



## PRODUCT CERTIFICATION SCHEME FOR PERFUMES

### **Certification Procedures:**

Based on its role as ESMA Notified body, Procedure will be performed as following :

- Receive client application for certification
- Perform conformity assessment steps by conducting the necessary review of documents and audit needed to assure compliance according to applicable schemes and standards.
- If complying with ESMA requirements, certificate of conformity recognized by ESMA will be issued by RACS to indicate compliance is fulfilled.
- Client shall submit the following documents via RACS affordable communication methods (mail, emails, hard copy, website, E-System)

### **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 UAE Schemes and applicable standards through RACS 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).
- 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 RACS. This will prove the efficacy and sustainability of the implemented system. After which RACS will be contacted to make arrangements 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 we

### **1. Renewal:**

- **PRODUCT CERTIFICATE:**
  - Validity of certificate is one year,
  - COC should be renewed 2 months prior expiry.
- **FACILITY CERTIFICATE:**
  - 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.



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