Certification Procedures:

Based on its role as ESMA Notified body, Procedure will be performed as follows:

Preparatory Steps:

- Self- Assessment checklist and application Form shall be submitted by applicant to RACS, submission can be done via RACS affordable communication methods (mail, emails, hard copy, website, E-System)
- Administrative assistant will review it to check documents availability on a primary basis
- A quotation will be sent to the applicant by Operations Manager; containing the scope of certification and fees related to each step of the certification process.
- Payment shall be done by the applicant.
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Application Review

- Upon acceptance of quotation by the client, he has requested to Sign the Certification agreement.
- Application along with related supportive documents will be received by RACS Conformity Manager who shall assign one of RACS technical team members (Conformity Officer-(Evaluator or Auditor)).

Application Evaluation

- Conformity Officer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification scheme (PRODUCT CERTIFICATE or FACILITY CERTIFICATE):
  - **PRODUCT CERTIFICATE :**
    - Detailed documents review for all the documents
    - Document review includes the check up for Test Reports parameters and results,done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
    - Evaluation of product the eligibility of the Product for certification to assure compliance according to applicable schemes and standards
  - **FACILITY CERTIFICATE :**
    - Detailed documents review for all the documents
    - Document review includes the check up for Test Reports parameters and results,done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
    - On-Site Audit to the facility where the product is being manufactured to assure the quality management system adopted in full compliance with applicable standards and technical regulations.
    - Evaluation of product the eligibility of the Product for certification.

  Note: No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner

- Evaluation Outcome results:
  - If the evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
  - The evaluation includes Product Safety Verification through test reports provided on all safety Test parameters requested by applicable scheme/standards, test reports shall be issued by 3rd party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements.
  - If test reports are not complying with Standards; Conformity Officer/Assessor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, Collection of samples will be done to conduct the same laboratory tests again and for once.
  - Evaluation will be repeated upon applicant re-submission of needed documents/information.

Decision of Certification: Upon submission of this information, and as per the result of documents review and completing product evaluation process,

- Recommendation of approval of Product certification: Product evaluation shows full compliance with applicable schemes/standards:
  - Application is initially approved by Conformity Officer/Assessor
  - Recommendation for certification approval will be made by Conformity Manager
  - Certification decision will be done by Managing Director

- Granting the issuance of Certificate of conformity, recognized by ESMA
- Certified Products will be listed in RACS Certified Products registry.
- Recommendation of rejection of Product certification: Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:
  - Application is declined by Conformity Officer/Assessor
  - Recommendation for certification rejection will be made by Conformity Manager
  - Rejection decision will be done by Managing Director
  - RACS will inform client by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

Notes for clients:

- For some scopes where it is required to have a quality system available , clients seeking to be certified for any of their (Products or services or facility/Process) to UAE Schemes and applicable standards through RACS are requested to implement relevant Quality System including documentation in a way to meet all requirements of this standard and all relevant specific standards depending on the nature of service (certified Product& Process).
- In case of a Client newly operating, and seeking to be certified, Client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of the Pre-Assessment performed by RACS. This will prove the efficacy and sustainability of the implemented system. After which RACS will be contacted to make arrangements for required audits and Certification.
- Client seeking extension or renewal of Certification scope shall as well submit the self- assessment checklist specifying the extension or renewal of the Certification scope.
- Whenever applicable, Additional Certification requirements per Certification schemes: Legal & Quality documents (such as Client Quality Manual) and supportive documents (records and checklists used by applicant), are to be attached to the Self-Assessment Checklist requirements and submitted along with the application as well.

Renewal:

- **PRODUCT CERTIFICATE :**
  - Validity of certificate is one year,
  - COC should be renewed 2 months prior expiry.

- **FACILITY CERTIFICATE :**
  - Validity of certificate is three years, subject to surveillance visits every year during the certification to assure maintenance of conformity
  - COC should be renewed 3 months prior expiry.