control if the client chooses to send the product directly to the FCC. In this instance, all aspects of the sample are controlled by the manufacturer. CKC takes no responsibility for samples sent to the FCC that have not gone through the sample request process at CKC.

3.0 Sample testing

- 3.1 The test engineer assigned the task of verifying the sample prior to shipping to the FCC retrieves the sample from the control of the Report Department. If the product has been shipped to CKC from the client shipping/receiving notifies the SA that the product has arrived. At this time the Test Engineer is also informed and retrieves the sample from shipping/receiving.
- 3.2 The sample is visually inspected. This is to verify that the product is as shown in the photographs.
- 3.3 The sample is setup and tested in accordance with the standards used for the submittal. Verification is necessary to make sure that during the process of taking photographs and re-assembly, or shipment from the client, the product remains compliant.
- 3.4 After the product has been successfully verified compliant, the sample is prepared for shipment.

4.0 Shipment to the FCC

- 4.1 The test engineer and/or the Report Department completes the forms provided by the FCC.
- 4.2 Each item in the shipment is tagged with the FCC ID number of the device, name of applicant as written on the 731 form, CKC labs address, phone number, and contact person.

- 4.3 The device is packaged in accordance with shipping/receiving procedure SHP10001. The package is also labeled in accordance with FCC requirements.
- 4.4 Shipping request form SHP00001 is completed, and the package is turned over to the shipping department.
- 4.5 The package is shipped to the FCC in accordance with shipping procedure SHP10001.
- 4.6 Shipping informs the Report Department of the shipment.
- 4.7 The Report Department monitors the sample while at the FCC.