	Prime Certification & Inspection				
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1. INTRODUCTION

Prime Certification & Inspection is an accredited certification body & MOIAT approved notified Body under its notification system mandated by UAE decree No (35) Of the year 2015 & UAE Cabinet Resolution No (36). Prime C&I is an authorized conformity assessment body by MOIAT that it is technically competent to perform the specific tasks of certification to MOIAT clients.

2. OBJECTIVE

This procedure describes the criteria implemented by Prime C&I as Notified Body of Emirates Authority of Standardization and Metrology (MOIAT) to assure that Food Contact Materials intended for certification with MOIAT are complying the relevant mandatory schemes and applicable standards.
Furthermore, this document identifies the steps taken by Prime C&I Clients (manufacturers, traders, importers, retailers, business owners or any other client) to get their products/processes certified prior to its commercializing in the market and registered by through Prime C&I Quality Certificates Issuing Services as MOIAT Notified Body by issuing certificates of conformity in accordance with MOIAT Regulations

3. DEFINITIONS

MOIAT: Ministry of industry and advanced technology.
PRIME C&I: PRIME Certification & Inspection.
Scheme: Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.
Certification: Third-party attestation related to products, processes, systems or persons.
Notified Body: A conformity assessment body designated by MOIAT to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations mandated by MOIAT.
Certification Body: A conformity assessment body designated to conduct conformity assessment process on products and processes in accordance with related schemes/standards/regulations.
Conformity Certificate: Formal document issued by PRIME C&I as notified body under approval of MOIAT stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per MOIAT Requirements.

4. RESPONSIBILITY

It is the responsibility of Prime C&I as MOIAT Notified Body to establish and maintain the appropriate system to satisfy both MOIAT and client's requirements in accordance to the notification system mandated by MOIAT.
It is the responsibility of MOIAT clients and Prime C&I clients to provide all needed requirements as per MOIAT Notification system to ensure their products compliance to the applicable schemes and standards.

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5. **SERVICE TYPE**

As per Scheme owner rules, PRIME C&I certifies Food Contact Materials and issues Certificate of conformity under:

- Emirates Conformity Assessment Scheme (ECAS): ECAS is a Product Certification Scheme being implemented by the (MOIAT) as mandated by the Federal Law 28 of 2001.

- Emirates Quality Mark (EQM): EQM is a mark of conformity granted to the products that can demonstrate compliance with the relevant UAE National Standards, Regional and/or International Standards and are manufactured by an organization implementing an effective Quality Management System to ensure continuous compliance. The process of achieving the license to use the Emirates Quality Mark involves a comprehensive evaluation of the product as well as the quality system used by the manufacturer in production through testing, inspection.

- Issuance of certificate of conformity by PRIME C&I as MOIAT's Notified Body assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by Emirates Authority for Standardization and Metrology (MOIAT).

6. **SCOPE**

This document cover Food Contract Materials with below details of Sector, scope of certified products, categories, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Product Categories	Type of Certification
Chemical	**Food Contract Materials**	1. Plastic Materials 2. Glass Materials 3. Ceramic Materials 4. Silicon Materials 5. Paper Materials 6. Metal Materials	1. Product Certification – Type Approval (ECAS) 2. Product Certification – Full Compliance Assessment (EQM)

As per UAE Cabinet Resolution no. 20 for the year 2015 related to Controlling on food contact materials which are imported, supplied, manufactured or distributed within the state and covered by standards mentioned in section # 7.

Exclusion: This provision of this regulation does not apply to:

1- Materials and articles which are supplied as antiques.

2- Covering or coating materials and which form part of the food (Edible).

3- Fixed public or private water supply equipment.

4- Secondary packaging materials that do not come into contact with food directly.

5- Materials that are used in the production lines and sterilization materials.

6- Materials intended for re-export.

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7. APPLICABLE SCHEME & STANDARDS

Applicable Scheme & Standard

UAE Cabinet resolution no. 20 for the year 2015 related to the Emirate Scheme on Controlling on food contact materials & Standards. If needed, Client refers to Prime C&I to identify applicable Scheme and Standards.

General Standards/Regulations

Requirements of Production, Packaging, Labelling, Storage & Transportation: The product shall be fit for human consumption and comply to related technical regulation for each type and it shall full fill the following requirements;

- General Requirements for the materials intended to come into contact with food - UAE.S /GSO 2231
- Tableware made from melamine plastics - UAE.S GSO 142
- Wrapping paper and paper bags - UAE.S GSO 458
- Single-use rigid and semi-rigid plastics cups and containers for packing beverages milk products, and for allied purposes - UAE.S GSO 462
- Milk paperboard containers - UAE.S GSO 1102
- Polyethylene bags for food packaging applications - UAE.S GSO 1193
- Three-piece steel round cans used for canning food stuffs - UAE.S GSO 1791
- The two pieces aluminum round cans used for canning food (Beverages & stuff) - UAE.S GSO 1793
- The two-piece steel round cans used for canning food-stuffs - UAE.S GSO 1794
- Round Metal Cans Used for Canning Food Stuffs: Definitions, Construction, Dimensions and Capacities - UAE.S GSO 1797
- Cook ware made from thermal glass - UAE.S /GSO 2075
- Cold Formed Aluminum Household Utensils - UAE.S /GSO 1008
- Tea and Herbs bags - UAE.S GSO 2138
- Domestic cookware coating materials - UAE.S GSO 2014
- Non-Returnable Glass Bottles for Carbonated Beverage - UAE.S GSO 1024
- Cookware. Domestic cookware for use on top of a stove, cooker or hob. Further general requirements and specific requirements for ceramic, glass ceramic and glass ceramic - UAE.S GSO EN TS 12983-2
- Ceramic cookware in contact with food- Release of lead and cadmium-part 2: Permissible limits - UAE.S GSO ISO 8391-2
- Glass hollowware in contact with food -- Release of lead and cadmium -- Part 2: Permissible limits - UAE.S GSO ISO 7086-2
- General requirements for fresh fruits and vegetables boxes - UAE.S GSO 124
- Food packages - part 1: general requirements - UAE.S GSO 839
- Food packages - Part 2: Plastic package - General – requirements. - UAE.S GSO 1863
- General Standard for Contaminants and Toxins in Food and Feed - UAE.S GSO CAC 193
- Guideline levels for vinyl chloride monomer and acrylonitrile in food and packaging material - UAE.S

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GSO CAC GL 6

- Code of practice for the prevention and reduction of inorganic tin contamination in canned foods - UAE.S GSO CAC GL 60
- Materials and articles in contact with foodstuffs — Insulated containers for domestic use - Part 2: Specification for insulated bags and boxes - GSO EN 12546-2
- Ceramic ware, glass-ceramic ware and glass dinnerware in contact with food -- Release of lead and cadmium -- Part 2: Permissible limits - UAE.S GSO ISO 6486-2
- Plastics - Determination of migration of plasticizers - UAE.S GSO ISO 177
- GSO 1810:2007 - Labeling for chemical products.
- Hygienic regulation for food plants and their personal - UAE.S GSO 21
- General Principles of Food Hygiene - UAE.S GSO 1694.

Note: For all the GSO/UAE regulations & standards like UAE Cabinet resolutions, GSO/UAE.S standards and other reference standards used in the product certifications, best possible efforts is made by the Technical Manager to arrange for latest revision of such standards and he reviews the Websites & other related sources of such standard at least biannually to check the revision status of related regulations & standards.

8. TESTING OF FOOD CONTACT MATERIALS

Testing of Food Contact Materials shall comply with relevant GSO/UAE.S - Technical Regulations for each relevant product. Each consignment of this product shall be accompanied with a certificate stating its compliance with the relevant standard.

Note: The validity of Test Reports for Food Contact Materials is for 3 years.

9. CERTIFICATION REQUIREMENTS

Requirements vary depending on the scope of certified products; Details of the documents required for certification for the scope of Food Contact Materials as per Scheme Owner (MOIAT) requirements are detailed as following:

9.1 Supportive Documents:

Product Certification

- Valid UAE Industry/Trade License.
- Application form (Online)
- Test Report from accredited and recognized laboratory as per the technical requirements mentioned under Annex 1 of Cabinet Resolution No 20 for the year 2015
- Fulfill the Label requirements mentioned under annex 2 of cabinet resolution No. 20 for the year of 2015.
- Electronic Declaration of Conformity.
- Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead.
- Proof of Exclusive Distributorship form the manufacturer in case the applicant is a trader or an agent.
- Certificate for GMP & food safety management system implementation. Use of Good Manufacturing Practice or any other GMP approved by MOIAT (if Applicable)

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- Product composition & ingredients concentration report issued by the Manufacturer.
- Certificate of origin.
- Product Label
- Copy of Current / expired Product certification certificate / document (if available)

9.2 Application for Certification (Application Form):
Application to be filled by the client will contain all the necessary information needed by PRIME C&I conducting the certification Process, such important information is:

- Type of Product to be certified: Product/facility (Process) to identify the related scheme implemented by MOIAT
- 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.

9.3 Legal Agreements
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;
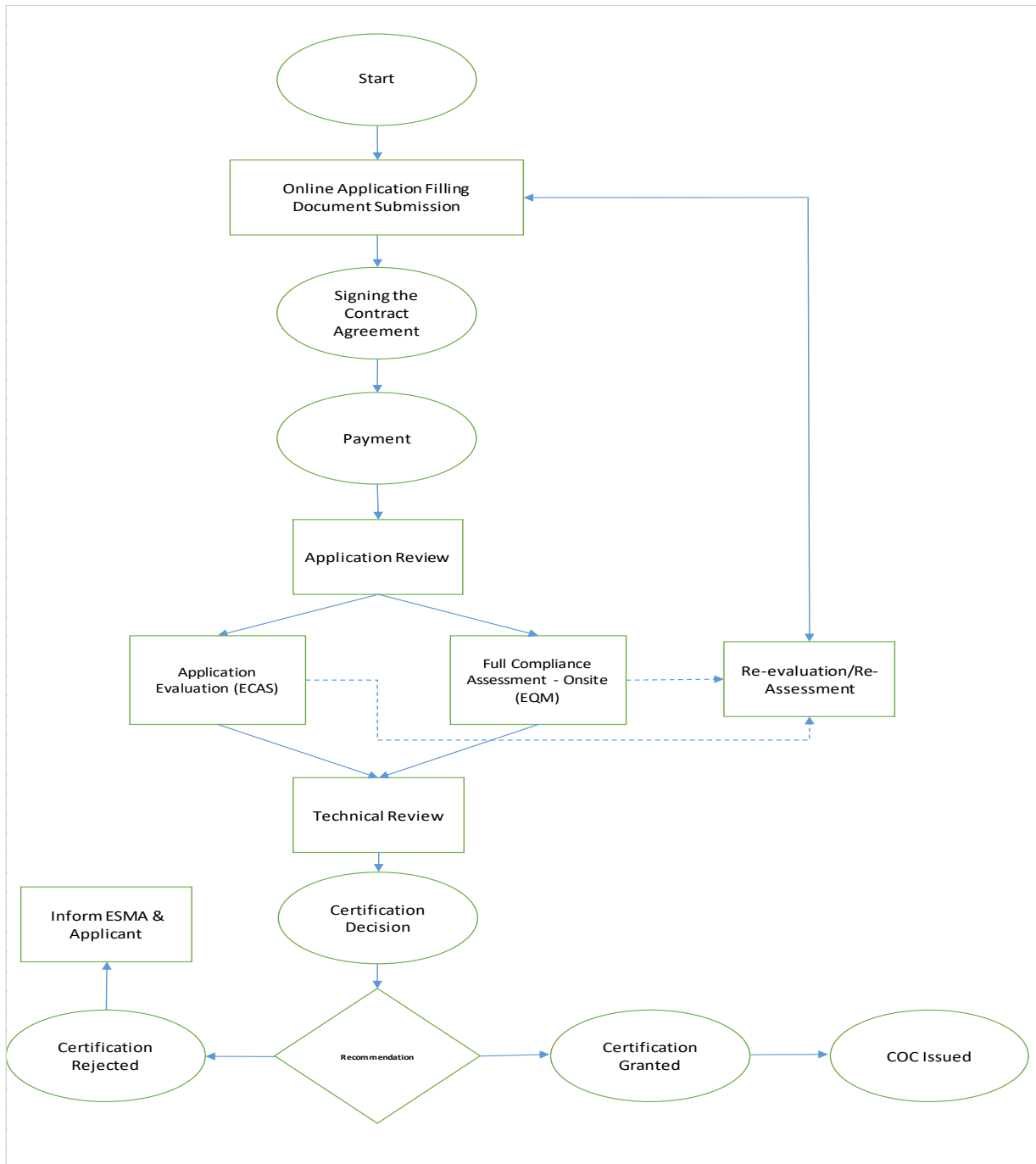- Certification Agreement:
- Non-Disclosure Agreement

9.4 Fees as detailed in Certification Agreement.

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10. **CERTIFICATION PEOCESS**

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10.1 Preparatory Steps:

- Application Form shall be submitted by applicant to PRIME C&I, submission can be done via PRIME C&I's 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.
- A quotation will be sent to applicant by Head of Sales and Marketing; containing the scope of certification and fees related to each step of the certification process.
- Payment shall be done by applicant.

10.2 Application Review:

- Upon acceptance of quotation by client, he is requested to sign the General Conditions for Certification Services.
- Application along with related supportive documents will be received by PRIME C&I's Operation Manager/Technical Manager who shall assign one of PRIME C&I's technical team members (Lead Auditor/Auditor).

10.3 Application Evaluation

Auditor shall perform conformity assessment (Evaluation) steps related to the certification scheme.

Product Certification (ECAS)

- Detailed documents review for all the documents
- Document review includes the checkup for Test Reports parameters and results, done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
- Evaluation of product the eligibility of the Product for certification to assure compliance according to applicable schemes and standards

Product Certification (EQM)

- Detailed documents review for all the documents
- Document review includes the check up for Test Reports parameters and results, done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
- On-Site Audit to the facility where the product is being manufactured to assure the quality management system adopted in full compliance with applicable standards and technical regulations.
- Evaluation of product the eligibility of the Product for certification.
- For EQM certification during the onsite assessment the implementation of Good Manufacturing Practice (GMP) or Food Safety System and any other good manufacturing practices approved by MOIAT will be verified.

Note-1: No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner (ESMS).

Note-2: All the applicable UAE schemes and standards are mentioned in Section-7 of this scheme.

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10.4 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 3rd party accredited Laboratory sub-contracted according to the approved Standards and applicable technical requirements.
- If test reports are not complying with Standards; Lead Auditor/Auditor 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.
- Prime C&I Arabic translator shall review the product label and evidence of the reviewer signature shall be placed on the document.

10.5 Technical Review:

Technical Manager or a delegates appointed (not the same evaluator of application) will perform technical review to verify evaluator's recommendation by checking if assessment checklist content is found satisfactory along with complete review for the whole application and supportive documents, and then grant the final recommendation to the Certification Decision Committee.

10.6 Decision of Certification:

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

- **Approval of Product certification:** Product evaluation shows full compliance with applicable schemes/standards:
  - Certification decision will be done by Decision Committee
  - Granting the issuance of Certificate of conformity, recognized by scheme owner (MOIAT)
  - Certified Products will be listed in Directory of certified clients for product certification.

- **Rejection of Product certification:** Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:
  - Rejection decision will be done by Decision Committee
  - Prime C&I will inform client/MOIAT by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

10.7 Notes for clients

- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (Products or services or facility/Process) to Schemes and applicable standards through PRIME C&I 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& Process).

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- 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 the Pre-Assessment performed by PRIME C&I. This will prove the efficacy and sustainability of the implemented system. After which PRIME C&I will be contacted to decide for required audits and Certification.
- Client seeking extension or renewal of Certification scope shall as well submit the self- assessment checklist 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 Self-Assessment Checklist requirements and submitted along with the application as well.

10.8 Renewal
Product Certification (ECAS)
- Validity of certificate is One year
- COC should be renewed 2 months prior expiry.

Product Certification (EQM)
- Validity of certificate is three years, subject to surveillance visits every year during the certification to assure maintenance of conformity.
- COC should be renewed 3 months' prior expiry.

11. UPLOADING OF CERTIFICATES IN MOIAT SYSTEM
As a Notified Body, it is the responsibility of Prime C&I to transfer the information to the scheme owner by uploading the Certificate of Conformity and other relevant documents in the scheme owner's (MOIAT) online portal. The steps after the Certification Decision (only when recommendation is approved) are as follows;

1. Upon receiving the approval of the Decision Committee, the file should be given back to the responsible Lead Auditor/Auditor.
2. The Lead Auditor/Auditor shall communicate with the Operation/Accounts Department to arrange for the payment in MOIAT portal.
3. When the payment is posted, the Lead Auditor/Auditor shall be able to retrieve the certificate no. and QR code from MOIAT portal.
4. The Lead Auditor/Auditor shall prepare the draft certificate along with correct and accurate information.
5. The draft certificate should be sent to the client for their confirmation. Once it is confirmed, final certificate shall be shared to the client.
6. The Technical Manager/Lead Auditor should then upload the certificate in MOIAT portal including the product list that should contain the necessary information such as model no., barcode, brand name, product description, country of origin, report no., applicable standard, etc.
7. Certificate will be uploaded on MOIAT website within two days after issuance of certificate.

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12. MARKET MONITORING & VERIFICATION

After the certification process the product sample will be collected. The sample will be collected from customer premises, warehouse, outsourced premises / market for verify the product conformity.

The product sample will also be collected for verify the product conformity, the sample collection will be during the initial assessment period, recertification audit period, complaints from market, public and regulatory authority etc.

Prime C&I will conduct regular marketing monitoring & verification for the following purpose:

a. Inspecting and taking samples of the product in the local market and conducting tests on them to make sure that the product meets the requirements of relevant UAE resolution.

b. PRIME C&I will be conducting Market Surveillance campaigns in the local markets to assure continuous compliance of certified products and inform Scheme owner on immediate basis on the non-conformity products to take the appropriate action.

13. LICENSING AND CONTROL OF THE MARK

Please refer to QP-11 – Annex-C - Procedure for Use of License, Certificates and Marks of Conformity for Product Certification for EQM & ECAS. (Ref. MoIAT - USAGE POLICY FOR EQM LOGO - CAPOL-06 - November 12, 2015 - Revision: 1) & Usage Policy for ECAS Mark (ECAS Mark of Conformity) - CAPOL-07 – Rev. 02.

14. REPORTING TO THE SCHEME OWNER

Dissemination of Significant Information to the Scheme Owner and other Concerned Parties please refer to Procedure for Certificate issue, suspension and withdrawal (QP-10).

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15. REFERENCES

General Requirements for Notified Bodies – MOIAT Document. Requirements for Registration –MOIAT Documents-Available in MOIAT website and Prime C & I website and upon request by Prime C&I Staff.

- Cabinet resolution no. 20 for the year 2015 related to the Emirate Scheme on Controlling on food contact materials & Standards.
- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- ISO 9001:2015 - Quality Management Systems
- General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (MOIAT).
- Prime C & I Quality Manual, Procedures and Schemes.