

## **Saudi Standards, Metrology and Quality Organization SASO**

### **Technical Regulation for Paper and Cardboard**

**This Technical Regulation is approved in the meeting of SASO's Board of Directors No. (181) held on 28/11/1442 A.H. corresponding to 08/07/2021**

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**Version (1)**

**Note:**

**Only the Arabic version of this Regulation is authentic in law and is applicable where there are differences with this translation**

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## Preamble

In line with the accession of KSA to the World Trade Organization (WTO) in accordance with the Cabinet Resolution No. (244) dated 21/09/1426 AH corresponding to 24/10/2005, on the approval of the Kingdom's accession documentation to the World Trade Organization and its commitment to harmonize relevant regulations and procedures to be in line with the principles of WTO's agreements, especially the Agreement on Technical Barriers to Trade (TBT), which stipulates not to place unnecessary technical requirements against the flow of goods between the member states, and not to differentiate between products of different origin in terms of technical requirements and methods of conformity assessment through issuing technical regulations that include legitimate basic requirements and standardizing work procedures.

Based on (Paragraph - 1) of Article 3 of the Statute of Saudi Standards, Metrology and Quality Organization issued by the Cabinet Resolution No. (216) on 17/06/1431 AH corresponding to 31/05/2010 AD, which states that **"SASO shall issue Saudi standards, quality systems and guides and conformity assessment procedures which comply with the international standards and guides, satisfy the requirements of World Trade Organization (WTO) Agreement in this regard, and comply with the Islamic Sharia and fulfill the interests of the Kingdom"**;

Based on (Paragraph - 2) of Article 4 of the Statute of Saudi Standards, Metrology and Quality Organization issued by the Cabinet Resolution No. 216 dated 17/06/1431 AH corresponding to 31/05/2010 AD which states that **" SASO shall issue regulations for conformity assessment procedures of commodities, products and services according to its approved standards"**;

Based on (Paragraph - 1) of the Sixth Article of the Statute of Saudi Standards, Metrology and Quality Organization issued by Cabinet Resolution No. 216 dated 17/06/1431 AH corresponding to 31/05/2010 AD which states that **"Subject to Fourth Article of this Statute, SASO shall be the organization in charge of matters relating to standards, conformity assessment procedures, and granting of quality, metrology and calibration marks, and all public and private sectors shall comply with Saudi standards in all their purchases and works"**;

And since the standards for products and commodities covered in one of the regulations are considered a basis for conforming those products to the basic requirements for safety in the specified technical regulation;

Accordingly, SASO has prepared this technical regulation.

**Note:** This Preamble and all appendixes to this technical regulation are an integral part thereof.



## Article (1): Terms and Definitions

1/1 The terms and expressions below - when applying the provisions of this technical regulation - shall have the corresponding meanings, **unless the context requires otherwise**:

**Kingdom:** The Kingdom of Saudi Arabia.

**Board:** The Organization's Board of Directors.

**SASO:** Saudi Standards, Metrology and Quality Organization

**Regulatory Authorities:** The governmental authority/authorities having control duties according to their competence and responsible for implementing or following up the implementation of technical regulations, whether in customs outlets, markets, or factories.

**Market Surveying Authorities:** The governmental authority/authorities responsible for carrying out market surveys.

**Market Survey:** The activities and measures taken by market surveying authorities to verify that products meet the requirements stipulated in the relevant technical regulations, and that they do not pose a threat to health, safety and the environment, or any other aspect related to the protection of the public interest.

**Technical Regulation:** A document approved by the Board of Directors setting out the characteristics of products and their associated processes and production methods, including the applicable administrative provisions, which must be adhered to. It may include or consider specifically terms, definitions, packaging, and requirements for affixing the labels or marks to products, services, processes, or production methods.

**Standard:** A document specifying the characteristics of the good, material or service, or everything that is subject to measurement, its description, characteristics, quality level, dimensions, measures, or safety and security requirements therefor. It also includes terms, symbols, test methods, sampling, packaging, labels and marks.

**Basic Requirements:** Requirements for products, which may affect safety, health and the environment, and must be adhered to.

**Hazard(s):** Potential Source of Harm.

**Risk(s):** Potential for the emergence of a hazard causing damage, linked to the severity of the damage.

**Supplier:** Means the following:

- The manufacturer of the product, if a resident in the Kingdom, or every person who introduces themselves as a manufacturer of a product by naming a product in its name or any related commercial description, as well as every person who applies for renewing a product.

- The manufacturer's agent in the Kingdom in the event that the manufacturer resides outside the Kingdom or the importer if there is no agent for the manufacturer in the Kingdom.
- Everyone in the supply chain whose activity may affect the product characteristics.

**Conformity Assessment Procedures:** A document approved by the Board of Directors explaining the procedure used, directly or indirectly, for conformity assessment.

**Accepted Bodies:** The conformity assessment bodies that have been accepted by SASO according to the list of acceptance of conformity assessment bodies.

**Certificate of Conformity:** The certificate issued by SASO or one of the accepted bodies confirming the conformity of the product or any batch thereof to the requirements of the relevant standards.

**Supplier Declaration of Conformity:** A declaration by the supplier personally that its product complies with the requirements of the applicable legislations, without any mandatory interference from a third party at all stages of the manufacturing process; and the declaration may depend on tests made on the product in accordance with the relevant legislations.

**Saudi Quality Mark:** A mark approved by the Organization, indicating that the facility has an effective management system that ensures the production of a commodity that conforms to the regulation, licensing procedure and the Saudi standards thereof.

**Placing on the Market:** The launch of a product for the first time in the Kingdom's market for which the manufacturer or the importer is responsible.

**Supply in the Market:** Means any supply of a product for the purpose of distribution, consumption, or use in the Kingdom within the framework of a commercial activity, whether for financial amounts or for no charge.

**Withdrawal:** Any measure intended to prevent products from being supplied in the market or in the supply chain.

**Recall:** Any action intended to retrieve the supplied products that have been made available to the end user.

**Product:** Paper and Cardboard.

**Paper:** A material formed in the shape of thin pages made of cellulose fibers resulting from plants, and this material has many diverse uses such as: writing , printing, packing, and packaging.

**Cardboard:** A paper composed of several layers that is characterized by its durability and ability to withstand the pressure thereon; and it is usually used in the manufacture of cardboard boxes used to store things.



**Paperboard:** A type of paper to which quantities of wax are added for the purpose of maintaining its strength and durability. Paper that weighs more than 250 g/m<sup>2</sup>.

**Kraft Paper:** A paper made primarily from unbleached softwood pulp produced by the kraft process. This paper usually has a higher mechanical strength than it does, and it can be obtained through other known processes of fiber isolating.

**Sanitary paper:** Sanitary paper includes tissues in contact with the human body (facial tissues, toilet tissues).

**Label:** Information shown on the product, as specified in the relevant standard.

1/2 The words and other expressions mentioned in this technical regulation shall have the meanings mentioned in the laws, *regulations and* decisions in force in SASO.

## Article (2): Scope

This technical regulation applies to all paper and cardboard products, whether graphic paper (printing paper, writing paper, or newspaper), packaging paper, carton paper, Kraft paper, paperboard, sanitary paper, industrial paper, and paper pulp.

The following shall be excluded from the scope of this regulation:

- Food contact paper products and wallpaper products subject to other technical regulations.
- Wet and perfumed wipes and makeup wipes subject to the Food and Drug General Authority.

## Article (3): Objectives

This technical regulation aims to define the basic requirements for paper and cardboard, which are included in the scope of this technical regulation, and to determine the conformity assessment procedures that suppliers shall abide by during supplying and placing such products in the Kingdom's markets, in order to ensure that these products conform to the basic requirements aimed at preserving the environment, health and safety of the consumer, and to facilitate market surveying procedures.

## Article (4): Obligations of the Supplier

The supplier shall commit to the following requirements:

### 4/1 Basic Requirements

The supplier shall comply with the following basic requirements in order to ensure the safety of the products offered in the Kingdom's markets:

#### 4/1/1 Technical Requirements:

- a) The products meet the technical requirements contained in this regulation and the standards set forth in Appendix No. (1).

- b) The main physical and chemical properties of the product, including: quantitative weight, dimensions, thickness, tensile strength and elongation, folding tolerance, smoothness, absorbency, whiteness, glossiness, pressure tolerance, color; shall be checked.
- c) The paper should be free of harmful substances.
- d) The paper shall be free of foreign substances, stains, holes, tears, clumps, unwanted folds or flection, and any other visible defects.
- e) The paper should be free of unacceptable odors, whether it is in a dry or wet condition.
- f) The edges of the paper should be regular and not leaving fibers during use.
- g) Information related to potential health, safety and environmental risks shall be provided, in order to take preventive measures against those risks.
- h) The technical requirements for labeling shall be complied with.
- i) Papers and documents that prove the fulfillment of these requirements shall be provided upon request of the regulatory authorities.
- j) The required conformity assessment shall be conducted.

#### **4/1/2 Environmental Requirements**

- a) The product shall be free of toxic, environmentally hazardous or carcinogenic substances.
- b) The source of natural fibers should be from the exploitation of forest products, which are not endangered and not genetically modified.
- c) Products shall be designed and manufactured so that they do not pose a threat to public health or the health and safety of users, and do not affect the environment and climate during using them and after disposing thereof.
- d) Products shall be designed and manufactured in a manner that achieves the sustainability of the use of natural materials, and in particular ensures the following:
  - Taking into account the reuse or recycling of those materials and their parts.
  - Achieving the purpose for which they are made.
  - Not to use primary or secondary raw materials which are not compatible with the environment.
- e) Availability of an effective environmental management system at the manufacturer, (the manufacturer that obtained the environment management system certificate according to ISO 14001 is considered fulfilling the requirements of this clause).

#### **4/1/3 Chemical Safety Requirements**



- a) The product shall not contain sulfur and sulfides, as well as free acids, chlorine and strong alkalis.
- b) The product shall be free of (alkylphenol ethoxylate) and all alkylphenol products.
- c) The product shall be free of azo dyes.
- d) The product shall be free of primary aromatic amines (PAA).
- e) The product shall be free of polycyclic aromatic hydrocarbons (PAHs) (not detectable with a detection limit of at least 1 µg/kg).
- f) The product shall have a maximum residual PCP content of 0.1 mg/kg.
- g) The product shall be free of metallic dyes or dyes based on aluminum, silver, arsenic, barium, cadmium, cobalt, chromium, copper, mercury, manganese, nickel, lead, selenium, antimony, tin or zinc.
- h) The concentration of the chemical elements in the coloring materials shall not exceed the concentrations mentioned in Annex (2).
- i) The percentage of (bisphenol A) shall not exceed 0.02% of the total weight of the product for thermal paper products.

#### **4/2 Metrological Requirements**

SI Units or their multiples or fractions shall be used during designing, manufacturing or trading.

#### **4/3 Requirements for Packaging**

The supplier shall meet with the following requirements related to packaging:

- a) The products shall be packed in suitable packaging.
- b) It shall ensure that the product is packed according to its nature.
- c) It shall ensure that the product packaging materials are free of lead, any heavy metals, or any substances that are harmful to human health and safety or the environment.

#### **Article (5): Marking**

Marking of paper and cardboard intended to be placed on the market, shall be as follows:

- 5/1 It shall meet the technical requirements contained in this technical regulation and the relevant standards; set out in Annex (1).
- 5/2 The products shall contain explanatory data written in a legible and non-erasable manner, and the manufacturer may estimate the text and font sizes that are compatible with the product sizes.
- 5/3 The data shall be written in Arabic or in Arabic and English.



- 5/4 All information mentioned in the label shall be correct, proven and checkable.
- 5/5 the images and expressions used on the package of the product or on the product itself shall not violate the public order, public morals and Islamic values prevailing in the Kingdom.
- 5/6 The label of the product prepared for being placed and supplied on the market, shall meet the following conditions:
- Product name and type.
  - Supplier's name.
  - Manufacturer's name or trademark
  - Country of Origin.
  - Ingredients.
  - Dimensions.
  - Quantity (weight / number).
  - Paper type.

#### **Article (6): Conformity Assessment Procedures**

- 6/1 The supplier - who is responsible for the market placement of sanitary paper products, subject to this technical regulation - shall obtain a certificate of conformity issued by a body accepted by SASO, in accordance with the conformity assessment form (Type3) in accordance with the Standard (ISO/IEC 17067), as shown in Annex (3).
- 6/2 The supplier - who is responsible for placing the rest of the products subject to this technical regulation on the market - shall obtain a certificate of conformity issued by a body accepted by SASO, in accordance with the conformity assessment form (Type1a) according to the Standard (ISO/IEC 17067) as shown in Annex (4) .
- 6/3 The accepted body shall implement conformity assessment procedures according to the specified form, in a manner that ensures the fulfillment of the requirements of this regulation and the relevant Saudi Standards set forth in Annex (1).
- 6/4 The product shall be accompanied by a technical file that includes the following:
- Supplier's (Manufacturer's/Importer's) Declaration of conformity according to the form attached in Annex (5).
  - Risk assessment document.
  - Certificate of Origin.
  - Test reports required in the technical regulation.

- List of specifications applicable to the product.
- Product Marking Manual if the label cannot be affixed to the product.

6/5 Products with the Saudi Quality Mark or its equivalent are considered to comply with the requirements stipulated in this Technical Regulation.

### **Article (7): Responsibilities of Regulatory Authorities**

The regulatory authorities, within their scope of competence and powers, shall do the following:

- 7/1 The regulatory authorities shall verify that the products fulfill the specified conformity assessment procedures and the technical documents attached to the consignments.
- 7/2 The regulatory authorities have the right to take samples of the products randomly and refer them to the competent laboratories to ensure their compliance with the requirements contained in this technical regulation.
- 7/3 Regulatory authorities have the right to charge suppliers (manufacturers and importers) the costs of conducting the tests and related matters.
- 7/4 When a case of non-conformity of the product is detected, the regulatory authority shall withdraw the relevant products from the warehouses and take the legal actions against them.

### **Article (8): Responsibilities of Market Surveillance Authorities**

The market surveillance authorities, within their field of competence and powers, shall:

- 8/1 Apply market survey procedures to the products supplied in the markets, as well as the products stored in the warehouses of merchants and manufacturers to verify the safety of the products and that they meet the basic requirements set forth in this regulation and the relevant standards.
- 8/2 Take samples of the product, whether from the market or the warehouses of suppliers (manufacturers and importers), in order to conduct the necessary tests and ensure their conformity to the requirements stipulated in this technical regulation.
- 8/3 When detecting a case of non-conformity of the product - supplied and stored - to the requirements of this technical regulation, the market surveillance authorities shall take all administrative measures including withdrawal and recall of the relevant product, and apply the procedures and penalties referred to in Article (9) after taking the necessary measures.

## **Article (9): Violations and Penalties**

- 9/1 It is prohibited to manufacture, import, place and supply products that do not comply with the provisions of this Technical Regulation, or even advertise them.
- 9/2 The failure of the product to meet the requirements of this technical regulation is a sufficient reason for the market surveillance authorities and regulatory authorities to judge that this product is not in conformity; which may pose a threat to the health and safety of the consumer and the environment, in the following cases:
- a) Failure to affix or improper affixing of the conformity badges, the Saudi Quality Mark or their equivalent.
  - b) The certificate of conformity or the supplier's declaration of conformity are not issued, or are issued incorrectly.
  - c) Technical documents are unavailable or incomplete.
  - d) Unavailability or incompleteness of the explanatory data or instructions of use.
- 9/3 When detecting any violation of the provisions of this technical regulation, the market surveillance authorities shall - as the case may be - take all necessary actions to remove the violation and its effects from the market, and for this purpose they may:
- a) Obligate the violating party - responsible for placing and supplying the violating product - to withdraw such violating product from the warehouses or the market in order to rectify the violation, if possible, or export or destroy the product (depending on its nature) within the period specified by the market surveillance authorities.
  - b) Withdraw, impound or destroy products, or take any other action to recall them from the market. The Market Surveillance Authorities - as the case may be - may announce the recall of the product from the market and charge the violating party all the incurred costs.
- 9/4 When a violation is detected, SASO shall take the necessary measures against such products that violate the requirements of this technical regulation, including the cancellation of the relevant certificate of conformity, and take the necessary measures with the accepted body by which the certificate was issued, in accordance with the regulation for acceptance of conformity assessment bodies.
- 9/5 Without prejudice to any more severe penalty in the applicable laws, whoever violates the requirements of the approved standards for the products covered by the scope of this Technical Regulation shall be subject to the penalties stipulated in the Anti-Commercial Fraud Law.

## **Article (10): General Provisions**

- 10/1 The supplier shall bear the full legal responsibility for the implementation of the requirements of this technical regulation, and it shall be subject to the penalties

stipulated in the Anti-Commercial Fraud Law and / any related laws, whenever it is proven that it has violated any of the articles of this technical regulation.

- 10/2 This technical regulation does not prevent the supplier from complying with all other rules/regulations in force in the Kingdom, which are related to product handling, transportation and storage, as well as rules/regulations related to the environment, security and safety.
- 10/3 All suppliers of the products covered by the scope of this regulation and subject to the provisions thereof; shall provide the inspectors of the regulatory authorities and the market surveillance authorities with all the facilities and information they require to carry out the tasks assigned to them.
- 10/4 If any case arises that cannot be dealt with under the provisions of this technical regulation, or any dispute arises on its application, the matter shall be referred to a specialized committee in SASO to issue the appropriate decision regarding this case or this dispute, in a manner that achieves the public interest.
- 10/5 The supplier may submit a new application after removing the reasons for rejection of the application, making the necessary rectifications for the reasons of rejection, and paying any additional costs that SASO may require.
- 10/6 SASO shall study the complaints received by it regarding the products that have obtained the Certificate of Conformity or the Quality Mark, verify the validity of such complaints and take the legal actions in the event that any violations are proven.
- 10/7 SASO has the right to cancel the certificate of conformity if the supplier violates the provisions of this technical regulation, or cancel the license to use the quality mark in accordance with the general technical regulation for the Saudi quality mark, and to take the legal actions that ensure the preservation of SASO's rights.
- 10/8 If any modifications made to a product during the validity period of the certificate of conformity or the license to use the quality mark (except for formal changes), the certificate or license becomes void for such product, and a new application shall be submitted.
- 10/9 Only SASO has the right to interpret the articles of this technical regulation, and all those who benefit from the application of this technical regulation shall abide by the interpretations issued by it.

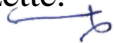
#### **Article (11): Transitional Provisions**

- 11/1 The supplier shall meet with the requirements in accordance with the provisions of this technical regulation, within a period not exceeding 180 days from the date of its publication in the Official Gazette.
- 11/2 Subject to the provisions of Paragraph (1) of this Article, suppliers are given a grace period to correct their situations in the market, in accordance with the

requirements of this Technical Regulation, within a period not exceeding 365 days from the date of its publication in the Official Gazette.

- 11/3 This technical regulation cancels - after its approval - all previous technical regulations in the scope of this technical regulation.

#### **Article (12): Publication**

This technical regulation shall be published in the Official Gazette. 

## Annex (1)

### A) List of paper and cardboard products and related standards

No.	Standard Title in Arabic	Standard Title in English	Standard Number
1	المناديل الورقية	Facial tissue - paper	SASO-GSO-575
2	ورق اللف وأكياس الورق	Wrapping paper and paper bags	SASO-825
3	(التواليت) ورق الحمام	Toilet paper	SASO-GSO-880
4	المناشف الورقية	Paper towels	SASO-GSO-1104
5	البيانات الإيضاحية للورق والواح الكرتون المعاد تدويرها	Marking of recycled paper and board	SASO-GSO-1856
6	إشتراطات لفات الورق الصحي	Requirements for rolls of hygienic paper	SASO-1879
7	الورق المكربن ذاتياً	Carbonless copy paper	SASO 1962
8	المصطلحات القياسية المتعلقة بالورق والمنتجات الورقية	Standard Terminology Relating to Paper and Paper Products	SASO-ASTM-D1968
9	الكرتون المقوى والكرتون الرمادي والكرتون التيني	Millboard, greyboard and strawboard	SASO-2827
10	المتطلبات-عبوات الكرتون المضلع	Ribbed board containers – Requirements	SASO-2829
11	مناشف اليد الورقية	Paper hand towels	SASO-2872
12	ورق الطباعة – الورق والكرتون الحراري	Thermal paper	SASO-2934
13	الورق، الكرتون، لباب الورق -مفردات -والمصطلحات ذات العلاقة المصطلحات الخاصة بصناعة: 3الجزء الورق	Paper, board, pulps and related terms - Vocabulary – Part 3: Paper-making terminology	SASO-ISO-4046-3
14	الورق والكرتون ولباب الورق -مفردات -والمصطلحات ذات العلاقة درجات الورق والكرتون: 4الجزء والمنتجات المتحولة	Paper, board, pulps and related terms - Vocabulary – Part 4: Paper and board grades and converted products	SASO-ISO-4046-4
15	الورق والكرتون ولباب الورق والمصطلحات ذات العلاقة خصائص اللباب: 5الجزء -المفردات - والورق والكرتون	Paper, board, pulps and related terms - Vocabulary – Part 5: Properties of pulp, paper and board	SASO-ISO-4046-5

No.	Standard Title in Arabic	Standard Title in English	Standard Number
16	الورق المخصص -المعلومات والتوثيق متطلبات الحفظ الدائم -للوثائق	Information and documentation - Paper for documents - Requirements for permanence	SASO-ISO-9706
17	الورق المؤرشفة --المعلومات والتوثيق متطلبات الديمومة والإستمرارية --	Information and documentation - Archival paper - Requirements for permanence and durability	SASO-ISO-11108
18	متطلبات ورق -ورق الطباعة والاعمال النسخ لعمليات التصوير بالحبر الجاف	Printing and business paper - Requirements for copy paper for dry toner imaging processes	SASO-EN-12281
19	--المناديل الورقية ومنتجات المناديل الإرشادات العامة :1الجزء والاشتراطات	Tissue paper and tissue products – Part 1: General guidance on terms	SASO 12625-1
20	-ورق الطباعة والاعمال -الورق المتطلبات القرطاسية المستمرة	Paper - Printing and business paper - Requirements for continuous stationery	SASO-EN-12858

**Note:** The list of standards mentioned in this annex is subject to review, and suppliers are responsible for ensuring via SASO's website that they are using the latest standards.

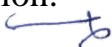


## B) Customs Coding List

No.	Product Categories	Customs Item
1	Paper and paperboard for photography, sensory and not illustrated	3703
2	Panels, films, paper and paperboard for photography, illustrated but not visible	3704
3	Newsprint, in rolls or sheets	4801
4	Uncoated paper and paperboard, of a kind used for writing, printing or other graphic purposes, and non-perforated paperboard for punching cards and tapes, in rolls or sheets, rectangular (including square), and hand-made paper and paperboard.	4802
5	Paper of a kind intended for use (toilet paper), for hand towels, tablecloths, and similar household or sanitary paper, wadding of cellulose and layers of cellulose fibers, whether or not wrinkled, bent, embossed, perforated, surface-colored, surface-embossed, or printed in rolls or sheets.	4803
6	Kraft paper and paperboard, uncoated, in rolls or sheets	4804
7	Other paper and paperboard, uncoated, in rolls or sheets, not refined or treated in methods more than that specified	4805
8	Parchment paper and paperboard, greaseproof paper, transfer paper, paper known as crystal, other translucent or other transparencies or translucent coated paper, in rolls or sheets	4806
9	Paper and paperboard, assembled (manufactured by gluing flat layers of paper or paperboard together with an adhesive), uncoated or impregnated, whether or not internally hardened, in rolls or sheets	4807
10	Corrugated paper and paperboard (whether or not with a flat surface-coated layer), crepe, folded, embossed and perforated, in rolls or sheets	4808
11	Carbon paper, self-copy paper and other copying or transfer paper (including coated or impregnated paper intended for duplicating machines, "stencils" or offset plates), whether or not printed, in rolls or sheets	4809
12	Paper and paperboard, coated on one or two sides with kaolin or other inorganic materials, with or without a binder, except for any other coating, whether or not surface-colored, surface-embossed or printed, in rolls or rectangular (including square) sheets, of any size whatsoever.	4810
13	Paper, paperboard, cellulose wadding and films of cellulose fibers, coated, impregnated, covered, surface colored, surface embossed or printed, in rolls or sheets, rectangular (including square) of any size whatsoever	4811
14	Filter blocks and plates, of paper pulp	4812

No.	Product Categories	Customs Item
15	Envelopes, letter cards, plain postcards and correspondence cards, of paper or paperboard; boxes, papers, wallets and writing notes, of paper or paperboard, containing sets of stationery papers.	4817
16	Sanitary paper and similar paper, cellulose wadding or films of cellulose fibers, of a kind used for household or sanitary purposes, in rolls of a width not exceeding 36 cm, or cut to specific sizes or shapes; hand wipes, towels, tablecloths and napkins, bed linen and similar articles for household or sanitary purposes; apparel and clothing articles, of pulp, paper, cellulose wadding or layers of cellulose fibers.	4818
17	Boxes, cases, purses, bags and other packing, of paper, paperboard, cellulose wadding or layers of cellulose fibers; boxes for keeping files and letters and the like, of paper or paperboard, of a kind used in offices, shops and similar places.	4819
18	Records, accounting records, notebooks, order books, receipt books, letter books, memo books, notebooks and similar items, exercise books, blotting paper sets, workbooks (for separate pages or otherwise), files and file covers, manifold business form packages, whether or not they include: sets of carbon paper, and other varieties of stationery including paper or paperboard; collections of forms or collections and book covers, of paper or paperboard.	4820
19	Patches of all kinds, of paper or paperboard, whether or not printed	4821
20	Rolls, coils, spools and similar stands, of pulp, paper or paperboard (whether or not perforated or hardened)	4822
21	Other articles of paper, paperboard, cellulose wadding or layers of cellulose fibers, cut to size and shape; other articles of pulp, paper or paperboard, wadding of cellulose, or of layers of cellulose fibers	4823

**Note:** The products and custom codes on Saber electronic platform are considered the updated and approved version.



## Annex (2)

### Concentration of chemical elements in coloring materials

Element	Code	Maximum
Silver	Ag	100 ppm
Arsenic	As	50 ppm
Barium	Ba	100 ppm
Cadmium	Cd	20 ppm
Cobalt	Co	500 ppm
Chrome	Cr	100 ppm
Copper	Cu	250 ppm
Mercury	Hg	4 ppm
Nickel	Ni	200 ppm
Lead	Pb	100 ppm
Selenium	Se	20 ppm
Antimony	Sb	50 ppm
Tin	Sn	250 ppm
Zinc	Zn	1500 ppm

to

### Annex (3)

#### **Conformity Assessment Form (Type 3) according to (ISO/IEC 17067)**

#### **Model conformity depending on conformity of the production process**

##### **1. Model conformity according with conformity of the production process**

**Conformity Assessment Form that supplier carries out the obligations which are mentioned in item below**, and then confirms and acknowledges - under its full responsibility - The concerned products are conformed with specified model specified in the Type Approval certificate and comply with the requirements of the relevant technical regulations.

##### **2. Manufacturing**

The supplier must operate a product safety management system, certified to ensure product safety, including production line, final inspection, and testing of the concerned products according to item (3), and the system shall be subject to periodic surveillance in accordance with item (4).

##### **3. Product Safety Management System**

**3/1** The supplier should submit application to selected and accepted body to evaluate the relevant product safety management system. The application shall include the following:

- a) The name and address of the supplier and the official representative of the manufacturer - when the application is submitted by the official representative.
- b) The manufacturer shall be officially licensed by the relevant bodies in the country of manufacture.
- c) A written acknowledgment that the same application has not been submitted to any other accepted body.
- d) All relevant information about the intended product type.
- e) Relevant documents of product safety management system.
- f) Technical documents for the approved type, and a copy of the type approval certificate.

**3/2** The product safety management system shall ensure that manufactured products are complied with the type specified in the Type Approval Certificate, and with the requirements of relevant technical regulations.

**3/3** All elements and requirements of system, approved by the supplier, shall be documented in a systematic and orderly manner, in the form of written policies, procedures, and instructions. The product safety management system documentation shall provide a consistent understanding of safety programs, plans, manuals and records, in particular, the system documentation shall include an adequate description of the following:

- a) Quality objectives, organizational structure, responsibilities and powers of management, about product safety.

- b) Manufacturing techniques, procedures of safety, control and quality of product, applied processes and procedures.
  - c) Performed Inspections and tests, before, during and after manufacturing, and their frequency.
  - d) Records: such as inspection, test and calibration reports, relevant personnel qualification documents... etc.
  - e) Means of controlling to meet with the required safety for the product and the effective operation of the product safety management system.
- 3/4** The accepted body - shall approve the product safety management system - evaluate the system to determine whether it meets the requirements referred to in clause (3/3), during the validity period of the approval of the system, for a period of three years.
- 3/5** It should be assumed that the product conforms to the requirements of the technical regulations - in relation to the elements of the product safety management system - whenever it conforms to the standards.
- 3/6** The audit team shall be experienced in the safety of the concerned product, the team should include at least one member with experience in evaluating the field and techniques of manufacturing the product, and familiar with the technical requirements contained in the relevant technical regulations.
- 3/7** The audit shall include a factory evaluation visit, and the audit team shall review the technical documents referred to in clause (3/3), to ensure that the manufacturer is able to determine the requirements contained in the technical regulations, and to carry out the necessary inspections and tests to ensure that the product conforms to those requirements.
- 3/8** The manufacturer shall be notified of the decision after the evaluation is completed, provided that the notification shall include the results of the audit and the evaluation decision with justifications therefor.
- 3/9** The manufacturer undertakes to fulfill the obligations of the Product Safety Management System, as approved, and to maintain it so that it remains appropriate and effective.
- 3/10** The manufacturer must notify the conformity assessment body - which has approved the product safety management system - of any proposed modification to the product safety management system.
- 3/11** The accepted body shall evaluate any proposed amendments, then decide whether the amended product safety management system continues to comply with the requirements referred to in clause (3/3) or needs to be re-evaluated, and the accepted body shall notify the manufacturer of its decision, provided that the notification shall include the results of the examination and test and the evaluation decision with justifications therefor.

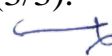
*to*

#### **4. Periodic Control under the responsibility of the accepted body**

- 4/1** The purpose of periodic control is to verify the supplier's compliance with the obligations of the certified product safety management system.
- 4/2** The supplier shall allow the accepted body - during the validity period of the approval - to enter the manufacturing, inspection, testing and storage sites. The supplier shall provide information for evaluation, especially the documentation of the product safety management system, and safety records, such as: inspection, test and calibration reports, qualification documents of the relevant personnel ... etc.
- 4/3** The accepted body shall carry out periodic audit visits to ensure that the manufacturer applies and maintains the product safety management system, provided that the accepted body shall submit the evaluation report to the supplier.
- 4/4** The accepted body has the right to make sudden visits to the factory to conduct tests on the product - if necessary - or to delegate the same to another party to ensure that the product safety management system is operating properly, provided that the accepted body shall submit the evaluation report to the supplier, and test reports - in case the tests are conducted.

#### **5. Certificate of Conformity and Declaration of Conformity**

- 5/1** The accepted body shall issue a product conformity certificate if the supplier holds an approved and valid Product Safety Management System, whenever the supplier submits an application for the same, during the validity period of the approval.
- 5/2** The accepted body shall specify the product's data in each application, clarify it in the issued certificate of conformity, and register it in the electronic portal of conformity (with the Organization).
- 5/3** The supplier shall issue a written declaration of conformity for each approved type of the product (type approval). The supplier shall make it available to the competent and regulatory authorities and market surveying authorities for a period of no less than ten (10) years, provided that the approved type of the product shall be specified in the supplier's declaration of conformity. A copy of the certificate of conformity and the declaration of conformity shall be provided to the competent and regulatory authorities and market surveillance authorities upon request.
- 5/4** The supplier shall make the documents below available to the competent, regulatory and market surveillance authorities for a period of no less than ten (10) years.
  - a)** The documents referred to in item (3/3).



- b) The amendments referred to in clause 3/9, as approved.
- c) Decisions and reports of the accepted body referred to in item (3/7).

**5/5** Each accepted body shall inform the competent and regulatory authorities and market surveillance authorities about the product safety management systems that have been approved or withdrawn by it, and it shall list the product safety management systems that have been approved by it, or that they have been rejected, suspended, restricted or withdrawn, by any means, either periodically or upon request, and each accepted body shall notify the other accepted bodies of the approvals of the product safety management systems that were rejected, suspend, withdraw or restricted by it, and notify those authorities - upon request - of the approvals of the systems issued by it.





## **Annex (4)**

### **Conformity Assessment Form (Type 1a) as per ISO/IEC 17067**

#### **(Type Approval)**

#### **1 Type Approval**

Type approval is defined as one of the conformity assessment procedures, under which a notified body reviews and verifies the technical design of the product and declares that the technical design meets the requirements of the relevant Saudi Technical Regulations.

Type approval may be conducted by one of the two following methods:

- a) Examination of a representative sample of the entire product, that represent the expected production (production model).
- b) Assessment of the conformity of the technical design of the product by auditing the relevant technical documentation and manuals (design model), and examining of a representative sample of the expected production for one part or more involving hazardous parts of the product (a combination of the production model and the design model).

#### **2 Procedures of Type Approval**

##### **2/1 Submission of a Type Approval Request to a Notified Body**

The manufacturer shall submit a request for type approval to a notified body selected by the manufacturer, such request shall include:

- a) Name and address of the manufacturer;
- b) A written declaration not to submit the same request to any other Notified Body.
- c) Technical documentation facilitating the assessment of the conformity of the product to the requirements of Saudi technical regulations. Such documentation shall include adequate analysis and evaluation of risks.
- d) Technical documentation shall identify the requirements that apply to the product. Including, as required by the assessment, the design of the product, manufacturing and operation (use) of the product.
- e) Technical documentation shall include – at least - the following:
  - 1) A general description of the product.
  - 2) Design and manufacturing drawings, horizontal projections (diagrams), components, units, subdivisions, etc.
  - 3) Description and explanations, referred to therein, necessary to understand the drawings, diagrams, and the operation (use) of the product.

- 4) A list of the Saudi standards or any other relevant technical specifications adopted by SASO, whether fully or partially applied, and a description of the adopted solutions to meet the essential requirements of the Saudi technical regulations in case of non-application of the aforementioned standards. In case of partial application of Saudi standards, the technical documentation shall clarify the applied clauses.
- 5) Report results (graph calculations) of the design, operation control, conducted tests, etc.
- 6) Test reports.
- 7) Representative samples of the planned production. The notified body may request additional samples, if necessary.
- 8) Evidences (proofs) supporting the appropriateness of the technical solutions applied in the design. Such evidence shall refer to all documents, particularly in case of non-application of the Saudi standards and/or the aforementioned appropriate technical specification. Supporting evidences – as applicable - shall include results of test conducted in the suitable laboratory in the manufacturer or any other laboratory under the responsibility of manufacturer.

## **2/2 Tasks of the Notified Body**

### **2/2/1 With regard to the product, the notified body shall:**

Study the technical documentation and supporting evidence for the purpose of assessment of the technical design of the product.

### **2/2/2 With regard to the samples, the notified body shall:**

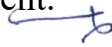
- 1) Ensure that the manufacturing of samples is conformant to the technical documentation, in addition to identifying the elements designed in accordance with the Saudi standards, and the elements designed in accordance with other standards.
- 2) Carry out appropriate examinations and tests, or outsource them in order to verify that the technical solutions adopted by the manufacturer meet the essential requirements specified in the standards, in case of non-application of the relevant standards.
- 3) Carry out appropriate tests or outsource them, in order to verify that – in case of non-application of Saudi standards and/or other appropriate standards - the technical solutions adopted by the manufacturer meet the essential requirements of the Saudi technical regulations.
- 4) Be in agreement with the manufacturer on the venue where tests should be conducted.

### **2/2/3 As for decisions made by the Notified Body:**

- 1) The notified body shall issue an assessment report of the procedures carried out and their outputs. The notified body shall not publish, fully or partially, the report without the approval of the manufacturer.
- 2) In case the type meets the requirements of the Saudi technical regulations relevant to the concerned product, the Notified Body shall issue a Type Approval Certificate for the manufacturer. Such certificate shall include the name and address of the manufacturer, test results, the validity conditions thereof, if any, and all information required for identification of the certified type. The certificate may also include attachments.
- 3) The certificate, along with its attachments, shall include all necessary information required to assess the conformity of manufactured products, according to the tested type and for monitoring during operation.
- 4) In case the type is non-conforming to the requirements of the Saudi Technical Regulations applicable to the product, the Notified Body shall not issue the Type Approval Certificate and shall notify the applicant of its decision, stating detailed justifications for such decision.
- 5) The Notified Body shall follow all recognized technological developments. Whenever such developments indicate that the possibility that the certified type may no longer comply with the requirements of the Saudi Technical Regulations, the Notified Body shall determine to what extent further tests are required, and it shall inform the manufacturer accordingly.
- 6) The manufacturer shall inform the Notified Body, holding the technical documentation related to the Type Approval Certificate, of all modifications of the certified type, which may affect the conformity of the product to the requirements of the Saudi Technical Regulations, or to the terms of validity of the Type Approval Certificate. As such modifications require additional approval other than the primary Type Approval Certificate.
- 7) Notified bodies shall inform SASO of the Type Approval Certificates and any additions issued or withdrawn, and shall periodically, or upon request, provide a list of the Type Approval Certificates and any additions that has been rejected, suspended, or restricted in any way.
- 8) Each Notified Body shall inform the other accredited Notified Bodies of the Type Approval Certificates and any additions that has been rejected, suspended, or restricted in any way. In addition, they shall be informed, upon request, about Type Approval Certificates or any additions released.
- 9) Upon request, SASO and other Notified Bodies can obtain copies of the Type Approval Certificates and/or additions thereto. SASO may obtain copies of technical documentation and testing results carried out by the

Notified Body, upon request. The Notified Body shall keep a copy of the Type Approval Certificate, its annexes and additions, in addition to the technical documentation (including documents attached by the manufacturer) up until the certificate's expiration date.

- 10) The manufacturer shall keep a copy of the Type Approval Certificate, its annexes and additions thereto, in addition to the technical documentation. Furthermore, the manufacturer shall make all documents available to Regulatory Authorities and Market Surveillance Authorities for ten (10) years after placement of the product in the market.
- 11) The supplier may submit the request mentioned in Clause (2/1/1), and carry out the aforementioned tasks on behalf of the manufacturer, on the condition of the manufacturer's consent.



## Annex (5)

### Supplier Declaration of Conformity Form

This form shall be filled in on the company's letterhead papers

#### 1) Supplier data:

- Name: .....
- Address: .....
- .....  
.....
- Contact person:
- Email: .....
- Tel. No.: .....
- Fax. No.: .....

#### 2) Product details:

- Trademark:.....
- Type:.....
- Product Description:.....
- Category (according to the standards):.....
- Reference standards/ technical specifications: .....  
.....  
-

We, hereby, acknowledge that the above-mentioned product is conforming to the Saudi technical regulation ( ), and the Saudi standards included therein.

- Person in Charge: .....
- Company: .....
- Signature: ..... Date:--/--/-----