

	<b>GHANA STANDARDS AUTHORITY PRODUCT CERTIFICATION SCHEME</b>	<b>PRODUCT CERTIFICATION GUIDELINES</b>
<b>DOC: GSA-PCM-GL7.2-01</b>	<b>ISSUE: 02</b>	<b>05 OCTOBER 2013</b>

**GUIDANCE FOR COMPLETION OF APPLICATION FORM**

**1. PURPOSE**

To provide guidelines for filling application form.

**2. SCOPE**

This covers application form for the operation of Product Certification Scheme.

**3. RESPONSIBILITIES**

3.1 HCM – For getting completed application for the operation of Product Certification Scheme.

**4. GUIDELINES**

4.1 The completion of form CM 1

4.1.1 Name of Company:.....

Give the name of your company as indicated on the Certificate of Registration or Incorporation from the Registrar-General’s Department.

4.1.2 Postal Address:.....

Give the postal address of your company. If you do not have any, make sure you subscribe for one or use a “care of”, i.e., “c/o”.

Tel:.....Fax:.....

Give only telephone or mobile numbers by which you can be easily reached.  
Give your fax number if you have any. You are also to add a valid email address.

4.1.3 Location of the Factory (State exact Location, District and Region):

.....

Give the precise description of the location of your factory, stating landmarks which can help in finding it.

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4.1.4. Goods in respect of which Licence is being applied for:

Goods

.....

The terms “Goods” refer to the product(s) you intend to manufacture. It is better to use the standard names of the product(s) whenever it / they is / are known.

Stating Raw Materials and Source of Supply

.....

List the raw materials you use for manufacturing the product(s) together with its / their source(s) of supply. If purchased from the open market, state that.

4.1.5 Manufacturing Process employed in the manufacture of goods:

.....

Simply show the manufacturing or production process using arrows or provide a flow diagram to show it.

a) Are there Quality Control units incorporated in your Process? Yes / No

If you have established Quality Control units at specific stages in your process, then tick “Yes”, else tick “No”.

b) If Yes, mention grades of officers in charge of the Quality Control stages

i. ....

If you assigned specific officers to the various Quality Control stages in your process, then give their grades, i.e., their qualifications.

ii. Attach the following documents: - (Tick Yes or No as appropriate)

- The Scheme of Inspection and Test of the said goods to ensure conformity with the relevant Ghana Standards. Yes No

You have to provide a Scheme of Inspection and Test which incorporates the production flow chart of the products and details of Quality Control activities and Quality Control Sheets which include tables designed for recording test results and observations.

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- Records of Routine Inspection and Test in respect of goods according to scheme (i) during pilot phase of operation.      Yes      No

If you have records of inspection and test carried out during the period of setting up the facility and during trial and test runs, then tick “Yes”, else tick “No”.

If No, in response to 5a, explain the absence of Quality Control units in your process.

.....

If you do not have Quality Control units in your process, give reasons why you do not have them. If you have the intention of setting these up later, state that.

**6. Standards to which goods conform:**

Product

.....

Give the name of the product(s) you wish to have certified.

**No.**

.....

This is the standard number which normally starts with **GS** or **GS ISO** followed by a number and the year of publication or revision.

Title

This is the title of the standard written on the front cover of the standard.

**4.1.7. Production Figures for the said Goods:**

Year	Production	Unit
Current year from January to December (as estimated)		

You are to estimate the number of products you would produce in a year, using the current year as indicated. This is to give a projection of what you would produce in a year. You simply estimate this by setting values for the number of products you would manufacture in a day, the number of days in a week you would produce. Consider a unit as each unit of production in a

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bulk package such as a box, can, bag, stating the number of the products in each box, can, bag, container.

Number of Products Manufactured = In A Year	Number of Bulk Packages Manufactured X In A Day	Number of Products In A Bulk X Package	Number of Days You Produce X 52 In A Week
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You would get a figure. You can round this figure up or use this figure to choose a figure which is more appropriate for your facility.

4.1.8 Particulars of all Directors / Partners:

.....

If you have directors or partners in your organization, you can list them here.

.....

(Signature of Applicant)

The officer applying for the company should sign here. It need not be the Managing Director or the Chief Executive Officer of the company.

.....

(Name of Applicant)

The applicant writes his / her name here.

.....

(Designation)

This is the designation of the officer, e.g., Managing Director, Director, General Manager, Manager.

For and on Behalf of.....

(Name of Firm)

Write the registered name of the company here.

**DECLARATION**

Prepared by MR	Approved by DED	Page 4 of 5
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Signature of Applicant:.....

The officer applying for the company should sign here. It need not be the Managing Director or the Chief Executive Officer of the company.

Dated this.....Day of.....20.....

You can, for instance, write that “Dated this 15<sup>th</sup> Day of February 2010”, if you want to use 15<sup>th</sup> February 2010 as the date of the application.