
PRODUCT CERTIFICATION SCHEME FOR ELECTRICAL EQUIPMENT-SASO IECEE

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 **Electrotechnical Equipment and Components** intended for certification with SASO are complying with the relevant mandatory schemes and applicable standards.

The Saudi Standards, Metrology and Quality Org. (SASO) and the General Authority of Customs have requested the suppliers of electrical and electromechanical equipment to obtain a certificate of recognition of the IECEE certificate issued by SASO, so that items are released from customs outlets. This came as a move to improve the quality and safety of products in the Kingdom.

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 scheme owner (SASO) regulation.

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 according to SASO.
- **Conformity Certificate:** Formal document issued by RACS as notified body 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 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 Conformity Assessment Body). 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 Electrotechnical Equipment and Components and issues Certificate of Conformity under:

- **Product Certification**

This Recognition Certificate is issued by SASO based on a valid IECEE Test Report issued by a Certification Body Testing Laboratory (CBTL) (IECEE approved lab) and a valid IECEE CB Certificate issued by a National Certification Body (NCB) only.

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SASO confirmed that the second stage of the implementation of this resolution will enter into force on 19 Dhul Qadah, 1439AH, corresponding to August 1, 2018 and includes (6) products; mobile phone batteries (such as power banks), water pumps, dishwashers, laptops, TVs, and electronic watches. In addition to mobile phones, mobile chargers and their parts, which were imposed in the first phase of the implementation of this resolution.

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

This document covers Electrotechnical Equipment and Components with below details of Sector, scope of certified products, regulated products, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Regulated Products	Type of Certification
Electrical	Electrotechnical Equipment and Components	<ul style="list-style-type: none"> • Mobile Phone Devices • Chargers for Mobile Phones and Accessories • Mobile Phone Batteries • Laptops and Tablets • Television • Dishwashers • Smart Watches • Water Pumps 	Product Certification

With reference to the above list, smart watches and water pumps (covered under IEC 60335-2-41 and IEC 60335-2-51) have been included in scope of SASO Recognition Certificate requirements with effect from 1st August 2018, while lighting luminaries which were included previously have now been excluded from the scope of SASO Recognition requirements.

7. Mandatory Schemes and Applicable Standards:

IECEE CB Scheme

Operated by the IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE), the IECEE CB Scheme is an international system for mutual acceptance of test reports and certificates dealing with the safety of electrical and electronic components, equipment and products.

It is a multilateral agreement among participating countries and certification organizations, which aims to facilitate trade by promoting harmonization of national standards with International Standards and cooperation among accepted National Certification Bodies (NCBs) worldwide. By achieving this, it brings product manufacturers a step closer to the ideal concept of "one product, one test, one mark, where applicable".

8. Requirements for Certification:

Requirements varies depending on the scope of certified products; Details of the documents required for certification for the scope of Protective Safety Equipment Product as per SASO requirements are detailed as following:

8.1. Supportive documents: as following:

1. Valid Industry/Trade License (For Local Companies inside KSA)
2. Valid Commercial Registry of the Legal Representative of the client in KSA
3. Valid CB Test Certificate (CBTC) issued from a recognized national Certification Body.
4. Test Report for the product applied covering the National Deviation of Kingdom of Saudi Arabia.
5. CB Test Report (CBTR) submitted must be 3 years prior from the date of application.
6. If the CBTR is greater than 3 years, a Factory Inspection Report (FIR) which must not older than 1 year shall be required to submit. Factory Inspection Report is a report proving the factory is still applying a quality management system insuring the quality of the product, and the product is still identical to the one certified in the CBTC and CBTR. Factory Audit report is accepted.
7. Pictures of the Product in 4 different angles and dimensions.
8. Product Rating Label

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9. Instruction Manual written in English and Arabic
10. A duly signed and stamped Declaration of Conformity (DOC) letter printed on company/trader's letter head
11. A duly signed and stamped Certification Agreement that the application has not been lodged with any other Third-Party Certification for the model subjected to IECEE CoC
12. If the product is a Telecommunication Product, a valid CITC Type Approval Certificate must be provided (Mobile Phones, Mobile phone chargers and their parts)

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 and 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
- General Conditions for Certification Services

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. 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:

- 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

Note: No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner.

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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
- 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.

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

SASO-IECEE-REC-01-Application Form

SASO-IECEE-REC-02-Legal and Quality Documents

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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).
- 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. Certificate Validity:

SASO issues Recognition Certificate of (IECEE) certificate for the product based on the CBTR and CBTC and compliance to national deviations, the certificate is valid for one year from date of issue.

Renewal shall be done two months before the certificate expires.

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:

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
General Conditions for Certification Services	RACS/AG/10
Schedule of Fees	RACS/REC/46

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Specific Records related to the Scope:

SASO-IECEE-REC-01 -Application Form
SASO-IECEE-REC-02 -Legal and Quality Documents
SASO-IECEE-REC-03 -Assessment Checklist-SASO IECEE
SASO-IECEE-REC-04 -Certification Agreement and Applicant-Importer Declaration for Notified Body
SASO-IECEE-REC-05 -Household Electrical Appliances
SASO-IECEE-REC-06 -Second Review Checklist

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.
- 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

Revision History:

Date	Revision #	Description of Changes
August 26, 2018	00	Initial
June 2, 2020	01	Include below checklist record reference - SASO-IECEE-REC-04-Rev00_Certification Agreement and Applicant-Importer Declaration for Notified Body - SASO-IECEE-REC-05-Rev00_Household Electrical Appliances - SASO-IECEE-REC-06-Rev00_Second Review Checklist

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