

Documents required

1. Medical Device Company Registration form. **(All sections should be filled).**
2. Valid Commercial Registration (CR).
(For new companies, you can write the CR application number on Sijillat.)
3. Copy of Company Policies including full details about:
**A) Services maintenance. B) Complaint handling. C) Adverse events
D) Recalls. E) Distribution. F) Importation.**
4. Authorization Letters or Agreements and should be valid, **signed and stamped by the manufacturers.**
5. Capture of company system **(Software)** to monitor and trace the distribution of medical devices, maintenance, recall and adverse events.
6. List of company's staff and:
A) CVs B) Offer letter signed by the employee. C) Qualifications, training courses certificates if any.
7. contract **(In case of outsource storage).**
8. List of clear scope of service **(ex: dental, ortho, surgical, lab, ENT...).**