

SASO Certification Procedure - Type 5

A) DOCUMENT APPROVALS

No	Definition	Action	Created By	Date
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B) REVISION HISTORY

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2	Clause 8.1.4 has been improved. Redactional changes have been done. Document code has been changed to PR.VOC.03 from PR.SASO.03.	Improvement	08/11/2023 12:20:28	08/11/2023 12:20:28
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5.Scope and Purpose

Products which have been granted a conformity mark shall be considered in compliance with the General Safety Requirement under this Regulation.

This procedure covers the following procedures:

- MA-156-16-04-04 for Gas Appliance and Their Accessories.
- MA-161-17-07-03 Part 4: Bricks, Tiles, Ceramics, Sanitaryware and Related Products.

Where products are subject to specific product safety requirements stipulated by legislations of the Member States, such requirements shall prevail over the requirements of this Regulation with regard to the aspects and risks or categories of risks covered by those legislations. Therefore, this Regulation shall only apply to aspects and risks or categories of risks which are not covered by the said legislations. This Regulation shall not apply to products intended to be exported outside of the Member States and which might be manufactured in accordance with contractual terms of the country to which they are exported, provided that none of these products is displayed in the markets of the Member States unless it fulfills the requirements set forth in this Regulation or in the Gulf Technical Regulation/Regulations related to such product.

6. Definitions

Client or Applicant	Any exporter or importer or distributor
IECEE CB scheme	Operated by the IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE), the IECEE CB Scheme is an international system for mutual acceptance of test reports and certificates dealing with the safety of electrical and electronic components, equipment and products. It is a multilateral agreement among participating countries and certification organizations, which aims to facilitate trade by promoting harmonization of national standards with International Standards and cooperation among accepted National Certification Bodies (NCBs) worldwide.
National Certification Body (NCB)	NCB which is, or has been appointed by, a Member Body of the IECEE, and accepted according to the IECEE Rules, and which is prepared to recognize CB Test Certificates for specified IEC standards as a basis for national certification or approval.
Saudi National Certification Body (SNCB)	Is the Saudi NCB working under the Saudi Standards, Metrology & Quality Organization (SASO), and member of the IEC, and authorized to issue SASO IECEE certificates called: "CoPC".
CB Testing Laboratory (CBTL)	A testing laboratory which, after having been proposed as a candidate by an Issuing and Recognizing NCB, and which, after having been successfully assessed according to these Rules, is accepted into the CB Scheme.
CB Test Certificate (CBTC)	A document used in the CB Scheme to provide evidence that representative specimens of a product were fully tested for compliance with the requirements of the relevant IEC standards accepted for use in the IECEE, and were found to be in conformity with those standards. A CBTC in conjunction with a CB Test Report is used as the means for mutual recognition of test results. A CB Test Certificate is valid only when the relevant CB Test Report (in agreed harmonised form, if available) is attached.
CB Test Report (CBTR)	A report, utilizing the appropriate Test Report Form (TRF), containing the results of a product investigation, measurement and test data, and all relevant attachments. A CB Test Report covers the relevant test results, according to the requirements of the standard(s), including national differences, where requested, and all information necessary for identification of the product, such as type designation, ratings, description and

	photographs.
National Product Conformity Certificate (CoPC)	Document issued by SASO (the SNBC) as per the Saudi IECEE regulation and based on both the (CBTC) and (CBTR) confirming that the commodity complies with the applicable technical regulations or standard specifications of the International Electrotechnical Committee program of conformity assessment of the appliances and its electrotechnical component (IECEE) while taking in consideration the Saudi national deviations.

Table 1 : Building a product certification scheme

Conformity assessment functions and activities within product certification schemes		Types of product certification schemes
		5
I	Selection , including planning and preparation activities, specification of requirements, e.g., normative documents, and sampling, as applicable	x
II	Determination of characteristics , as applicable, by: a) testing b) inspection c) design appraisal d) assessment of services or processes e) other determination activities, e.g., verification	x
III	Review Examining the evidence of conformity obtained during the determination stage to establish whether the specified requirements have been met	x
IV	Decision on certification Granting, maintaining, extending, reducing, suspending, withdrawing certification	x
V	Attestation, licensing	
	a) issuing a certificate of conformity or other statement of conformity (attestation)	x
	b) granting the right to use certificates or other statements of conformity	x
	c) issuing a certificate of conformity for a batch of products	
VI	d) granting the right to use marks of conformity (licensing) is based on surveillance (VI) or certification of a batch.	x
	Surveillance , as applicable (see 5.3.4 to 5.3.8), by:	
	a) testing or inspection of samples from the open market	x
	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	x

7. Responsibilities

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

8. Method

8.1.1 Application and Application Review

- Client provides SZUTEST, with a duly filled application form (FR.VOC.02 REQUEST FOR CERTIFICATION (RFC)) and related documents required by the related to the procedure **or makes application through jeem1 portal.**
- SZUTEST will review the documents for conformity and apply as intermediary applicant on behalf of the client (inspections shall be performed to assess the conformity to national deviations, at least once during the application process),
- SZUTEST will use the web portal <http://jeem1.saso.gov.sa> to **carry out assessment process.**
- SASO will review the application and proceed with the issuance of the certificate, otherwise will revert with the rejection or corrective

actions needed to finalize the process, which shall be communicated to the client accordingly,

- SZUTEST will collect all the fees from the client, including its own document review and inspection fees,
- SZUTEST is able to deliver the certificate to the client once issued by SASO and payment done.

Important Notes:

- The process of registration may take up to 30 business days before certification as stipulated in the Type 5 regulation guideline.
- The factory profile needs to be registered separately for each client (main applicant) depending on their function as importer or exporter.
- A valid industrial license of the factory is required during the application on the web portal (even though not mentioned in the Technical Regulation)
- A valid commercial registry is required for the client's legal representative in Saudi Arabia is required during the application on the web portal (even though not mentioned in the Technical Regulation)
- The Certification may cover many models/types as depicted in the application form and if covered by the accompanying CBTC certificate(s).
- If the exporter has more than one importer, applications need to be created and submitted for each of the importers.

If the exporter has a legal representative office that is at the same time the actual importer, then one application can be submitted for this product

If the exporter does not have a legal representative or has a legal representative office that is not the actual importer, i.e. importer on shipment documents is different than the Legal Representative, then the files need to be created and submitted in the name of the actual importers separately.

- Case where exporter has several factories:
 - In case any of the factories mentioned on the CBTC/CBTR is the Assembly Factory, the information related to that factory shall be used, and the documentation that covers all the factories listed in the certificate shall be uploaded.
 - In case there is no assembly factory among the listed, then the main Factory amongst them shall be used.
 - In case the brand owner (Samsung, HP, etc...) is the owner of the factories, his commercial registration number can be used to cover them all.
- If the client wishes to discontinue or not to renew the applications using Szutest services, the email and password created for this client shall be handed over immediately to the contact person; the client remains the owner of the email and password after Szutest handover.
- A Type 5 Certificate can cover a maximum of 20 models, otherwise it shall be split into multiple certificates.
- Once issued, the certificates can be collected by one of the following ways:

1. Directly by the applicant himself,
2. Or an email shall be sent to SASO from the account that was created specifically for the client on the Jeem1 website, the email shall be addressed to the mail addresses that SZUTEST provided.
3. Or an authorization letter should be drafted for each Type 5 Certificate or batch of Certificates to be collected, permitting his legal representative in Saudi Arabia or his importer or Szutest representative to collect the Certificate on behalf of the client (The LO shall be contacted for this latter step for additional information). The authorization must include the representative name, his ID number, and nationality, in addition to the Request ID related to the file.

8.1.2 Document and Information Required

The client shall provide at least the following documents:

- a. Application form to SZUTEST: Application Form (FR.VOC.02 REQUEST FOR CERTIFICATION (RFC)) **or online application.**
- b. Valid Commercial Registry of the legal representative of the client in Saudi Arabia
- c. Valid Industrial license of the factory (when required)
- d. Valid Test certificate (CBTC) issued from a recognized national certification body
- e. Test Report (CBTR) issued by a recognized IECEE CB scheme laboratory (CBTL)
- f. Test Reports covering the national deviations in the Kingdom of Saudi Arabia for the product (in case not covered by the CBTC and/or CBTR)
- g. The validity of the CBTC shall be equal or less than 3 years (CBTCs older than 3 years shall be accompanied by an undertaking letter issued on the letterhead of the importer or manufacturer)
- h. Pictures of the product (4 at least) covering at least: The country of origin of the product, model number of the product, rating plate of the product
- i. Dimensions of the product
- j. A duly signed and stamped letter (on the official company letterhead of the applicant) containing the following:
 - i. Commitment to provide samples for assessment when required by SASO
 - ii. Commitment to accept retesting, inspection, factory audit when required by SASO
 - iii. Commitment to provide any additional information related to the product and facilitate sampling when required
 - iv. Commitment to pay all fees related to the application process
 - v. Commitment to pay all transportation and testing fees resulting from market surveillance or shipment monitoring
- k. Separate Declaration that the same application has not been lodged with any other Third Party for the model subject to the Type 5 Certificate.
- l. Declaration of conformity* of the products to the related technical regulations, applicable standards and national deviations in the

Kingdom of Saudi Arabia (two separate documents to be filled, one by the manufacturer and one by the importer).

- m. If the product is supplied with a plug, and the CBTC or CBTR does not include compliance to SASO 2203, a separate declaration shall be provided by the applicant, declaring compliance of the plug to SASO 2203
- n. HS code of the product as per the Saudi Tariff code
- o. Signed FR.VOC.01 Government Contracts Verification of Conformity Service Agreement.

Note:

- CBTCs are issued based on CBTRs issued by CBTLs.
- Documents shall be officially in Arabic or English; translated documents shall be attested by the Saudi Embassy in their country of issuance, or translated and attested in Saudi Arabia by a sworn translator.

8.1.3 Inspection

Inspection (remote or by documentary review also acceptable) on the product model intended for certification shall be performed at least once during the application process to verify the national deviations and absence of non-conformities, other inspections may be scheduled during the validity of the Certificate in case of amendments or updates of the product or the SAU certification scheme. Planning is done as given in PR.VOC.01 SASO Certification Procedure - Type 1a & Type 1b & Type 3 Cl. 8.3.

8.1.4 Testing

Testing is not required when valid CBTCs and related CBTRs are available.

When a client does not have a valid CBTC and related CBTR, an application shall be lodged at a CBTL recognized by an IECCE NCB, in order to test (if needed) and certify the concerned product models.

They must be in accordance with FR.VOC.05 List of Products and Applicable Standards.

8.1.5. SASO RULES FOR VALIDITY AND CANCELLATION

1. The issuance of a Type 5 Certificate will be suspended for a product in case SASO withdraws the standard related to this product from its recognition scope.
2. The Type 5 Certificate shall be cancelled in the following cases:
 - If the product is no longer complying to the samples that have been tested and detailed in the test report (CBTR) attached to the certificate (CBTC)
 - In case of misuse of the Type 5 Certificate
 - In case the applicant requests to cancel the Type 5 Certificate
 - If the Type 5 Certificate owner doesn't apply for a renewal request
 - If the product is no longer complying with the latest issue of the applicable standard
 - If the product has been changed without informing SASO
3. The certificate is valid to the model detailed in the Type 5 Certificate and it's not allowed to use it for any other model.
4. The Type 5 Certificate is valid for one Gregorian year starting from the date of issuance.
5. The application for a renewal of Type 5 Certificate shall be (60) days at least prior to the expiry date of the Type 5 Certificate.
6. The Type 5 Certificate will not be issued if the Test certificate (CBTC) or test report (CBTR) is no longer valid.
7. If the information of the manufacturer or the supplier or the factory had changed, then a new test certificate (CBTC) shall be requested to issue the CoPC.

8.1.6. Fees

Services	Product Amount				
	1-5	6-10	11-15	16-20	21+
Cost of Applying (SASO)	3000 SAR				
Cost of Studying Technical Documents (Certification Body) (Granting the License- renewing the license - Expanding the scope of License)	12500 SAR	12500 SAR	15000 SAR	17500 SAR	20000 SAR
Initial Audit Cost (Certification Body) (Granting the License- renewing the license - Expanding the scope of License)	18000 SAR	18000 SAR	24000 SAR	30000 SAR	36000 SAR
Cost of Periodic Audit (Certification Body)	12000 SAR	12000 SAR	18000 SAR	24000 SAR	30000 SAR
Cost of Audit and Decision making Committees(SASO) Granting the License- renewing the license - Expanding the scope of License	7500 SAR	7500 SAR	10000 SAR	12500 SAR	12500 SAR
Cost of Validity of Use the Quality Mark for Optional Products for 3 Years for Each Trademark (SASO) (Granting the License)	20000 SAR	20000 SAR	25000 SAR	25000 SAR	25000 SAR

Cost of Validity of Use the Quality Mark for the products for 3 Year for each Trademark (SASO) (Renewing the license)	15000 SAR
Cost of Validity of Use the Quality Mark for mandatory Products for 3 Year for each Trademark (SASO) (Granting the License)	15000 SAR
Travel and Accomodation	Auditor Cost's applicable
Test Cost	Laboratory Fee's applicable

SASO Different Cases Related to the CoPC and Its Cost

Cases of Issuance of a new Type 5 Certificate:

1. If a new Test report (CBTR) is issued
2. Update of the technical amendment (For the fourth time) by the Certificate (CBTC) granting party as additional new costs will be added (if possible), and the re-issued certificate shall mention: This certificate supersedes the previous certificate due to the issuance of a new test report?.
3. Update of an existing applicable standard due to the issuance of a new amendment
4. Update to a new issue of the applicable standard.
5. Change of the applicant and/ or manufacturer
6. Adding a new model (or models).