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How to Apply for Kuwait Quality Mark License

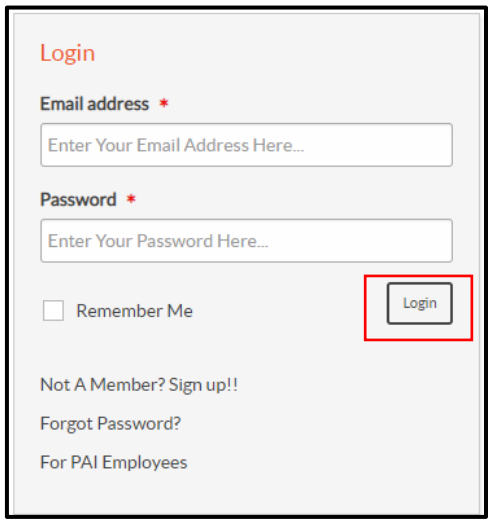
To apply for Kuwait Quality Mark License, you must have a **Username** and **Password** to login to the system and fill the Quality Mark form to request for the license. If you do not have the Login credentials, you must create an account to get the **Username** before applying for the license.

Please find below steps on how to register and apply for QM License.

URL: https://ksm.pai.gov.kw

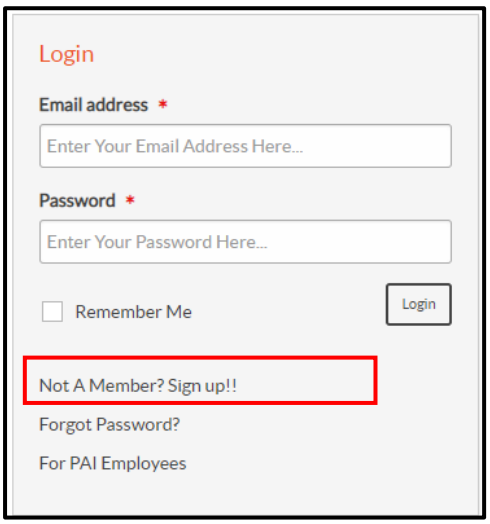
a. Login to the system

Login to the system by providing credentials as shown below (please refer to Step 2 how to create an account)



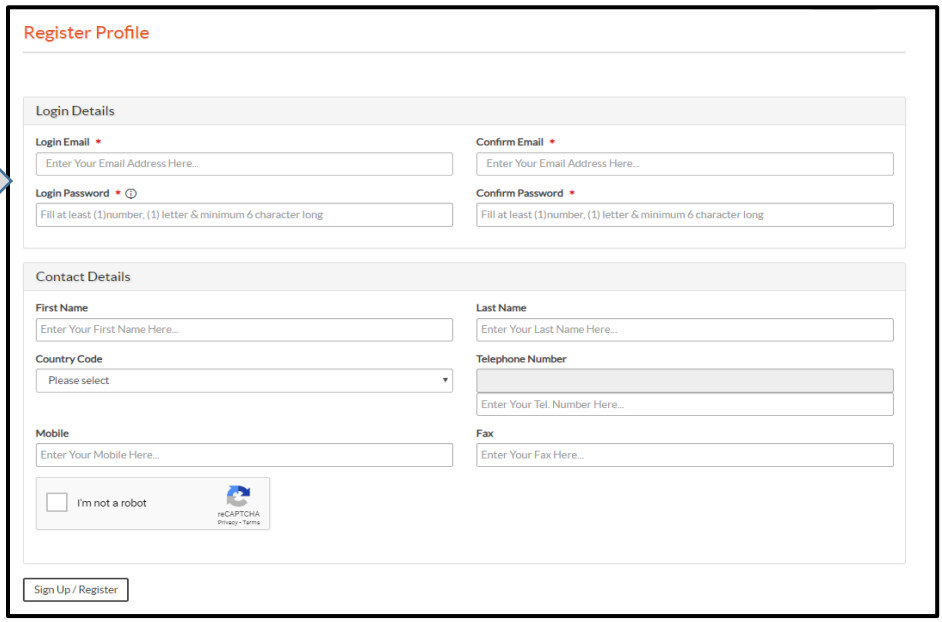
b. Signing Up in the System.

Click on **"Not a member? Sign Up!!"** to register on the portal before apply Kuwait Quality Mark License

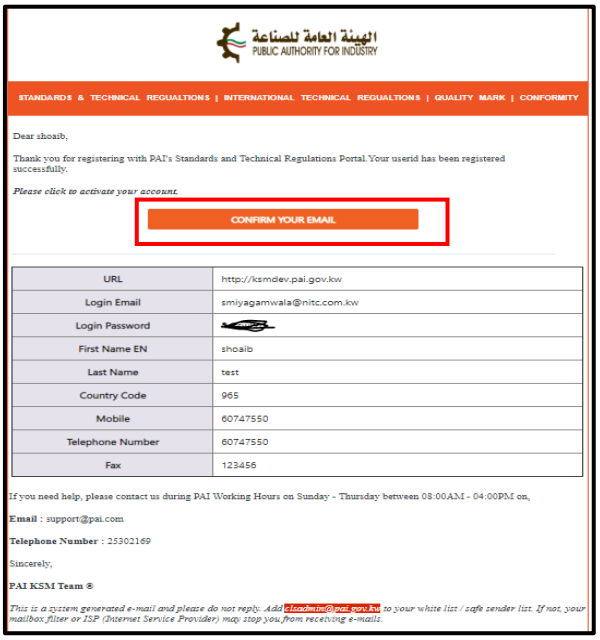


a. Fill the required fields mark with * and click on **"Sign Up/Register"** option to create an account as shown below. After creating an account email has sent by system to activate account.

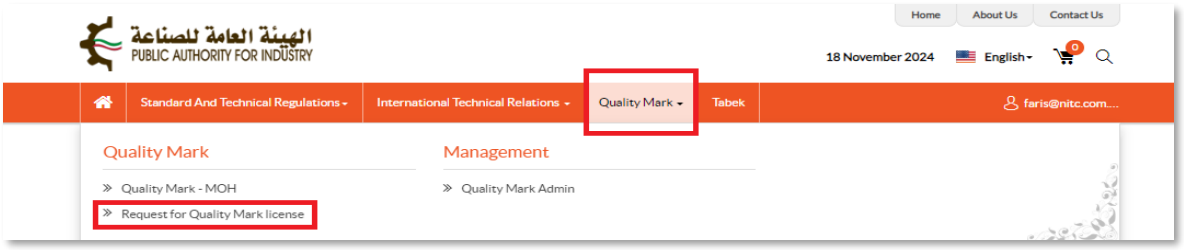
Enter valid email because system will send all auto-generated email to this email ID



b. Click on the "Confirm your email" link to activate your account otherwise you will not be able to login into system.

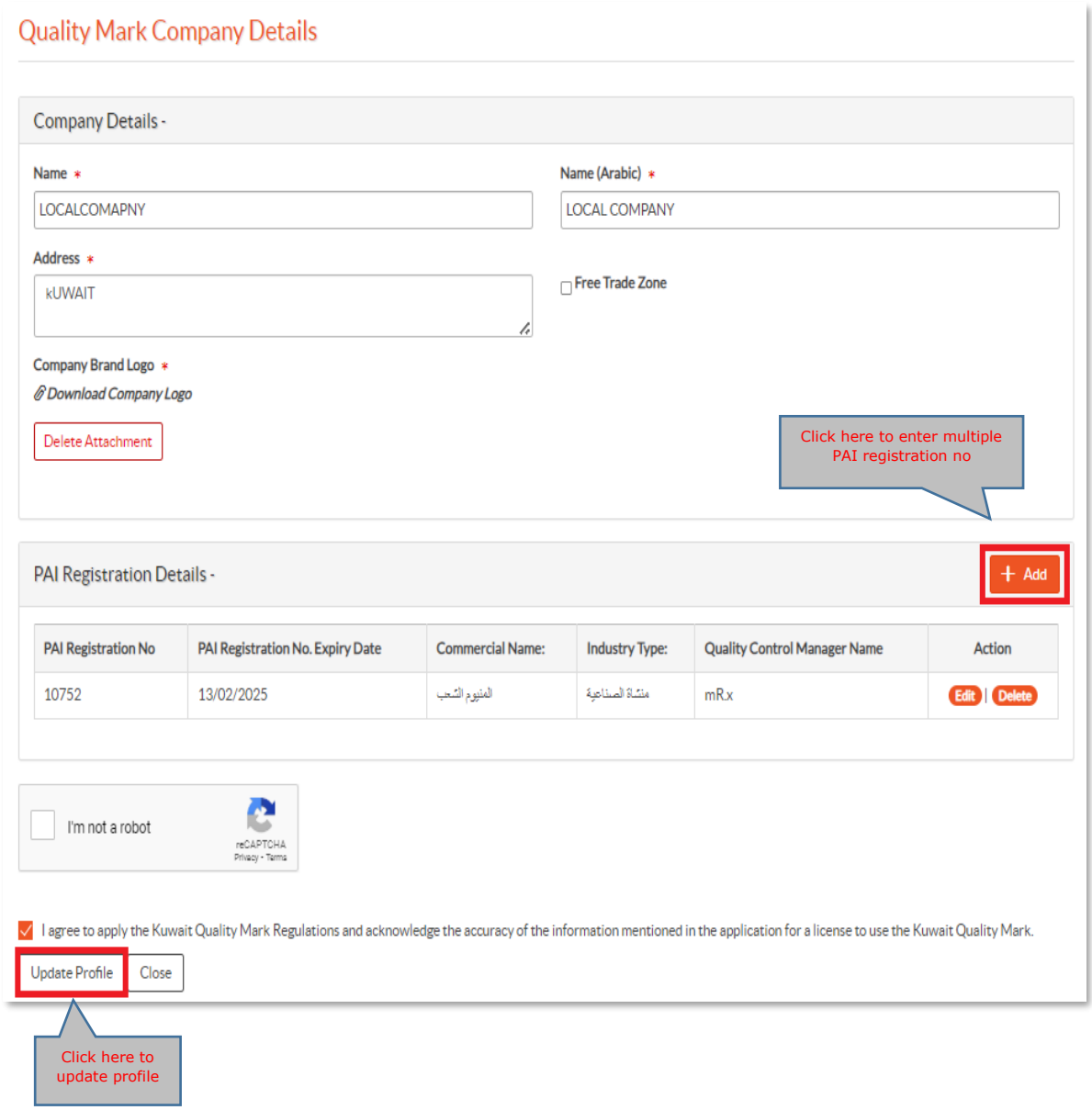


c. After activating account, click on **"Request for Quality Mark License"** under **"Quality Mark"** as shown below:

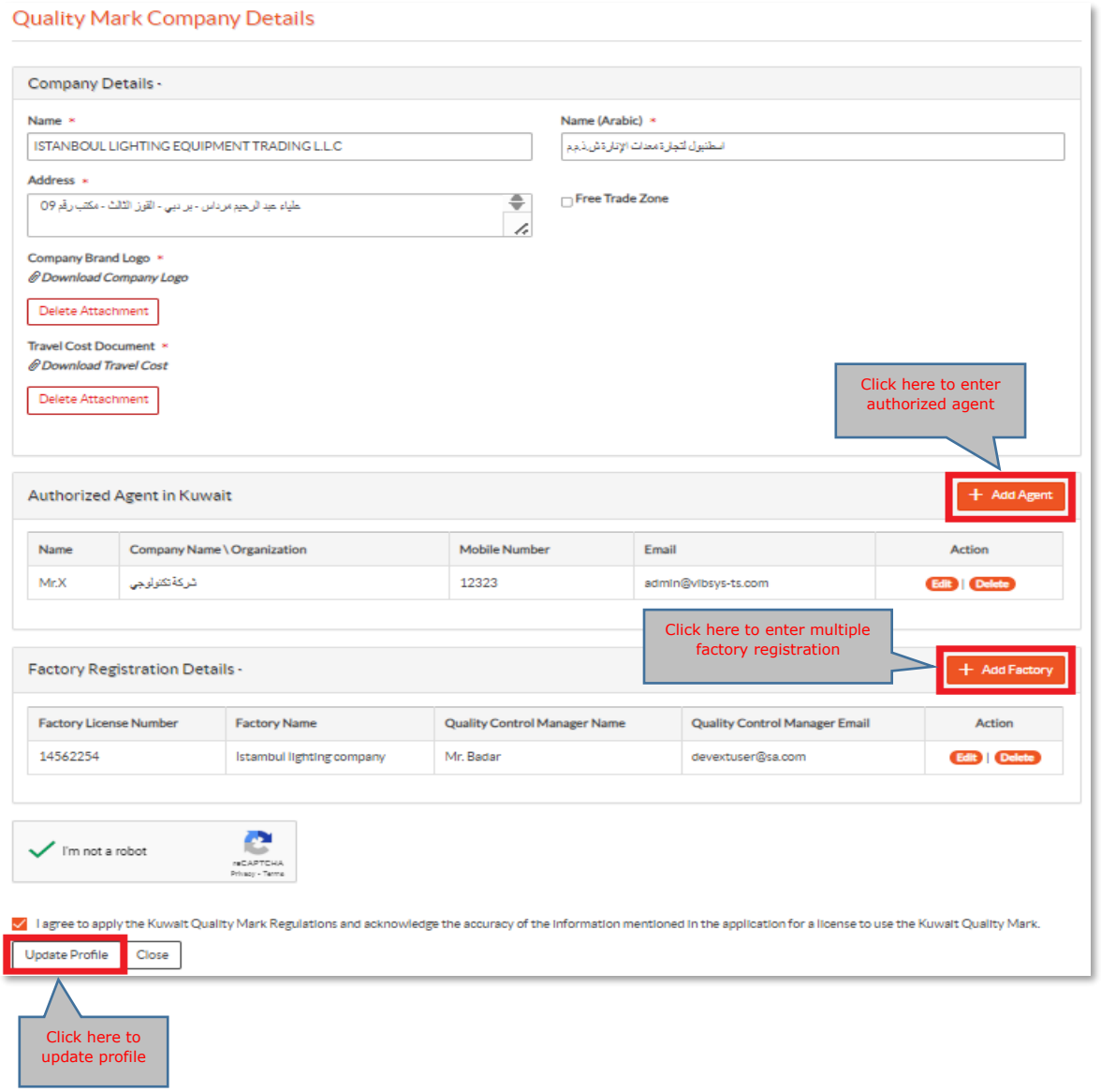


Fill the required fields mark with * and click on the **"Update Profile"** option to fill up additional information which is required for Quality Mark License as shown below.

For Local customers

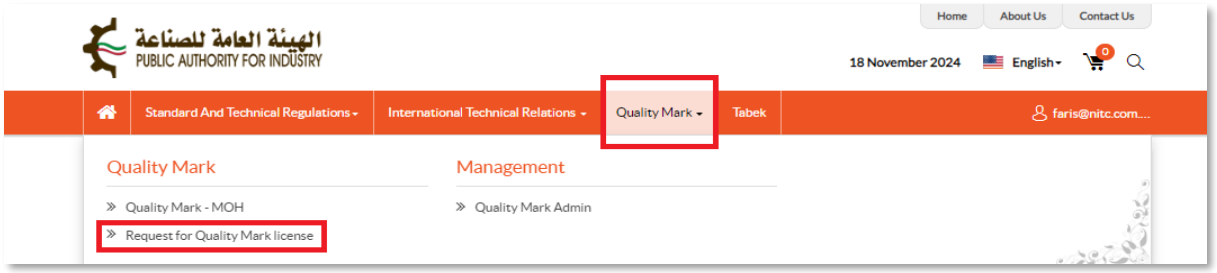


For External Customers



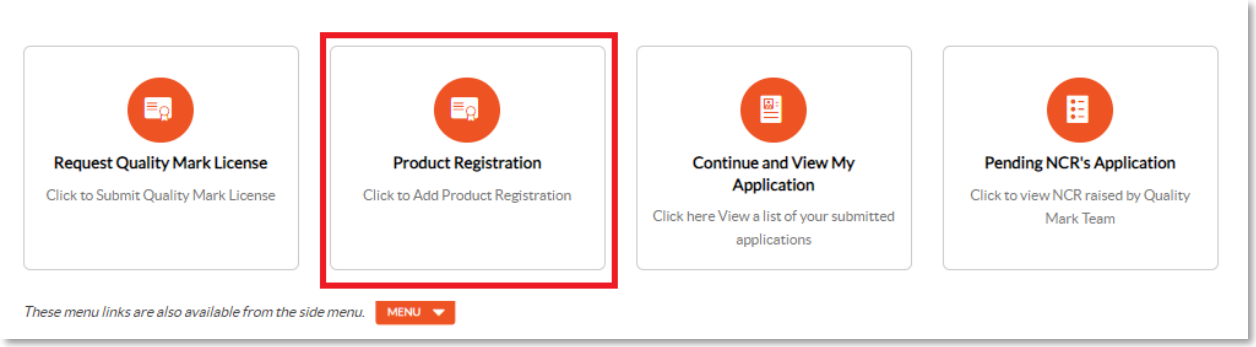
After you create an account, you cannot access the Quality Mark system unless Quality Mark Representative has approved it. Once the account is verified, you will receive an email notification that your account has been enabled to access Quality Mark system and to apply/renew for the license.

After logging into the system, click on the menu to **"Request for Quality Mark License"** as shown in screenshot below:

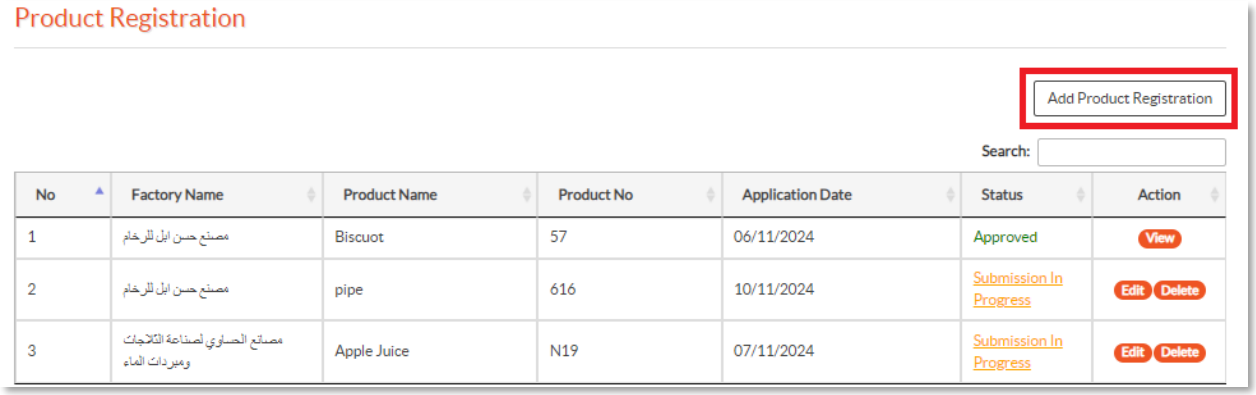


How to Register Product

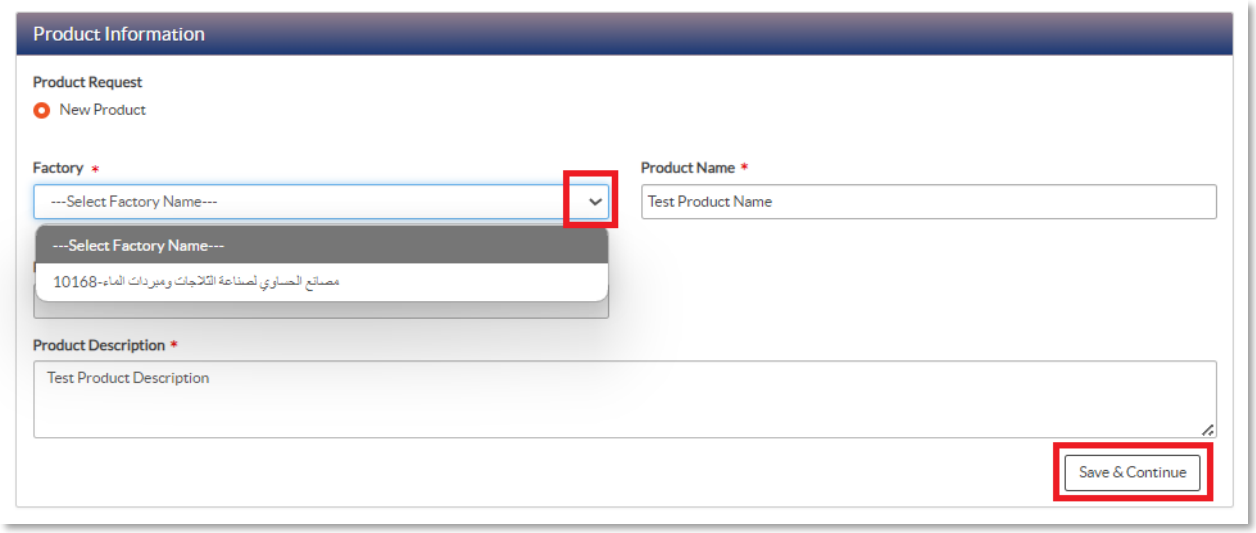
Click on the **"Product Registration"** link box as shown in screenshot below if your account has been approved by PAI Engineer:



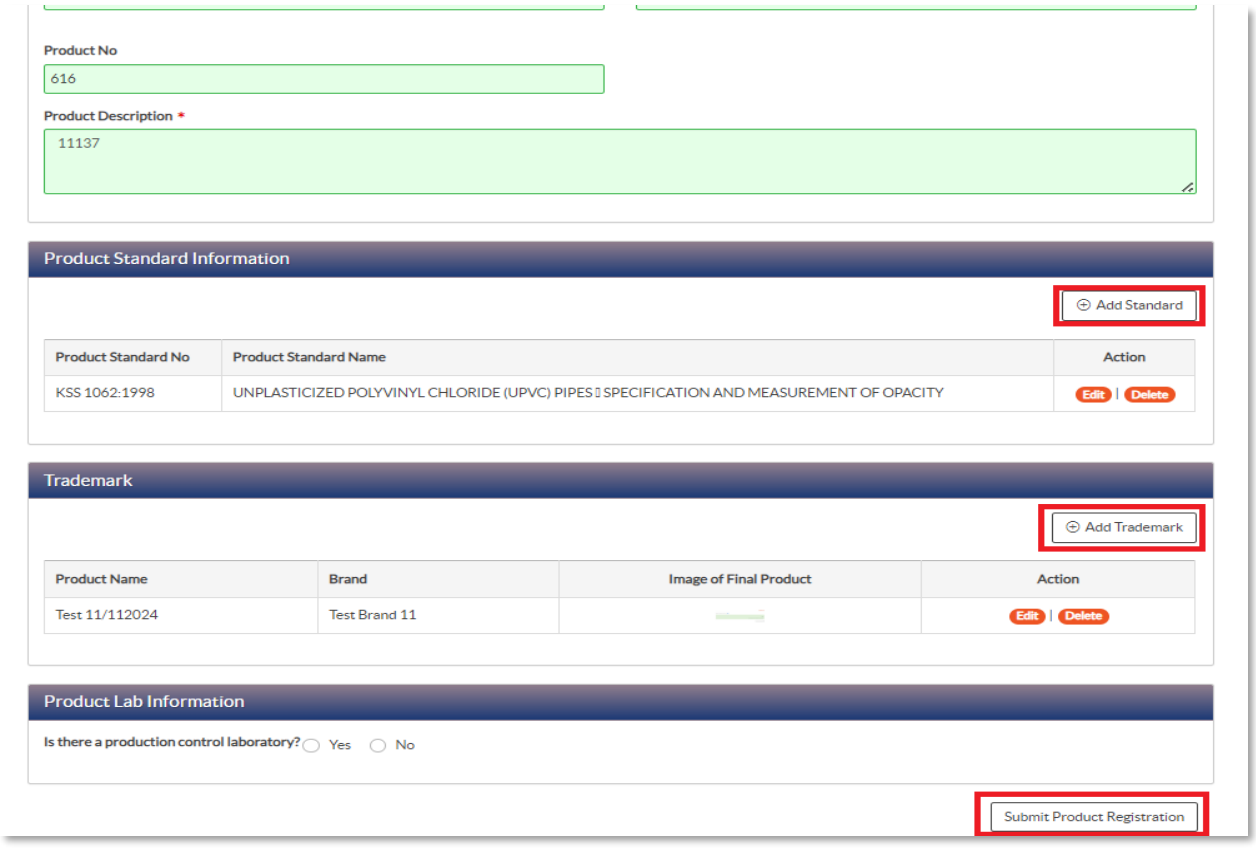
You will be redirected to the product registration page, click on **"Add Product Registration"** for new product registration as shown in screenshot below.



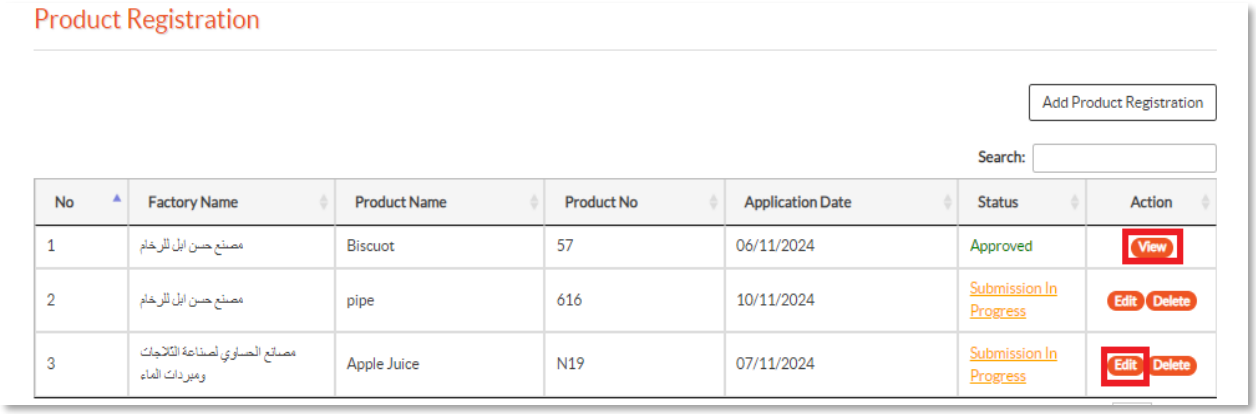
Select "**Factory Name"** from dropdown and fill in all required information and click on "**Save & Continue"** button.



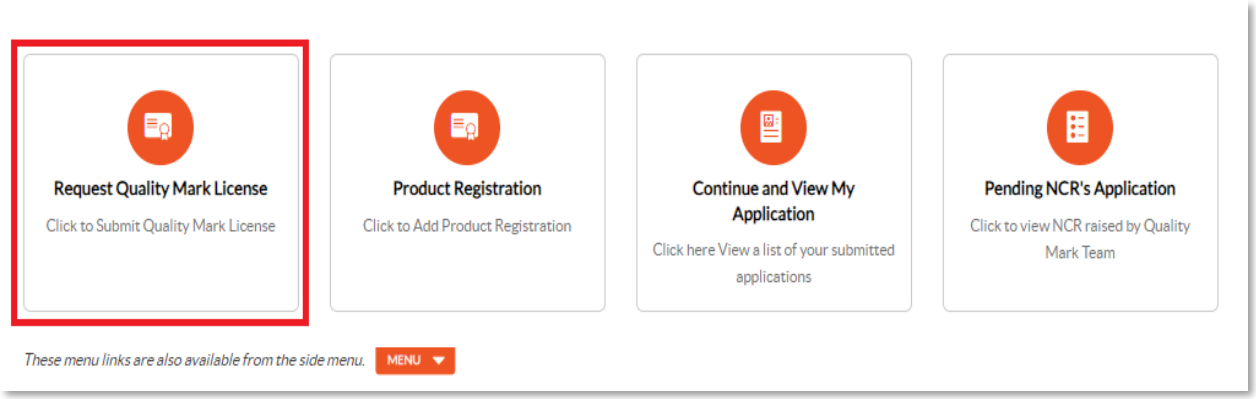
Add **standard**, **trademark** and **lab** information and then click on **"Submit Product Registration"** are shown in screenshot below.



Users can edit their pending request by **"Edit"** Button and users can also view their request by **"View"** button after product approval from product table as shown in screenshot below.

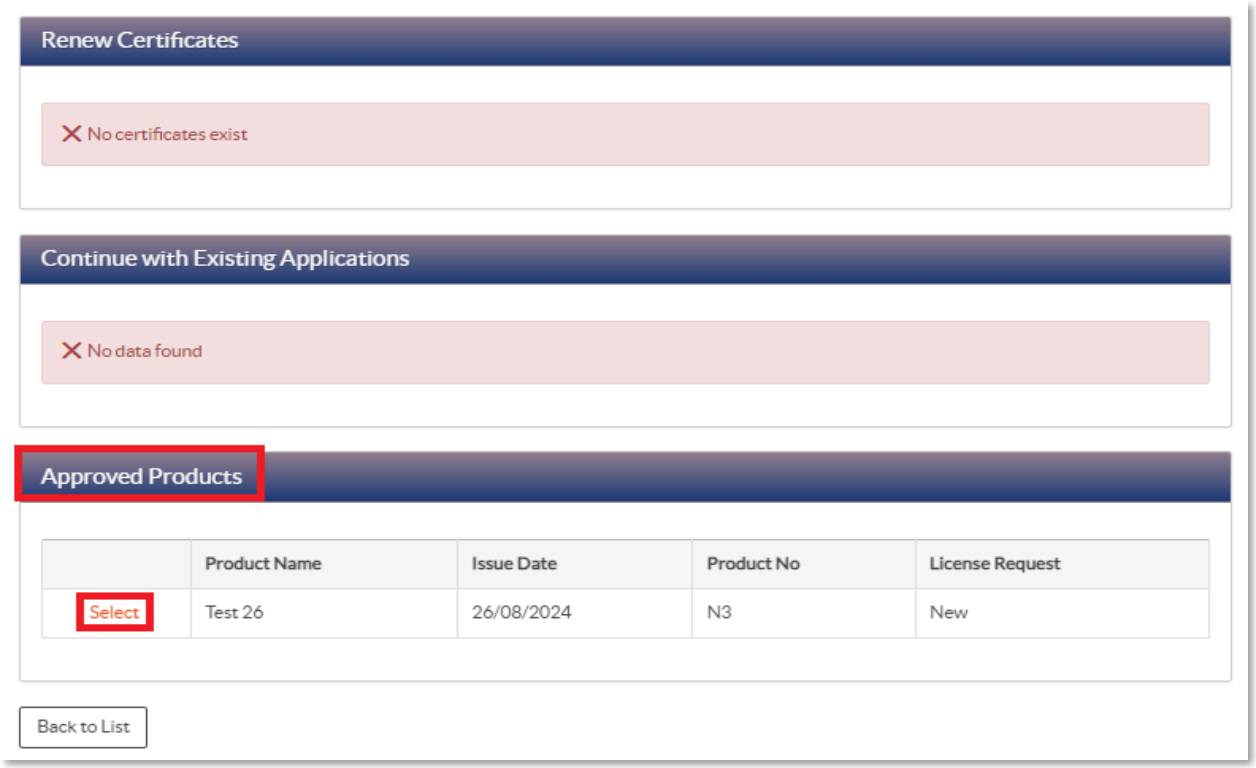


After Product Approval from PAI Admin, user can request for new quality mark request by clicking on the **"Request Quality Mark License"** link box as shown in screenshot below.

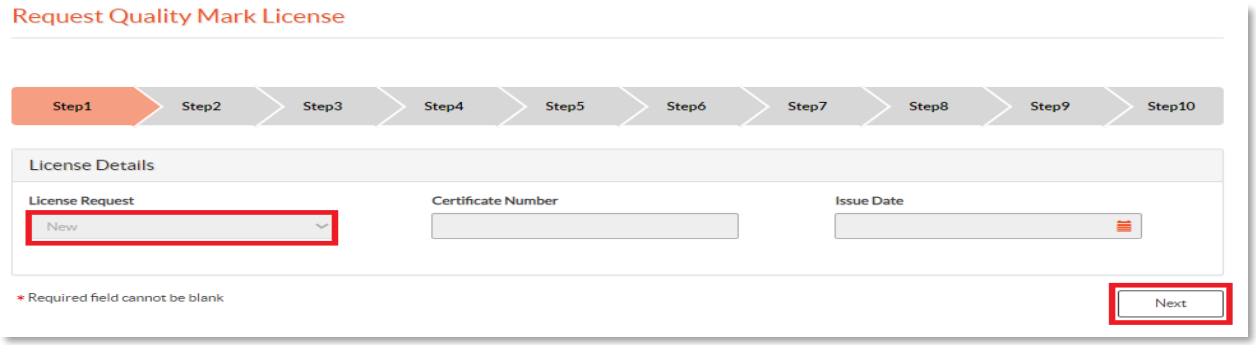


Request for New QM License Certificate on Approved Products

To request a new quality mark license for the approved products, click on **"Select"** from the approved products as shown in screenshot below.



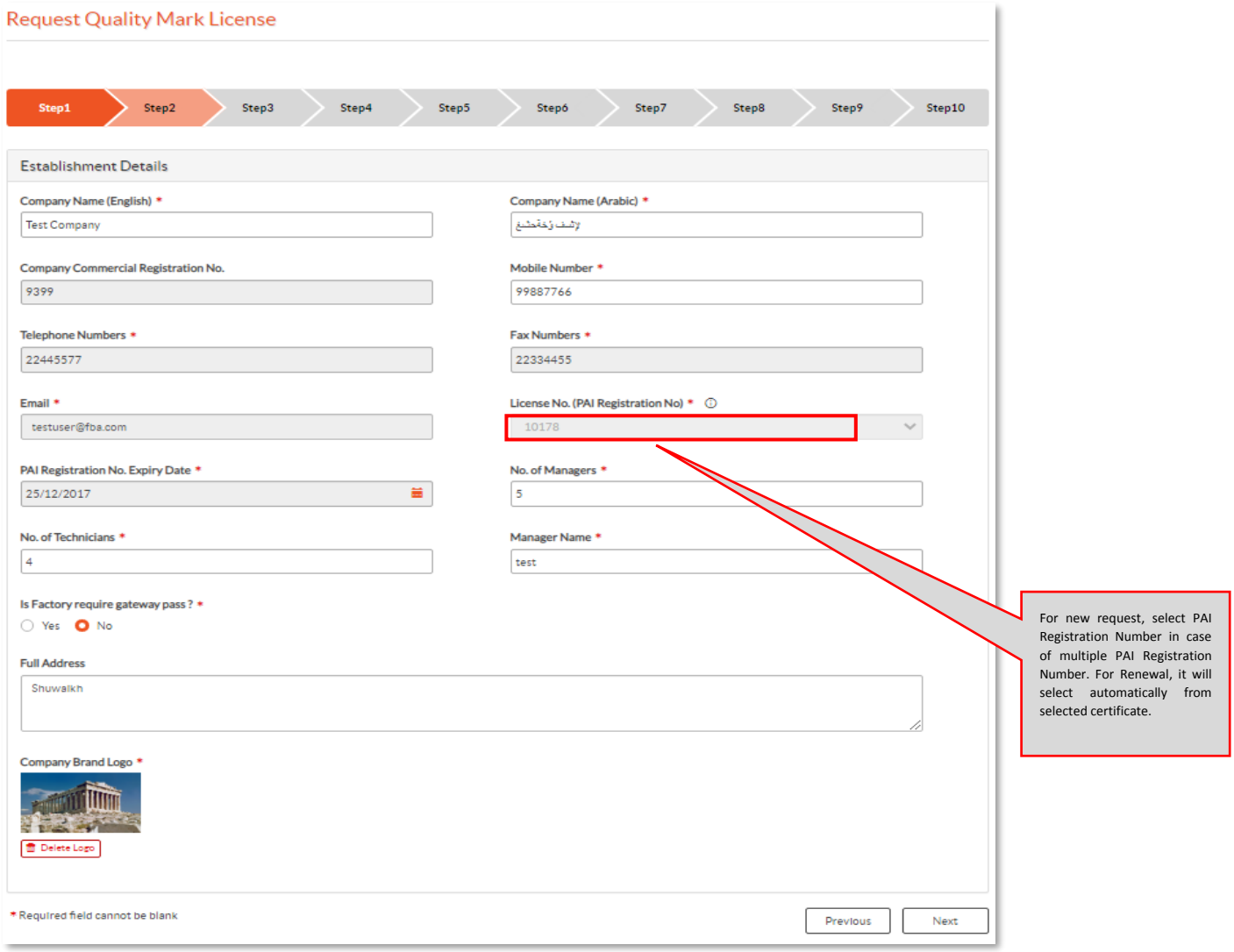
Click on **"Next"** button as shown in screenshot below.



Steps for New Quality Mark License Request

1. Establishment Details

The required Establishment details will be filled in automatically, fill the remaining information which is required and click **"Next"** to proceed next as shown below:



2. Adding Product and Mowasalat Standards

a. Mention **Product Name** and **Product Description** for which License needs to be requested, **Product No** will be filled automatically with
   i. Certificate number if it's **Renew.**
      OR
   ii. With current application sequence no preceding with N, if its **New**

b. Perform following to add standards to the list:
   i. Enter

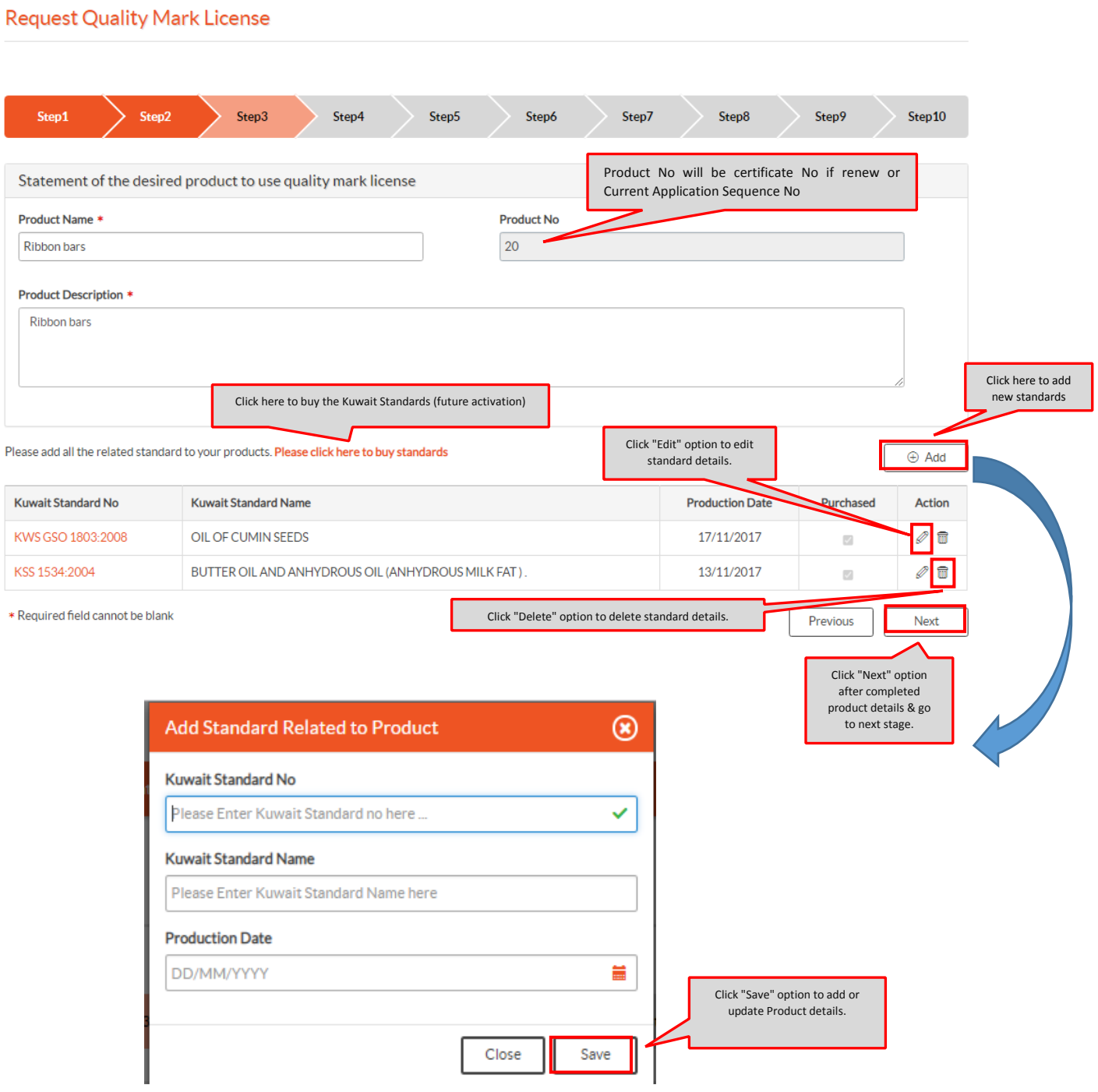
a. **Kuwaiti Standard No** (Enter the number in the given format **Standard Initials No: Year** for e.g. KWS 374:1989)
b. **Kuwaiti Standard Name**
c. **Production Date** for the product and click on "Save" to add into list.

ii. **In future** you can also buy Standards by clicking on the link

iii. **And also, in future** you can also select the **Kuwait standards** from the Mowasalat list by clicking on **"Please click here to buy standards"** as shown below

iv. In order to Edit, Update or Delete an existing selected standards, Click on the Edit icon ( ) and update the standards, you can also delete the standard by clicking on the Delete icon ( ) as shown below.

Product No will be certificate No if renew or Current Application Sequence No

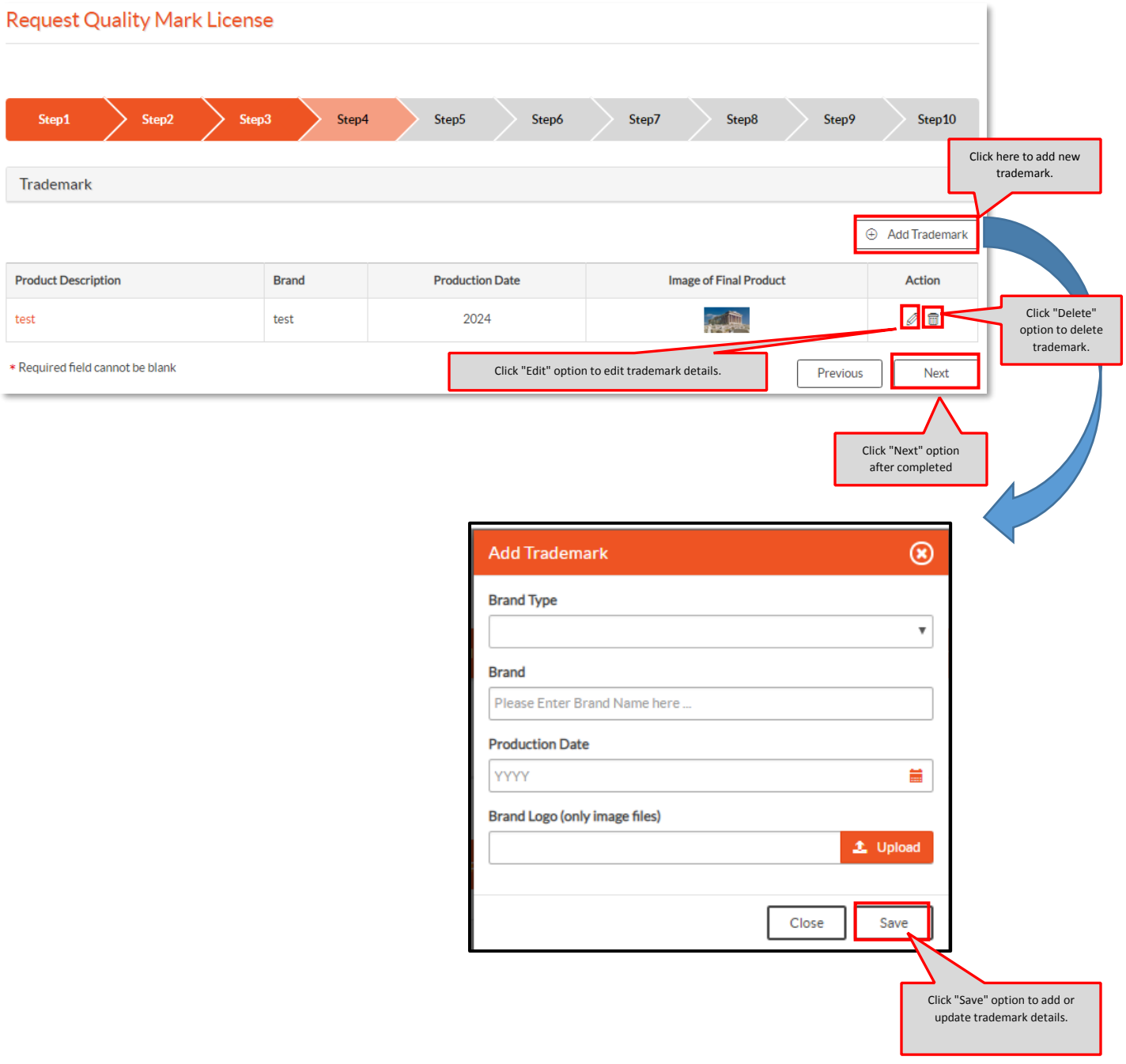


2. Trademark

a. In order to add Trademark, you need to
   i. Select **"Brand Type"**
   ii. Name of the **Brand**
   iii. Production Date
   iv. Logo of your **Brand (Only image files)**

   In addition, click "**Add Trademark**" to add the brand to the list; you can also add multiple brands by clicking on it.

b. In order to Edit, Update or Delete an existing Trademark, Click on the Edit icon ( ) and update the details as shown below, you can delete the Brand by clicking on the Delete icon ( )



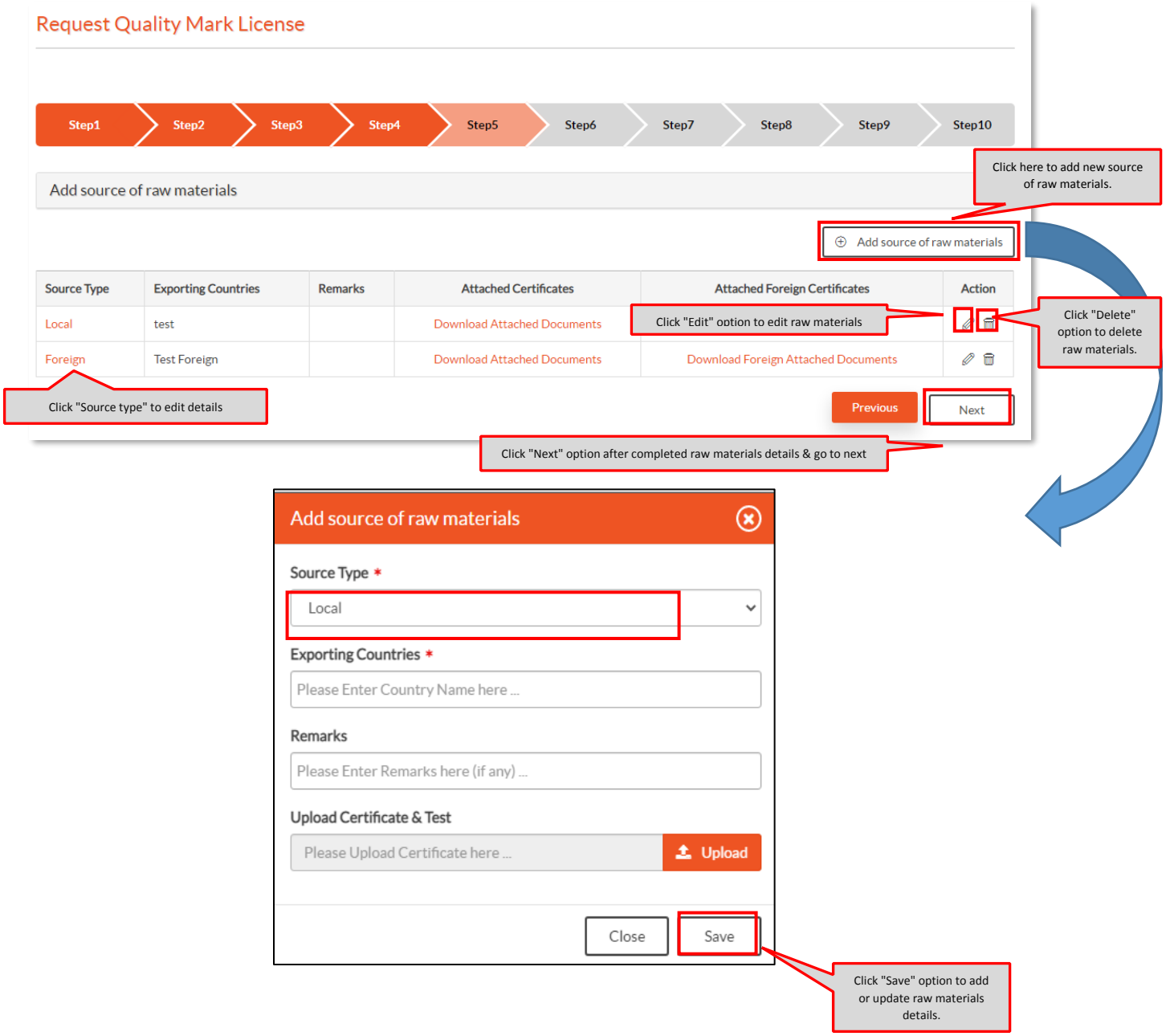
3. Sources of raw materials

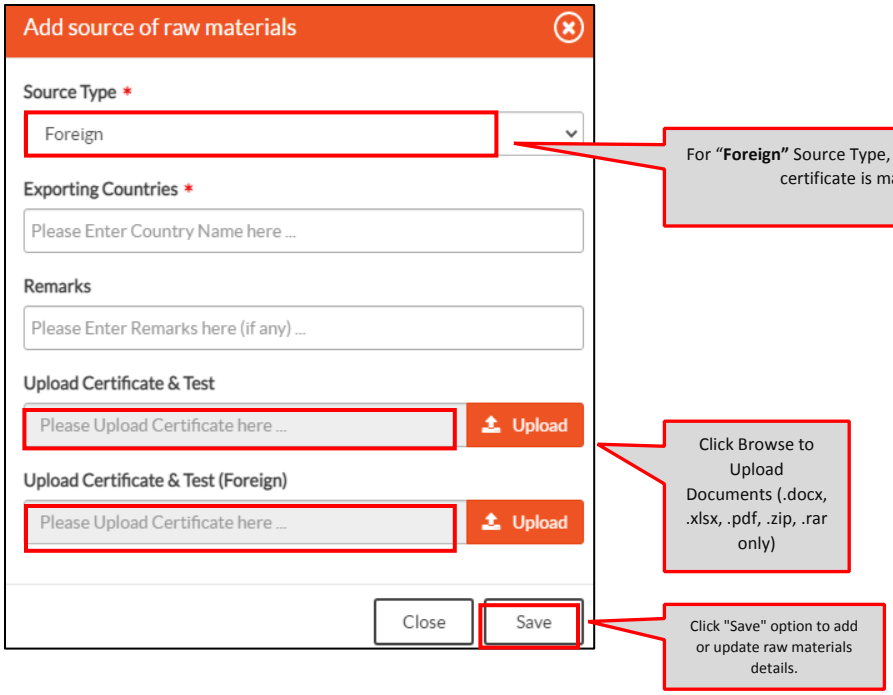
a. In order to add **raw materials,** you need to
   i. Select **"Source Type" (Local or Foreign)**
   ii. Name of the **Exporting Countries**
   iii. **Remarks** or **Comments**
   iv. **Upload and Attached** certificates (if any)

b. Click on "Add source of raw materials" to add the raw materials to the list, you can also add multiple items as shown below.

c. For "**Foreign"** source type , uploading the foreign certificate is mandatory.

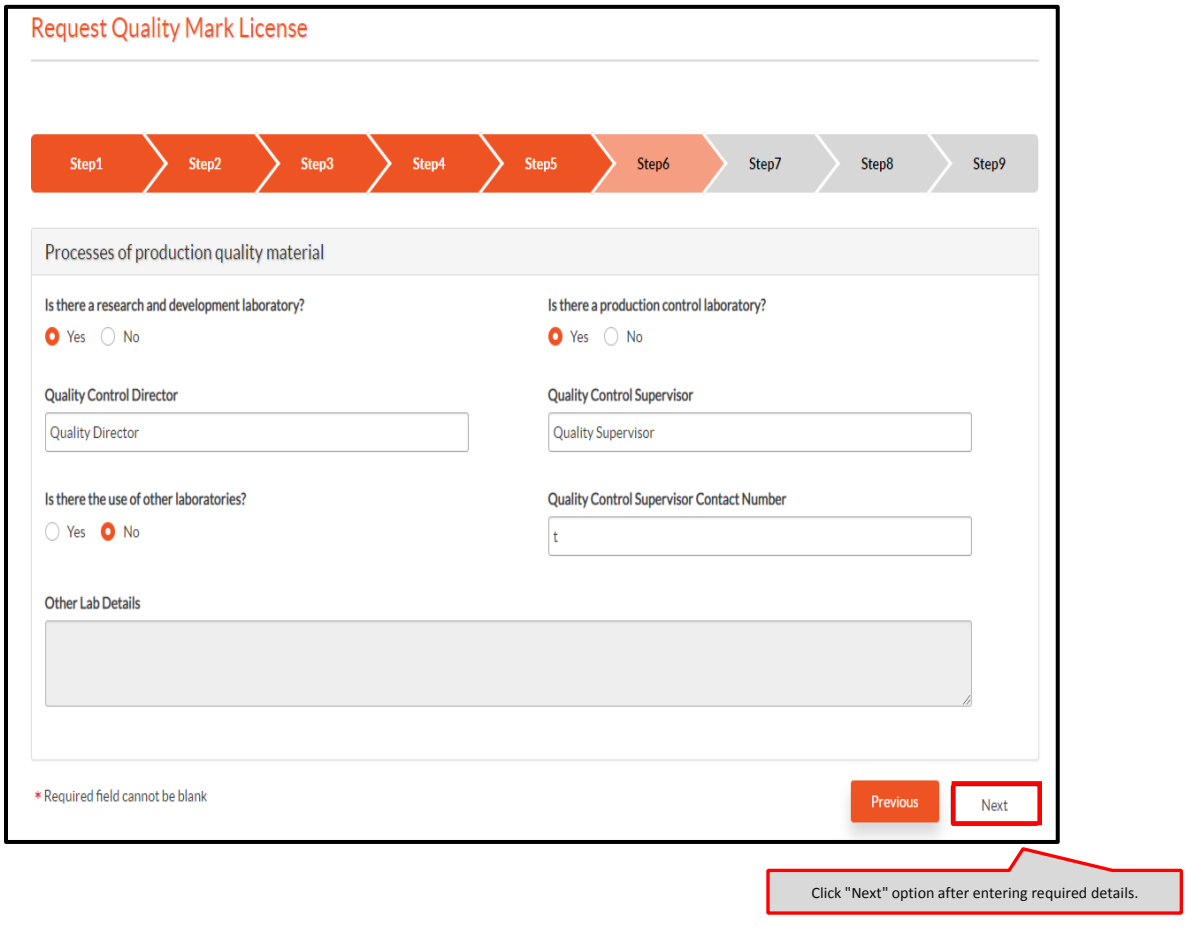
d. In order to Edit, Update or Delete an existing items, Click on the Edit icon ( ) and update the details as shown below, you can also delete the Brand by clicking on the Delete icon ( ).





4. Process of production quality control

Fill out the information below if required!

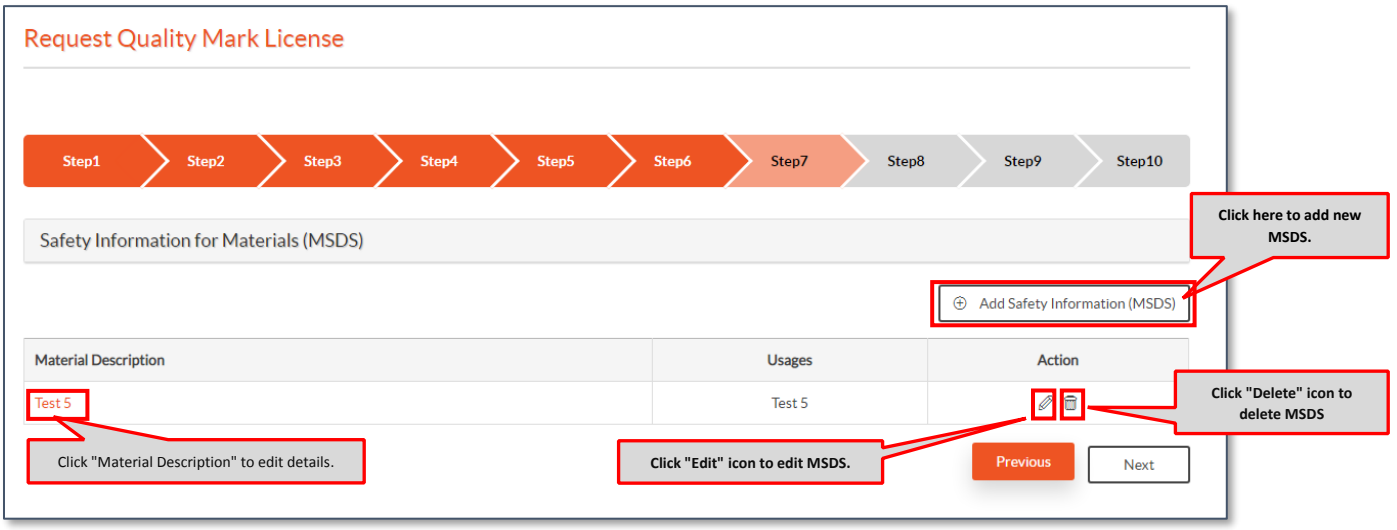


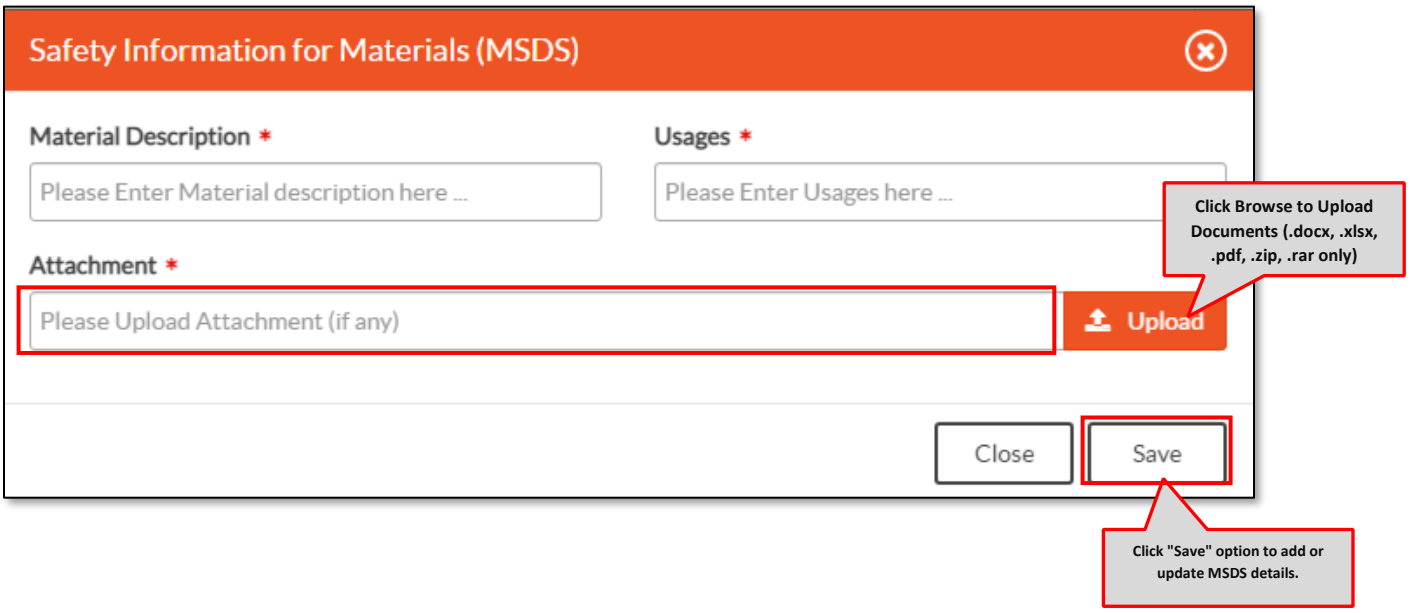
5. Safety Information for Materials (MSDS)

a. To add **MSDS,** you need to
   i. Add **"Material Description"**
   ii. Add **"Usages"**
   iii. **Upload** attachments (if any)

b. Click on "Add Safety Information (MSDS)" to add the MSDS to the list, you can also add multiple items as shown below.

c. In order to Edit, Update or Delete an existing items, Click on the Edit icon ( ) and update the details as shown below, you can also delete the MSDS by clicking on the Delete icon ( ).

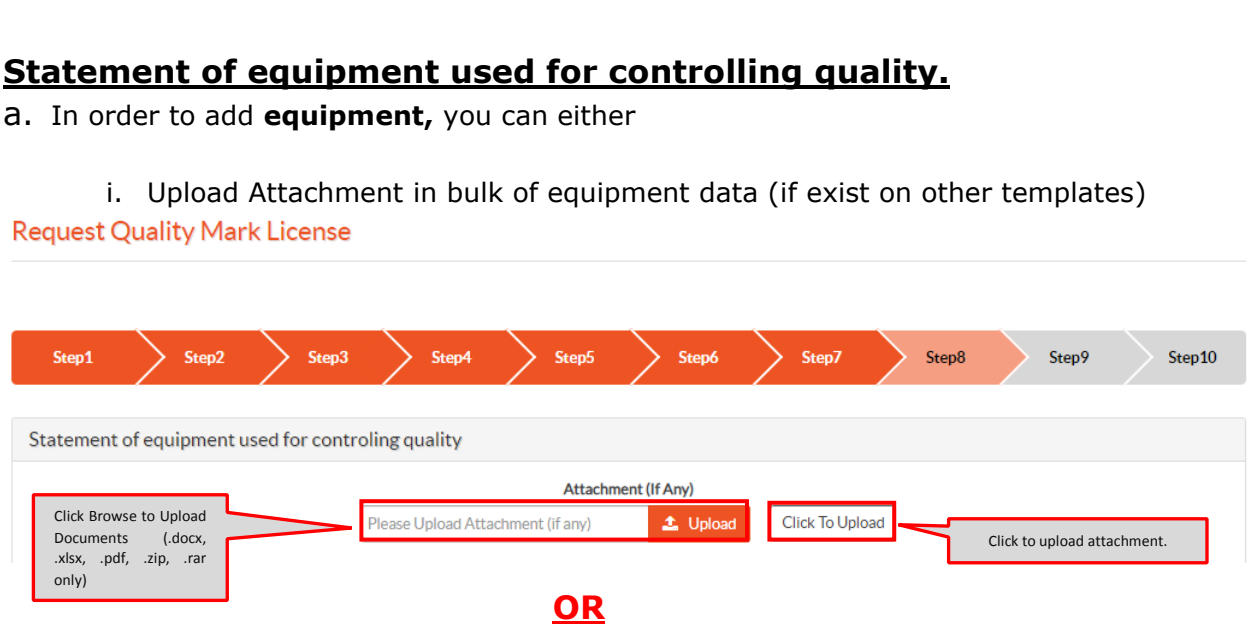




6. Statement of equipment used for controlling quality.

a. In order to add **equipment,** you can either

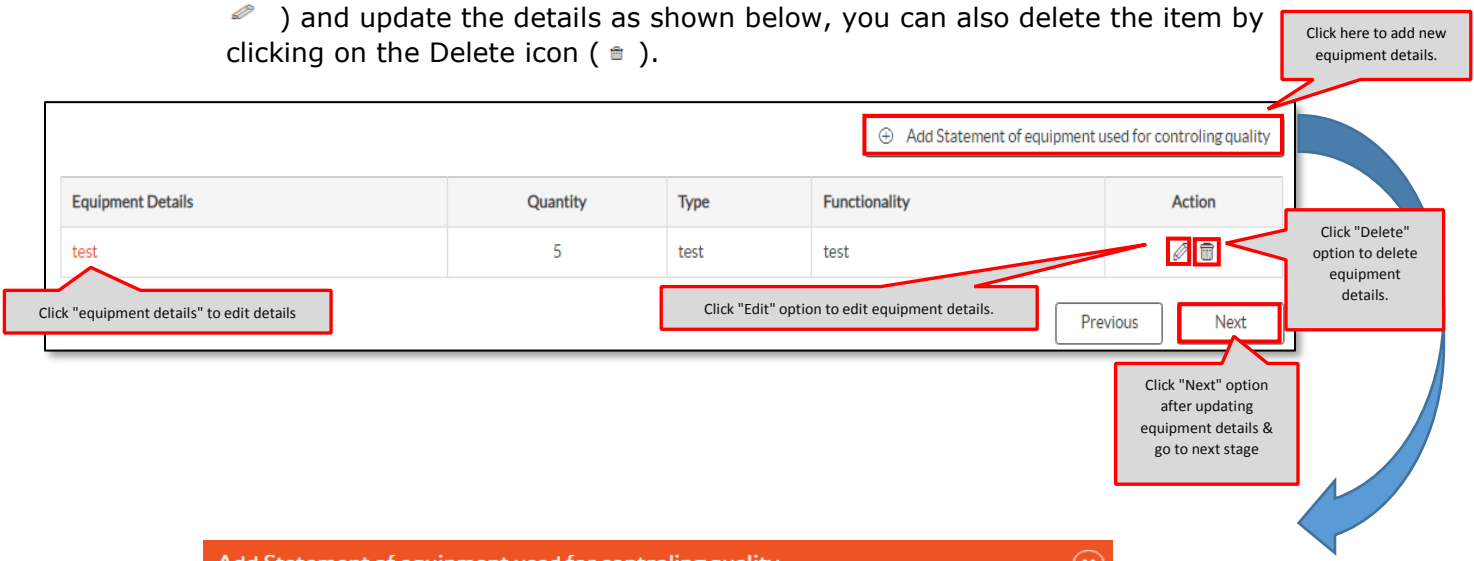
i. Upload Attachment in bulk of equipment data (if exist on other templates)

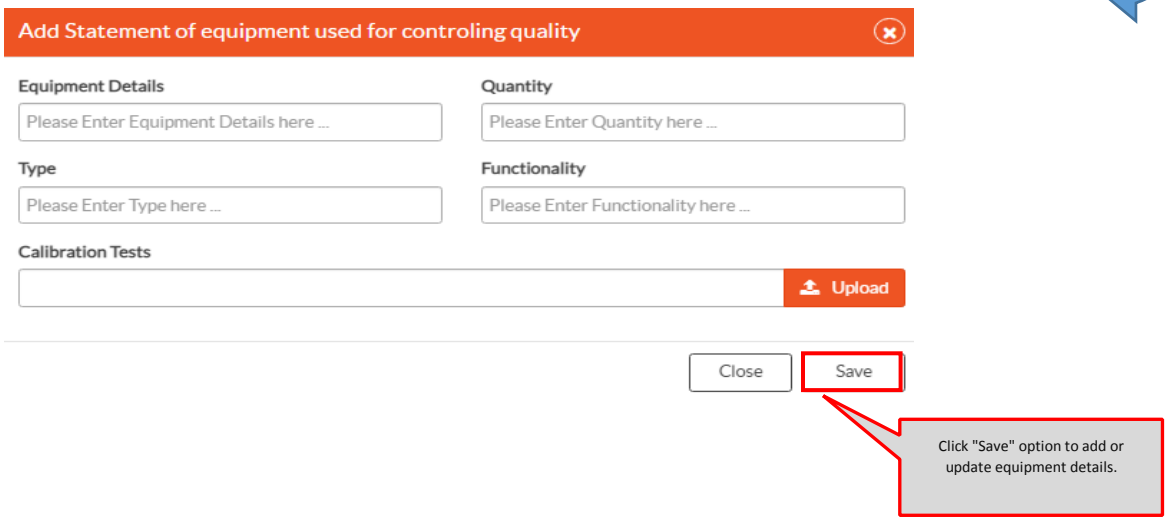


OR

ii. Add items manually by clicking on **"Add Statement of equipment used for controlling quality"** to add **equipment's** to the list, you can also add multiple items as shown below.

iii. In order to Edit, Update or Delete an existing items, Click on the Edit icon ( ) and update the details as shown below, you can also delete the item by clicking on the Delete icon ( ).

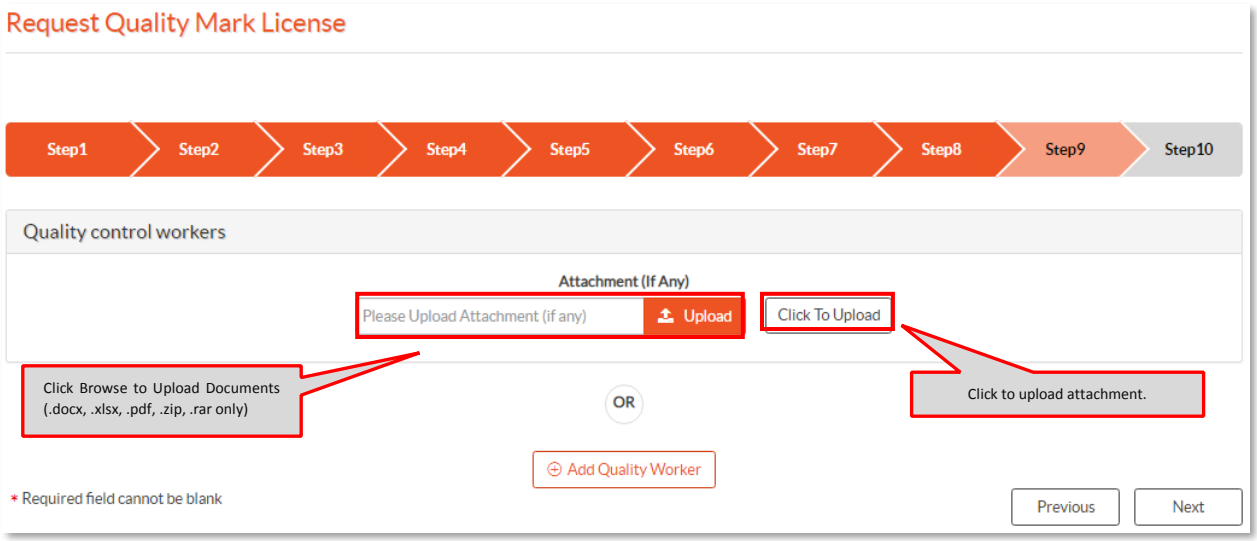




7. Quality Control Workers

a. In order to add **a Quality Control Worker,** you can either.

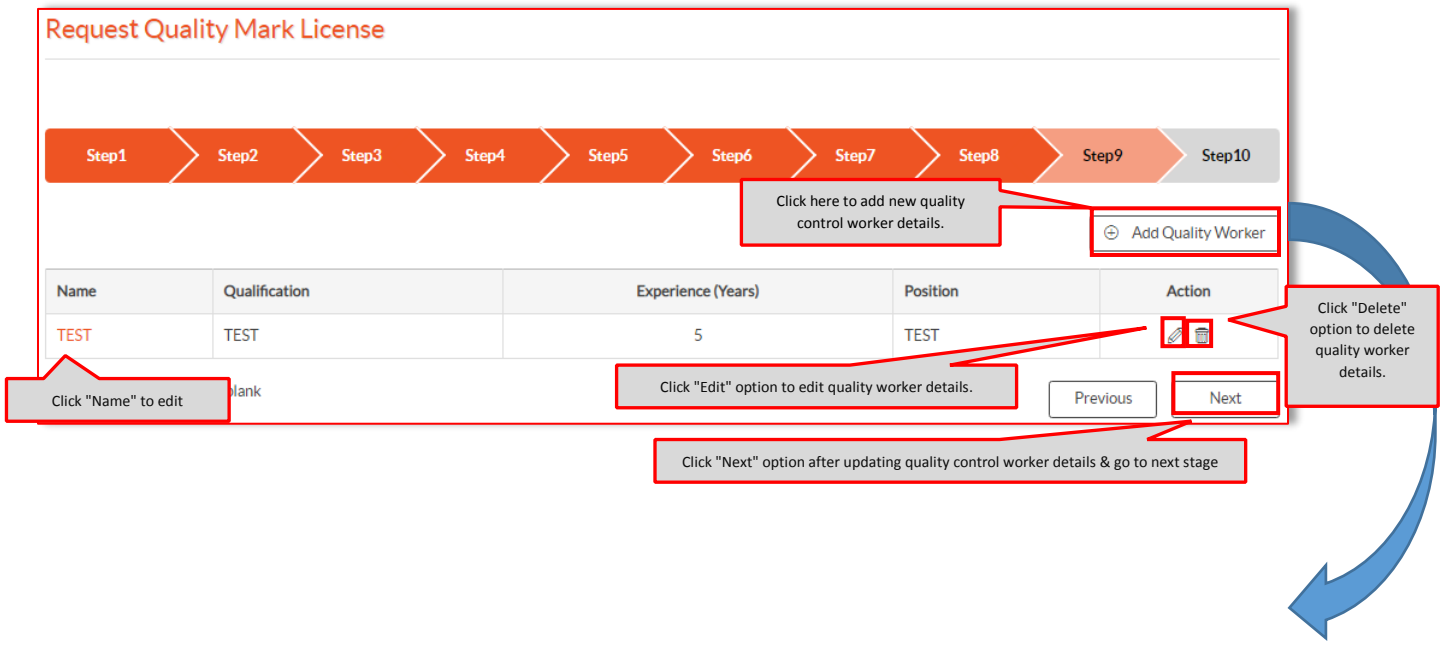
i. Upload Attachment in bulk of Workers information (if exist on other templates)

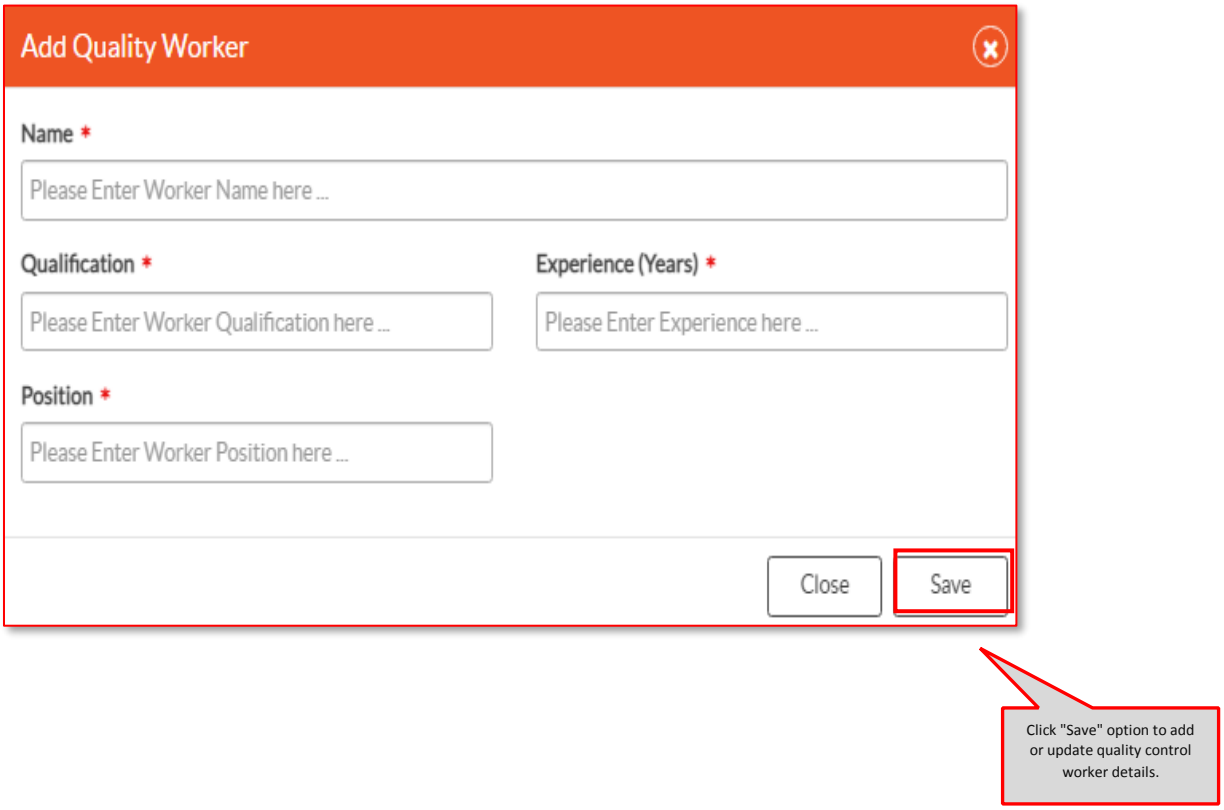


OR

ii. Add items manually by clicking on "**Add Quality Worker"** to add **Quality Control** to the list, you can also add multiple items as shown below.

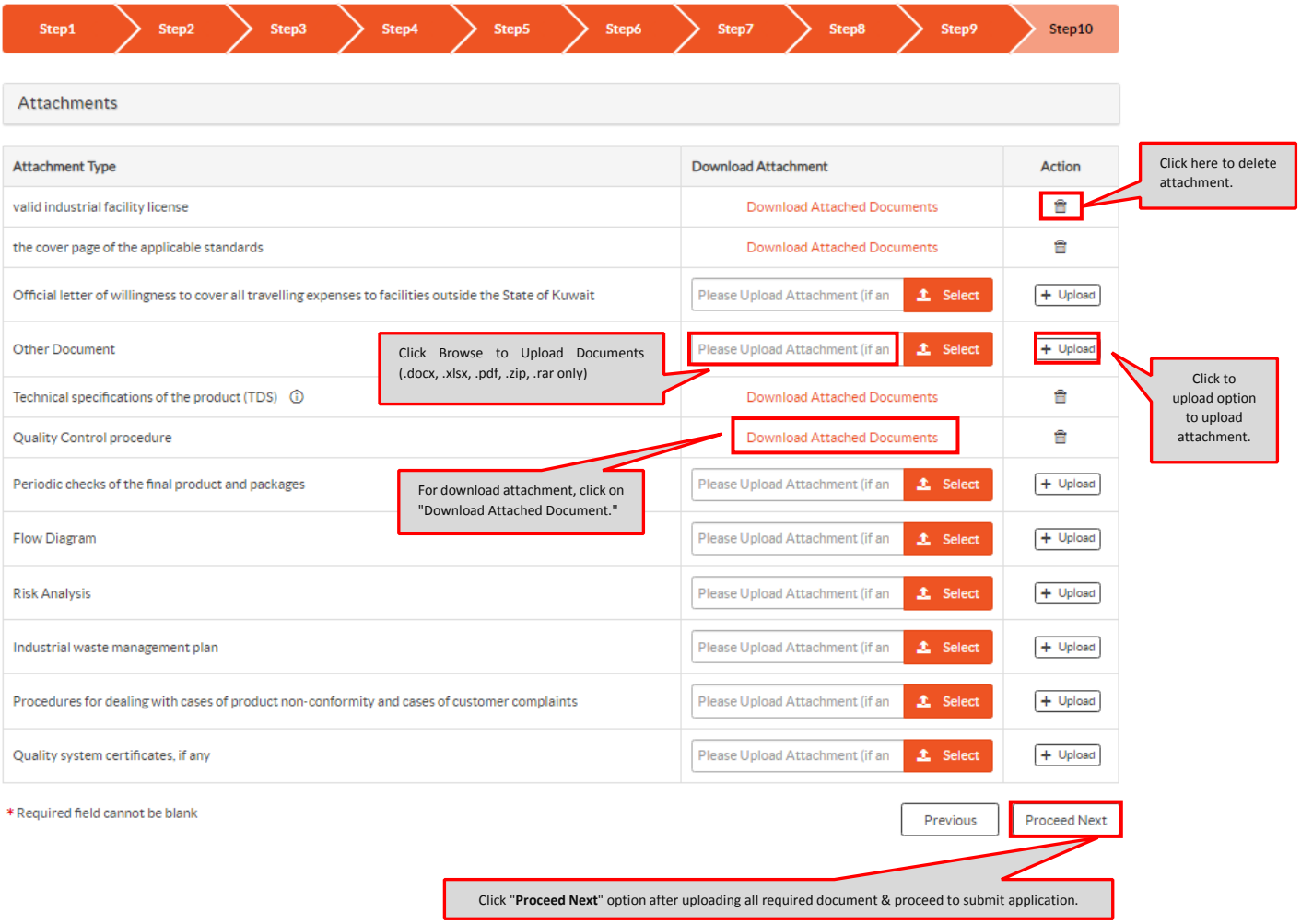
iii. In order to Edit, Update or Delete an existing items, Click on the Edit icon ( ) and update the details as shown below, you can also delete an item by clicking on the Delete icon ( ).




Add Quality Worker
Name *
Please Enter Worker Name here ...
Qualification *
Please Enter Worker Qualification here ...
Experience (Years) *
Please Enter Experience here ...
Position *
Please Enter Worker Position here ...
Close
Save
Click "Save" option to add or update quality control worker details.

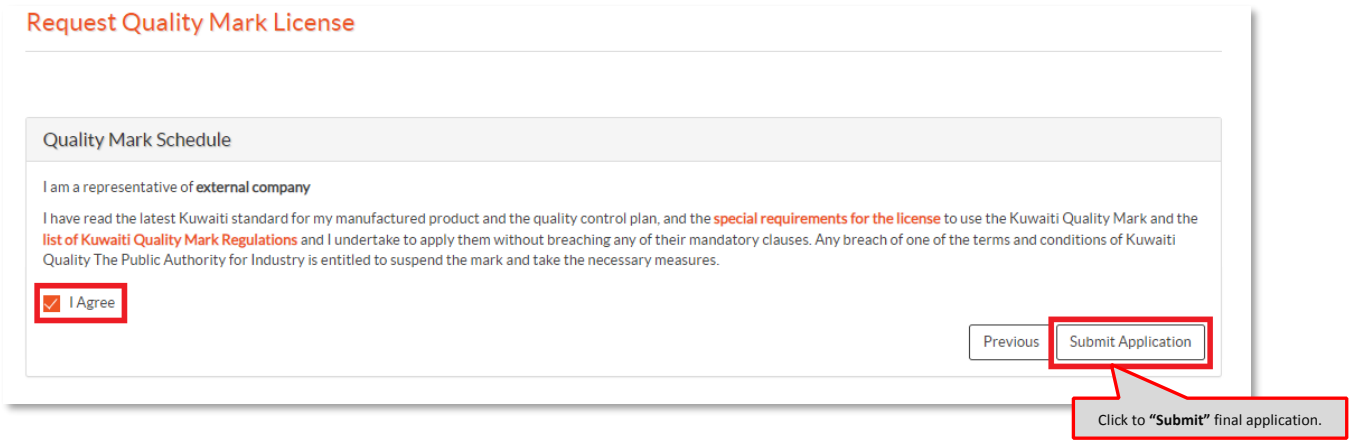
8. Attachments

In this section, you can upload attachment related to its type as shown below:
Click "**Proceed Next"** to continue submitting application.



Declaration and Undertaking

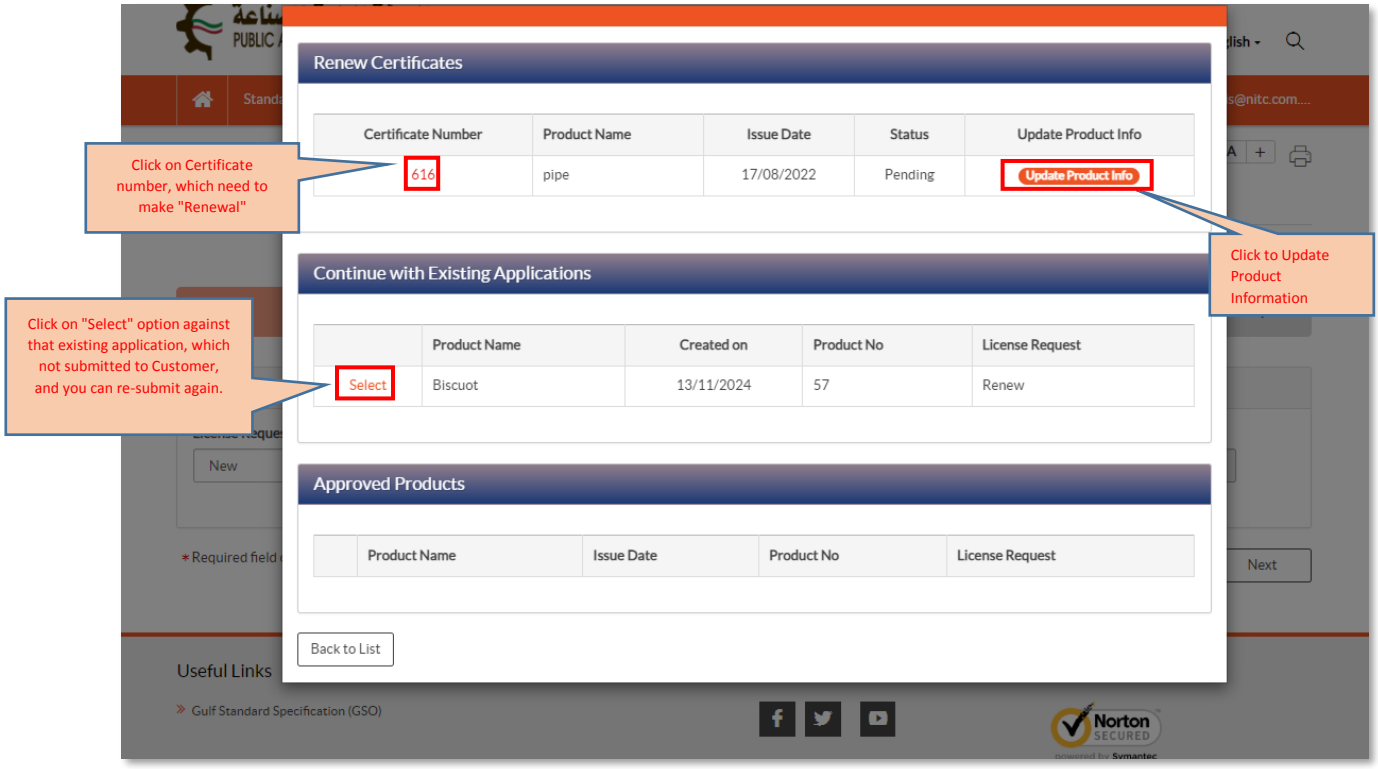
Review declaration and undertaking, view "requirements for acquiring license" and "list of Kuwait quality marks regulations", and check **"I agree"** as shown below:



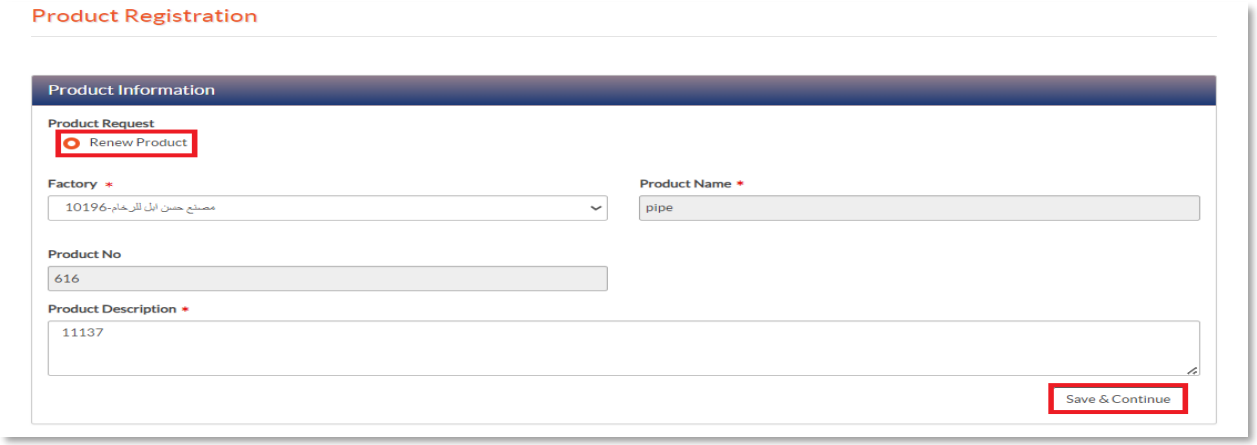
Request for Renew License

Update Product Information

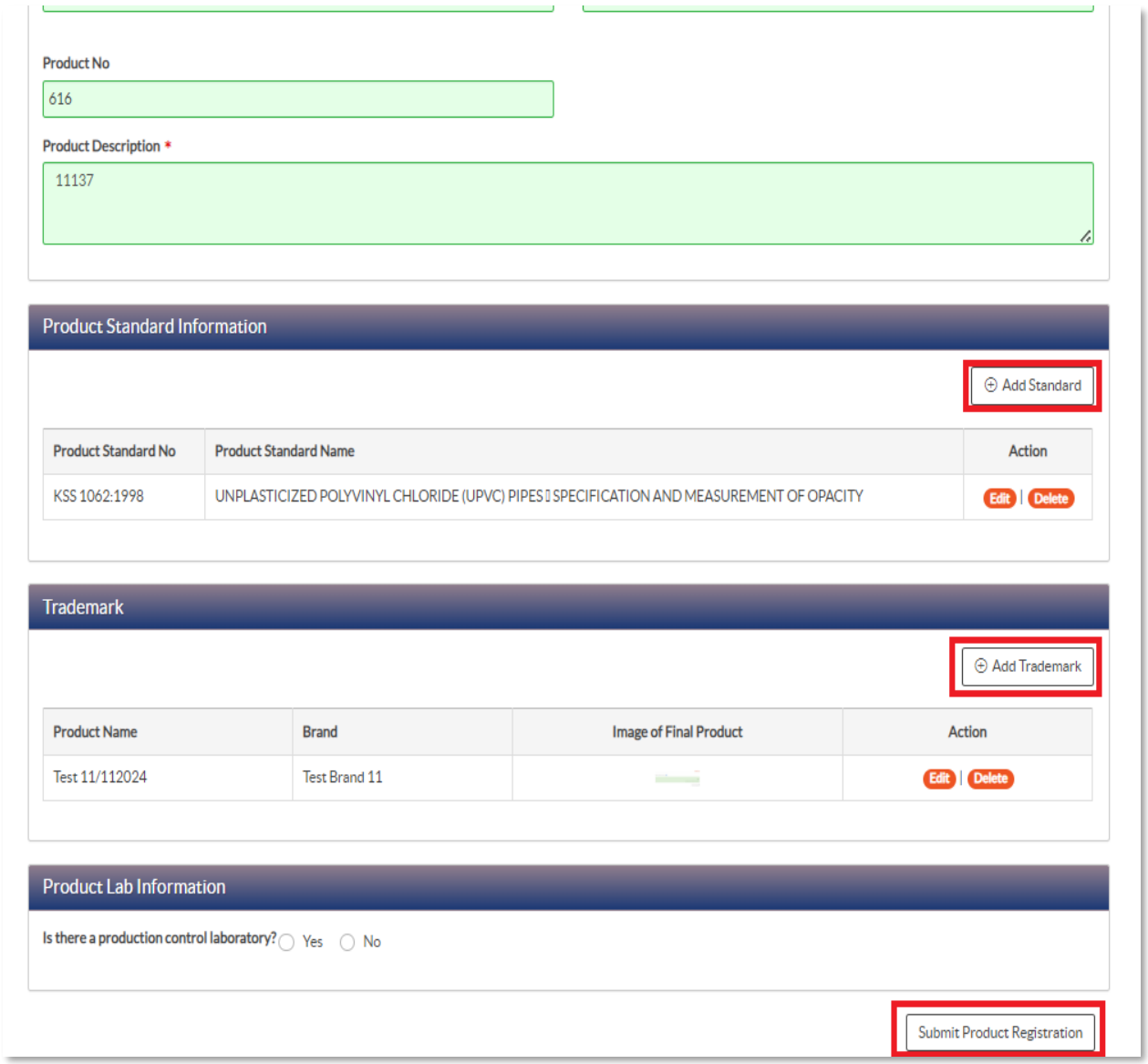
For Renewal of Quality Mark License, first you have update product info by clicking on **"Update Product Info"** button as shown in screenshot below.



After clicking on **"Update Product Info"**, you will be redirected to the product information page. Select **"Factory"** from dropdown and fill in all required information and click on "**Save & Continue"** button.

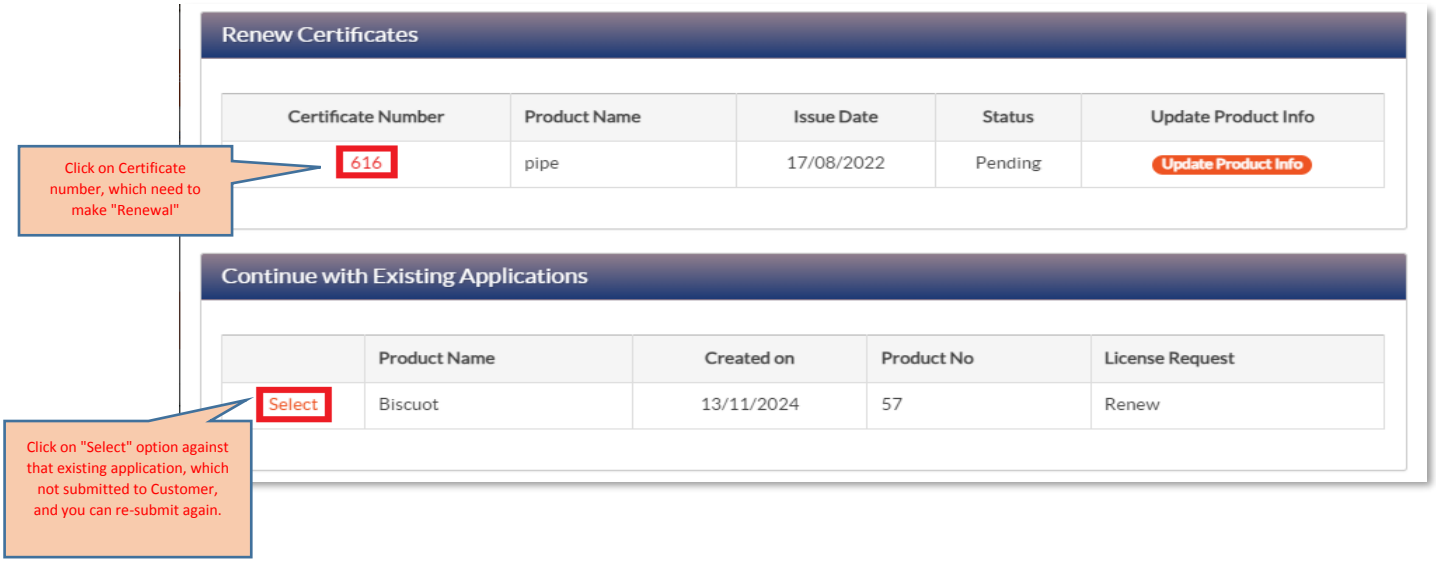


Add **standard**, **trademark** and **lab** information and then click on **“Submit Product Registration”** are shown in screenshot below.

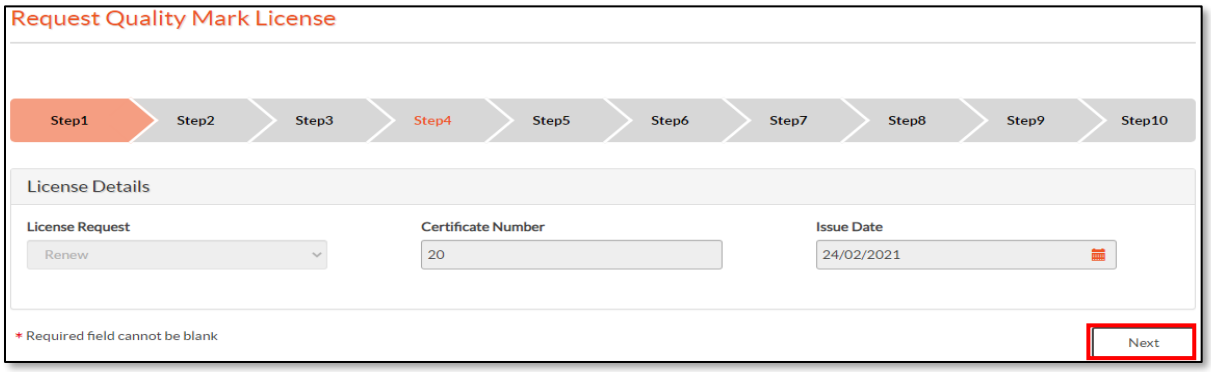


Request for QM License after Product Approval

After Product Registration approval, you can request a renew/new quality mark license by clicking on **"Certificate Number"** as shown in screenshot below.



a. After selecting license type from above point, click on "Next" option after that as below screenshot:



b. After clicking on **"Next",** further all steps are similar as new quality mark license request mentioned above in **"Steps for New Quality Mark License Request".**