
PRODUCT CERTIFICATION SCHEME FOR SCOOTERS/HOVERBOARDS

1. Objective:

This procedure describes the criteria implemented by RACS as Notified Body of Emirates Authority of Standardization and Metrology (ESMA) and Saudi Standards Metrology & Quality organization (SASO) to assure that Mechanical— **Scooters/ Hover Boards** Products intended for certification with ESMA and SASO 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 the market, and registered by through RACS Quality certificates issuing services as ESMA Notified Body and

Certification Body (3rd Party CAB) authorized by SASO by issuing certificates of conformity in accordance with Scheme Owner (ESMA/SASO) Regulations:

2. Definitions:

- **ESMA:** Emirates Authority for Standardization and Metrology.
- **SASO:** Saudi Standards Metrology & Quality organization
- **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.
- **Certification Body:** a conformity assessment body designated by SASO to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations according to SASO.
- **Conformity Certificate:** Formal document issued by RACS as notified body under approval of ESMA and SASO stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per ESMA and SASO Requirements.

3. Responsibility:

It is the responsibility of RACS as ESMA Notified Body, and SASO Certification Body (3rd party) to establish and maintain the appropriate system to satisfy both ESMA/SASO and clients requirements in accordance to the notification system mandated by ESMA/SASO.

It is the responsibility of ESMA/SASO clients and RACS clients to provide all needed requirements as per ESMA Notification system and SASO Certification Body (3rd Party CAB) to ensure their products compliance to the applicable schemes and standards.

4. Introduction about RACS Notified Body and 3rd Party CAB 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) and SASO approved Certification Body (3rd party CAB) according to the Decree no. 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4th of August 2004, and on Cabinet Resolution No. 216 of 2010, about Approval of the Law of the Saudi Arabian Specifications and Standards Authority.

RACS is an authorized conformity assessment body by ESMA/SASO that it is technically competent to perform the specific tasks of certification to ESMA/SASO clients.

5. Service Type:

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

- **Product Certification:** Product Certification is an either a Product Certification Scheme being implemented by (ESMA)as mandated by the Federal Law 28 of 2001, or a Product certification is being implemented by (SASO) according to the Decree no. 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4th of August 2004.
- **Full Quality Assurance:** Mark of Conformity granted to the products that can demonstrate compliance with the relevant National Standards, Regional and/or International Standards and are manufactured by an organization implementing an effective Quality Management System to ensure continuous compliance. The

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PRODUCT CERTIFICATION SCHEME FOR SCOOTERS/HOVERBOARDS

process of achieving the license to use the Quality Mark (Emirates Quality Mark or SASO Mark) involves a comprehensive evaluation of the product as well as the quality system used by the manufacturer in production through testing, inspection. Full quality assurance is implemented according to Cabinet Resolution No. 216 of 2010, about Approval of the Law of the Saudi Arabian Specifications and Standards Authority.

Issuance of certificate of conformity by RACS as ESMA's Notified Body and SASO's 3rd party CAB 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) and Saudi Standards Metrology & Quality organization (SASO).

6. Scope of certified products by RACS –ESMA Notified Body /SASO Certification Body (3rd Party CAB):

This document cover Scooters 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
ELECTRICAL	Scooters/Hoverboards Products	Electric self-balancing scooter	1. Product Certification -Type Approval ESMA/ECAS. 2. Process Certification -Full Quality Assurance SASO.

7. Mandatory Schemes and Applicable Standards:

Scheme applicable is:

- Technical Regulation for Scooters based on Cabinet Resolution No. 216 of 2010.
- UAE Scheme No 46 for the year 2016.
- UAE Assessment Scheme (ECAS) for (Scooter) Hover Boards; according to the technical requirements of Chairman of the Board's decision No. (21) for the year 2016

If needed, Client refers to RACS to identify applicable Scheme and Standards.

Also, Decree no. 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4th of August 2004.

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 Scooters Product as per SASO 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 SASO.
- 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

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PRODUCT CERTIFICATION SCHEME FOR SCOOTERS/HOVERBOARDS

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:

Product Certification:

- Application form (Online).
- Valid Industry/Trade License (For Local Companies)
- Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead.
- Test Reports from recognized laboratory as per the requirement of applicable standard for the product
- Risk Assessment Analysis Report of the product
- Controlled Copy of relevant (QM) Quality Manual (Soft Copy/in CD/DVD).
- Effective Safety Management Systems related with the scope
- Copies of labels, markings, logos as required by Specific Standard

Full Quality Assurance:

- Valid Industry/Trade License (For Local Companies).
- Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead.
- Details about quality system including Controlled Copy of relevant QMS/HACCP Manual (Soft Copy/in CD/DVD).
- Brief Description of Manufacturing Process.
- Vicinity Map of the Factory.
- Plant Equipment Layout (scaled 1:50).
- Quality Plan showing how to comply with Specific Standard
- Labeling Artworks of all products, markings, and Logos according to requirements of applicable standards
- Test Report from recognized Testing Laboratory (soft copy).
- Evidence of Approval from other Conformity Assessment Bodies (If any)
- List of factories with full address and contact details
- List of products per factory requested to be registered in the application

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 SASO Certification Body (3rd Party CAB), Procedure will be performed as following:

9.1. Preparatory Steps:

Based on its role as SASO Certification Body (3rd Party CAB), Procedure will be performed as following:

9.2. Preparatory Steps:

- 9.2.1. 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)
- 9.2.2. Administrative assistant will review it to check documents availability on a primary basis
- 9.2.3. A quotation will be sent to applicant by Head of Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.
- 9.2.4. Payment shall be done by applicant.

9.3. Application Review

- 9.3.1. Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services.
- 9.3.2. 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).

9.4. Application Evaluation

- 9.4.1. Conformity Officer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification scheme (Product Certification):

Product Certification:

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PRODUCT CERTIFICATION SCHEME FOR SCOOTERS/HOVERBOARDS

- 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

Full Quality Assurance:

- 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.

9.4.2. 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.

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

9.5.1. 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 Decision Committee
- Granting the issuance of Certificate of conformity, recognized by Scheme Owner
- Certified Products will be listed in RACS Certified Products registry.

9.5.2. 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 Decision Committee
- RACS will inform client by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

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

- **SCO/REC/01:** Application form- Scooters
- **SCO/REC/02:** Legal & Quality Documents-List of certification requirements per Scheme – Scooters
- **SCO/REC/04:** Assessment Checklist- SASO-GSO-IEC-60335-1 Household and Similar Electrical Appliances - Safety - Part 1: General Requirements
- **SCO/REC/05:** Assessment Checklist- SASO-IEC-62133 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Safety requirements for portable sealed secondary cells, and for batteries made from them, for use in portable applications
- **SCO/REC/06:** Assessment Checklist SASO-GSO-15371 Safety of toys - Replies to requests for interpretation of EN 71-1, EN 71-2, and EN 71-8
- **SCO/REC/07:** Assessment Checklist SASO IEC 61558-2-7 Safety of Power Transformers
- **SCO/REC/08:** Assessment Checklist SASO-IEC-61558-1 Safety of power transformers, power supplies, reactors and similar products - Part 1: General requirements and tests

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PRODUCT CERTIFICATION SCHEME FOR SCOOTERS/HOVERBOARDS

- **SCO/REC/09:** Assessment Checklist SASO-IEC-62660-1 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 1: Performance testing
- **SCO/REC/10:** Assessment Checklist SASO-IEC-62660-2 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 2: Reliability and abuse testing
- **SCO/REC/11:** Assessment Checklist ISO 12405-1:2011 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 1: High-power applications
- **SCO/REC/12:** Assessment Checklist ISO 12405-2 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 2: High-energy applications.
- **SCO/REC/13:** Assessment Checklist ISO 12405-3:2014 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 3: Safety performance requirements
- **SCO/REC/14:** Scooters-Product Certificate Template
- **SCO/REC/15:** Scooters-Facility Certificate Template
- **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 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 plan 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 Certification:**

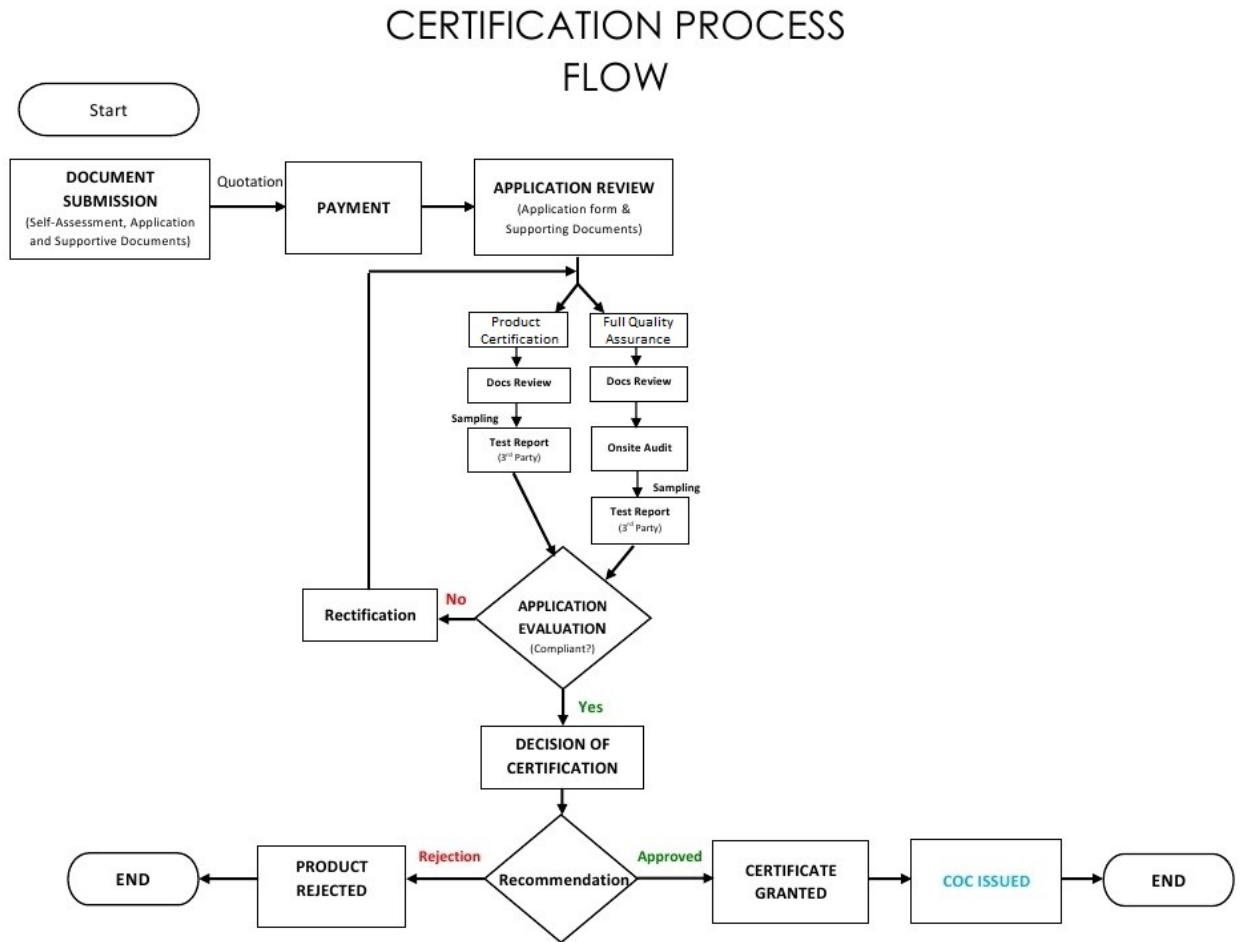
- Validity of certificate is one year,
- COC should be renewed 2 months prior expiry.

Full Quality Assurance:

- 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.

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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 **SOP 44** as follows:

General Forms:

TITLE OF DOCUMENT	IDENTIFICATION
Quality Master List	RACS/REC/01
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:

Application form- Scooters	SCO/REC/01
Legal & Quality Documents-List of certification requirements per Scheme – Scooters	SCO/REC/02
Assessment Checklist- SASO-GSO-IEC-60335-1 Household and Similar Electrical Appliances - Safety - Part 1: General Requirements	SCO/REC/04
Assessment Checklist- SASO-IEC-62133 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Safety requirements for portable sealed secondary cells, and for batteries made from them, for use in portable applications	SCO/REC/05
Assessment Checklist SASO-GSO-15371 Safety of toys - Replies to requests for interpretation of EN 71-1, EN 71-2, and EN 71-8	SCO/REC/06
Assessment Checklist SASO IEC 61558-2-7 Safety of Power Transformers	SCO/REC/07
Assessment Checklist SASO-IEC-61558-1 Safety of power transformers, power supplies, reactors and similar products - Part 1: General requirements and tests	SCO/REC/08
Assessment Checklist SASO-IEC-62660-1 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 1: Performance testing	SCO/REC/09
Assessment Checklist SASO-IEC-62660-2 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 2: Reliability and abuse testing	SCO/REC/10
Assessment Checklist ISO 12405-1:2011 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 1: High-power applications	SCO/REC/11
Assessment Checklist ISO 12405-2 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 2: High-energy applications.	SCO/REC/12
Assessment Checklist ISO 12405-3:2014 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 3: Safety performance requirements	SCO/REC/13
Scooters-Product Certificate Template	SCO/REC/14
Scooters-Facility Certificate Template	SCO/REC/15

14. References:

General Requirements for Certification Bodies (3rd Party CAB) –SASO Document.
 Requirements for Registration –SASO Documents-Available in SASO website and RACS website and upon request by RACS Staff.

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