CONTENT

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 Tobacco & Tobacco Products 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.

5. SERVICE TYPE

As per Scheme owner rules, PRIME C&I certifies Tobacco & Tobacco Products 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.
- 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 Tobacco products with below details of Sector, scope of certified products, products categories, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Product Categories	Type of Certification
Chemical	**Tobacco Products**	Cigarettes Label Evaluation	Product Certification – Type Approval (ECAS)
		Cigarettes Product Evaluation	
		Moassel Label Evaluation	
		Moassel Product Evaluation	
		Tobacco and Tobacco Products	
		Tobacco Pipe (Dokha) Label Evaluation	
		Tobacco Pipe (Dokha) Product Evaluation	
		E-Cigarettes Label Evaluation	
		E-Cigarettes Product Evaluation	

7. APPLICABLE SCHEME & STANDARDS

Applicable Scheme

UAE Cabinet resolution no. 242 for the year 2011 / 22 for the Year 2018 related to the Emirates System For Implementation of UAE Standards & Mandatory Requirements for Tobacco Labelling.

Labeling of Packages Cigarettes, Moasel Tobacco and Moasel tobacco fruit flavored and mixture of tobacco pipe products according to the technical requirements of the cabinet resolution No. (242\12\12) for the year 2011. Mixture of tobacco pipe products according to the technical requirements of the cabinet resolution No. 24 for the year 2013, Electronic Nicotine Products according to the technical requirements

of the cabinet resolution No. 5 for the year 2019, Labeling of Packages for Electronic Cigarettes products according to the technical requirements of cabinet resolution 242 for the year 2011 and UAE standard UAE.S/GSO 5030, Cigarettes Products according to the technical requirements of the cabinet resolution No. 10 for the year 2007, Moasel Tobacco and Moasel tobacco fruit flavored Products according to the technical requirements of the cabinet resolution No. 10 for the year 2007.

Applicable Technical Standard

- UAE.S 5022 – Tobacco and Tobacco Products – Dokha
- UAE.S 1749 - Almeassel tobacco fruit flavored
- UAE.S 1415 - Almeassel tobacco - UAE standard is concerned with Almeassel tobacco (unflavored), its ingredients, additives and their standards
- UAE.S /GSO 597 – Cigarettes - This Gulf Standard is concerned with cigarettes manufactured from tobacco and prepared by mechanical methods
- UAE.S/GSO 2050 - A mixture of tobacco pipe
- UAE.S/GSO 2051 - Tobacco and its products -Sijaritus
- UAE/GSO 2390 - Permissible and impermissible tobacco additives
- UAE.S GSO 1749 - Almeassel tobacco fruit flavored
- UAE.S GSO 5030 - Electronic Nicotine Products (Equivalents of Traditional Tobacco Products).

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;

- Label of product shall comply with UAE.S/GSO 246 :2011 - Labeling of Packages tobacco products.

- Packaging, Storage & Transportation Requirements;
  - The product must be packaged in suitable, dry, and flawless packaging to ensure protection.
  - The product maintains its natural properties.
  - The package shall be non-transparent, sealed and sealed with a transparent, tight outer cover.
  - The product shall not be packaged in packages previously used in other products.
  - The product shall be stored at an appropriate temperature and away from sources of heat and sun, pollution and unwanted odors.
  - Packaging and Product Contact Material shall comply with GSO Technical Regulation for relevant Tobacco Products.

8. TESTING OF TOBACCO PRODUCT

Testing of Tobacco Products shall comply with relevant GSO Technical Regulations for each relevant product and few are specified as per UAE Regulations & Standards for specific products.

Validity of tests reports for Tobacco Products is 1 year.

9. CERTIFICATION REQUIREMENTS

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

9.1 Supportive Documents:

Product Certification – (ECAS) for Labelling and Product certification of Tobacco Products.

A. Labeling of Tobacco Pipes:

- Valid UAE Industry/Trade License.
- Product Sample.
- Test report from an accredited Lab for mixture of tobacco pipe raw materials as per UAE S GSO 2050:2010.
- List of additives content in the tobacco used for manufacturing a mixture of tobacco pipe.
- ECAS certificate for product – Tobacco Pipe.
- Declaration of Conformity by the Manufacturer that mixture of tobacco pipe was free from any foreign matters.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.
- Certificate of origin.
- Label of the Product;

B. Tobacco Pipes:

- Valid UAE Industry/Trade License.
- Product Sample.
- Test report from an accredited Lab for mixture of tobacco pipe raw materials as per UAE S GSO 2050:2010.
- List of additives content in the tobacco used for manufacturing a mixture of tobacco pipe.
- ECAS certificate for label of product – Tobacco Pipe.
- Declaration of Conformity by the Manufacturer that mixture of tobacco pipe was free from any foreign matters.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.

- Certificate of origin.
- Label of the Product;

C. Labeling of Moasel Tobacco and Moasel Tobacco fruit flavored Products:

- Valid UAE Industry/Trade License.
- Product card Label and warning label with Picture from final designer of (front and rear face layout of Package) as per: UAE.S/GSO 246 :2011
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.

D. Moasel Tobacco and Moasel Tobacco fruit flavored Products:

- Valid UAE Industry/Trade License.
- Product Sample.
- Test report from an accredited Lab for Moasel tobacco raw materials as per UAE S GSO 1414:2006
- Test report from an accredited Lab for Moasel tobacco fruit flavored raw materials as per UAE S GSO 1749:2006
- List of additives content in the tobacco used for manufacturing cigarettes.
- ECAS certificate for product label.
- Distributor ownership (for Traders only).
- Declaration and Undertaking that Moasel Tobacco was free of additives and pesticides.
- Electronic Declaration of Conformity;

E. Labeling of Cigarettes:

- Valid UAE Industry/Trade License.
- Product Sample (20 box).
- Test report from an accredited Lab for tobacco raw materials as per UAE S GSO 597:2009
- Test Report for the maximum limit of pesticide residues (ppm) as per the requirement of UAE.S GSO 597:2009.
- List of additives content in the tobacco used for manufacturing cigarettes.
- ECAS certificate for product.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.
- Label of the Product;

F. Cigarettes:

- Valid UAE Industry/Trade License.
- Product Sample (20 box).

- Test report from an accredited Lab for tobacco raw materials as per UAE S GSO 597:2009
- Test Report for the maximum limit of pesticide residues (ppm) as per the requirement of UAE.S GSO 597:2009.
- List of additives content in the tobacco used for manufacturing cigarettes.
- ECAS certificate for product label.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.
- Label of the Product;

G. Electronic Cigarettes Products:

- Valid UAE Industry/Trade License.
- Product card Label and warning label (front and rear face layout of Package) as per UAE.S/GSO 5030
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.

H. Electronic Cigarettes Products:

- Valid UAE Industry/Trade License.
- The manufacturing facilities shall meet the requirements of the standard (ISO 9001).
- ECAS certificate for product label.
- he product shall comply with standard GSO ISO 8317 UAE.S: Resistant packaging for children.
- Declaration of all additives along with their quantities in Descending order by weight also mentioning the trade name, type, reason for adding it and the emissions related.
- Data on doses and nicotine intake when consumed in normal or reasonably expected conditions
- Study of the validity during the validity period mentioned on the product label
- Risk assessment study
- Test report for the additives and contents of the products.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.

I. Tobacco Products:

- Valid UAE Industry/Trade License.
- Product Sample (20 box).
- Test report from an accredited Lab for tobacco raw materials as per UAE S GSO 597:2009
- Test Report for the maximum limit of pesticide residues (P-P.M.) as per the requirement of UAE.S GSO 597:2009.
- List of additives content in the tobacco used for manufacturing cigarettes.

- ECAS certificate for product label.
- Distributor ownership (for Traders only).
- Electronic Declaration of Conformity.

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:

A. Type of Product to be certified: Product/facility (Process) to identify the related scheme implemented by MOIAT
B. Relevant standard/ or normative documents clients is seeking certification for.
C. 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.
D. Any other information needed related to certification requirements.

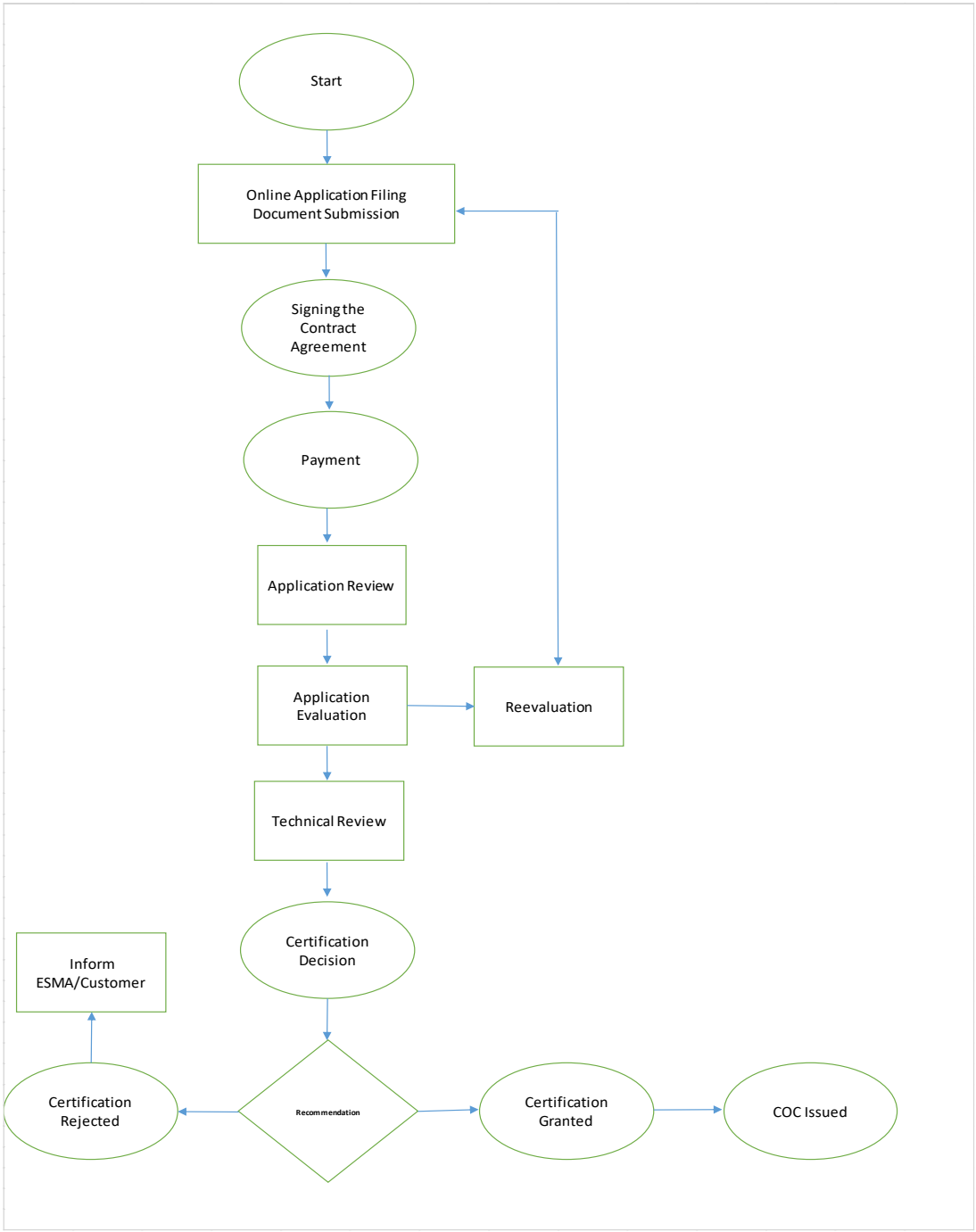
9.3 Legal Agreements

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;

A. Certification Agreement:
B. Non-Disclosure Agreement

9.4 Fees as detailed in Certification Agreement.

10. CERTIFICATION PROCESS



10.1Preparatory 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

- 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

Note: 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.

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

A. 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).

B. 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.

C. 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.

D. 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:

E. Validity of certificate is One year
F. COC should be renewed 2 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.

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).

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.

G. Cabinet resolution no. 242 for the year 2011 / 22 for the Year 2018 related to the Emirates System for Implementation of UAE Standards & Mandatory Requirements for Tobacco Labelling.
H. ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
I. ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
J. ISO 9001:2015 - Quality Management Systems
K. General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
L. ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
M. ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
N. ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
O. ISO17067, in combination with ISO Guide 28 and ISO Guide 53
P. ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
Q. ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
R. 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
S. General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (MOIAT).
T. Prime C & I Quality Manual, Scheme & procedure.