



Office for **I**nteroperability and **C**ompatibility

Project 25 Compliance Assessment Bulletin

Project 25 Compliance Assessment Program
Charter

P25 CAP CHARTER

December 2016

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Notice of Disclaimer and Limitation of Liability

The Project 25 Compliance Assessment Program (P25 CAP) provides equipment purchasers with demonstrated evidence of a product's compliance with, at a minimum, the feature set contained within the Appendix, which are identified/recognized as the group of minimum standards within the suite of P25 standards. The test procedures used to validate these requirements are also part of the P25 suite of standards. Although successful tests will demonstrate P25 compliance for the specific requirements tested, the conclusions drawn from these tests do not apply to every environment or individual users' needs. P25 CAP-mandated tests only demonstrate product compliance with the test procedures listed in the Supplier's Declaration of Compliance and, therefore, only attest to a product's compliance with specific requirements within the P25 Standard. The P25 CAP charter may be revised as needed to address the needs of the P25 CAP Advisory Panel (AP).

The P25 CAP AP recognizes the importance of the Office of Management and Budget Circular A-119 (as revised), titled *Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities*, specifically with regard to "Openness" (found at 2 e i) and "Balance" (found at 2 e ii).

Revision History

Version	Date	Description
2016 Release	12/12/2016	2016 release

1 Introduction

The Department of Homeland Security (DHS) Science and Technology Directorate (S&T) Office for Interoperability and Compatibility (OIC) Project 25 Compliance Assessment Program (P25 CAP) is a voluntary program that allows equipment suppliers to formally demonstrate their products' compliance with a select group of requirements within the suite of P25 standards. The purpose of the program is to provide state, local and federal agencies with evidence and documentation that the communications equipment they purchase meets minimum P25 standards for performance, conformance and interoperability.

The program requires test laboratories to demonstrate their competence through a rigorous and objective assessment process. Such a process promotes the user community's confidence in, and acceptance of, test results from DHS-recognized P25 CAP laboratories. All equipment suppliers that participate in the P25 CAP must use recognized laboratories to conduct performance, conformance and interoperability tests on their products. P25 equipment suppliers will release summary test reports from recognized laboratories along with declarations of compliance. This documentation will serve to increase the public's confidence in the performance, conformance and interoperability of P25 equipment.

The P25 CAP Advisory Panel (AP) directs all activities of the P25 CAP program. Members of the AP are appointed by, and serve at the pleasure of, the OIC Director.

1.1 Scope

This document serves as the charter for the P25 CAP. It outlines the roles and responsibilities of the involved parties. This document also includes an overview of the program, including what is required of testing laboratories, vendors and other participants.

1.2 Normative References

- [1] ISO/IEC 17000:2004, *Conformity assessment — Vocabulary and general principles*.
- [2] ISO/IEC 17011:2004, *Conformity assessment — General requirements for accreditation bodies accrediting conformity assessment bodies*.
- [3] ISO/IEC 17025:2005, *General requirements for the competence of testing and calibration laboratories*.
- [4] ISO/IEC 17050-1:2004, *Conformity assessment — Supplier's declaration of conformity — Part 1 General requirements*.
- [5] ISO/IEC 17050-2:2004, *Conformity assessment — Supplier's declaration of conformity — Part 2 Supporting documentation*.
- [6] Title 15 United States Code, Section 3710a, *Cooperative Research and Development Agreements*.

1.3 Informative References

- [7] P25-CAB-LAB_BASE_REQ, *Project 25 Compliance Assessment Program Baseline Laboratory Requirements*.¹

¹ See dhs.gov/science-and-technology/p25-cap for the latest document version.

- [8] P25-CAB-LAB_EQP_REQ, *Project 25 Compliance Assessment Program Laboratory Equipment Requirements*.¹
- [9] P25-CAB-STR_REQ, *Project 25 Compliance Assessment Program Summary Test Report Requirements*.¹
- [10] P25-CAB-SDOC_REQ, *Project 25 Compliance Assessment Program Supplier’s Declaration of Compliance Requirements*.¹
- [11] P25-CAB-LAB_REC_AGREEMENT, *Project 25 Compliance Assessment Program Laboratory Recognition Conditions and Criteria Agreement*.¹

1.4 Terms and Definitions

1.4.1 Accreditation Body

(Specific to the P25 CAP.) An authoritative body [2] that assesses and accredits a laboratory against standards and requirements. OIC authorizes the accreditation body to assess laboratory competence to conduct all of the test cases or a subset of test cases defined in the applicable Compliance Assessment Bulletins. The accreditation process ensures the acceptability of a laboratory’s P25 CAP testing practices.

1.4.2 Association of Public Safety Communications Officials (APCO) Project 25 Interface Committee (APIC)

Project 25 users and equipment manufacturer representatives comprise the APCO² Project 25 Interface Committee (APIC), which develops initial drafts of P25 standards.

1.4.3 Certificate of Accreditation

A document or online certification issued by an OIC authorized accreditation body to a laboratory that has demonstrated competence to conduct a particular Scope of Accreditation of testing. This scope represents all of the test cases or a subset of test cases defined in one or more Compliance Assessment Bulletins (CAB). Scope of Accreditation may be identified in an addendum to the Certificate of Accreditation.

1.4.4 Certificate of Recognition

A document issued online by OIC to identify a laboratory that, according to an OIC authorized accreditation body, has demonstrated competence to conduct a particular scope of accreditation of testing. This scope represents all of the test cases or a subset of test cases defined in one or more CABs. A list of OIC recognized P25 CAP laboratories and the online Certificate of Recognition for each is available at dhs.gov/science-and-technology/p25-cap.

1.4.5 Compliance Assessment Bulletin (CAB)

Published by OIC, a CAB is the primary product created by the P25 CAP AP, and contains the policies and procedures by which the P25 CAP operates. The scope of a CAB can range from P25 CAP policy to guidance, covering issues such as specific test standards to be used for a particular P25 interface or

² Association of Public-Safety Communications Officials – International

guidelines for the creation of a Supplier's Declaration of Compliance (SDOC) and Summary Test Report (STR) documents.³

1.4.6 Equipment Supplier

The original equipment manufacturer (OEM) or an authorized agent of the OEM.

1.4.7 Original Equipment Manufacturer (OEM)

A company whose products are used as components or subsystems in another company's product or products.

1.4.8 P25 Compliance Test Approach

A normative test procedure defined for compliance testing of a given interface. These test procedures are typically broken down into the following categories:

- a) Performance (e.g., measurement methods and performance recommendations);
- b) Conformance; and
- c) Interoperability.

The test methods used in the P25 CAP are chosen from P25-approved standards that are customarily drawn from the Telecommunications Industry Association (TIA)-102 suite of standards. The intention is for the suite to contain performance, conformance and interoperability test standards for each interface or major service. A variety of test cases are contained within each test standard. P25 CAP testing is not an exhaustive testing program of all the TIA-102 test cases. P25 CAP testing includes test cases that were selected to demonstrate compliance to the P25 Standards.

1.4.9 Scope of Accreditation

The scope of P25 Test Laboratory accreditation is based on demonstrated competence in P25 CAP CAB testing of specific P25 equipment types (subscriber, base station, ISSI) coupled with the P25 CAP test category (performance, conformance or interoperability). CABs published by OIC contain the particular test methods/cases. The Scope of Accreditation lists the CAB-defined P25 equipment type and the specific test category for which the laboratory has demonstrated competency. OIC will be the final authority in accepting the accreditation of any laboratory based on input from the P25 CAP AP.

NOTE: The Scope of Accreditation need not include all equipment types and test categories contained in the CABs. A laboratory can be accredited for a subset of equipment types and test categories.

1.4.10 Summary Test Report (STR)

A report summarizing the results of a particular set of P25 compliance test methods defined within the relevant CABs. Suppliers submit tested products' STR documents along with Supplier's Declaration of Compliance (SDOC) documents by email to P25CAP@hq.dhs.gov for OIC review and approval of eligibility for grant procurement. Once approved, STR documents and associated SDOC documents can be viewed publicly at dhs.gov/science-and-technology/p25-cap. More information on the STR is contained in P25-CAB-STR_REQ [9].

³ See dhs.gov/science-and-technology/p25-cap for latest information.

1.4.11 Supplier's Declaration of Compliance (SDOC)

A formal declaration of compliance created in accordance with [4] [5] for a particular set of P25 compliance test methods defined within the relevant CABs. An authorized representative of the equipment supplier signs the SDOC. More information on the SDOC is contained in P25-CAB-SDOC_REQ [10].

1.4.12 Telecommunications Systems Bulletin (TSB)

The TIA publishes TSBs. A TSB is not a standard, but rather contains technical material that may be valuable to industry and users.

1.4.13 Test Case

A particular section that defines a unique test procedure within a compliance test methods document.

2 Project 25 Compliance Assessment Program Advisory Panel

The P25 CAP AP represents the collective interests of organizations that procure P25 equipment. It establishes the policies of the P25 CAP, and assists OIC in the administration of the program. Members of the AP are appointed by, and serve at the pleasure of, the OIC Director.

2.1 Authority

The P25 CAP was established on the basis of directives from the United States Congress:

- a) Senate Report 109-088—Departments of Commerce and Justice, Science, and Related Agencies Appropriations Bill, 2006; and
- b) House Report 109-241—Making Appropriations for the Department of Homeland Security for the Fiscal Year Ending September 30, 2006, and for Other Purposes.

The Director of OIC has determined the establishment of the P25 CAP AP is in accord with these directives. The membership of the panel is limited to active representatives of local, tribal, state or federal government agencies and, as a result, is FACA non-applicable.

2.2 Objectives and Scope of Activities

The P25 CAP AP issues CABs in support of the operation of the P25 CAP. These CABs will constitute the collective body of information used by OIC to develop requirements that must be met by equipment suppliers that participate in the P25 CAP.

2.3 Voting Members

All members of the P25 CAP AP are appointed—not elected—to their positions. They are appointed by the Director of OIC for terms appropriate for the accomplishment of the Panel's mission. They serve at the pleasure of the Director of OIC.

Membership is limited to active representatives of local, tribal, state or federal government agencies. Members are selected based on their experience with the management and procurement of land mobile

radio systems and/or knowledge of conformity assessment programs and methods. Selections are made to balance those viewpoints required to effectively address P25 CAP issues under consideration.

Membership includes the responsibility to personally attend a certain number of P25 CAP AP meetings. OIC reserves the right to replace any member who is unable to fully participate in panel meetings. Alternate members will not be permitted to represent those individuals appointed by OIC without prior written agreement.

All members must inform OIC if they resign or retire from their current position within a federal, state, local, tribal or territorial entity.

2.4 Ex Officio Members—Selection and Appointment

Members of certain emergency response-related organizations may be requested to participate in P25 CAP AP proceedings, and will be given ex officio status on the panel. Ex officio members of the panel are appointed—not elected—to their positions by the Director of OIC. They are appointed for terms appropriate to accomplish the Panel’s mission. They serve at the pleasure of the Director of OIC.

2.5 Meeting Procedures

The P25 CAP AP will meet as required. All panel members must personally attend the annual meeting conducted at the end of the fiscal year. Panel members may attend other meetings via teleconference. The chairman will call meetings in consultation with the vice chairman, according to the considerations outlined in the sections below.

2.5.1 Rules

The P25 CAP AP may operate in accordance with Robert’s Rules of Order Newly Revised (11th Edition) or may adopt alternate procedures necessary to the expedient and efficient conduct of business.

2.5.2 Agenda

The chairman will approve the agenda for all meetings. The vice chairman will distribute the agenda to the members prior to each meeting. The vice chairman also will publish an outline of the agenda with the notice of the in person meeting at the [dhs.gov/science-and-technology/p25-cap](https://www.dhs.gov/science-and-technology/p25-cap) website. Any panel member may submit agenda items to the vice chairman or the chairman. Items may also be suggested by non-members, including members of the public, by emailing P25CAP@hq.dhs.gov.

2.5.3 Minutes and Records

The panel’s vice chairman will ensure the preparation of minutes of each in person meeting and distribution of copies to each panel member. Minutes of open in person meetings will be available to the public upon request. The minutes will include a record of the persons present either in person or via teleconference. They will include the names of panel members, names of staff and the names of members of the public from whom written or oral presentations were made. They also will include a complete and accurate description of the matters discussed and conclusions reached, and copies of all reports received, issued or approved by the panel.

All documents, reports or other materials prepared by, or for, the panel constitute official government records. Therefore, they must be maintained according to OIC policies and procedures.

2.5.4 Open Meetings

Unless otherwise determined in advance, all in person meetings of the P25 CAP AP will be open to the public. Once an open meeting has begun, it will not be closed for any reason. All materials brought before, or presented to, the panel during the conduct of an open meeting, including a summary of the preceding open meeting, will be available to the public, at the time of the scheduled meeting.

Members of the public may attend any in person meeting or portion of a meeting that is not closed to the public. Members of the public may offer, at the determination of the chairman, oral comment at such meeting. The chairman may decide in advance to exclude oral public comment during a meeting. In this case, the meeting announcement published at dhs.gov/science-and-technology/p25-cap will note that oral comment from the public is excluded and will invite written comment as an alternative. Members of the public may submit written statements to the P25 CAP AP at any time through P25CAP@hq.dhs.gov.

2.5.5 Closed Meetings

Closed door meetings will be held at the discretion of P25 CAP AP members and OIC.

2.6 Quorum

Two thirds of the voting members of the P25 CAP AP must be present to establish a quorum.

2.7 Voting

When a decision or recommendation of the P25 CAP AP is required, the chairman will request a motion for a vote. Any member, including the chairman, may make a motion for a vote. A second on any proper motion is required to bring any issue to vote.

2.8 Role of Panel Officials

2.8.1 Chairman

The chairman serves at the pleasure of the OIC Director and is selected by the AP members. The chairman works with the vice chairman to establish priorities, identify issues that must be addressed and serves as the focal point for the panel's membership. In addition, the chairman is responsible for verifying the accuracy of minutes developed at the direction of the vice chairman to document the panel's meetings. The chairman shall: 1) approve or call the meetings of the panel; and 2) approve agendas. The chairman will inform OIC when resigning from their current organization.

2.8.2 Vice Chairman

The vice chairman serves at the pleasure of the OIC Director and is selected by the AP members. The vice chairman serves as OIC's agent for all matters related to the panel's activities. The vice Chairman shall: 1) in the absence of the chairman, approve or call the meeting of the panel; 2) in the absence of the chairman, approve agendas; and 3) attend all meetings.

In addition, the vice chairman is responsible for coordinating adequate staff support to the panel, including the performance of these functions:

- Notifying members of the time and place for each meeting;

- Coordinating the maintenance of records of all meetings, including subgroup or working group activities, as required by law;
- Maintaining the roll;
- Ensuring the preparation of the minutes of all meetings of the panel’s deliberations, including subgroup and working group activities;
- Tending to official correspondence;
- Coordinating the maintenance of official P25 CAP AP records, and filing all papers and submissions prepared for or by the P25 CAP AP, including those items generated by subgroups and working groups;
- Coordinating the preparation and handling all reports, including the annual report, as required by OIC; and
- The vice chairman will inform OIC when resigning from their current organization.

2.9 Expenses and Reimbursement

Expenses related to the operation of the P25 CAP AP will be borne by OIC. Expenditures of any kind must be approved in advance by OIC. Each organization within OIC that sponsors a specific panel activity will be responsible for providing the support services, and will assure compliance with OIC related policies and procedures.

Federal government employees serving on the P25 CAP AP are not eligible for any form of additional compensation. The government may pay travel and per diem for non-federal government members at a rate equivalent to that allowable for federal employees.

2.10 Questions and Complaints

Questions and complaints on the P25 CAP should be emailed to P25CAP@hq.dhs.gov.

3 Program Overview

The P25 CAP will formally recognize accredited P25 test laboratories for competence to conduct a predetermined set of tests on P25 candidate products. The tests that those laboratories execute will demonstrate product compliance based on, at a minimum, the feature set identified by the P25 CAP AP as the group of minimum standards primarily within the suite of P25 standards. Subsequently, OIC will require that equipment suppliers submit STRs of the test results and an SDOC to the P25 CAP AP for review and approval before these documents are posted at dhs.gov/science-and-technology/p25-cap. To help their purchasing decisions, P25 users may search this website for products that are P25 CAP approved.

3.1 Creation of Standards

The TIA TR-8 Mobile and Personal Private Radio Standards committee creates the message, procedure and protocol documents that define the operation and functionality of P25 equipment, subsystems and services. TR-8 also produces normative compliance assessment-related performance, conformance and interoperability standards that are used to evaluate product compliance. The P25 Steering Committee approves all published standards for Project 25.

Note: While the P25 Steering Committee normally adopts standards created by TIA TR-8, this is not a requirement. The P25 Steering Committee is allowed to adopt standards created by other standard development organizations.

3.2 Demonstration of Compliance

The test methods used in the P25 CAP are chosen from P25-approved standards that are customarily drawn from the TIA-102 suite of standards. The intention is for the suite to contain performance, conformance and interoperability test standards for each interface or major service. A variety of test methods are contained within each test standard. P25 CAP testing is not an exhaustive testing program of all the TIA-102 test methods and test cases. P25 CAP testing includes test methods and test cases that were selected to demonstrate compliance to the P25 Standards.

The CAP AP has final approval of each test method/test case within a test standard for suitability and inclusion within the P25 CAP CABs. The process of selecting which test case to include starts with subcommittees and task groups within P25 first compiling a list of the test methods drawn from each TIA test standard, and then releasing them in the form of draft compliance-related TSBs. The TSB draft is approved by the P25 Steering Committee and TIA-TR8, and routed for publication. The P25 CAP AP may use these TSBs, though not exclusively, as the primary basis for the creation of CABs with regard to P25 CAP testing.

3.3 Definition of P25 CAP Approved

P25 CAP approved equipment is defined as: (1) equipment that has been tested at an accredited, OIC recognized P25 Test laboratory; (2) the equipment has P25 CAP AP approved SDOCs and STRs; and (3) the SDOCs and STRs are posted at dhs.gov/science-and-technology/p25-cap.

The P25 CAP provides equipment purchasers with demonstrated evidence of a product's compliance with a group of minimum feature requirements within the suite of P25 standards. The test procedures used to validate these requirements are also part of the P25 suite of standards. While successful tests will demonstrate P25 compliance for the specific requirements tested, the conclusions drawn from these tests do not apply to every environment or need that individual users may have. In other words, P25 CAP only tests those requirements that are contained within the CAB documentation. Results cannot be extrapolated to other P25 requirements that are not tested. P25 CAP-mandated tests only demonstrate product compliance with the test cases listed in the STR and therefore only attest to a product's compliance with CAP tested requirements.

3.4 P25 Standard Features versus non-P25 Standard Features

The TIA-102 Standard technical protocols were developed from the beginning to allow individual manufacturers to create value by offering unique features. The TIA-102 Standard protocols allow manufacturer features to operate on a P25 System even though those features are not defined or included in either the TIA-102 Suite of Standards or the P25 Standard.

Manufacturer-developed features have transitioned to TIA-102/P25 Standard features multiple times over the 25-year history of the P25 Standard. The transition from manufacturer feature to TIA-102/P25 Standard feature is important and necessary so that those additional features become interoperable across all the P25 manufacturers who desire to offer that new feature.

When a manufacturer-developed feature is not part of the TIA-102/P25 Standard and that non-P25 Standard feature becomes widely used, it creates a P25 Public Safety User interoperability problem across both P25 subscribers and systems.⁴

To maximize P25 subscriber and system interoperability for feature functionality being tested by the P25 CAP, the OIC/P25 CAP AP will take action to remove P25 CAP approved equipment from the OIC P25 CAP approved equipment list or require that the manufacturer retest the product. This action would be considered when a manufacturer's P25 CAP test results are inconsistent with operation/performance of the equipment in the field. Inconsistencies could be a result of the manufacturer providing a non-P25 Standard feature with delivered P25 CAP approved equipment instead of the comparable, though not identical, TIA-102/P25 Standard feature that was CAP tested or issued with firmware updates. For example, if a manufacturer added a non-standard feature set that would result in interoperability issues, then the P25 CAP will consider removing the product. In this case, OIC will notify the manufacturer, provide a timeline within which the issue must be resolved and work with the manufacturer to resolve the issue prior to removal from the OIC P25 CAP approved equipment list.

3.5 Program Participation

There are no membership requirements for equipment suppliers wishing to participate in the P25 CAP. The key requirements within the program are that test laboratories must be formally recognized to conduct testing, and that attestations of compliance must follow certain content and formatting requirements. Equipment suppliers are responsible for identifying which products are affected by the requirements, and should regularly check [dhs.gov/science-and-technology/p25-cap](https://www.dhs.gov/science-and-technology/p25-cap) for changes.

Purchasers of equipment need not be associated with the program. The outputs from the program will be posted on [dhs.gov/science-and-technology/p25-cap](https://www.dhs.gov/science-and-technology/p25-cap); this simplifies the process of identifying and evaluating equipment declared compliant.

3.6 Background on the CAB Process

When a P25 CAP test standard and/or compliance-related TSB is published, the P25 CAP AP reviews the documents and publishes the effective date of any new testing requirements contained within the test standard and/or compliance related TSB through a P25 CAP CAB issued by the P25 CAP AP. Upon publication of a revised test suite, based on P25 CAP AP recommendations, OIC will notify its authorized-accreditation bodies to conduct on-site assessments of laboratories for competence to conduct the new tests.

⁴ SAFECOM has issued specific guidance concerning this issue in its annual SAFECOM Grant Guidance document. *2016 SAFECOM Guidance* can be downloaded from <https://www.dhs.gov/sites/default/files/publications/FY%202016%20SAFECOM%20Guidance%20FINAL%20508C.pdf>. The following statements are found in *2016 SAFECOM Guidance*, Appendix B, Standards for P25.

“Ensure all P25 eligible equipment, features, and capabilities selected are P25-compliant, to include new equipment and upgrades. When Federal grant funds are used to purchase P25 LMR equipment and systems that contain non-standard features or capabilities, while a comparable P25 feature or capability is available, grantees must ensure the standards-based feature or capability is included as well.” (Page B-2 of *2016 SAFECOM Guidance*)

“Grantees seeking to use Federal grant funds to purchase non-standard encryption features or capabilities for new or existing equipment must ensure 256-bit AES is also included to ensure their devices have the capability to interoperate in an encrypted mode.” (Page B-3 of *2016 SAFECOM Guidance*)

3.7 Changes to a CAB

As needed, each CAB will be updated periodically as new normative test documents are published for existing equipment or interfaces, or to incorporate tests for new types of equipment. Equipment suppliers are responsible for monitoring CABs so they can ensure that any previously released SDOC and STR documents are kept current based on changes in testing requirements. In some instances, this will require that previously approved equipment undergoes additional, supplementary testing, and that a supplementary STR be submitted along with an updated SDOC.

The P25 CAP AP issues updates to its CABs in the form of Final CABs. Notices of Proposed CABs will be published at dhs.gov/science-and-technology/p25-cap; interested parties will be given 30 days to comment. After deliberating on any comments received, the P25 CAP AP will either issue an updated Notice of a Proposed CAB or will release a Final CAB.

Final CABs will contain clear instructions on their effective date. The effective dates will provide grace periods to: 1) accommodate the time required to gain expanded scopes of recognition for a test lab; 2) allow time for TIA to publish and the P25 Steering Committee to approve P25 CAP related TSBs; and 3) publish or modify normative test standards.

Final CABs will include implementation dates for all new testing requirements. Typically, new CABs will be posted no less than four months in advance of the implementation date for a change in the requirements.

Note: It is the equipment supplier's responsibility to periodically check dhs.gov/science-and-technology/p25-cap for final CABs.

3.8 Required Test Laboratories

In accordance with P25-CAB-LAB_BASE_REQ [7], *Project 25 Compliance Assessment Program Baseline Laboratory Requirements*, all testing within the program will be conducted at laboratories that are accredited for P25 testing and formally recognized by OIC for competence. Recognition is granted to competent laboratories following a rigorous on-site assessment in which an OIC authorized accreditation body evaluates the laboratory for technical competence and quality system management. This is done to ensure accuracy, reproducibility and repeatability of results.

Laboratory recognition is acknowledged by the issuance of a Certificate of Recognition that details the Scope of the Accreditation listing the test methods for which the laboratory has demonstrated competence.

Equipment suppliers may conduct the tests themselves at their own accredited, OIC recognized P25 CAP laboratory, i.e., first-party testing. Alternatively, the testing may be conducted at an accredited OIC recognized second-party laboratory, such as a government test lab, or by an accredited OIC recognized third-party test laboratory, such as an independent test lab. Equipment suppliers are responsible for selecting and, if applicable, funding these laboratories to perform the tests. All laboratories participating in the P25 CAP must be formally recognized for competence prior to conducting tests. P25-CAB-LAB_BASE_REQ [7] explains the process by which a laboratory gains initial recognition or expands its scope to perform additional testing.

3.9 Required Tests

P25 equipment suppliers shall test all required test cases referenced in the P25 CAP AP Final CABs. Typically, one or more P25 CAP approved CABs will define the tests that must be performed on each type of equipment. Equipment suppliers should factor in the amount of time it might take a laboratory to gain initial accreditation and recognition or expand its scope of accreditation when planning to test their equipment. A laboratory shall not conduct tests that are used to support the SDOC until it has gained formal recognition from OIC.

Once compliance-related tests are published by TR8 or other standards development organizations, the P25 CAP AP will issue notices of its intent to implement new testing requirements. Such notices will be presented in the form of a schedule that summarizes the testing requirements related to the entire P25 suite of standards and products.

Testing within the P25 CAP is limited to particular equipment types. This is because normative test procedure documents have not been created for all equipment types and offered services. Accordingly, unless the equipment type is specifically referenced in one of the P25 CAP AP's Final CABs, the equipment supplier is not required to formally test that equipment as part of the P25 CAP. In these cases, the equipment would not be considered P25 CAP Approved equipment.

3.10 Management of the Laboratory Recognition Process

The laboratory component of the P25 CAP is restricted to facilities that are recognized for competence by DHS based on accreditation from an OIC authorized accreditation body. The process is overseen by the P25 CAP AP, who manages the program under the guidelines set forth in P25-CAB-LAB_REC_AGREEMENT [11].

3.11 Documentation Required for Attestations of Compliance

3.11.1 Supplier's Declaration of Compliance

For equipment that passes minimum identified requirements (minimum requirements to be defined by P25 CAP AP), the equipment supplier shall prepare an SDOC for that equipment. The SDOC, and an accompanying STR that substantiates the declaration, constitutes a company's formal, public attestation of compliance with the standards for the equipment. The SDOC must be signed by responsible company officials. The SDOC and the associated STR constitute the complete set of documents required by the P25 CAP. Once these documents are reviewed and approved, they will be uploaded to the P25 CAP website and will constitute that the equipment is "P25 CAP approved."

3.11.1.1 Required Format

All SDOC documents shall be formatted using the template approved by the P25 CAP AP. That template is based on the requirements in P25-CAB-SDOC_REQ [10].

3.11.1.2 Review of SDOC Documents

Equipment suppliers are required to submit their SDOC and STR documents to OIC for review. The SDOC and STR document review ensures the documentation is complete and accurate in accordance with the current P25 CAP processes. After reviewing the submission for completeness and accuracy, OIC will

either work with the equipment supplier to resolve discrepancies, or upload the SDOC and STR documents to dhs.gov/science-and-technology/p25-cap as P25 CAP approved equipment.

Note: In no way does this review constitute an endorsement or certification of product conformity or compliance from OIC. The equipment suppliers and the authorized representative signatory to the SDOC bear full responsibility for the content, completeness and accuracy of the SDOC. OIC shall bear no responsibility for incomplete or inaccurate statements within an SDOC. If errors or misstatements are substantiated, OIC will try to resolve the discrepancies and may remove that equipment from the P25 CAP approved list.

3.11.1.3 Updates to SDOC Documents Following CAB Changes

If P25 CAP revision to a CAB necessitates additional tests for an existing piece of equipment, the equipment supplier must execute the supplemental tests, issue a revised SDOC and post a supplementary STR. The revised SDOC must be forwarded to OIC for review before it will be uploaded to dhs.gov/science-and-technology/p25-cap. Similarly, if a CAB is updated or created and testing is required for a new piece of equipment, a new SDOC for that item, along with the accompanying STR, must be submitted. Again, the SDOC must be reviewed by OIC, who will then upload the SDOC and STR to dhs.gov/science-and-technology/p25-cap.

3.11.2 Summary Test Reports

STRs are intended to provide the equipment purchaser with a summary of the tests conducted on the equipment along with the test case verdicts. Since these documents are available to emergency response personnel for review, there are formatting requirements for these reports to ensure consistent presentation and interpretation of test results.

All STR documents shall be formatted using the template approved by the P25 CAP AP. That template is based on the requirements in P25-CAB-STR_REQ [9]. Equipment suppliers are responsible for ensuring that their test lab uses the approved standard format for all STRs.

3.11.3 Posting Attestations of Compliance

OIC is responsible for posting the SDOCs and STRs for products to dhs.gov/science-and-technology/p25-cap after the documents have been validated.

3.11.4 Responsible Party

The seller of finished products is responsible for providing SDOC documents for all products it sells. If a product contains components produced by an OEM, the seller may provide an SDOC and STR prepared by the OEM.

3.11.5 Maintenance of SDOC Documents

3.11.5.1 SDOC Reviews

The P25 CAP AP support personnel will periodically forward a list of current SDOC documents to each equipment supplier—especially in advance of changes in P25 CAP CABs—to give the supplier an opportunity to review the impact of CAB changes on each SDOC document’s continued validity. Equipment suppliers are responsible for seeking the P25 CAP Program Manager’s review on SDOC documents that are affected by changes.

3.11.5.2 SDOC Audits

OIC will conduct an initial audit as soon as practicable (and periodically thereafter) of the SDOC documents posted to dhs.gov/science-and-technology/p25-cap to ensure all declared equipment remains valid in accordance with new P25 CAP AP Final CABs. Equipment suppliers will be given a 60-day notice to correct suspected discrepancies. SDOC documents that have not been reviewed after the 60-day grace period will be removed from dhs.gov/science-and-technology/p25-cap.

3.11.5.3 Resolution of Discrepancies

Discrepancies identified on dhs.gov/science-and-technology/p25-cap shall be described and sent to P25CAP@hq.dhs.gov. If the errors are of a technical nature related to laboratory testing, they will be referred to OIC. OIC will reply to the equipment supplier or complainant within 30 days. Equipment supplier disputes that are not resolved within 60 days may be forwarded to the P25 CAP AP for dispute resolution.

3.12 Control of Nonconforming Testing

If OIC verifies that a laboratory participating in the P25 CAP has generated nonconforming work that results in invalid test data, OIC may withdraw laboratory recognition. If laboratory recognition is withdrawn, all SDOC documents traceable to that laboratory recognition may be scrutinized and may be removed by OIC from dhs.gov/science-and-technology/p25-cap.

3.13 Control of Nonconforming Products

In the event an agency using P25 equipment identifies a product that it suspects does not conform to the standards, it should document the suspected nonconformity and contact the equipment seller for resolution of the problem. This allows the seller to investigate the problem and resolve possible implementation or configuration errors.

If the seller resolution process does not satisfy the end-user agency and the functionality in question relates to a feature or function specifically tested as a part of the P25 CAP, the end-user should contact the TIA-TR8.25 Compliance Assessment Engineering Subcommittee and report the suspected non-conformance for investigation by TR8.25. Contacts for the TR8.25 Compliance Assessment Engineering Sub-Committee can be found on the TIA-TR8 (<http://www.tiaonline.org/all-standards/committees/tr-8>).

If TIA-TR8.25 fails to resolve the suspected non-conformance and if OIC determines that the matter warrants further investigation, OIC will convene a panel of federal experts to review the matter. Efforts to reproduce the problem in a lab may be undertaken and OIC may request copies of the supplier's change control documentation. OIC will contact the equipment supplier to discuss the matter. If a concern regarding a lab's competency is raised, OIC will contact the OIC authorized accreditation body that issued the laboratory's certificate of accreditation to request a laboratory-monitoring visit.

Should the OIC authorized accreditation body determine the nonconformity was due to a failure to retest a product variation, the P25 CAP AP may vote to remove the product from dhs.gov/science-and-technology/p25-cap. A two-thirds vote of the P25 CAP AP members present shall be required to remove a product. The equipment supplier would then be required to fully retest the product and post a new SDOC and STR for the product variant.

3.14 Relationship to Grant Programs

The CABs created by the P25 CAP AP are intended to be of use to any organization or individual involved in the procurement of P25 equipment. This can include: a federal agency, a grant funding organization, local, tribal or state agencies or private users of P25 equipment.

Recognizing grant funding organizations' unique applications of the CABs created by the P25 CAP AP, the P25 CAP AP shall work in consultation with these organizations to ensure that its CABs are consistent with the laws governing the distribution of grants. As a result, grant funding organizations may reference the CABs crafted by the P25 CAP AP directly within applicable grant guidance.