


Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

1. Introduction about CU GOEIC:

GOEIC is a public enterprise supervised by the MTI, established by act no 1770:1971. Its main functions are import and export controls. GOIEC main sources of income are the fees charged to importers for checking incoming consignments, from services provided to interested parties (e.g. contract laboratory testing) and subsidy from the government. It is envisioned that the certification activity will operate on a competitive basis and, over the medium term, be financially self-supported.

The certification unit of GOIEC offers product certification for gas appliances covered by TCR (GOEIC 01-gas appliances) which aligns to GAR 426/2016 based on module B and module C2 as a full certification procedure without restriction of the notified bodies and CE mark fixation.

2. Procedure for granting a certificate:

2.1. The procedure for granting and maintaining a certificate consists of the following stages:

- Initial discussion.
- Application submission and review.
- Preparation/assessment planning
- Evaluation (site visit and testing activity) and certification decision

2.2. Initial discussion:

As part of the original discussions of CU GOEIC with clients seeking certification, CU GOEIC provides information about the certification processes. During the initial discussions, issues concerning the categories of products to be certified are clarified, facilities for production for these products are determined.

Based on this information, CU GOEIC informs certification procedures, the duration of the assessment and the cost budget for the entire duration of the certificates. Initial discussions have no cost to the client.

The client shall inform CU GOEIC about any requirements specified by legislation (national and International) and/or the National/ International Standards/specifications or other technical documentation, which are valid for its products.

2.3. Application submission and review:

2.3.1. Clients wishing to obtain certification of their products submit to CU GOEIC a request by completing a special application form. The application form is received at CU GOEIC offices.

2.3.2. The application shall be accompanied by the technical file documentation which include the following:

2.3.2.1. General description:

- Size (appliance, package, and oven).
- Options (Ignition, lamb, oven thermostat, oven fan, cooling fan, grill motor, number of burners and their type)
- Category.
- Class.
- Gas type and pressure.
- The nominal heat of burners, expressed in kilowatts based on the gross calorific value and, for LPG in grams per hour.
- Electrical supply (AC or DC, voltage, power in watt)

2.3.2.2. Design, drawing, circuits, assemblies, sub-assemblies for the all appliance.

2.3.2.3. Fitting drawings and description.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	


- 2.3.2.4. Results of design calculation made.
- 2.3.2.5. Test reports for all the fittings and components (accredited test reports + declaration of conformity)
- 2.3.2.6. Test report for the final appliance containing all the tests in table ZA in EN 30-1-1:2008+A3:2013 and for sure including the efficiency tests according to EN 30-2-1:2015.
- 2.3.2.7. Manual or instruction book (containing all information of installation, use, maintenance, converting to another type of gases).
- 2.3.2.8. Declaration of conformity that yr appliance has been manufacturing according to the series of EN 30 standards and the GAR 2016/426.
- 2.3.2.9. Permanent plate that are attached with the appliance containing the following:
- The name of your company.
 - The commercial designation.
 - The type of electrical supply.
 - Gas type and pressure.
 - The nominal heat of burners, expressed in kilowatts based on the gross calorific value and, for LPG in grams per hour.
 - Country of destination.
 - The following warning:

“This appliance shall be installed in accordance with the regulations in force and only used in a well-ventilated space. Read the instructions before installing or using this appliance”.

- 2.3.2.10. Packaging photo has the following information:
- The type of gas and its pressure.
 - The country of destination.
 - The appliance category and class.
 - The following warning:

“This appliance shall be installed in accordance with the regulations in force and only used in a well-ventilated space. Read the instructions before installing or using this appliance”.

- 2.3.2.11. Photo of appliance.
- The client may submit any other documentation it deems necessary or helpful.
 - Each application submitted concerns one category of products (e.g. gas appliances) and one production site of that client.
 - All forms must be submitted in Arabic or English.
 - CU GOEIC examines the information contained in the application and submitted documentation and, if necessary, seeks from the applicant additional information or clarifications.
 - Upon acceptance of the application, a financial quotation is sent to the client, which he must confirm in writing. At the same time, acceptance is given by the client of the terms of cooperation in the framework of the certification activities described in the present certification scheme.
 - If the application is rejected, the client is informed in writing of the reasons for the rejection.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

2.4. Preparation/assessment planning:

- 2.4.1. CU GOEIC prepares an activity plan which covers what, where and when activities will be done.
- 2.4.2. This activity plan is promptly notified to the client. Specifically, with regard of the assessment team names(s)
- 2.4.3. When informed about the composition of the assessment team, the client has the right to refuse in writing with reasons (e.g. its competitiveness is affected, or the safeguarding of the client's know-how, due to relationship of the field auditor(s) with competitors, is at risk). In such cases, CU GOEIC redefines the assessment team.
- 2.4.4. If the client wishes any consultant, who has participated in the development of the product/quality system, to be present during the assessment, he must inform CU GOEIC. The consultant will attend as an observer.
- 2.4.5. Before each assessment/periodic checks, CU GOEIC prepares a detailed activity plan, which is promptly sent to the representative of the client for information and confirmation. If the client wishes to make changes to the assessment timetable, the representative of the client communicates CU GOEIC, in order to make the necessary adjustments.

2.5. Evaluation (site visit and testing activity) and certification decision:

2.5.1. For module B:


- The field auditor verifies the completeness and accuracy of the submitted technical documents with reality and performs visual inspection
- The field auditor collects all certificates of compliance of suppliers
- If the field auditor found a discrepancy between the submitted documents and the product examined, he will ask the client to amend/adjust such elements
- The technical manager of CU GOEIC submits an interim evaluation report to the certification committee which reviews the evaluation and takes the final decision.

2.5.2. For module C2 (initial site visit):

CU GOEIC performs the following activities:

- examines the technical documentation (technical file) to check that the product type has been made in conformity with that documentation;
- checks which measures have been taken to ensure that the manufacturing process and its control guarantee the conformity of the manufactured products with the type referred to in the type examination certificate and with the applicable requirements of the TCR, as well as the adequacy of said measures;
- Performs some final checks/tests on one products selected from the production.
- issues an audit report
- issues a test report concerning the final checks/tests on the products selected from the production, in which the results of the examinations performed are given;
- If any Non-Conformities are found, CU GOEIC assesses them carefully and then decides the most opportune actions to be taken.
- If the result of the checks and controls is positive, CU GOEIC issues the certificate of conformity to Type.

2.5.3. The samples for module B and module C2 are uniquely identified/sealed by the field auditors. It is the responsibility of the client to deliver the sample(s), if any, to the labs selected by CU GOEIC.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

2.5.4. If there are non-conformities, the client shall notify in writing CU GOEIC as soon as he has completed the corresponding corrective actions. CU GOEIC, depending on the nature of the nonconformities, can either:

- verify the corrective actions upon submission of the necessary documentation by the applicant or
- carry out another assessment, or
- repeat tests

2.5.5. For each case the detailed procedure for the above is described in the relevant certification procedure

2.5.6. During the on-site assessment the client or his authorized representative shall be present.

2.5.7. The assessments include investigation of:

- customer complaints related to safe use,
- changes in locations, facilities, organizational structure,
- possible legal actions made against the client including action by the Competent Authorities in the country of distribution of the product

3. Extension/Reduction of type examination certificate

3.1. 3.1 The type examination certificate can be extended:

- To new types of products produced in the same production facility
- To same product types produced in different production facilities of the client.

3.2. The extension is granted, after the client submits a new application, accompanied by the relevant documentation, in accordance with TCR. The performance of the necessary assessment and the relevant decision is handled only by certification committee.

3.3. The required assessment in principle and, where appropriate, includes the following:

- If the client wants to extend the type examination certificate to additional product types manufactured on the same production site, the tests to be conducted are as specified in TCR.
- If the client wants to extend the type examination certificate to the same product types produced in other sites, the entire assessment described in TCR is repeated for each additional facility

3.4. Reduction of Scope of certification

There are two cases of reduction of scope:

- Voluntary reduction of scope.
This process begins when a client request in writing from CU GOEIC for voluntary reduction of scope of certification due to failure to comply with certification requirements in a part of its scope of certification.
- Imposed reduction of scope.
When the client fails to clear the reasons of certification suspension in the validity period estimated by CU GOEIC.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

4. The methodology for calculation of certification fees

4.1. We charge commercial fees for our services according to the market. The fees generally consist of the following items:

- Cost of man days needed for examination/sampling or lab auditing (minimum one man-day is charged)
- Yearly fees for technical review type examination certificate.
- Administrative fees
- Certificate price

4.2. No evaluation will be undertaken prior to paying the estimated fees.

4.3. All quotations are based on the information in our possession at the time of preparing the quotation. And the client is obliged to pay any additional charges may be made, in future, for any work not apparent at the time of quotation, for example:


- Retest work: needed as a result of failure to meet test requirements.
- Retest work: if the client wishes to witness testing.
- The fee of investigation in the matter of problems resolution.

5. Certification agreement

5.1. The certification agreement shall be signed between CU GOEIC and the client, covering the requirements. This agreement outlines the rights and obligation of both parties.

5.2. The client's rights and obligations include, but are not limited to the following:


- The holder of certificate can use it without any restrictions for business purposes, for advertising purposes or to prove the compliance of the certified product(s) with the corresponding certification standard.
- The client shall state, that he holds and promotes the granted certificate only for the certified units to which this specific granted certificate relates. and to make clear reference to the certification standard under which he has been granted certificate.
- The client shall discontinue within a maximum of one week all use or advertising of the type examination certificate and any reference to it, if suspended/withdrawn for any reason. In this case, the respective originals of certificates shall be returned to CU GOEIC and it should be informed in writing about the withdrawal of every reference to it.
- The client shall proceed within one month to the correction of advertising and other material, this refers to certified product, if the certification scope is reduced/suspended/withdrawn.
- The client shall not make significant changes to the QMS/QS without providing written information about it to CU GOEIC (e.g. change in the legal status or ownership, change in organizational structure, change of internal production control, change at the management level, such as change in the quality manager or other staff involved in making critical decisions, change in locations of production facilities, change in activities which are included in the certified scope of QMS, significant changes in the QMS documentation etc.). In any case of such change, the relevant information should be submitted to CU GOEIC in writing within twenty (20) days. Otherwise, CU GOEIC may take all the measures deemed appropriate.
- The client shall maintain and make available to CU GOEIC during site visits assessments a record of customer complaints related to safe use, associated with the certified product(s), and the possible corrective actions it has taken.
- The client shall use the granted certificate according to the conditions described in this scheme and the signed agreement between CU GOEIC and the client,

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

- The client shall not use or make any reference to the granted certificate in case of suspension/withdrawal.
- The client is required to provide accurate information on the products under certification to the field auditors of CU GOEIC. The client must facilitate the certification process, taking appropriate organizational measures and undertakes that the staff responsible is available during the assessment. This staff will provide possible information, explanations or enter into discussions with field auditor, as needed. Also, all documents of client associated with the assessment should be ready and available.
- The client is obliged to accept the dates for the performance of certification activities specified by CU GOEIC, unless there are serious grounds which must be stated in writing to the CU. Repeated non-acceptance of the dates for conducting periodic checks, or continuous requests for postponements or changes in the dates of the product verifications will be taken into account by CU GOEIC and may constitute grounds for suspension/withdrawal of the granted certificate.
- The client is required to allow the presence of observers (e.g. accreditation body assessors, internal auditor of CU GOEIC) during certification activities, upon written notification by CU GOEIC. The client has the right not to accept the presence of observers, only if there are serious reasons (e.g. affecting its competitiveness, or safeguarding of the client's know-how due to relationship of the observer(s) with competitors). These objections with justification must be informed in writing to CU GOEIC.
- The client is the responsible party for delivering samples to labs selected by CU GOEIC

5.3. Rights and obligations of CU GOEIC:

- CU GOEIC defines the requirements related to testing, assessment and certification
- CU GOEIC settles with the client the differences in interpretation, if any.
- CU GOEIC is capable of and prepared for the comprehensive performance of the testing, assessment and certification procedures and issuing a certificate to the client
- CU GOEIC is obliged, within its capabilities, to publicize and communicate to consumers by the most appropriate means the granted certificate. For this reason, CU GOEIC has established the directory of certified product, which is available to all interested parties, upon request.
- CU GOEIC carries out assessments by qualified personnel in the best possible way, according to its knowledge and experience. If a client submits reasoned complaints about the quality and objectivity of a specific assessment, CU GOEIC will carry out a new assessment, at its own expense, if necessary, with a different assessment team.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

6. The conditions and obligation on using the granted certificate:

- The client can use the granted certificate in his brochure or other documentation materials after review and approval of CU GOEIC.
- The holder of granted certificate must ensure that publications and advertisements do not cause confusion to the user between certified and non-certified products.
- To ensure the correct application of the above described, the holder of certificate is obliged to bring to the attention of the CU GOEIC any written or audio-visual material destined for wide publicity and which makes reference, directly or indirectly, to the granted certificate or to the certified products in general and to obtain the agreement of CU GOEIC. Otherwise, as well as for every misuse, CU GOEIC will take the relevant measures.
- The granted certificate concerns strictly only the client to which it was awarded and is not transferable except in cases of the entire client organization is merged, after CU GOEIC has been notified of the proposed change.
- The granted certificate should be published and generally only be used in its entirety. If the holder of certificate wants to publish part of it, he must obtain a written permission from the CU GOEIC.

7. Complaints and appeals:


- The client may file a complaint which raise doubt concerning CU GOEIC's compliance with its policies, procedures or the requirements of CU GOEIC quality system. CU GOEIC will investigate this complaint and take actions to resolve.
- Against decisions of the CU GOEIC regarding certification, the client may appeal to the CU GOEIC within one month from the time the decision was notified to him.
- The appeal is decided upon by an Appeals Committee
- The decision is issued within two months from the date of submission of the appeal and must be applied by the parties. Until the above decision is made, the decision taken by the certification committee remains valid.

8. Suspending/withdrawal

8.1. Suspension of certificates

There are four cases of suspension

- **Voluntary suspension**
This process begins when a client request in writing to CU GOEIC for voluntary suspension due to failure to comply with certification requirements or any other reason. CU GOEIC will suspend the certificates for maximum of 3 months according to procedure P 7.10.
- **Suspension for non-payment of fees**
When a client fails to pay certification fees, rather than the initial fees, within one months of the date of the original invoice, CU GOEIC will suspend the certificates for maximum of 3 months according to procedure P 7.10.
- **Suspension for non-compliance with requirements**
If the client fails to clear the reasons of non-compliance/breach to certification requirement (which imposed on the client by the certification agreement and the client's declarations) within one month of the date of receiving the NCRs or formal letter from the CU GOEIC. CU GOEIC will suspend the certificates for maximum 3 months according to procedure P 7.10.
Note: For periodic checks of C2: if the field auditor found a non-compliance to product requirements (i.e. standards), he may:
 - Estimate a period less than one month for the client to clear the reasons of non-compliance.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

Example:

- Nonconformance: missing information on the permanent plate on the appliance
- Time for clearing the reason: 2 weeks
- In the light of the risk, ask the client to stop the production and recommend for the technical manager to initiate suspension policy with period (max. 3 months).

Example:

- Nonconformance: leakage in the gas circuit.
- Suspension for failure of conducting periodic check.
- This process begins when a client fails to arrange for the surveillance/reassessment visit for 3 weeks after receiving the nominated date of the visit. CU GOEIC will suspend the certificate for maximum of 3 months according to procedure P 7.10

8.2. Re-instatement of certification

If the client cleared the reasons of certificate suspension within the time limits shown above, it shall be re-instated; otherwise, it will have its certificate withdrawn. If the certificate is withdrawn according to procedure P 7.10, then it will be required to submit a new application with all associated costs to CU GOEIC for re-certification.

8.3. Reduction of Scope of certification

There are two cases of reduction of scope:

- Voluntary reduction of scope.
- This process begins when a client request in writing from CU GOEIC for voluntary reduction of scope of certification due to failure to comply with certification requirements in a part of its scope of certification. CU GOEIC will reduce the concerned certification scope according to P 7.10.
- Imposed reduction of scope.
- When the client fails to clear the reasons of certification suspension within the time limits shown above in a way that affects only part of the certified scope, it will have its certification reduced in scope. CU GOEIC will reduce the scope of certification according P 7.10.

8.4. Withdrawal of certificate

There are two cases of withdrawal

- Voluntary withdrawal
This process begins when a client request in writing to CU GOEIC for voluntary withdrawal of certification due to failure to comply with certification requirements or any other reason. CU GOEIC will withdraw the certificates according to procedure P 7.10
- Imposed withdrawal
If the client fails to clear the reasons of certificates suspension within the time limits shown above, he will have its certificate withdrawn. A new application with all associated costs will need to be submitted to CU GOEIC to be re-assessed for new certification according to procedure P 7.10

Note:

Withdrawals, cannot be re-instated. If the client wishes to be re-certified. A new application with all associated document & costs will need to be submitted to CU GOEIC.

Issue No. : First/1 Issue date : Aug 2017 Amend. date : 13/8/2018 Page No : 1/13	General Organization for Export and Import control Certification Unit	
F 4.6.1	GOIEC Publication	

8.5. Special cases

CU GOEIC may suspend or terminate the certificates if there is any change in any aspect of the client status or operation that affects the client's compliance with the certification agreement and/or the relevant criteria specified by CU GOEIC.

CU GOEIC may, at its discretion, terminate certification

- If, the certified organization being owned by an individual, such individual is declared bankrupt or enters into a composition with his creditors; or
- If the certified organization, being a company, enters into liquidation, whether compulsory or voluntary; or
- If the management of the certified organization fails in any respect to comply with the law of the land.

9. Refusing certification:

- After submission an application to CU GOEIC, it will perform an application review. CU GOEIC will refuse certification application if only it has not, at the moment, the capability to undertake the certification application.
- CU GOEIC will notify the client with a rejection letter accompanied by draft plan to develop capability needed (time & resources) and the client will be informed when CU GOEIC may be ready to accept the application

10. How to contact to the certification unit of GOEIC:

If you became interested in certification through our certification unit, come to our certification office, located in Cairo international airport beside new cargo village, and if there is any question or clarification needed just call us on the following numbers

Title	Name	Phone number
Certification unit manager	Wael araishi	01026512397
Quality manager	Mohamed alaa	01146029235
Technical manager	Mennatallah mahmoud	01118560987
Marketing manager	Nehal salah	01001717806
Public relation manager	Walaa saed	01001305617

11. Slogan of CU GOEIC

GOEIC certification, an investment for the future.

Quality manager	Certification unit manager	Head of central directorate of chairman affair office
Name :	Name :	Name :
Signature :	Signature :	Signature :
date :	date :	date :