

## PRODUCT CERTIFICATION SCHEME FOR VEHICLE SPARE PARTS

### 1. Objective:

This procedure describes the criteria implemented by RACS as Notified Body of Emirates Authority of Standardization and Metrology (ESMA) that Mechanical–**Vehicle Spare Parts** 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 the market and registered through RACS Quality Certificates Issuing Services as ESMA Notified Body by issuing certificates of conformity in accordance with scheme owner (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 Mechanical-Vehicle Spare Parts 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.

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).

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

This document cover certifies Mechanical and Electrical-**Vehicle Spare Parts** with below details of Sector, scope of certified products, products categories, and applicable type of certification:

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Sector (Product Group)	Scope of Certification (Scope of Products)	Product categories	Type of Certification
Mechanical	Vehicle Spare Parts Products	<ol style="list-style-type: none"> <li>1. Brake systems</li> <li>2. Brake pads</li> <li>3. Car coolers</li> <li>4. Seat belt</li> <li>5. Rearview mirrors</li> <li>6. Car batteries</li> <li>7. Oil filters</li> <li>8. Air filters</li> <li>9. Laminated safety glass</li> <li>10. Rims</li> <li>11. Door locks and door hinges</li> <li>12. Light reflectors</li> <li>13. Alarm systems for buses and commercial vehicles</li> <li>14. Relays and flashes</li> </ol>	1. Product Certification - Type Approval (Module B-ESMA)

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

**Decision No. 12 of 2018 on UAE Vehicle Control System**

No.	Reference Standard number	Reference Standard	Product
1	UAE.S / GSO 1712	Motor Vehicles -spare Parts -general requirements.	Vehicle spare Parts
2	UAE.S GSO ECE 13-1	Motor Vehicles: Methods of Test for Braking System - Part 1: Braking Performance	Braking System
	UAE.S GSO ECE 13-2	Motor Vehicles: Methods of Test for Braking System - Part 2: Determination of Capacity of Energy Storage	
	UAE.S GSO ECE. 13-3	Motor Vehicles: Methods of Test for. Braking System – Part 3: Determination of. Distribution of Braking among the Axles of. Vehicles	
	UAE.S GSO ECE 13-4	Motor Vehicles: Methods of Test for Braking System – Part 4: Determination of Function of Anti - Lock Systems	
	UAE.S GSO ECE 13-5	Motor Vehicles: Methods of Test for Braking System - Part 5: Determination of Brake Lining Using Inertia Dynamometer	
	UAE.S GSO ECE 13-6	. Motor Vehicles: Methods of Test for Braking. System - Part 6: Determination of Coefficient of. Adhesion	
	UAE.S GSO ECE 13H	Motor Vehicles: Braking System of Passenger Car. And Multi-Purpose Vehicles	
	UAE.S/GSO ECE. 90	Replacement brake lining assemblies and drum brake linings for power-driven vehicles and their trailers	
3	UAE.S GSO ISO 6311	Motor vehicles methods of testing brake linings - part 1: internal shear strength of lining material	Brake Pads
	UAE.S GSO ISO 6312	Road Vehicles - Brake Linings - Shear Test Procedure for Disc Brake Pad and Drum Brake Shoe Assemblies	
	UAE.S GSO ISO 6313	Road Vehicles -Brake Linings - Effects of Heat on Dimensions and Form of Disc Brake Pads- Test Procedure	

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	UAE.S GSO ISO 6314	Road Vehicles -Brake Linings - Resistance to Water, Saline Solution, Oil and Brake Fluid – Test method	
	UAE.S GSO ISO 6315	Road Vehicles - Brake Linings - Seizure to Ferrous Mating Surface Due to Corrosion – Test method	
4	UAE.S GSO 136	Motor Vehicles engine Radiators	Vehicles Radiators
	UAE.S GSO 135	Motor Vehicles Methods of Test for Engine Radiators	
5	UAE.S GSO 97	Motor Vehicles – Safety Belts	Safety Belt
	UAE.S GSO 96	Motor Vehicles - Methods of Testing Safety Belts	
6	UAE.S GSO 422	Motor vehicles - rear view mirrors	rear view mirrors
	UAE.S GSO 421	Motor vehicles - methods of testing rear view mirrors	
7	UAE.S GSO 34	Lead- Acid Starter Batteries Used for Motor Car & Internal combustion Engines	Vehicles Batteries
	UAE.S GSO 35	Methods of Test for Lead-Acid Starter Batteries Used for Motor Vehicles and Internal Combustion Engines	
8	UAE.S GSO 1605	Full Flow Lubricating Oil Filters for Internal Combustion Engine -Dimensions	Lubricating Oil Filters for Internal Combustion Engine
	UAE.S GSO ISO 4548-1	Methods of test for full-flow lubricating oil filters for internal combustion - Part 1: Differential Pressure Flow Characteristics engines	
	UAE.S GSO ISO 4548-2	Methods of Test for Full-Flow Lubricating Oil Filters for Internal Combustion Engines - Part 2: Element By-Pass Valve Characteristics	
	UAE.S GSO ISO 4548-3	Methods of Test for Full-Flow Lubricating Oil Filters for Internal Combustion Engines - Part 3: Resistance to High Differential Pressure and to Elevated Temperature	
	UAE.S GSO ISO 4548-6	Methods of Test for Full Flow Lubricating Oil Filters for Internal Combustion Engines - Part 6: Static Burst Pressure Test	
9	UAE.S GSO ISO 11841-1	Road vehicles and internal combustion engines - Filter vocabulary - Part 1: Definitions of filters and filter components.	Air filters
	UAE.S GSO ISO 11841-2	Road vehicles and internal combustion engines - Filter vocabulary - Part 2: Definitions of characteristics of filters and their components.	
	UAE.S GSO ISO 11155-1	Road vehicles – Air filters for passenger compartments – part 1 : Test for particulate filtration.	
	UAE.S GSO ISO 11155-2	Road vehicles – Air filters for Passenger Compartments – Part 2 : Test for gaseous filtration	
	UAE.S GSO ISO 7750-1	Commercial vehicles – Dimensions of air filter elements Part 1 : Types A and B	
	UAE.S GSO ISO 7750-2	Road vehicles - Air filter elements for commercial vehicles - Dimensions - Part 2: Types C and D	
	UAE.S GSO ISO 12103-1	Road vehicles – Test dust for filter evaluation – Part 1 : dust test	
	UAE.S GSO ISO 12103-2	Road vehicles – Test dust for filter evaluation – Part 2 : Aluminum oxide test dust	
	UAE.S GSO 565/1994	Air filters for motor vehicles	
10	UAE.S GSO 1677/2003	Motor vehicles - laminated safety glass	Laminated safety glass
	UAE.S GSO ISO 3537	Road Vehicles – Safety Glazing Materials – Mechanical Test	

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	UAE.S ISO 3538	Road Vehicle – Safety glasses- Test Methods for Optical Properties	
<b>11</b>	UAE.S GSO ISO 3894	Road vehicles - Wheels/rims for commercial vehicles – Test methods	Rims
	UAE.S/GSO ISO 4000-1	Passenger car tires and rims - Part 1: Tires (Metric Series)	
	UAE.S/GSO ISO 4000-2	Passenger car tires and rims - part 2: rims	
	UAE.S GSO 3894	Road vehicles - Wheels/rims for commercial vehicles - Test methods	
<b>12</b>	UAE.S GSO 420	Motor vehicles - door locks and door hinges.	Door locks and Door hinges
	UAE.S GSO 419	Motor vehicles - methods of test for door locks and door hinges.	
<b>13</b>	ECE 104	Uniform provisions concerning the approval of retro-reflective markings for vehicles of category M, N and O	Retro-reflective markings
	ECE 48	Uniform provisions concerning the approval of vehicles with regard to the installation of lighting and light signaling devices	
<b>14</b>	UAE.S GSO ISO 15763	Road vehicles - Alarm systems for buses and commercial vehicles of maximum authorized total mass greater than 3,5 t	Alarm systems for buses and commercial vehicles
<b>15</b>	GSO ISO 7588- 1:2013	Road vehicles - Electrical/electronic switching devices - Part 1: Relays and flashers	Relays and flashers

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 vary depending on the scope of certified products; Details of the documents required for certification for the scope of Mechanical Product as per Scheme Owner (ESMA) requirements are detailed as following:

**8.1. Documents Required:**

For Genuine Parts:

1. Valid UAE Industry/Trade License
2. VSP product list (Format provided by us)
3. IATF 16949:2016 or ISO 9001:2015 QMS certificate of the manufacturing facility
4. GSO Motor Vehicle certificate
5. Internal test report
6. Declaration letter from the manufacturer stating that the products are complying to the standard which are mentioned in regulation no. 12 of 2018 of ESMA (Format provided by us)
7. Authorization letter
8. Labeling packaging requirement (A pdf. file need to be sent to client)
9. Safe operating parameters (if applicable), fitting installation (Where necessary) and maintenance requirements in manual in Arabic and / or English language

Aftermarket Parts (Common or Standard parts):

1. Valid UAE Industry/Trade License
2. VSP Product List (Format provided by us)
3. IATF 16949:2016 or ISO 9001:2015 QMS certificate of the manufacturing facility
4. 3<sup>rd</sup> Party Test Report from ISO 17025 accredited laboratory, Product tested against the standards mentioned in regulation no. 12 of 2018 of ESMA
5. Declaration of conformity needs to be sign and stamp by UAE local trader on their letter head (Format provided by us)
6. Authorization letter
7. Labeling packaging requirement (A pdf. File having all parameter needs to be sent to client)

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8. Safe operating parameters (If applicable), fitting installation (Where necessary) and maintenance requirements in manual in Arabic and / or English language

### 8.2. Legal Agreements:

- Certification Agreement
- Non-Disclosure Agreement
- General Conditions for Certification Services

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

#### 9.1. Preparatory Steps:

- 9.1.1. **Application Form (Refer to table 9-A)** shall be submitted by applicant to RACS, submission can be done via RACS convenient 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 (RACS/REC/20 Certification Quotation)** will be sent to the applicant by Head of Sales and Marketing Department; containing the scope of certification and fees related to each step of the certification process.
- 9.1.4. Payment shall be done by the 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 (RACS/Ag/10)**.
- 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.

#### 9.3. Application Evaluation

- 9.3.1. Conformity Officer shall perform conformity assessment (Evaluation) steps related to the certification scheme:

##### **Product Certification-Type Approval**

- Detailed documents review for all the documents
- Document review includes the checkup 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.

##### 9.3.2. Evaluation Outcome results:

- If the evaluation is pending for missing or invalid documents or other needed information to complete evaluation; additional supportive documents will be requested from the applicant.
- The 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 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.
- Evaluation will be documented using an Assessment Checklist (Refer to table 9-A for the list Assessment Checklists below for each applicable standard).

#### 9.4 Certification Review

Conformity Manager or his delegates will perform certification review to verify Conformity Officer's recommendation by checking if assessment checklist content is found satisfactory along with complete review for the whole application and supportive documents, and then grant the final recommendation to the

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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 Approval of Product certification:** Product evaluation shows full compliance with applicable schemes/standards:

- Certification decision will be done by Decision Committee
- Granting the issuance of Certificate of conformity, recognized by scheme owner (ESMA)
- Certified Products will be listed in RACS **Certified Products Registry (RACS/REC/30)**.

**9.5.2 Rejection of Product certification:** Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:

- Rejection decision will be done by Decision Committee
- RACS will inform client/ESMA by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection (**Decision Letter-RACS/REC/71**).

This is being documented by completing the Certification Decision Record;

**RACS/REC/99 Certification Decision for Product Certification-Documents Review.**

**Table 9-A Specific Forms**

TITLE OF DOCUMENT	IDENTIFICATION
Application Form-VSP	VSP/REC/25
Assessment Checklist-GSO 422:2005 Motor Vehicles Rear — View Mirrors	VSP/REC/26
Assessment Checklist-GSO 565:1994 Air Filters for Motor Vehicles	VSP/REC/27
Assessment Checklist-GSO 1677/2003 Motor Vehicles - Laminated Safety Glass	VSP/REC/28
Assessment Checklist-GSO 1712:2011 Motor Vehicles - Spare Parts – General Requirements	VSP/REC/29
Assessment Checklist-UAE.S GSO 34:2007 Lead- Acid Starter Batteries Used for Motor Car & Internal combustion Engines	VSP/REC/30
Assessment Checklist-UAE.S GSO 136:2007 Motor Vehicles engine Radiators	VSP/REC/31
Assessment Checklist-UAE.S GSO 420:1994 Motor vehicles door locks and door hinges	VSP/REC/32
Assessment Checklist-UAE.S GSO 1605:2002 Full Flow Lubricating Oil Filters for Internal Combustion Engines Dimensions	VSP/REC/33
Assessment Checklist- Vehicle Spare Parts UAE TS 12 of 2018	VSP/REC/34
Assessment Checklist-ISO 15763:2002 Road vehicles — Alarm systems for buses and commercial vehicles of maximum authorized total mass greater than 3,5 t	VSP/REC/35
Assessment Checklist-UAE.S/GSO ECE 90:2010— Replacement brake lining assemblies and drum brake linings for power-driven vehicles and their trailers	VSP/REC/36
Assessment Checklist- UN Regulation No. 13-H — Uniform provisions concerning the approval of passenger cars with regard to braking	VSP/REC/37
Legal & Quality Documents-List of certification requirements per UAE Scheme – Vehicle Spare Parts	VSP/REC/38

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**Table 9-B 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
General Conditions for Certification Services	RACS/AG/10
List of Certified Products	RACS/REC/30
Schedule of Fees	RACS/REC/46
Certification Quotation	RACS/REC/20
Certification Decision-Product Certification	RACS/REC/99
Final Decision Letter	RACS/REC/71

**10. Uploading of Certificates in ESMA system:**

As a Notified Body, it is the responsibility of RACS to transfer the information to the scheme owner by uploading the Certificate of Conformity and other relevant documents in the scheme owner's (ESMA) online portal. The steps after the Certification Decision (only when recommendation is approved) are as follows;

- a) Upon receiving the approval of the Decision Committee, the file should be given back to the responsible Conformity Officer.
- b) The CO shall communicate with the Accounts Department to arrange for the payment in ESMA portal.
- c) When the payment is posted, the CO shall be able to retrieve the certificate no. and QR code from ESMA portal.
- d) The Conformity Officer shall assign a Conformity Assistant to prepare the draft certificate. Along with this, the Conformity Officer shall provide correct and accurate information to the Conformity Assistant.
- e) The draft certificate should be sent to the client for their confirmation. Once it is confirmed, final certificate shall be shared to the client.
- f) The Conformity Assistant should then upload the certificate in ESMA portal including the product list that should contain the necessary information such as model no., barcode, brand name, product description, country of origin, report no., applicable standard, etc.

**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.

**11. Renewal:**

**Product Certification**

Validity of certificate is one year, Certificate of Conformity (CoC) should be renewed two (2) months prior expiry.

**12. Process Map:**



Product Certification.pdf

**13. Market Monitoring:**

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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.

- 14. **Sampling Procedure:** Please refer to RACS/SOP/21 Sampling Procedures.
- 15. **Acceptance of Conformity Assessment Results:** Please refer to RACS/SOP/23 Pre-Certification Procedures
- 16. **Outsourcing of the conformity assessment activities:** Please refer to RACS/SOP/06-Sub-contractors Qualifications & Competence Evaluation Criteria
- 17. **Complaints and Appeals:** Please refer to RACS/SOP/07 Complaints Handling Procedure
- 18. **Licensing and Control of the Mark:** Please refer to RACS/SOP/01 Procedure of Control the Use of RACS Quality License, Certificate and Mark of Conformity & Scheme Owner's Certificates and Mark of Conformity
- 19. **Surveillance:** Please refer to RACS/SOP/24 Post Certification Procedures.
- 20. **Non-conforming products:** Please refer to RACS/SOP/24 Post Certification Procedures
- 21. **Reporting to the scheme owner-**Please refer to RACS/SOP/39 Dissemination of Significant Information to the Scheme Owner and Other Concerned Parties.
- 22. **Subcontracting of the operation of the scheme-**Please refer to the relevant scheme.
- 23. **Marketing-**Please refer to RACS/SOP/72 Marketing Policies and Procedures.
- 24. **Fraudulent claim of certification-** Please refer to RACS/SOP/01 Procedure of Control the Use of RACS Quality License, Certificate and Mark of Conformity & Scheme Owner's Certificates and Mark of Conformity.
- 25. **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.
  - 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
  - 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.
  - Decision No. 12 of 2018 on UAE Vehicle Control System

**Revision History:**

Date	Revision #	Description of Changes
Sep 1, 2017	00	Initial

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<b>June 5, 2018</b>	01	Change from Managing Director to Decision Committee in 9.4. Replaced Operations Manager to Head of Sales and Marketing. Added RACS/Ag/10 General Conditions for Certification Services
<b>August 23, 2018</b>	RACS/PCS/17/Rev00	Changed the reference number from RACS/SOP/45 to RACS/PCS/17. Added references to be inclined with ISO 17067. Changed Process Map; added reference documents.
<b>July 18, 2019</b>	RACS/PCS/17/Rev01	Adding in Clause 8.1 differentiate between genuine and common spare parts

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