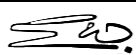


## Description of Activities:

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | <b>Application</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|          | <p>The client submits the completed Certification Request Form (CRF_01), including:</p> <ul style="list-style-type: none"> <li>Client's name and address</li> <li>Product identification and description</li> <li>Applicable standards</li> <li>Existing certificates and test reports</li> <li>Other relevant supporting documents</li> </ul> <p><b>Tove Leeds</b> registers the application and assigns a unique reference number.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>2</b> | <b>Review of Application</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|          | <p>The designated person (<b>Certification Manager</b>) reviews the application to confirm:</p> <ul style="list-style-type: none"> <li>The certification scope is clearly defined.</li> <li>The applicable Gulf Technical Regulation and standards are identified.</li> <li>Tove Leeds has the required competence, resources and capability.</li> <li>Necessary evaluation and subcontracting arrangements are available.</li> <li>Any use of existing certificates or test reports is justified.</li> <li>Any differences between Tove Leeds and the client are resolved.</li> </ul> <p>If the application is acceptable, it proceeds to the certification agreement. If it cannot be accepted, the client is informed in writing with the reason.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>3</b> | <b>Certification Agreement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|          | <p><b>Tove Leeds</b> and the client sign the Product Certification Agreement (F/CSD/01), defining:</p> <ul style="list-style-type: none"> <li>Responsibilities of both parties</li> <li>Certification requirements</li> <li>Confidentiality and impartiality</li> <li>Use of certification marks and claims</li> <li>Access for evaluation and surveillance</li> <li>Notification of product or organizational changes</li> <li>Complaint and appeal arrangements</li> <li>Fees, validity and termination conditions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4</b> | <b>Evaluation Planning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          | <p>The designated person (<b>Technical Evaluator</b>) prepares an Evaluation Plan (F/OPN/01), covering:</p> <ul style="list-style-type: none"> <li>Evaluation activities to be performed</li> <li>Applicable regulation and standards</li> <li>Documents and test reports to be reviewed</li> <li>Assigned evaluator or technical experts</li> <li>Planned dates and timelines</li> </ul> <p>The designated person (<b>Certification Manager</b>) approves the plan before evaluation begins.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>5</b> | <b>Evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|          | <p>The Technical Evaluator performs the evaluation using relevant Evaluation Checklist (<b>based on the relevant technical regulation</b>).</p> <p>The evaluation includes reviewing, as applicable:</p> <ul style="list-style-type: none"> <li>Test reports</li> <li>Product description and technical specifications</li> <li>Product photographs</li> <li>Product labelling and marking</li> <li>Instructions and safety information</li> <li>Risk assessment</li> <li>Manufacturer and importer details</li> <li>Declaration of Conformity</li> <li>Quality and production-control documents</li> <li>Applicable standards and regulatory requirements</li> <li>The evaluator verifies that: <ul style="list-style-type: none"> <li>The test report is issued by an acceptable laboratory.</li> <li>The tested product matches the product submitted for certification.</li> <li>All applicable requirements and clauses have been evaluated.</li> <li>The test results demonstrate compliance.</li> <li>Product labelling complies with the Gulf Technical Regulation.</li> <li>No unresolved failures or nonconformities remain.</li> </ul> </li> </ul> <p><b>Nonconformity Handling</b></p> <p>If a nonconformity is identified:</p> <ul style="list-style-type: none"> <li>The evaluator issues NCR Form F/OPN/03.</li> <li>The client submits root-cause analysis, correction and corrective-action evidence.</li> <li>The evaluator reviews the submitted evidence.</li> <li>Additional testing or documentation may be requested.</li> <li>The nonconformity is closed when compliance is demonstrated.</li> <li>Certification refusal may be recommended if the corrective action remains unacceptable.</li> </ul> <p>After completing the evaluation, the evaluator prepares Report F/OPN/02 with the findings, compliance status and recommendation.</p> <p><b>Applicable Standards</b></p> |

|                                                                                     |                                                                                     |                                                                                       |            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------|
|  |  |  | 01/01/2026 |
| Prepared by - MR                                                                    | Reviewed by - CM                                                                    | Approved by - MD                                                                      | Dated      |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | The applicable standards are selected according to the product category and relevant technical regulation.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>6</b> | <b>Review</b><br>An independent Technical Reviewer verifies: <ul style="list-style-type: none"> <li>• Completeness of the evaluation</li> <li>• Accuracy of the technical findings</li> <li>• Compliance with the applicable regulation and standards</li> <li>• Proper handling and closure of nonconformities</li> <li>• Traceability of conclusions to objective evidence</li> <li>• Suitability of the evaluator's recommendation</li> </ul> The Reviewer records the review and recommendation in Form F/OPN/02.                                           |
| <b>7</b> | <b>Certification Decision</b><br>The designated person ( <b>Certification Committee</b> ) independently reviews the evaluation and review results and makes the certification decision.<br>The decision may be: <ul style="list-style-type: none"> <li>• Grant certification</li> <li>• Refuse certification</li> <li>• Request additional information or evaluation</li> </ul> After a positive decision, the application and supporting documentation are submitted to GSO through the applicable system for final processing and registration.               |
| <b>8</b> | <b>Recording and Publication</b><br><b>Tove Leeds:</b><br>Prepares the draft Gulf Type Examination Certificate (F/CSD/05).<br>Maintains the certification records.<br>Updates the Product Certification Directory (PD/01).<br>Publishes the required certification information without disclosing confidential client information.<br>GSO completes the final certificate issuance and registration, including allocation of the: <ul style="list-style-type: none"> <li>• GCTS number</li> <li>• QR code</li> <li>• Authorization to use the G-Mark</li> </ul> |

## Flowchart:

