

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/PC/F18	
		Effective Date: 30/07/2018	
Document Title: DISTINCTIVE MARK CERTIFICATION REQUIREMENTS		Issue No: 01	Rev. 00

1. GENERAL REQUIREMENTS

Companies seeking certification shall:

- i. Be legally registered (Certificate of Registration of business)
- ii. Have a physical location and
- iii. Possess a Tax Identification Number (TIN)
- iv. Apply for product certification using Form CERT/PC/F02
- v. Pay applicable fees
- vi. Sign the certification agreement

2. PRODUCT CERTIFICATION SCHEMES

The following schemes shall apply:

SCHEME A (BRONZE): INITIAL CERTIFICATION (FIRST TIME CLIENTS)

- Initial audit to be conducted before certification is granted
- Scheme A Requirements (in addition to general requirements):
 - Product conformity as evaluated by UNBS auditors and verified by independent testing in UNBS or UNBS recognized laboratory (passing test report(s) for 1 sample)
 - Product labeling conforming to standard requirements as verified by the auditor(s)
 - Valid medical certificates for staff (for food companies)
 - Correct use of food additives (where applicable)
 - Proper storage of raw materials and finished product
 - Product package integrity and correct quantit(ies) verification by auditor(s)
 - Cleanliness – personnel, equipment, environment, employee facilities
- Permit valid for one year, subject to demonstrated conformance of products tested during certification cycle
- Company to apply for recertification 3 months before expiry of permit

SCHEME B (SILVER): FIRST RE-CERTIFICATION

All the general requirements and scheme A requirements, plus:

- Record keeping
 - Quality monitoring records for raw materials (e.g. COAs), process monitoring and final product inspection reports.
 - Cleaning schedules and records
 - Verification and/or calibration of measuring equipment
- Recertification decision based on performance in annual surveillance and test results of samples picked from the market or factory during first certification cycle
- Company to be graduated to Scheme C in the 3rd year, upon demonstration of consistence in meeting requirements.

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SCHEME C (GOLD): EXISTING CLIENTS WITH AT LEAST 3 YEARS ON THE Q-MARK SCHEME

- Companies that have been on the UNBS product certification scheme for at least 3 years and have demonstrated consistent conformance to certification requirements, effective process and quality assurance systems qualify for this scheme.
- Requirements for continued certification:
 - Market sampling and testing (*UNBS shall undertake sampling for the sector at least once a year, cost to be borne by clients*)
 - Payment of applicable fees for factory evaluation (surveillance) and product sampling and testing and annual permit fees (*automatic annual renewal during the 3 year cycle*).
 - Full factory evaluation every 3 years (Full GMP, QA/QC and product Evaluation)
- Company to apply for recertification every year, 3 months before expiry of the permit

SCHEME D (PLATINUM): CLIENTS ON THE UNBS MANAGEMENT SYSTEMS CERTIFICATION SCHEME

- Clients that hold valid UNBS certification for GMP, HACCP, ISO22000 and ISO9001 qualify for this scheme:
- Requirements for product certification:
 - Application for product certification
 - Product sampling and testing – Samples to be picked by UNBS auditors, 1 sample from the factory and another to be picked from the market (after certification but within the running certification cycle).
 - Product labeling and marking – conform to standards and legal requirements
 - Payment of applicable fees for product sampling and testing and product permit fees
- Automatic renewal of product certification permit provided the client maintains valid certification status for the management system and adheres to the agreed audit programme and surveillance sample demonstrates conformance to standard requirements.

TRANSITION: CONVERSION OF S-MARK CLIENTS TO Q-MARK

Clients with valid S-Mark certification shall transit to the Q-Mark before the expiry of their certification or before end of December 2018 (*whichever comes first*) as follows:

- Application for Q-Mark Certification
- Provide test report(s) for at least 1 sample tested within the past 6 months
- No physical evaluation of client premises
- No permit fees paid for the first year of certification
- UNBS to conduct surveillance audit, sampling and testing during the one year certification cycle (client to pay applicable fees)

Clients certified under this scheme shall join scheme **C** at recertification upon demonstration of consistency.