



**GCC Standardization Organization
GSO**

**Guidance document on the
Registration of products bearing the
“G” Mark**

Issue No.1, Date: (15.12.2013)

Note:

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



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I. Objective

This Guidance document is aiming at explaining the Registration process of products in the Electronic Registration System of the Standardization Organization for the Cooperation Council for the Arab States of the Gulf (GSO).

II. References

1. Technical Regulation on “G” Mark (BD-091005-01), approved by Board of Directors in its 10th meeting held in Muscat on 24th May 2009.
2. Guidance Document on Conformity Assessment Bodies (BD-091005-02), approved by Board of Directors in its 10th meeting held in Muscat on 24th May 2009.
3. The cost of the Notification and the Registration of the Conformity Assessment Bodies (BD-131705-01), approved by the Board of Directors in its 17th meeting held in Riyadh on 8th May 2013.

III. Scope

This guide applies to all products bearing the “G” Mark whether they are imported or manufactured in the Member States.

IV. Definitions

For the purposes of this Guide, the following definitions shall apply, unless the context otherwise requires another definition:

1. Organization: Standardization Organization for the Cooperation Council for the Arab States of the Gulf (GSO).



2. Member States: Member States of the Standardization Organization for the Cooperation Council for the Arab States of the Gulf (United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar, State of Kuwait and Republic of Yemen).
3. “G” Mark: Is a specific marking of the Cooperation Council for the Arab States of the Gulf which is stuck on the product or/and the Declaration of Conformity to indicate that the product is in conformity with the requirements set out in the applicable Gulf Technical Regulations.
4. Registration System: Is a unified Electronic Registration System of the Member States in which all products bearing the “G” Mark shall be registered.
5. Registration: The Registration of the product bearing the “G” Mark in the Electronic Registration System by the responsible of affixing the “G” Mark.
6. Initial Registration: Is the first stage of the Registration process, whereby the responsible of affixing the “G” Mark enters in the Electronic Registration System the Data set out in Annex (2), which will be used in each process of Registration for each model of the product.
7. The Registration completion: Is the second stage of the Registration process, whereby the responsible of affixing the “G” Mark enters in the Electronic Registration System the model’s Data set out in Annex (3).
8. Notified Body: A Body notified in accordance with the Gulf Technical Regulation related to the Notification process of the Conformity Assessment Bodies by the Notifying Authority, to provide conformity assessment services within a specific Technical Regulation, or a specific list of products or risks or categories of products or risks within this Technical Regulation.



9. Registration number: Is a single number issued from the Electronic Registration System and is printed on the product near the “G” Mark according to the drawing set out in Annex (4).
10. Manufacturer: Means any natural or legal person who manufactures a product or has it designed or manufactured, and markets that product under his name or trademark.
11. Importer: Means any natural or legal person established within one of the Member states, who places a product from a third country on one of the Member states market.
12. The responsible of affixing the “G” Mark: Means the responsible of bearing the “G” Mark on products complying with the requirements of the Gulf Technical Regulations after carrying out the relevant Conformity Assessment Procedures. He could be the Manufacturer, established within one of the Member states or in a third country, or the Notified Body.
13. Placing on the market: Means the first making available of a product on one of the Member states market.
14. Making available on the market: Means any supply of a product for distribution, consumption or use on the Member states market in the course of a commercial activity, whether in return for payment or free of charge.


V. Purpose of Registration

Registration aims to ensure the tracking of products bearing the “G” Mark and to easily identify the responsible of the placing on the market and to avoid any fraud or misuse of the “G” Mark on products.



VI. Registration process

1. The responsible for affixing the “G” Mark carry out the initial Registration in the Electronic Registration System by entering the Data set out in Annex (2), which will be used in each process of Registration for each model of the product.
2. The responsible for affixing the “G” Mark completes the Registration process in the Electronic Registration System by entering the model’s Data set out in Annex (3), and by submitting a clear picture of the model.
3. Registration is made separately for each model of the product. Furthermore, only products, imported or manufactured in the Member States, bearing the “G” Mark after complying with the requirements of the relevant Gulf Technical Regulations and after carrying out the relevant Conformity Assessment Procedures, are concerned by the Registration process.
4. The validity of the Registration for each model is one year from the date of Registration.
5. The cost for using the “G” Mark is paid for each model of the product.
6. The Organization reviews the application for Registration. In the case of acceptance, the Organization issues a Registration number of the model, while in the case of rejection, the responsible of affixing the “G” Mark shall carry out the necessary adjustments.
7. The responsible of affixing the “G” Mark prints the Registration number on the model near the “G” Mark according to the drawing set out in Annex (4).

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VII. Cost for using the “G” Mark

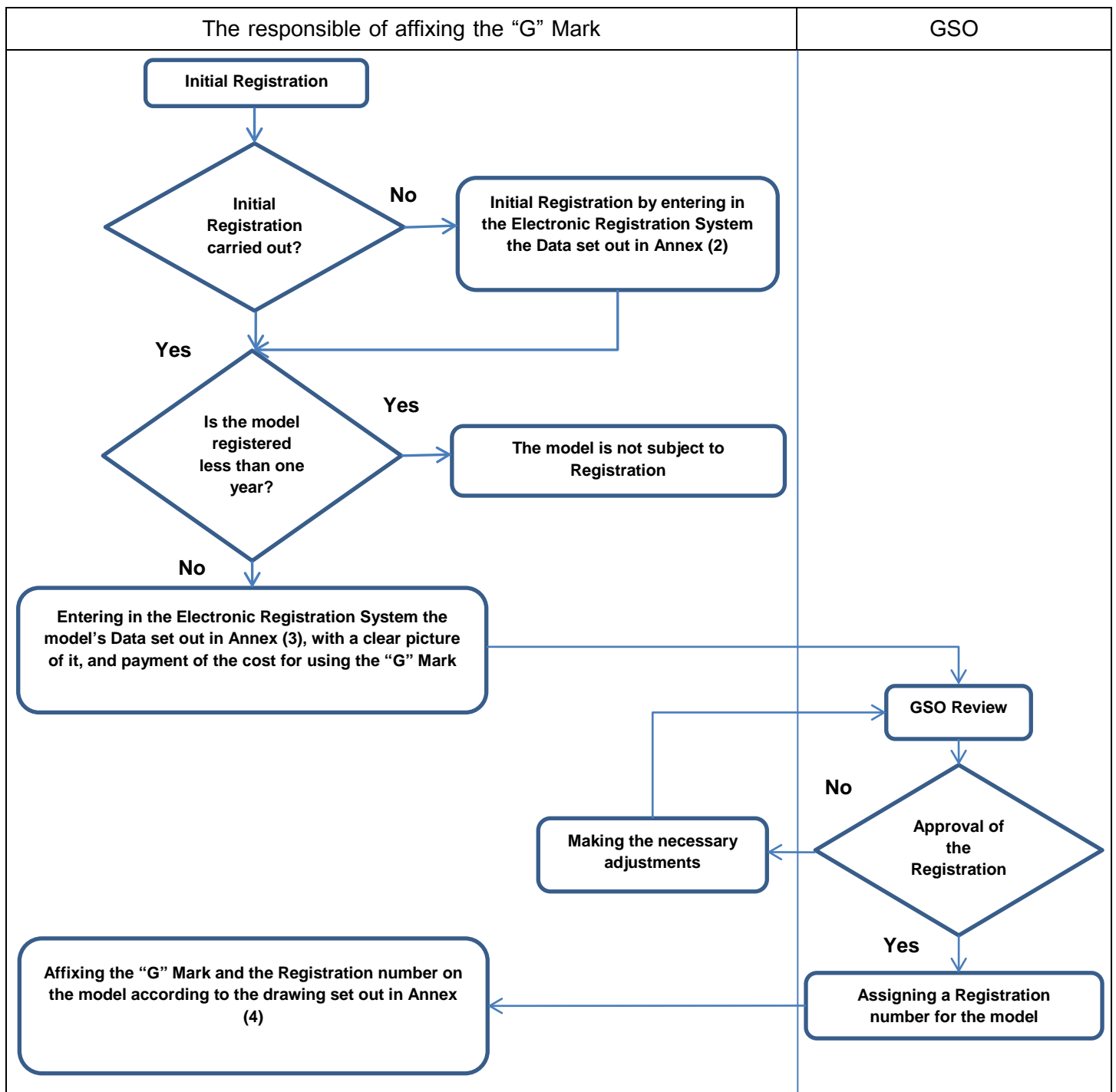
The cost for using the “G” Mark has been fixed at the amount of 500 SR / model / year in the document (BD-131705-01) "The cost of the Notification and the Registration of the Conformity Assessment Bodies", approved by the Board of Directors (Riyadh, May 8, 2013).


VIII. Offenses and penalties

Products bearing the “G” Mark without Registration number, or with a misleading Registration number unlike the Registration process, are considered in a violation of the relevant Gulf Technical Regulations and of the rights of the license to use the “G” Mark. Such products will be subject to the regulations and penalties in force in the Member States, and their “G” Mark will not be considered.



Annex (1)
Registration process



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Annex (2)

Data to be entered into the Registration system

(The initial stage of Registration)

1. If the Manufacturer is the responsible of affixing the “G” Mark

- Manufacturer name
- Manufactured products
- Addresses of the plants and countries of manufacturing
- Person in charge of communicating with the Organization
- Position
- Contact address
- E-mail
- Tel/Fax
- Manufacturer’s Websites
- Additional information

2. If the Notified Body is the responsible of affixing the “G” Mark

According to the nature of the client who commissioned the Notified Body to carry out the relevant conformity assessment procedures, the Notified Body enters in the Electronic Registration System, under her responsibility, the Data mentioned in point (1) of this Annex if the client is a Manufacturer or the Data mentioned below if the client is an Importer:

- Importer Name
- Imported products
- Person in charge of communicating with the Organization
- Position
- Contact address
- E-mail

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- Tel/Fax
- Importer's Website
- Additional information



Annex (3)

Data to be entered into the Registration system (The Registration completion)

1. If the Manufacturer is the responsible of affixing the “G” Mark

- Product Name (Model)
- Product category (Model)(toys, electrical equipment, elevators, etc.)
- Harmonized System Number of the product (Model)
- Relevant Gulf Technical Regulations
- Notified Body who tested the product (if any)
- Number of products for this Model on which it is expected to affix the “G” Mark
- Destination markets for this Model (Export or Member states markets)
- Previous Registration number for this Model (if any)
- Additional information

2. If the Notified Body is the responsible of affixing the “G” Mark

According to the nature of the client who commissioned the Notified Body to carry out the relevant conformity assessment procedures, the Notified Body enters in the Electronic Registration System, under her responsibility, the Data mentioned in point (1) of this Annex if the client is a Manufacturer or the Data mentioned below if the client is an Importer:

- Product Name (Model)
- Product category (Model)(toys, electrical equipment, elevators, etc.)
- Harmonized System Number of the product (Model)
- Consignment (Shipment) Number
- Country of arrival of the Consignment (Shipment)
- Manufacturer name



- Addresses of the plants and countries of manufacturing
- Relevant Technical Regulations
- Number of products for this Model on which it is expected to affix the “G” Mark
- Previous Registration number for this Model (if any)
- Additional information



Annex (4)

Affixing of the Registration number on the product

- The digit in the first column symbolizes the identification number issued by the Organization when notifying a Notified Body. Put four zero (0000) if the Manufacturer is the responsible for affixing the “G” Mark.
- The digit in the second column shows the code of the country of origin of the product according to the relevant International Classification
- The digit in the third column is the serial number of the model issued by the Registration system

