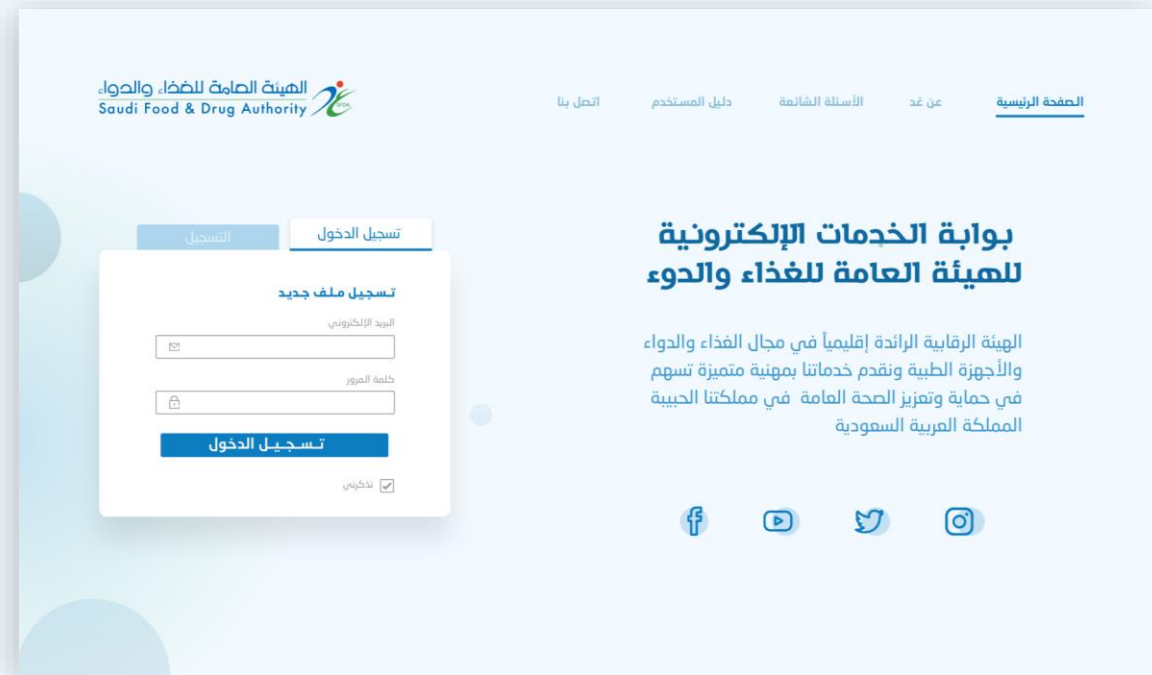# User Guide for GHAD System

This Guide is for the User to Register in GHAD System

Login Page
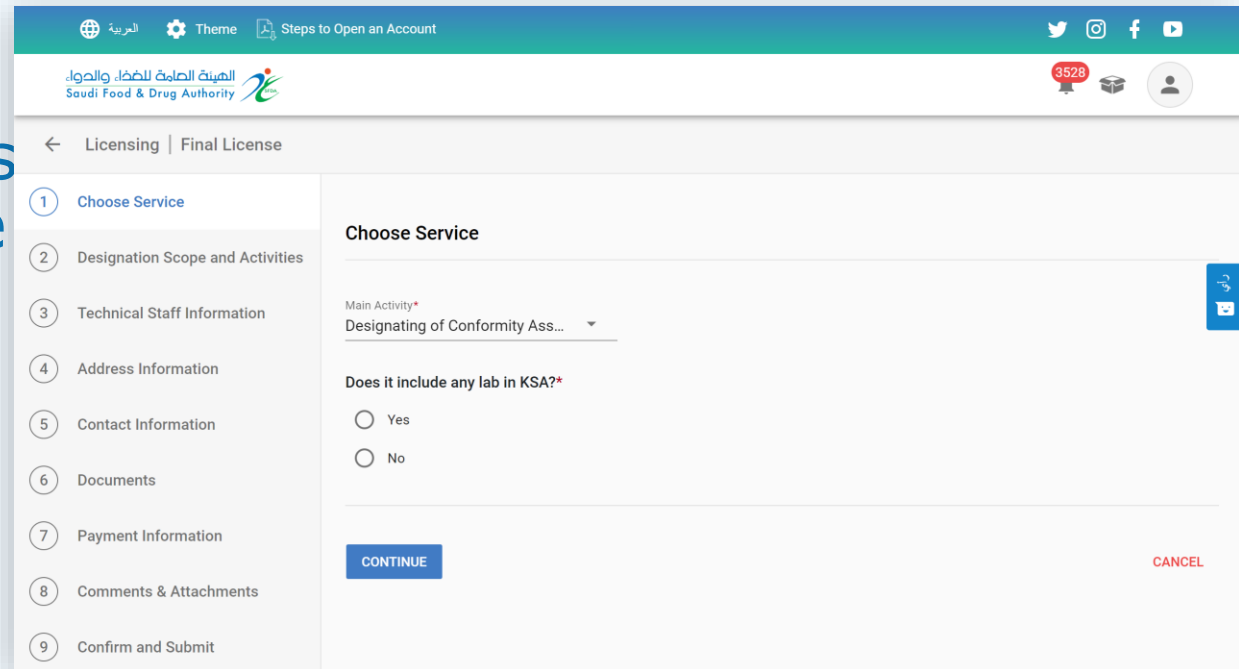

To enter, sign in or sign up

Choose Service

Choose :

Account > available services > licensing services > office and laboratory licenses > appointment of Conformity Assessment Body Services.
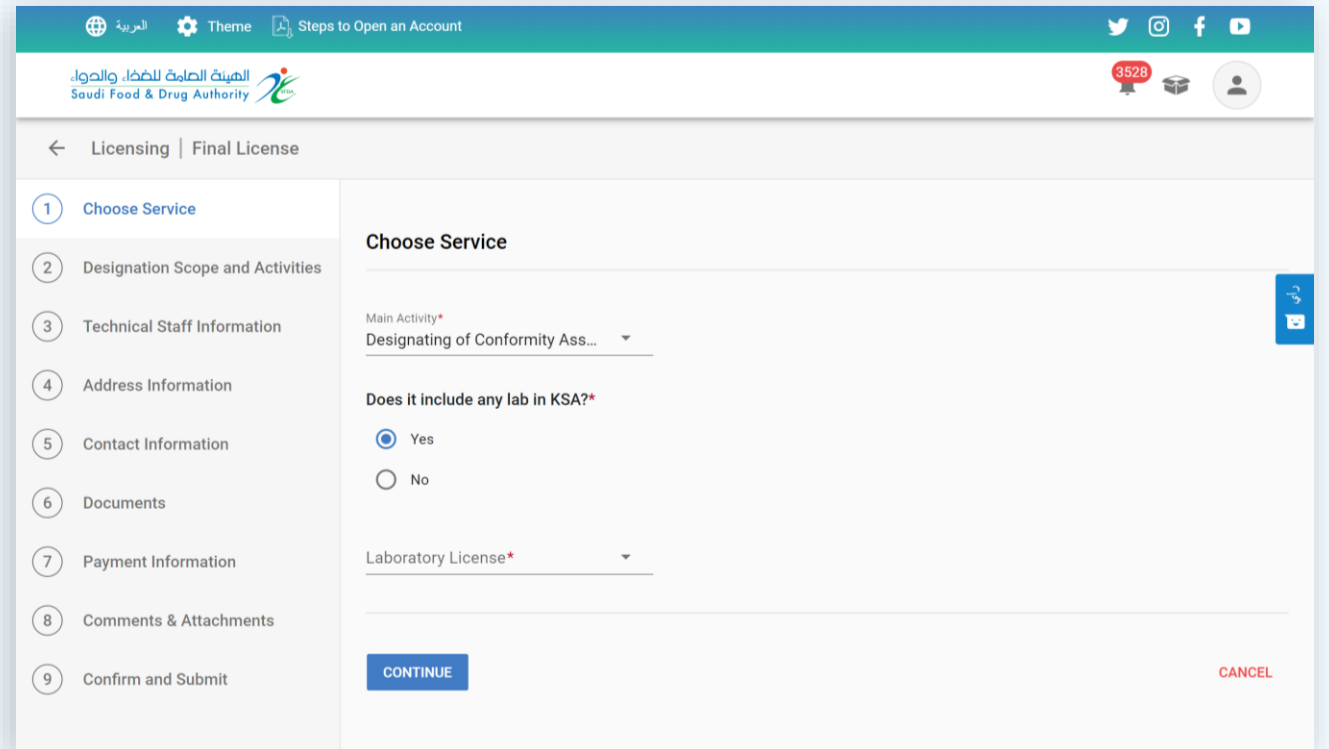
Choose Service

Select if office includes a private licensed laboratory by SFDA in KSA.

Yes- select the license.

No- continue.

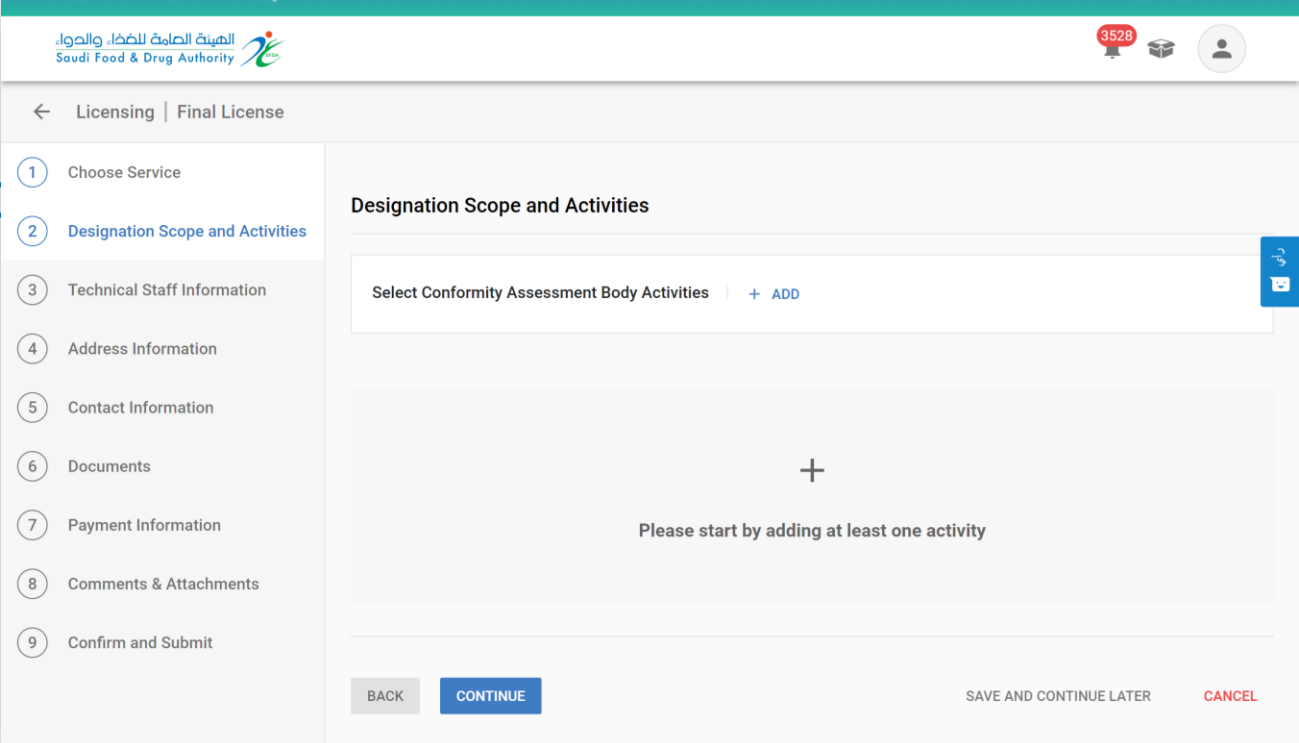# Designation Scope and Activities

On this page, identify the activities and countries that are required to be

appointed

Designation Scope and Activities

Select the required activity
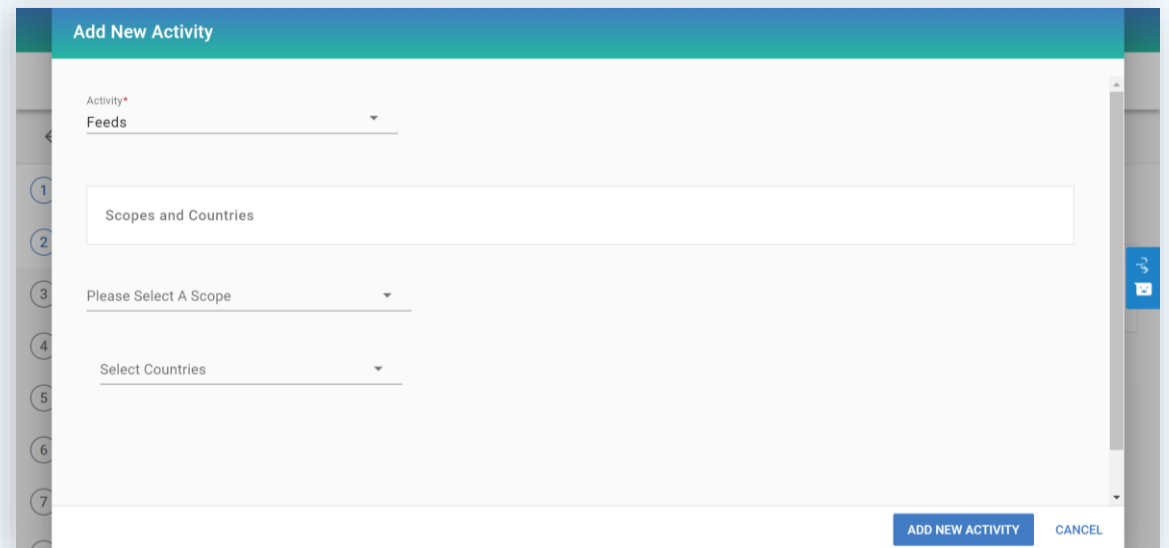
Add New Activity

Select the domain, activity and scope of the required countries in each activity.

Designation Scope and Activities
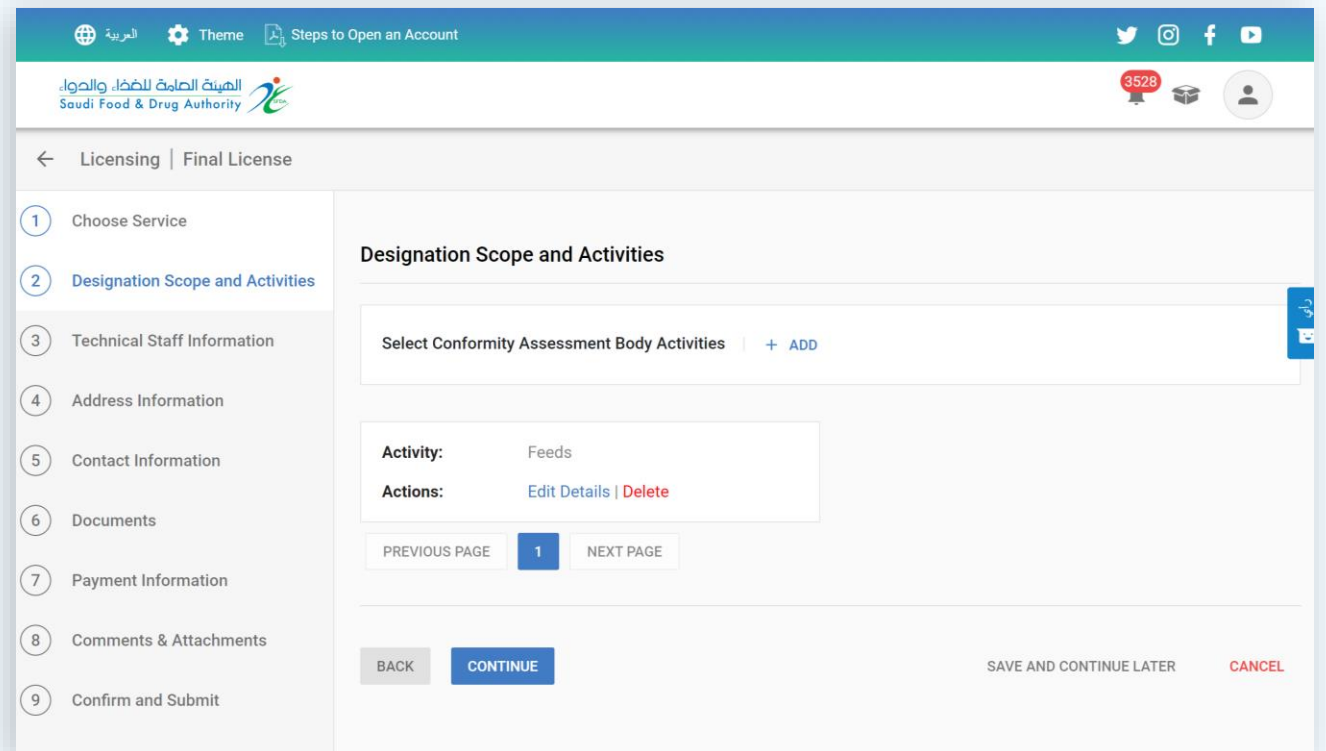
On this page, add the details of all required activities.

Technical Staff Information

On this page, add the information and qualifications of the technical manager:

- Must be a Saudi.

Add Technical Staff

Add the information of the entire technical staff, which includes:

-ID

- Qualifications, training courses and job description.
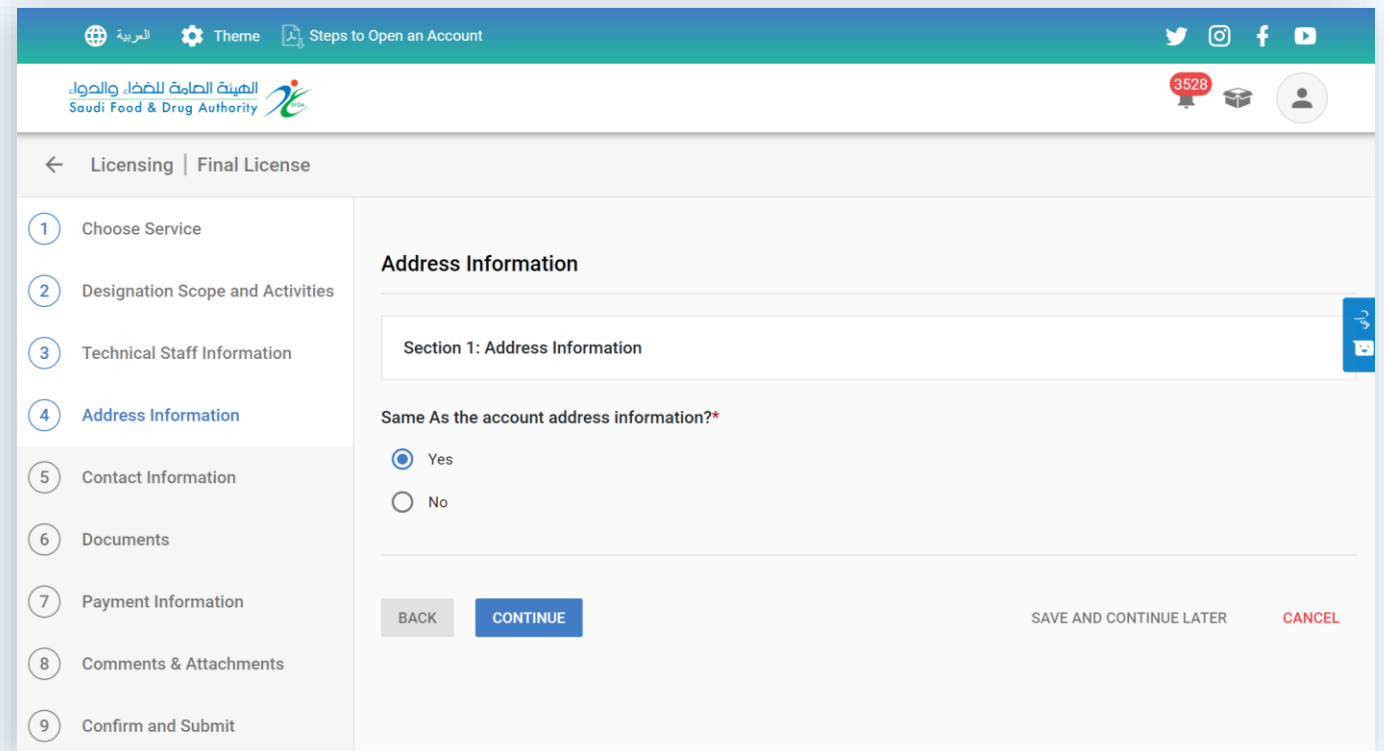
Address Information

On this page, select the establishment address.

- Choose (yes) if the establishment address matches the entered address when you created your account.

- Choose (no) if the address is different

Address Information

If the establishment's address does not match the account address, the address information will be filled out on this page
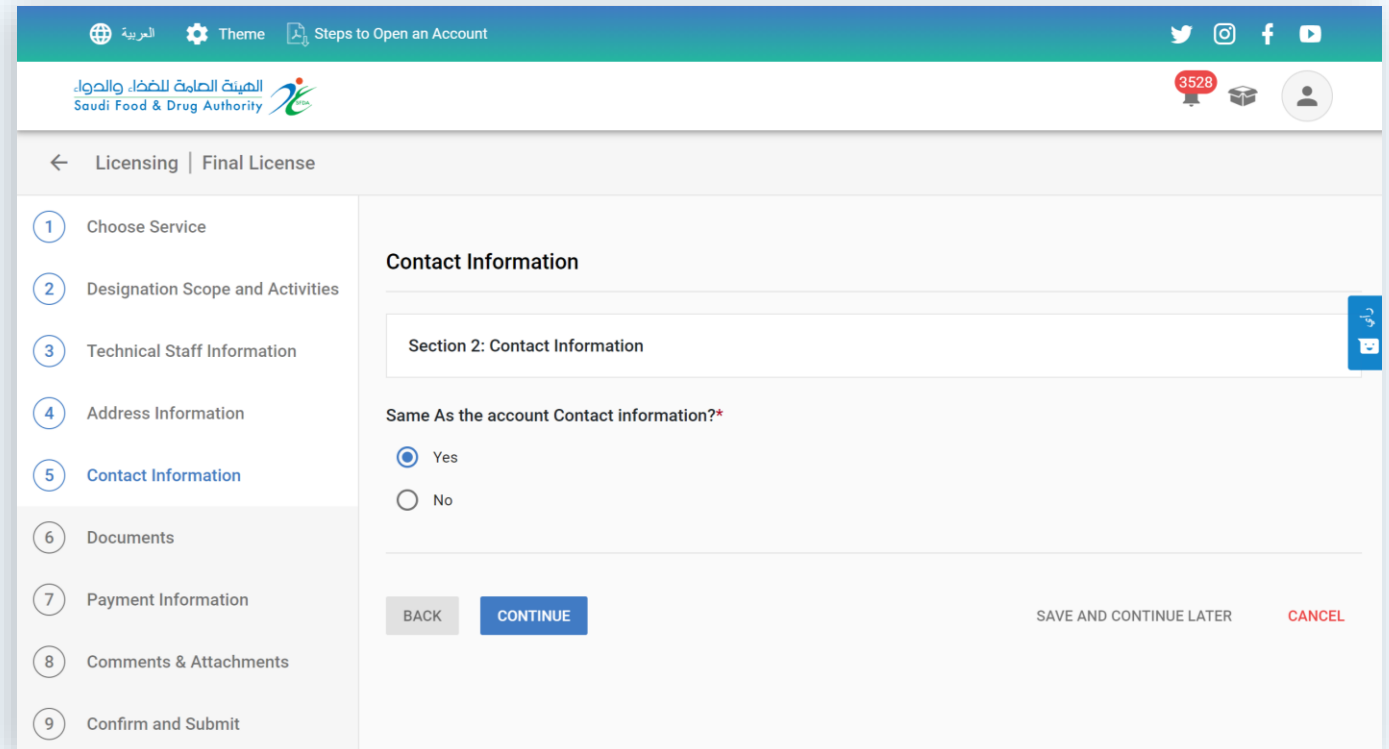
Contact Information

On this page, select the contact information of the establishment

- Choose (yes) if it matches the entered information when you created your account

- Choose (no) if it is different
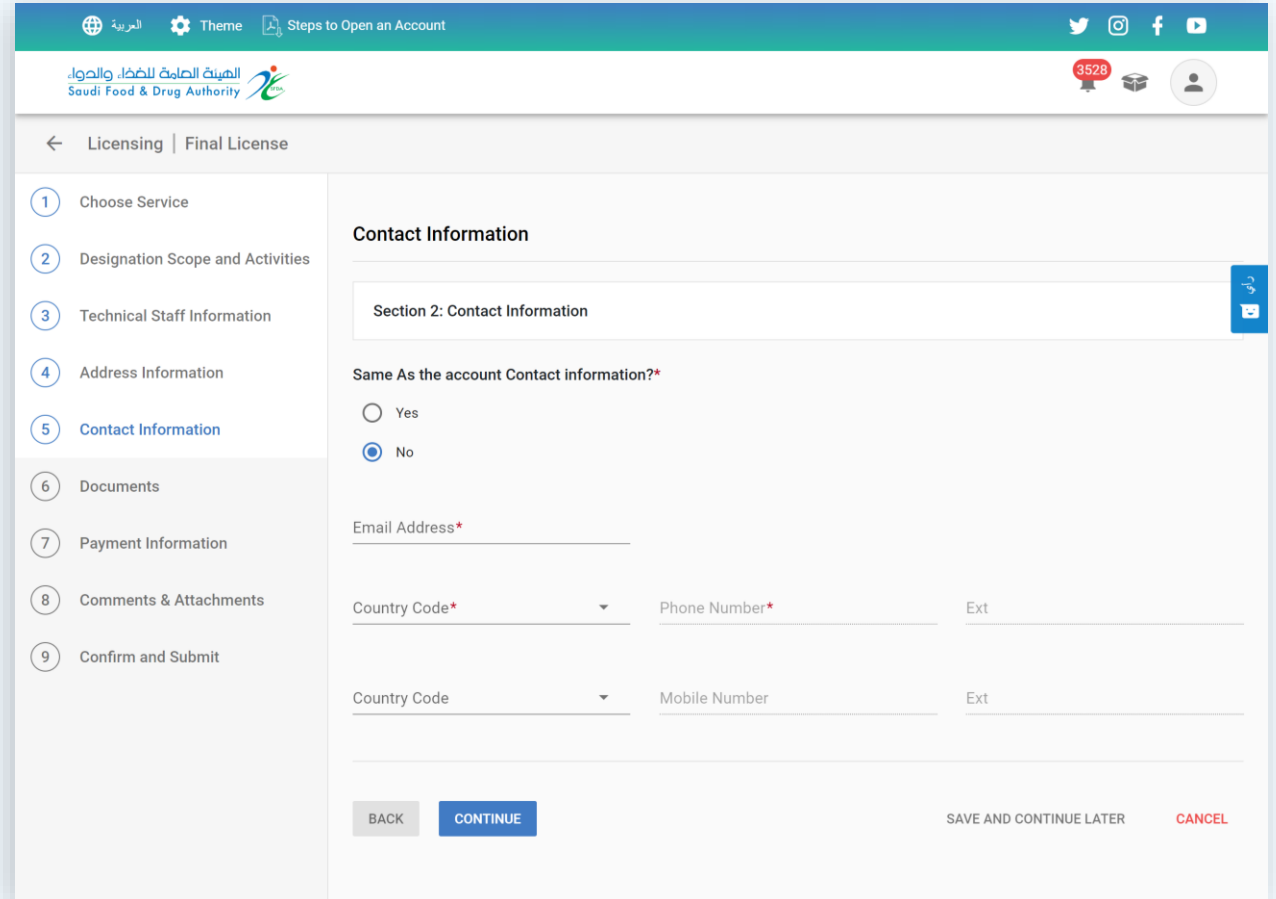
Contact Information

If the establishment contact information does not match the account's contact information, it will be filled out on this page
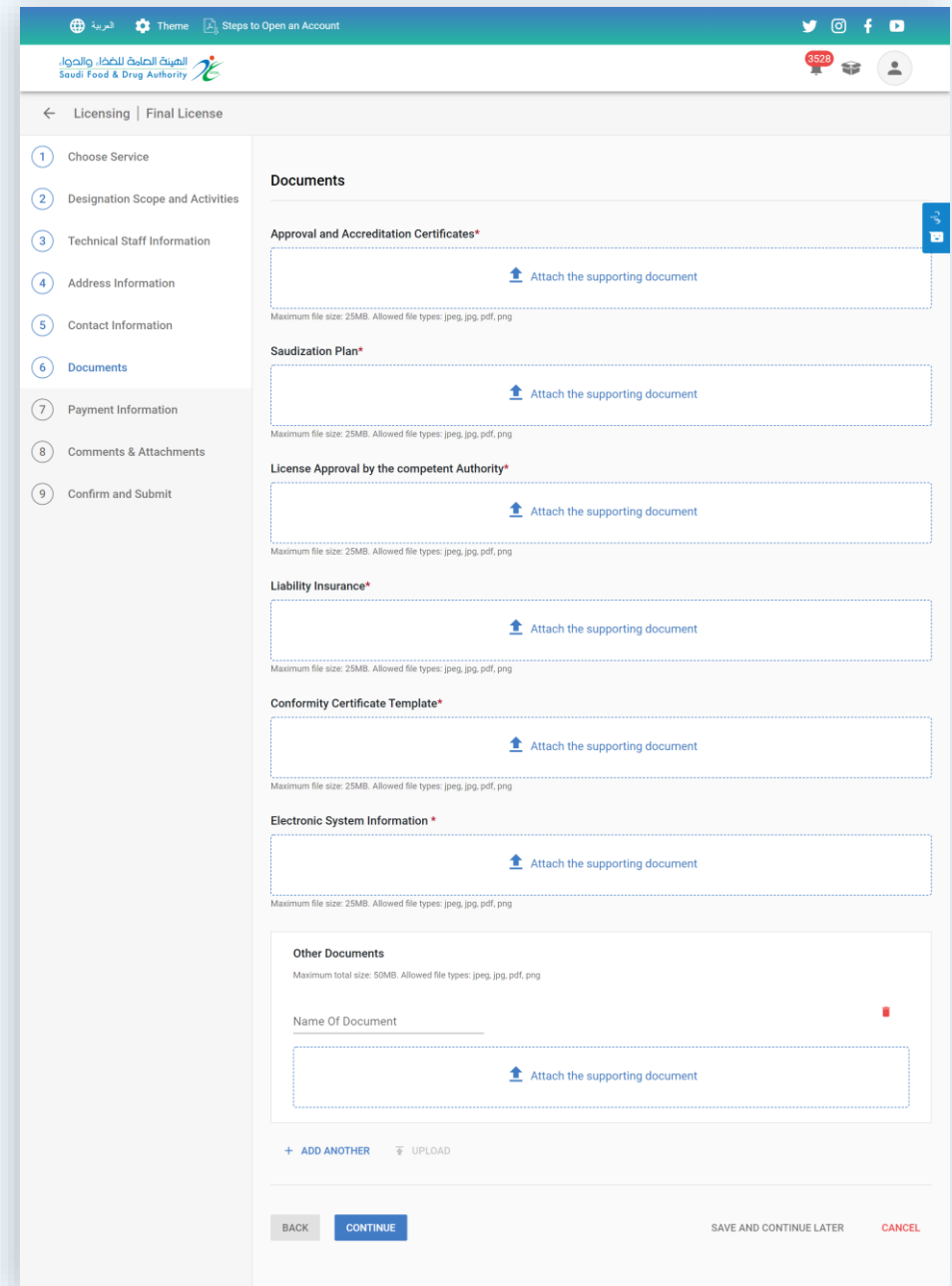

14

Documents

Add the following documents:

-Approval and Accreditation Certificates issued by the competent authority (e.g., accreditation certificate from Saudi accreditation authority (SAC) or accreditation bodies with full membership in any organization (ILAC/IAF) covers the field of appointment by field).

 - A plan to localize jobs within (3) years for technical jobs gradually by (50%) minimum .

-Approval of the site license by the competent authority (municipality) .

-Liability insurance details.

- Proposed explanatory form for the Conformity Certificate.
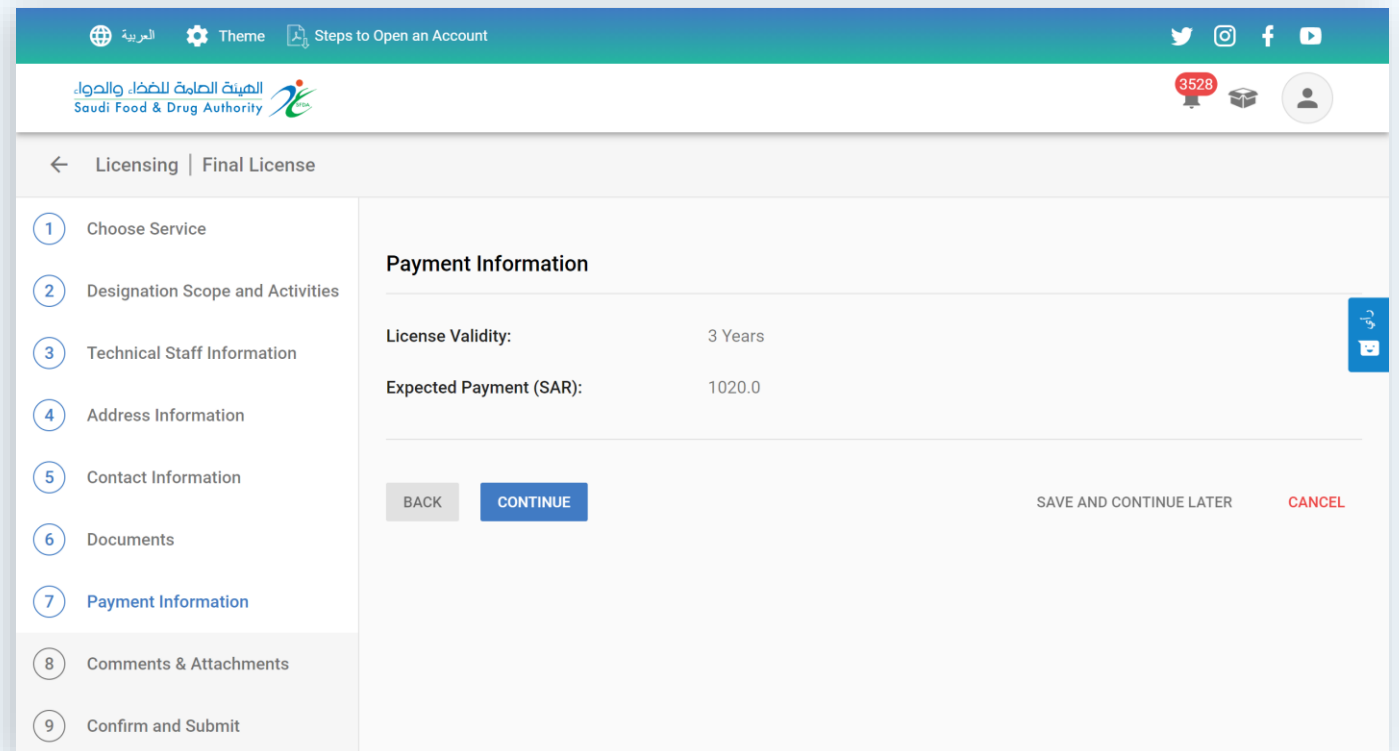
-Details of the electronic system used in the company.

Payment Information

On this page, the payment information is charged according to the entered fields and countries.

Comments & Attachments

If the office wants to add any additional comments or attachments, add them on this page

Confirm and Submit

Please read and agree the terms and conditions and submit the request