PRODUCT CERTIFICATION SCHEME FOR PLASTIC, ELECTRICAL AND METAL WATER FITTINGS

1. Objective:

This procedure describes the criteria implemented by RACS as Certification Body (3rd Party CAB) authorized by Saudi Standards Metrology & Quality organization (SASO) to assure that **Plastic, Electrical and Metal Water Fittings** products intended for certification with SASO 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 as SASO Certification Body (3rd Party CAB) by issuing certificates of conformity in accordance with SASO Regulations:

2. Definitions:

- **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.
- **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 mandated by SASO.
- **Conformity Certificate**: Formal document issued by RACS as Certification Body (3rd Party CAB) under approval of SASO stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per SASO Requirements.

3. Responsibility:

It is the responsibility of RACS as SASO Certification Body (3rd Party CAB) to establish and maintain the appropriate system to satisfy both SASO and client's requirements in accordance to the certification system mandated by SASO.

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

4. Introduction about RACS Certification Body (3rd Party CAB) to provide Certification:

RACS is an accredited certification body & SASO approved Certification Body (3rd Party CAB). RACS is an authorized conformity assessment body by SASO that it is technically competent to perform the specific tasks of certification to SASO clients.

5. Service Type:

As per Scheme owner rules, RACS certifies Plastic, Electrical and Metal Water Fittings Products and issues Certificate of conformity under:

- **Product Certification**: Product Certification is a Product certification is being 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.

- **Full Quality Assurance**: 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 process of achieving the license to use the Full Quality Assurance 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.

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Issuance of certificate of conformity by RACS as SASO's Certification Body (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 Certification Body (3rd Party CAB) authorized by Saudi Standards Metrology & Quality Organization (SASO).

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

This document cover Plastic, Electrical and Metal Water Fittings 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	**Plastic, Electrical and Metal Water Fittings Products**	• Steel correlated pipes • Cast iron drainage pipes and fittings • Pipe spiral submerged welded steel with a general-purpose • Pipes and galvanized black steel • Endings of steel tubes welded pipes for general use • Ductile iron pipe-lines Zguet	1. Product Certification -Type Approval 2. Process Certification -Full Quality Assurance

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

Scheme applicable is the Technical Regulations for Construction Materials, Part 1 based on Cabinet Resolution No. 216 of 2010. 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 Plastic, Electrical and Metal Water Fittings Product as per SASO requirements are detailed as following:

8.1. **Supportive Documents**: 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:

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- 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 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. **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

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 SASO Certification Body (3rd Party CAB), 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.
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 Evaluation**
9.3.1. Conformity Officer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification scheme (Product Certification or Facility Certificate):

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PRODUCT CERTIFICATION SCHEME FOR PLASTIC, ELECTRICAL AND METAL WATER FITTINGS

Product Certification:
- 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

9.3.2. 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.

9.4. Certification Review

Certification is different types of decision taken by RACS QUALITY when the assigned audit team members are satisfied that the company's Quality System documentation and implementation meets the requirements of the appropriate schemes, standards and related ISO Standards.

Once all corrective actions are fulfilled, the Conformity Officer (Evaluator or Auditor) will complete evaluation report summary in evaluation report (RACS/REC/12) and shall raise the final evaluation report with his recommendation to the Conformity Manager (or his delegates) for certification review step of the products/facility intended for certification, recommendation is either:
✓ Either recommending approval of certification by Issuance of Certificate of Conformity; or
✓ Recommending rejection of certification by issuing Final Decision Letter.

Conformity Manager or his delegates will perform certification review to verify Conformity Officer (Evaluator or Auditor) recommendation by checking if evaluation report content is found satisfactory along with complete review for the whole application and supportive documents, and then grant the final recommendation to the Certification Decision Committee. If the review and the certification decision are completed concurrently in the Decision Committee, they shall proceed with the decision after certification review is done.

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 SASO
- Certified Products will be listed in RACS Certified Products registry.

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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.

Important Note: As a 3ʳᵈ Party Certification Body of the Saudi Standards Metrology & Quality Organization (SASO), RACS is assigned to perform the certification process up until evaluation only, after which, the recommendation from RACS should be forwarded to SASO for final decision. In this procedure, it covers until Certification Decision to comply with the International Standard (ISO IEC 17065) that RACS is accredited from. Hence, the recommendation and decision is being forwarded to SASO for their final approval.

Please refer to Available on RACS Website→Publicly available information→ RACS 3ʳᵈ party Certification Body →Required Docs→
- **PEMF/REC/01:** Application Form-Plastic, Electrical and Metal Water Fittings
- **PEMF/REC/02:** Legal & Quality Documents-List of certification requirements per related Scheme – Plastic, Electrical and Metal Water Fittings

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).
- 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 maintained of conformity
- COC should be renewed 3 months prior expiry.

11. Process Map:

Product Certification-SASO 3

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 this document as follows:

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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:

Application form-Plastic, Electrical and Metal Water Fittings	PEMF/REC/01
Legal & Quality Documents-List of certification requirements per RELATED Scheme – Plastic, Electrical and Metal Water Fittings	PEMF/REC/02
Assessment Checklist-SASO-827 Cast iron sanitary pipes and fittings for waste water and ventilation	PEMF/REC/04
Assessment Checklist SASO-859 Threaded steel pipes	PEMF/REC/05
Assessment Checklist SASO ISO 6594 Cast iron drainage pipes and fittings-Spigot Series	PEMF/REC/06
Assessment Checklist SASO 882-Cast Iron Drain Pipes and Fittings Spigot Series (Hub less) Underground	PEMF/REC/07
SASO-888 Submerged-arc spiral welded black steel pipes with plain ends for general purposes	PEMF/REC/08
Assessment Checklist-SASO-1011 Black and hot-dipped galvanized steel pipes suitable for screwing	PEMF/REC/09
Assessment Checklist-SASO-1013 Welded plain - End steel tubes and pipes for general uses	PEMF/REC/10
Assessment Checklist-SASO-1014 Socket and spigot ductile cast iron pipes for pressure pipelines	PEMF/REC/11
Plastic, Electrical and Metal Water Fittings-Product Certificate Template	PEMF/REC/12
Plastic, Electrical and Metal Water Fittings-Facility Certificate Template	PEMF/REC/13

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.
- 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.

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- ISO 9001:2015 Quality Management Systems
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- 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
- RACS Quality Manual RACS/QM/01
- All controlled QMS records-Please refer to RACS/REC/01-Quality Master List.

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Revision History:

Date	Revision #	Description of Changes
August 26, 2018	00	Initial

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