

Guide for the Procedures of Issuing a Validity Certificate to Export Food Products

Disclaimer: The English version is a translation of the original in Arabic for information purposes only. In case of a discrepancy, the Arabic original will prevail.

Introduction

Based on SFDA Law issued by the Royal Decree No.(M/6) on 25/1/1428 AH. and its Implementing Regulations issued by the Decision Board Directors of the Authority No. (7/7/1428 AH.) on 25/7/1429 AH. and stipulated by Article Seven (Paragraph 2) of the Authority Law that “the adoption of mandatory standard specifications for all products that fall within the authority jurisdiction, the controls for their import, export, registration and conditions of food and drug manufacturers”. Based on the "list of validity certificates for the export of foods approved among the countries of the Cooperation Council for the Arab Gulf States“ that states "the relevant government body conducts technical and supervisory inspection of the manufacturer to which this certificate is issued, and that it conforms to the Gulf Standard No. (1984/21)“ Health conditions for food establishment and their workers” The results of testing samples drawn from its production shall show that this production conforms to the standard specifications, its safety and suitability for human consumption “It was decided to issue a certificate of validity for the export of products that this guide rotates in detail”

The guide aims to clarify all the procedures related to issue an export validity certificate for food products, the technical regulations and specifications related to the food establishment, its products, and the mechanism for requesting to issue an export validity certificate for food products.

Chapter One

Definitions:

The following words and expressions- as they appear in this Law- meaning as stated, unless the context otherwise requires:

Food: All that is prepared for human consumption, whether fresh, manufactured, semi-manufactured or raw, and any substance involved in the manufacture, preparation or processing food.

Food Establishment: Any establishment that is prepared for human consumption, stores, markets, processes, exchanges, presents or displays food, whether it is consumed at the site of the establishment or outside it, exceptions are household kitchens.

Inspection: Inspecting and controlling the food establishment, its facilities, and those working in food handling, and examining the food during the stages that it passes through in the establishment in terms of its compliance with the statutory requirements.

Gulf Standard Specification: A document approved by the Board of Directors, that clarifies for normal and repeated use, the rules, instructions or characteristics of the related products or processes and production methods, and for which compliance is not mandatory, and may include or discuss in particular terms, definitions, formatting, labeling requirements, marking or labels that apply to products, operations or production methods.

Gulf Technical Regulation: A document approved by the Board of Directors that sets out the characteristics of the products, associated processes and production methods, including applicable (applicable) administrative provisions, to be complied with. It may include or consider in particular terms, definitions, formatting, labeling requirements, marking or labels that apply to products or operations or production methods.

Certificate of Export Validity: It is a certificate issued by or certified by the competent government authority, confirming that it has carried out a technical inspection and control of the manufacturer issued to it and that it is in conformity with standard standards No.21/1984 “Health conditions for food manufacturers and their employees” and that the test results of the samples withdrawn from its production have shown that the production is in conformity with standard standards, safe and fit for human consumption.

Food Label: Any statement, symbol, trademark or anything photographed or descriptive, whether written, drawn, marked, poster, engraved or pressed to/or attached to a container, cover or wrapping of any food or its packaging.

Competent Authority: Saudi Food and Drug Authority “SFDA”.

Chapter Two

Field and Applicability:

This guide shall be applied to a local food establishment, that applies for an export certificate for its food products outside the Saudi Arabia, whether it be exported to the States of the Gulf Cooperation Council or the rest of the world. The exporting food establishment shall be fully responsible for sending the exporter during the period of validity of the export certificate, without any responsibility to SFDA, as provided in the Regulation on the Authority to export food adopted by the States of the Gulf Cooperation Council. Any transmission of food between the GCC States shall not be immediately cleared unless it is accompanied by a certificate of validity. Otherwise, the dispatch shall be subject to a laboratory examination to ensure that it complies with the approved specifications or the requirements of the importer.

Chapter Three

Conditions for obtaining a validity export certificate for food products:

- 1.0. The food establishment requesting the export validity certificate for its food products for the purpose of export shall be registered in the electronic system for registering local food establishments with the Authority, and food establishments may use the user guide for the registration system and licenses for local food establishments in the registration process.
- 2.0. A food establishment wishing to export its food products shall register all products in the local food system with the Authority, and food establishments may use the user guide to the registration system and licenses of local food products in the registration process.
- 3.0 The license of the food establishment to carry out the activity from the competent authority shall be valid.
- 4.0 There shall be no decision to ban or suspend the export of any food products that the food establishment wishes to export.
- 5.0 No recalled products from local markets.
- 6.0 If there are violations during periodic or unannounced inspections, the export permit shall be suspended until the action is corrected.

Chapter Four

Workflow mechanism for issuing a validity export certificate for food products:

1.0 A food establishment wishing to export a food product or products submits an application to issue an export validity certificate through the electronic system for issuing export validity certificates for food products that may be viewed on the website of SFDA, food sector, the Executive Department for Local Market Control

2.0 The Executive Department for Local Market Control shall study the application to issue an export validity certificate and reviews all the data provided by the food establishment, and if there are comments or inquiries on the request, the food establishment shall be informed electronically.

3.0 The Executive Department of Technical Regulations and Specifications shall comply the food label to be exported according to the approved standards of those products transmitted electronically to them by the Executive Department for Local Market Control. In the case of notes or queries on the food label, the establishment shall be electronically notified by the local markets of the food establishment to modify the notes.

4.0 After fulfilling all the requirements and corrective actions, Executive Department for Local Market Control shall conduct a field inspection of the food establishment and ensure that it applies the requirements of the Technical Regulations and specifications based on the product, establishment and employees, as documented in Gulf Standard No. (21.1984), by preparing a report on the establishment. If there are notes on the food establishment, the establishment shall be notified in a timely manner, in order to modify the notes. In the absence of observations, samples of the product to be exported shall be taken and sent to a private laboratory accredited by SFDA through the food establishment after being seized by SFDA inspectors to perform the necessary laboratory analyses, to ensure that they conform to the approved Technical Regulations and specifications.

5.0 The results of the analysis shall be sent from the laboratory to Executive Department for Local Market Control, that sends the results of the analyzes electronically to Executive Department of the Technical Regulations and specifications to comply the laboratory results of the product samples to be exported according to the approved standard specifications for that.

6.0 The Executive Department for Local Market Control shall determine the fees to be paid by the food establishment, issue the invoice through the electronic export certificate system and request the company to sign a form for the non-marketing of products to be exported within the Saudi Arabia unless they comply with the approved Technical Regulations and specifications and notify the establishment by e-mail. The payment of the fees and the signature of the form shall take place within 30 days from the date of notification to the establishment. In the event of non-payment, the application shall be cancelled electronically, and the fees is still required for payment.

7.0 The food establishment shall pay the fees through the "SADAD system" using the payment number of the SFDA.

8.0 Executive Department for Local Market Control shall issue an export validity certificate, stating the food product allowed to be exported and sent to the establishment.

9.0 The food establishment may issue a copy of valid validity certificates for consignments (food stuff export certificate) via the electronic system for issuing export validity certificates after issuing the basic export validity certificate for food products to be attached to the consignments to be exported

10. The dispatch certificates shall be certified electronically by specialists in the Executive Department for Local Market Control through its branches.

Chapter Five

Method for applying for an export certificate for a food product or products:

If the food establishment meets the requirements for the export certificate, the application shall be as follows:

- 1.0. Access to the Authority website www.sfda.gov.sa
- 2.0 Select (electronic services) icon.
- 3.0 Select of food sector services - electronic services to control local markets.
- 4.0 Access to the "export certificate of validity, compression of the service link" service using the "username" and "password" specified by the food establishment when creating the starting account of the food establishment in the registration system of establishments.
- 5.0 Select the food products that the food establishment wishes to request the issuance of the export certificate, the products to be identified in this step, which will appear in the export certificate of validity. If the establishment wants to add a new product after sending the request, it shall be treated as a request for a new export validity certificate.
- 6.0 If that there are any notes on the application, it shall be returned to the establishment explaining all notes for modification/correction, and the establishment shall be notified by an e-mail sent via the system to the e-mail registered in the system.

Chapter Six

Fees to issue export certificate:

1.0 The costs of studying the application and reviewing the food label of the food product specified by the food establishment in the application form.

2.0 Costs of inspectors who perform field inspections of the food establishment and withdraw samples.

3.0 Costs of the inspection and analysis of food product samples identified in the certificate application (Costs vary depending on the number of samples and the lab test names required based on the requirements of the approved standards).

4.0 The costs of studying the results of laboratory analyzes of samples of food products specified in the issuing the certificate application.

5.0 Costs of issuing an export certificate and issuing a food stuff export certificate, (Food products).

The fees for issuing an export validity certificate for food products for a period of 6 months is calculated as follows:

N	Service Type	Fees (riyal)
1	Receive and review requests for food establishments	65
2	Review a single food product label	78
3	Review results of laboratory analysis of samples	78
4	Inspection of a food establishment	6300
5	Re-inspection / withdraw samples	6300

The fees for issuing an export validity certificate for food products for a year calculated as follows:

N	Service Type	Fees (riyal)
1	Receive and review requests for food establishments	65
2	Review a single food product label	78
3	Review results of laboratory analysis of samples	78
4	Inspection of a food establishment	6300
5	Re-inspection / withdraw samples	6300

When shall the establishment pay the fees?

All food establishments wishing to request issuing a validity export certificates for food products are obligated to pay the fees, as explained in the mechanism of the workflow for issuing a validity export certificate for food products, and the authority has the right to cancel the request to issue an export validity certificate if the fees is not paid by the food establishment within 30 days of its notification, and the food establishment shall pay the pre-determined fees before submitting an application to issue a new export validity certificate

Chapter Seven

General Provisions:

- 1.0 The validity of the export certificate is limited to the food products detailed in it and may not be used for any other products in its place.
- 2.0 Validity of the certificate "6 months or one year" (depending on the issuance and expiration dates indicated on the certificate).
- 3.0 The establishment shall be responsible for the exported products and their transfers and storage during the validity of the export certificate without the minimum responsibility of the Authority.
- 4.0 The Authority shall be entitled to request any certificates, reports or information required by the process of issuing the certificate of export validity.
- 5.0 The food establishment is entitled to apply for the issuance of the export validity certificate for food products 60 days before the date of expiration of the certificate.
- 6.0 The Authority shall be entitled to suspend the certificate if the food establishment fails to comply with the approved Technical Regulations and standard specifications and to give a maximum of 30 days as the time limit for modification.
- 7.0 If the food establishment fails to pay the fees for issuing the export validity certificate for food products within 30 days, the application shall be canceled automatically.

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