SASO Certification Procedure - Type 1a & Type 1b & Type 3

A) DOCUMENT APPROVALS

No	Definition	Action	Created By	Date
1	Document approved	Approval	Nurgül Çınar	08/11/2023 11:56:37

B) REVISION HISTORY

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2	New definitions have been added. 8.2.1. Document sets have been added. 8.2.6 & 8.3.5 & 8.6 have been added. 8.3.1 used documents have been added. Redactional corrections have been done. Document code has been changed to PR.VOC.01 from PR.SASO.01.	Improvement.	08/11/2023 11:56:36	08/11/2023 11:56:36
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5. Scope and Purpose

According to The Kingdom of Saudi Arabia (KSA) vision 2030 and KSA National Transformation Program 2020, The Saudi Standards, Metrology and Quality Organization SASO has set 2 strategic objectives:

- Build consumer confidence in product sold in the market.
- Guarantee the fair trade between the buyer and the seller.

To achieve those 2 strategic Targets, The Initiative "Launch of the Saudi Product Safety Program" called "Saleem". An Arabic word which means "Flawless". As the name suggests, the products in the Saudi Markets shall be "Flawless" and complying with the applicable Technical Regulations and Mandatory Standards.
Under this program, SASO will be issuing Technical Regulations (TR) for the **Regulated Products** based on their nature, application, safety and performance aspects, which include risks to consumers and environment. The TRs include binding clauses that describe the Technical Requirements, Applicable Standards, and Conformity Assessment Procedures (CAPs) that shall be applied to issue the Certificates of Conformity **COC** for (1) Products placed in the Saudi Market, and (2) upcoming Shipments of those products.
The Purpose of this document is to describe the following,

- Procedure is to receive and evaluate the applications of customers who request certification and inspection in accordance with SASO regulations.
- Procedures for the issuance of CoCs for Products and upcoming shipments of "Regulated Products" entering into the Kingdom of Saudi Arabia through Saber System.
- Certification phase of the conformity assessment process carried out under SASO Regulations. This procedure covers the principles of editing, issuing, suspending, narrowing, withdrawing, cancelling the certificate, and the work of the committee.

Saleem program is applicable to all commodities and products in scope of the Technical Regulations as per GAC Accreditation Certificate.

6. Definitions

Terms/Abbreviations	**Description**
CoC	Certificate of Conformity
SASO	Saudi Standards, Metrology and Quality Org.
GSO	GCC Standardization Organization
KSA	Kingdom of Saudi Arabia
P-CoC	Product Certificate of Conformity
S-CoC	Shipment Certificate of Conformity
CAP	Conformity Assessment Procedure
R-CAB	Registered Conformity Assessment Body
NoR	Notification of Registration
NCR	Non-Conformity Report
SQM	SASO Quality Mark
LVD	Low Voltage Device
TO	Technical Officer
Offer	It is the document between SZUTEST and the candidate customer, which includes the terms and prices of the service at the request of the service and which is converted into a contract upon mutual signing.
Application fee	It is the fee charged by SZUTEST for the evaluation of the application and the preparations to be made before the inspection or inspection
Inspection fee	It is the fee charged for conformity assessment activities (inspection, document review, etc.) to be carried out in the field or in the test laboratory in inspection-based modules
Audit Fee	It is the fee charged for conformity assessment activities (audit and document review) to be performed in quality system-based modules
Surveillance Fee	It is the fee charged for surveillance audits performed during the validity period of the certificate within the scope of conformity assessment activities to be performed in quality system-based modules
Company	The real or legal person making the application
Certification Committee (Technical Manager)	It is the mechanism that decides on granting or rejecting the certificate, extending or reducing the scope of certification, suspension or withdrawal of the certificate, cancellation or

	renewal of certification. Must be full-time SZUTEST staff.
GAC	Gulf Accreditation Certification
Conformity Assessment	All procedures carried out to determine the conformity of the product to the relevant technical regulation.
Certificate of Conformity	A written document issued in the event of a positive result of the conformity assessment process
Manufacturer/Client	It refers to the natural or legal person who manufactures a product or has a designed or manufactured product and markets the product under its own name or trademark or uses the product for its own purposes
Technical Manager	It is the person responsible for the management of the activities related to the conformity assessment process
Technical Officer	It is the person responsible for the evaluation of the application and the conformity assessment process in the scope of Type 1a, 1b, 3 and 5 conformity assessment forms.
Auditor	Personnel who have the qualifications to audit within the scope of at least one management system standard and meet the requirements of the relevant standard (ISO 19011) and this procedure. Qualified under Type 3 conformity assessment form.
Audit Team	The personnel(s) performing the conformity assessment activity.
Team Leader	The lead auditor/technical expert who takes full responsibility for managing the conformity assessment activity.
Nonconformity	A finding detected when any of the Technical Regulation or legislation requirements are not met.
Minor Nonconformity	Non-systematic deviations that do not affect the result of the activity and the overall system and do not affect the result of the activity and the overall system, where any of the Regulation / Standard and / or company documentation requirements cannot be fully met, but the conformity of the product can be seen with the availability of objective evidence.
Major Non-Conformity	Any of the Regulation / Standard and / or company documentation requirements or sub-headings that may affect the continuous implementation of the overall system and / or adversely affect the service or product offered to the customer to meet the desired conditions. nonconformity directly affecting the activity that is not defined and/or not systematically implemented.
Observation	An observation that is intended to assist the audit team and the auditee in the next audit and is not considered a nonconformity. are findings that identify issues that need to be taken into account.
Nonconformity requiring follow-up audit	Major nonconformities that directly affect product safety and require on-site verification.

Table 1 - Product Certification Schemes

		Types of product certification schemes		
	Conformity assessment functions and activities [a] **within product certification schemes**	**1a**	**1b**	**3**
I	**Selection**, including planning and preparation activities, specification of requirements, e.g., normative documents, and sampling, as applicable	x	x	x
	Determination of characteristics, as applicable, by: a) testing			

II	b) inspection c) design appraisal d) assessment of services or processes e) other determination activities, e.g., verification	x	x	x
III	**Review** Examining the evidence of conformity obtained during the determination stage to establish whether the specified requirements have been met	x	x	x
IV	**Decision on certification** Granting, maintaining, extending, reducing, suspending, withdrawing certification	x	x	x
V	**Attestation, licensing**			
	a) issuing a certificate of conformity or other statement of conformity (attestation)	x	x	x
	b) granting the right to use certificates or other statements of conform- ity	x	x	x
	c) issuing a certificate of conformity for a batch of products		x	
	d) granting the right to use marks of conformity (licensing) is based on surveillance (VI) or certification of a batch.		x	x
VI	**Surveillance**, as applicable (see 5.3.4 to 5.3.8), by:			
	a) testing or inspection of samples from the open market			
	b) testing or inspection of samples from the factory			x
	c) assessment of the production, the delivery of the service or the operation of the process			x
	d) management system audits combined with random tests or inspections			

7. Responsibilities

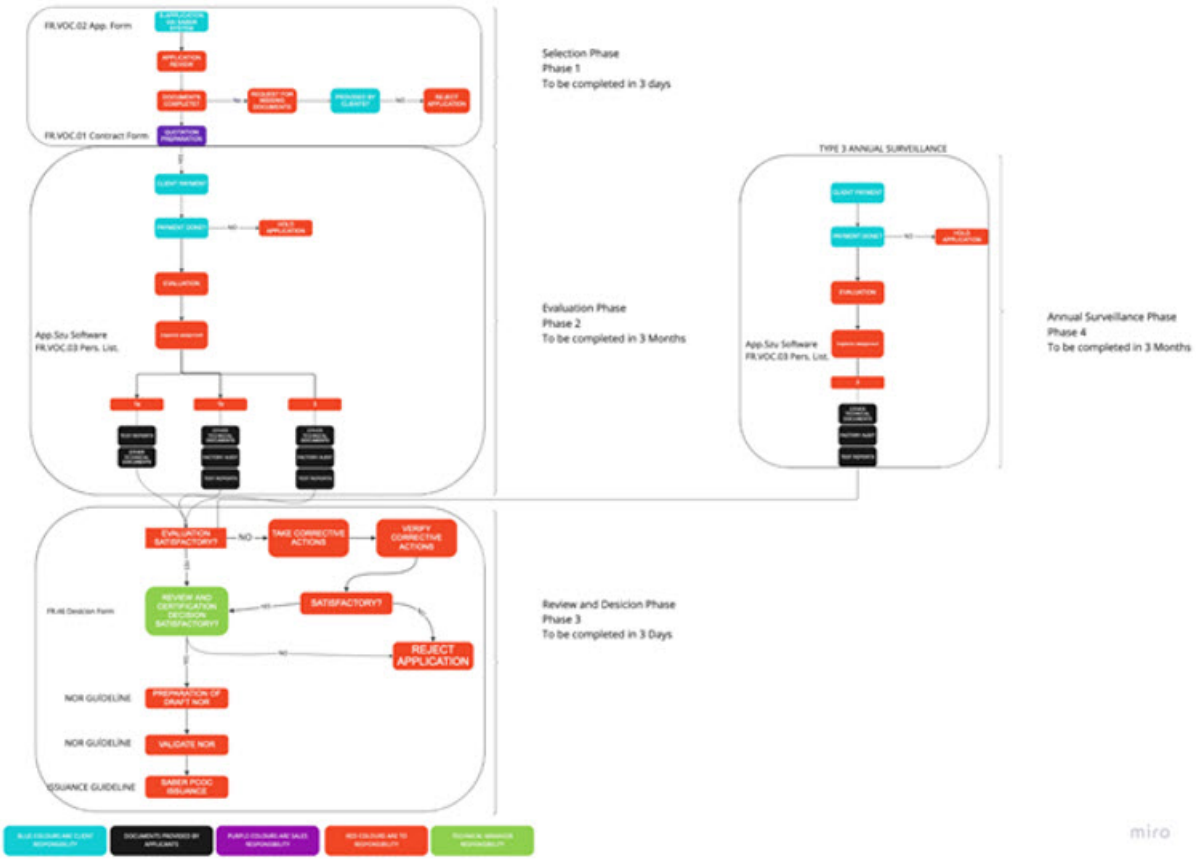
Construction and Equipment Safety Department Manager, International Contracts Unit Responsible, Technical Manager are responsible for the implementation of this procedure.

8. Method

8.1 Process Overview

To successfully implement Saleem Program, SASO has introduced SABER System, a web-based portal for the issuance of P-COC and S-COC, the process overview is described below.

Flow Chart



The product groups, technical regulations and their Conformity Assessment Forms are given in FR.VOC.05 Application Standards and Regulations List.

8.2 Process

8.2.1 Conformity Assessment Types

All "Regulated Products" are subject to Conformity Assessment Procedures **(CAPs)** as defined in the TR where Manufacturers/Exporters or Importers shall complete these procedures when the products/Shipments are at the country of export.

The Applicable CAPs defined by SASO in the TRs are based on ISO 17067 Certification Scheme below

Type 1a, 1b - Type Approval
Form Set: FR.VOC.01, FR.VOC.02, FR.VOC.07, FR.SASO.XX (Related Document Verification Checklist)
Type 3 - Conformity to Type based on quality assurance of production processes
Form Set: FR.VOC.01, FR.VOC.02, FR.VOC.06, FR.VOC.07, FR.26, FR.27, FR.SASO.XX (Related Document Verification Checklist)
Type 5 - Full Quality Assurance
The Type 5 certification procedures are covered in Saudi Quality Mark Process and described in PR.VOC.03 SASO Certification Procedure - Type 5.
Note: The application under GSO Regulations also evaluated with PR.VOC.05 Certification Procedure - GSO is followed.

8.2.2 Request for P-COC

The client may apply by phone or FR.VOC.02 Request for Certification (RFC) and submits an E-Application for P-CoC through Saber System.
The mandatory information for the products given as below:

- Product HS Code
- Trademark
- Product Name
- Product Model/Type Number
- Manufacturer name
- Country of Origin
- Photos of products from different sides and Nameplates Optional
- Test reports
- Supplier Declaration of Conformity.

8.2.3 Selection of Competency from Qualification Matrix

The Technical Manager shall check Saber System regularly for the E-Applications submitted by clients, for new E-applications, theTechnical Manager should

check the that received the E-application, and assign to Technical Officers who are authorized to perform the Technical Review for the product in the E-Application based on the Technical Regulation.

8.2.4 Quotation Preparation

After provided complete documents from client, the FR.VOC.01 Government Contracts Verification of Conformity Service Agreement shall be issued to client as per below table and request to arrange payment. Application shall not proceed further until client paid payment or have special agreement for payment.

Certificate Type	Fees of Technical Evaluation & Decision (SAR)	Remark
P-COC	1450-2000	Other fee's may applicable(see below)
P-COC - other regulated products	1450-2000	Other fee's may applicable(see below)
S-COC - All shipments	NA	Saber fee's applicable

*Not including VAT

Note: TR Arabia charges royalty fees according to the agreement with the issuing office.

Note: Any additional Conformity Assessment Activity was performed like Testing, sampling, Factory Inspection, etc. shall be quoted to the client and there are no fixed fees from SASO.

8.2.5 Certification Agreement

Once the E-Application Fees are paid, and the client accepted the quotation, the Applicant Company (Supplier or Importer) shall sign FR.VOC.01 Government Contracts Verification of Conformity Service Agreement.

8.2.6 Numbering Methodology for Projects & Reports

The file number is used as VOC-00X/YY
VOC: Verification of Conformity
00X: Numeric Sequence Number
YY: Year of the conformity assessment activity

The report number is used as VOC-R-00X/YY
VOC: Verification of Conformity
R: Report
00X: Numeric Sequence Number
YY: Year of the conformity assessment activity

These records are followed on APP.SZU - Planning Calendar and FR.VOC.08 International Contracts Project List.

8.3. Conformity Assesment Processes

8.3.1 Application Review and Acceptance

Application review is the first stage of the certification process and the main aim of the application review is to check the completeness of the documents submitted by the client and recorded on FR.VOC.02 Request for Certification (RFC) by TM.

To support and control the P-COC issuance process, Document Verification Checklists developed for each Technical Regulation. The checklists used during evaluations:

FR.SASO.01 Document Verification Checklist - Automotive Spare Parts
FR.SASO.02 Document Verification Checklist - Building Materials Part I for Metals and their Alloys for Constructions and Buildings
FR.SASO.03 Document Verification Checklist - Building Materials Part II for Insulating and Cladding Materials for Buildings
FR.SASO.04 Document Verification Checklist - Building Materials Part IV for Bricks Tiles Ceramics Sanitary Wares Related Products
FR.SASO.05 Document Verification Checklist - Detergents
FR.SASO.06 Document Verification Checklist - Electrical Batteries
FR.SASO.08 Document Verification Checklist - Fire Fighting Equipment and Materials
FR.SASO.09 Document Verification Checklist - Food Safety of Tools and Appliances Used in the Kitchen
FR.SASO.10 Document Verification Checklist - Elevator System & Similar Systems
FR.SASO.12 Document Verification Checklist - Household and Similar Electrical Appliances (LVE)
FR.SASO.13 Document Verification Checklist -Textile Products
FR.SASO.15 Document Verification Checklist - Personal Protective Equipment and Clothing
FR.SASO.16 Document Verification Checklist -Gas Appliance and Their Accessories
FR.SASO.17 Document Verification Checklist -Toys

The Checklists include the requirements for the products as stipulated in the Saleem Technical Regulation, and in the product related Standards:

- Required Documentation.
- Technical Regulation Specific Requirements.
- Product Marking Requirements.

- Essential Testing Parameters according to the applicable standard of the product.

The Technical Officers, and personnel involved in the process of the issuance of the P-COC shall use those Checklists during all steps of the Certification as mentioned in clause 8.3.1 the checklist serve as a Record for the Certification Process.

Those Checklists can be found on IQMemo under VoC.

- The Technical Officer shall review the E-application; coordinate with the client to provide the required documents as described in the evaluation checklist and check if the information describing the product in Saber system are correct.
- In case of missing documents from client's side, application reviewer (the assigned technical officer) shall request clients to submit all necessary missing documents. If client not able to provide the required documents as per requirements, application shall be left as "Pending" till the missing is covered. If the missing is not covered, the application/file shall be closed by Technical Manager.
- Type 1a - Type Approval scheme requirements shall be followed, if the technical regulation has not been enforced to another Type.

8.3.2 Test Report Acceptance Criteria

In case of test report required, the assigned technical officer shall check if the client has provided a valid test report from third party ISO/IEC 17025 accredited laboratory. If the client did not provide a valid Test Report, the TO shall advise to client to provide test report from third party ISO/IEC 17025 accredited laboratory.

If the test report is not available or not complete, the testing shall be conducted / coordinated as mentioned below.

- Testing can be arranged in accredited SZUTEST labs.
- Testing can be arranged in accredited Subcontracted Laboratories, if Clause 1 was not agreed.
- Client can arrange Testing in other accredited Laboratories, if Clause 2 was not agreed.
- Witness testing acceptable if Laboratory has capability to perform particulate testing with calibrated equipment's, provided that below criteria fulfilled.

ISO/IEC 17025 accredited laboratory not available:

- The product can't be shipped due to the size limitation for conduct testing overseas lab
- Clear approval is granted Saleem Program Manager
- Witnessing is conducted by SZUTEST Employee who completed ISO/IEC 17025 awareness training and have technical back ground for the product tested as a minimum
- Outcome of witness testing shall be recorded to in-house test report form and witness stamp of SZUTEST can

Related test reports must be according to product's applicable standards. They are givne in FR.VOC.05 List of Products and Applicable Standards.

8.3.3 Evaluation

Technical Manager appoints Technical Officer through SZU.APP software. By this software planning email should be sent to the inspector with the following details:

- Producer name
- Evaluation type & standards
- Evaluation date
- Declaration of impartiality

After approval of the email appointment by the Technical Officer the following steps shall be followed,

- The Document Verification Checklists developed shall be used for the Evaluation.
- TO requests other technical documents form the client, if needed.
- The TOs determine the Applicable Standards, applicable documents according to the requirements of the applied Technical Regulation, and starts the process of product evaluation.
- The TOs perform the evaluation according to the Document Verification Checklist, Applicable Standards, and Technical Regulation Requirements.
- In case the Product Risk Assessment is required by the Technical Regulation, the TO shall verify if the Risk Assessment file is suitable and covering all potential risks arising from the intended use of the product.
- The TO shall fill and sign the Document VerificationChecklist with the results of the Evaluations performed.

For Type1 document verification process takes time approximately 0,5 manday. According to product numbers and complexity the duration may increase.
If Type 3 application is taken, also an Auditor or Audit Team are assigned by TM.

8.3.4 Test Report Review

The TO shall verify if the test report provided is originating from Accredited Laboratory as in clause 8.3.2 Test Report Acceptance Criteria.
The TO shall verify if the test report is covering the testing parameters mentioned in the standard as per technical regulation and the result of testing is satisfactory.

Testing (if Applicable)
In case test reports were not provided, or rejected, or Additional Testing was a step of the evaluation for the product, then testing must be performed in labs as in Sec. 8.3.2 Test Report Acceptance Criteria.
In case SZUTEST takes care of the laboratory testing, SZUTEST is obliged to only collaborate with laboratories that has EN ISO/IEC 17025 accreditation.
From 8.3.1 to 8.3.4 are applied for Type 1a, Type 1b and Type 3.

8.3.5 Factory Audit

If Type 3 is applicable, the TOs are additionally responsible to follow SALEEM Program - Factory Audit Guidelines and related controlled documents. Auditors are responsible for carrying out Type 3 audits.

8.3.5.1 Assignment of Audit Team

Only qualified auditors in accordance with the qualification described in the competence requirement matrix shall conduct the factory audits, in case the Factory Auditor does not have the technical competency required by the technical regulation (The Factory Auditor is not authorized to perform the Audit for this Technical Regulation), then a Technical Officer who is Expert in the product industry shall be part of the Audit team as a Technical Expert (A TO that has competency on related Technical Regulation).
TM assigns audit team by using APP planning.
The factory audit confirms that the product produced at the factory is the same as applied for certification and covers quality assurance aspects as per requirements of ISO 9001 and technical requirements related to the specific products.
For Type 3 products, after TM appoints Audit Team, the Team Leader prepares the FR.26 Audit Plan by making a 1.0 man*day audit plan. FR.26 Audit Plan (if requested, the CVs of the audit team) is sent to the company at least 2 days before the audit. The company is asked for the approval of the audit team, if the approval is not given, the company is asked to provide justification. The Technical Manager may change the audit team by considering the reasons. In case of a situation contrary to the provisions of the Confidentiality and Impartiality Agreement, the audit team must be changed.
Audit duration is planned as 1,0 man/day for the product that is covered by 1 Technical Regulation. The Team Leader may increase the inspection time in the following cases:
- More than 1 site (0,5 man/day increase for each additional site)
- Presence of outsourced processes

Audit increase/decrease time is defined on FR.26 Audit Plan. It is ensured that the inspection period is not less than 1,0 man/day.

8.3.5.2 Carrying of the Audit

The carrying out of the audit consists of the following stages:

- Opening meeting
- Audit
- Audit Team meeting
- Reporting
- Closing meeting

8.3.5.3 Openning Meeting

The on-site audits start with the opening meeting held under the chairmanship of the Team Leader with the participation of the company officials and the audit team. In the opening meeting, the issues specified in FR.27 Opening and Closing Meeting Minutes, the purpose and scope of the audit, the methods and procedures to be used and FR.26 Audit Plan are discussed. The hours of the items in the audit plan can be changed with the approval of the company and the audit team.

8.3.5.4 Audit

The audit is carried out to meet all sections/processes and items specified in the FR.26 Audit Plan. It is recorded with FR.VOC.06 Factory Audit Checklist - Type 3 document. Each audit team member is responsible for the audit of the areas specified in the audit program and should inform the Team Leader so that necessary arrangements can be made in case the audit periods go beyond the plan. During the performance of the audit, each audit team member should record the findings, recommendations and other important points related to the audit, for example, the names of the auditees, the procedure item numbers related to the findings, the name, code, identification of the samples selected during the audit, etc. on the FR.VOC.06 Factory Audit Checklist - Type 3 in a way to ensure that nonconformities and observations are identified based on sufficient objective evidence. In this way, information relevant to the audit objectives, scope and criteria is collected and verified by appropriate sampling to become audit evidence. The methods used to collect information can be interviews, review of processes, practices, documents and records, field observations according to defined practices, etc.

During the audit, the audit team evaluates the progress of the audit and exchanges information as needed. In the event that findings become problematic in achieving the audit objectives, or an immediate and significant risk (such as security) arises, the Team Leader determines the appropriate action and reports it to the Technical Manager and, where possible, to the client. Such action may include reaffirmation or modification of the audit plan, change in audit objectives or audit scope, or termination of the audit. The decision is reported by the Team Leader to the Technical Manager. Where a change in the scope of the audit is contemplated, this is agreed with the client.

8.3.5.5 Audit Team Meeting

Following the completion of the audit, the audit team reviews the audit findings at the meeting they hold among themselves, classifies any deviations from the

standard conditions of the firm's quality management system, regulatory requirements and company documentation, and records them with the FR.29 Nonconformity Report. The audit team can evaluate the nonconformities in two classes as Major and Minor and classify the findings as observations. Nonconformities can be based on the relevant Regulation or standards. Objective evidence should be included in the FR.29 Nonconformity Report.

8.3.5.6 Defining Non-Conformities and Corrective Actions

All nonconformities are supported by objective evidence documented by the audit team and recorded in the FR.29 Nonconformity Report. It is also defined which article of the standard or regulation/regulation the nonconformity corresponds to. It is decided to evaluate the recorded nonconformities on site or in the office according to their content. A follow-up audit is planned for nonconformities that are decided to be verified on site. All nonconformities must be verified within 90 days for certification decision. In case of force majeure, the company may request additional time by justifying. The evaluation of the period is made by the Technical Manager.

8.3.5.7 Preparing Audit Report

After the audit is completed, the audit team prepares the FR.VOC.06 Factory Audit Checklist - Type 3 with a recommendation for certification. The Team Leader finalizes the report and makes it ready for decision. After the nonconformities are eliminated, the Team Leader submits the entire file to the Technical Manager.

8.3.5.8 Informing the Client

During the audit, the company is informed about the progress of the audit by being transparent. If the audit lasts more than one day, interim closing meetings are held and summary information is provided.
In one-day audits, information about the findings is provided at closing meetings.

8.3.5.9 Closing Meeting

After the completion of the audit, a closing meeting is held under the chairmanship of the Team Leader with the participation of company representatives, where the issues specified in the FR.27 Opening and Closing Meeting Minutes are discussed. The purpose of the closing meeting is to present the audit results, including the recommendation regarding certification. Nonconformities are negotiated with the firm to ensure that the evidence is correct and that nonconformities are understood. The reports prepared for the official acceptance of nonconformities by the company are submitted to the approval of the company representative by the Team Leader. Following the presentation of the nonconformities to the company representative, the FR.29 Nonconformity Report is signed by the company representative as confirmation of the company's acceptance of the determinations. The Team Leader leaves a copy of the FR.29 Nonconformity Report to the company and gives the necessary information about closing the found nonconformities. Corrective action plan should be sent to SZUTEST by the company within 10 days and approval should be obtained. In the initial certification audits and scope expansion audits, all major and minor non-conformities cannot be submitted to the Technical Manager for decision until all non-conformances are closed. In no way can the audit team make any promises or commitments regarding the certificate issuance date.

8.3.6 Annual surveillance audit

For Type 3 products, an annual surveillance of the certified factory is mandatory before the expiry of the Certificate. The assigned Auditor and Technical Manager is responsible to coordinate with the client before completion of the one year from the date of certificate issuance.

8.3.7 Changes affecting certification

The changes related to products / process shall be verified by SZUTEST once notified by the client, in order to ensure the product is continue to fulfill the requirements of applicable technical regulations. If it is necessary, re-testing, factory audits shall be conducted.

Any change on the issued certificates are revised and recorded in the SABER.CA website.

8.3.8 Termination, reduction, suspension or withdrawal of certification

Without due extension, certificates with an expiration date shall automatically become invalid upon the expiration date. For issued PCoC's, if certified product not complying with applicable technical regulation and Saudi Arabia market requirements and regulations, SZUTEST shall inform to SASO immediately, who then take it forward, inform the customer, investigate and take necessary action. TM informs the company via mail or FR.231 Cancellation Notice.

Suspension, as specified in the certification scheme, may apply for a limited time in the following circumstances:
(a) Surveillance discovers any nonconformity of such nature that immediate withdrawal is not necessary.
(b) Improper use of certificates or marks (e.g. misleading publications or advertisement) is not solved by appropriate corrective actions taken by Client in due time.
(d) There has been contravention of requirements of certification scheme or actions bringing certification scheme or certification body into disrepute.

A certificate, as specified in the certification scheme, shall be withdrawn if:
(a) Client applies to terminate the certification.
(b) Surveillance discovers serious nonconformity e.g., certified product is hazardous.
(c) Corrective actions taken by Client for correction are inadequate after the certificate is suspended.
(e) There is any other contravention of licensing agreement.
SZUTEST shall inform Client about termination, suspension or withdrawal via registered letter (or equivalent means).

8.4. Review and Certification

The review and certification decision is made by the Technical Manager with the FR.VOC.07 Final Decision Record Form at the end of these processes.

Also TO and Team Leader (if it is an Type 3 file) also give final recommendation on this form.

8.4.1 Review of Evaluation Results

If the result of Review was Un-satisfactory, the client shall agree with the TOs or Auditors on the necessary corrective actions, and submit the evidences that the corrective actions were successfully performed, re-evaluation might be considered in the case needed.

In case the result of re-evaluation and Re-Review was Satisfactory, the TM in the Personnel List can then issue the NoR.

In case the result of re-evaluation and Re-Review was Un-Satisfactory, the TM in the Personnel List can reject the application.

8.4.2 Certification Decision

Based on the results of the technical review, the certification decision shall be made by Technical Manager.
E certs approved and stored by e-system
Certificate review is under TO, publish responsibility is under TM responsibility.

Complying Products: A product is considered complying if the result of the Conformity Assessment procedures is Satisfactory, which means that the product meets the applicable standard and applicable Technical Regulation requirements.

Step 1 - Drafting the Notification of Registration (NoR)

The Authorized TO assigned to this E-Application, shall inform the coordinator of the satisfactory result, the coordinator shall create a Draft NOR for the Complying product.

The Items that are required to be entered/checked in NoR:

• Test Report No Field: In this field, the Saber Request No. shall be filled.	• Regulation: The Technical Regulation
• Manufacturer Name.	• Registration Holder which shall be similar to the importer (Applicant) in Saber System.
• Product Name.	• Brand.
• HS Code in comments (Optional)	• Model Number
• Country of Origin shall be written in Comments	• 10-Validate the NOR

The Documents that should be uploaded to the Registration File attachment (If required as per Technical Regulation)

• Product Technical Specifications and data sheets (Optional)	• User manual (If required)
• Photo Documentation and Rating Label. (If required)	• Test Reports
• PID (If required)	• Factory Inspection Report (Type 3/5 Procedures)
• Declaration of Conformity (DoC)	• Gulf Type Examination Certificate (If required)
• Energy Efficiency Certificates (If required)	• Other Documents required for Proper Product Evaluation.
• The issued NoR (Optional)	• Product & Process Checklist

Step 2 - Validating the NOR.

TO validate and issue the NOR.

Step 3 - Issuance of Saber Product CoC

Based on Valid NoR related to the Product in the E-Application are provided to the Coordinator with the NOR number corresponding to the Saber request No., the approval for granting Saber Product CoC is allowed.

The issued certificates are registered in the SABER.CA website.

8.5 Certificate and Logo Usage

The use of the certificate is made in accordance with the PR.10 Certificate and Trademark Usage Procedure.

8.6 Other Circumstances Related to the Conformity Assessment Process

8.6.1 Suspension of the Audit

Suspension of the conformity assessment activity can only occur when the following conditions are met:

- If it is determined that the requirements or legal sanctions regarding the product within the scope of conformity assessment are not fulfilled
- If, during the conformity assessment, the conditions adversely affect or pose a threat to the health of the audit team.
- If serious problems are detected in the application of the system that prevent the continuation of conformity assessment and it is understood that follow-up inspection is inevitable (Under these circumstances, stopping the conformity assessment is an exceptional situation and should be resorted to as a last resort. In such cases, it is necessary to renew the conformity assessment)
- If serious problems are encountered in accessing the relevant personnel, the relevant department or the records of the work, product or service, or bribes are offered
- If serious problems are encountered in accessing the relevant personnel, the relevant department or the records of the work, product or service, or bribes are offered

When the Team Leader decides to stop the conformity assessment, he/she should reach the company representative and explain the reason. During the decision-making phase, the Team Leader should consult the Technical Manager when needed. The Team Leader explains the reason for stopping the conformity assessment by calling the company's senior management to a meeting. If the company's request for certification is still valid, it is stated that a conformity assessment will be repeated later, provided that the relevant nonconformity is eliminated. All details regarding the suspension of conformity assessment should be stated in the report. The relevant report is sent to the company in writing.

8.6.2 Follow-up of Detected Nonconformities

The company representative is requested to send the FR.29 Nonconformity Report to SZUTEST within 10 working days by describing the activity required to eliminate the nonconformity and the activity to prevent its recurrence. The Team Leader checks, verifies and signs that the activity specified in the form is sufficient to eliminate the nonconformity and prevent its recurrence and that it complies with the given deadlines. However, if it is understood that the activity described by the company is not sufficient to prevent the recurrence of the nonconformity, it is returned to the company without approval by the Team Leader to be reviewed again in the Nonconformity Report, stating the reason.

The maximum period allowed for the realization of correction and corrective actions to close all nonconformities is maximum 90 days from the date of writing the nonconformity, regardless of the size of the nonconformity (it should be ensured that the period to be determined in the document renewal audit is earlier than the date of expiry of the document validity period). The file cannot be submitted for decision until all nonconformities are closed. If there is force majeure, additional time for corrective action may be requested by the company and SZUTEST may grant this period up to a maximum of 90 days.

8.6.3 Closing Nonconformities with Follow-up Audit

Follow-up is planned for nonconformities that need to be verified in the field. The assignment and planning process for follow-up is carried out as in the normal conformity assessment process.

Follow-ups are carried out by the auditor who acted as the auditor in the initial assessment as much as possible. If corrective actions are found appropriate in follow-up audits, the certification phase is started in certification and document renewal audits, and the continuity of the certificate is ensured in surveillance audits.