

**TRADE FACILITATION SERVICES
GUIDELINES FOR THE TRADE**



**KINGDOM OF SAUDI ARABIA
Saudi Quality Mark Program**



This data sheet has been prepared specifically in respect of exports to Kingdom of Saudi Arabia

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1. PRODUCTS CONFORMITY ASSESSMENT

PROGRAM NAME	Saudi Quality Mark Scheme of SASO
PROGRAM MANDATED BY	Saudi Standards, Metrology and Quality Organization (SASO)
PROGRAM OBJECTIVES	Ensure organizations, which apply to SASO to obtain a License to use the Saudi quality mark for products manufactured by them, are conforming to Saudi standards, Granting Procedure, and Saudi technical regulations.
VERIFICATION PROCESS	<p>Based on the documents, SGS will:</p> <ul style="list-style-type: none"> • Verify the conformity of the goods to the applicable Granting Procedure, SASO standards and Technical Regulation requirements. • Perform initial document review, factory audits and take samples for testing in external laboratory. • Non-conformities are communicated to client if any. • SGS will recommend to SASO for granting Saudi Quality Mark License once the required corrective actions taken by the applicant are satisfactory. • Saudi Quality Mark License is issued for the product by the Authorized person in SASO.
ROUTES	Route C
APPROVED LABORATORY	N/A
DOCUMENTATION	<p>Applicant submits to SGS the following documents:</p> <ul style="list-style-type: none"> • Company's Quality Management System documents (ISO 9001, ISO 14001, ISO 22000 certification) • Quality Manual • Quality Control Plan • Commercial registration of the establishment • Industrial license • Organizational structure of the establishment • Factory Location Map • Trademark Registration Certificate • Barcode Registration Certificate • Official Letter of Authority • Self-monitoring Records or In-house Test Reports • Product Photos of marking and labeling • Purchase Order • Delivery Note, if applicable • 3rd Party Test Reports

	<ul style="list-style-type: none"> • ISO 17025 Accreditation Certificate along with the scope of external Laboratory • Product List • Application Form • Product Catalogue • License Contract • Product Statistics • Organization Structure
CERTIFICATE	The Saudi Quality Mark (SQM) license is issued to use Quality Mark Logo on the products and/or packaging that comply to granting procedure of SASO.
OTHERS	N/A
SGS COVERAGE	Worldwide

2. SPECIAL REQUIREMENTS	
ARE USED PRODUCTS SUBJECT TO THE PROGRAM?	N/A
REGULATED PRODUCTS	Referred to Section 4
LABELLING REQUIREMENTS	Once the license has been issued, the SQM logo should be affixed on the product and/or packaging in a clear, indelible, and legible manner.
FLOOR VALUE	N/A

3. FEES							
Product Registration fee:							
The fees for Saudi Quality Mark licensing process are fixed by SASO and it is available in the granting procedure as shown below:							
No.	Activities	Costs per Number of Products in SAR					Recipient
		1 to 5	6 to 10	11 to 15	16 to 20	21 & Above	
1	Application Fee (Applied only for new application)	3,000	3,000	3,000	3,000	3,000	SASO
2	Studying of Technical Documents Fee (Granting, Renewal, Scope Expansion of License)	12,500	15,000	17,500	20,000	20,000	SGS
3	Initial Auditing Fee (Granting, Renewal, Scope Expansion of License)	18,000	24,000	30,000	36,000	36,000	SGS
4	Periodic Audit Fee (Surveillance)	12,000	18,000	24,000	30,000	30,000	SGS
5	Audit & Decision Making of Committee Fee (Granting, Renewal, Scope Expansion of License)	7,500	10,000	12,500	12,500	12,500	SASO
6	Fee of 3-Years Validity of Using the Mark for Optional Products (Granting the License)	20,000	20,000	20,000	20,000	25,000	SASO
7	Fee of 3-Years Validity of Using the Mark for both Optional & Mandatory Products (Renewal of License)	15,000	15,000	15,000	15,000	15,000	SASO
8	Fee of 3-Years Validity of Using the Mark for Mandatory Products (Granting the License)	15,000	15,000	15,000	15,000	15,000	SASO
9	Travel & Accommodation Fee of Auditors	The Facility (Applicant/Licensee) ensures the travel tickets and accommodations of the Auditors as classified					Facility

		& calculated below: - Economy Class Tickets - Hotels with a rating of not less than 4 stars	
		- In case that SASO or SGS makes all the previous arrangements, 20% will be added to the value of the Tickets + Hotels invoices.	SASO or SGS
10	Testing Costs	The Facility (Applicant/Licensee) shall bear the costs of conducting the required tests.	Facility

Below special fee scheme can be applicable, if some technical requirements are met by the client, to be confirmed on a case by case basis:

Mandatory Products for SQM			
S. No.	Activities	Costs in USD	Recipient
1	Application Fee (Applied only for new application)	800.00	SASO
2	Technical Documents Review	3,333.33	SGS
3	Factory Audit – Initial/Renewal	2,400.00	SGS
4	SASO Committee Review	2,000.00	SASO
5	Quality Mark Certificate	4,000.00	SASO
6	Factory Audit – Periodic Audit (2 nd Year)	1,600.00	SGS
7	Factory Audit – Periodic Audit (3 rd Year)	1,600.00	SGS
Total		15,733.33	

Non-Mandatory Products for SQM			
S. No.	Activities	Costs in USD	Recipient
1	Application Fee (Applied only for new application)	800.00	SASO
2	Technical Documents Review	3,333.33	SGS
3	Factory Audit – Initial/Renewal	2,400.00	SGS
4	SASO Committee Review	2,000.00	SASO
5	Quality Mark Certificate	5,333.33	SASO
6	Factory Audit – Periodic Audit (2 nd Year)	1,600.00	SGS
7	Factory Audit – Periodic Audit (3 rd Year)	1,600.00	SGS
Total		17,066.66	

Coverage and conditions

The above fees are exclusive of VAT and sales tax (the fees are net of tax).

- In case of requesting more than copy for the certificate in Arabic or English or in case of asking for “lost” replacement copy, SAR 1000 for each copy/each product.
- In case of requesting several requests for the products under different standards or procedures of several products that are being manufactured in one site, the Certifying Body can consider the case and provide a discount that is not more than 20% with notification to SASO justifying technically the reasons.
- In case of applying with several types required additional technical procedures (onsite testing, high risk products.... etc) the Certifying body can increase the audit charges with not more than 20% after approval of SASO for the technical justifications provided.
- In case the factory is out of GCC additional 2 transportation days to be added for each assessor. And 1 day in the factory is in GCC and out of Riyadh city.
- Granting of SQM for mandatory products (5000 SAR for each brand per year X 3 years) = 15,000 SAR for 1 brand.
- Granting of SQM for optional products (20,000 SAR for each brand for 3 years).

4. REGULATED PRODUCTS

- Appliances that are operated by gas and its accessories (LPG) (Technical Regulation for Gas Appliance & and their Accessories: M.A-162-17-04-02 | Granting Procedure No.: QMS-CR-15)
- Reinforced Steel Rebar (Technical Regulation for Building Materials Part I- Metals and Alloy Sectors for

Constructions and Buildings: 01-04-16-156-A.M | Granting Procedure No.: QMS-CR-06)

- Steel Plates (Technical Regulation for Building Materials Part I- Metals and Alloy Sectors for Constructions and Buildings: 01-04-16-156-A.M | Granting Procedure No.: QMS-CR-71)
- Aluminium Composite Panels (Cladding) (Technical Regulation for Building Materials Part II - Insulating and Building Cladding Materials: M.A-156-16-04-02 | Granting Procedure No.: QMS-CR-10-81)
- Cement (Technical Regulation for Building Materials Part III - Hydraulic Connections & Related Products: M.A-161-17-07-02 | Granting Procedure No.: QMS-CR-10)
- Ready-mixed Concrete (Technical Regulation for Building Materials Part III - Hydraulic Connections & Related Products: M.A-161-17-07-02 | Granting Procedure No.: QMS-CR-10-08)
- Ceramic Tiles (Technical Regulation for Building Materials Part IV - Bricks, Tiles, Ceramics, Sanitary Wares & Relevant Products: M.A-161-17-07-03 | Granting Procedure No.: QMS-CR-14)
- Additives used for OXO/ Biodegradable Plastics (Technical Regulation for OXO-Biodegradable Plastic Products: M.A-156-16-03-03 | Granting Procedure No.: QMS-CR-09)
- Electrical Extension Cords & Electrical Connection Path (Technical Regulation for Low Voltage Electrical Equipment and appliances: BD-142004-01 | Granting Procedure No.: QMS-CR-74)
- Plugs & Switches for Household and Public Use (Technical Regulation for Low Voltage Electrical Equipment and appliances: BD-142004-01 | Granting Procedure No.: QMS-CR-05)

Note: Voluntary application can be made for any other product categories including food and beverage.

5. PROCESS FLOW



6. SGS CONTACT LIST: available at [SGS website](#)

SGS Regional Headquarters
 SGS Verification and Conformity Company
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[SGS worldwide PCA contact list](#)

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