



PRODUCT CERTIFICATION SCHEME FOR TOBACCO PRODUCTS

Certification Procedures:

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

- **Preparatory Steps:**
- Based on its role as ESMA Notified body, Procedure will be performed as following:
 - **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 applicant by **Operations Manager**; containing the scope of certification and fees related to each step of the certification process.
 - Payment shall be done by applicant.
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Application Review

- Upon acceptance of quotation by client, he is 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):

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

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 evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- 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**



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- 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.