1. OBJECTIVE

1.1 The objective of this certification programme, referred to as Regulation hereafter, is to describe implementations which are to be enforced by the Electrotechnical Sector Directorate, within the coverage of the Gulf Technical Regulation for Low Voltage Electrical Equipment and Appliances

1.2 This service programme is in compliance with the Type 1a Certification Programme according to TS EN ISO/IEC17067

1.3 This certification programme shows that the products within this Regulation conforms with relevant product standards
and the requirements of GSO GCC Technical Regulations, and that a quality management system is carried out toprovide the continuity of this conformity.

2.SCOPE

This service programme covers the conformity assessment procedures, assigned by the Electrotechnical Sector Directorate, for the products defined in Gulf Technical Regulation for Low Voltage Electrical Equipment and Appliances.

2.1 Notified Body Criteria

BD09100502 - GSO Guide on Notified Bodies

2.2.Source Legislation

BD-142004-01 Gulf Technical Regulation for Low Voltage Electrical Equipment and AppliancesTC143301-01 List 2: Electrical equipment and appliances list in Annex 4

2.3 Product Groups

All electrical equipments and appliances operating under low voltage within the scope of the Regulation. Products are subjected to the conformity assessment procedures by carrying out the required stages according to theprocedures in the flow charts in Part 6 and in Part 4.

3. RESPONSIBLE DEPARTMENTS:

Head of the Center
Head of Group
Electrotechnical Sector Director
Electrotechnical Sector Quality System Responsible
Relevant Product Group Evaluation Experts
GCC Legal Representative

4. IMPLEMENTATION

4.1. Stages of the Conformity Assessment Procedures for GC Marking

4.1.1. Acceptance of Applications

Manufacturer or its authorized Representative applies directly to Electrotechnical Sector Directorate and the authorized representative shall meet the requirements of Article (9) of the Regulation. According to **Product Certification Application Procedure,** applications are made via TSE web site "www.tse.org.tr" with the Product Certification Application Form, GC Application-Additional Information Form, the Technical File and other required certificates and documents indicated in both **Product Certification Application Form** and **Product Certification Application Procedure.**

Application File shall be assessed according to **Product Certification Application Procedure** by the administrative officer. After the administrative control, an evaluation expert and a reviewer expert are assigned to the application file by the manager of Electrotechnical Sector Directorate. Final application check shall be carried out by the relevant evaluation expert and the applicant will be informed about nonconformities in the Technical File by a GC LVD TechnicalFile Assessment Form filled by the evaluation expert. As a result of the assessment, certification procedures are initiated for files, which are deemed appropriate for carrying out conformity assessment services.

Even if the importer is different than the manufacturer, the manufacturer shall supply all the necessary documentation about the product and manufacturing process control. The legal arrangement or declaration between the manufacturer and the importer, which contains the permission of using trade mark and production, shall be supplied to TSE. The importer shall meet the requirements of Article (10) of the Regulation.

4.1.2 Implementation

4.1.2.1 Introduction

Conformity assessment procedures for GC marking are given in flow charts given in Clause 6 of this certification programme. Conformity assessment models in these charts are described below:

4.1.2.2. Conformity Assessment by the Producer - Type Examination

G MARK certification under this certification programme is a Type examination and conformity assessment according to Gulf Technical Regulation for Low Voltage Electrical Equipment and Appliances. The manufacturer shall prepare an appropriate technical file which reflects the safety of the products and reliability of the internal production control and has to supply quality system certificates and some internal procedures about production process asked by the Notified Body. The technical file served by the applicant shall include detailed information about product, design documents, risk analysis, Arabic user manual and packaging information …etc,test reports issued by TSE Laboratories, IECEE-CB Schemes or other subcontracted labs and notified bodies defined in the GSO can also be accepted.

All necessary documents supplied by the manufacturer shall be assessed by the evaluation expert in accordance with **Product Certification Outcome Assessment Procedure.** Also post examination certification procedures are conducted with National deviations of the Gulf countries, from which the relevant products are specified to be imported and **GC National Deviations List** shall be considered for the deviation assessment of the products. These national differences are researched from customs legislations and national standards, such as SASO (Saudi Arabia), PAI (Kuwait), DGSM (Oman), QS (Qatar), which include these deviations, are considered during assessment procedures of the products subjecting to the application. GC Evaluation Report is prepared by using **GC Examination and Outcome Assessment Form** as a result of the examination and is submitted to Certification Committee with all other reports evaluated along with the **GC Examination And Outcome Assessment Form**. Arabic user manual can be controlled by an expert that know Arabic or with AI tools(Chatgpt, Gemini, Deepseek etc). *To minimize potential errors arising from AI-generated outputs such as inaccuracies, mistranslations, or improper use of technical terminology the expert shall utilize at least two independent AI tools to cross-verify the results. If the AI-generated translation does not meet the required quality standards, the translation shall be outsourced to a qualified professional translator*.

In case of positive decision of Certification Committee, **Type Examination Certificate** shall be issued according to **Certificate Issuing Procedure**. **GC Marking Type Examination Certificate** shall be issued also in

accordance withGSO document "**The Essential Items For Certificates Issued By The GSO Notified Bodies".** The certificate is sent to company electronically for checking 10 working day is given to the applicant for the confirmation. Applicant have to inform the TSE about changes in the application form and and invoice. If the applicant do not respond in 10 workingdays, draft certificate is issued as the original certificate with the signature of the manager of Electrotechnical Sector Directorate then sent to applicant.

Moreover a written contract is signed by authorized person for confirmation of test reports and goods, accepting all responsibility in case of any failure in Gulf market and customs.

Manufacturer shall draw up a Manufacturer Declaration of Conformity, as referred to in paragraph (1) of Article (17) of the Regulation, and affix the Gulf Conformity Marking in accordance with the relevant gulf requirements related to Gulf

Conformity Marking. On the contrary, the importer shall draw up a Manufacturer Declaration of Conformity, as referredto in paragraph (2) of Article (17) of the Regulation.

As a result of any kind of sanction decision taken by the Certification Committee as Warning/Suspension/Decertificationand the annulment of contract; **Procedure of the Sanctions to be Imposed on Certified Firms** shall be followed.

If necessary, authorized bodies and other notified bodies are notified of the results of conformity according to **ExternalNotifications and Publication Procedure.**

4.2. Changes may effect the certification:

4.2.1. Certification requirements

Current Gulf standards and SASO standards are available online on https://www.gso.org.sa/store/gso/standards?lang=en and **https://wasif.saso.gov.sa/Pages/User/Default.aspx respectively.**

For the publication date of international standards can be seen from the standardization bodies websites: www.iec.ch,www.iso.org, standards.cen.eu, etc.

The NB shall keep itsef informed and apprise its clients regarding any changes with in the scope of standardization andgenerally acknowledged state of the art.

If these changes indicate that approved type may no longer in compliance with the provisions of the valid GSO Technical Regulations, NB will decide on these changes whether require further investigation or not upon application of the client.

If further investigation (inspection of samples, testing, document review, etc.) is required the NB shall inform themanufacturer accordingly and the originally certified product is re-evaluated and the process regarded as “New application”.

If the manufacturer does not apply to NB during the transition period defined by GSO in order to re-evaluate theproducts, the certification may be withdrawn according to Finalization of the Conformity Assessment Services Procedure.

4.2.2. Modification made by manufacturer

The manufacturer shall inform TSE of all changes in approved type(s) / design(s) and QMS that may influence the conformity with essential requirements of the Gulf Technical Regulations in force or the conditions for validity of the certificate, in particular in case of a change to the manufacturing process, the raw materials or critical components of theelectrical equipments and appliances.

Moreover, manufacturer shall not put products subjected to conformity assessment into market, unless all the changes areapproved by TSE.

The difference between the modified product and the originally certified product shall be re-evaluated and the process follows the same steps as a new application.

4.3 After Examining Processes

4.3.1 Certificate Tracking

The validation, annulment, withdrawal and suspension procedures of the Certificate shall be conducted according to
Product Certification Outcome Assessment Procedure.

It is required for the GC Certificates to be registered in GSO Certificate Tracking System as of 1 June 2016. Additionally, GC mark (with notified body number) and GCTS-QR code have to be attached on the certificate. Also thephotos of product and packaging uploaded to the GSO GCTS system shall include GCTS code for the related product.

At the time of issuing the certificate, the Notified Body shall register the economic operator (manufacturer or importer)and certificate information in the database system provided by GSO for this purpose, following the currently valid instructions provided by GSO.

The GSO system will generate GCTS markings for use on the certificates and products. Whenever required by GSO the individual certificate marking shall be shown on the issued certificates in the required dimensions and position. Example of individual certificate marking:

The GCTS for Certificates is composed by 3 elements as shown in figure 1:

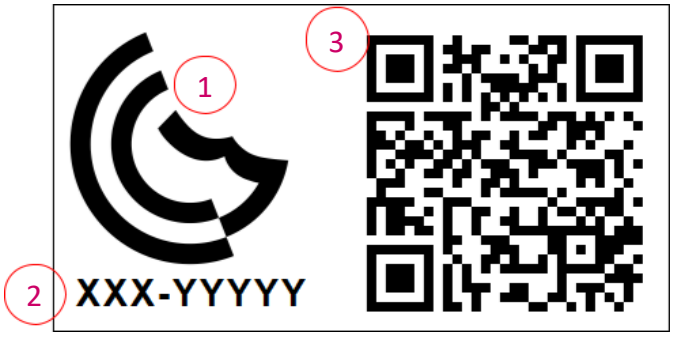

Fig. 1: Configuration of the GCTS for Certificates

1. Gulf Conformity Marking (G-Mark logo):

[redacted]-[redacted]

2. Certificate tracking number:

ID number of the NB *Serial number assigned to the certificate*

3. The QR Code tracking the certificate:

According to the IAF Resolution 2018-13, the logo below should be added to the GMark certificates**.**

Location:

The Notified Body shall download the GCTS that is generated by the GSO Certificate Tracking System and place it at leastin the first page of the certificate to be readily available for the verification of the certificate by competent authorities in the GSO member states.

Dimensions

GCTS for Certificates shall be downloaded from GSO Tracking System and placed on the first page of the relevant Certificate with a minimum width of 4 cm and a minimum height of 2.2 cm.

Fig. 2: Minimum dimensions of the GCTS for Certificates

Provided that the minimum dimensions are respected, the GCTS may be enlarged, but proportions shall be maintained. The elements of the GCTS for Certificates shall be considered as a single entity for purposes of enlargement.

The GCTS for Products is composed by two elements as shown in Fig. 3:

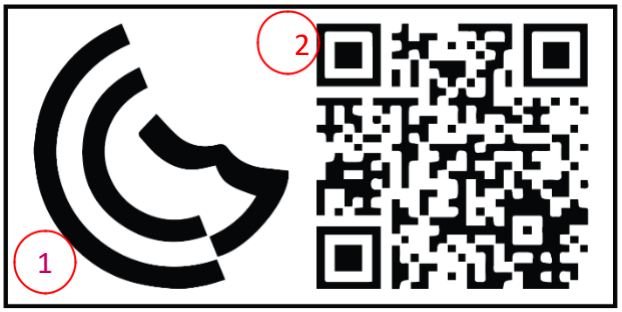

Fig. 3: Configuration of the new GCTS for Products

1. Gulf Conformity Marking (G-Mark logo):

2. The QR Code tracking the product:

Location

In any case, the GCTS shall be visible on the outside surface or under an easily accessible part, which means a part thatcan be accessed without the use of a tool (for example a removable cover or a door).

The manufacturer is responsible to keep The Type Examination Document, Conformity Declaration And Technical File atleast for 10 Years.

If there is an authorized representative shall perform the tasks specified in the mandate received from the Manufacturer.The mandate shall allow the Authorized Representative to do at least the following:

a. Keep the Manufacturer Declaration of Conformity and the Technical Documentation at the disposal of theCompetent National Authorities for a period of 10 years after the product has been placed on the market;

b. Further to a reasoned request from the Competent National Authorities, provide those authorities with all the information and documentation necessary to demonstrate the conformity of electrical equipment;

c. Cooperate with the Competent National Authorities, at their request, on any action taken to eliminate the risksposed by electrical equipment covered by the mandate.

The Importer shall, for a period of 10 years after the electrical equipment has been placed on the market, keep copies of the Manufacturer Declaration of Conformity and the Importer Declaration of Conformity at the disposal of the Competent National Authorities.

Any applicable registration fees levied by GSO shall be collected from the client by the Notified Body, who will pay such fees directly to GSO on behalf of the client.

Suspension and withdrawal of already issued certifications shall be recorded in the GSO database system.

If TSE determine the G MARK or GCTS-QR code is misused or unfair commercial used (e.g. marking based on terminated certificates or certificates are not approved by GSO etc.) by the manufacturer, TSE informs the GCC organization.

4.3.2 Billing

Fees in return for services are invoiced according to **Conformity Assessment Services Finalizing Procedure.**

If applicant submitted proforma invoice and inspection is done according to proforma invoice, before issuing certificate, commercial invoice is requested from company and proforma invoice and commercial invoice contents are compared.

4.3.3 Communication

Any kind of communication with authorized bodies and other notified bodies shall be performed according to **External Notifications and Announcements Procedure.** If necessary, GSO shall be provided with technical support by TSE technical personnel for free. Support for Legal issues shall be provided by GCC Legal Representative who is not responsible for any stages in certification process (application, evaluation etc.)

5. RELATED DOCUMENTS AND REGISTRATIONS

BD-142004-01 Gulf Technical Regulation for Low Voltage Electrical Equipment and AppliancesTC143301-01 List 2: Electrical equipment and appliances list in Annex 4
GSO- Rules for the Use of the GSO Conformity Tracking Symbol
(GCTS) GSO-The Essential items For Certificates Issued By The GSO
Notified BodiesTSE - Certification Directive
TSE - Product Certification Procedures and Principles
Product Certification Application Procedure (UB-PR-001) Product Certification Planning Procedure (UB-PR-002)
Product Certification Outcome Assessment Procedure (UB-PR-004)Certification Issuing Procedure (BM-PR-009)
External Notifications and Announcements Procedure (BM-PR-005)GC National Deviations List (UB-Gİ-LS-004)
Qualification And Assignment Method of Product Certification Experts (UB-TL-004)
Procedure of the Sanctions to be Imposed On Certified Bodies (BM-PR-006)
Product Certification Application Form (UB-FR-001)
GC Application- Additional Information Form (UB-Gİ-FR-001) GC LVD Technical File Assessment Form (UB-Gİ-FR-007)
GC Examination and Outcome Assessment Form (UB-Gİ-FR-002)GC Type Examination Certificate and its Annex (UB-Gİ-FR-004) GC Type Examination Certificate Contract (UB-Gİ-FR-008)
GC External Document List (UB-Gİ-LS-003)
GC - Expert List (UB-Gİ-LS-001)

LVD and EMC Inspection and test reports from notified bodies defined in the GSO can also be accepted.

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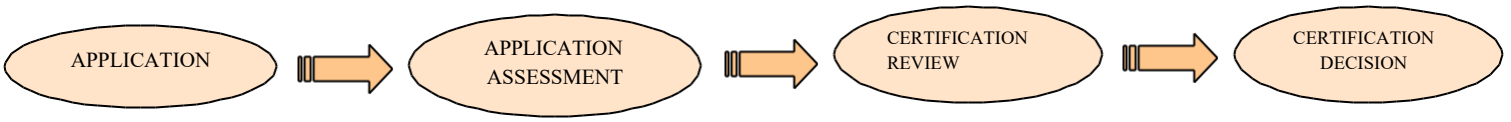
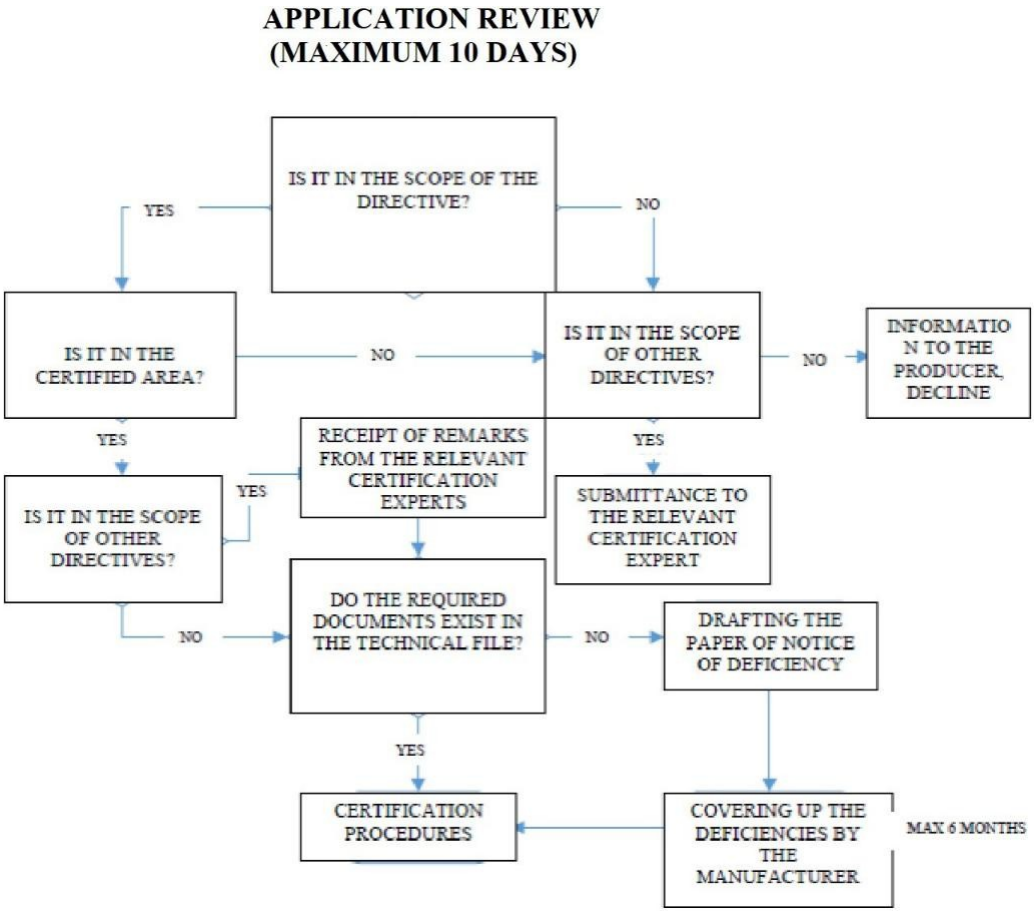
6. FLOW CHART

FLOW CHART OF GC MARKING CONFORMITY ASSESSMENT PROCESSES



FLOW CHART OF APPLICATION REVIEW



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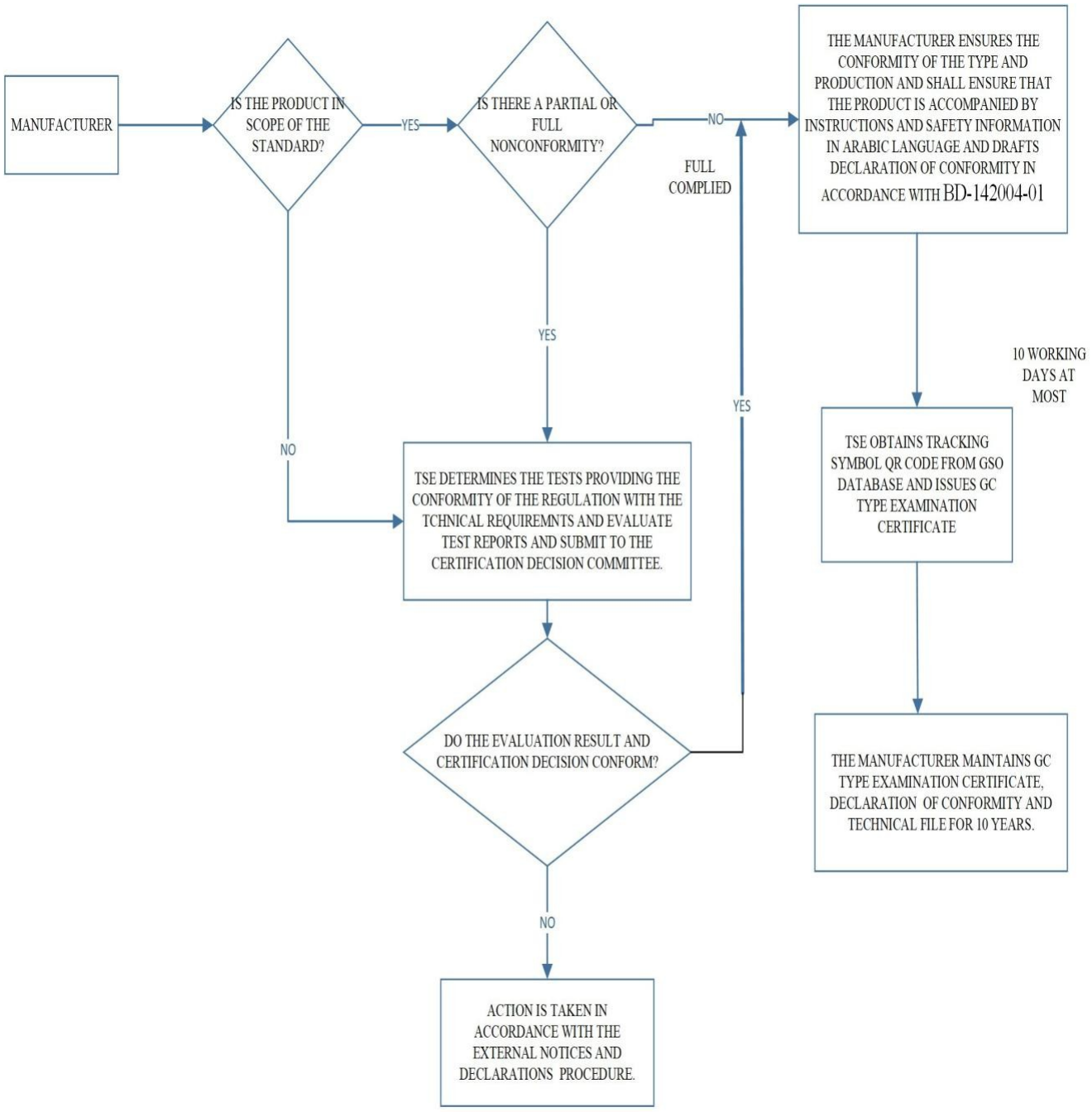
CERTIFICATION FLOW CHART FOR THE MANUFACTURER



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