SASO Scopes Product Certification Scheme

1. Purpose & Scope

This procedure aims to describe the steps followed by RACS as Certification Body authorized by Saudi Standards Metrology & Quality organization (SASO) for the Conformity Assessment to assure that products intended for certification with SASO are complying the relevant mandatory schemes and applicable Standards,

RACS is notified body by SASO certifying products on SABER portal for type 1a & type 3 schemes where RACS complete the certification process up issuing the product certificate ,

on SASO JEEM1 portal RACS is third party with certification scheme of type 5 where RACS do the evaluation process only while certification review, decision, and certificate issuance is done by SASO .

2. Responsibilities:

It is the responsibility of RACS Quality Certificates Issuing Services as an Authorized Certification Body to issue Certificate of Conformity to export to Kingdom of Saudi Arabia and to assure all steps of compliance verification are applied in this regard. RACS is responsible for the correctness of all information specified in the Certificate of Conformity and 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.

3. Definitions:

- **SASO:** Saudi Standards, Metrology and Quality Organization
- **RACS**: RACS Quality Certificates Issuing Services
- **Certification**: Third-party attestation related to products, processes, systems or persons.
- **Authorized Certification Body**: a 3rd party Conformity Assessment Body (CAB) authorized and designated by the related authority to conduct conformity assessment process on products and processes on behalf of the authority in accordance with related schemes/standards/regulations mandated by this body
- **PCOC:** Product Certificate of Conformity (C.O.C)
- **SCOC:** Shipment Certificate of Conformity (C.O.C)
- **Certificate of Conformity (C.O.C)**: Formal document issued SASBER System approved by RACS stating that compliance verification has been completed for the products in accordance with applicable scheme/standards as per SASO Requirements.
- **CM**: Conformity Manager
- **QAM**: Quality Assurance Manager
- **RACS assigned Personnel:** Inspector, Auditor or any other assigned person by RACS to perform the compliance verification procedure.

4. Scope of certified products and applicable schemes by RACS Certification Body including Requirements for Certification (below attached excel sheet):

LIst of Products - Type of Certification

5. Procedures:

Procedure of issuance SASO COC consists of the following steps:

5.1 Application:

- The Client shall submit the completed Registration for Certification (RFC). Please refer to SASO/REC/01-Registration for Certification (RFC) in below related form table .
- Client shall submit the following documents please refer to below process map.
  please refer to below Process map for required documents as per certification type

5.2 Legal Agreements:

RACS-Ag-10-General Conditions for Certification Services

5.3 Fees as detailed in RACS Schedule of Fees (RACS/REC/46)

6. Certification Procedures:

Three types of certification are applicable.

- Facility Certification (type 3)
- Product Certification (Type 1a)
- Product Certification (Type 5)

6.1. Preparatory Steps:

6.1.1. Application Form shall be submitted by applicant in SASO SABER/JEEM1 platform

6.1.2. Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis

6.1.3. A quotation will be sent to applicant by Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.

6.1.4. Payment shall be done by applicant.

6.2. Application Review

6.2.1. Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services, General Conditions for Certification Services (RACS/Ag/10), this agreement to be signed one time from the client regardless of number of applications.

6.2.2. 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)).

6.3. Application Evaluation

6.3.1. Conformity Engineer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification schemes types:

A. Product Certification (Type 1a): on SABER Platform

- Detailed documents review for all the documents
- Document review includes the check up for Test Reports parameters and results, done by Accredited third party Laboratory according to the specific technical regulations and applicable standards , In case there is no 3rd party accredited laboratory for some requested test parameters, one of the qualified RACS Conformity Engineer/Technical Expert will be witnessing and approving the test parameters
- 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

6.3.2. 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 from 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 third party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements, In case there is no 3rd party accredited laboratory for some requested test parameters, one of the qualified RACS Conformity Engineer/Technical Expert will be witnessing and approving the test parameters

- Incomplete documents, RACS to request further missing documentations. Testing details such as test parameters, test lab to test, etc. shall be agreed upon with the applicant, In this case, applicant will receive a notice from RACS regarding the missing documentations. Applicant shall initiate the provision of a representative product sample, its preferred lab, tests to be performed. Such information shall be coordinated with RACS at all times.

- Incomplete test report, RACS may require testing of the subject item (to cover the missing tests). Testing details such as test parameters, test lab to test, etc. shall be agreed upon with the applicant, In this case, applicant will receive a notice from RACS regarding the missing documentations. Applicant shall initiate the provision of a representative product sample, its preferred lab, tests to be performed. Such information shall be coordinated with RACS at all times.
- -'Reports/Study' on alternative solutions applied by the applicant is not sufficient evidence for compliance – RACS may require testing of the subject item as per relevant SASO standard, In this case, applicant will receive a notice from RACS regarding the need to have the product be tested as per SASO standard/s. Applicant shall initiate the provision of a representative product sample, its preferred lab, tests to be performed. Such information shall be coordinated with RACS at all times.

- Evaluation will be repeated upon applicant re-submission of needed documents/information.

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

- **Recommendation of approval of Product certification**: Product evaluation shows full compliance with applicable schemes/standards:
  - Granting the issuance of Certificate of conformity
- **Recommendation of rejection of Product certification**: Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:
  - RACS will inform client by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection

Post Certification:

1. **Manufacturer's Modification of original Product Design and/or Manufacturing Process:**
   - Certificate holder is obligated to notify RACS any design or manufacturing modification during the Certificate's validity period. Note: Failure to do so is a violation of the SASO TR.
   - Upon receipt of notice, RACS shall perform an assessment to determine whether the stated modification/s merit a retest of the product. The nature of re-test depends on the extent of the modifications declared by the applicant.
   - If the assessment merits a non-retest, RACS shall notify the Certificate holder the Certificate holder receives a notice of non-retest and continuation of the Certificate validity.
     If the assessment merits a re-test, RACS shall notify the Certificate holder on the following:
     - Need to re-test the product on the affected parameters as per SASO Standard;
     - What product sample is needed (complete product, a component, instruction material,
   - Certificate holder to acknowledge and agree on the notification requirements sent by RACS.

- RACS shall repeat the Procedures A above, but ONLY limiting the scope to the affected parameters.

2. **Withdrawal, suspension and cancellation of the Type Approval Certification: Please refer to below clause , (Termination, reduction, suspension or withdrawal of certification)**

B. FACILITY CERTIFICATION (type 3)- on SABER Platform

6.3.3 Actual on-site audit

6.3.3.1 Audit Preparation: preparation of the audit starts to be done by RACS as following:

Conformity Manager assigns the auditor(s), including Lead Auditor and rest of audit team.

Criteria of Audit Team selection, as following: Audit team shall consist of at least two personnel covering below roles, Audit Team Members shall be selected to be competent and to cover the scope of category and consist of the following roles:
a. Lead Auditor
b. Auditor
c.Technical Expert

Additionally, and optionally and depending on each case, other roles can be included in audit team if needed as following:

a. Translator
b. Observer
c.Witnessing auditor

• Lead Auditor (audit team leader) shall perform conformity assessment steps (Evaluation) related to the certification scheme to decide on the audit :
Detailed documents review for all the documents to primarily verify compliance according to applicable schemes and standards.
Document review includes the check up for Test Reports parameters and results
• Audit team leader to prepare audit duration plan based on applicable standards then finalize primary audit schedule.

• After which, Lead Auditor will be responsible for:
- Identifying audit location and related suitable logistics tools that should be available.
- No Conflict of Interest against any of the suggested audit team members.
- Share by e-mail or any other accessible documented method the primary audit schedule RACS/REC/13 for applicant approval and signature, or for further advice about the dates audit to reach a mutually agreed schedule.
- Send applicant the invoice for actual on-site audit Fees, containing Terms & Conditions of Invoice of payment as per RACS Policy:

• Upon Applicant review, approval, and signature, Sales and Marketing Executive/Administrative assistant will request applicant to send back the audit schedule form to proceed with the actual on-site audit.

6.3.3.2 conduct of audit

- At on-site audit, RACS audit team will conduct interviews, examine records and documents, and observe the company's activities, and the audit include production lines that producing the certifying products
- The audit determines if the company has successfully documented and implemented all the requirements of the specified standard. This is accomplished via an in-depth review of manuals and procedures and the confirmation of their implementation. The audit also verifies conformance to the identified standard.
- This audit also reviews and clarifies any areas of concern identified in applicable, Nonconformities.

- If samples to be taken for testing purposes, No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner. Furthermore, sample request form (RACS/REC/15) should be filled in on three copies; one copy to accompany the sample and sent to the accredited laboratory selected by client, the other copy to be kept with client for his reference, the last copy will be kept with RACS file also for RACS future reference.

6.3.3.3 Application Evaluation Outcome:

Nonconformity Reports (NCRs) along with all related assessment checklists of the applicable standards will be documented and identified as major or minor:

- Major Non-conformities:
  - A major nonconformity is the absence or total breakdown of a system to meet a clause or sub-clause of a standard.
  - A number of minor nonconformities against one clause or sub-clause can represent a total breakdown of the system and thus be considered a major nonconformity.
  - A situation that raises significant doubt about the ability of the applicant's management system to achieve its intended outputs is also a major nonconformity.
  - A major nonconformity may require a separate re-audit of the applicable clause or sub clause before the applicant can be certified.

- Minor nonconformities:
  - Minor nonconformity might be a procedure that is not comprehensive enough, a person who did not follow the procedure, or a lack of a required record.
  - A minor nonconformity will generally be addressed by applicant submitting a response to the Lead Auditor before he can be certified. Depending on the standard, the corrective action for a minor nonconformity may not necessarily be closed prior to certification.

A written audit report, containing any nonconformity, is issued after the audit, and assessment checklists related to each specific applicable standard to be filled with remarks whether applicant is complying with each clause or not.

Corrective Action (if needed): At the conclusion of the audit, nonconformities (NCRs) will be documented and identified as either major or minor then communicates to applicant via RACS/REC/12 Evaluation Report, discussing the same with him during the closing meeting to ensure applicant recognizes the non-conformities and undertake to make the necessary corrective actions within the agreed time frame.
If nonconformities are found which cannot be corrected electronically and send back to RACS, an onsite complementary audit might be needed to be scheduled to verify the implementation of the action(s) to resolve the nonconformities. The scope of the audit is limited to the clause or sub clause where major nonconformities

were found. Non-conformances will need to be resolved in a timely fashion as per RACS's Certification Regulations. Other than that, client replies (root cause analysis, corrective action plan) filled in evaluation report, and actual corrective actions for non-conformities including supportive documents can be received via any accessible means by RACS (email, hardcopies, E System, etc....

6.4. 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 lead 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 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 (Conformity Supervisor) can perform Certification Review

6.5 Certification Decision

6.5.1 Granting Certificate:

- If all documents provided are complete and are satisfactory to Decision Committee, Decision will be as following:
  - Either certification will be granted, certificate will be issued on SABER system by RACS

  Certificate will be granted either by:
  - o Granting RACS Certificates as final product; or
  - o Application will be declined/rejected and RACS will inform client by submitting RACS/REC/71 Audit Final Status Letter by e-mail or any other means stating the reasons of rejection.

- Managing Director or his delegates are authorized to sign the certificate or the final status letter.

Decision as Rejection of Certification:

Not conforming to SASO TR – RACS shall issue a notification (letter type) to the applicant regarding the non-issuance of the Product Certificate and the reasons for the non-issuance. Note: The non-issuance notice will only be issued the Applicant to receive a notice of non-issuance of Product Certificate.

Post Certification

Periodic factory audit/Surveillance during PC validity period:

1. As part of the Certification Scheme type 3, RACS shall perform a regular factory visit, at least once a year, to ensure that the originally approved product safety management system is continuously implemented by the manufacturer concerned.
2. Audit team leader prepares a factory audit report and submit such to the RACS Conformity Department with recommendation such as: continuation of the Certificate validity, suspension, or cancellation of the certificate. Nature of recommendation depends on the auditor's findings during the audit/ surveillance visits.

Manufacturer's Modification of original Product Design and/or Manufacturing Process:

- Certificate holder is obligated to notify RACS any design or manufacturing modification during the Certificate's validity period. Note: Failure to do so is a violation of the SASO TR.
- Upon receipt of notice, RACS shall perform an assessment to determine whether the stated modification/s merit a retest of the product. The nature of re-test depends on the extent of the modifications declared by the applicant.
- If the assessment merits a non-retest, RACS shall notify the Certificate holder the Certificate holder receives a notice of non-retest and continuation of the Certificate validity.
- If the assessment merits a re-test, RACS shall notify the Certificate holder on the following:
  - Need to re-test the product on the affected parameters as per SASO Standard;
  - What product sample is needed (complete product, a component, instruction material,
- Certificate holder to acknowledge and agree on the notification requirements sent by RACS.
- RACS shall repeat the Procedures A above, but ONLY limiting the scope to the affected parameters.
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C. FACILITY CERTIFICATION - SQM (type 5 Certification):on JEEM1 Portal

6.3. Preparatory Steps:
6.3.1. Application Form shall be submitted by applicant in SASO JEEM1 platform
6.3.2. SASO will assign the application to RACS to initiate the certification process
RACS Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis
6.3.3. A quotation will be sent to applicant by Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.
6.3.4. Payment shall be done by applicant.
6.3.5 Application Review to done by RACS
6.3.6. 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)).

6.3.8 Actual on-site audit

6.3.8.1 Audit Preparation: preparation of the audit starts to be done by RACS as following:

Conformity Manager assigns the auditor(s), including Lead Auditor and rest of audit team.

Criteria of Audit Team selection, as following: Audit team shall consist of at least two personnel covering below roles, Audit Team Members shall be selected to be competent and to cover the scope of category and consist of the following roles:
a. Lead Auditor

b. Auditor
c. Technical Expert

Additionally, and optionally and depending on each case, other roles can be included in audit team if needed as following:

a. Translator
b. Observer
c. Witnessing auditor

- Lead Auditor (audit team leader) shall perform conformity assessment steps (Evaluation) related to the certification scheme to decide on the audit :
  Detailed documents review for all the documents to primarily verify compliance according to applicable schemes and standards.
  Document review includes the check up for Test Reports parameters and results

- Audit team leader to prepare audit duration plan based on applicable standards then finalize primary audit schedule.

- After which, Lead Auditor will be responsible for:

- Identifying audit location and related suitable logistics tools that should be available.

- No Conflict of Interest against any of the suggested audit team members.

- Share by e-mail or any other accessible documented method the primary audit schedule RACS/REC/13 for applicant approval and signature, or for further advice about the dates audit to reach a mutually agreed schedule.

- Send applicant the invoice for actual on-site audit Fees, containing Terms & Conditions of Invoice of payment as per RACS Policy:

- Upon Applicant review, approval, and signature, Sales and Marketing Executive/Administrative assistant will request applicant to send back the audit schedule form to proceed with the actual on-site audit.

6.3.8.2 conduct of audit

- At on-site audit, RACS audit team will conduct interviews, examine records and documents, and observe the company's activities.

- The audit determines if the company has successfully documented and implemented all the requirements of the specified standard, This is accomplished via an in-depth review of manuals and procedures and the confirmation of their implementation. The audit also verifies conformance to the identified standard, The audit include client management system ISO 9001.

- This audit also reviews and clarifies any areas of concern identified in applicable, Nonconformities.

- If samples to be taken for testing purposes, No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner. Furthermore, sample request form (RACS/REC/15) should be filled in on three copies; one copy to accompany the sample and sent to the accredited laboratory selected by client, the other copy to be kept with client for his reference, the last copy will be kept with RACS file also for RACS future reference.

6.3.8.3 Application Evaluation Outcome:

Nonconformity Reports (NCRs) along with all related assessment checklists of the applicable standards will be documented and identified as major or minor:

- Major Non-conformities:

  - A major nonconformity is the absence or total breakdown of a system to meet a clause or sub-clause of a standard.

  -A number of minor nonconformities against one clause or sub-clause can represent a total breakdown of the system and thus be considered a major nonconformity.

  - A situation that raises significant doubt about the ability of the applicant's management system to achieve its intended outputs is also a major nonconformity.

  - A major nonconformity may require a separate re-audit of the applicable clause or sub clause before the applicant can be certified.

- Minor nonconformities:

- Minor nonconformity might be a procedure that is not comprehensive enough, a person who did not follow the procedure, or a lack of a required record.

- A minor nonconformity will generally be addressed by applicant submitting a response to the Lead Auditor before he can be certified. Depending on the standard, the corrective action for a minor nonconformity may not necessarily be closed prior to certification.

A written audit report, containing any nonconformity, is issued after the audit, and assessment checklists related to each specific applicable standard to be filled with remarks whether applicant is complying with each clause or not.

Corrective Action (if needed): At the conclusion of the audit, nonconformities (NCRs) will be documented and identified as either major or minor then communicates to applicant via RACS/REC/12 Evaluation Report, discussing the same with him during the closing meeting to ensure applicant recognizes the non-conformities and undertake to make the necessary corrective actions within the agreed time frame.

If nonconformities are found which cannot be corrected electronically and send back to RACS, an onsite complementary audit might be needed to be scheduled to verify the implementation of the action(s) to resolve the nonconformities. The scope of the audit is limited to the clause or sub clause where major nonconformities

were found. Non-conformances will need to be resolved in a timely fashion as per RACS's Certification Regulations. Other than that, client replies (root cause analysis, corrective action plan) filled in evaluation report, and actual corrective actions for non-conformities including supportive documents can be received via any accessible means by RACS (email, hardcopies, E System, etc....

Certification Review and Certification Decision:

RACS forward the NCR Audit report to SASO for the Certification review and Certification decision to be done by SASO as RACS is third party in JEEM1 portal .

8. Termination, reduction, suspension or withdrawal of certification

RACS QUALITY reserves the right to suspend or withdraw the Certificate of Conformity/ Compliance at any time. The Certificate may be suspended should the Company:

-Failure to complete corrective actions within the agreed time;
-Misuse the Certification mark;

- Failure to comply with the financial requirements of the Agreement entered with RACS QUALITY (Nonpayment of any of certification fees) or Bring RACS QUALITY into disrepute in any way.
- The client's certified management system has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the quality management system"
- The certified client does not allow surveillance or re-certification audits to be conducted at the required and agreed surveillance frequencies.
- The certified client has voluntarily requested a suspension.

Any apparent contravention of Certification agreement which might lead to suspicion of certification will be brought to the attention of the Managing Director who then investigates the report. Should the result of the investigation reveal non-compliance with Certification agreement, then RACS Head of Sales and Marketing Department will issue a letter which will be sent to the client company outlining the non-compliance details and requesting their correction within an agreed and reasonable period of time (Usually RACS gives 90 days to make the correction needed, unless for a critical non-conformity timeline will be minimized), and explaining that their registration may be suspended until the corrective action is completed.

Should the necessary corrective action not be taken within the agreed period, then a further letter will be sent to the client company, informing them that their registration is suspended and another very limited time (30 days) will be given to client as a final chance to restore the certificate suspension by performing the corrective actions needed.

Whenever certification is suspended, RACS Head of Sales and Marketing Department will communicate the actions needed to end suspension and restore certification for the client certified product in accordance with the RACS Rules of certification and the scheme of certification, these actions depends on the defect that is committed by client and that lead to the suspension of the certificate.

RACS Head of Sales and Marketing Department will make sure client understands the reason of suspension and the actions that need to be done to reverse the suspension decision.

In such cases the client will be asked to stop claiming that their organization is certified by RACS, and withdraw from use any letterheads, business cards, etc. that indicate RACS certification validity.

Once client takes measurements needed for restoring certification, client shall bring to RACS Knowledge by informing RACS Head of Sales and Marketing Department with the actions and measurements taken by client (through any accessible means to RACS with providing the corrective actions taken in this regard.

Head of Sales and Marketing Department in return will transfer the request with supportive evidences to RACS Conformity Manager to follow the same certification plan adopted by RACS (evaluation, review, decision) needed to resolve the suspension, similar to the core certification process, Conformity Manager will make the final recommendation and transfer the request to the managing director who will take the final decision to restore certification, keep suspension, or withdraw certification.

The conditions for certification reinstatement may include:

- Re-verification of management systems effectiveness through on-site audit.
- Re-testing of the Product
- Discontinuation of misleading stationery and other advertising material.
- Removal of other reasons responsible for suspension of the certificate.

If the client does still not complete the corrective action the further agreed final time, then a further letter will be sent by RACS Head of Sales and Marketing Department detailing the fact that their registration with RACS is withdrawn. Such withdrawal of certification will be published on the web site of RACS to make note of the withdrawal. The status of the client will update on the client file and certified products registry (RACS/REC/14). A request that the Client to return the certificate and discontinue the use of the certification mark in any way, as Certificates and marks of compliance remain the property of RACS QUALITY.

If certification is reinstated after suspension, RACS shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure all appropriate indications, exist that the product continues to be certified.

If a decision to reduce the scope of certification is made as a condition of reinstatement, RACS shall make all necessary modifications to formal certification documents, public information, authorizations for use of marks, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information.

For this purpose, RACS /REC/44 Suspended Certificates Tracking form should be filled for each case.

10 . Renewal:

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

NOTES:

11. Process Map

11.1 SASO TR - Type 1a Conformity Assessment Process

SASO-SABER-SOP-0
1-Rev00_SASO TR - 1

11 .2 - SASO TR - Scheme Type 3 Conformity Assessment Process

SASO-SABER-SOP-0
2-Rev00_SASO TR - S

11.3 - SASO TR - Scheme Type 5 Conformity Assessment Process:

SASO-SABER-SOP-0
3-Rev00_SASO TR - S

11.4 SABER PORTAL and RACS PROCESS FLOW UNDER SALEEM PROGRAM

SASO-SABER-SOP-0
4-Rev00_SABER POR

13. Related Forms:

Listed Agreements, SOPs, Records related to the SOP as follows:

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

SASO Scopes Product Certification Scheme

Quality Manual	RACS/QM/01
Registration for Certification (RFC)	SASO/REC/01
General Conditions for Certification Services	RACS/Ag/10
Products Review and Evaluation	SASO/REC/09
Factory Audit Checklist Type 3	SASO/REC/10
Type 1a Conformity Assessment Process	SASO/SABER/SOP/01
Type 3 Conformity Assessment Process	SASO/SABER/SOP/02

14. 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/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.
- Ministerial Decree No. (6386) Dated 21/6/1425 AH
- Royal Decree No. M/10 dated 03/03/1392H (1972)

Revision History:

Date	Revision #	Description of Changes
February 26, 2018	00	Initial
August 26, 2020	01	Scopes excel sheet updated – Packaging & Building materials 2 added
September 05, 2020	02	• Added clause: C FACILITY CERTIFICATION - SQM (type 5 Certification under clause 6.Certification Procedures
October 5, 2020	03	• Under Clause 6.3.1 A & Clause 6.3.2 the below added : In case there is no 3rd party accredited laboratory for some requested test parameters, one of the qualified RACS Conformity Engineer/Technical Expert will be witnessing and approving the test parameters

SASO Scopes Product Certification Scheme