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Prepared By	Reviewed & Approved By	Revision #	Effective Date
 Scheme Expert	 Certification Director	00	01/11/2024

1 DEFENTIONS AND ABBREVIATION:

MOTABAQAH

Saudi Specialized Laboratories company which is notified by a notifying authority to perform conformity assessment activities in a specific field.

GSO

GCC Standardization Organization

BTMD

Bahraini Testing and Metrology Directorate

DGSM

Directorate General for Standards and Metrology of Oman

EE Label

Energy Efficiency Label

GCTS

Gulf Conformity Tracking System

Scheme

Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.

Validation scheme

Rules, procedures and management for carrying out validation activities.

Scheme owner

Person or organization responsible for developing and maintaining a specific scheme (BTMD, DGSM)

Claim

Information declared by the economic operator; the claim is the object of conformity assessment by validation which relates to the level of energy performance for Airconditioners. The claim should be clearly identifiable and can be evaluated or measured against specified requirements by MOTABAQAH.

Validation

confirmation of a claim, through the provision of objective evidence, that the requirements for a specific intended future use or application have been fulfilled, Validation is a process to evaluate the reasonableness of the assumptions, limitations, and methods that support a claim about the energy efficiency for ACs of future placement on the market.

Validation statement

It is a declaration by the notified body of the outcome of the validation process, the validation statement can be confirming or not confirming the claim, according to the requirements of the regulation.

Validation certificate

It is a certificate issued by MOTABAQAH after executing the validation activities which include the validation statement.

Type 1a scheme

It is the part of a conformity assessment procedure in which MOTABAQAH examines the technical design of a product and verifies and attests that the technical design of the product meets the requirements of the technical regulations that apply to it.

Product type

It is a group of models of the same product, the differences between them do not affect the level of safety and other performance requirements. Furthermore they shall be manufactured by same client, marketed under the same brand and identical in their ratings and properties regarding the energy performance.

Application Governing Rules

It is a document(s) provided by MOTABAQAH which includes descriptive information about rights and obligation of the licensee and in particular the limitation on the use of the mark of conformity. It includes also the specification of the EE Label.

Letter of Approval

It is an authorization letter issued by the scheme owner for the client to affix the EE Label upon confirmation by MOTABAQAH.

Product certification service

It is a service provided by MOTABAQAH which align to type 1a scheme which is regulated by the scheme owner for certain scope of products.

Technical Regulation

A document approved by the scheme owner that provides the characteristics of the products, the related processes and their production methods, and includes the administrative provisions in force, with which the compliance is mandatory. It could include in particular terminology and definitions, packaging and labeling requirements or labels that apply to the products or services, processes or production methods.

Client

He is the product manufacturer who is responsible to MOTABAQAH for ensuring that certification requirements including product requirements are fulfilled.

Certification requirement

Specified requirement, including product requirements that is fulfilled by the client as a condition of establishing or maintaining certification

Product requirement

Requirement that relates directly to a product, specified in standards or in other normative documents identified by the scheme

Manufacturer

Any natural or legal person who manufactures the product or has the product designed or manufactured, and markets the product under his name or trademark.

Authorized representative

Any natural or legal person established within the intended market who has received a written mandate from a manufacturer to act on his behalf in relation to specified tasks.

Certification

Third-party attestation related to products, processes, systems or persons.

Conformity

Specified requirements relating to a product, service, process, system, person or body are fulfilled. These requirements are imposed by technical regulations or contractual clauses.

Market surveillance

The activities carried out and measures taken by public authorities to ensure that product comply with the applicable requirements set out in harmonized legislation and do not endanger health, safety or any other aspect of public interest protection.

2 INTRODUCTION:

The BTMD of kingdom of Bahrain and DGSM of sultan of Oman along with GSO have introduced a mandatory certification (validation) scheme for the products covered in clause 3 below. In order for those products placed on their market they shall successfully registered on their portal and become eligible to bear the EE Label. As per this program the clients are required to apply certification for one of the approved Notified Bodies. MOTABAQAH as an approved NB will provide its esteemed clients with professional certification service (Product Certification, type 1a) with affordable and competitive fees.

This document provides specific certification aspects provided by MOTABAQAH to its client seeking Bahrain and Oman EE Label certification. The offered services, contractual arrangements between MOTABAQAH and its client and MOTABAQAH certification programs shall be governed by this document and other applicable public available documents.

The client seeking certification is assumed to read, understand and agree with all terms in this document and other applicable public documents (e.g. General Certification Regulation).

The EE Label certification objective is saving energy through the mandatory certification for the products covered by the below scope

3 THE SCOPE OF EE LABEL REGULATED PRODUCTS:

The Bahrain and Oman programs covers the products listed in the:

- 1) For Bahrain market: The technical regulation which is attached to the Bahrain ministerial decree (70/2015) and
- 2) For Oman market: The standard GSO 2530/2016 "Energy Labelling and Minimum Energy Performance Requirements for Air-Conditioners"

4 THE OBLIGATION OF CLIENT:

1) When placing a product on the market, the client shall ensure that it has been designed and manufactured in accordance with the applicable essential safety and EMC requirements set out in GSO LVE regulation BD-142004-01 and the technical regulation attached to the ministerial decree 70/2015.

2) The client shall draw up and submit MOTABAQAH the relevant technical documentation. This technical documentation shall be kept for 10 years after the product has been placed on the market. Among others this documentation shall include:

- ✓ Gulf Type Examination certificate, if the product belongs to list 2 in GSO LVE regulation BD-142004-01.

Note 1: This certificate shall cover the intended market (Bahrain, Oman or both).

Note 2: For products out of scope of the List (2) as referenced in BD-142004-01, the client shall complete the registration of the product on the relevant platform database, or delegate this task to MOTABAQAH.

- ✓ Coloured photograph of the product including the label.
- ✓ Instructions for the installation and use of the product (in Arabic and English)
- ✓ Proper assignation of the correct energy efficiency (star) rating according to the applicable requirement in applicable document referred in clause 3.

4) The client shall ensure that procedures are in place for series production to remain in conformity with the technical regulation/standards.

5) The client shall inform MOTABAQAH where there is intended changes in the design or characteristics of the product and changes in the applicable standards or in other technical specifications.

6) The client shall uniquely identify the products in accordance with the applicable scheme requirements including the requirements of for affixing the GCTS.

7) The client shall cooperate with the national authorities upon their request including submitting all the information and documentation, in paper or electronic form, necessary to demonstrate the conformity of the product with the regulation/standard (during a period of time specified by the relevant authorities and not to exceed twenty (20) working days) and taking any instructed corrective actions.

5 AUTHORIZED REPRESENTATIVE:

In case the client is not located within the intended market, the above obligations shall apply to the authorized local representative or importer. In such case, local representative or importer shall submit the necessary evidence of authorization including the elements listed in MOTABAQAH application form.

6 ENERGY LABELLING (EE LABEL):

Upon successful certification by MOTABAQAH and registration through the relevant portal the client shall affix the EE Label on the certified products before placing them into the intended market. This label shall fulfil the applicable requirements listed in:

- 1) GSO LVE regulation BD-142004-01
- 2) The guidelines of affixing the GCTS
- 3) The marking and energy labelling clauses in the documents referred in clause 3 above.

MOTABAQAH technical experts will assist and provide the client with the Application Governing Rules which include the instructions about the requirements how to affix the label.

7 REFRIGERANT COMPLIANCE:

For products using restricted types of refrigerants, the client shall provide proof of compliance or a declaration on how compliance with applicable legislation is or will be achieved.

8 TEST REPORT AND USE OF CLIENT INTERNAL LAB:

The client shall arrange necessary tests and measurements of the performances of their products in order to obtain valid test reports before submitting them to MOTABAQAH for review. MOTABAQAH may rely on test report data carried out by internal client lab if:

- 1) This lab hold valid accreditation according to ISO/IEC 17025 issued by an accreditation body signatory of mutual recognition arrangement of ILAC
- 2) This lab meet the requirements of Art. (22) of GSO LVE regulation BD-142004-01.
- 3) The lab shall have the applicable standard(s) and edition(s) in the scope of its accreditation.
- 4) The client permit MOTABAQAH experts to witness the test and provide MOTABAQAH with the relevant records, when requested.

9 ACCEPTANCE OF PRIOR TEST REPORT:

“Prior test report” means that the test is carried out in a date preceding the date within which the client submit the application to MOTABAQAH.

In order for MOTABAQAH to accept and rely on its result this prior test report shall meet the below requirements:

- 1) The test report relates to the concerned product.
- 2) The test report meet to the certification requirements including the standards.
- 3) It was provided from 3rd party accredited lab according to ISO/IEC 17025. This accreditation shall be granted by an accreditation body signatory of mutual recognition arrangement of ILAC.
- 4) The tests was carried out within the previous 3 years.

The prior test report performed by the client internal lab will not be relied on. Instead it will be relied on when carried out under control of MOTABAQAH. MOTABAQAH will rely on test reports issued by the client internal lab after meeting the requirement referred in clause 8.

MOTABAQAH will refuse the prior test report if the test was carried out (test end date) more than 3 years from the application date even if that test report is reissued in period less than 3 years.

In case the submitted prior test report are considered unsatisfactory or insufficient, MOTABAQAH will agree with the client regarding the lab and its location to carry out the needed tests.

10 REGISTRATION, LABEL AND LETTER OF APPROVAL:

Upon successful certification, MOTABAQAH will grant the client a validation certificate and will register the product data on the relevant scheme owner portal.

Registration fees: Upon payment of the fees charged to the client, MOTABAQAH will be responsible for paying the registration fees (600 SAR/product/ year) via the relevant scheme owner portal and in behalf of the client

Upon confirmation of payment and the scheme owner approval, the scheme owner system will generate the:

- 1) "Letter of Approval" and
- 2) The EE Label label (including a QR code for verification) in electronic format.

11 THE VALIDITY OF "LETTER OF APPROVAL":

The letter will be valid for 3 years provided that:

- 1) Successful annual reconfirmation is carried out by the client (see clause 12)
- 2) The client continuously conform to certification and product requirements listed in MOTABAQAH certification agreement (see appendix 1) and the applicable technical regulation and/or standards.

12 RECONFORMATION OF REGISTRATION:

The client shall perform the following actions to reconfirm their registration via electronic means through the scheme owner portal:

- 1) Declaration of Conformity, stating that:
 - The product, its components, materials, manufacturing process etc. did not undergo any changes that may influence the energy performance of the product.
 - The test results provided to MOTABAQAH for validation are still valid for the products placed on the market.
 - The applied standards are still valid to show conformity with the requirements of the scheme.
- 2) The above declaration shall be submitted within two (2) months prior to the annual expiry date for reconfirmation.
- 3) Successful payment of annual labelling registration fees to the scheme owner. Voluntary choice by the client to pay in advance for 3 years term does not waive the requirement to reconfirm the registration each year. Those Declaration of Conformity shall be kept by the client with the technical documentation referred in clause 4 item 2.

13 RENEWAL OF "LETTER OF APPROVAL":

- 1) The "Letter of Approval" are subject to renewal every three (3) years. The client shall apply to MOTABAQAH for renewal three (3) months and no later than one (1) month prior to the expiry date of the "Letter of Approval".
- 2) Re-validation then required every three years. This re-validation does not mean that the client will be starting over with MOTABAQAH processes. Client's company will have all the advantages and benefits that maintaining a long-term partnership with MOTABAQAH can bring. This includes a familiar, knowledgeable evaluator who will continue to work with the client. In general sense MOTABAQAH will consider the already available documentation to avoid undue burden to the client
- 3) Upon completion of re-validation activities by MOTABAQAH the letter validity will be extended to new three additional years.
- 4) The labelling of the submitted product's technical documentation shall include the actual active EE Label and GCTS marking.
- 5) In the renewal phase the client shall submit a new test report including the valid standard editions and shall fulfil the applicable requirements in clause 9.

14 PRODUCT IDENTITY DECLARATION (PID) REQUIREMENTS:

- 1) A set of models can be included in the same application provided that those models:
 - Have similar design and construction
 - Manufactured by the same client.
 - Bear the same trademark.
 - Identical in their ratings and properties regarding the energy performance.
- 2) A PID shall be submitted for those models to declare that the differences between them doesn't affect the energy performance. A complete description and documentation of the similarities and any technical differences of all models shall be supplied with the PID.
- 3) The manufacturer shall draw up the PID on the official letter head, sign and stamp the PID.

15 THE REFERENCES:

- Bahrain energy efficiency labelling "Guidance on Bahrain Energy Efficiency labelling Scheme"
- Bahraini Decree (70/2015) issued by MOICT and its attached technical regulation "Regulation on energy labelling and minimum energy performance requirements for Air-conditions"
- Omani energy efficiency labelling Scheme "Notified body guidance for conformity assessment procedures"
- Omani ministerial Decree (107/2018) issued by MOCI.
- MOTABAQAH Quality Manual
- ISO/IEC 17065 Conformity Assessment - Requirements for bodies certifying Products, Processes and services.

- ISO/IEC 17029 Conformity assessment — General principles and requirements for validation and verification bodies
- ISO/IEC 17067 Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes
- ISO/IEC 17030 Conformity Assessment — General requirements for third-party marks of conformity.

16 REVISION SHEET:

Issue # & Date	Rev. # & Date	Revision Details	DCR No.
02 (09/09/2020)	00 (17/10/2021)	Initial release.	DCR-2021-093
03 (28/08/2022)	00 (28/08/2022)	Changing the issue number to become 03 instead of 02 and the revision number to become 00 for all documents due to the new certification manager.	DCR-2022-021
04 (14/01/2024)	00 (14/01/2024)	<ul style="list-style-type: none"> ➤ Changing the issue number to become 04 instead of 03 and the revision number to become 00 for all documents due to the certification director, quality director, senior certification quality manager and quality supervisor. 	DCR-2024-025
05 (01/11/2024)	00 (01/11/2024)	<ul style="list-style-type: none"> ➤ Change the issue No. to be 05 instead of 04 and revision No. to be 00 due to appointment of new GM, Certification Director and updated MOTABAQAH organization Chart. 	DCR-2024-56