

SASO Certification Procedure - Type 5

A) DOCUMENT APPROVALS

No	Definition	Action	Created By	Date
1	Document approved	Approval	Nurgül Çınar	15.12.2023
2	Translation approved	Approval	Çağla Tufanç	13.12.2023

B) REVISION HISTORY

No	Definition	Reason	Approval Date	Release Date
3	Cl.8.1.4 Testing has been detailed Cl.8.1.5 Sampling has been added.	DÖF no. 2023-136 & 2023-156	15.12.2023	15.12.2023
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	11.08.2023	11.08.2023
1	Revision Definition: Transferred to IQMemo software	Revision Reason: Transition to new software	30.01.2023	30.01.2023

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 regulations:

- MA-156-16-04-04 **Technical Regulation** for Gas Appliance and Their Accessories
- MA-161-17-07-03 **Technical Regulation** for Building Materials Part 4: Bricks, Tiles, Ceramics, Sanitaryware and Related Products
- MA-156-16-04-01 **Technical Regulation for Building Materials - Part 1: Metal and Alloy Sectors for Constructions and Buildings**

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
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.

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	
	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

VI	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 **Test Report/Certificate** 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 issued from a recognized national certification body
- e. Test Report issued by a **SASO** recognized laboratory
- f. Test Reports covering the national deviations in the Kingdom of Saudi Arabia for the product (in case not covered by the **Test Report** and/or **Test Certificate**)
- g. The validity of the **Test Certificate** shall be **evaluated according to PR.VOC.01 SASO Certification Procedure - Type 1a & type 3 Certification Procedure Cl. 8.3.2.**
- 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
- j. Separate Declaration that the same application has not been lodged with any other Third Party for the model subject to the Type 5 Certificate.
- k. 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).
- l. HS code of the product as per the Saudi Tariff code
- m. Signed FR.VOC.01 Government Contracts Verification of Conformity Service Agreement.

Note:

- Documents shall be officially in Arabic or English.

8.1.3 Factory Audit

Factory audit is done according to SASO rules. Documents that are provided by SASO are used.

8.1.4 Testing

If the tests reports are not acceptable according to PR.VOC.01 SASO Certification Procedure - Type 1a & Type 3 Certification Procedure Cl. 8.3.2, there are two options.

1. The client may provide acceptable reports himself from acceptable accredited laboratories or notified bodies
2. SZUTEST may organise testing via sampling on the audit. Sampling methodology is defined on Cl.8.5.1

The test reports must be in accordance with FR.VOC.05 List of Products and Applicable Standards.

8.1.5. Sampling

If there is no test report acceptable for the applied products groups, the samples may be selected by SZUTEST if company has requested.

Before sampling, Technical Officer defines the specification of samples to the Audit Team. Audit Teams makes sampling according to this. Also the client is informed by Technical Officer before the audit via mail.

Test samples, if applicable, the Auditor shall select samples randomly for testing as instructed by the technical officer / Team Leader through mail.

Selected samples shall be packed in a sealed package and samples shall have been recorded on FR.VOC.11 Sampling Record Form for identification and traceability. The client representative shall acknowledge the sampling by this form.

The details of samples drawn for testing shall be mentioned in the "Comments / Remarks" section of the FR.VOC.06 Factory Audit Checklist - Type 3.

Sample storage and transportation conditions should be in accordance with the manufacturer's instructions for use.

Samples must be selected to meet the laboratory's sample requirements.

Samples must be collected at a location agreed by the SZUTEST Auditor and the manufacturer (production site, importer, distributor, retail outlet or from existing stock). It will be selected "at random" by the SZUTEST Technical Expert.

The number of samples to be selected must be the same as specified in the relevant standards. If the samples are packaged, packages will be selected according to batch size and a sufficient number of samples will be randomly selected from the packages. Samples shall be selected to represent the final product state of the product (after the last stage of production or from storage) that can be placed on the market.

When taking samples, the process must be random and homogeneous.

Samples must be labelled/marked to ensure traceability (at least to the starting point of production).

Sample selection is not made from a single point, but mixed to represent the entire batch.

Samples may be sent for testing by SZUTEST or the manufacturer.

The request for testing with a subcontracted laboratory is made via the relevant organization's form or by e-mail. The number of samples requested is notified to the customer by e-mail or contract.

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 **related certificate**.

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				