

PRODUCT CERTIFICATION SCHEME FOR PERFUMES

1. Objective:

This procedure describes the criteria implemented by RACS as Notified Body of Emirates Authority of Standardization and Metrology (ESMA) to assure that **Perfumes** products intended for certification with ESMA are complying the relevant mandatory schemes and applicable Standards. Furthermore, this document identifies the steps taken by RACS Clients (Manufacturers, Traders, importers, retailers, Business owners or any other client) to get their products/processes certified prior to its commercializing in UAE market, and registered by through RACS Quality certificates issuing services as ESMA Notified Body by issuing certificates of conformity in accordance with ESMA Regulations:

2. Definitions:

- **ESMA:** Emirates Authority for Standardization and Metrology.
- **RACS:** RACS Quality Certificates Issuing Services
- **Scheme:** Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.
- **Certification:** Third-party attestation related to products, processes, systems or persons.
- **Notified Body:** a conformity assessment body designated by ESMA to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations mandated by ESMA.
- **Conformity Certificate:** Formal document issued by RACS as notified body under approval of ESMA stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per ESMA Requirements.

3. Responsibility:

It is the responsibility of RACS as ESMA Notified Body to establish and maintain the appropriate system to satisfy both ESMA and clients requirements in accordance to the notification system mandated by ESMA. It is the responsibility of ESMA clients and RACS clients to provide all needed requirements as per ESMA Notification system to ensure their products compliance to the applicable schemes and standards.

4. Introduction about RACS Notified Body to provide Certification:

RACS is an accredited certification body & ESMA approved notified Body under its notification system mandated by UAE decree No (35) Of the year 2015 & UAE Cabinet Resolution No (36). RACS is an authorized conformity assessment body by ESMA that it is technically competent to perform the specific tasks of certification to ESMA clients.

5. Service Type:

As per Scheme owner rules, RACS certifies Perfumes Products and issues Certificate of conformity under:

- **Emirates Conformity Assessment Scheme (ECAS):** ECAS is a Product Certification Scheme being implemented by the (ESMA) as mandated by the Federal Law 28 of 2001.
- **Emirates Quality Mark (EQM):** EQM is a mark of conformity granted to the products that can demonstrate compliance with the relevant UAE National Standards, Regional and/or International Standards and are manufactured by an organization implementing an effective Quality Management System to ensure continuous compliance. The process of achieving the license to use the Emirates Quality Mark involves a comprehensive evaluation of the product as well as the quality system used by the manufacturer in production through testing, inspection.

Issuance of certificate of conformity by RACS as ESMA's Notified Body assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by Emirates Authority for Standardization and Metrology (ESMA).

PRODUCT CERTIFICATION SCHEME FOR PERFUMES

6. Scope of certified products by RACS –ESMA Notified Body:

This document cover Perfume products with below details of Sector, scope of certified products, products categories, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Product categories	Type of Certification
CHEMICAL	Perfumes	1. Eau de Perfumes (EDP)	1. Product Certification -Type Approval (ECAS) 2. Process Certification -Full Quality Assurance (EQM)
		2. Eau de Toilettes (EDT)	
		3. Cologne	
		4. Splashes	
		5. After shave	
		6. Fragrances	
		7. Concentrated oils	
		8. Concentrated Perfumes	
		9. Mixtures	

7. Mandatory Schemes and Applicable Standards:

Scheme applicable is the UAE Scheme to Control Perfumes No.5, of the year 2014. If needed, Client refers to RACS to identify applicable Scheme and Standards.
 RACS Staff to refer to RACS/REC/79 Scope of Certified Products by RACS to identify Certification Applicable schemes and standards

8. Requirements for Certification:

Requirements varies depending on the scope of certified products; Details of the documents required for certification for the scope of Perfume Products as per ESMA requirements are detailed as following:

- 8.1. Application for Certification (Application Form):** Application to be filled by the client will contain all the necessary information needed by RACS Quality for conducting the certification Process, such important information is:
- Type of Product to be certified: Product, facility (Process) to identify the related scheme implemented by ESMA.
 - Relevant standard/ or normative documents clients is seeking certification for.
 - General information: Applicant Business activities & related business facilities & relationship between their facilities, in relevance to the certification scheme applied for information about outsourced Processes relevant to Product conformity.
 - Any other information needed related to certification requirements.
 By signing the application form, the applicant and the manufacturer agrees to comply with these General Rules and with the Specific Product Standard for the product covered by Registration / CB Certification

Application form also contain Self-assessment checklist which aligns all requirements of the specific standard to which client wishes to be certified and which must be submitted along with the application), as following:

- Application (Online/ Manual)
- Valid Industry/Trade License (For Companies within UAE).
- 3Authenticated free sale certificate from the country of origin.

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PRODUCT CERTIFICATION SCHEME FOR PERFUMES

- Product composition & ingredients concentration report issued by the manufacturer.
- Declaration of the Safety of the Nano-materials from the manufacturer.
- Physical analysis report from the manufacturer or from recognized Testing Laboratory.
- Use of Good Manufacturing Practice as per UAE.S GSO ISO 22716 or any other GMP approved by ESMA.
- Test Report from recognized Testing Laboratory.
- Test Report for Glass containers as per UAE.S/GSO 2093 from the manufacturer.
- Certificate for Organic / Halal/ or other claims.
- Declaration from the factory that the Safety Report will be provided from the factory to the concerned Authority (If needed).
- Labeling Artwork

8.2. Legal Agreements:

- Certification Agreement:
- Non-Disclosure Agreement

8.3. Fees as detailed in RACS Schedule of Fees (RACS/REC/46)

9. Certification Procedures:

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

- 9.1. Receive client application for certification
- 9.2. Perform conformity assessment steps by conducting the necessary review of documents and audit needed to assure compliance according to applicable schemes and standards.
- 9.3. If complying with ESMA requirements, certificate of conformity recognized by ESMA will be issued by RACS to indicate compliance is fulfilled.
- 9.4. Client shall submit the following documents via RACS affordable communication methods (mail, emails, hard copy, website, E-System)

Please refer to Available on RACS Website→Publicly available information→ RACS Notified Body →Required Docs→

- **CAB/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Perfumes
- **CAB/REC/07:** Application form: Cosmetics, Detergents, Perfumes
- **RACS/Ag/01:** Certification Agreement/ RACS Quality- Client
- **RACS/Ag/03:** NDA/RACS Quality - Client/Subcontractor
- **RACS/Ag/10:** General Conditions for Certification Services

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 decide for required audits and Certification.
- Client seeking extension or renewal of Certification scope shall as well submit the Application form 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 Application form.

10. Renewal:

PRODUCT CERTIFICATE:

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

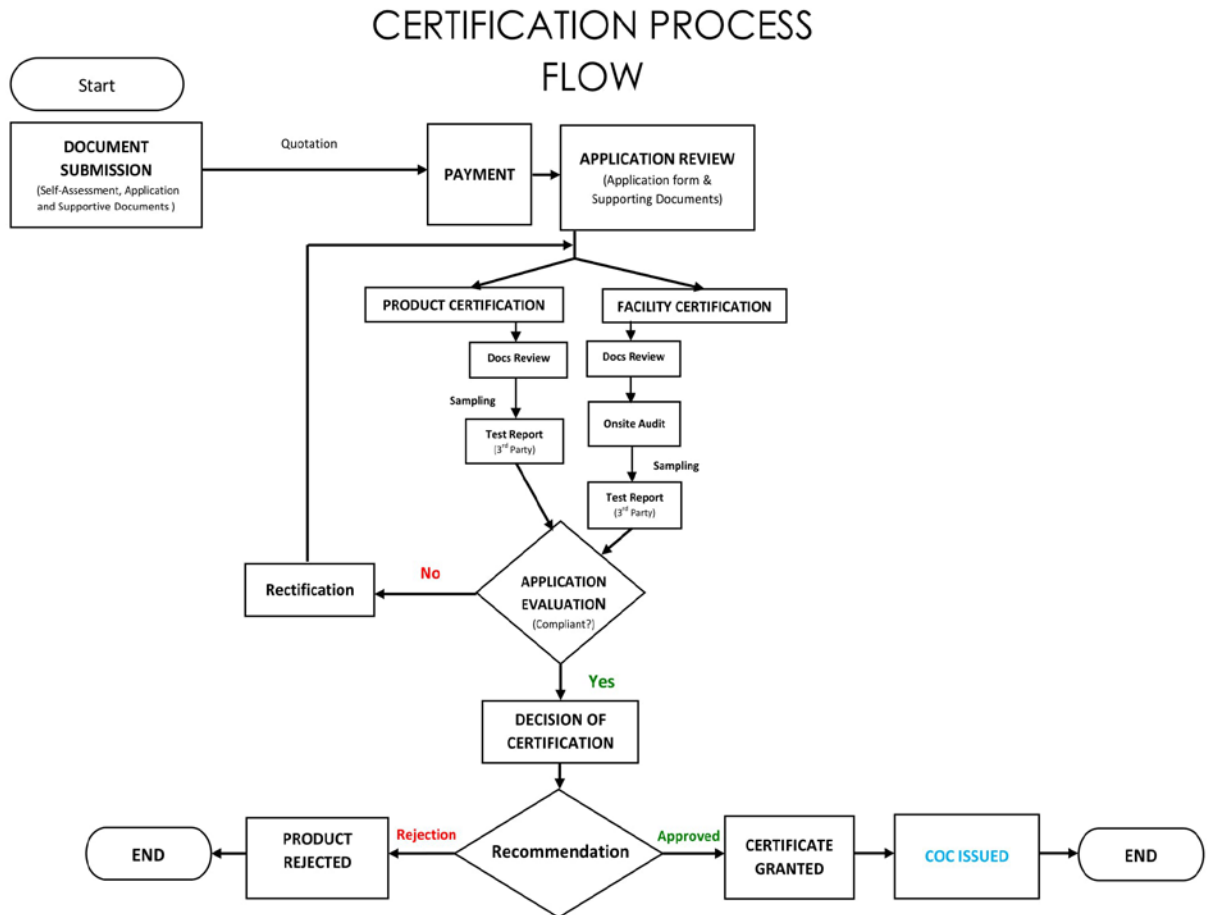
FACILITY CERTIFICATE:

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PRODUCT CERTIFICATION SCHEME FOR PERFUMES

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

11. Process Map:



12. Market Monitoring:

RACS will be conducting Market Surveillance campaigns in the local markets to assure continuous compliance of certified products and inform Scheme owner on immediate basis on the non-conformity products to take the appropriate action.

13. Related Forms

Listed Agreements, SOPs, Records related to the **SOP28** as follows:

General Forms:

TITLE OF DOCUMENT	IDENTIFICATION
Certification Agreement/ RACS Quality- Client	RACS/AG/01
NDA/RACS Quality - Client/Subcontractor	RACS/AG/03

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Scope of Certified Products	RACS/REC/79
Schedule of Fees	RACS/REC/46

Specific Records related to the Scope:

TITLE OF DOCUMENT	IDENTIFICATION
CAB/REC/02 Legal & Quality Documents-List of Certification Requirements per UAE Scheme-Perfumes	CAB/REC/02
Application Form	CAB/REC/07
Assessment Checklist-GSO 1943-Cosmetics&Personal Care Products	CAB/REC/21
Perfumes Product Certificate Template	CAB/REC/26
Perfumes Facility Certificate Template	CAB/REC/27

14. References:

- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- UAE. GSO 2055-2 Halal products- Part two: General Requirements for Halal Certification Bodies.
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- GAC document: FAD-12: Supplementary accreditation requirements for Halal Certification Bodies, in addition to applicable scheme and Standards
- R105: Requirements when referring to A2LA Accredited Status
- R307: General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- R334: Specific Requirements: HALAL Certification Body Program.
- IAF Mandatory Document: Determination of Audit Time of Quality and Environmental Management System.
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (ESMA).
- RACS Quality Manual RACS/QM/01
- All controlled QMS records-Please refer to RACS/REC/01-Quality Master List.

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