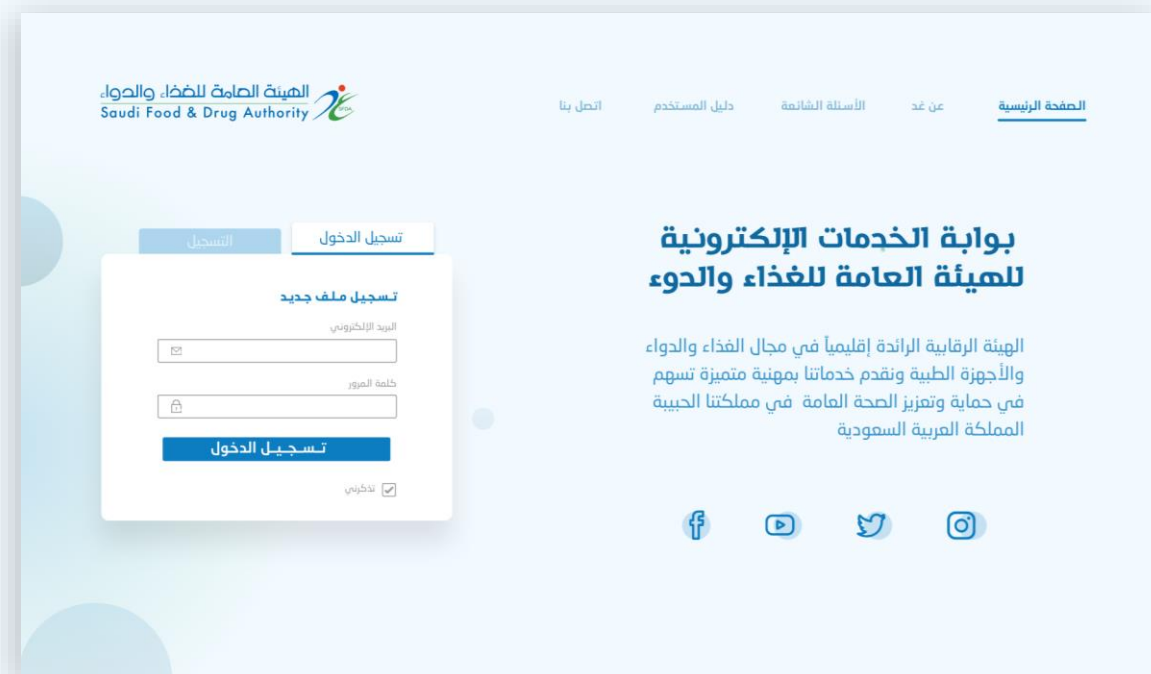


User Guide for GHAD System

This Guide is for the User to Register in GHAD System

Login Page

To enter, sign in or sign up



الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

الرئيسية الصفحة الرئيسية
عن غد
الأسئلة الشائعة
دليل المستخدم
اتصل بنا

تسجيل الدخول
التسجيل

تسجيل ملف جديد

البريد الإلكتروني

كلمة المرور

تسجيل الدخول

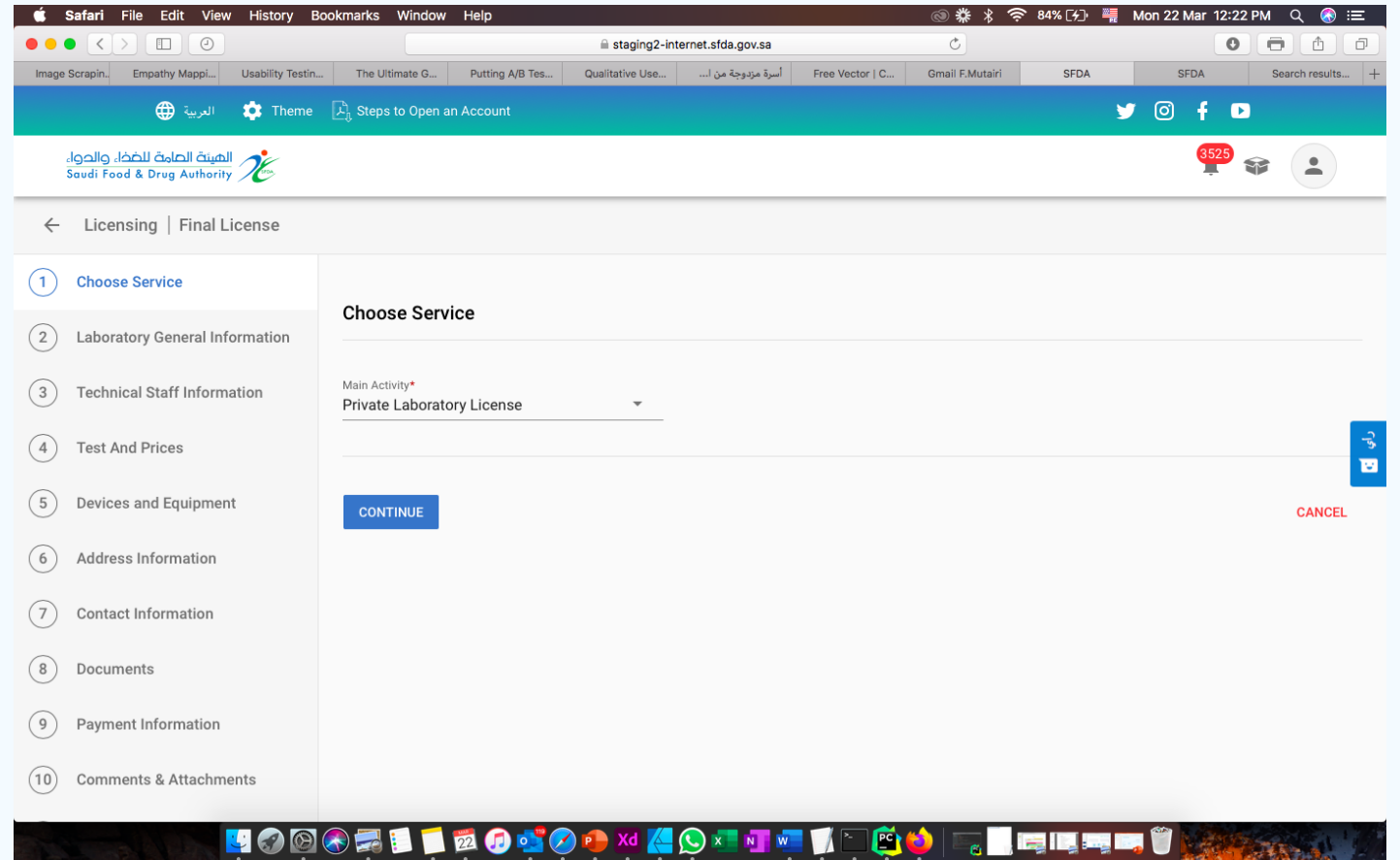
تذكري ☒

الهيئة الرقابية الرائدة إقليمياً في مجال الغذاء والدواء والأجهزة الطبية ونقدم خدماتنا بمهنية متميزة تساهم في حماية وتعزيز الصحة العامة في مملكتنا الحبيبة المملكة العربية السعودية

f y t i

Private laboratory license Choose Service

Account> eligible services>
Licensing services> Offices
and laboratories
licensing>Private laboratory
licensing service



The screenshot displays the SFDA website interface for the 'Choose Service' step of a licensing process. The browser address bar shows 'staging2-internet.sfda.gov.sa'. The page header includes the SFDA logo and navigation links. A sidebar on the left lists 10 steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment, 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information, and 10. Comments & Attachments. The main content area is titled 'Choose Service' and features a dropdown menu for 'Main Activity*' with 'Private Laboratory License' selected. Below the dropdown is a blue 'CONTINUE' button and a red 'CANCEL' button. The page also shows a notification bell icon with '3525' and a user profile icon.

Private laboratory license

Laboratory General Information

On this page, the laboratory information appears.

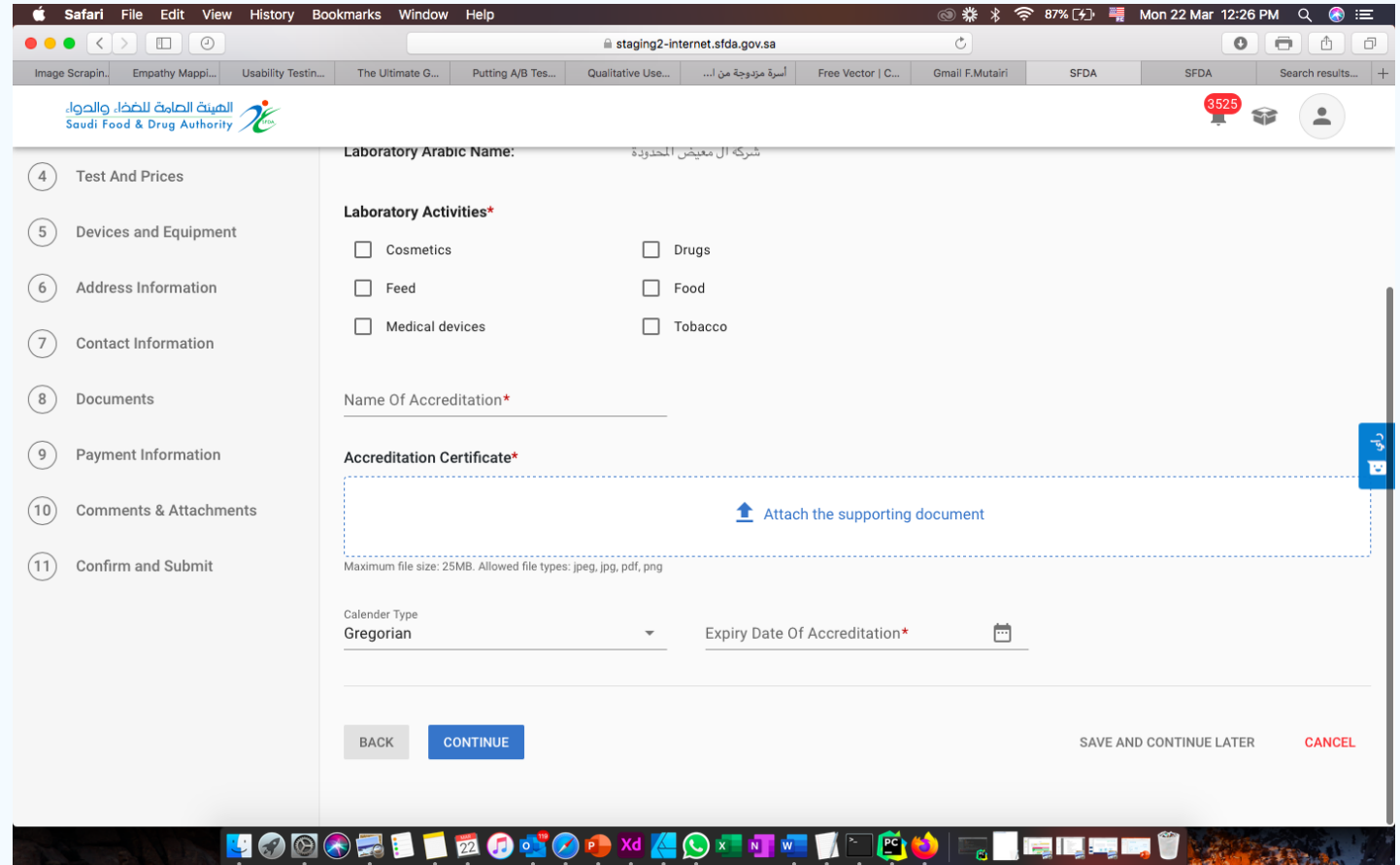
Select and upload the basic laboratory information, such as: field, accreditation certificate (quality certificate).

The screenshot shows the SFDA website interface in a Safari browser. The page is titled 'Licensing | Final License'. On the left, there is a vertical menu with 11 numbered steps: 1. Choose Service, 2. Laboratory General Information (highlighted), 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment, 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information, 10. Comments & Attachments, and 11. Confirm and Submit. The main content area is titled 'Laboratory General Information' and contains the following fields:

- Laboratory English Name:** Test Account for Belal
- Laboratory Arabic Name:** شركة ال معيض المحدودة
- Laboratory Activities***: A grid of checkboxes for Cosmetics, Drugs, Feed, Food, Medical devices, and Tobacco. All are currently unchecked.
- Name Of Accreditation***: A text input field.
- Accreditation Certificate***: A large dashed box for uploading a document, with a link 'Attach the supporting document' and a note 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'.

Laboratory General Information Private laboratory license

- Select laboratory activities.
- Upload the accreditation certificate (Quality Certificate 17025) from the Saudi Accreditation Center (SAC) or any other body with membership in ILAC.
- Select the name of the certificate and the expiry date of the accreditation.



The screenshot shows the 'staging2-internet.sfda.gov.sa' web application. The left sidebar contains a navigation menu with 11 steps: 4 Test And Prices, 5 Devices and Equipment, 6 Address Information, 7 Contact Information, 8 Documents, 9 Payment Information, 10 Comments & Attachments, and 11 Confirm and Submit. The main content area is for 'Laboratory Arabic Name' (شركة آل معيض المحدودة). Under 'Laboratory Activities*', there are checkboxes for Cosmetics, Drugs, Feed, Food, Medical devices, and Tobacco. Below this is a field for 'Name Of Accreditation*'. The 'Accreditation Certificate*' section features a dashed box for uploading a document, with a link 'Attach the supporting document' and a note: 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. At the bottom, there is a 'Calendar Type' dropdown set to 'Gregorian' and an 'Expiry Date Of Accreditation*' field with a calendar icon. Navigation buttons at the bottom include 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

Private laboratory license Technical Staff Information

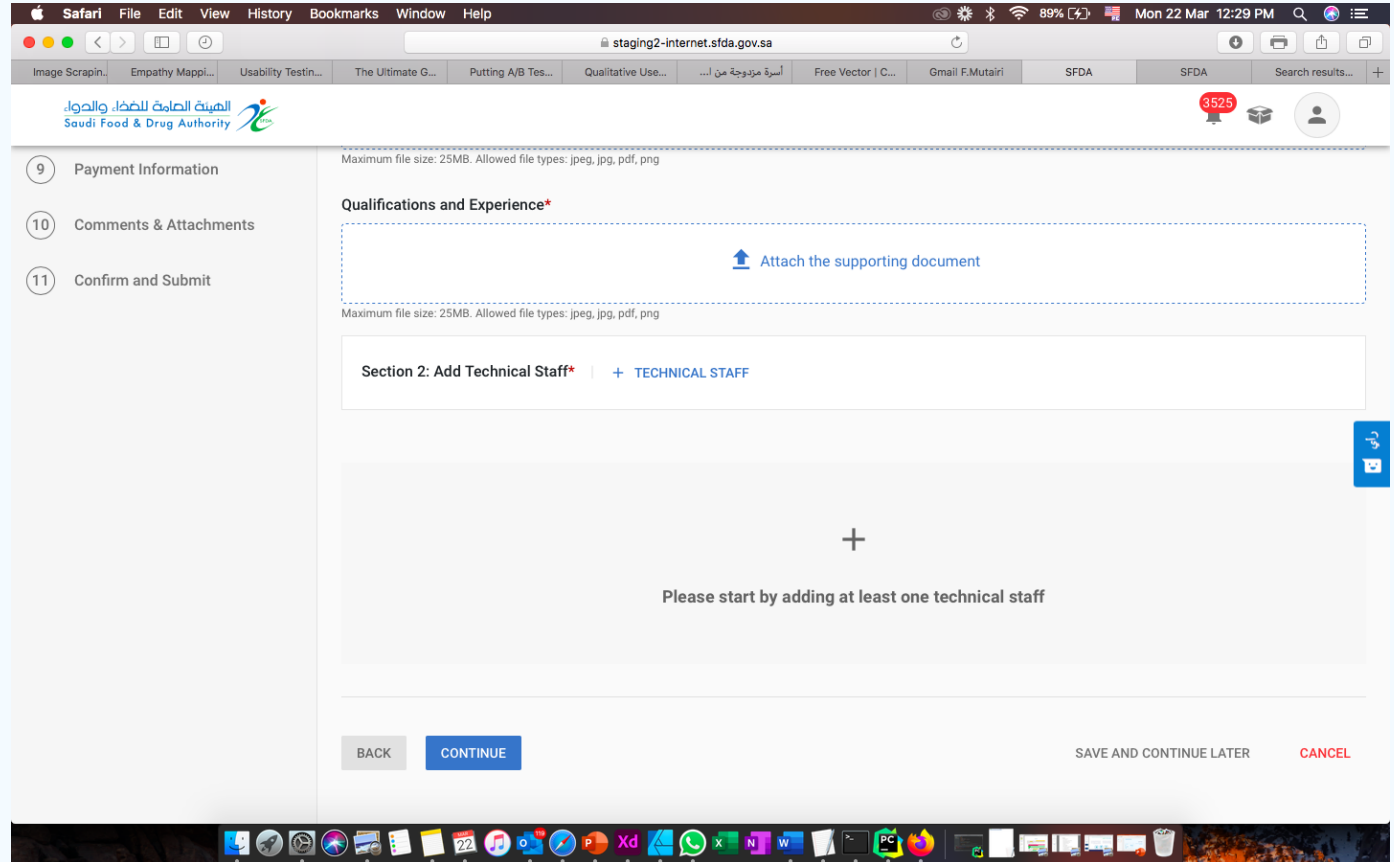
On this page, add the
information and qualifications of
the technical manager
(Must be Saudi)

The screenshot shows the SFDA website interface in Safari. The browser address bar displays 'staging2-internet.sfda.gov.sa'. The page title is 'Technical Staff Information'. A sidebar on the left contains a list of steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information (highlighted), 4. Test And Prices, 5. Devices and Equipment, 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information, 10. Comments & Attachments, and 11. Confirm and Submit. The main content area is titled 'Section 1: Technical Manager' and includes the following fields: 'Name*' (text input), 'Title*' (text input), and 'ID*' (text input). Below the 'ID*' field is a dashed box with an upload icon and the text 'Attach the supporting document', with a note 'Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png'. Below this is another dashed box for 'Qualifications and Experience*' with a similar upload instruction and file size/type note. A blue button with a document icon is visible on the right side of the form.

Private laboratory license Technical Staff Information

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

- ID
- Qualifications, training courses and job description.

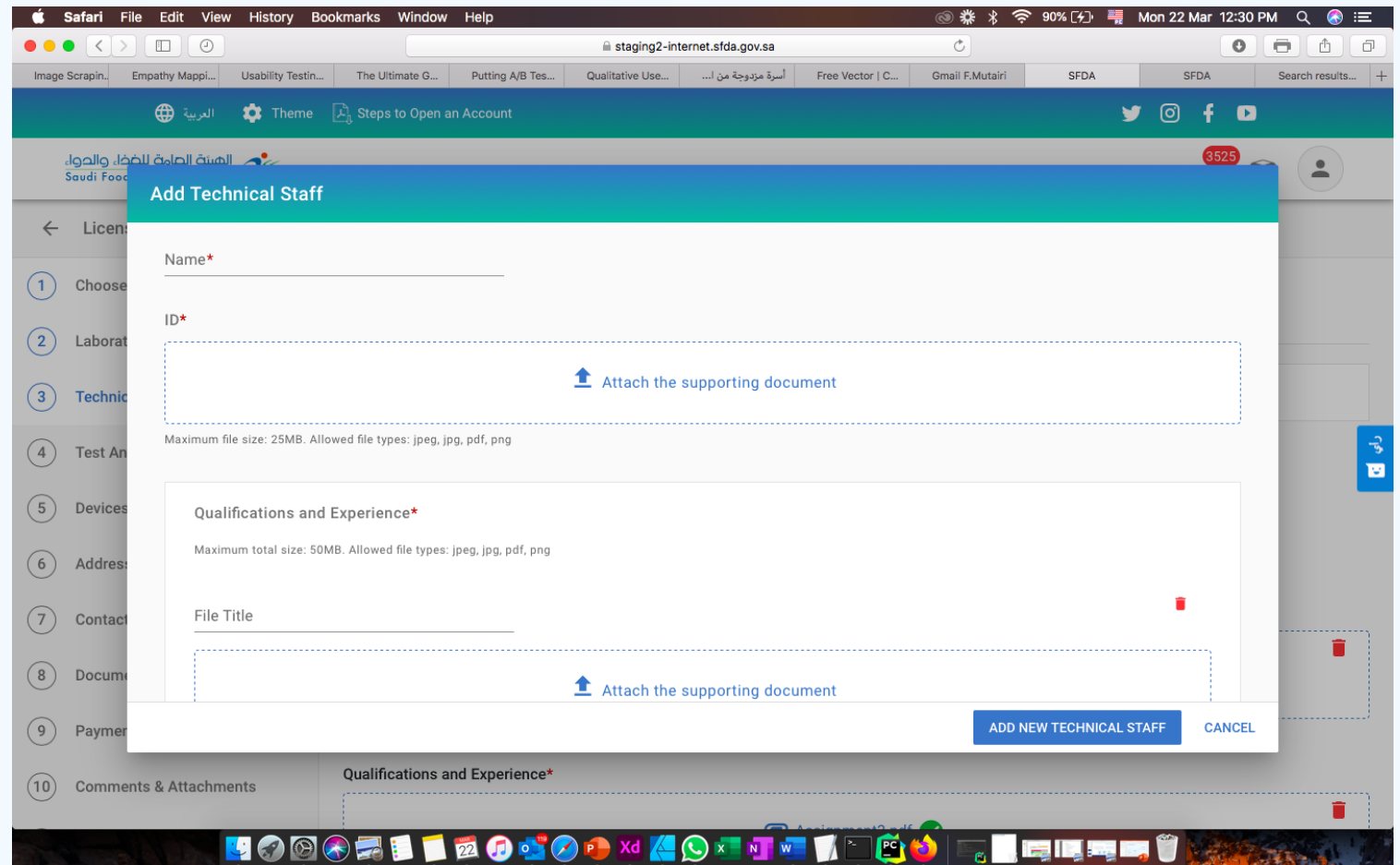


The screenshot shows a web browser window with the URL `staging2-internet.sFDA.gov.sa`. The page is for adding technical staff information. It features a sidebar with steps 9 (Payment Information), 10 (Comments & Attachments), and 11 (Confirm and Submit). The main content area has a section titled 'Qualifications and Experience*' with a dashed box for attaching a supporting document. Below this is a section titled 'Section 2: Add Technical Staff*' with a '+ TECHNICAL STAFF' button. A large plus sign and the text 'Please start by adding at least one technical staff' are displayed in the center. At the bottom, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

Private laboratory license

Technical Staff Information

Technical staff information:
ID verification.
Qualifications verification.



The screenshot displays the 'Add Technical Staff' form within the SFDA Staging2 portal. The form is titled 'Add Technical Staff' and is located at the URL 'staging2-internet.sfda.gov.sa'. The form includes the following fields and sections:

- Name***: A text input field.
- ID***: A text input field with a dashed border, indicating it is a required field.
- Attach the supporting document**: A button with an upward arrow icon, located below the ID field.
- Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png**: Text indicating the file size and type restrictions for the ID document.
- Qualifications and Experience***: A text input field with a dashed border, indicating it is a required field.
- Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png**: Text indicating the file size and type restrictions for the qualifications document.
- File Title**: A text input field.
- Attach the supporting document**: A button with an upward arrow icon, located below the qualifications field.
- ADD NEW TECHNICAL STAFF**: A blue button at the bottom right of the form.
- CANCEL**: A blue button at the bottom right of the form.

The background of the screenshot shows the SFDA portal interface, including the header with the SFDA logo and the navigation menu on the left side.

Private laboratory license Test and prices

- On this page, add all the required tests in the specified fields are filled, in accordance with the accreditation.

The screenshot displays the SFDA website interface for the 'Test And Prices' section of a private laboratory license application. The browser address bar shows 'staging2-internet.sfda.gov.sa'. The page has a teal header with the SFDA logo and navigation links. A sidebar on the left lists 10 steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices (highlighted), 5. Devices and Equipment, 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information, and 10. Comments & Attachments. The main content area is titled 'Test And Prices' and contains a section 'Section 1: Add Test Prices' with a '+ ADD TEST PRICES' button. Below this is a large grey box with a plus sign and the text 'Please start by adding at least one test price'. At the bottom, there are 'BACK' and 'CONTINUE' buttons, and a 'SAVE AND CONTINUE LATER' link with a 'CANCEL' button.

Private laboratory license Add Test prices

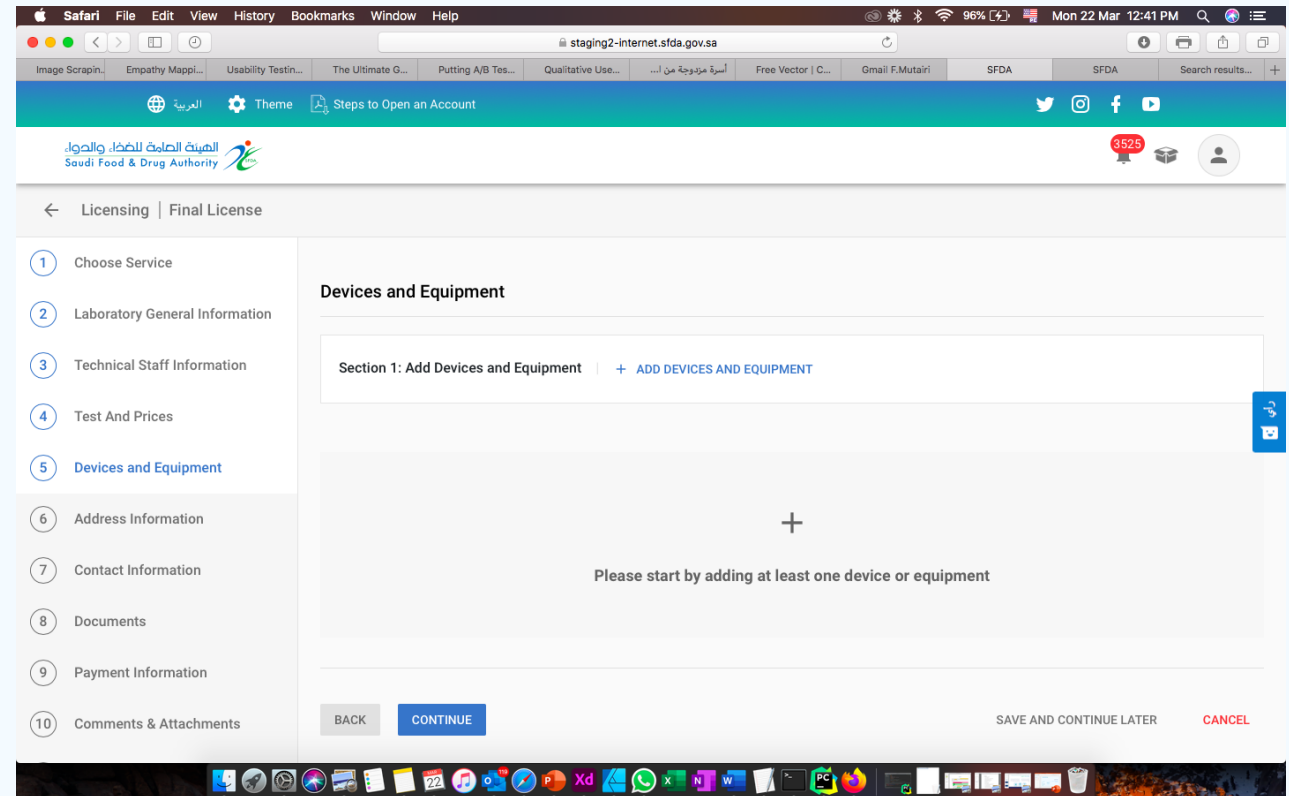
Add information of each test,
which includes:
(Test name, product, reference
method)
- Add pricing for each test.

The screenshot displays the 'Add Test Prices' form within the SFDA Staging2-Internet portal. The form is overlaid on a sidebar menu and a main content area. The sidebar menu includes steps: 1. Choose, 2. Laborat, 3. Techni, 4. Test An, 5. Devices, 6. Address, 7. Contact, 8. Docum, 9. Payment, and 10. Comments & Attachments. The main content area shows the 'Add Test Prices' form with the following fields: 'Test Name*' (a dropdown menu), 'Method*' (a text input field), 'Product:' (a text input field), and 'Price*' (a text input field). At the bottom right of the form are two buttons: 'ADD NEW TEST PRICES' and 'CANCEL'. The browser's address bar shows 'staging2-internet.sfda.gov.sa' and the date 'Mon 22 Mar 12:35 PM'. The browser's taskbar at the bottom shows various application icons.

Private laboratory license

Devices and Equipment

On this page, add the information for devices and equipment used in the laboratory



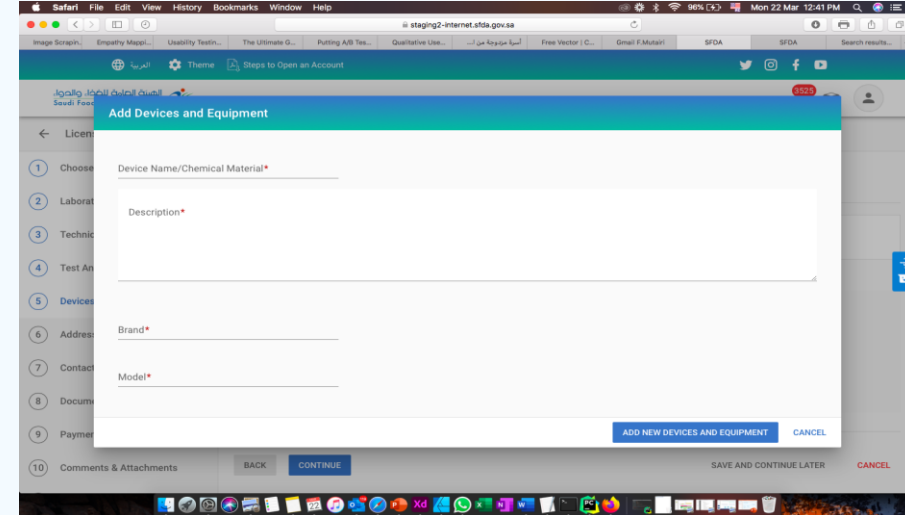
The screenshot displays the SFDA staging2-internet.sfda.gov.sa website. The top navigation bar includes the SFDA logo and the text 'Saudi Food & Drug Authority'. Below this, a sidebar lists the steps of the licensing process: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment (highlighted), 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information, and 10. Comments & Attachments. The main content area is titled 'Devices and Equipment' and contains a section labeled 'Section 1: Add Devices and Equipment' with a '+ ADD DEVICES AND EQUIPMENT' button. Below this, a large gray box with a plus sign and the text 'Please start by adding at least one device or equipment' is visible. At the bottom of the form, there are buttons for 'BACK', 'CONTINUE', 'SAVE AND CONTINUE LATER', and 'CANCEL'.

Private laboratory license

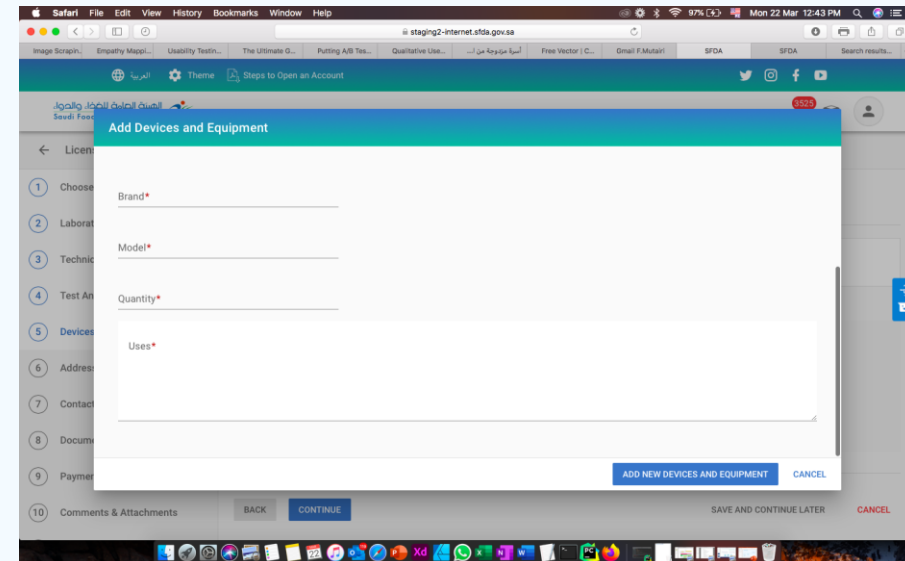
Add Devices and Equipment

Add the information of each device in the laboratory, which includes:

(Device name, description, brand, model, quantity, and uses)



The screenshot shows a web browser window with the URL 'staging2-internet.sfda.gov.sa'. A modal form titled 'Add Devices and Equipment' is displayed. The form has a sidebar on the left with a list of steps: 1. Choose, 2. Laboratory, 3. Technician, 4. Test Area, 5. Devices, 6. Address, 7. Contact, 8. Documents, 9. Payment, and 10. Comments & Attachments. The 'Devices' step is currently selected. The form fields are: 'Device Name/Chemical Material*' (text input), 'Description*' (text area), 'Brand*' (text input), and 'Model*' (text input). At the bottom right of the form are two buttons: 'ADD NEW DEVICES AND EQUIPMENT' and 'CANCEL'.



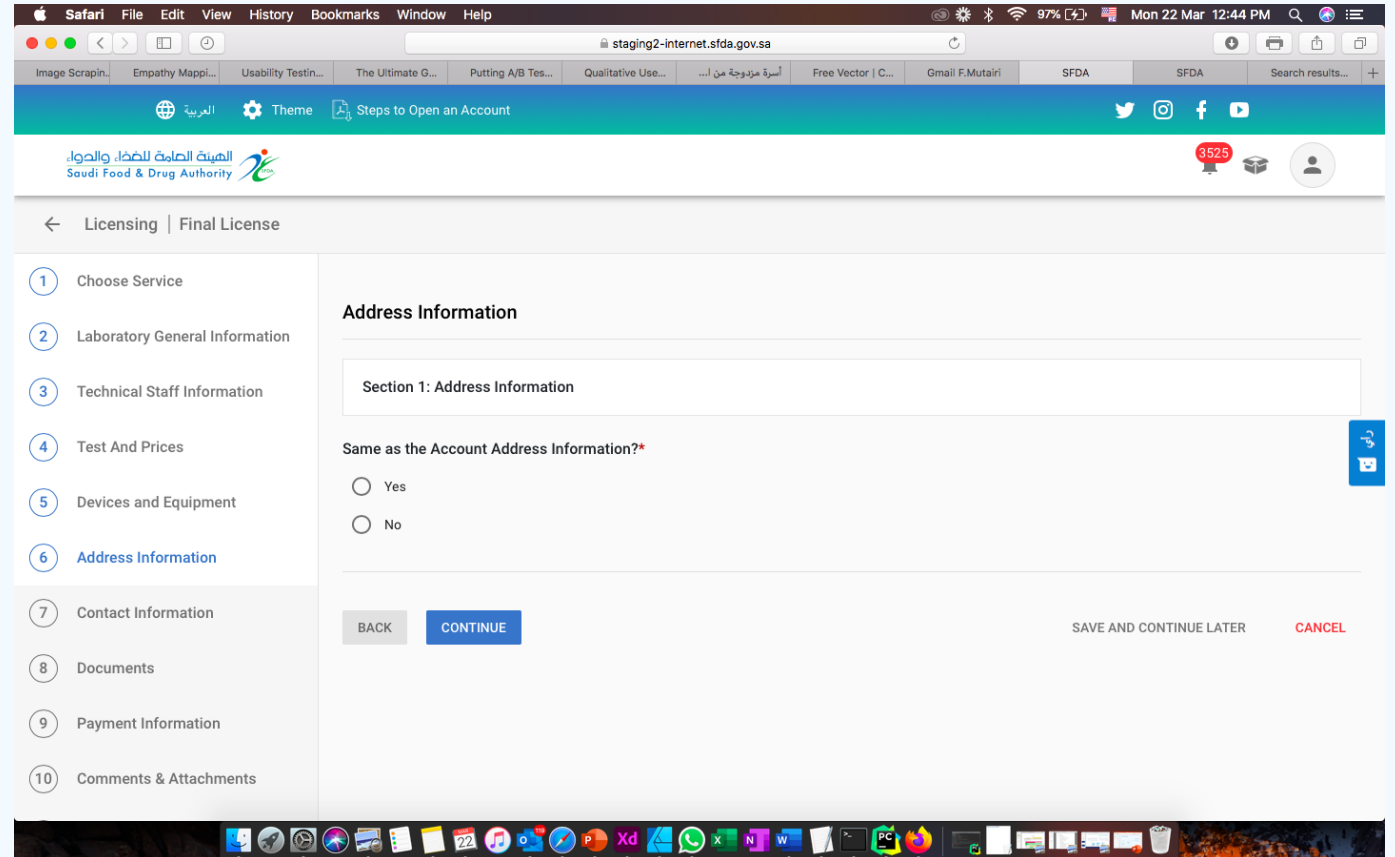
The screenshot shows the same web browser window and modal form. The form fields are: 'Brand*' (text input), 'Model*' (text input), 'Quantity*' (text input), and 'Uses*' (text area). At the bottom right of the form are two buttons: 'ADD NEW DEVICES AND EQUIPMENT' and 'CANCEL'.

Private laboratory license

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

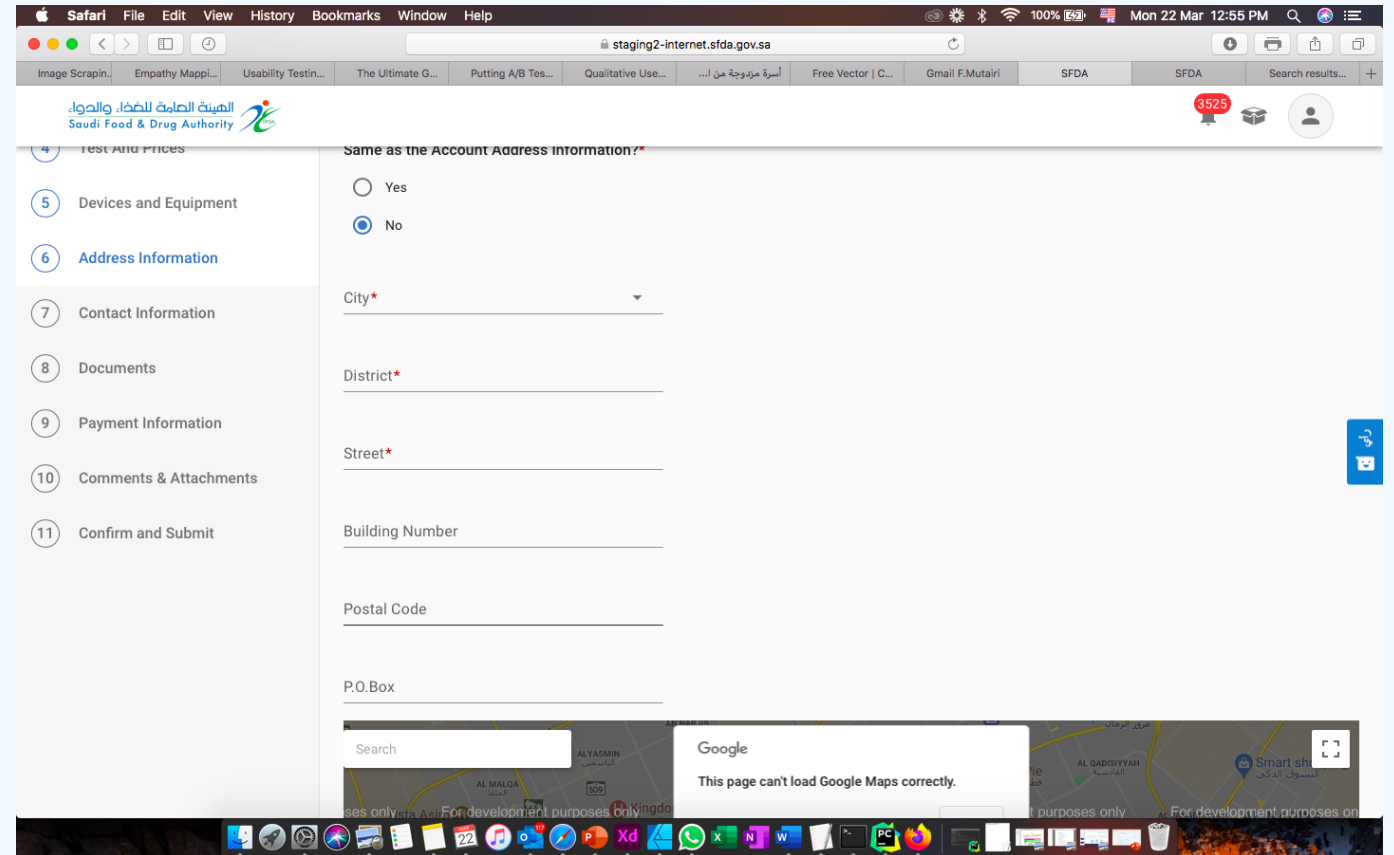


The screenshot shows the SFDA website interface in Safari. The browser address bar displays 'staging2-internet.sfda.gov.sa'. The page header includes the SFDA logo and navigation links. The main content area is titled 'Licensing | Final License'. A sidebar on the left lists 10 steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment, 6. Address Information (highlighted), 7. Contact Information, 8. Documents, 9. Payment Information, and 10. Comments & Attachments. The main form area is titled 'Address Information' and contains a section 'Section 1: Address Information'. Below this, there is a question: 'Same as the Account Address Information?*' with two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER' (with a 'CANCEL' link next to it). A blue 'ردى' (Reply) button is visible on the right side of the form.

Private laboratory license

Address Information

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



Safari File Edit View History Bookmarks Window Help

staging2-internet.sfda.gov.sa

Image Scrapin... Empathy Mappi... Usability Testin... The Ultimate G... Putting A/B Tes... Qualitative Use... أسرة مزودة من أ... Free Vector | C... Gmail F.Mutairi SFDA SFDA Search results... +

الهيئة العامة للغذاء والدواء
Saudi Food & Drug Authority

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Test And Prices

5 Devices and Equipment

6 Address Information

7 Contact Information

8 Documents

9 Payment Information

10 Comments & Attachments

11 Confirm and Submit

Same as the Account Address Information?

☐ Yes

☒ No

City*

District*

Street*

Building Number

Postal Code

P.O.Box

Search

Google

This page can't load Google Maps correctly.

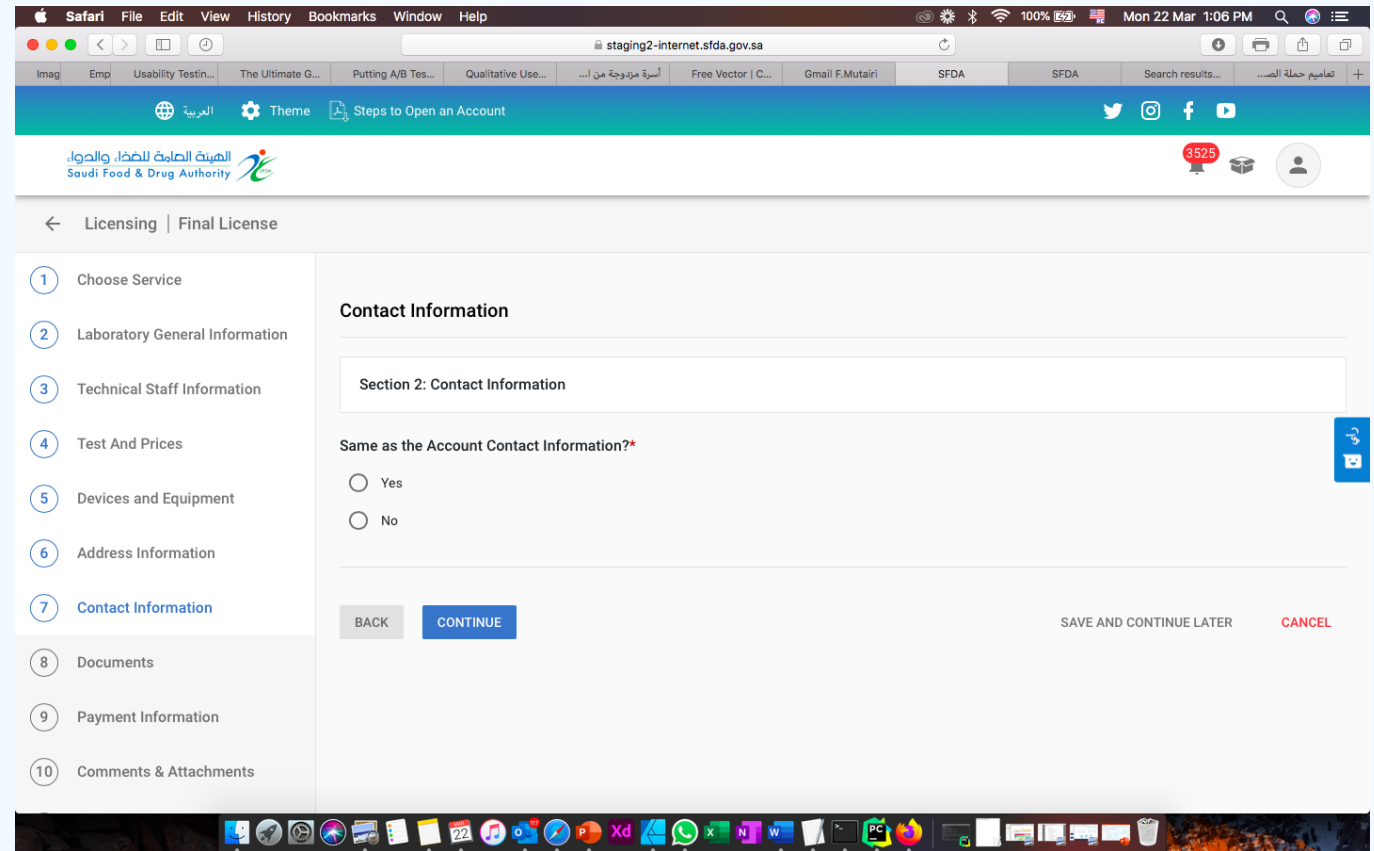
Private laboratory license

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

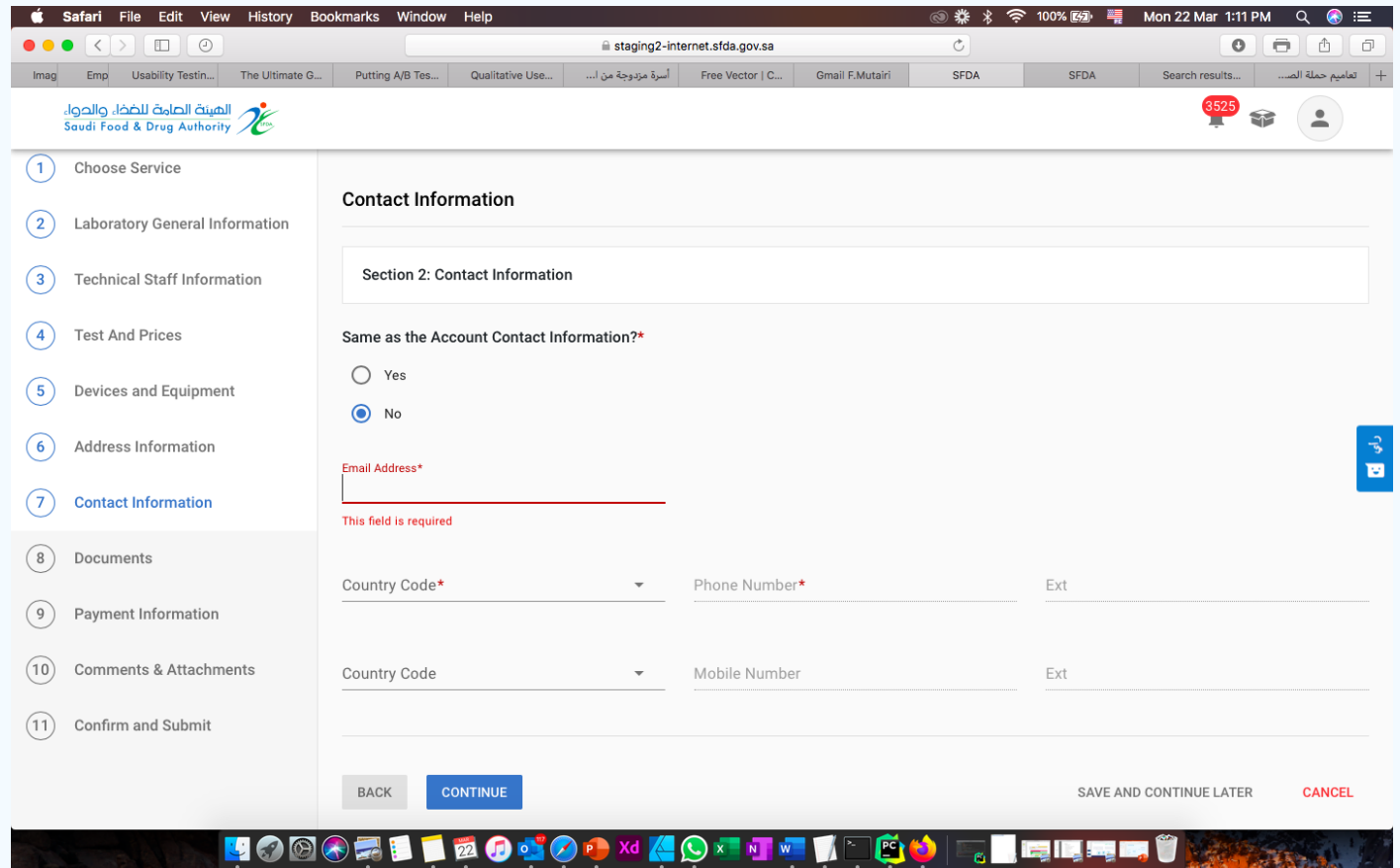


The screenshot shows the SFDA website interface for the 'Final License' step. The left sidebar lists 10 steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment, 6. Address Information, 7. Contact Information (highlighted), 8. Documents, 9. Payment Information, and 10. Comments & Attachments. The main content area is titled 'Contact Information' and contains a section 'Section 2: Contact Information'. Below this, there is a question 'Same as the Account Contact Information?*' with two radio button options: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER'. A 'CANCEL' button is also visible on the right side. The top of the page shows the SFDA logo and navigation links. The browser's address bar indicates the URL 'staging2-internet.sfda.gov.sa'.

Private laboratory license

Contact Information

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



staging2-internet.sfda.gov.sa

3525

Choose Service

Laboratory General Information

Technical Staff Information

Test And Prices

Devices and Equipment

Address Information

Contact Information

Documents

Payment Information

Comments & Attachments

Confirm and Submit

Contact Information

Section 2: Contact Information

Same as the Account Contact Information?*

☐ Yes

☒ No

Email Address*

This field is required

Country Code* Phone Number* Ext

Country Code Mobile Number Ext

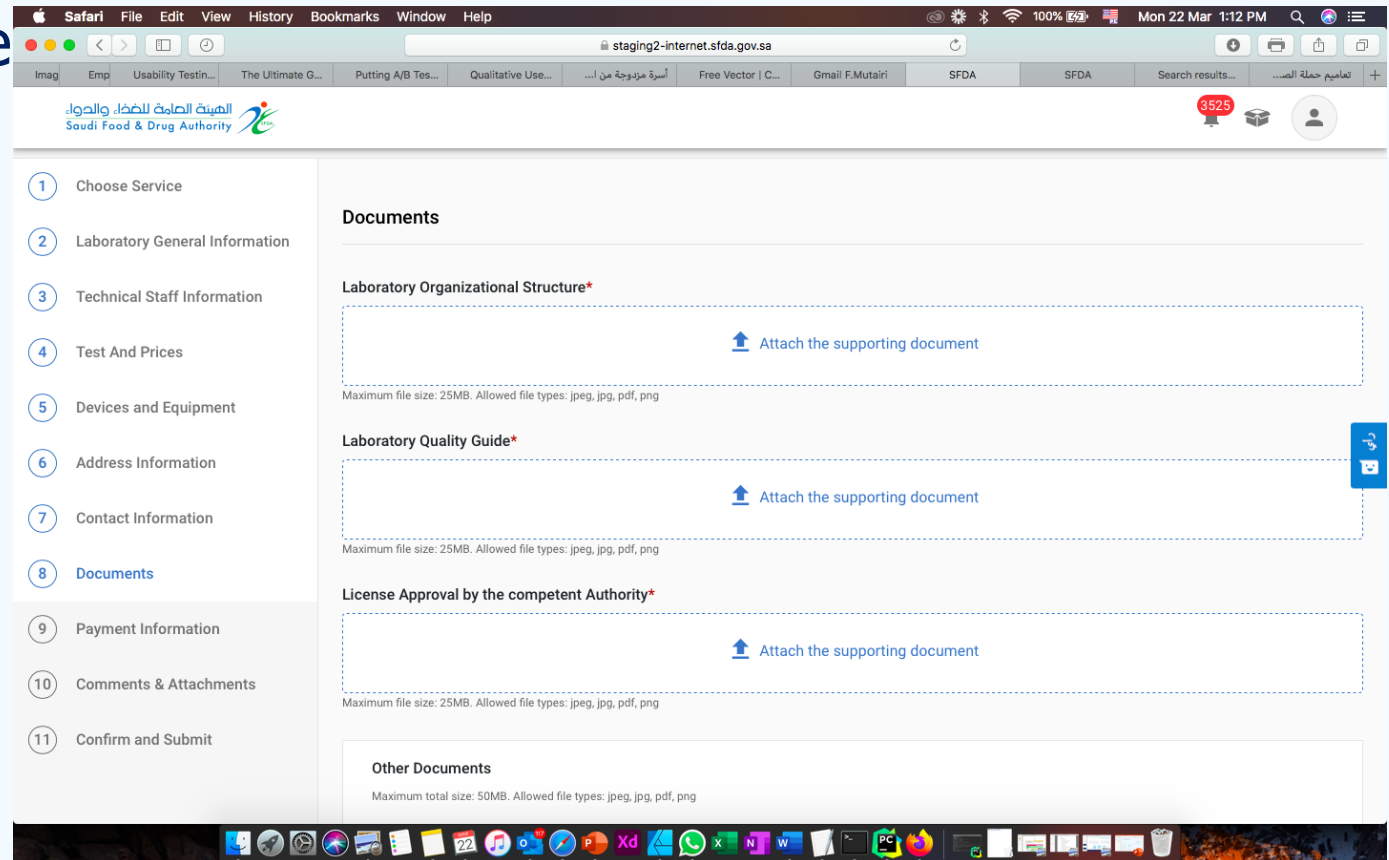
BACK CONTINUE

SAVE AND CONTINUE LATER CANCEL

Private laboratory license

Add the following documents:

- Organizational structure for workers in the office.
- The Laboratory Quality manual and guidelines.
- Approval of the competent body license (municipality).



Documents

Laboratory Organizational Structure*

Attach the supporting document

Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png

Laboratory Quality Guide*

Attach the supporting document

Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png

License Approval by the competent Authority*

Attach the supporting document

Maximum file size: 25MB. Allowed file types: jpeg, jpg, pdf, png

Other Documents

Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png

Private laboratory license

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

The screenshot displays the SFDA website interface for a private laboratory license application. The browser is Safari, and the URL is staging2-internet.sfda.gov.sa. The page is titled 'Licensing | Final License'. A sidebar on the left lists 10 steps: 1. Choose Service, 2. Laboratory General Information, 3. Technical Staff Information, 4. Test And Prices, 5. Devices and Equipment, 6. Address Information, 7. Contact Information, 8. Documents, 9. Payment Information (highlighted), and 10. Comments & Attachments. The main content area shows 'Payment Information' with the following details:

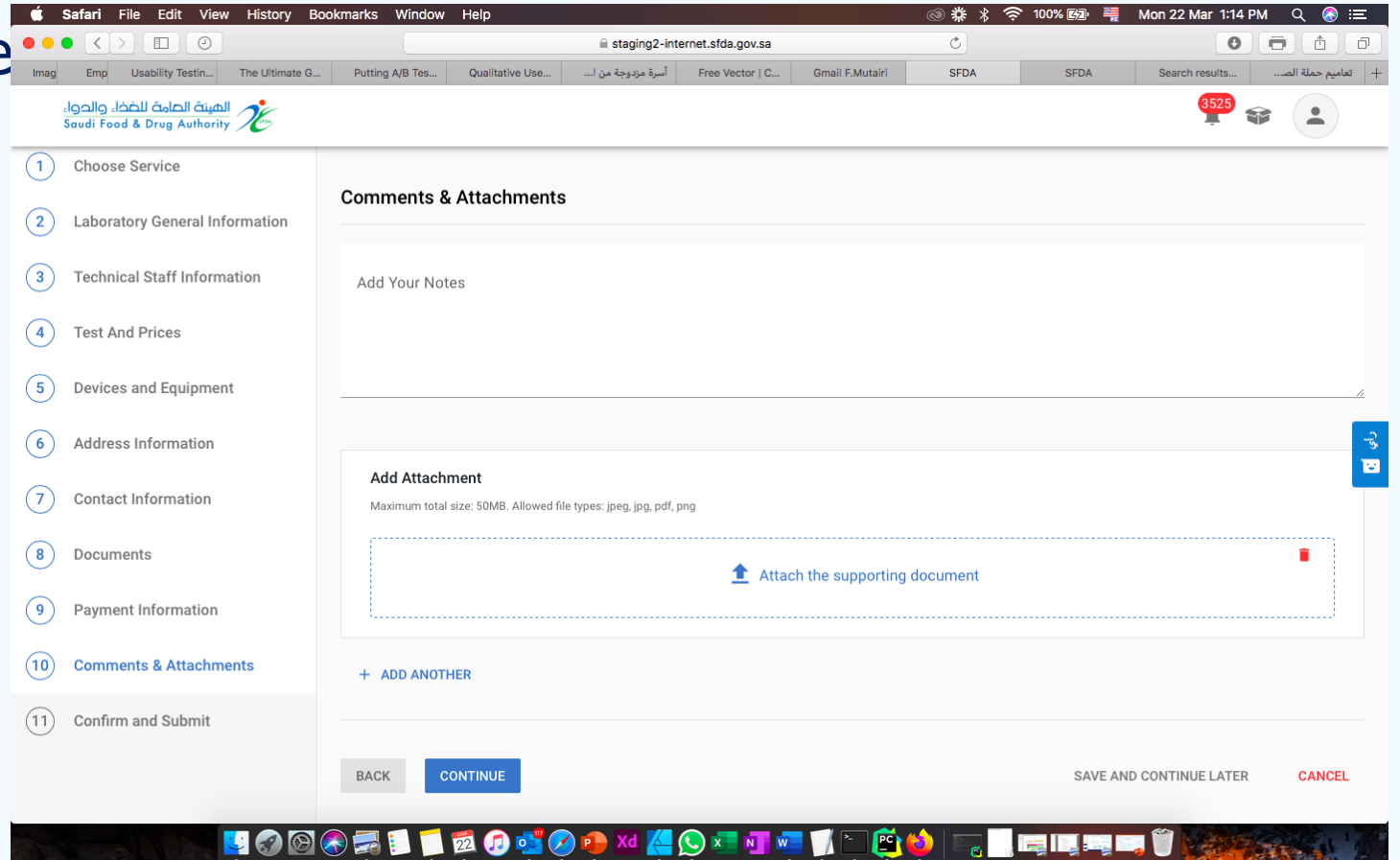
License Validity:	5 Years
Expected Payment (SAR):	5000

At the bottom of the main content area, there are three buttons: 'BACK', 'CONTINUE', and 'SAVE AND CONTINUE LATER'. A 'CANCEL' button is also visible on the right side of the page. The top navigation bar includes links for 'العربية', 'Theme', and 'Steps to Open an Account'. The bottom of the screen shows a Mac OS desktop with various application icons in the dock.

Private laboratory license

Comments & Attachments

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



The screenshot shows a web browser window with the URL `staging2-internet.sfda.gov.sa`. The page is titled "Comments & Attachments" and features a sidebar with a numbered list of steps from 1 to 11. Step 10, "Comments & Attachments", is currently selected. The main content area includes a text box labeled "Add Your Notes" and an "Add Attachment" section. The attachment section specifies a maximum total size of 50MB and allows file types: jpeg, jpg, pdf, and png. A dashed box with an upload icon and the text "Attach the supporting document" is provided for file selection. Below this, there is a "+ ADD ANOTHER" link. At the bottom of the form, there are three buttons: "BACK", "CONTINUE", and "SAVE AND CONTINUE LATER", along with a "CANCEL" link.

1 Choose Service

2 Laboratory General Information

3 Technical Staff Information

4 Test And Prices

5 Devices and Equipment

6 Address Information

7 Contact Information

8 Documents

9 Payment Information

10 Comments & Attachments

11 Confirm and Submit

Comments & Attachments

Add Your Notes

Add Attachment
Maximum total size: 50MB. Allowed file types: jpeg, jpg, pdf, png

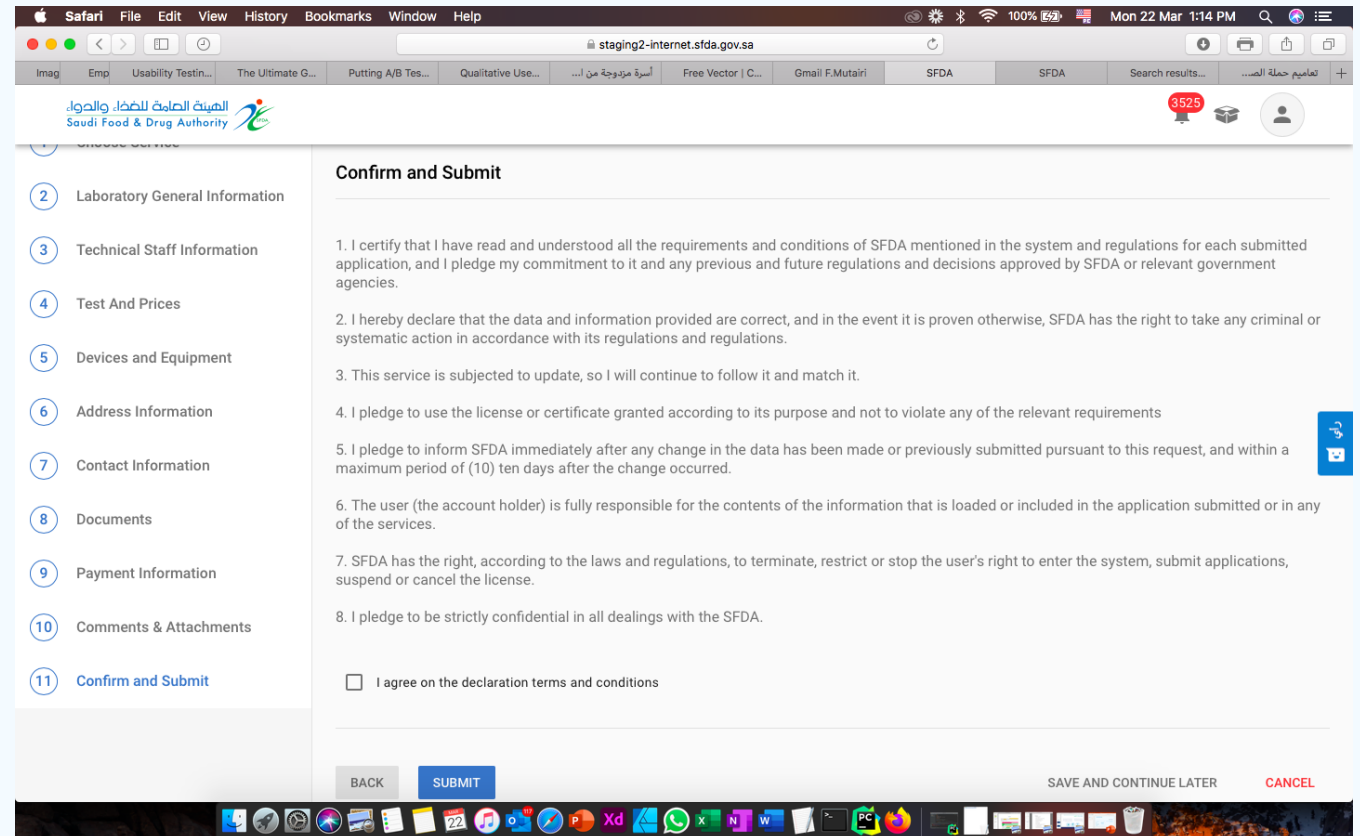
Attach the supporting document

+ ADD ANOTHER

BACK CONTINUE SAVE AND CONTINUE LATER CANCEL

Private laboratory license Confirm and Submit

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



The screenshot shows a web browser window with the URL `staging2-internet.sfda.gov.sa`. The page is titled "Confirm and Submit" and contains a list of 11 steps on the left sidebar, with the 11th step, "Confirm and Submit", being the active one. The main content area displays a series of numbered statements (1-8) that the user must agree to. At the bottom, there is a checkbox for "I agree on the declaration terms and conditions" and two buttons: "BACK" and "SUBMIT". A "SAVE AND CONTINUE LATER" link and a "CANCEL" button are also visible at the bottom right.

Confirm and Submit

1. I certify that I have read and understood all the requirements and conditions of SFDA mentioned in the system and regulations for each submitted application, and I pledge my commitment to it and any previous and future regulations and decisions approved by SFDA or relevant government agencies.
2. I hereby declare that the data and information provided are correct, and in the event it is proven otherwise, SFDA has the right to take any criminal or systematic action in accordance with its regulations and regulations.
3. This service is subjected to update, so I will continue to follow it and match it.
4. I pledge to use the license or certificate granted according to its purpose and not to violate any of the relevant requirements
5. I pledge to inform SFDA immediately after any change in the data has been made or previously submitted pursuant to this request, and within a maximum period of (10) ten days after the change occurred.
6. The user (the account holder) is fully responsible for the contents of the information that is loaded or included in the application submitted or in any of the services.
7. SFDA has the right, according to the laws and regulations, to terminate, restrict or stop the user's right to enter the system, submit applications, suspend or cancel the license.
8. I pledge to be strictly confidential in all dealings with the SFDA.

☐ I agree on the declaration terms and conditions

BACK SUBMIT SAVE AND CONTINUE LATER CANCEL