



**PROCEDURE FOR KUCAS
CERTIFICATION PROGRAM**

KUCAS Conformity Assessment Programme

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TABLE OF CONTENT:

- 1. PURPOSE.....03
- 2. SCOPE OF WORK.....03
- 3. DEFINITIONS.....03
- 4. PROCEDURE.....03
 - 4.1 GENERAL.....03
 - 4.2 CONFIDENTIALITY AND IMPARTIALITY.....03
 - 4.3 CERTIFICATION PROCEDURE.....03
 - 4.3.1 APPLICATION.....04
 - 4.3.2 APPLICATION REVIEW.....04
 - 4.3.3 TESTING.....05
 - 4.3.4 TECHNICAL EVALUATION.....05
 - 4.3.5 TECHNICAL INSPECTION.....05
 - 4.4 ISSUE TECHNICAL INSPECTION REPORT.....06
 - 4.5 RECORDS.....06
 - 4.6 CONDITIONS OF USE OF CERTIFICATION(s).....06
 - 4.7 CHANGES AFFECTING CERTIFICATION.....07
- 5. REFERENCES.....07
- 6. RECORDS.....07
- CHANGE HISTORY

KUCAS Conformity Assessment Programme

1. PURPOSE

The purpose of this scheme is to establish, implement and maintain a system for certification processes in Verger Group to ensure the operational process is well defined.

2. SCOPE

This scheme, also referred to as certification rules is applicable to all activities Verger Group performs and covered under scope of work as stipulated in VG-SC-01 Scope of Work.

3. TERMS AND DEFINITIONS

Organization(s) / Applicant(s)

Legal entity that wishes to obtain the certificate of conformity for its own account or on behalf of a third party, for a product and signs the certification agreement. It can be any factory or production unit (manufacturer) producing the product or any agency distributing it (importers, distributors, and retailers)

Technical Evaluation Report (TER)

Report consists of the Conformity Assessment of product under certification in line with the KUCAS program.

Technical Inspection Report (TIR)

Report consists of product consignment detail evaluated under TER with complete detail of consignment.

4. PROCEDURE

4.1 GENERAL

This document has been developed in line with the Kuwait Conformity Assurance Scheme (KUCAS). This document describes the overall process to render services related to for consignment-based Conformity Assessment Services and corresponding instructions of the program for KUWAIT.

4.2 CONFIDENTIALITY & IMPARTIALITY

All the stakeholders and their staff involved in the management of the certification are required to keep professional information confidential. Every personnel involved in the certification activity, including subcontractors, has signed the **VG-F-02 Confidentiality and Impartiality declaration form**.

VERGER has records of certified products with the reference of the recipient companies and certification requirement. This information is accessible to the public only upon request. VERGER shall not disclose any report(s) (inspection report, testing report, evaluation report etc.) or certificate and information to any third party without written confirmation by the certification holder.

4.3 CERTIFICATION PROCEDURE

Certification procedure is illustrated as flowchart in attached Annex 1. The

certification process shall follow the below steps:

- 1) Application (*Enquiry / Certification Request by Organization*)
- 2) Application Review

KUCAS Conformity Assessment Programme

- 3) Testing
- 4) Technical Evaluation
- 5) Technical Inspection

4.3.1 APPLICATION

Applicant submits enquiry about certification service to VERGER directly. Applicants can email VERGER directly with their request to v-operation@verger-group.com or sales representative. All enquiries shall be forwarded to and handled by the appointed Compliance Coordinators.

Certification requests may be made by any applicant organization with a valid business license. Applicant can be Importer, Manufacturer, Exporter, Supplier, or any agent. Upon receiving the request, the coordinator shall send **VG-F-03 Application Form for Certification** and Product Registration Sheet to applicant. The applicant is requested to fill the request details in shared forms and agree to certification agreement as mentioned in VG-F-03 Application Form.

4.3.2 APPLICATION REVIEW

Upon receipt of the filled Application Form and Product Registration Sheet, Coordinator will send list of documents requirement to applicant. The coordinator shall use dedicated MS TEAMS channel for uploading document which to be cross verified by the Technical Team.

The application review shall be conducted to verify if all application documents and information required for the application based on the product are provided. The client shall provide all the documents in English or Arabic language. In case, documents submitted are not in English reviewer can take help of Google scanner to translate and coordinator shall ask client to provide written declaration for the same. Coordinator shall perform the applicant review by making sure below documents are well received and within accepted validity period.

- Application Form
- Certification Agreement Signed and Stamped
- Product Description / Information, filled in Product Registration Sheet
- Invoice and packing list.
- Technical Documentation include:
 - Test reports from an ISO/IEC 17025 accredited testing laboratory
- Actual Product photos with clear marking labeling and packaging. The photos should include clear image of-
 - Each model Category
 - Marking label / shipping marking label
 - Barcode or QR Code (if any)
 - Product Trademark
- Copy of Factory Business License or Commercial Registration info (with license no. or registration no.)
- Shipment Information (e.g., date and port of arrival), if applicable.

The coordinator shall verify whether the applied product certification is within the Verger's approved scope of work. If the product(s) in the application is not part of the VERGER scope of work, the applicant will be notified,

KUCAS Conformity Assessment Programme

and the application will be cancelled.

VERGER may force to ask for additional information necessary for the admissibility of the file when it is incomplete.

Upon successful application review, the coordinator shall make the application form admissible by providing a reference number and make the admissibility in VG-F-34 Directory of Certified Products for records allocated to different offices. The coordinator shall upload all the documents on OneDrive through MS TEAMS as per below site location-

TEAMS>>VERGER Operation>>Directory of Certified Products >> Files >> (KUCAS) VG-F-34 Directory of Certified Products.

The coordinator shall inform the technical team about starting the evaluation process by sending an internal email to designated technical personal. The subject for sending internal email shall follow format as **Ref Application No. || Product || KUWAIT_PVoC || Shipment origin country.**

e.g VG-KWT-YYMM-0001 || Product || KUCAS || Country of Origin

4.3.3 TESTING

VERGER shall be open to accept test reports from the applicant if the testing is conducted by competent ISO/IEC 17025 accredited testing laboratory and the testing standard shall be under the accreditation scope of lab. In such cases, VERGER shall verify the accreditation scope of laboratory from accreditation body website itself.

In the absence of valid test report testing shall be conducted by competent ISO/IEC 17025 accredited testing laboratory, sub-contracted by VERGER. QA Engineer shall be responsible for identifying the competent ISO 17025 accredited sub- contracting laboratory with the relevant scope. If the laboratory/agency fulfils the corresponding criteria, the Technical Manager/MD signs an agreement with the laboratory and the laboratory is treated as an approved testing laboratory.

In case of failure of the drawn sample during testing, the applicant shall be immediately informed of the failure and advised to take the required corrective action.

In the event of this sample also failing to comply with the requirements of the standard, VERGER shall deny certifying the product.

4.3.4 Technical Evaluation

Evaluation activity shall be performed by competent authorized compliance engineer.

Final review & decision by designated personnel shall be based on validating the technical evaluation report prepared by compliance engineer and supporting documents such as test report, invoice, PO and Bill of lading etc. The decision maker shall document the final certification decision in form **VG-F-56 Technical evaluation report**.

4.3.5 Technical Inspection

Technical inspection is required to be performed for each consignment for verification of the correct product shipped as per the PO and packing list for the respective invoices which is undergoes technical evaluation.

A set of updated documents like product and client details, test reports, invoice, packing list shall be provided

KUCAS Conformity Assessment Programme

prior to inspection to the inspector.

Complete detail of inspection shall be provided and if non-conformance is found shall be recorded in inspection report VG-F-58 Inspection Report (KUCAS).

4.4 ISSUE TECHNICAL INSPECTION REPORT

After the final certification decision is taken, the result shall be communicated to Coordinator via email. The coordinator shall verify the payment status with the Accounts team and proceed with the portal operations.

Final certificate copy shall be shared with the client via email upon request.

4.5 RECORDS

All documentation files shall be stored on OneDrive of Verger documentation shall be provided to relevant personnel only. Technical / MD for defining the limits of access and ensuring its confidentiality.

4.6 CONDITIONS OF USE OF CERTIFICATE(S)

- 1) The use of certification is permitted only with respect to and consistent with the scope for which certification has been granted.
- 2) The Organization has the right to use the type certification as a basis for declaring the manufacturer's ability to ensure the production meets the certification requirements, or for the purpose of shipment or clearing customs, when a certificate is required.
- 3) The validity of the TIR is per shipment.
- 4) Use the certificate only to indicate that product(s) is certified as being in conformity with the requirements of the certification scheme.
- 5) Use of TIR does not, under any circumstances, engage VERGER as a substitute for that of the product manufacturer.
- 6) The certificate cannot be transferred. It is not transferable, and it is unseizable.
- 7) In case of merger, liquidation or absorption of the holder/ beneficiary, all certificates of conformity expire automatically. The terms of a new certificate to be requested shall be adopted, after consulting VERGER.
- 8) Any misuse of TIR by the recipient or by a third party shall entitle VERGER to take any legal action it deems appropriate in the framework of current local legislation. Misused cases are considered where reference is made to TIR including:

- The certificate is used or advertised by any advertisement means without obtaining VERGER's consent.
- Products for which the application is still under investigation or where TIR was denied.
- Extending the reference to certificates of conformities, to products other than those certified.
- Product for which the certificate of Inspection is no longer valid.
- The certificate or any statement regarding the certification, or any part thereof, is used in a

KUCAS Conformity Assessment Programme

misleading manner(s).

- Partial reproduction of TIR.
- Unauthorized use of VERGER's logo or that of its accreditation body.

4.7 CHANGES AFFECTING CERTIFICATION

No changes are permitted once the certificate is issued. Any change needed in product certification after issuance is considered a new certification request.

5. REFERENCES

- ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes, and services.
- ISO/IEC 17067 Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes
- ISO/IEC 17020 Conformity assessment – Requirements for the operation of various types of bodies performing inspection.

6. RECORDS

- 6.1 VG-F-03 Application Form for Product Certification
- 6.2 VG-F-34 Directory of Certified Products
- 6.3 VG-F-56 Technical evaluation report
- 6.4 VG-F-57 Technical inspection report

