

Global SASO Certification Procedure

(TUVME-ITS-PRO-020)

1. Revision History

#	Rev.	Date	Change made by	Reason for Change	Content of change
1.	0	17.08.2021	Dept	New Document	
2	1	26.08.2021	Dept	Process requirement	Process Flow for shipment Certificate, Factory Audit
3	2	18.10.2021	Dept	Process requirement	Responsibilities, Corrective Action, Handling of test samples

Date	18 October 2021
Revision:	2
Prepared by:	International Trade Services Department
Reviewed by:	Department Head
Approved by:	CEO

2. Process Conformance

Standard Model	Clause
ISO/IEC 17065	7 Process Requirements
Regulation for Conformity Assessment Bodies Registration	2.2.2
ISO/IEC 17067	
ISO/IEC 17021-1	
ISO/IEC 17025	
ISO 9001:2015	

3. Objective

This document defines the criteria for the issuance of Product Certificate (PC) and Shipment Certificate (SC) under the Technical Regulations implemented by the Saudi Standards, Metrology and Quality Org. (SASO), according to the requirements of The Ministerial Council Decision No. 216 issued on 31.05.2010.

4. Responsibility

Product Certification Manager: is responsible for the review and certification decision.

Conformity Engineers/Co-Ordinator: are responsible for evaluation and review of certification request.

Please refer the Competency Matrix for the detailed functions as per product category.

5. Scope

All internal and external manufacturers/suppliers yielding regulated products complying with the SASO standards/Technical Regulation and intended to be placed in the Kingdom of Saudi Arabia market.

6. Process Inputs / Outputs

6.1. Input

- Application for SASO Mandatory product/shipment certification scheme
- Product conformity documents as per relevant Certification scheme
- Test reports and other relevant documents
- Product list, Declaration of conformity, Shipment Invoice

6.2. Output

- Product Certificate

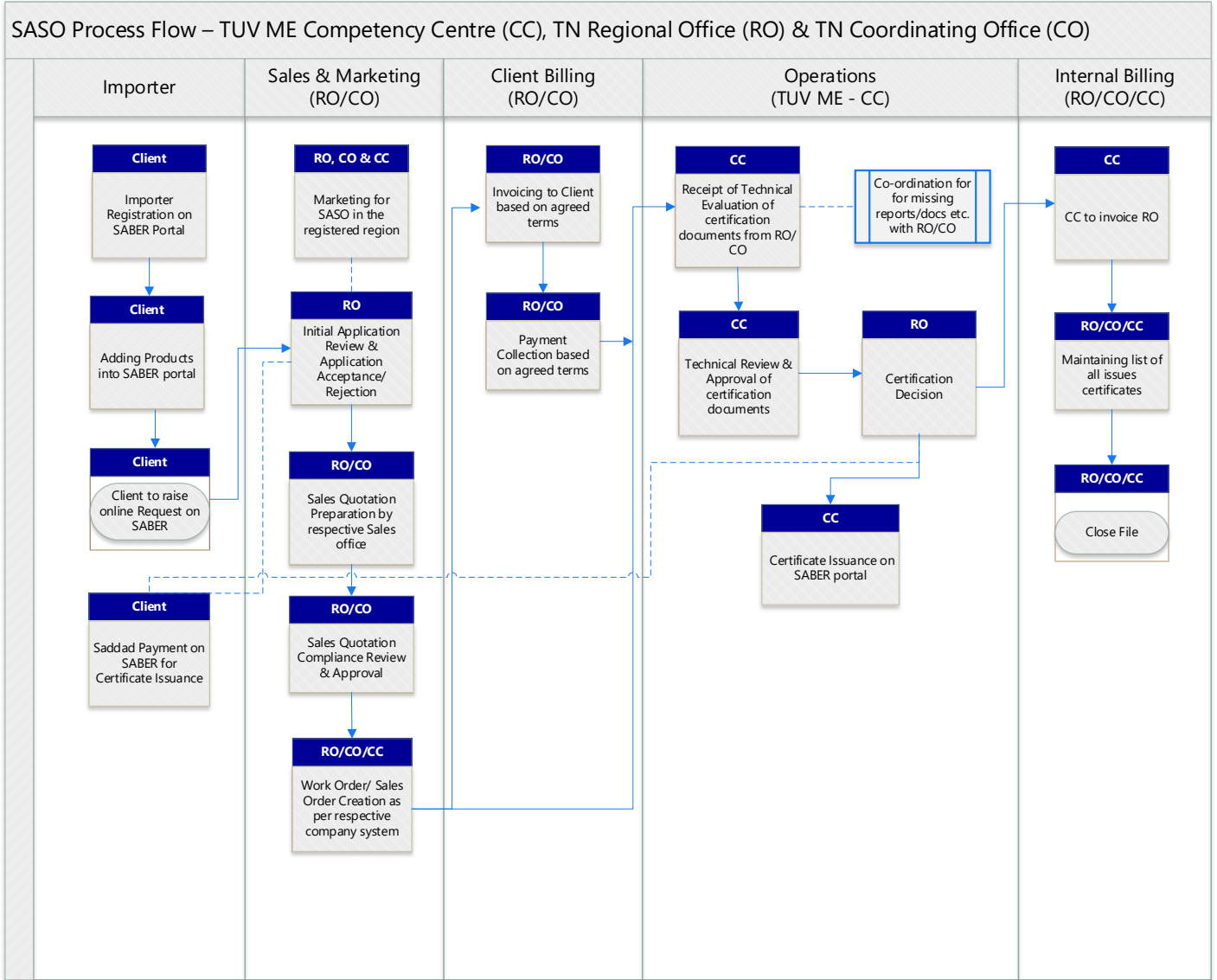
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- Shipment Certificate

7. Acronyms Used

Acronyms	
CE	Conformity Engineer
PCM	Product Certification Manager
AM	Assistant Manager
SASO	Saudi Standards, Metrology and Quality Org.
PC	Product Certificate
SC	Shipment Certificate
(E)	Evaluator
(R)	Reviewer
AR	Accounts Receivable
CSR	Customer Service Representative
KSA	Kingdom of Saudi Arabia
CC	TUV ME Competency Centre
RO	TN Regional Office
CO	TN Coordinating Office

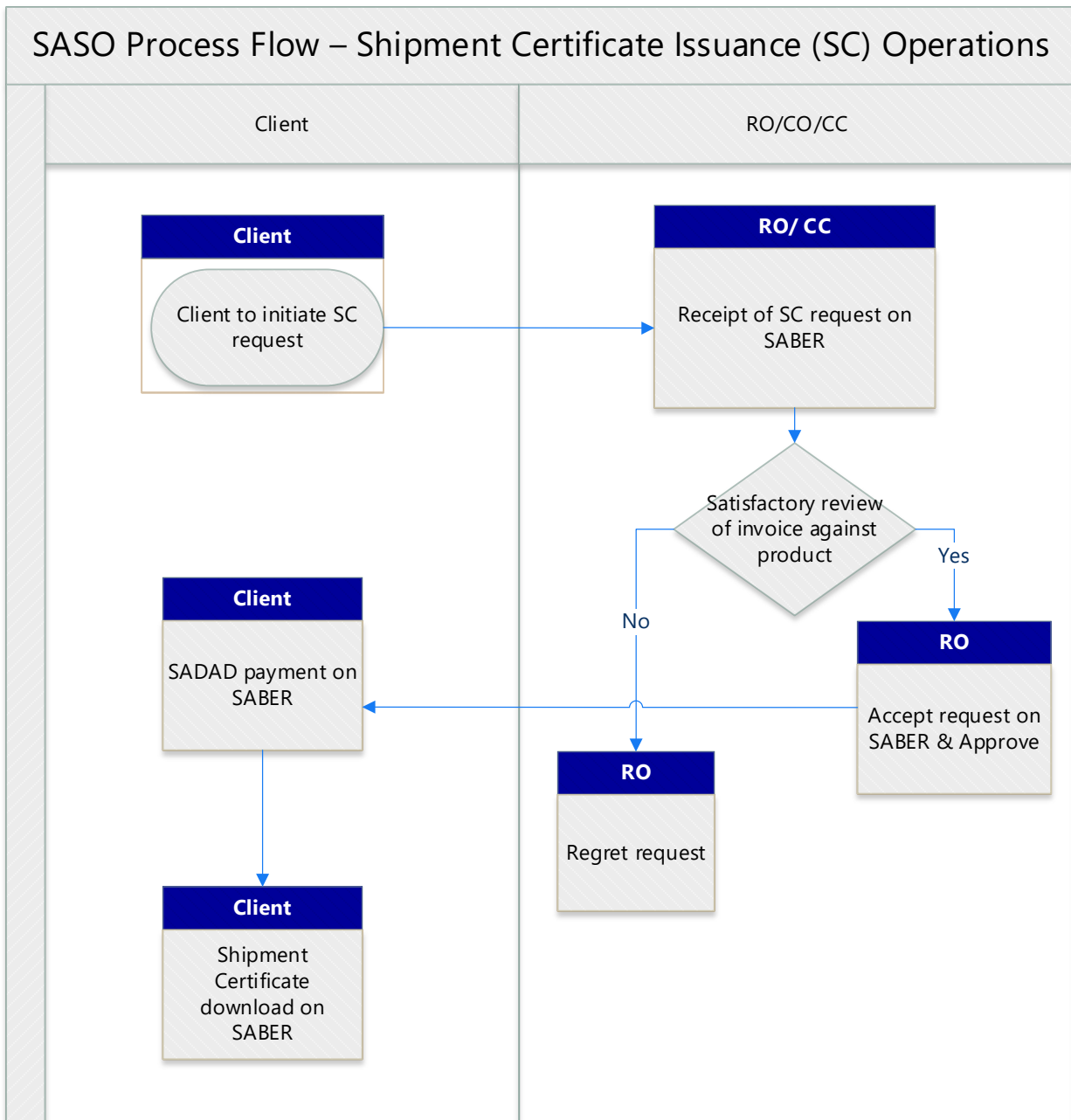
8. Procedure

8.1. Process flow chart – Product Certificate Issuance



For the detailed conformity process, kindly refer the Global SASO Work Instruction (TUVME-ITS-SASO-WIN-001)

8.2. Process flow chart – Shipment Certificate Issuance (Operations)



8.3. Initial Review & Quotation

Certificate of Conformity (CoC)/Product Certificate (PC) Issuance

- The applicant shall submit the completed Application Form together with the following documents:
 - Valid Industry/Trade License
 - Commercial Registration Copy of the Importer in KSA
 - Shipment documents including invoice, packing list etc.
 - Test Reports from accredited testing laboratories as per relevant product standards/schemes, rating labels etc.
 - Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead
 - Other documents required as per the specific product scheme
 - Location Map of the company and its warehouse where the product is stored.(where applicable)
 - Form of undertaking of responsibility and accountability to comply with the requirements of the SASO Schemes
 - Exclusive Distributorship authorization from the manufacture or owner of the product.
 - Set of Samples of product for registration if requested.
- RO/CO will perform the initial review, prepare sales quotation and Application review check list will be updated.
- CC will finalize the application review check list and application will be submitted to a competent CE.

Note: Detailed initial Review & Quotation process is defined in Global SASO Work Instruction (TUVME-ITS-SASO-WIN-001)

Shipment Certificate (SC) Issuance

- RO/CO will receive the SABER application through online portal.
- RO/CO will review the products in portal against the products in shipment invoice, if its accepted, then proceed ahead to step 4.
- If the products are not matching and any regulated items are available without the Certificate of Conformity (CoC) or Product Certificate (PC), then go to back to clause 8.2.
- RO/CO will approve the shipment certificate request in the portal and then client do the SADAD payment and then the Shipment Certificate can be downloaded.

Note: Detailed initial Review & Quotation process is defined in Global SASO Work Instruction (TUVME-ITS-SASO-WIN-001)

8.4. Evaluation

- The application is allocated to the authorized Conformity Engineer as per Competency Skill Matrix.
- To evaluate the submitted documents against the relevant Product Certification Scheme.
- Arabic manuals/labels to be evaluated against product certification scheme by authorized Arabic evaluator.
- Product sampling to be done, if required.
- CE will perform the evaluation and a Product Evaluation report will be generated.
- **For Type 3 applications, factory audit will be conducted.**
- **Factory Audit is valid for 3 years with an annual surveillance.**

Note: In case one or more nonconformities have arisen, and if the client expresses interest in continuing the certification process, TÜV Me will provide information regarding the additional evaluation tasks needed to verify that nonconformities have been corrected.

Note: Detailed evaluation process is defined in Global SASO Work Instruction (TUVME-ITS-SASO-WIN-001)

8.5. Review & Certification Decision

- Review to be conducted by authorized Conformity Engineer as per Competency Skill Matrix.
- Review and Certification Decision can be performed by the same personnel as per product category.
- The person authorized for Certification Review and Decision is not involved in the Evaluation process.
- **CC will send the product Evaluation report along with the recommendation to RO office for the final certification Decision.**
- **RO will review and the certification decision will be taken.**

Note: Detailed review and certification decision process is defined in Global SASO Work Instruction (TUVME-ITS-SASO-WIN-001)

8.6. Certificate Issuance and Validity

- The Product and Shipment Certificate are issued online on the SABER portal. Only e-version of the certificate on the portal is the valid copy.
- Product Certificate is valid for 1 year from the date of issuance.
- Shipment Certificate is valid for the shipment invoice and during the shipment process only.

9. Surveillance

- Surveillance audits to be performed as required by the scheme. Annual surveillance audits are performed for Type 3 scheme for an audit cycle of 3 years.
- For surveillance, all clauses of this procedure are applicable including Evaluation, Review and Certification decision to issue the product certificate.
- The number of audit man-days will be reduced under surveillance based on the identified non-conformities

10. Measurement and Analysis

Data	Source
No. of applications processed	Job Register
No. of certificates issued	Directory of Certified Clients

11. Guidelines for referencing systems of forms

S.N.	Description	Reference
1.	Application Review Checklist	TUVME-ITS-SASO-FRM-002
2.	Product Evaluation Report	Several
3.	SASO Certification Process (Global)	TUVME-ITS-SASO-WIN-001
4.	Global SASO Work Instruction	TUVME-ITS-SASO-WIN-001