

	GHANA STANDARDS AUTHORITY PRODUCT CERTIFICATION SCHEME	PRODUCT CERTIFICATION GUIDELINES
	DOC: GSA-PCM-GL7.2-03	ISSUE: 02.3

GUIDANCE FOR APPLICANT ENQUIRING ABOUT PRODUCT CERTIFICATION

1. The applicant should write a letter requesting for the certification of the product(s); the letter should be addressed to:

**The Director General
Ghana Standards Authority
P. O. Box MB 245
Accra.**

2. The applicant downloads the Application Form and the initial questionnaire for factory assessment from www.gsa.gov.gh (CERTIFICATION DIVISION) and purchases the relevant Standard(s) at the Ghana Standards Authority Library.

Standard(s):

- (a) (b)
- (c) (d)
- (e) (f)
- (g) (h)

The price of the standard depends on the number of its pages (*See Appendix B for prices*).

3. Applicants who believe their businesses are small-scale should apply for registration at the office of the National Authority for Small-Scale Industries (NBSSI).

The applicant pays a registration fee at the NBSSI. An officer(s) from the NBSSI office inspect(s) the factory / facility premises in order to determine whether the company is small-scale or not. When the company is classified as small-scale, a letter of registration is sent to the Ghana Standards Authority (*See Appendix B for the location of NBSSI*).

For applications not supported by NBSSI registration, the applicant pays a processing fee in addition to the testing and licence fees (*See Appendix B for schedule of fees*).

4. All applicants are to provide a Quality Manual(s)/ Quality Plan(s) in the format provided in Appendix A. Manual/ Plan shall be neatly bound in a booklet.

5. Applicants are also to submit a photocopy of their Business Registration Licence (Certificate of Registration or Certificate of Incorporation, the mandate of the applicant’s business and the particulars of the Directors).

6. The Product Certification Licence shall be renewed every year.

7. A list of Application Documentation Requirements for Product Certification is provided in Appendix C

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Table 1 Testing Fees

No.	Product Class / Product	Number of Types	Testing Fee (GH¢)	Total Testing Fee (GH¢)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

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APPENDIX A

REQUIREMENTS FOR THE QUALITY MANUAL/ PLAN OF A PRODUCT

The Quality Plan of a product shall be developed by the manufacturer and a copy submitted together with the completed application Form for Product Certification. The Quality Plan should as a minimum provide the following information in the order listed:

1. A Title Page bearing
 - Company Name
 - Title of document- including name of product (Technological name and Brand name)
 - Effective date of document
 - Authorization; Name and Signature of Director of Company
2. Table of Contents
3. Quality policy and objectives of the company
4. A Plan of the building housing factory showing the layout of
 - Processing equipment
 - Warehouse or Storage Area (for raw materials, packaging materials and finished product)
 - Hygienic facilities (Hand washing facilities, Staff toilet(s), changing room(s), solid waste storage area etc)
5. An organogram showing designations and lines of communication of personnel in the establishment.
6. Descriptions and specifications for raw materials, finished product, processing, processing equipment, contact surfaces and measuring devices with their calibration plan.
7. Process flow diagram for product indicating all control points
8. Standard operating procedures (SOP), Plans and Policies
 - SOP for Assessing quality of raw materials, processing and finished product
 - SOP for Cleaning Equipment, Contact surfaces, Processing area and General factory premises.
 - SOP for Handling Customer Complaints
 - SOP for Product Recall
 - Staff Training Plan
 - Staff Health and Hygiene Plan
 - Pest Prevention and Control Plan
 - Waste Management Plan
9. Forms for Quality Control Activities
 - Forms for monitoring the quality of raw materials, packaging materials, processing and finished product.
 - Forms for stock control
 - Forms for recording Corrective Action
 - Forms for monitoring Cleaning and General Housekeeping Activities
 - Customer Complaint Record Forms
 - Staff Training Record Forms
10. Hazard Analysis and Critical Control Point (HACCP) System (*Food and Beverages only*)

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APPENDIX B

SCHEDULE OF FEES FOR APPLICANT

	ITEM/ SERVICE	FEE IN GHANA CEDIS
1	Standards	
	Local Standards (1-10 pages)	100.00
	Local Standards (11-20 pages)	160.00
	Local Standards (21-30 pages)	250.00
	Local Standards (31-40 pages)	330.00
	Local Standards (41-50 pages)	390.00
	Local Standards (51-80 pages)	440.00
	Local Standards (81 pages and above)	500.00
	Foreign Standards	Invoice price plus 40% handling charges
	All Management System Standards	1020.00
2	product Certification	
	Large Scale Manufacturers	450.00 processing fee plus 150.00 licensing fee per product plus Testing Fee
	Small scale Manufacturers	150.00 licensing fee per product plus Testing Fee
3	Testing Fee	Based on type of product and test parameters required by Product Standard

Location of NBSSI:

Vicinity of the Independence Square, Old Passport Office, MDPI, Factories Inspectorate, Opposite Births and Deaths Registry, Accra.

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APPENDIX C

APPLICATION DOCUMENTATION REQUIREMENTS FOR PRODUCT CERTIFICATION

- i. Application letter for the certification of product(s).
- ii. Completed application form
- iii. Business registration license from the Registrar General's Department
- iv. If the business is small scale, an introductory letter from the appropriate governmental body mandated to designate the business as such (e.g. National Board for Small scale Industries)
- v. Quality manual/ plan for the product in the format and content provided in appendix A
- vi. Product label with relevant labelling information as specified in the product standard or the relevant selected references.
- vii. Documents or verifiable evidence to substantiate any claims made on the product label: Claims on
 - Nutritional Properties
 - Therapeutic/ Medicinal properties
 - Any special properties other than the usual properties of the product
 - Certification of any kind
- viii. A detailed description of the direction to the factory location