

## PRODUCT CERTIFICATION SCHEME FOR CHILDREN TOYS

### 1. Objective:

This procedure describes the criteria implemented by RACS as Certification Body to assure **Children Toys** products intended for certification are complying with 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 by issuing certificates of conformity in accordance with GSO technical Regulations:

### 2. Definitions:

- **ESMA:** Emirates Authority for Standardization and Metrology.
- **SASO:** Saudi Standards Metrology & Quality Organization
- **GSO:** GCC Standardization 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.
- **Certification Body:** a conformity assessment body designated by scheme owner to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations
- **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 or as SASO 3<sup>rd</sup> Party Conformity Assessment Body 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 Certification Body to establish and maintain the appropriate system to satisfy both scheme owners and clients requirements in accordance to the certification system mandated by related authorities.

It is the responsibility of RACS clients to provide all needed requirements as per Certification system to ensure their products compliance to the applicable schemes and standards.

### 4. Introduction about RACS Certification 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).

Furthermore, RACS is an authorized 3<sup>rd</sup> party conformity assessment body by SASO that it is technically competent to perform the specific tasks of certification to SASO clients.

RACS is working to be an approved notified body for GSO in Children toys and Low Voltage electrical equipment.

### 5. Service Type:

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

- **Product Certification:** Product Certification is a Product certification ECAS is a Product Certification Scheme being implemented by the (ESMA) as mandated by the Federal Law 28 of 2001. And implemented by the (SASO) according to the Decree no. 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4th of August 2004.

Issuance of certificate of conformity by RACS assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by Certification Body.

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**6. Scope of certified products by RACS Certification Body**

This document cover children toys 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
<b>CHEMICAL</b>	<b>Children Toys</b>	<ul style="list-style-type: none"> <li>• Children Toys under GSO technical regulations:               <ul style="list-style-type: none"> <li>- (a) playground equipment intended for public use;</li> <li>- (b) automatic playing machines, whether coin operated or not, intended for public use;</li> <li>- (c) toy vehicles equipped with combustion engines;</li> <li>- (d) toy steam engines; and</li> <li>- (e) slings and catapults.</li> </ul> </li> <li>• Toys for children under 14 years.</li> <li>• Functional Toys</li> <li>• Water Toys</li> <li>• Physical activity's Toys</li> <li>• Electrical Toys</li> <li>• Chemical Toys</li> <li>• Cosmetics Toys</li> <li>• Taste Toys</li> <li>• Solar Toys</li> </ul>	1. Product Certification -Type Approval (Module B)

**7. Mandatory Schemes and Applicable Standards:**

- UAE Scheme to control Children Toys No.22 of the year 2015
- GCC Technical Regulations No.2 of the year 2013
- Conformity Assessment Regulation Children Toys BD131704-01
- the Decree no. 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4<sup>th</sup> of August 2004.
- UAE.S/GSO CEN CR 14379 :2009- Classification of Toys - Guidelines
- UAE.S/GSO 577/1995-Toys - General Safety requirements
- UAE.S/GSO EN 71-1:2009-Safety of Toys - Part 1: Mechanical and Physical Properties
- UAE.S/GSO EN 71-2 Flammability
- UAE.S/GSO EN 71-3 Migration of certain Elements
- UAE.S/GSO EN 71-6 Safety of Toys - Part 6: Graphical Symbols for Age Warning Labeling
- UAE.S/GSO EN 71-7 Finger Paints Requirements and Test methods
- UAE.S/GSO EN 71-8 Swings
- UAE.S/GSO EN 71-9 Organic Chemical Compounds Requirements
- UAE.S/GSO EN 71-13 Cosmetics kids
- GSO IEC 62115:2007 Electric toys – Safety

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 Children Toys as per scheme requirements are detailed as following:

**8.1. Supportive documents:** as following:

**Product Certification:**

- Application form (Online).
- Valid Industry/Trade License (For Local Companies)

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- 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
- ISO/Government Accreditation or Notified Bodies used EN Standards for tests.
- Product Identity Declaration Form.
- Technical File (refer to BD131704-01): For Manufacturers:
  - a general description of toys
  - a detailed description with conceptual design and manufacturing drawings, including a list of components, materials, sub-assemblies and circuits used in the toy as well as the safety data sheets on chemicals used, to be obtained from the chemical suppliers.
  - Descriptions and explanations necessary for the understanding of those drawings and schemes and the operation of toys
  - Addresses of the places of manufacture and storage
  - A list of the Gulf standards applied in full or in part, and descriptions of the solutions adopted to meet the essential requirements of the Gulf technical regulations in force where those Gulf standards have not been applied. In the event of partly applied Gulf standards, the technical documentation shall specify the parts which have been applied.
  - Results of design calculations made, examinations carried out, etc.
  - A description of the conformity assessment procedure followed and test reports. For Importers: - A general description of toys.
  - Test reports carried out pursuant to paragraphs 3 and 4 of this annex (of the regulation)
  - Risk Assessment Analysis Report of the product
  - Copies of labels, markings, logos as required by Specific Standard

- 8.2. 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
  - 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

**8.3. Legal Agreements:**

- Certification Agreement:
- Non-Disclosure Agreement

**8.4. 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. Preparatory Steps:

- 9.1.1.** 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)
- 9.1.2.** Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis
- 9.1.3.** 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.
- 9.1.4.** Payment shall be done by applicant.

#### 9.2. Application Review

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

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9.2.2. 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)).

**9.3. Application Review**

9.3.1. Upon acceptance of quotation by client, he is requested to Sign the Certification agreement.

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:**

- Detailed documents review for all the documents
- Document review includes the check up for Test Reports parameters and results, done by 3<sup>rd</sup> 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

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 3<sup>rd</sup> 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→**

- **CTY/REC/03:** Application Form
- **CTY/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Children Toys
- **RACS/AG/01:** Certification Agreement/ RACS Quality- Client
- **RACS/AG/03:** NDA/RACS Quality - Client/Subcontractor
- **CTY/REC/06:** Assessment Checklist- Conformity Assessment Scheme Regulation BD131704-01
- **CTY/REC/09:** Manufacturer Conformity Declaration of Toys
- **CTY/REC/10:** Importer Conformity Declaration of Toys
- **RACS/Ag/10:** General Conditions for Certification Services

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**Notes for clients:**

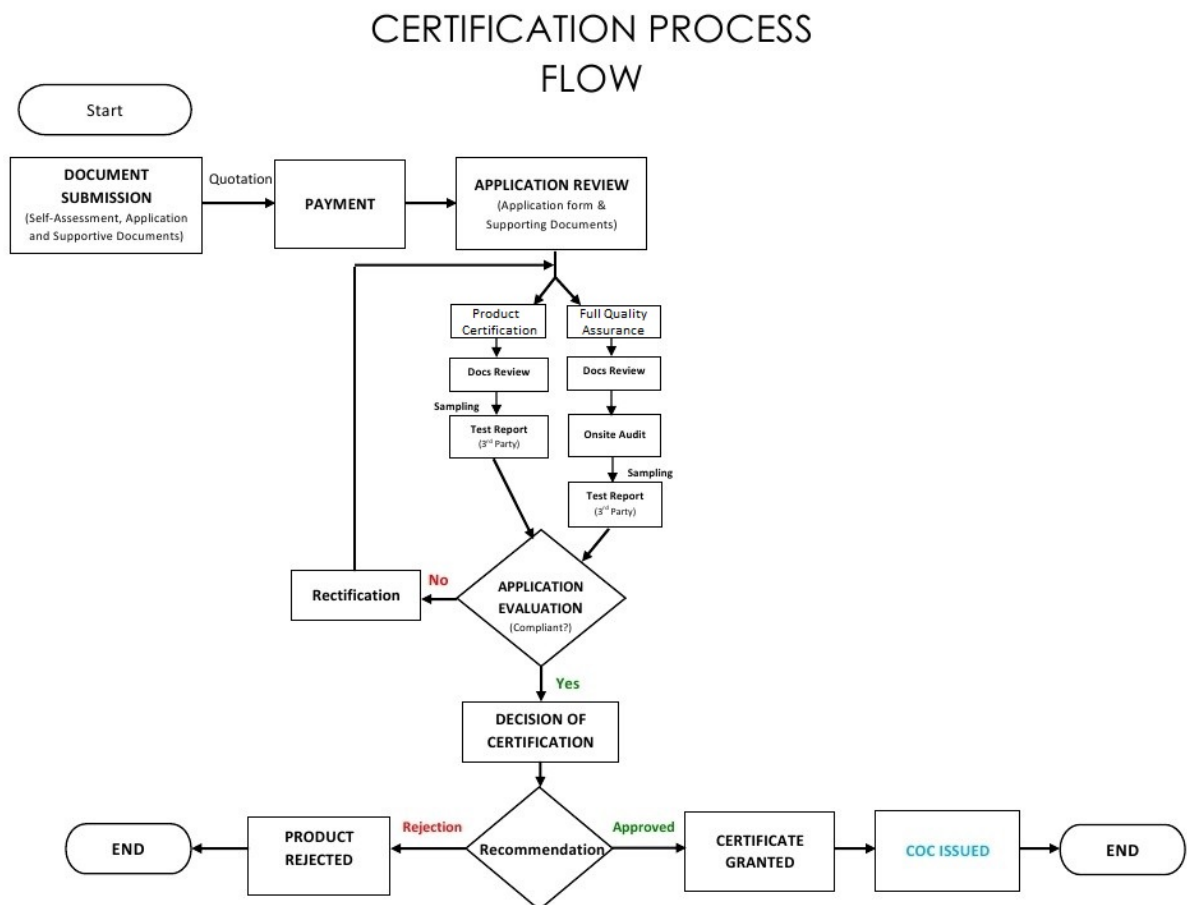
- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (Products or services or facility/Process) to Schemes and applicable standards through RACS are requested to implement relevant Quality System including documentation in a way to 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 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.

**10. Renewal:**

**Product Certification:**

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

**11. Process Map:**



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**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 53** 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
Scope of Certified Products	RACS/REC/79
Schedule of Fees	RACS/REC/46

**Specific Records related to the Scope:**

CTY/REC/01	Assessment Checklist- GSO CEN/CR 14379:2009 Classification of Toys - Guidelines
CTY/REC/02	Assessment Checklist- UAE.S GSO 577/1995 Toys – General Safety Requirements
CTY/REC/03	Application Form
CTY/REC/04	Legal & Quality Documents-List of certification requirements per UAE Scheme –Children Toys
CTY/REC/05	Assessment Checklist- IEC 62115:2003+A1:2004 Electric Toys – Safety
CTY/REC/06	Assessment Checklist- Conformity Assessment Scheme Regulation BD131704-01
CTY/REC/07	Children Toys-Product Certificate Template
CTY/REC/08	Children Toys- Facility Certificate Template
CTY/REC/09	Manufacturer Conformity Declaration of Toys
CTY/REC/10	Importer Conformity Declaration of Toys

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**PRODUCT CERTIFICATION SCHEME FOR CHILDREN TOYS****14. References:**

- Conformity Assessment Regulation Children Toys BD131704-01
- 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.
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- R105: Requirements when referring to A2LA Accredited Status
- R307: General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- 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).
- 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.
- RACS Quality Manual RACS/QM/01
- All controlled QMS records-Please refer to RACS/REC/01-Quality Master List.