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		Effective date:23/07/2026
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Purpose	This procedure defines the conformity assessment activities to be performed within the scope of SASO technical regulations worldwide.
Scope/Area of Execution	This procedure is applicable for all FAHES offices which are performing conformity assessment activities for SASO operations.
Fulfills the following Regulations	EN ISO/IEC 17065 Section 7 ISO/IEC17067
Applicable Documents	FA-FM-CP-SS-7-01 Offer - Contract Form FA-FM-CP-SS-7-02 Application Review Form FA-FM-CP-SS-7-03 Evaluation Form FA-FM-CP-SS-7-04 Review & Decision Form FA-FM-CP-SS-7-05 Investigation Form FA-FM-CP-SS-7-06 NCR Notification Form FA-FM-CP-SS-7-08 Factory Audit Acceptance Form FA-FM-CP-SS-7-09 Factory Audit Plan FA-FM-CP-SS-7-10 Factory Audit Report FA-FM-CP-SS-7-11 Factory Audit Surveillance FA-FM-CP-SS-7-13 Opening and Closing Form

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General

Gender statement: For better readability, personal terms in this document that refer to women, men or other genders at the same time are only used in the masculine form, e.g., "he" instead of "he/she". However, this is in no way intended to express gender discrimination or a violation of the principle of equality.

0 Key Facts

FAHES's Global Trade Department has drafted a comprehensive set of documents for carrying out a thorough conformity assessment procedure under the SASO Technical Regulation. All **FAHES** Group entities conducting **GP** operations must adhere to the applicable standard operating procedures (SOPs)

1. General

1.1 Introduction

The Kingdom of Saudi Arabia (KSA) has implemented the Saudi Product Safety Program (SPSP) (also known as SALEEM) to safeguard consumers from hazardous and defective products. To enable the SPSP, SASO has issued Technical Regulations (TRs) for specific products based on their characteristics, usage, safety, and performance. The aim of these Technical Regulations is to identify products with comparable traits and to compile all relevant requirements for these products in a single regulation. This serves to protect consumers from hazardous or non-conforming products while simultaneously ensuring that said products abide by regulatory requirements and Islamic Sharia. The Technical Regulations contain legal clauses that grant the Regulatory Bodies and Market Surveillance Authorities the authority to consistently evaluate the Regulated Products. If any non-compliance is found, they can impose penalties or fines on the Suppliers who have introduced these products in the KSA market. The Technical Regulations issued by SASO include diverse product certification programs in accordance with the ISO/IEC 17067 Standard.

SASO has authorized **FAHES** to issue Certificates of Conformity for products under Technical Regulations and for their shipments to be exported from all five regions (Americas, Europe, MENA, SAMA and Asia), subject to **FAHES's** accreditation for the Product Conformity Program.

1.2 Abbreviations & Definitions

Terms	Abbreviations & Definitions
SPSP	Saudi Product Safety Programme also known as SALEEM Programme
SABER	An IT system for the management of the SALEEM programme by SASO
CC / GP regional Head Office	Certification Center – 3 offices have been assigned the role of Head offices for the respective regions under the SASO SPSP: • Riyadh, KSA (covering MENA region) • Guangzhou, China (covering ASIA region) • United Kingdom (covering Europe Region) No FAHES office has been assigned to other regions (SAMA) yet.

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Terms	Abbreviations & Definitions
CRC	Customer Relationship Center (Sales Dep.)
FAO	FAHES Offices
GOP	Global Operation Procedures
POP	Product Operational Procedure
P-CoC	Product Certificate of Conformity
S-CoC	Shipment Certificate of Conformity
SASO	Saudi Standards, Metrology and Quality Organization
Local Applicants	The Applicants within the local limits of an FAHES Office
TC	Technical Committee
CM	Certifications Manager
A&I	Audit(audit team)
CBs	Certification Bodies authorized by SASO (for the purpose of this document)
Conformity Assessment Activities	Demonstration of Product Requirement Compliance with TR
EN ISO/IEC 17065	Conformity Assessment – Requirements for bodies certifying products, processes, and services. This standard covers the requirements for Conformity Assessment bodies certifying products.
EN ISO/IEC 17067	Conformity Assessment – Fundamentals of product certification and guidelines for product certification schemes. This standard includes different Product Certification schemes which are referred in the Technical Regulations issued by SASO.
TR	Technical Regulations
HS Code	The World Customs Organization (WCO) has introduced a coding system to describe various products for tariff purposes. This code is called the harmonized commodity description and coding system, i.e

1.3 Roles And Responsibilities

Roles	Responsibilities
CC	Responsible for communication with local Applicants(sales department) to process Shipment Certification/Registration/Licensing requests received locally and perform conformity assessment activitie
TC	To provide technical support to technical files of the SABER Program. A&I will organize and perform inspection and related surveillance on behalf of CC
A&I	A&I will perform Factory Audits and related surveillance on behalf of CC for Type 3
CM	Schedule, organize, and evaluate monitoring for technical experts Then take the certification decision leading to issuance of a P-CoC or NCR

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1.4 Program Documents

Title	Definitions
Standard Operating Procedure (SOP)	This document contains all the information required to carry out SALEEM Product Certification and Shipment Certification and includes attachments such as the Regulated Product List, Certificate Templates and Fees etc.
SASO Guidelines (GUI)	These documents provide guidance on various topics related to conformity assessment.
Product Operational Procedures (POP)	These documents include the technical requirements as specified in the Technical Regulations and Standards for the products covered under them. The POPs give reference to the type of Certification scheme to be followed as detailed in the relevant Technical Regulations. The POP lists the Test Requirements (Essential Requirements and Test tables) applicable to the products within its scope.
Conformity Assessment Instructions (CAI)	The CAIs are made available for the different TR. The CAIs include the scope/applicable requirements and of the various TR under the scope of the SASO .
Announcement	Announcements are issued from time to time by SASO Authority covering changes or clarification to operating procedures, instructions, compliance requirements etc. These documents are issued to CCs for the purpose of immediate and urgent dissemination of information as received from the Authorities. The information detailed in the announcement will be progressively transferred to Technical Committee
Circulars	Operations and assessments comply with approved operational documents and policies, as well as the latest official circulars and regulatory directives issued by relevant authorities. Such updates are effective immediately upon issuance without requiring updates to core documentation, and can be accessed via the following link: Insert Link Here .
Standards and Technical Regulations	All relevant Standards and Technical Regulations required for the certification purposes of the program have been collated and are available on a standard inventory database. This database includes National/Regional/International standards. This database of Standards and Technical Regulations has been made available on a platform.

1.5 SASO Accredited Conformity Assessment Bodies

In accordance with the SPSP rules and regulations, it is a prerequisite for the Conformity Assessment Body participating in the program to hold a valid accreditation to EN ISO/IEC 17065 – Conformity Assessment – Requirements for bodies certifying products, processes and services standard by a recognized Accreditation Body in the different regions where the certification is performed by them.

FAHES GP is accredited accordingly and has met other qualifying requirements and is now a SASO approved Conformity Assessment Body for operating the SPSP. **FAHES's** approval for the Technical Regulations for the different regions can be found in the below link from SASO's website:

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<https://saber.sa/home/CBOrganizations>

1.6 Regulated Products

The Technical Regulations issued by SASO include different product certification schemes like Type 1a, Type 3 and Type 5 which are based on 'EN ISO/IEC 17067 – Conformity Assessment – Fundamentals of product certification and guidelines for product certification schemes'. Therefore, mentioned various Product Certification schemes are further detailed in the Annexes for Type 1a and Type 3.

Products that are covered by Technical Regulations (both published as well as non-published TRs) are hereby referred to as regulated products and require the intervention of CBs for certification. Regulated Products are further categorized as high risk or medium risk based on the product certification scheme type specified in the respective TRs.

1.7 Non-Regulated Products

Products that are not covered by Technical Regulations are to be considered as non-regulated products. These are designated by SASO as low risk products, and such products do not require the intervention of CBs for Product certifications and Consignment certifications. Such products are required to be processed by Importers directly on SABER Platform based on a self-declaration of conformity.

It may be noted that Food Products, Cosmetic products, Pesticides, new Vehicles and Tobacco Products are not affected as they are not under SPSP and therefore Product Certification and Shipment Certification under the SABER system will not apply for these Products.

1.8 EN ISO/IEC 17025 Accredited Laboratories

FAHES has a global list of approved EN ISO/IEC 17025 Accredited laboratories across the world. FAHES internal or external laboratories have the capability to test a wide range of products which are regulated under the SASO. FAHES has also signed agreements with global EN ISO/IEC 17025 laboratories to further strengthen the availability of a network of Laboratories for SASO operations. A complete list of approved

1.9 FAHES Library

A dedicated FAHES Library site which can be accessed through the Fahes System has been set-up for sharing of qualifying document sets between **FAHES** CCs during the SABER Certification process. CC shall refer to FAHES Library to understand the step-by-step procedure on sharing the qualifying documents.

1.10 Complaints and Appeals

Appeals and complaints from Applicants will be documented and followed up till these are resolved which would involve investigation of the root cause, identification of parties involved and implementation of corrective actions in accordance with quality procedure. (*Refer to FA-PR-CP-7.13-00 Complaints and appeals*)

Upon receipt of a complaint or appeal, **FAHES** QM shall acknowledge it and confirm whether the complaint or appeal relates to certification activities for which it is responsible and, if so, shall action it.

FAHES QM shall gather and verify all necessary information (as far as possible) to progress the complaint or appeal to a decision.

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The Applicant would be informed of the results of the investigation and if required details of corrective action.

If the Applicant is not satisfied with the response, then they can escalate their complaint/appeal to the **GP** for resolution.

1.11 Confidentiality

FAHES office shall be responsible for ensuring that confidentiality of information is maintained by all **FAHES** personnel who are involved in the certification process as well as that of their subcontractors who have access to the Applicant's file/information.

Confidentially of information shall be maintained in accordance with quality procedure (**Refer FA-PR-MS-5.2-00 Impartiality ,integrity and confidentiality**)

1.12 Impartiality

Conformity assessment activities are structured and managed to safeguard impartiality providing input concerning FAHES policies, tendencies to be biased, principles relating to the impartiality and matters affecting confidence in certification, including openness.

FAHES organization and functions provides an impartial certification process as indicated in the Organizational Chart FA-FM-MS-5.1-01. FAHES's personnel are perceived as impartial to give confidence in their certification activities.

FAHES has an Impartiality Committee for balanced representation of significantly interested parties from business and governmental entities and non-governmental organizations:

1. FAHES representative,
2. Authorization Body representatives
3. Accreditation Body representatives
4. and any other significantly interested parties.

The identification and nomination of impartiality committee members are recorded and maintained using FA-FM-MS-5.2-04 Committee Members Assignment Appointment.

Impartiality Committee members are provided access to all the information necessary to fulfil the function of the mechanism and annual meeting aims to:

Assist in developing the policies relating to impartiality of its certification activities

Counteract any tendency to allow commercial or other considerations to prevent the consistent objective provision of the conformity assessment activities,

Advise on matters affecting impartiality in conformity assessment activities, including public perception.

Conduct a review, at least annually of the impartiality of the certification and decision-making process.

Any additional significantly interested parties which are identified by any individuals involved in the impartiality review may also be invited to participate in the mechanism.

Impartiality Committee members involved in the impartiality review have the right to take independent action (e.g. informing authorities, accreditation bodies, stakeholders) if concerns regarding impartiality are not satisfied.

Any input which is in conflict with the necessary operating procedures of FAHES or any other mandatory requirements shall not be followed. If independent action is taken, the confidentiality requirements shall be respected.

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1.13 Directory of Certified Products

The Certified Products database is available in the SABER Platform.

FAHES shall also maintain a parallel database on COC for the P-CoCs issued. This database includes information on the certified product / consignment such as:

- Company \ establishment name
- Product Name
- Model Number
- Certifications Number
- Country
- Expiry Date

This information can be provided upon request by running a report on COC.

1.14 Market Surveillance by SASO and Preparation of Investigation Reports

SASO has announced the establishment of a specialized center for monitoring and warning of unsafe products. It is concerned with monitoring and warning of unsafe products through the development of a specialized electronic platform that allows the national governmental organizations' members to notify and exchange information about unsafe consumer products -which fall within the functions of SASO-and accidents related to it that may cause harm to the health and safety of consumers. In addition, it makes recommendations to take the necessary actions and seeks to spread awareness among consumers about the risk of these products, and early warning and follow-up issued by similar notification centers internationally.

SASO has established a separate department known as Monitoring and Rapid Alert Centre for Unsafe Product (RAPEX) for the monitoring and warning of unsafe products through the development of a specialized electronic platform that allows the national governmental organizations' members to notify and exchange information about unsafe consumer products. In addition, it makes recommendations to take the necessary actions and seeks to spread awareness among consumers about the risk of these products, early warning and follow-up issued by similar notification centers internationally. More information on RAPEX can be obtained by clicking on the below link:

https://www.saso.gov.sa/en/mediacenter/news/Pages/saso_news_976.aspx

RAPEX regularly contacts CBs to provide technical files for P-CoCs issued by them in order to continuously monitor that CBs are following the procedural requirements of SPSP Certification.

FAHES RAOs receives such requests from RAPEX which is then communicated to TC and CQM. The **FAHES** RAOs shall provide all available information to TC and CQM regarding the failure or discrepancy details of the shipment(s)/product(s) received from the Government Client. TC and CQM shall then inform the Regional Quality Manager to liaise with the concerned **FAHES** Office for obtaining the details.

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In cases where SASO demands an explanation for possible shortcomings/non-compliances observed during Certification, **FAHES** offices shall prepare an **FA-FM-CP-SS-7-05 Investigation Form** in accordance with the relevant investigation.

2 Product Certification Process

This Section provides detailed steps for **FAHES** offices to carry out the Product Certification process in line with the requirements of EN ISO/IEC 17065 and as per the various Product Certification schemes referenced under ISO/IEC 17067.

2.1 Importer Registration on SABER Platform

All Importers need to create an Account on the SABER Platform for the purpose of registering their products and for submitting Certification requests to the approved CB under the SPSP.

The following mandatory details shall be provided by the Importer at the time of creation of an Account on the SABER portal:

- National ID Number / Iqama Number and its expiration date
- Commercial Registration Number (CR No.) of Legal Entity in KSA which will be validated at the time of Registration.
- Organization Name
- Mobile Number
- Facility Type
- Name of the Responsible Manager
- E-Signature of the Responsible Manager
- E-Stamp of the Organization
- Name and E-mail address of the Delegated Employee

Upon completion of the Registration, the Importer will receive an activation link through the E-mail address of the Delegated Employee provided at the time of Registration. By clicking on this link, the Importer's SABER Account will be successfully activated.

A Step-by-Step PDF/Video guide for Importer Registration on the SABER Platform is available in the below links:

PDF Guide: <https://sabertbs.azurewebsites.net/UserGuids/UserGuideForRegisteringFacilityAccount-En.pdf>

Video Guide: <https://www.youtube.com/watch?rel=0&v=8dJAHdmTRPc>

2.2 Registration Of Importer's Product Portfolio on Saber Platform

The SABER Platform provides Users the following two methods to search for their products and register them:

- Search by using HS Code/ KSA Customs 12-digit Tariff Code and/or Keywords.
- Search by using Product Category

The SABER Platform uses the KSA Customs 12-digit Tariff Code to clearly identify the regulatory status and certification requirements of the product. Therefore, it is essential that the Importer is confident about the

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correctness of the KSA Customs 12- digit Tariff Code that they will be using for their Product. The Importer can research the applicable KSA Customs 12-digit Tariff Code by visiting the below KSA Customs website links:

Arabic Version: <https://www.customs.gov.sa/ar/customsTariffSearch>

English Version: <https://www.customs.gov.sa/en/customsTariffSearch>

Upon searching and selecting the correct KSA Customs 12-digit Tariff Code or the correct Product Category, the Importer shall enter the following mandatory Product details:

- Product Type (Local or Imported)
- Product Name in English language
- Trademark
- Model Type
- Country of Origin
- Manufacturer's Name in English language
- The Importer may also enter the following optional Product details, if available:
- Product Name in Arabic language
- Product Description in Arabic and English languages
- Manufacturer Name in Arabic language
- Manufacturer Address in Arabic and English languages
- Product Images

Upon entering the above details, the Importer shall Click on “Save” to complete the process of registering their Products on the SABER Platform.

If the Importer has more than one Product to register, then they shall repeat the above steps in a sequential manner to register all their Products on the SABER Platform. If the Importer has a vast Product portfolio where it becomes impractical to sequentially register their Products on the SABER Platform, the Importer can liaise with the Excel Sheet to upload and register their entire Product portfolio at the backend of the SABER Platform through a bulk upload process using a specific Excel template. The latest version of this template will be provided by the SABER E-care team at the time of placing the request for bulk upload.

A Step-by-Step PDF/Video guide for Product Registration on the SABER Platform is available in the below links:

PDF Guide: <https://sabertbs.azurewebsites.net/UserGuids/UserGuideForRegisteringTheProducts-En.pdf>

Video Guide: <https://www.youtube.com/watch?rel=0&v=adz2JarrQZA>

2.3 Application for P-COC

The Importer shall initiate an Application for P-CoC on the SABER Platform upon successful registration of their Product/Product Portfolio on the SABER Platform and select the relevant Product/Product Portfolio for Certification. The Importer also has the option to create a Group Application request by selecting different registered product types and sending the request to the same CB for processing.

At the time of creating the Application request, the Importer shall add the “Model Numbers” by either entering sequentially or by bulk upload method using an Excel Template available in the same page.

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Upon completion of entering the Model numbers, the Importer shall exercise their choice in choosing an approved CB for processing the Application request within the geographical region by considering the place of manufacture of their Product/Product Portfolio. Once the approved CB has been selected, the Importer shall click on "Send Request" to complete and place the Application request. The status of the request will then change to "Waiting receipt of the request from conformity assessment body".

A Step-by-Step PDF/Video guide for Application for P-CoC on the SABER Platform is available in the below links:

PDF Guide: <https://sabertbs.azurewebsites.net/UserGuids/UserGuideForCertificatesOfConformity-En.pdf>

Video Guide: <https://www.youtube.com/watch?rel=0&v=x1yP9PCKG30>

If the Importer has selected **FAHES** as the approved CB for the Certification process, the responsible **FAHES** CC for that region shall now be able to view the P-CoC Application request on their dashboard after logging-in through the CB' portal of the SABER Platform. The SABER Platform currently doesn't automatically notify the CC about receiving the application request. CCs are therefore required to manually check the presence of new P-CoC Application requests on their dashboard by logging-in frequently.

The CC shall check the correctness of the declared 12-digit KSA Customs Tariff Code, product details and other details in the P-CoC Application request prior to accepting the same for further processing on the SABER Platform. If any of the details are not satisfactory, the CC shall reject the P-CoC Application request back to the Importer by selecting a valid reason for the necessary corrective actions and re-submission. If all the details are satisfactory, the CC shall accept the P-CoC Application request for further processing on the SABER Platform.

Once the P-CoC Application request is accepted by the CC, the Importer receives a notification to complete the payment on the SABER Platform. Upon completion of payment by the Importer, the CC can proceed with the Conformity Assessment process.

2.4 Signing Of the Offer – Contract Form

Upon acceptance of the application over SABER, the CC will proceed to sign the offer-contract form with the importer. This completed form constitutes the certification agreement between the CC and the importer for the provision of certification services under the SPSP.

The signed offer-contract form also provides CC with the contact details of the Exporter of the Product/s under Certification and the Party responsible for paying the SABER Technical Review Fees. The CC shall make use of this information to determine whether the file can be processed by the CC directly or should be processed by a CRS within the Exporter's area of operations.

The CC/- shall then request the Exporter/Importer to submit the following qualifying documents:

- Valid Test Reports (mandatory).
- A Supplier Declaration of Conformity should be submitted in accordance with the technical regulations format in the relevant Technical Regulation (mandatory).
- A manufacturer declaration (mandatory).
- Photographs / Artworks of the markings & labeling on the product and its packaging, Instruction manual (mandatory),

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- QMS Certifications (if applicable)
- Technical construction file which includes product's design and drawings, Risk assessment document etc. (mandatory)
- Trade License / Commercial registration of the Applicant (mandatory).
- Any other document as required by the applicable Technical Regulation under which the Product is classified.

The required documents written above are defined in the application review form.

The CC/CRC shall review the submitted signed offer- Contract Form and qualifying document set and shall perform a preliminary check to verify whether it is complete or not. If the submitted information is insufficient/incomplete, the CC/CRC must immediately inform the Exporter/Importer and request for an acceptable qualifying document set. The CC/CRC may consult with the TC for any clarifications that may be required prior to informing the Exporter/Importer.

Upon successful submission of all relevant qualifying documents and associated details from the Exporter/Importer, the CRS shall share the complete file with the CC for technical evaluation of the documents through the dedicated FAHES Platform.

2.5 Application Review

The TC with the help of **FA-FM-CP-SS-7-02 Application Review** shall examine the level of compliance and identify the pending conformity assessment activities, if any, in accordance with the applicable Product Operational Procedure, Guidance document etc.

Based on the outcome of the Application Review, the TC shall support the CRC in understanding the complete technical requirements and cost considerations.

In case the outcome of the Application review is rejected by the TC due to missing documents or for any other reasons, then the CRC shall liaise with Exporter to obtain all the missing documents etc. and send it back to the Applicant for review. In such cases, the TC shall repeat the Application review process and shall prepare a fresh Application review checklist for the complete document set and share it on the dedicated platform.

The CC shall always perform the final verification of the Application review supported by TC and must sign off the Application review checklist (**FA-FM-CP-SS-7-02 Application Review**) shared on the dedicated platform. The certification plan shall be finalized by the CC based on mutual agreement.

In the case of repeat customers and applications for the same products, **FAHES** may complete the application review process based on previous certification decisions if the test report and factory audit report is still valid. This is as stated in the standard; if the certification body relies on certifications, it has already granted to the client, or has already granted to other clients, to omit any activities, then the certification body shall reference the existing certification(s) in its records. If requested by the client, the certification body shall provide justification for omission of activities. EN ISO/IEC 17065 7.3.5. In this case, **FAHES** can accelerate the evaluation time in the relevant sections of the application review form.

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2.6 Quotation

The CC/CRC shall advise the Exporter of the necessary conformity assessment activities (testing of the product, factory audit etc.) that they have to comply with as per the applicable Product Certification scheme and the applicable costs for obtaining the P- CoC .

The Exporter will review the cost and other requirements and if found satisfactory will confirm their acceptance of the quote and other service conditions to the CC/CRC.

If the Exporter rejects the offer, the CC/CRC will then examine whether the subcontracted service conditions and costs can be reworked as per Exporter's feedback. If there is room to accommodate the Exporter's request, then a revised quotation shall be submitted to the Exporter for their acceptance.

2.7 Conformity Assessment Activities

On acceptance of the quote and other conditions of the Product Certification by the Exporter, the CC/CRC shall carry out the applicable Conformity Assessment activities depending on the Product Certification scheme type.

If the Conformity Assessment activities have been subcontracted to other **FAHES** Offices, then in such cases the CC/CRC shall coordinate with the concerned **FAHES** Offices for carrying out the subcontracted Conformity Assessment activities. The **FAHES** Offices on completion of the subcontracted activity will submit the technical file and certification recommendation.

Testing shall be carried out if the Exporter is unable to provide valid Test Reports as per the requirements.

The testing of product samples shall be performed at SPSP accredited labs. A complete list of approved laboratories is available under **FA-FM-MR-6.2-03 List of approved subcontractors**. In the absence of an Approved Laboratory to perform the testing of products, testing can be performed at any EN ISO/IEC 17025 accredited Laboratory after encouraging them to sign .

Note: In selecting the laboratory from the SPSP Approved List, the following order of preference shall be given:

- **FAHES** Accredited Labs
- Other Private Laboratories]
- Competitor's Labs

The CC/CRC shall advise the Exporter that the testing and transportation of samples will be at the Exporter's cost. However, the Exporter should be reminded at this time, that they have the following options:

- Exporter/Importer deals directly with laboratories meeting the Clausal requirements of 2.6 for the testing of the samples.
- Exporter/Importer requests the CC/CRC to facilitate the testing in any one of the laboratories meeting the Clausal requirements of 2.6.

If the Exporter considers the first option of dealing directly with the laboratory for the testing, then they should proceed as follows:

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- The Exporter may request the CRS to help identify a competent laboratory. In such cases, the CRS may share details of the nearest SPSP approved laboratories with the Exporters.
- The Exporter may select laboratories meeting the criteria of 2.7 for the testing of the samples. In such cases, exporters should share the details (accreditation certificate, accreditation certificate scope) of the laboratories with the CRS prior to the testing of the samples. In case the selected laboratory does not meet the eligibility criteria, then the CC/CRC should inform the Exporter not to proceed with the laboratory and advise the Exporter to further their search for a laboratory that meets the eligibility criteria.

If the Exporter/Importer requests **FAHES** to arrange testing, then the CC/CRC will identify a suitable Laboratory meeting the criteria of 2.6 to test the samples and proceed with the certification of the shipment.

The testing plan of the Exporter's product/portfolio wherever applicable shall be based on the requirements of the applicable Technical Regulation and Standard provided in the respective POPs.

Wherever a factory audit is applicable under the relevant Product Certification Scheme type, the CC/CRC shall nominate A&I department to perform the Factory audit with qualified Auditor/s.

Upon successful completion of all applicable Conformity Assessment activities, the CRS shall share the relevant documents such as Test Reports, Factory audit Reports.. etc. with the CC on the dedicated platform for **Evaluation**

2.8 Evaluation

The TC shall perform the Technical **Evaluation** of the qualifying documents with reference to the requirements presented in the relevant POP, Standards and Technical Regulation using the **FA-FM-CP-SS-7-03 Evaluation**. If the Conformity Assessment activity was subcontracted to **FAHES** Offices, then in such cases the TC will review the technical file and certification recommendation provided by the **FAHES** Offices.

If the Technical **Evaluation** was not satisfactory, the CC will advise the CRS of the necessary corrective actions to be carried out from the client. A new technical review checklist shall be completed for every unsatisfactory outcome. CC shall share the completed **FA-FM-PC-SS-7-03 Evaluation** on the dedicated platform.

2.9 Certification Review & Decision

The CM shall access the completed **FA-FM-PC-SS-7-03 Evaluation** shared by the TC , review it for completeness and accuracy.

Based on the outcome of the technical review, the CM will then take the certification decision leading to issuance of a P-CoC or NCR. The certification decision taken shall be recorded in the Certification Review checklist. (*Refer to FA-FM-CP-SS-7-04 Review & Decision Form*).

2.10 Issuance Of Certificate

Following the Certification decision by the CM, the CM shall issue the P-CoC or NCR as the case may-be by logging-in through the CB portal of the SABER Platform.

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The P-CoC issued on the SABER Platform will have a validity of 1 year. Currently the SABER Platform permits only one signatory per CC for issuance of P-CoC. **FAHES** is liaising with SASO to include additional signatories of the CC Certificate decision makers in the P-CoC.

The CC shall share a copy of the SABER generated P-CoC on the dedicated platform in the relevant file folder and inform the CRS so that they are aware that the file is finalized and closed on the SABER Platform.

The Importer is automatically notified about the issuance of the P-CoC and shall be able to view/download by logging into the SABER Platform. All NCRs shall be documented and available in the dedicated Fahes System. **(Refer to FA-FM-CP-SS-7-06 NCR Notification Form)**

Certification is granted by the **GP** appointment decision maker after the following activities have been performed and supporting documents **(Refer to FA-FM-CP-SS-7-04 Review & Decision Form)**.

The Certification Body is responsible for maintenance of these records.

At least the following information shall be shown on the **GP** Certificate:

- Name and address of the Certification Body.
- Unique certificate reference number.
- Name and Address of Client*
- Name and Address of Manufacturing site(s)**.
- Product Description.
- Model / Type / Part Number.
- Scope of certification (e.g. TR).
- FAHES** legal disclaimer.
- Certificate grant date.
- expiration date of certification
- Name and signature, or other defined authorization of the **GP** Signatory.
- Accreditation symbol and/or refer to the accreditation status of the CAB including the identification of the AB, for the product certification in scopes for which they are accredited.

2.11 Invoicing

The CC/CRC shall prepare the invoice for Product Certification including fees for Conformity Assessment activities performed by other **FAHES** Offices (if applicable) and send it to the Exporter as per the fees given in Section 2.19

On receipt of the payment from the Exporter, the fees for the subcontracted activities shall be allocated / reimbursed by **GP** to the concerned **FAHES** Offices (if applicable).

2.12 Maintenance of P-CoC by Periodic Surveillance

Surveillance is a process to verify the continuity of compliance of the certified product families and batch manufactured products. Once the products are certified, it is essential to perform a periodic review of the P-CoC to ensure that the certified products are still complying with the regulatory requirements. The periodic

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review process should include revalidation of the products in the P- CoC by means of documentary verification.

Surveillance activities are not applicable for Product Certification under Type 1a Product Certification Scheme. Certified products processed under Type 3 or Type 5 Product Certification schemes require surveillance. **FAHES** Offices shall refer to following Table for guidance to conduct Surveillance activities:

Sl. No.	Description of Surveillance Activities	Frequency	Remarks
1.	Evaluation of Test Reports	At least once a year	Test Reports shall be re-evaluated in accordance with the latest requirements. Re-testing is required if: - The product has been previously tested to a Standard which has now been superseded by an amended version of the Standard and if the transition period for compliance to the new Standard is on the verge of elapsing. - The mandated Standard for the product has been changed in the Technical Regulation and the transition period for compliance to the new Standard is on the verge of elapsing.
2.	Evaluation of Marking, Labelling, Rating Plate of Product specifications etc.		Applicants shall be asked to provide evidence by means of Photographs, Declaration Letters,etc. to prove that there are no significant changes in the current Marking, Labeling, Rating Plates etc. of the product that may impact compliance when compared to the certified product. Updated Manufacturer design and drawings, Risk assessment document etc. shall be provided by the Applicant in order to verify that the certified product has not been subject to any significant physical or chemical changes that would alter its properties.
3.	Verification of Energy Efficiency and Water Rationalization Certificates (if applicable)		Energy Efficiency and Water Rationalization Certificates on file shall be checked for their validity. Exporter shall be asked to provide updated Certificates if the ones on file have expired.

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Sl. No.	Description of Surveillance Activities	Frequency	Remarks
4.	Random/Planned Surveillance Factory Audit		Random/Planned Surveillance Factory Audit covering assessment of the production process, inspection and testing of samples from the production line shall be conducted as per the below: - Such a surveillance shall be focused on the non-conformities observed in the previous audit. - If there are multiple factories, then such an audit shall be performed at the factory which was not inspected previously. Samples drawn for surveillance testing shall be subject to control tests / type tests or subjected to witnessing of the product verification tests (PVT) as the case may be. *Note: Random/Planned Surveillance Factory Audits shall be carried out closer to expiry date of the P-CoC so that the assessment data can be utilized for the renewal of the P-CoC if there are no changes to the products listed in the P-CoC. During the current COVID-19 situation, FAHES may use IT tools to conduct such Random/Planned Surveillance Factory audits remotely. A&I shall perform the <i>Surveillance Factory Audits</i> and them refer to FA-FM-CP-SS-7-11 Factory Audit Surve Related to Factory Audits after an approval from CC. The completed Surveillance records along with qu documents such as updated Test Reports, Factory reports, updated Certificates etc. shall be shared with corresponding CC using the dedicated platform. The A&I review and sign-off the Surveillance records. The A&I share the signed-off Surveillance records on the platform. The CC shall upload all the qualifying documents including signed-off surveillance records against the relevant file type.

2.13 Revision and Renewal of P-CoC

2.13.1 Revision of P-CoC

During the validity period of the P-CoC, if the Applicant would like to include new models in the P-CoC, the following steps shall be followed:

- The Applicant must inform this in writing to the relevant **FAHES** Office.
- The Applicant shall submit the applicable qualifying documents

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FAHES Offices shall note that only models with similar physical and chemical specifications and belonging to the same product family as that of the Certified product shall be allowed to be added to the existing valid P-CoCs. This can be verified by evaluating the applicable qualifying documents.

The SABER Platform currently doesn't allow the CB to remove models from the certified scope. If the Applicant wishes to remove models from the certified scope due to various reasons such as product recall, discontinuation of the model etc., the Applicant must inform this in writing to the relevant CC.

2.13.2 Renewal of Product CoC

Currently, the SPSP and SABER Platform do not support renewal of P-CoCs. Therefore, any P-CoC on their expiry shall be processed as a fresh application only.

The Applicant shall be requested to submit a new P-CoC application request on the SABER Platform and CCs shall process the P-CoC application request as per the steps detailed in Section 2.3 to Section 2.10.

2.14 Suspension and Reinstatement Of P-CoC

2.14.1 Suspension

FAHES Offices and CC shall suspend the P-CoC for the following reasons but not limited to:

- Non-compliance issues arising from Certificate maintenance
- Claims of non-conformity
- Misuse of P-CoC
- Non-payment of fees
- Confirmed Third party complaints.

Currently, the SABER Platform does not provide an option for the CB to suspend a P-CoC. If the need for suspension arises, **FAHES** shall move to suspend the certification by notifying SASO through CM. Prior to suspension, **FAHES** shall notify the relevant responsible parties.

2.14.2 Reinstatement

FAHES shall reinstate the suspended Product CoC on the completion of the necessary corrective actions under the same conditions as before the suspension. The reasons to reinstate shall be explained in detail with notification to the relevant responsible parties informing them of this decision and the rationale.

Currently, the SABER Platform does not provide an option for the CC to reinstate a P-CoC. If the need for reinstatement arises, **FAHES** shall notify SASO through CM.

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2.15 Withdrawal and Termination Of P-CoC

2.15.1 Withdrawal

The P-CoC shall be withdrawn when requested in writing by the Applicant. Currently, the SABER Platform doesn't provide an option for the CC to withdraw a P-CoC. On receipt of such a request, **FAHES** shall acknowledge the Applicant and shall notify SASO through CM

2.15.2 Termination

The P-CoC shall be terminated by **FAHES** for the following instances:

- Failure to comply with the corrective actions for the non-compliance / variances observed during P-CoC maintenance as detailed in Clause 2.11.
- Termination request from a Third party such as SASO, KSA Customs etc. after validating the request.
- Failure to carry out the necessary corrective actions for re-instating the suspended P-CoC.

Currently, the SABER Platform does not provide an option for the CC to reinstate a P-CoC. If the need for reinstatement arises, **FAHES** shall notify SASO through CM.

2.16 Certification of Products Under Gulf Technical Regulation For Toys and Low Voltage Devices (LVD)

SASO has adopted the Gulf Technical Regulation for Toys and LVD in the SPSP. Products falling under the scope of these Technical Regulations have a slightly different Certification process when compared to other regulated products.

The products under the scope of Gulf Technical Regulation for Toys and LVD are eligible for obtaining a P-CoC through **GCTS** Platform then register in SABER Platform on fulfilling the below conditions:

- The products must have valid Gulf Type Examination Certificates by a GSO Notified Body (NB) with Gulf Countries as one of the Target countries of Import.
- All Importers/Exporters/Manufacturers and Distributors of G-mark products in KSA must now be registered/added on the GCTS Platform and authorized by the owner of the Gulf Type Examination Certificate prior to their application for Certification on the SABER Platform. The user guide for registering/adding Importers on the GCTS Platform and approving them can be found in the below links:
<https://gcc-gso.atlassian.net/wiki/spaces/GUG/pages/157843463/Manufacturer+Quick+Start>
<https://gcc-gso.atlassian.net/wiki/spaces/GUG/pages/141623313/Importers%2BDistributors%2BRegistration>
- Additional requirements for SASO Energy Efficiency requirements for certain products such as Refrigerator, Washing Machines etc. shall be in compliance with the applicable Saudi Standard requirements.

Upon fulfillment of the above conditions, the Importer can register their entity and product on the SABER Platform in accordance with Steps identified in Section 2.1 and Section 2.2.

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Once the Registration is successful, the Importer may send an application request for **P-CoC on the SABER Platform**. The **GSO Type Examination Certificate Number** and **EER Certificate Number** is mandatory at this stage to proceed with the Application request. The Application will transfer directly to the certification body that issued the GSO Type Examination Certificate.

The CC shall now be able to view the P-CoC Application request on their dashboard after logging-in through the CC portal of the SABER Platform and shall proceed with accepting the request after verifying the correctness of the information.

Based on the Certification review outcome, the CC shall proceed with Certificate Issuance in accordance with the Steps identified in Section 2.9. As per SASO's instructions, CC shall not charge a fee to the Applicant for the issuance of P-CoC for G-Mark products.

2.17 Data Acceptance

2.17.1 Acceptance of Third-Party Test Reports

FAHES Offices shall accept third party test reports provided that they are evaluated in accordance with the requirements specified under SASO Technical Regulations and related internal documents. The following points shall be noted:

- The report is issued by an EN ISO/IEC 17025 ILAC signatory. The report is not older than 3 years from the date of issue
- The reference standards used within the third-party report are in line with the applicable standards as detailed in the standards and cover the national deviations.

If the test requirements will be performed by **FAHES** Offices or CC, then in such cases the Offices should encourage the Laboratory to sign off **FA-FM-MR-6.2-03 List of approved subcontractors**. Laboratory Contract which will qualify as a subcontract agreement.

The validity of the test reports should be as below; except where the direct manager has been consulted and a special approval have been given according to the surrounding circumstances:

- Textile: test reports are valid for 3 years
- Chemical; test reports are valid for 3 years.
- Mechanical; test reports are valid for 3 years.
- Construction & Building Material; test reports are valid for 3 years
- Electric & Electronic; test report is valid for 3 years (accompanied with a declaration from the client that there has been no change on the product)
- For products under Type 5, the test reports valid for 1 year.

2.17.2 Acceptance of Third-Party Certification

FAHES offices will accept third party certification issued for non-SPSP based on the following conditions:

- The Certification is issued by an accredited EN ISO/IEC 17065 body.
- Certificate as on date shall have a minimum validity of one (1) year remaining.

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- No date of withdrawal against the reference Standard(s) within one (1) year of validity expiry. The valid Certificate is accompanied with a representative Technical File that meets the requirements of the applicable Technical Regulations.
- Reference Standard(s) used are representative of the product and deemed suitable by **FAHES**.
- For products under Type 5, the certificates valid for 3 year.

In all cases **FAHES** shall ensure essential safety requirements before making a certification authorization decision.

2.17.3 Acceptance of Factory Audit Reports issued by other FAHES Offices

FAHES Offices shall accept Factory Audits Reports provided that the following conditions are fulfilled:

- The Factory Audit Report has been issued by **FAHES** A&I department.
- The Factory Audit Report is less than 1 year old.
- The Factory Audit Report covers the requirements of the applicable Technical Regulation and its Standards.
- The Auditors who have conducted the Factory Audit meet the qualification and competency requirements.

2.18 Fees

Applicants contact the FAHES Affiliate office for price details

3 Shipment Certification Process

This Section provides detailed steps for CCs to carry out the Shipment Certification process in line with the requirements of SPSP.

3.1 Application For Shipment CoC

After successful registration of Applicant's products on the SABER Platform and obtaining the P-CoCs, the Applicant shall apply for S-CoC on the SABER Platform whenever they have a shipment to be imported into KSA. The relevant products which constitute the Shipment shall be selected from the list of Certified products on the SABER Platform by the Applicant in order to submit the S-CoC Application request.

The Applicant shall provide the following details at the time of placing an Application request for S-CoC on the SABER Platform.

- Commercial Invoice Number termed as Bill Number on SABER Platform and its copy
- Item Price
- Unit of Measurement
- Model Numbers from the list of Certified Models within the valid P-CoCs
- Country of Export termed as Country of Shipment on SABER Platform

The Applicant shall agree to the Terms & Conditions of Shipment Certification displayed on the SABER Platform before sending the Application request.

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On successfully completing the Application request for S-CoC on the SABER Platform, the concerned CC which has processed the P- CoCs for the Applicant will receive the Application request.

It should be noted that in cases where an Applicant has certified products in the shipment for which the P-CoCs have been issued by different CBs, separate S-CoC Application requests will be automatically sent by the SABER Platform to the relevant CBs which have issued the P-CoCs.

If **FAHES** has issued the P-CoCs, the relevant CC will be able to view the S-CoC Application request on their dashboard after logging-in through the CB portal of the SABER Platform.

A Step-by-Step PDF/Video guide for Application for S-CoC on the SABER Platform is available in the below links:

PDF Guide: <https://sabertbs.azurewebsites.net/UserGuids/UserGuideForShipmentRequest-En.pdf>

Video Guide: <https://www.youtube.com/watch?rel=0&v=6WMrmGgxSXc>

3.2 Shipment Certification Review

- **Verify P-CoC:** Check that all product models in the shipment have a valid Product Certificate (P-CoC).
- **Check HS Codes for MIM:** Compare the shipment's HS codes against the mandatory list from the Ministry of Industry and Mineral Resources (MIM).
- **Confirm MIM Approval:** If the HS code is on the MIM list, ensure the applicant has a valid MIM approval *before* issuing the Shipment Certificate (S-CoC) on SABER

3.3 Issuance Of S-CoC

Based on outcome of the Shipment Certification review, the CC will then take the certification decision leading to issuance of a S- CoC , Following the Certification decision by the CC, the CC shall issue the S-CoC ,as the case may-be by logging-in through the CB portal of the SABER Platform.

S-CoC issued on the SABER Platform will have a one-time validity for that shipment only. The SABER Platform currently allows only one signatory per CC and **FAHES** is liaising with SASO to include additional signatories of the Certificate decision makers in the CC.

The Importer is automatically notified about the issuance of the Certificate and shall be able to view/download a copy of the P-CoC or NCR as the case maybe by logging into the SABER Platform.

3.4 Fees

Applicants contact the FAHES Affiliate office for price details. **FAHES** Offices shall note that the fees are directly paid by the Importer to SASO through the SABER Platform. SASO reconciles the CBs share of the Shipment Certification fees periodically.

4 Process Flow

The flowchart shows the steps of product conformity assessment for SASO program. The approved Technical Regulation to be followed, will indicate the certification scheme to be applied here. In this program, only 2 certification schemes are used, which are Type 1a and Type 3.

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4.1 Scheme Type 1a (Type approval)¹

This Product Certification Scheme includes determination of characteristics by testing or assessment. Product Certification applies only to the samples tested which are representative of subsequent production items that are manufactured in accordance with the certified type.

The below example illustrates the different steps and processes included in a typical “Type 1a” Product Certification scheme.

Application for Product Certification

Applicant contacts the CAB for product certification the CAB explains to the Applicant the complete process of the Type 1a Product Certification Scheme And benefits, fees, Turnaround Time (TAT) and the required documents to be submitted and necessary Conformity Assessment Activities to be performed, if applicable by the Applicant in order to initiate the Product Certification process.

The Applicant submits the following documents to initiate the product certification process:

- agrees to the Certification Agreement
- Valid Test Reports, if available
- A Supplier Declaration of Conformity (SDoC), if applicable.
- A manufacture Declaration of Conformity (MDoC), if applicable.
- Photographs / Artworks of the markings & labeling on the product and its packaging, Instruction manual.
- QMS Certification, Quality Documents and other qualifying [documents](#)
- Technical construction file which include manufacturer design and drawings, Risk assessment document etc.

Application review

The Conformity Assessment Body will review and ensure all the required information is completed by the Applicant and that the Applicant has submitted all the substantiating documents available with them

The CAB will identify the products to be certified and review it thoroughly.

conformity assessment activities

The CAB will identify the applicable technical requirements and standards for the product under certification.

The CAB will prepare a certification plan applicable for the product under certification and review it to understand the various conformity functions, conformity assessment activities and reference documents.

Testing

If testing is to be performed then the Conformity Assessment Body will test the product at its facility or subcontract this to other parties provided certain conditions are met. For e.g, the laboratory should be IEC/ISO 17025 accredited and a subcontract agreement exists between the CAB and with the laboratory.

¹ Please check Annex – B1.1 of **HS-GP-PC-SS-001**

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CAB will validate and evaluate the Test documents to verify compliance.

Review

The substantiating Test Reports received from qualified and accredited laboratories will be evaluated by the CAB.

The CAB will verify the markings, labeling and Instruction manual of the product.

The CAB will evaluate the information collated on design evaluation to verify compliance, if required.

The CAB will prepare an evaluation summary of the technical file (Test Reports, markings, labeling, Instruction manual, and other qualifying documents) on a spreadsheet during the process of evaluation.

The evaluation summary will be maintained for future reference. This document shall be kept updated as and when additional qualifying documents are received from the Applicant or obtained during surveillance. Should there be any discrepancies; the CAB will bring this to the attention of the Applicant for corrective action.

Certification Decision

On successful completion of the review stage the CAB will take a certification decision to grant certification/renewing/revising/ suspending it or withdrawing it as the case may be.

Issuance of Certificate

all the related qualifying documents will be reviewed by the CAB for its completeness and accuracy. If discrepancies are identified, then the Applicant shall be advised to take corrective measures.

By issuing the Product Certificate of Conformity, the CAB grants the Applicant the right to use it for demonstrating compliance of the certified products, marketing them etc.

Surveillance

Surveillance activities are not applicable for Type 1a Product Certification Scheme.

4.2 Scheme Type 3 (Factory Audit)

The surveillance includes periodic assessment of the production process and inspection of the production line.

The below example illustrates the different steps and processes

“Type 3” product certification scheme includes all the different steps of “Type 1a” and therefore in this example only the steps unique to “Type 3” will be described in this section and the steps related to “Type 1a” will not be repeated here and the reader is directed to section 4.1 for this information.

Audit /Assessment of Production Process

The CAB will perform an initial factory audit to assess the production process and/or verify the quality management system of the production. Audit is a process that may include inspection of facilities, technology and methodology.

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Surveillance Audits

The CAB will prepare a plan for the periodic factory surveillance audit. **Surveillance audits** shall be performed periodically **at least once a year** to ensure continuous compliance of the product.

Based on the surveillance plan, the CAB will perform periodic surveillance of the production facility. During this surveillance audit, However, if the validity period of the test reports originally submitted for the product certification is on the verge of expiring then the samples so selected should be subject to full type tests so these test documents can be used to renew the Product Certificate of Conformity.

If on a previous audit, non-conformities were observed then during the current audit, the CAB Auditor will ensure that these are covered in the audit.

4.3 Scheme Type 5

The surveillance activity includes periodically taking samples of the product from the production process and marketplace and subjecting them to determination activities to verify that the items produced subsequent to the initial Product Certification fulfill the specific requirements. The surveillance includes periodic assessment of the production and audit of management system.

The below example illustrates the different steps and process included in a typical “Type 5” Product Certification scheme.

“Type 5” product certification scheme includes all the different steps of “Type 3” and therefore in this example only the steps unique to “Type 5” will be described in this section and for the steps related to “Type 3”, the reader is directed to section 4.2 for this information.

Inspection/Assessment of Production Process and Management System Review

The CAB will perform an initial factory inspection to assess the production process and verify those elements of the Client’s quality management system which are identified as critical to ongoing product conformity. Inspection of a process may include inspection of persons, facilities, technology and methodology.

Surveillance Audits

The CAB will prepare a plan for the periodic factory surveillance audit. Surveillance audits shall be performed periodically at least once a year to ensure continuous compliance of the product.

Based on the surveillance plan, the CAB will perform periodic surveillance of the production facility. During this surveillance audit, the CAB will draw samples from the production line for testing and inspection.

Samples selected for inspection/testing as part of the surveillance plan shall be drawn periodically from the consignment as an alternate option to drawing samples from the marketplace.

Samples drawn for surveillance testing can be subject to critical tests only and not full type tests. Refer relevant Product Operational Procedure for the Full type test and critical test parameters. However, if the validity period of the test reports originally submitted for the product certification is on the verge of expiring then the samples so selected should be subject to full type tests so these test documents can be used to renew the Product Certificate of Conformity.

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Assessment of the production process and auditing of the management system, including examination of the client's quality records relating to the production process

If there are multiple factories, then the surveillance audit shall be performed at the factory which was not audited previously.

If on a previous audit, non-conformities were observed then during the current audit, the CAB Auditor will ensure that these are covered in the audit.

5 Audit

5.1 Factory Audit (Scheme Type 3)

This type of audit is done by A&I when the followed technical regulation requires Type 3 certification scheme. Only authorized auditors can perform factory audit. Please check **FA-FM-CP-SS-7-08 Factory Audit Acceptance Form** must be sent to the client to be signed and stamped before organizing the audit dates.

The audit team must include one lead auditor to check the management system and give his final decision on the audit results plus one technical expert who is experienced in the assessment of the field and techniques of manufacturing of the product and is fully aware of the technical requirements stipulated in the relevant technical regulations.

During this type of audit, **FAHES** auditor must check the factory Quality Management certificates available, Calibration Plans, Incoming Material, factory production, traceability, Storage, Labeling, and other details mentioned in **FA-FM-CP-SS-7-09 Factory Audit Plan**.

Factory Audit report is valid for 3 years with positive outcome from annual surveillance.

Surveillance is planned annually after the first factory audit and is carried out using the Factory Audit Surveillance form **FA-FM-CP-SS-7-11**. The relevant form is first shared with the manufacturer, and they are asked to provide a possible assessment of the situation. **FAHES** shall be informed of any changes affecting production processes and supporting documentation shall be provided. The CC team will review the relevant records and changes and may request acceptance of surveillance or a repeat factory audit.

6 Labelling Requirements

Labeling and marking of the shipped product is necessary to be checked with the labeling and marking requirements of the related standard followed.

All Markings should be in "Arabic" or both "Arabic & English" or both "Arabic & any other language" as applicable after reference to the specific Saudi standard for each product.

The below points are strongly encouraged to be available on the shipped product data or label:

- Manufacturer's name or Trademark
- Importer name
- Country of origin
- Product Name / Description

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All electrical goods must be legibly and indelibly marked (paper stickers are not acceptable) with below information:

- Manufacturer's name
- Product name / Description
- Model number
- Country of origin
- Voltage rating
- Frequency rating
- Power rating (if applicable)
- Instructions for use, Storage and any warning statements should always be in Arabic.

7 References and Annexes

Reference Documents

- FA-POP-CP-SS-7-XXX – Product Operational Procedures for products covered by relevant Technical Regulations
- FA-PR-MS-5.2-00 Impartiality ,integrity and confidentiality
- FA-FM-MR-6.2-03 List of approved subcontractors
- FA-FAM-CP-SS-7-00 Factory Audit Manual (FAM)

8 Revision History

Sr. No.	Date of Revision	Version N°	Description of change
1	19/08/2024	00	Creation of SOP
2	09/09/2025	01	Change of Fahes logo
3	24/02/2026	02	Change of system coding
4	23/07/2026	03	The requirements of the circular on mandatory verification of the approved product declaration prior to shipment certificate approval have been incorporated into the SOP.