



**Pre-Certification Procedures- Handling Applications from Submission until Issuance of COC -  
Facilities & Products**

**1. Purpose and Scope:**

This procedure aims to describe the steps adopted by RACS Quality for:

- Application for certification related to all the scopes certified by RACS except HALAL.
- Submission Procedures
- This procedure is applicable for both Facilities and Products Certification.

The scopes of products covered in this procedure are as per RACS/REC/79 Scope of Certified Products.

**2. Responsibilities:**

It is the responsibility of the Managing Director, Management Representative (MR) and Conformity Manager (CM) to ensure the appropriate implementation of this procedure. All departments managers also have immediate responsibility for the management of records relating to their activities.

**3. Definitions:**

- QAM - Quality Assurance Manager
- QP - Quality Procedures
- MR - Management Representative
- QM - Quality Manual
- QMS - Quality Management System
- SOP - Standard Operating Procedure
- QML - Quality Master List
- QF - Quality Form
- CM - Conformity Manager

**4. Requirements for Certification:**

The requirements against which the products of a client are evaluated shall be those contained in specified schemes, applicable standards and other normative documents/ISO DOC, Explanations, clarifications,

Furthermore, if RACS seeks collaboration with other organization to perform any related evaluation activity to certification, testing activities, it is done exclusively through accredited laboratories as per ISO 17025.

Clients seeking to be certified for any of their (products or services or facilities) to UAE schemes and applicable standards through RACS QUALITY 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 and facility).

Requirements varies depending on the scope of certified products; Details of the documents required for certification for each scope as per scheme owner requirements are detailed in the following procedures:

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| <b>RACS/PCS/01</b> | <b>Product Certification Scheme</b> | <b>Cosmetics and Personal Care</b> |
| <b>RACS/PCS/02</b> | <b>Product Certification Scheme</b> | <b>Perfumes</b>                    |
| <b>RACS/PCS/03</b> | <b>Product Certification Scheme</b> | <b>Detergents</b>                  |
| <b>RACS/PCS/04</b> | <b>Product Certification Scheme</b> | <b>Paints</b>                      |
| <b>RACS/PCS/05</b> | <b>Product Certification Scheme</b> | <b>Retreaded Tires</b>             |
| <b>RACS/PCS/06</b> | <b>Product Certification Scheme</b> | <b>Oxo-biodegradable plastics</b>  |
| <b>RACS/PCS/07</b> | <b>Product Certification Scheme</b> | <b>Food contact materials</b>      |
| <b>RACS/PCS/08</b> | <b>Product Certification Scheme</b> | <b>Petroleum products</b>          |

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| RACS/PCS/09 | Product Certification Scheme | Tobacco                                   |
| RACS/PCS/10 | Product Certification Scheme | Textiles                                  |
| RACS/PCS/11 | Product Certification Scheme | Liquified Petroleum Gas (LPG)             |
| RACS/PCS/12 | Product Certification Scheme | Batteries                                 |
| RACS/PCS/13 | Product Certification Scheme | Children Toys                             |
| RACS/PCS/14 | Product Certification Scheme | Energy Drinks                             |
| RACS/PCS/15 | Product Certification Scheme | Drinking water                            |
| RACS/PCS/16 | Product Certification Scheme | Organic                                   |
| RACS/PCS/17 | Product Certification Scheme | Honey                                     |
| RACS/PCS/18 | Product Certification Scheme | Juices and Drinks                         |
| RACS/PCS/19 | Product Certification Scheme | Milk and Dairy                            |
| RACS/PCS/20 | Product Certification Scheme | EESL                                      |
| RACS/PCS/21 | Product Certification Scheme | Electrical Products-LVE                   |
| RACS/PCS/22 | Product Certification Scheme | Scooters                                  |
| RACS/PCS/23 | Product Certification Scheme | Hoverboards                               |
| RACS/PCS/24 | Product Certification Scheme | Plastic, Electrical, Metal Water Fittings |
| RACS/PCS/25 | Product Certification Scheme | Radio and Telecommunication               |
| RACS/PCS/26 | Product Certification Scheme | Water Fixtures                            |
| RACS/PCS/27 | Product Certification Scheme | Cables and Wires                          |
| RACS/PCS/28 | Product Certification Scheme | Automatic Doors and Windows               |
| RACS/PCS/29 | Product Certification Scheme | Vehicle Spare Parts                       |
| RACS/PCS/30 | Product Certification Scheme | Child Car Seats                           |
| RACS/PCS/31 | Product Certification Scheme | Personal Safety Equipment                 |
| RACS/PCS/32 | Product Certification Scheme | Telecom Cables                            |
| RACS/PCS/33 | Product Certification Scheme | ECAS Ex                                   |
| RACS/PCS/34 | Product Certification Scheme | RoHS                                      |
| RACS/PCS/35 | Product Certification Scheme | Metrology Products                        |

Refer to Quality Master List for a full list of product certification schemes for all scopes.

Generally, the requirements for certification are detailed as following:

- A. 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 scheme owner.
  - 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.

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**B. Legal Agreements:**

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

**C. Fees as detailed in RACS Schedule of Fees (RACS/REC/46)****Please refer to Related Forms Below**

- Application Forms
- Legal & Quality Documents-List of certification activities and requirements per certification schemes
- Product Certification Schemes
  
- 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.

**5. Procedure for certification:**

Two types of certification are applicable:

- **Facility Certification (Full Quality Assurance)**
- **Product Certification (Type Approval)**

In addition to Product Certification Module H (Product certification which requires facility audit), please refer to schedule of Fees (RACS/REC/46) for details.

**5.1 Preparatory Steps:**

- 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)
- Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis
- Sales and Marketing Executive/Administrative assistant will transfer Application Form to the Head of Sales and Marketing Department
- Head of Sales and Marketing Department will evaluate the client request through reviewing the Application form, and the information included to ensure the following:
  - ✓ Define standards applicable and scope of Certification.
  - ✓ Define and Confirm RACS capability of performing the requested scope of Certification with all needed tools (personnel and documents) this should be assured by RACS prior to conduct the certification process. RACS defines and check its capabilities and competence to perform the certification scheme which RACS has no previous experience.
  - ✓ Gather all information related to client and ensure they are sufficient for the certification Process.
  - ✓ Obtain client agreement on certification scope and standards assuring full understanding of the certification Process.
  - ✓ Request obtaining all other necessary information to complete the Certification Process according to relevant Certification scheme.
  - ✓ Provide a quotation to the client; containing the scope of work and fees related to each step of the certification process.
  
- Head of Sales and Marketing Department performs the explanatory roles whenever needed in the initial step upon providing the application form. The Head of Sales and Marketing Department does not interfere with the audit process and/or audit conducting.

**5.2 Application Review**

- Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services. (RACS/AG/10) which will direct the client to read and understand the Certification Agreement available in RACS Website prior to conducting the certification process, specifically after sharing the application by client

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requesting RACS QUALITY to certify its products, services or facilities. In addition to the certification agreement, Non-Disclosure Agreement (RACS/Ag/03) shall be considered by the client. By signing the General Conditions for Certification Services (RACS/AG/10), client accepts all the conditions set forth in both Certification Agreement (RACS/Ag/01) and Non-Disclosure Agreement (NDA-RACS/Ag/03). The updated version of the Certification Agreement and Non-Disclosure Agreement is available on the website for the client's reference.

- Application along with related supportive documents will be received by RACS Conformity Manager who shall perform the application review.
- If found satisfactory, Conformity Manager assigns one of RACS qualified technical team members (Conformity Officer/ (Evaluator or Auditor) this is done by using the RACS/REC/36 Summary of Staff Technical Competence, RACS/REC/68 Competency Matrix, RACS/REC/66 Staff Technical Competence in Certification Functions (Please refer to RACS/SOP/12 Resources Management-same procedure is done for assigning auditors, technical experts, and other functions related to certification) to proceed with Application Evaluation, if not satisfactory application will be returned to client for completion till it is found accepted by conformity manager.
- In case of a positive declaration of previous rejection of certification by an accredited certification body: lead auditor will identify areas of potential non-conformities and set exact points that will depend on in further investigation of these areas (including whether any area of Certification should be more addressed, or the points changes per standards to be more investigated to proof applicant completely removed previous non-conformities preventing certification).
- In case of positive declaration of previous successful certification by an accredited certification body: RACS will consider this point included in changes affecting certification, please refer to RACS/SOP/24 Post Certification Procedures.

### 5.3 Application Evaluation

#### A. **PRODUCT CERTIFICATION**

Conformity Officer shall perform conformity assessment steps (evaluation) related to the certification scheme:

- Detailed documents review for all the documents and evaluation of product the eligibility of the Product for certification to assure compliance according to applicable schemes and standards.
- Document review includes the check up for Test Reports parameters and results.
- The criteria of approving Certificates of raw materials composing the finished products is that to be issued by 3<sup>rd</sup> party accredited certification body recognized by scheme owner.

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

#### **Evaluation Outcome results:**

- If evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- Evaluation includes Product Safety Verification through test reports provided on all safety Test parameters requested by applicable scheme/standards, test reports shall be issued by 3<sup>rd</sup> party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements.
- If test reports are not complying with Standards; Conformity Officer/Assessor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, Collection of samples will be done to conduct the same laboratory tests again and for once.
- Evaluation will be repeated upon applicant re-submission of needed documents/information.
- In case clients has obtained results of determinations activities such as testing, inspection or auditing prior to certification application with RACS, such results are considered in certification process only if it has been sourced from accredited organization and determination activities performed maximum 12 months from application date.

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

## **B. FACILITY CERTIFICATION (Full Quality Assurance)**

### **5.3.1 Pre-Audit(optional)**

- Pre-Audit is an optional step chosen by applicant, its objective is to assist applicant to determine that Quality System adopted meets requirements of certification scheme and applicable standards, and it grants efficiency and sustainability for his operations related to the product/service applicant wish to certify.
- Pre-Audit is conducted once fees are paid by applicant and received by RACS.
- Steps applicable on pre-audit similar to an official audit are: Preparatory steps, application review, application evaluation except that it is not mandatory for client to reply the evaluation report and close his NCs, unless he would like to continue and close his non-conformities.
- Pre-Audit process is conducted at RACS offices or on actual site depending on the individual case in hand.
- Upon performing the Pre-Audit, audit team leader will issue the **RACS/REC/12** Evaluation Report.
- The Pre-Audit Report will give the result whether the applicant is eligible to move forward to the next step of evaluation (Actual on-site audit) or there are discrepancies and major non-conformities.
- The Pre-Audit Report will be sent from lead auditor (audit team leader) to Conformity Manager for his review and approval, and then sent to applicant. Here the evaluation ends and there is no proceeding to certification decision.
- Pre-Audit Evaluation Report to be sent by e-mail or any other suitable method, during which applicant to be informed of all the discrepancies and non-conformities that have been encountered and pointed out, to be addressed and rectified prior to the actual on-site audit.
- In case interested in continuing the certification process, applicant will be requested to confirm proceeding with the certification process (actual on-site audit).

### **5.3.2 Actual on-site audit**

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

If pre-audit exists, after applicant's assurance that he rectified all discrepancies available in the Pre-Audit Report, actual audit start.

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**

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**c. Witnessing auditor**

- Lead Auditor (audit team leader) shall perform conformity assessment steps (Evaluation) related to the certification scheme to decide on the nature of stage I and Stage II:
  - ✓ 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.
- Where Stage I audit has not been performed on-site, the duration of Stage I audit may not exceed 20% of the total audit time. Where it covers an on-site work, duration of the Stage I audit may not exceed 30% of the total audit duration.
- Whenever Stage I and II will be performed on site, a separate audit schedule will be designated for Stage I and Stage II).
- 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.

Note: For one specific audit, the same personnel can perform the Pre-Audit, and perform actual on-site audit, as he is more aware about applicant specifications and previous discrepancies and this will lead to a continuous convenient performance of the certification process.

However, to assure no risk of no conflict, for Surveillance and renewal of certification, RACS assigns a new different personnel/Lead auditor not previously related to the Pre-Audit and Initial Audit step.

**5.3.2.2 Conduct of Audit:**

Audit procedures are applicable on all different type of Certification including New Certification, Surveillance, and Re-Certification.

Stages of Audits: Audit includes a 2-stage process:

- a. Stage I Audit:** The purpose of the Stage I audit is to evaluate applicant location and site-specific conditions and to determine preparedness for the Stage II audit.

During Stage I audit, audit team will check:

- ✓ Applicant's documents submitted along with the application of certification such as company manual, system level procedures, product specifications, other certificates
- ✓ Applicant's understanding and implementation of the standard and related statutory, regulatory, and compliance issues
- ✓ Verification of scope and other relevant information needed for certification
- ✓ Applicant management system and various mechanisms are functioning properly as per the applicable standards applied for certification.

**b. Stage II Audit:**

- At on-site Stage II audit, RACS audit team will conduct interviews, examine records and documents, and observe the company's activities.
- The Stage II 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 Stage I, and Pre-Audit if applicable, Nonconformities.

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- 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.

**c. 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.

In case clients has obtained results of determinations activities such as testing, inspection or auditing prior to certification application with RACS, such results are considered in certification process only if it has been sourced from accredited organization and determination activities performed maximum 12 months from application date.

Although RACS is constrained from consulting, and therefore cannot advise the applicant on how to react to a nonconformity, RACS auditors are often able to offer a range of examples of actions that would meet the requirements of the standard, or examples of compliant (and nonproprietary) systems from experience

RACS can provide resources to applicant to better understand appropriate responses to non-conformances and root cause analysis.

Because only the applicant knows what is right for his business, RACS auditors cannot say what solutions will work best within his company. He must determine his own nonconformity resolutions. The applicant may call RACS for assistance if he encountered difficulties.

Corrective Action (if needed): At the conclusion of the Stage II 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

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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....)

**5.3.2.3 Decision of Certification:** Please refer to RACS/SOP/24 Post certification procedures- Other scopes

**5.3.2.4 First Certification Audit:**

- Certification Audit takes place at the Company’s headquarters location and, based on the Audit Schedule, at a sampling of other non-headquarter locations beginning with the most significantly sized ones will be considered as well.
- Processes and activities carried out by the Company, within the scope of Certification schemes, and that most significantly affect the Quality of the company’s Product or service shall be included in the Certification Audit.
- Where Processes and activities relate to Projects, enough Projects, or sampled sections of Projects, shall be audited to enable a decision to be made relating to compliance or non-compliance to the audit criteria.
- Records reviewed in the audit should also cover both current and closed Projects. Companies shall have approximately 3 months of Project records including completed Projects to undergo a Certification Audit. There shall be adequate documentation to demonstrate the sustainability of the company’s Quality System.

**5.3.2.5 Surveillance Audits:**

Please refer to RACS/SOP/24 Post certification procedures –Other scopes.

**5.3.2.6 Re-Certification Audits:**

Please refer to RACS/SOP/24 Post certification procedures – Other scopes.

**6. Sampling Method and Frequency:**

- 6.1** Sampling method should be done as per RACS/SOP/21 Sampling procedures.
- 6.2** Sampling frequency should be at least once during the whole certification cycle, either during the initial certification (product or facility), 1<sup>st</sup> surveillance, or 2<sup>nd</sup> surveillance, or recertification. Unless a strong justification of accepted test report presence is available so thereby no need for sampling: such accepted test report would be issued from accredited laboratory and done on relevant/similar batch of the audited products and covering the whole range of products audited. Otherwise sampling and testing both are required to assure compliance of the products.

**7. Packing and Labeling:**

Always to be considered in the related assessment checklist for evaluation and reflected in related evaluation report. In case related assessment checklist does not contain the packaging evaluation the specific standards for packaging and labeling should be used for evaluation.

**8. Justification of certification decision:**

**8.1. Review**

In Certification, as it is crucial to differentiate the roles of evaluators and certifiers to be able to respect and meet the 4-eye principle. The final recommendation (Certification Review) and approval of audit result (Certification Decision) will be done by personnel who was not involved in the audit Process and who will review the audit result then issue the recommendation for Certification.

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| <p>Audit Team Leader (Lead Auditor)</p>   | <p><b>Application Evaluation</b></p>                      | <p>1. Product Certification: Approved when:<br/>A) 100% of points highlighted in assessment checklist per relevant UAE scheme is complying.<br/>b) Lab test findings are satisfactory either during the corrective actions</p>  |
| <p>a. Conformity Officer or Technical Expert different from the person who conducted the evaluation.<br/>b. Conformity Manager or his delegates (Conformity Supervisor)</p> | <p><b>Certification Review (Final Recommendation)</b></p> | <p>2. Facility Certification: Approved when:<br/>a) 100% of major non-conformities highlighted in Evaluation report is rectified by corrective actions with supporting evidence of these actions before approval is granted and certificate is issued. Please refer to Notice Period for suspension and withdrawal and decline certification in procedure: RACS/SOP/24-Post Certification Procedures (COC Issuance Surveillance and Recertification)</p>    |
| <p>Certification Decision</p>   | <p><b>Certification Decision</b></p>                      | <p>b)100% of Minor non-conformities highlighted in evaluation report is rectified by corrective actions with supporting evidence of these actions (implemented either prior to approval is granted and certificate is issued, or after approval is granted by providing a detailed time lined action plan to eliminate the non-conformities)<br/>c) Lab test findings are satisfactory either during the certification or during the corrective actions</p> |

**9. Impact on RACS Quality System as notified body for ESMA, and as authorized certification body (3<sup>rd</sup> Party CAB) for SASO**

As per the current portfolio of Products subject for Certification in RACS Quality, the same certification System used by RACS is applicable on the scopes as RACS Certification body, ESMA Notification Body, SASO 3<sup>rd</sup> Party CAB), however the forms used might varies as following:

**A. Certification Body (Issuing RACS Certificates):** All procedures implemented in the system are applicable, all documents available the system are applicable.

**B. Notified body for Emirates Authority for Standardization& Metrology (ESMA)- (Issuing ESMA Certificate of Conformity and Emirates Quality Mark):**

All procedures implemented in the system are applicable, all documents available the system are applicable to be used, Expect the following documents should be replaced with ESMA Forms:

- Certificate template (all certificates templates below) to be replaced with (Certificate of conformity) For Emirates Quality Mark and Certificate of conformity.
- **Declaration of conformity** (No equivalent for this form available in RACS system).

**C. Certification Body (3<sup>rd</sup>Party CAB) authorized by Saudi Standards, Metrology Quality Organization (SASO)- (Issuing SASO Certificate of Conformity and Saudi Quality Mark):**

All procedures implemented in the system are applicable, all documents available the system are applicable to be used, Expect the following documents should be replaced with SASO Forms:

- Certificate template (all certificates templates below) to be replaced with (Certificate of conformity) For SASO Quality Mark
- Application Form to be replaced with SASO Form ( نموذج طلب الحصول على الترخيص باستعمال علامة الجودة )
- Evaluation Report (RACS/REC/12) to be replaced with SASO Form (NON-Conformity Report QMS- F –10 - 58 تقرير التدقيق والترخيص باستعمال علامة الجودة (Evaluation and SASO Mark licensing report (تقرير حالات عدم المطابقة الجودة)
- Sample Request Form (RACS/REC/15) to be replaced with SASO Form (إحالة عينات (Samples to transfer to lab للمختبر (Sample Withdrawal Form محضر سحب عينات)
- Application Review Form (RACS/REC/13) to be replaced with SASO Form ( نموذج دراسة طلب الحصول على ترخيص باستعمال علامة الجودة (No equivalent for this form available in RACS system).
- Declaration of conformity (No equivalent for this form available in RACS system).
- Opening and Closing meeting will be replaced with the SASO Form (قائمة الحضور Attendees List)
- Audit Schedule Form(RACS/REC/13) will be replaced with SASO Form ( نموذج ابلاغ (Audit informing application مخطط التدقيق المبدئي (Initial Audit Schedule) and (المنشأة بموعد تنفيذ التدقيق وكذلك اعضاء فريق التدقيق)

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**Pre-Certification Procedures- Handling Applications from Submission until Issuance of COC -  
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**D. Notified body for Gulf Standard Organization (GSO) Issuing G-Mark Certificates**

All procedures implemented in the system are applicable, all documents available the system are applicable to be used.

**10. Process Map**

- RACS /WI/01 Certification Process Flow Chart (RACS-Notified Body)
- RACS/WI/02 Certification Process Flow Chart (RACS-Certification Body)
- RACS/WI/03 (Flow chart) Procedure Certification Application-Conformity Officers

**11. Related Forms:**

**11.1 Specific Forms**

**a. FORMS-SPECIFIC SCOPES -(Cosmetics-Perfumes-Detergents)**

- **CAB/REC/01:** Legal & Quality Documents-List of certification requirements per UAE Scheme Detergents
- **CAB/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme-Perfumes
- **CAB/REC/03:** Legal & Quality Documents-List of certification requirements per UAE Scheme-Cosmetics
- **CAB/REC/05:** Assessment Checklist ISO 14001: Environmental management systems Requirements with guidance for use
- **CAB/REC/06:** Assessment Checklist BS OHSAS 18001 Occupational Health and Safety Management Systems— Requirements
- **CAB/REC/07:** Application Form
- **CAB/REC/08:** Assessment Checklist UAE.S GSO 2059 Synthetic liquid detergents for Clothing and fabrics
- **CAB/REC/09:** Assessment Checklist UAE.S GSO 151 Synthetic Detergents–Detergents Powder
- **CAB/REC/10:** Assessment Checklist UAE.S GSO 1946 Synthetic Detergents for Kitchen
- **CAB/REC/11:** Assessment Checklist-UAE.S GSO 2077 Colored textiles detergent
- **CAB/REC/12:** Assessment Checklist -UAE.S GSO 461 Liquid Carpet Shampoos
- **CAB/REC/13:** Assessment Checklist -UAE.S GSO 877 Soap Flakes
- **CAB/REC/14:** Assessment Checklist -UAE.S GSO 884 Liquid Glass Cleaner
- **CAB/REC/15:** Assessment Checklist -UAE.S GSO 528 Liquid chlorine
- **CAB/REC/16:** Assessment Checklist UAE.S GSO/ISO 22716 Cosmetics – Good Manufacturing Practice
- **CAB/REC/17:** Assessment Checklist-UAE.S GSO 1110 Sodium Bicarbonate
- **CAB/REC/21:** Assessment Checklist-GSO 1943-Cosmetics&Personal Care Products
- **CAB/REC/22:** COSMETICS - Cosmetics Product Certificate Template
- **CAB/REC/23:** COSMETICS - Cosmetics Facility Certificate Template
- **CAB/REC/24:** COSMETICS - Detergents Products Certificate Template
- **CAB/REC/25:** COSMETICS - Detergents Facility Certificate Template
- **CAB/REC/26:** COSMETICS - Perfumes Product Certificate Template
- **CAB/REC/27:** COSMETICS - Perfumes Facility Certificate Template

**b. FORMS–SPECIFIC SCOPES -Tobacco Products**

- **TBC/REC/01:** UAE.S GSO ISO 10185:2007-Tobacco and Tobacco Products Vocabulary
- **TBC/REC/02:** Application Form
- **TBC/REC/03:** Legal & Quality Documents-List of certification requirements per UAE Scheme–Tobacco Products
- **TBC/REC/04:** Assessment Checklist- UAE.S/ GSO 1415 :2011 Almeassel tobacco
- **TBC/REC/05:** Assessment Checklist- UAE S. GSO 597:2009 Cigarettes
- **TBC/REC/07:** Assessment Checklist- GSO 05/CD/246:2011 Packaging and Labeling for Tobacco
- **TBC/REC/09:** TOBACCO - Tobacco Product Certificate Template
- **TBC/REC/10:** Assessment Checklist- UAE S. GSO 2050:2010 for Tobacco Pipe (Dokha)

**c. FORMS–SPECIFIC SCOPES –Children Toys**

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

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- **CTY/REC/09:** ANNEX VI: Manufacturer Conformity Declaration of Toys
- **CTY/REC/10:** ANNEX VII: Importer Conformity Declaration of Toys

**d. FORMS–SPECIFIC SCOPES Oxo-Biodegradation & Plastic Products**

- **OBP/REC/01:** Assessment Checklist UAE.S 5009:2009-Standard & Specification for Oxo-Biodegradation of Plastic Bags and other Disposable Plastic Objects
- **OBP/REC/03:** Application Form
- **OBP/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme–Oxo Biodegradables
- **OBP/REC/06:** Plastic objects – Product Certificate Template
- **OBP/REC/07:** Plastic Objects – Facility Certificate Template

**e. FORMS–SPECIFIC SCOPES -Petroleum Products**

- **PTM/REC/01:** Assessment Checklist- UAE.S 477:2013 Diesel (Gas Oil)
- **PTM/REC/02:** Application Form
- **PTM/REC/03:** Assessment Checklist- UAE.S GSO 1785/2013 Lubricating Oils for Internal Combustion Engines
- **PTM/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Petroleum Products
- **PTM/REC/06:** Petroleum - Facility Certificate
- **PTM/REC/07:** Petroleum Product-Diesel Certificate Template
- **PTM/REC/08:** Petroleum Product-Other Products- Certificate Template
- **PTM/REC/09:** Petroleum Product –Lubricant Oil Certificate Template
- **PTM/REC/10:** Assessment Checklist-UAE.S GSO ISO 4925\_2009-E Road Vehicle

**f. FORMS–SPECIFIC SCOPES – Organic Products**

- **ORG/REC/01:** Assessment Checklist-UAE.S GSO 2374:2014 Guidelines for the Production, Processing, Labeling and Marketing of Organically Produced Foods
- **ORG/REC/02:** Application Form
- **ORG/REC/03:** Assessment Checklist- Organic Food
- **ORG/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme –Organic Products
- **ORG/REC/06:** ORGANIC - Organic Product Certificate Template

**g. FORMS–SPECIFIC SCOPES - Retreaded Tires**

- **RTR/REC/01:** Assessment Checklist UAE.S 962:2006 Motor Vehicles – Retreaded Tires and their Method of Test
- **RTR/REC/02:** Application form
- **RTR/REC/03:** Legal & Quality Documents-List of certification requirements per UAE Scheme–Petroleum Products
- **RTR/REC/05:** Retreaded Tires Product Certificate Template (Previous RACS/REC/83)

**h. FORMS–SPECIFIC SCOPES- Water**

- **WTR/REC/01:** Assessment Checklist -UAE.S /GSO 1025 :2009- Bottled drinking water
- **WTR/REC/02:** Application Form
- **WTR/REC/03:** Assessment Checklist-UAE.S/GSO 2232 :2012 Labeling for drinking water
- **WTR/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Drinking Water
- **WTR/REC/05:** Assessment Checklist- UAE.S /GSO 987 :2013 Bottled natural mineral water
- **WTR/REC/06:** Assessment Checklist- UAE.S /GSO 1694 :2007 General Principles of Food Hygiene CODEX STANDARD CAC/RCP 48-1985 UAE S. GSO 21:1984
- **WTR/REC/07:** Assessment Checklist- UAE.S /GSO 1694 :2007 General Principles of Food Hygiene CODEX STANDARD CAC/RCP 33-1985 UAE S. GSO 21:1984
- **WTR/REC/09:** Assessment Checklist- UAE.S GSO 384/ 1994 Ice for Human Consumption
- **WTR/REC/10:** Water Facility Certificate Template
- **WTR/REC/11:** Assessment Checklist- UAE.S GSO 384/ 1994 Ice for Human Consumption

**i. FORMS–SPECIFIC SCOPES – Food Contact Materials**

- **FCM/REC/01:** Assessment Checklist -UAE.S/GSO 2231 :2012-General Requirements for the materials intended to come into contact with food
- **FCM/REC/02:** Application Form
- **FCM/REC/03:** Legal & Quality Documents-List of certification requirements per UAE Scheme –FCM

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- **FCM/REC/05:** Food Contact Materials -Product Certificate Template
- **FCM/REC/06:** Food Contact Materials -Facility Certificate Template

**j. FORMS–SPECIFIC SCOPES - Electrical Products**

- **EGA/REC/01:** Assessment Checklist- Household and Electrical Appliances
- **EGA/REC/02:** Assessment Checklist- Gas Cookers
- **EGA/REC/03:** LABEL REQUEST FORM (Energy Efficiency Standardization and Labeling Program)
- **EGA/REC/04:** Legal & Quality Documents-List of certification requirements per UAE Scheme –Electrical
- **EGA/REC/05:** Assessment Checklist- Low Voltage-Electrical
- **EGA/REC/06:** Application Form
- **EGA/REC/08:** Electrical Product (LVE) Certificate Template
- **EGA/REC/09:** Electrical Products EESL Certificate Template
- **EGA/REC/10:** Electrical Products/LVE–Facility Certificate Template
- **EGA/REC/11:** Conformity Assessment Instructions – Appliances for Heating Liquids
- **EGA/REC/12:** Conformity Assessment Instructions – Appliances for Household Cooking Appliances
- **EGA/REC/13:** FCS Product Certification Audit Report
- **EGA/REC/14:** Product Audit Testing Report
- **EGA/REC/15:** Assessment Checklist-Household and Similar Electrical Appliances - Safety - Part 1 General Requirements 60335-1-2016
- **EGA/REC/16:** Assessment Checklist-GSO 218:1994 Industrial Safety and Health Regulations – Electrical – Part 2: Low Voltage
- **EGA/REC/17:** Assessment Checklist-IEC 60228 Conductors of Insulated Cables
- **EGA/REC/18:** Assessment Checklist-IEC 60502-1 Power cables with extruded insulation and their accessories for rated voltages
- **EGA/REC/19:** Assessment Checklist -IEC 60502-2
- **EGA/REC/20:** EGA-REC20-Rev00 Assessment Checklist -IEC 60840

**k. FORMS–SPECIFIC SCOPES – Energy Drinks Products**

- **END/REC/01:** Assessment Checklist- UAE.S 1926 :2015 ENERGY DRINKS
- **END/REC/02:** Application form
- **END/REC/03:** Legal & Quality Documents-List of certification requirements per UAE Scheme –Energy Drinks
- **END/REC/05:** Energy Drinks Product Certificate Template

**l. FORMS–SPECIFIC SCOPES – Paints Products**

- **PNT/REC/01** Legal & Quality Documents-List of certification requirements per UAE Scheme –Paints
- **PNT/REC/02:** Application form
- **PNT/REC/04:** Paint Product Certificate Template

**m. FORMS–SPECIFIC SCOPES – Pesticides Products**

- **PST/REC/01:** Legal & Quality Documents-List of certification requirements-Pesticides
- **PST/REC/02:** Application form

**n. FORMS–SPECIFIC SCOPES -Liquefied Petroleum GAS Products**

- **LPG/REC/01:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Liquefied Petroleum Gas(LPG) Cylinders.
- **LPG/REC/02:** Application form- Liquefied Petroleum Gas (LPG) Cylinders.
- **LPG/REC/04:** Test Report Evaluation
- **LPG/REC/05:** LPG Product Certificate Template
- **LPG/REC/06:** LPG Facility Certificate Template

**o. FORMS–SPECIFIC SCOPES – Water Heater**

- **WTH/REC/01:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Water Heater
- **WTH/REC/02:** Application form- Water Heater.
- **WHT/REC/04:** Assessment Checklist-UAE.S 5010-4 2014 Water Heater

**p. FORMS–SPECIFIC SCOPES – Scooters**

- **SCO/REC/01** : Application form- Scooters
- **SCO/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Scooters
- **SCO/REC/04:** Assessment Checklist- SASO-GSO-IEC-60335-1Household and Similar Electrical Appliances - Safety - Part 1: General Requirements

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**Pre-Certification Procedures- Handling Applications from Submission until Issuance of COC -  
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- **SCO/REC/05:** Assessment Checklist- SASO-IEC-62133 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Safety requirements for portable sealed secondary cells, and for batteries made from them, for use in portable applications
- **SCO/REC/06:** Assessment Checklist SASO-GSO-15371 Safety of toys - Replies to requests for interpretation of EN 71-1, EN 71-2, and EN 71-8
- **SCO/REC/07:** Assessment Checklist SASO-IEC-61558-2-7 Safety of Power Transformers
- **SCO/REC/08:** Assessment Checklist SASO-IEC-61558-1 Safety of power transformers, power supplies, reactors and similar products - Part 1: General requirements and tests
- **SCO/REC/09** : Assessment Checklist SASO-IEC-62660-1 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 1: Performance testing
- **SCO/REC/10:** Assessment Checklist SASO-IEC-62660-2 Secondary lithium-ion cells for the propulsion of electric road vehicles - Part 2: Reliability and abuse testing
- **SCO/REC/11:** Assessment Checklist ISO 12405-1:2011 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 1: High-power applications
- **SCO/REC/12:** Assessment Checklist ISO 12405-2 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 2: High-energy applications.
- **SCO/REC/13:** Assessment Checklist ISO 12405-3:2014 Electrically propelled road vehicles -- Test specification for lithium-ion traction battery packs and systems -- Part 3: Safety performance requirements
- **SCO/REC/14** : Scooters-Product Certificate Template
- **SCO/REC/15** : Scooters-Facility Certificate Template

**q. FORMS–SPECIFIC SCOPES – Vehicles Spare Parts**

- **VSP/REC/01:** Application Form-Vehicle Spare Parts
- **VSP/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Vehicle Spare Parts
- **VSP/REC/04:** Assessment Checklist-SASO 2260 Motor Vehicles
- **VSP/REC/05:** Assessment Checklist-SASO-ISO-3536 Road vehicles -- Safety glazing materials
- **VSP/REC/06:** Assessment Checklist-SASO-ISO-3917 Road vehicles -- Safety glazing materials -- Test methods for resistance to radiation, high temperature, humidity, fire and simulated weathering
- **VSP/REC/07:** Assessment Checklist-SASO-ISO-15082 Road vehicles -- Tests for rigid plastic safety glazing materials
- **VSP/REC/08:** Assessment Checklist- SASO-ISO-13837 Road vehicles -- Safety glazing materials -- Method for the determination of solar transmittance
- **VSP/REC/09:** Assessment Checklist-SASO-ISO-3538 Road vehicles -- Safety glazing materials -- Test methods for optical properties
- **VSP/REC/10:** Assessment Checklist-SASO1438-Hydrometry -- Open channel flow measurement using thin-plate wires
- **VSP/REC/11:** Assessment Checklist-SASO1553-Unalloyed copper containing not less than 99,90 % of copper - - Determination of copper content -- Electrolytic method
- **VSP/REC/12:** Assessment Checklist-SASO 82-Motor Vehicles - Engine Radiator
- **VSP/REC/13:** Assessment Checklist-SASO 273-Motor Vehicles: front and rear exterior protection devices for passengers' cars (Bumpers etc.) and its methods of test.
- **VSP/REC/14:** Assessment Checklist-SASO 442-Road vehicles - Sound signaling devices - Technical specifications.
- **VSP/REC/15:** Assessment Checklist-SASO 526-Motor vehicles - safety belts.
- **VSP/REC/16:** Assessment Checklist-SASO 769-Motor vehicles - door locks and door hinges
- **VSP/REC/17:** Assessment Checklist-SASO770-Motor vehicles - Methods of testing of rear view mirrors.
- **VSP/REC/18:** Assessment Checklist-SASO 932 Air Filters for internal Conduction Engines
- **VSP/REC/19:** Assessment Checklist-SASO1444-Cruise Controller
- **VSP/REC/20:** Assessment Checklist-SASO-ISO-15622- Intelligent transport systems -- Adaptive Cruise Control systems -- Performance requirements and test procedures
- **VSP/REC/21:** Assessment Checklist-SASO2231-Motor vehicle-head lamp-performance requirements
- **VSP/REC/22:** Assessment Checklist- SASO 2209-Motor vehicles child restraint system
- **VSP/REC/23:** Vehicles Spare Parts-Product Certificate Template
- **VSP/REC/24:** Vehicles Spare Parts-Facility Certificate Template

**r. FORMS–SPECIFIC SCOPES - Batteries**

- **BAT/REC/01:** Application Form-Batteries
- **BAT/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Batteries

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- **BAT/REC/04:** Assessment Checklist-SASO IEC/61951-1 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Portable sealed rechargeable single cells - Part 1: Nickel-cadmium
- **BAT/REC/05:** Assessment Checklist- SASO-IEC-61951-2 Optional Active
- Secondary cells and batteries containing alkaline or other non-acid electrolytes - Portable sealed rechargeable single cells - Part 2: Nickel-metal hydride
- **BAT/REC/06:** Assessment Checklist-SASO-IEC-60622 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Sealed nickel-cadmium prismatic rechargeable single cells
- **BAT/REC/07:** Assessment Checklist-SASO-IEC-60623 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Vented nickel-cadmium prismatic rechargeable single cells
- **BAT/REC/08:** Assessment Checklist-SASO IEC/61150 Rechargeable Batteries (secondary)
- **BAT/REC/09:** Assessment Checklist-SASO IEC/62659-Nanomanufacturing - Large scale manufacturing for nanoelectronics
- **BAT/REC/10:** Assessment Checklist-SASO-IEC-60086-1 Primary batteries - Part 1: General
- **BAT/REC/11:** Assessment Checklist-SASO-IEC-60086-2 Primary batteries - Part 2: Physical and electrical specifications
- **BAT/REC/12:** Assessment Checklist-SASO-IEC-60086-3 Primary batteries - Part 3: Watch batteries
- **BAT/REC/13:** Assessment Checklist-SASO-IEC-60086-4 Primary batteries - Part 4: Safety of lithium batteries
- **BAT/REC/14:** Assessment Checklist-SASO-1919 Lead-acid starter batteries used for motor vehicles and internal combustion engines.
- **BAT/REC/15:** Assessment Checklist-SASO-IEC-60896-11 Stationary lead-acid batteries - Part 11: Vented types - General requirements and methods of tests
- **BAT/REC/16:** Assessment Checklist-SASO-IEC-60896-21 Stationary lead-acid batteries - Part 21: Valve regulated types - Methods of test
- **BAT/REC/17:** Assessment Checklist-SASO-IEC-60896-22 Stationary lead-acid batteries - Part 22: Valve regulated types – Requirements
- **BAT/REC/18:** Assessment Checklist-SASO-IEC-61982-1 Secondary batteries for the propulsion of electric road vehicles - Part 1: Test parameters
- **BAT/REC/19:** Assessment Checklist-SASO-IEC-61982-2 Secondary batteries for the propulsion of electric road vehicles - Part 2: Dynamic discharge performance test and dynamic endurance test
- **BAT/REC/20:** Assessment Checklist-SASO-IEC-61960 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Secondary lithium cells and batteries for portable applications
- **BAT/REC/21:** Assessment Checklist-SASO-IEC-62133 Secondary cells and batteries containing alkaline or other non-acid electrolytes - Safety requirements for portable sealed secondary cells, and for batteries made from them, for use in portable applications
- **BAT/REC/22:** Assessment Checklist-SASO-IEC-61056-1 General purpose lead-acid batteries (valve-regulated types) - Part 1: General requirements, functional characteristics - Methods of test
- **BAT/REC/23:** Assessment Checklist-SASO-IEC-61056-2 General purpose lead-acid batteries (valve-regulated types) - Part 2: Dimensions, terminals and marking
- **BAT/REC/24:** Batteries-Product Certificate Template (Previous RACS/REC/98)
- **BAT/REC/25:** Batteries -Facility Certificate Template
- **BAT/REC/26:** Assessment Checklist-SASO-IEC-60086-5 Primary batteries - Part 5: Safety of batteries with aqueous electrolyte
- **BAT/REC/27:** Assessment Checklist-SASO-269 Dry primary batteries

**s. FORMS–SPECIFIC SCOPES- Plastic, Electrical and Metal Water Fittings**

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

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- **PEMF/REC/11:** Assessment Checklist-SASO-1014 Socket and spigot ductile cast iron pipes for pressure pipelines
- **PEMF/REC/12:** Plastic, Electrical and Metal Water Fittings-Product Certificate Template (Previous RACS/REC/)
- **PEMF/REC/13:** Plastic, Electrical and Metal Water Fittings-Facility Certificate Template

**t. FORMS–SPECIFIC SCOPES-Textiles:**

- **TXT/REC/01:** Application form- Textiles
- **TXT/REC/02:** Legal & Quality Documents-List of certification requirements per UAE Scheme – Textiles
- **TXT/REC/04:** Assessment Checklist-SASO-394 head cloth for men -white ghutra
- **TXT/REC/05:** Assessment Checklist-SASO-557 head cloth for men -cotton shemagh and blended (cotton /polyester) shemagh Replaced By: SASO-GSO-277
- **TXT/REC/06:** Assessment Checklist-SASO 1007 Ihram dress.
- **TXT/REC/07:** Assessment Checklist-SASO 1157 Arabic Clothing
- **TXT/REC/08:** Assessment Checklist-SASO-1617 Prayer rugs
- **TXT/REC/09:** Assessment Checklist-SASO 2137 Women's abaya and Tarah fabrics.
- **TXT/REC/10:** Assessment Checklist-SASO-1934 Woven polyester fabric for thobes.
- **TXT/REC/11:** Assessment Checklist-SASO 1329 Fabrics for civilian tents.  
SASO-645 Requirements for fire retardant tent fabrics.
- **TXT/REC/12:** Assessment Checklist-SASO-ISO-5912 Camping tents
- **TXT/REC/13:** Assessment Checklist-SASO-ISO-8095 PVC-coated fabrics for tarpaulins – Specification
- **TXT/REC/14:** Assessment Checklist-SASO-ISO-10966 Sports and recreational equipment -- Fabrics for awnings and camping tents- Specification.
- **TXT/REC/15:** Assessment Checklist-ISO 8936 Awnings for leisure accommodation vehicles -- Requirements and test methods
- **TXT/REC/16:** Assessment Checklist-SASO-1167 Woven carpets
- **TXT/REC/17:** Assessment Checklist-SASO-1631 Out -Door tinted cut- pile textile floor covering "Artificial grass"
- **TXT/REC/18:** Assessment Checklist-SASO-ISO-11859 Textile floor coverings -- Pure wool, hand-knotted pile carpets – Specification.
- **TXT/REC/19:** Assessment Checklist-SASO-ISO-11860 Textile floor coverings -- Jute carpet backing fabric – Specification
- **TXT/REC/20:** Assessment Checklist-SASO-559 Woven woolen blankets.
- **TXT/REC/21:** Assessment Checklist-SASO-1000 Acrylic blankets
- **TXT/REC/22:** Assessment Checklist-SASO-1625 Cotton terry towel
- **TXT/REC/23:** Assessment Checklist-SASO-1627 Bed sheets and pillowslips (50/50 cotton/polyester) for general use
- **TXT/REC/24:** Assessment Checklist-SASO-ISO-1957 Machine-made textile floor coverings -- Selection and cutting of specimens for physical tests
- **TXT/REC/25:** Assessment Checklist-SASO-561 Car upholstery -Fabric for car seats Replaced By: SASO-GSO-280
- **TXT/REC/26:** Assessment Checklist-SASO 1171 Woven and knitted upholstery fabrics for domestic use.
- **TXT/REC/27:** Assessment Checklist-SASO-1941 Plastics-coated fabrics for upholstery-part 1: PVC-coated knitted fabrics.
- **TXT/REC/28:** Assessment Checklist-SASO-1942 Plastics-coated fabrics for upholstery-part 2: PVC coated woven fabrics
- **TXT/REC/29:** Assessment Checklist-SASO-ISO-7617-1 Plastics-coated fabrics for upholstery -- Part 1: Specification for PVC-coated knitted fabrics
- **TXT/REC/30:** Assessment Checklist-SASO-1944 Methods of testing plastics-coated fabrics for upholstery
- **TXT/REC/31:** Assessment Checklist-SASO-2388 PVC product (synthetic leather) for upholstery and stationary
- **TXT/REC/32:** Assessment Checklist-SASO-2389 plastics coated fabrics for upholstery - specification for light pvc-coated, woven, knitted, non-woven fabrics
- **TXT/REC/33:** Assessment Checklist-SASO-1173 Identification labels for textile products.
- **TXT/REC/34:** Assessment Checklist-SASO-ISO-3758 Textiles - Care labelling code using symbols
- **TXT/REC/35:** Assessment Checklist-SASO-1169 Cotton knitted fabrics for underwear.
- **TXT/REC/36:** Assessment Checklist-SASO-1170 Methods of testing for cotton knitted fabrics for underwear.
- **TXT/REC/37:** Assessment Checklist-SASO-2636 Men's socks- cotton and nylon socks
- **TXT/REC/38:** Assessment Checklist-SASO-2637 Methods of Test Men's socks
- **TXT/REC/39:** Assessment Checklist-SASO-GSO-1829 Technical requirements for woven fabrics garments.
- **TXT/REC/40:** Assessment Checklist-SASO-GSO-1828 Technical Requirements for Woven Fabrics
- **TXT/REC/41:** Assessment Checklist-SASO-783 Replaced Methods of testing woven silk fabric. Replaced By: SASO-GSO-432

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- **TXT/REC/42:** Assessment Checklist-SASO-784 Woven silk fabric
- **TXT/REC/43:** Assessment Checklist-SASO-1008 Methods of testing woven bended fabrics - 55% polyester/m - 45% wool
- **TXT/REC/44:** Assessment Checklist-SASO-1009 Woven blended fabrics - 55% polyester - 45% wool - plaids
- **TXT/REC/45:** Assessment Checklist-SASO-1629 Fabrics for men's workwear
- **TXT/REC/46:** Assessment Checklist-SASO-1630 Methods of testing men's workwear fabrics.
- **TXT/REC/47:** Assessment Checklist-SASO-2256 Rubber- or plastics- coated fabrics for water resistant clothing-part1: PVC -coated fabrics
- **TXT/REC/48:** Assessment Checklist-SASO-2257 Rubber or Plastic-Coated Fabrics for Water Resistant Clothing Part 2: Polyurethane and Silicon Elastomer Coated Fabrics
- **TXT/REC/49:** Assessment Checklist-2002/61/CE Covers Textiles, Fabrics, Accessories and Underwear
- **TXT/REC/50:** Assessment Checklist-2004/21/CE Covers Textiles, Fabrics, Accessories and Underwear
- **TXT/REC/51:** Textiles-Product Certificate Template
- **TXT/REC/52:** Textiles-Facility Certificate Template

**u. FORMS–SPECIFIC SCOPES - Protective Safety Equipment**

- **PSE/REC/01:** Application Form
- **PSE/REC/02:** List of certification requirements-Protective Safety Equipment
- **PSE/REC/04:** Protective Safety Equipment-Product Certificate Template
- **PSE/REC/05:** Protective Safety Equipment-Facility Certificate Template.
- **PSE/REC/06:** Assessment Checklist- BS EN 352-3:2002 Hearing protectors' General requirements— Part 3: Ear-Muffs attached to an industrial safety helmet
- **PSE/REC/07:** Assessment Checklist-BS EN 361:2002 Personal protective equipment against falls body harnesses
- **PSE/REC/08:** Assessment Checklist-BS EN 397:2012+A1:2012 Industrial safety helmets
- **PSE/REC/09:** Assessment Checklist-BS EN 420:2003+ A1:2009 Protective gloves- General requirements and test methods
- **PSE/REC/10:** Assessment Checklist-BS EN ISO 20346:2014 Personal protective equipment — Protective footwear
- **PSE/REC/11:** Assessment Checklist-BS EN ISO 11612:2015 Protective clothing — Clothing to protect against heat and flame
- **PSE/REC/12:** Assessment Checklist-BS EN 166:2002 Personal Eye-protection — Specification

**v. FORMS–SPECIFIC SCOPES - Automated Doors & Windows**

- **ADW/REC/01:** Legal & Quality Documents - List of Certification Requirements - Automated Doors & Windows
- **ADW/REC/02:** Application Form - Automated Doors and Windows
- **ADW/REC/03:** Product Certificate Template - Automated Doors & Windows
- **ADW/REC/04:** UAE.S IEC 60335-2-95:2012: Part 2-95: Requirements for drives for vertically moving garage doors for residential use
- **ADW/REC/05:** UAE.S IEC 60335-2-103:2013: Part 2-103: Requirements for drives for gates, doors and windows
- **ADW/REC/06:** UAE.S IEC 60730-2-12:2015: Automatic electrical controls - Part 2-12: Requirements for electrically operated door locks
- **ADW/REC/07:** UAE.S EN 12453:2001: Industrial, commercial and garage doors and gates. Safety in use of power operated doors requirements
- **ADW/REC/08:** UAE.S EN 12604:2000: Industrial, commercial and garage doors and gates. Mechanical aspects requirements
- **ADW/REC/09:** UAE.S EN 12978:2003: Industrial, commercial and garage doors and gates. Safety devices for power operated doors and gates. Requirements and test methods
- **ADW/REC/10:** UAE.S EN 1760-2:2001: Safety of machinery. Pressure sensitive protective devices. General principles for the design and testing of pressure sensitive edges and pressure sensitive bars
- **ADW/REC/11:** UAE.S EN 12605:2000: Industrial, commercial and garage doors and gates. Mechanical aspects. Test methods
- **ADW/REC/12:** UAE.S EC 60950-1:2005: Information technology equipment - Safety - Part 1: General Requirements
- **ADW/REC/13:** UAE.S EN 12445:2001: Industrial, commercial and garage doors and gates. Safety in use of power operated doors. Test methods

**w. FORMS–SPECIFIC SCOPES – HONEY**

- **HON/REC/01:** Legal & Quality Documents - List of certification requirements – HONEY

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- **HON/REC/02:** Application Form – HONEY
- **HON/REC/03:** Product Certificate Template – HONEY
- **HON/REC/04:** Assessment Checklist UAE.S 147 2017

**x. FORMS–SPECIFIC SCOPES – IECEX**

- **IECEX/REC/01:** Legal & Quality Documents - List of certification requirements – IECEX
- **IECEX/REC/02:** Application Form - IECEX
- **IECEX/REC/03:** Product Certificate Template – IECEX
- **IECEX/REC/04:** 60079-0 Explosive atmospheres - Part 0: Equipment - General requirements
- **IECEX/REC/05:** 60079-1 Explosive atmospheres - Part 1: Equipment protection by flameproof enclosures 'd'
- **IECEX/REC/06:** 60079-2 Explosive atmospheres - Part 2: Equipment protection by pressurized enclosures 'P'

**y. FORMS–SPECIFIC SCOPES – Water Fixtures**

- **WFX/REC/01:** Legal & Quality Documents - List of certification requirements - Water Fixtures
- **WFX/REC/02:** Application Form - Water Fixtures
- **WFX/REC/03:** Product Certificate Template - Water Fixtures
- **WFX/REC/04:** DIN EN 200 Sanitary tapware – Single taps and combination taps for water supply systems of type 1 and type 2 – General technical specification
- **WFX/REC/05:** DIN EN 817 Sanitary tapware – Mechanical mixing valves (PN 10) – General technical specifications
- **WFX/REC/06:** DIN EN 1111 Sanitary tapware - Thermostatic mixing valves (PN 10) General technical specification
- **WFX/REC/07:** Sanitary tapware - General specification for electrodeposited coatings of Ni-Cr - DIN EN 248
- **WFX/REC/08:** DIN 1112 Sanitary tapware –Shower outlets for sanitary tapware for water supply systems of type 1 and type 2 – General technical specification
- **WFX/REC/09:** DIN EN 1113 Sanitary tapware – Shower hoses for sanitary tapware for water supply systems of type 1 and type 2 – General technical specification
- **WFX/REC/10:** ASME A1 12.1 9.6-1 NU5 (Revision of ASME A1 12.1 9.6-1 990) Hydraul Performance Requirements for Water Closets and Urinals
- **WFX/REC/11:** ASME A112.19.19-2016 Vitreous China Nonwater Urinals
- **WFX/REC/12:** Z124.9 – 2004 American National Standard for Plastic Urinal Fixtures
- **WFX/REC/13:** ASME A112.18.1-2012/ CSA B125.1-12 Plumbing supply fittings
- **WFX/REC/14:** ASME A112.19.2-2013/CSA B45.1-13 Ceramic plumbing fixtures
- **WFX/REC/15:** CSA B45.5-17/IAPMO Z124-2017 Plastic plumbing fixtures
- **WFX/REC/16:** ASME A112.19.9 M or CSA B45.1 - Fixture Materials
- **WFX/REC/17:** Z124.1.2 – 2005 American National Standard for Plastic Bathtub and Shower Units
- **WFX/REC/18:** NSF / ANSI 61 Drinking water system components Health effects
- **WFX/REC/19:** Cabinet Resolution No. (43) of 2014 Concerning the Emirates scheme for controlling water conservation fixture
- **WFX/REC/20:** Assessment Checklist-Z124.4 – 2006 American National Standard for Plastic Water Closet Bowls and Tanks

**z. FORMS–SPECIFIC SCOPES – Children Car Seats**

- **CCS/REC/01:** Legal & Quality Documents - List of certification requirements - Children Car Seats
- **CCS/REC/02:** Application Form - Children Car Seats
- **CCS/REC/03:** Product Certificate Template - Children Car Seats
- **CCS/REC/04:** UNECE R 44 -Uniform provisions concerning the approval of restraining devices for child occupants of power-driven vehicles ('Child Restraint Systems' CRS)
- **CCS/REC/05:** UNECE R 129 - UN Regulation No 129 (Enhanced Child Restraint Systems ECRS) - Increasing children safety in vehicles
- **CCS/REC/06:** FMVSS 213 - Federal Motor Vehicle Safety Standard No. 213 Child Restraint Systems

**aa. FORMS–SPECIFIC SCOPES – Data & Communication Cables**

- **DCC/REC/01:** Legal & Quality Documents-List of Certification Requirements - Data & Communication Cables
- **DCC/REC/02:** Application Form - Data & Communication Cables
- **DCC/REC/03:** Product Certificate Template - Data & Communication Cables
- **DCC/REC/05:** Assessment Checklist- IEC 61156-1-1 / Part 1-1: Capability Approval – Generic specification
- **DCC/REC/06:** Assessment Checklist- IEC 60794-1-3-/Optical fiber cables – Part 1-3: Generic specification – Optical cable elements

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- **DCC/REC/07:** Assessment Checklist- IEC 61196-1-1 -/Coaxial communication cables – Part 1-1: Capability approval for coaxial cables
- **DCC/REC/08:** Assessment Checklist- IEC 61196-1-/COAXIAL COMMUNICATION CABLES – Part 1: Generic specification – General, definitions and requirements

**bb. FORMS–SPECIFIC SCOPES – Customized Vehicles**

- **CUV/REC/01:** Legal & Quality Documents - List of certification requirements - Customized Vehicles
- **CUV/REC/02:** Application Form - Customized Vehicles
- **CUV/REC/03:** Product Certificate Template - Customized Vehicles
- **CUV/REC/04:** Assessment Checklist- UAE.S 5014:2016 Safety Requirement for Modified Vehicles
- **CUV/REC/05:** Assessment Checklist- GSO 42 2015 - MOTOR VEHICLES - GENERAL REQUIREMENTS

**cc. FORMS–SPECIFIC SCOPES – Metrology**

- **IMS/REC/01:** Legal & Quality Documents
- **IMS/REC/02:** Application Form
- **IMS/REC/03:** Product Certificate Template
- **IMS/REC/04:** Industrial Metrology System Evaluation Report (Assessment Checklist)
- **IMS/REC/05:** Assessment Checklist-NAWI
- **IMS/REC/06:** Assessment Checklist-Medical
- **IMS/REC/07:** Assessment Checklist-Taxi meters

Please refer to the Quality Master List RACS/REC/01 for the updated and additional forms.

**11.2 General Forms:**

Other Agreements, SOPs, Records related to the SOP 18 as follows:

|   |              |
|---|--------------|
| Quality Master List   | RACS/REC/01  |
| Evaluation Report   | RACS/REC/12  |
| Audit Schedule Form   | RACS/REC/13  |
| Post certification Procedures (COC issuance, Surveillance and re-certification)-all scopes other than HALAL   | RACS/SOP/24  |
| RACS Certified Clients/Products Registry.   | RACS/REC/14  |
| Audit Planning Procedure (Preparation, stage I, Stage II, Audit Realization)  | RACS/SOP/04  |
| Sample Request Form   | RACS/REC/15  |
| Invoice   | RACS /REC/43 |
| Schedule of Fees  | RACS /REC/46 |
| Opening/Closing Meeting   | RACS /REC/41 |
| Certification Agreement   | RACS/AG/01   |
| NDA/RACS Quality-client/Contractor  | RACS/AG/03   |
| ESMA Certificate of conformity Template   |              |
| ESMA EQM Certificate  |              |
| ESMA Declaration of conformity  |              |
| SASO Quality Mark Certificate   |              |
| SASO Mark Application (نموذج طلب الحصول على الترخيص باستعمال علامة الجودة)  |              |
| SASO Form (NON-Conformity Report QMS- F -10 - 58 (تقرير حالات عدم المطابقة) and (Evaluation and SASO Mark licensing report (تقرير التدقيق والترخيص باستعمال علامة الجودة) |              |
| SASO Form (Samples to transfer to lab (محضر سحب (إحالة عينات للمختبر (Sample Withdrawal Form (عينات)  |              |
| Application Review Form (نموذج دراسة طلب الحصول على ترخيص باستعمال علامة الجودة)  |              |
| SASO Declaration of conformity  |              |
| SASO Form (Attendees List (قائمة الحضور)  |              |
| SASO Form (Audit informing application (نموذج ابلاغ المنشأة بموعد تنفيذ التدقيق وكذلك اعضاء فريق التدقيق) and (Initial Audit Schedule (مخطط التدقيق المبدئي)              |              |

**12. References**

- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.

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- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- 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.
- ISO 17067, 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).
- Decree n° 6386 issued by the Trade and Industry Ministry of Saudi Arabia (MOCI), dated the 4th of August 2004
- ISO/IEC TR 17026:2015 Conformity Assessment -- Example of a certification scheme for tangible products (Type 5 Product Certification Scheme).
- 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  |
|--------------|------------|---|
| May 4, 2016  | 00         | Initial- (SOP RACS-SOP23-Rev01 Head Office Supervision of Branch Offices)   |
| Nov 15, 2016 | 01         | Modify. Related forms to include specific list of RACS' Records & SOPs related to the document. (RACS-SOP23-Rev01 Head Office Supervision of Branch Offices)<br>Modify List of reference to include the last updated one. |

**Pre-Certification Procedures- Handling Applications from Submission until Issuance of COC -  
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|-----------------|----|---|
| Feb 20, 2017    | 02 | <p>Delete the previous SOP (RACS-SOP23-Rev01 Head Office Supervision of Branch Offices) and create this new document under the same number.</p> <p>This document is established based on RACS/SOP/18, after management decision of Separation between the scopes to have one specific precertification procedure for HALAL and establish new document related to other scopes (this document)</p> <p>Modify the name to be related to all other scopes than HALAL</p> <p>Remove point (Pre- Audit activities are being done by impartial personnel who will not have any relations or connection with the audit Process and certification decision making) from point 4, as it is vague and explained clearly elsewhere.</p> <p>Double check for spelling mistakes, remove duplicates and re arrange the consequence to be better understood.</p> <p>Add product certification schemes related to all other scopes, removing all information related to HALAL including related forms</p> <p>Keep the two types of certification (product certification and facility certification). Adding criteria of selecting audit team.</p> <p>Adding action against positive declaration of previous approval or rejection of certification in part: application review</p> <p>Remove SOP/19 and replace it with SOP 24.</p> <p>Adding criteria of approving raw materials certificates audited.</p> |
| April 20, 2017  | 03 | Adding ISO1 7026 to the list of reference.  |
| July 31, 2017   | 04 | <p>Adding point 6 (method of sampling and frequency); clarifying when and how sampling should be done during a certification process.</p> <p>Adding point 7 for packaging and labeling</p> <p>Shifting the other points after point No 7</p>  |
| March 21, 2018  | 05 | <p>Remove self-assessment checklist as part of the process, merged in the application form</p> <p>Include the procedure for assigning auditors using relevant competence records.</p> <p>Replaced Operations Manager to Head of Sales and Marketing Department</p> <p>Removed the scopes under purpose and scopes.</p> <p>Added points in 5.2 regarding the Certification Agreement.</p> <p>Change in Certification Review 8.1</p>  |
| August 26, 2018 | 06 | <p>Replaced Product Certification Schemes to new reference IDs (RACS/SOP to RACS/PCS)</p> <p>Removed the statement "Where applicable, in case of a client newly operating, and seeking to be certified, client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of audit performed by RACS. This will prove the efficacy and sustainability of the implemented system. After which RACS will be contacted to plan for required audits and certification." under requirements for certification.</p> <p>Remove except HALAL from the title.</p> <p>Added in Evaluation procedure:</p> <p>In case clients has obtained results of determinations activities such as testing, inspection or auditing prior to certification application with RACS, such results are considered in certification process only if it has been sourced from accredited organization and determination activities performed maximum 12 months from application date.</p>   |

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Pre-Certification Procedures- Handling Applications from Submission until Issuance of COC -  
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| September02,<br>2020 | 07 | certification committees dissolved and decision are taken by Sr. conformity managers and conformity managers and their delegates, so sop revised accordingly . |
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