



**Federal Communications Commission
Office of Engineering and Technology
Laboratory Division**

June 12, 2015

TELECOMMUNICATION CERTIFICATION BODY SUPERSEDE PROCEDURES

Current Federal Communications Commission (FCC) procedures allow Telecommunication Certification Bodies (TCBs) to supersede attachments to applications within 30 days of issuing a Grant of Certification (Grant). Within 30 days of the date of grant, the TCB that issued the grant may supersede multiple attachments per FCC Form 731 Confirmation Number (TC#), and may upload replacement attachments without contacting the FCC prior to making the updates.

If the application has been granted for more than 30 days, the granting TCB must send a KDB Inquiry¹ with a justification to request that the application be put into “audit” mode. Once the application is confirmed to be in “audit” mode, the TCB can make the appropriate changes to already filed attachments. The TCB must also include justification for the changes. The TCB must then respond back to the FCC KDB Inquiry when the changes have been completed, to notify the FCC to review the application and remove it from audit mode.

All relevant system validity checks and related policies remain in effect for the necessary exhibit types. If an attachment is marked as superseded, it will not be considered part of the application or count towards the minimum required exhibits for an application. For example, if only one attachment is uploaded to a required exhibit type and that attachment is superseded, an automated e-mail will be sent to the TCB indicating that the minimum required exhibits have not been uploaded to the application.

Procedurally, in order to supersede an attachment associated with an application with a grant date less than 30 days from the current date, a logged-in TCB should click on the link for “List/Modify Exhibits,” enter the Form 731 Confirmation Number (TC#), and click the “Search” button. A specific attachment may be superseded by selecting the “Yes” option in the supersede column for the applicable attachment, and the “Continue” button is then clicked to save the changes. The TCB is expected to then upload replacement attachments, if appropriate. Note that only the TCB that submitted an application may change any information associated with that application or attachments.

¹ All correspondence for a supersede KDB inquiry request are to be submitted under one KDB tracking number. A KDB Inquiry is submitted online by going to the Office of Engineering and Technology Laboratory Division Knowledge Database (KDB) page http://www.fcc.gov/TCB_login_as_TCB, and then selecting the link [Submit a KDB Inquiry](http://www.fcc.gov/labhelp) at <http://www.fcc.gov/labhelp>.

Change Notice

01/20/2012: 546630 D01 TCB Supersede Procedures v01 has been changed to 546630 D01 TCB Supersede Procedures v01r01. Clarification and update to conform to the new policy of allowing more than two exhibit types per application Form 731 Confirmation number to be superseded.

01/24/2012: 546630 D01 TCB Supersede Procedures v0101 has been changed to 546630 D01 TCB Supersede Procedures v01r02 for minor editorial changes to the last paragraph for clarification.

07/26/2012: 546630 D01 TCB Supersede Procedures v01r02 has been changed to 546630 D01 TCB Supersede Procedures v01r03. Paragraphs related to automated supersede emails has been modified. Automated emails for superseded attachments are no longer being sent due to a policy change which no longer limits the number of supersedes.

07/30/2012: 546630 D01 TCB Supersede Procedures v01r03 has been changed to 546630 D01 TCB Supersede Procedures v01r04. Editorial edits were made to the first two paragraphs:

12/03/2012: 546630 D01 TCB Supersede Procedures v01r04 has been changed to 546630 D01 TCB Supersede Procedures v01r05. The procedure for submitting request has changed from submitting an e-mail to easadmin@fcc.gov to submitting the request through the Office of Engineering and Technology Laboratory Division Knowledge Database (KDB) Inquiry System.

06/12/2015: 546630 D01 TCB Supersede Procedures v01r05 has been changed to 546630 D01 TCB Supersede Procedures v02. The procedure was updated to reflect changes related to FCC 14-208.