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ORGANIZATION

RESTRICTED

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WORKING PARTY ON THE ACCESSION OF THE KINGDOM OF SAUDI ARABIA

Questions and Replies

Addendum

The Permanent Mission of the Kingdom of Saudi Arabia has submitted the Saudi Arabian Standards Organization International Conformity Certification Program guidelines reproduced hereunder.

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<sup>1</sup>English only.

MINISTRY OF COMMERCE  
Saudi Arabian Standards Organization  
International Conformity Certification Program  
GUIDELINES

Ref: ICCP.M-01

Rev. No. 8

ICCP Procedures - Guidelines

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Publisher's Note

Authorized versions of this document are currently available in Arabic and English. Unofficial translations are not encouraged and sections of this document should not be distributed separately.

## 1. INTRODUCTION

The Ministry of Commerce (MOC), in cooperation with the Saudi Arabian Standards Organization (SASO), has implemented a Program to control the quality and safety of certain regulated products imported into the Kingdom of Saudi Arabia.

Under the International Conformity Certification Program (ICCP) Saudi Arabian Standards, or approved alternatives, are applied to 76 categories of imported products into Saudi Arabia (see Appendix A). Compliance with these standards will result in the issue of a Certificate of Conformity prior to shipment.

The International Conformity Certification Program benefits all participants, but is of particular value to the Saudi consumer, who is assured of a product, free of health or safety hazards. The manufacturer benefits from the demonstration of quality inherent in the registration of his products through the Listing Program. Both exporters and importers benefit from the streamlined customs process which allows goods to clear more quickly and without risk of rejection.

The purpose of these guidelines is to provide the necessary information needed by the exporters in order to comply with the requirements of this Program. Any questions relating to the contents of this document should be directed to the SASO Program Manager Regional Offices (PMRO), identified in Appendix B.

## 2. INTERNATIONAL CONFORMITY CERTIFICATION PROGRAM

The Program consists of two related but separate processes: listing of products, and shipment certification.

### 1. Listing

The SASO Listing Program - Saudi Conformity Certification Program (SCCP) consists of two elements: registration and listing of products.

#### 1.1 Registration

Regulated products exported to the Kingdom of Saudi Arabia must be registered by the manufacturer or exporter. In the case of OEM (Original Equipment Manufacturer) products, registration will be accepted from the organization responsible for the product specification. Application for listing may be made through the Program Country Office (Appendix B) or Regional Listing Centres (Appendix C).

The manufacturer can self declare compliance with SASO requirements. The declaration must specify details of the product and the standards with which it complies (i.e. SASO, ANSI, IEC, etc.).

#### 1.2 Listing

Listing of products can be accepted after testing to standards developed by or approved by SASO, together with factory inspection.

## 2. Shipment certification

Regulated products exported to the Kingdom of Saudi Arabia must be inspected prior to shipment. Inspections shown in Appendix E, to a Program Country Office. The scope of inspection will vary by product category and may include the need for sampling and testing.

It is important that importers make their exporters aware of this requirement which, where possible, should be made a condition of sale. Requests for certification must be submitted far enough in advance to ensure that the certificate of conformity is issued prior to the intended shipment date. If a shipment fails to meet the requirements, the exporter will be given full details of the deficiency and an opportunity to take corrective action.

### 3. REGULATED PRODUCTS AND POINTS OF CONTACT

The list of regulated products currently covered by the International Conformity Certification Program is detailed in Appendix A. In general, the product categories are self-explanatory. Further clarification of products covered under this Program may be obtained from the Program Country Offices. The Program Country Offices, along with their contact details, are given in Appendix B.

Some of the Program Country Offices have additional functions and responsibilities for the administration of the Program. These are designated as Program Manager Regional Offices (PMRO) and are identified separately in Appendix B.

### 4. PROGRAM MANAGER

SASO has appointed Inchcape Testing Services International Limited as SASO Program Manager to assist in the implementation and management of the ICCP Program under the direction and authority of SASO. The Program Manager's responsibilities include coordination with the Program Manager Country Offices, as well as monitoring the performance of the laboratories used to support the requirements of the Program. The Program Manager is also responsible for ensuring that relevant information outlined in this guideline document is made available to all manufacturers, exporters, and importers to ensure that they are fully aware of the requirements of the Program. To this end, Inchcape Testing Services welcomes any communications from manufacturers, exporters or importers in regard to maintaining or improving the Program.

The Program Manager is committed to resolving any issues or queries as they arise, and a procedure exists to deal efficiently with these. Any concerns should be addressed to the Program Manager either in Riyadh or Brentwood:

SASO Program Manager (ICCP)  
PO Box 3437  
Riyadh 11471  
Kingdom of Saudi Arabia  
Tel:(966) (1) 452 0114  
Fax:(966) (1) 452 0115

Program Manager (ICCP)  
Inchcape Testing Services International  
Academy Place, 1-9 Brook Street  
Brentwood, Essex CM14 5NQ, UK  
Tel:(44) (1277) 223304  
Fax:(44) (1277) 223260

### 5. THE CERTIFICATION PROCESS

Primary steps for the compliance verification of regulated products, as detailed in these guidelines, are shown on the flow chart under Appendix D. The flow chart shows all stages of the process, and the

numbered boxes (shaded) indicate where there is exporter involvement. These steps are explained in more detail below:

1. Contact the nearest Program Country Office (PCO) as listed in Appendix B to obtain a blank request for certification (RFC) form. Complete the RFC and return it to the PCO together with pro forma invoice, purchase order or equivalent documentation.
  2. Upon receipt of all the necessary documents the PCO will schedule an inspection and confirm the details with the exporter.
  3. At the inspection stage samples may be drawn for laboratory testing. The requirement for test samples depends upon the nature of the product and its listing status.
  4. Testing, if required, will be performed at a laboratory nominated by the PCO.
- Samples taken for laboratory analysis almost always undergo some form of destructive testing. The exporter must, therefore, make provision to make up any shortages resulting from the loss of product taken for laboratory testing.
5. Following satisfactory evidence of compliance verification being received by the PCO, a certificate of conformity is generated.
  6. The certificate of conformity is then issued to the exporter and notified to SASO.

Upon arrival of the shipment at the Saudi Arabian port of entry the accompanying certificate of conformity will be checked for authenticity and shipment details.

Satisfactory review will result in a counter certificate of conformity being issued by SASO. This will be confirmed to the Ministry of Commerce who will issue a consignment release order.

Shipments arriving without a certificate of conformity will be rejected. However for food products only, shipments will be sampled and tested at the Ministry of Commerce Quality Control or SASO laboratories against the applicable standards. Compliance will result in the issuance of a certificate of conformity and consignment release order as described above.

If the samples tested fail to meet the requirements of the standards the certificate of conformity will be denied, and the shipment refused entry into the country.

Compliance verification performed under the mandate of this Program does not relieve the exporter of his obligations to the importer under the terms of the contract of sale.

## 6. CONFIDENTIALITY

All information (written and oral) concerning the business affairs of an exporter or manufacturer which is made available during execution of this Program will be kept confidential by the Program Manager and any of its agents.

All such information obtained will be used solely in connection with the implementation and maintenance of the Program requirements.

## 7. FEES

Fees applicable to the SASO International Conformity Certification Program will be paid by the manufacturer or exporter:

1. Listing

Fees associated with product listing are payable by the party initiating the process.

2. Shipment certification

Preshipment inspection fees are set on an ad valorem basis on the f.o.b. value of the shipment. Additional testing fees may be applicable.

See Appendix G for details of applicable fees.

APPENDIX AThe Regulated Products

<u>Group I - Food and agricultural</u>	<u>Group II - Electronics and products - Cont'd</u>
I-01 Chicken, whole and pieces (chilled and frozen)	II-31 Switches up to 30A
I-02 Mutton and goat meat (chilled and frozen)	II-32 Tubular fluorescent lamps
I-03 Beef and buffalo meat (chilled and frozen)	II-33 Ballast for tubular fluorescent lamps
I-04 Canned and packed meat	II-34 Starters for tubular fluorescent lamps
I-05 "Cheese"	II-35 Household plugs and socket outlets
I-06 Rice	II-36 Electric luminaires for streets and accessories
I-07 Tea	II-37 Secondary and primary dry batteries
I-08 Vegetable oil and fats	II-38 Immersed swimming pool lights
I-09 Canned baby foods	II-39 Dry primary battery terminals
I-10 Non-alcoholic carbonated beverages (excluding non-alcoholic beer)	II-40 Water pumps up to 50 KW
I-11 Sugar (white and brown)	II-41 TV sets (colour/black and white)
	II-42 Power supply and AC adapters
	II-43 Radios
<u>Group II - Electronics and products</u>	II-44 Household water heaters
II-01 Room air conditioners (window and split type) up to 60,000 B.T.U	II-45 Watt-hour meter
II-02 Cassette tape recorders	II-46 Household cordless telephone with or without answer machine
II-03 Compact disc players and turntables	II-47 Household electric pressure cookers
II-04 Video cassette recorders	
II-05 Generators up to 200 KW	<u>Group III - Automotive products</u>
II-06 Motors up to 50 KW	III-01 Automobiles
II-07 Fax and telex machines	III-02 Automotive windshield and glass
II-08 Household cooking appliances	III-03 Brake fluid for cars
II-09 Household washing machines up to 10 kgs.	III-04 New tyres for passenger cars
II-10 Household drying machines up to 10 kgs.	
II-11 Household electric irons	<u>Group IV - Chemical products</u>
II-12 Household food processors	IV-01 Motor oil and hydraulics oil
II-13 Household meat choppers and grinders	IV-02 Paints
II-14 Lifts and elevators including motors accessories	IV-03 Perfumes and cosmetics
II-15 Household microwave ovens	IV-04 Pesticides, insecticides
II-16 Household electric ovens up to 10 KW	
II-17 Office copiers	<u>Group V - Others</u>
II-18 Computers (desktops and portables)	V-01 Aluminium products
II-19 Power transformers up to 1,000 KVA	V-02 Steel and iron alloy pipes
II-20 Household refrigerators	V-03 Gold bullion, gold and silver jewellery
II-21 Telephone sets (with or without answer machine)	V-04 Head dress for men - cotton yashmagh
II-22 Electric wires and cables up to 1,000 V	V-05 Household fire extinguishers
II-23 Household vacuum cleaners and shampoos	V-06 Cement
II-24 Household electric fires and heaters	V-07 Safety matches
II-25 Household drinking water coolers	V-08 Pressure regulators, gas cylinder
II-26 Household evaporative air coolers	V-09 Tissue paper
II-27 Household electric fans	V-10 Cigarettes only
II-28 Cooling units and compressors up to 6,000 B.T.U.	
II-29 Household electric kettles and hot drink machines	
II-30 Lamps, tungsten and mercury bulbs and their holders	

APPENDIX BProgram Country Offices (PCO)

(Revision 05)

Country	Address	Contact details
Argentina	(See Brazil)	
Australia	Suite 1, 4 Princess Street Port Melbourne Victoria 3207	Mr. John Hannaway Mr. Hoshy Dhondy  Tel. 61 3 9646 9299      Fax 61 3 9646 0308
Austria	Belvederegasse 2/3 A1040, Vienna	Mr. Vojko Debeljak  Tel. 43 1 505 30 60      Fax 43 1 505 30 70
Bahrain	(See UAE)	
Baltic States	(See Sweden)	
Belgium	Noorderlaan 98 B-2030 Antwerp 3	Mrs. Gaby Viaene  Tel. 32 3 5448 448      Fax 32 3 5448 447
Bolivia	(See Peru)	
Brazil*	Av. Indianapolis 2182 Sao Paulo-SP 04063-004	Mr. Marcos Gobbi Ms. Wandreia de Oliveira  Tel. 55 11 578 9200      Fax 55 11 5585 3125
Bulgaria	(See Austria)	
Canada	Z-Spec International Inc. 65 Brunswick Boulevard Suite 223 Dollard des Ormeaux Quebec, H9B 2N4	Ms. Louise Zizian Ms. Gill Birch  Tel. 1 514 421 6671      Fax 1 514 421 0084
Chile	(See Peru)	
China	(See Hong Kong)	
Colombia	(See Peru)	
Cyprus	(See Greece)	
Czech Republic	(See Austria)	
Denmark	(See Sweden)	
Egypt	217 Abdel Salam Aref Street Appt. 3/4 Lauran Alexandria	Mr. K Wahid  Tel. 20 3 5864441/ 20 3 5881606      Fax 20 3 5871438

Country	Address	Contact details
Ecuador	(See Peru)	
Ethiopia	(See Egypt)	
Finland	(See Sweden)	
France	91 Rue de General de Gaulle BP No. 1 27109, Le Vaudreuil Cedex	Mrs. Lena Atmani Tel. 33 32 093658 Fax 33 32 611958
Germany*	Frankenstrasse 12 D-20097, Hamburg	Mr. Michael Baden Tel. 49 40 235030 Fax 49 40 234421
Greece	32 Militou Street Athens Greece 104 45	Mr. George A. Boyazoglou Mr. Chris Pantouvakis Tel. 30 1 8314831/ 30 1 8316876 Fax 30 1 8311173
Holland	(See Belgium)	
Hong Kong*	2/F Garment Centre 576 Castle Peak Road Kowloon, Hong Kong	Ms. Michelle Cheng Mr. Patrick Wong Tel. 852 2746 8600 Fax 852 2785 5487
Iceland	(See Sweden)	
India	Maker Bhauan No. 1 Sir Vithaldas Thackersey Marg, Mumbai 400 020	Capt. Anil Dhawan Tel. 91 22 2624517 Fax 91 22 2623747
Indonesia	Citrabuana Indoloka Building 2, JL. Cikini IV, Gondangdia Jakarta 10330	Capt. Djonnie Rahmat Mr. Michael Fok Tel. 62 21 391 8584 Fax 62 21 470 1225
Ireland	Administration Building Bond Road, Dublin Port Dublin 3	Mr. Bill Saarsteiner Mr. Noel Egan Tel. 353 1 8555585 Fax 353 1 8555586
Italy	Corso Buenos Ayres 7/13 16129 Genova	Mr. Santo Martino Tel. 39 10 582802 Fax 39 10 582796
Japan*	7F Eishin Building 2-31-1 Eitai Koto-Ku Tokyo 135	Mr. Toru Muguruma Tel. 81 3 52450650 Fax 81 3 5245 0471
Jordan	(See UAE)	
Kenya	(See South Africa)	
Korea (South)	RM 603, Dongyang Building	Ms. Monica Kim

Country	Address	Contact details
	112-6 Sokong-Dong, Choong-Ku Seoul 100-070	Mr. Myung Ho Yoo Tel. 82 2 756 9261 Fax 82 2 773 4426
Kuwait	(See UAE)	
Lebanon	(See UAE)	
Luxembourg	(See Belgium)	
Macao	(See Hong Kong)	
Malaysia	(See Singapore)	
Mexico	Tiburcio Montiel No. 14 Entre Gral. Gomez Pedrza y Av. Constituyentes, Col. San Miguel Chapultepec, Del. Miguel Hidalgo, Mexico 11850, D.F.	Mr. Paul Longshaw Mr. Gerardo Perez Tel. 52 5 2715171/ Fax 52 5 27117321 52 5 2716366/2717
Mozambique	(See South Africa)	
New Zealand	P.O. Box 2088 Wellington	Mr. Iain Macleod Tel. 64 4 471 0661 Fax 64 4 471 0660
Nigeria	Okoi Arikpo House (Nuc Bldg) 4 Idowu Taylor St. P.O. Box 51402, Victoria Island, Lagos 900234	Mr. Alhaji Onidede Tel. 234 1 2619963/ Fax 234 1 2620198 234 1 2619897
Norway	(See Sweden)	
Oman	(See UAE)	
Pakistan	202, Second Floor Mashriq Centre, ST-6/A Block-14, Gulshan-E-Iqbal, KDA, Scheme No. 24, Karachi	Mr. Mumtaz Ahmad Tel. 9221 4945558 Fax 9221 6313614
Paraguay	(See Brazil)	
Peru*	Av. La Paz 1450 Miraflores Lima	Ms. P. Mclauchlan Tel. 51 1 241 1519 Fax 51 1 241 1204
Philippines	ITS Building 2310 Pasong Tamo Ext. Makati, Metro Manila	Mr. Ishmael Cruz Tel. 63 2 8195841-48 Fax 63 2 8934635
Romania	(See Austria)	
Singapore*	5 Pereira Road Hex 06-03/04 Asiawide Ind. Building	Ms. Penny Lim Mr. Calvin Tan Tel. 65 382 8211

Country	Address	Contact details
	Singapore 1336	Fax 65 38228662/2867074
South Africa	Amr. Office Park 1 Concorde Road East Bedfordview, Johannesburg	Mr. Noel Holland Mr. David Mulder  Tel. 27 11 4552568 Fax 27 11 4554017/018
Spain	Alameda, Recalde No. 27-1st Floor 48009 Bilbao	Mr. Gotzon Elorriaga Ms. Nerea de Miguel  Tel. 34 4 4242791/      Fax 34 4 4233467 34 4 4232939
Sri Lanka	300-304 Galle Road Colombo 3	Mr. N. Loganathan Mr. A.E.A. Weeresinghe  Tel. 94 1 573551/      Fax 94 1 575394 575395/573524
Sudan	(See Egypt)	
Sweden *	P.O. Box 3379 S-103 67 Stockholm Stockholm 11140	Ms. Katarina Bjursell Mrs. Mimmi Bergstroem  Tel. 46 8 218320      Fax 46 8 214525
Switzerland	Route de Cossonay 28b CH-1008 Prilly Lausanne	Ms. Pascale Brullisauer Mr. Jean-Maurice Peytrignet  Tel. 41 21 626 0030 Fax 41 21 626 0041/26
Taiwan	4/F 31, Chung Shan North Rd. Section 3 Taipei 10451	Mr. Kevin Sung Mr. Stanley Cheng  Tel. 886 2 5981284      Fax 886 2 5962749
Tanzania	(See South Africa)	
Thailand	(See Singapore)	
Turkey	Halaskargazi Caddesi No. 295 Kat 7 80260-Sisli - Istanbul	Capt. M. Misbah Mertoglu Omer Mertoglu  Tel. 90 212 2336541      Fax 90 212 2477187
UAE	Bukhatir Building Al Qassimiya Road, Ind. Area Sector 6, Sharjah	Mr. G. Pradeep  Tel. 9671 6 387036      Fax 9671 6 388803
United Kingdom *	Academy Place 1-9 Brook Street Brentwood, Essex CM14 5NQ	Ms. Valerie Lortal Mr. Torquil Macleod  Tel. 44 1277 223304      Fax 44 1277 220127

Country	Address	Contact details
Uruguay	(See Brazil)	
USA (South East and Caribbean)*	7270 NW 12th Street Suite 410, Miami Florida 33126	Ms. Elena Benitez Mr. Alex del Castillo  Tel. 1 305 593 7455      Fax 1 305 593 1528
USA *	3741 Red Bluff Road Pasadena, Houston Texas 77503	Mr. David Cooper Ms. Laurel Gibson  Tel. 1 713 475 2082      Fax 1 713 475 2083
USA (Washington, Oregon, California)	1000 South Fremont Avenue Suite 3130 Alhambra, CA 91803-4737	Mr. Doug Platt Mr. Al Messimer  Tel. 1 818 293 8585      Fax 1 818 293 8649
Venezuela	(See Peru)	
Vietnam	(See Singapore)	
Zimbabwe	(See South Africa)	

\*Program Manager Regional Office (PMRO)

APPENDIX C

Regional Listing Centres

Program Manager

Asia Pacific Region:

SASO Listing Manager  
Inchcape Testing Services Hong Kong Ltd.  
2/F, Garment Centre  
576 Castle Peak Road  
Kowloon, Hong Kong  
Tel: 852 2746 8600  
Fax: 852 2785 5487  
Contact: Paul Yao

North/Central/South America:

SASO Listing Manager  
Inchcape Testing Services  
3933 US Route 11  
Cortland, New York 13045  
Tel: 800-441-SASO  
Fax: 800-813-9442  
Contact: Dan Cochran

Europe/Middle East/Africa:

SASO Listing Manager  
Inchcape Testing Services  
Torshamnsgatan 43  
Box 1103, 164 22 Kista, Sweden  
Tel: +46 8 750 00 00  
Fax: +46 8 750 04 48  
Contact: Jan-Erik Sandkvist

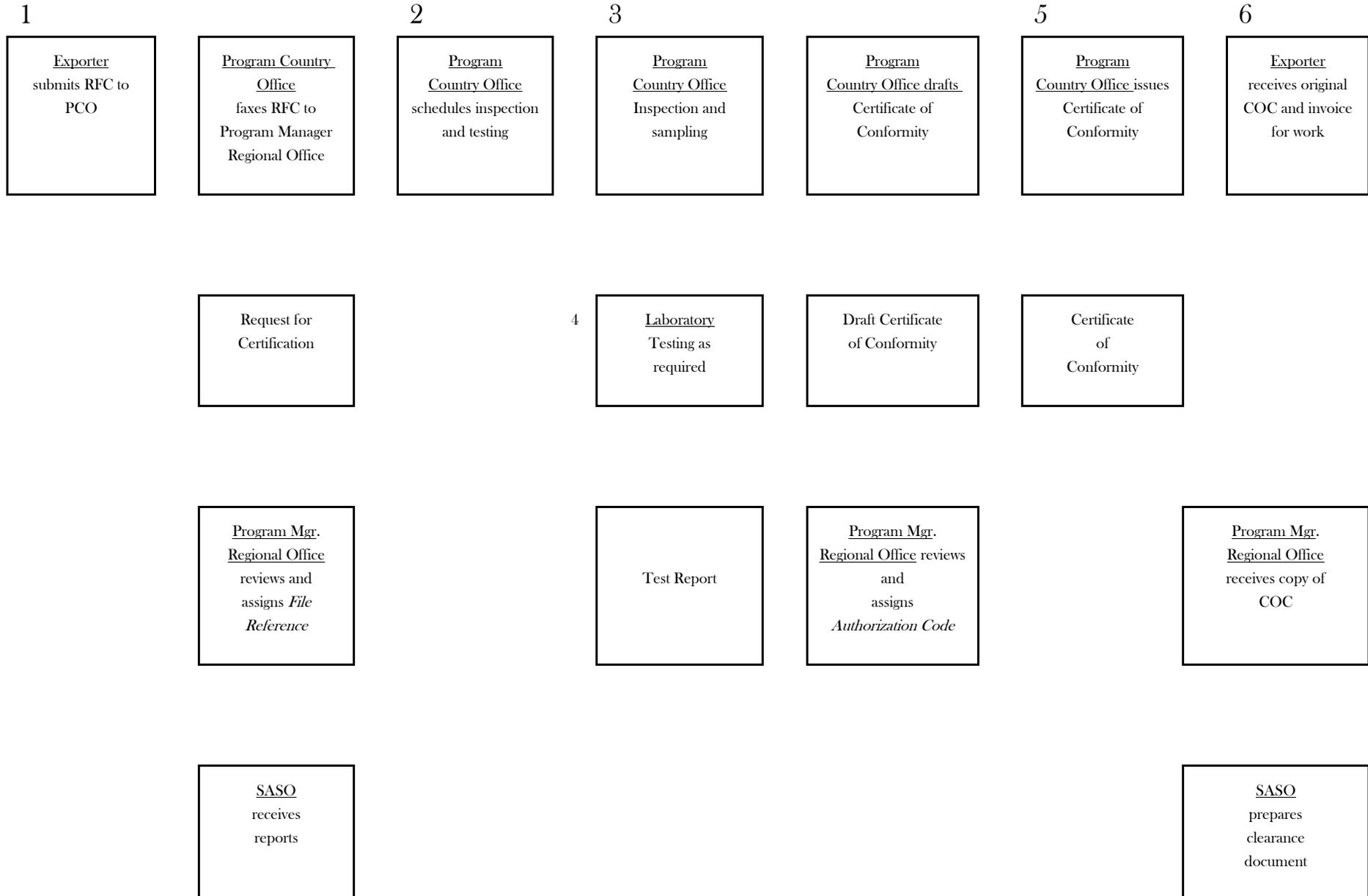
Japan:

SASO Listing Manager  
Inchcape Testing Services  
7F Eishin Building, 2-31-1, Eitai  
Kyoto-Ku, Tokyo 135, Japan  
Tel: +81 3 5245 8300  
Fax: +81 3 5245 0470  
Contact: Yuichi Sekiguchi



APPENDIX D

International Conformity Certification Program  
Flow Chart







APPENDIX F

MINISTRY OF COMMERCE				
SAUDI ARABIAN STANDARDS ORGANIZATION				
INTERNATIONAL CONFORMITY CERTIFICATE PROGRAM			Certificate of Conformity	
Importer:			Country of origin:	
Exporter:			Country of supply:	
Pro forma invoice No:			Reference No:	
Place of inspection:			Date of Inspection:	
Destination port:				
Program country office:				
Product Code	Quantity	Product	HS Code	SCCP Reference

This certificate confirms that the above products comply with SASO requirements.

Signed:

Date:

This document is issued under the authority of the International Conformity Certificate Program, for and on behalf of the Saudi Arabian Standards Organization.

Authorization Code:9999
INTERNATIONAL CONFORMITY  CERTIFICATE PROGRAM
999999





APPENDIX G

SASO ICCP Pricing

ICCP - COMPLIANCE VERIFICATION

In brief

Preshipment compliance verification fees are based on the f.o.b. value of the shipment without consideration to the method of shipment or number of containers, pallets or cartons.

The price structure may be summarized as follows:

US\$0 - 200,000.5 per cent of (0.005) f.o.b. or minimum fee of US\$350

US\$200,001 - 1,000,000US\$1,000 plus 0.4 per cent (.004) of f.o.b. exceeding US\$200,000

US\$1,000,001 and aboveUS\$4,200 plus 0.15 per cent (.0015) of f.o.b. exceeding US\$1,000,000

Examples

1.If your shipment's f.o.b. value is US\$70,000 or less;

the fee is US\$350

Example:

Shipment f.o.b. value: US\$64,350

Fee:US\$350

2.If your shipment's f.o.b. value is greater than US\$70,000 but less than US\$200,000;

the fee is 0.5 per cent (.005) of the f.o.b. value.

Example:

Shipment f.o.b. value:US\$151,650

Fee:.005 x 151,650 = US\$758.25

3.If your shipment's f.o.b. value is greater than US\$200,000 but less than US\$1,000,000;

the fee is US\$1,000 plus 0.4 per cent (.004) of the f.o.b. value greater than US\$200,000.

Example:

Shipment f.o.b. value:US\$550,450

Fee:1,000 + .004 x (550,450-200,000) = US\$2,401.80

4.If your shipment's f.o.b. value is greater than US\$1,000,000;

the fee is US\$4,200 plus 0.15 per cent (.0015) of the f.o.b. value greater than US\$1,000,000.

Shipment f.o.b. value:US\$2,450,500

Fee:  $4,200 + .0015 \times (2,450,500 - 1,000,000) = \text{US\$}6,375.75$ .

### Special situations

#### 1. Shipment aggregation

Where an exporter ships 10 or more times per month from a single country, the total aggregated value of the shipments may, by arrangement with the program country office, be used to calculate the monthly fee. This will result in reduced fees for frequent shippers.

#### 2. Emergency shipments

Exporters shipping on a regular basis may send small emergency shipments e.g. spare parts, etc. without incurring minimum fees. At their option exporters may make a special request for a certificate from the PCO or allow the shipment to be processed by SASO at the time of arrival.

#### 3. Used cars

Used cars are a special case and a fee of US\$60 per vehicle, minimum fee US\$350 per shipment applies. Cars found defective will be reinspected after corrective action subject to a fee of US\$30 per vehicle.

#### 4. Registration and listing

Regulated products exported to the Kingdom of Saudi Arabia must be registered or listed. The details of this requirement including the fee structure is detailed in the document "SCCP Procedures - Guidelines".

Briefly, the fee for registering a trade name in a product category is US\$500 per year. There is also an annual fee of US\$50 for each product type or model named in the listing. The Regional Listing Centres will provide recommendations on classification to manufactures preparing to register their products.

#### 5. Product testing

Products may require laboratory testing prior to shipping. This may relate to the nature of the product, its registration status or observations made during compliance verification. Test fees will vary according to the product and complexity of testing. When testing is required and additional to the normal compliance verification process quotations will be provided by the program country offices prior to the start of testing.