GUIDELINES FOR APPLICANTS FOR PRODUCT CERTIFICATION

1. PURPOSE

To provide guidelines on what prospective applicant to PCS needs to know before filing the application taking certification.

2. SCOPE

This covers general information an application for grant of PSC license would need.

3. DEFINITION

3.1 Applicant- An Organization which applies for a license under the GSA Product Certification Scheme.

3.2 Application -The request for grant of license under the Ghana Standards Authority Act and Certification Rules.

4. RESPONSIBILITIES

HCD - is responsible for publication printing and making available such general information to prospective applicant and general public.

5. GUIDELINES FOR APPLICANTS

5.1. Ghana Standards Authority Act 1973 and Ghana Standards (Certification Marks) Rules 1970

The Ghana Product Certification Scheme is governed by the Ghana Standards Authority Act 1973 and Ghana Standards (Certification Marks) Rules 1970 which gives GSA powers to grant licenses to producers to use the Standard Mark on their product which conforms to the requirements of the corresponding Ghana Standard. The Act also provides for penalties for violation of the Act.

5.2 Application

To get product certification, the manufacturer applies in duplicate in the prescribed form (See Annex A) along with the application fee. Applicant should ascertain that application is accompanied by proof of adequate manufacturing facility, testing facilities, qualified testing personnel. Every application is registered and applicant is informed. The applicant is also requested to indicate convenient date for preliminary inspection.

5.3 Evaluation

5.3.1 License to use the Standard Mark on a product is accorded only after GSA PCM has ensured the capability of the manufacturer to manufacture the product continuously in accordance with the relevant Ghana Standard. This is ensured through factory evaluation to ascertain the capability of the manufacturer to produce goods according to the relevant Ghana Standard especially with respect to raw materials, process of manufacture, manufacturing capability and quality control facilities including testing equipment and supervisory staff.

Samples are tested in the factory, where feasible, in order to bring out any deficiencies in test equipment /testing procedures and testing personnel as well as for spot establishment of quality of product. Simultaneously, samples are also drawn for testing in the independent laboratories for assessing conformity to the relevant standard.

5.4 Grant of license

5.4.1 The manufacturer is required to agree to operate a well defined Scheme of Testing and Inspection (STI) as approved by GSA PCM from time to time, which inter alia prescribes the specific tests and the frequency for conducting them. In order to meet the expenditure incurred by GSA in operating the license, the manufacturer also has to agree to pay a marking fee fixed by GSA for the product. License is granted only after the manufacturer agrees to these conditions and if the factory inspection and test reports are satisfactory and he /she signs certification agreement.

5.4.2 Pre-requisites for grant of license

The basic requisites for the grant of license to use the Standard Mark to a manufacturer are:

a) The availability of manufacturing and processing equipment,

b) A test laboratory equipped to check quality characteristics of the product strictly in accordance with the test procedure detailed in the specification and should be manned by competent and qualified personnel

c) The conformance of the product and raw material to quality characteristics as given in the relevant Ghana Standard.

d) The applicant confirming acceptance to follow the scheme of testing and inspection (STI) and to pay the marking fee.

e) Documentation authenticating the premises of manufacture such as Certificates/ documentary evidence from Registrar-General's department indicating ownership of the premises by the applicant firm

5.4.3 It shall be ensured that the licenses are granted within a maximum period of sixty working days from the date of recording of the application.

5.4.4 The requisites detailed above are satisfied before a license is granted to the party. Any deviation from prerequisites requires prior sanction of Competent Authority who may, based on the merit of the case, permit relaxation in the in-house testing facilities.

5.5 Surveillance after the grant of license

5.5.1 After the grant of license, PCM carries out surprise periodic surveillance visits through technical auditors. During these surveillance visits technical auditors check that the manufacturer is following the prescribed STI and all relevant requirements. Sample(s) are also tested in the factory to ascertain whether the product conforms to the requirements of the relevant Ghana laboratories recognized by GSA to ensure that the products are in conformity with the relevant Ghana Standard.

5.5.2 In addition, samples are also drawn from open market for testing in recognized laboratories. It is ensured that the goods bearing Standard Mark conform to the relevant Ghana Standard, when manufactured and tested on continuous basis according to the relevant Scheme of Testing and Inspection

5.6 Operation of license

5.6.1 License is considered for renewal when the renewal application is received before the date of expiry, performance is satisfactory and all money due are cleared.

5.6.2 License not considered for renewal when the application is not received in time, received but performance is unsatisfactory and there exist no or little possibility of effecting an improvement

5.6.3 The license is cancelled when nonconformity of serious nature observed during inspection or independent testing. Any contravention of the licensing provisions or the STI considered serious in nature non settlement of complaints, not allowing technical auditor access during working hours for the purposes of inspection, using the Mark for types /varieties not included in the scope of the licence etc.

5.7 The scheme of testing and inspection (STI)

5.7.1 The STI document is a tool for in-process control in production for a given article /process. In order to ensure consistency in the evaluation of product conformity to specification, the licensee has to follow an agreed Scheme of Testing and Inspection (STI) while exercising self marking rights and maintain records of the test results.

5.7.2 When an applicant applying for Certification license is required to accept and implement after grant of license.

5.8 Certification marking fees

5.8.1 The Certification marking fee is levied to meet administrative and surveillance expenses incurred by GSA PCM for rendering the necessary services in relation to certification of product.

5.8.2 With a view to encourage certification activities in the small scale sector, and to reduce the burden on account of low volumes of production a lump sum concession is given to small scale industries. The applicant is required to give his acceptance of marking fees prior to the grant of license.

5.9. Obligation of licensees

a) Nominate responsible person(s) to deal with all matters concerning GSA PCM Certification to keep informed the firm's top Management and coordinate with GSA PCM inspection.

b) Pay minimum marking fee in advance. If it is not received in time, your license may be allowed to expire.

c) Supply one copy each of the up-to-date Bhutan Standard(s) and the Scheme of Testing and Inspection attached to the license to all concerned specially to the personnel of Quality Control Department.

d) Inform GSA immediately if there are any changes in the name of the organization, status, factory premises, management, process, design and brand names.

e) Apply for renewal (along with the license and fees) one month in advance of the expiry date of the validity period of your license.

f) Comply with all instructions of GSA immediately, especially when a license is under suspension or is cancelled /deferred/expired.

g) Get prior approval from GSA of the design, proportions and manner of applying the Standard Mark.

h) Apply Standard mark only on those varieties and batches/lots of production which conform to the relevant Bhutan Standard and for which firm holds a valid license.

i) Maintain records of inspection and testing indicated in the Scheme of Testing and Inspection (STI) attached to license.

j) Extend all possible co-operation to the GSA Technical Auditor coming for checking production line and records, testing in the factory premises and drawl of samples for independent testing.

k) Dispatch the sample(s) expeditiously to the Laboratory as instructed by the GSA Technical Auditor with advice to the concerned Office of GSA PCS.

Note – See Certification agreement for details

5.10 Privileges of licensees

The privileges enjoyed by GSA PCM licensees include:

Original License which can be demonstrated by licensees to any one concerned,

Use certification mark on letter heads, in advertisements, Brochures, compliments and for other promotional purposes.

ANNEX A

APPLICATION FORM FOR LICENSE TO USE GHANA STANDARDS CERTIFICATION MARK

To:
The Director General
Ghana Standards Authority
P. O. BOX MB 245.
Accra

Dear Sir,

I/We, (Name of the person or the organization in full) ----------
- have been engaged in the business in the address and I/We, are applying for issuance of a license for use of "Standard Mark" keeping in conformity of the commodities/ processes of Ghana Standards according to Ghana Standards (Certification Mark) Rules as described below:

Name of the firm	

Scale					
Large		**Sector**	Public		
Medium					
Small			Private		

Address	
Office	
Tel	
Fax	
Email	

Website		

	Address	
Factory		
Tel		
Fax		
Email		

Top management

Sl.No	Name	Designation

Technical management

Sl.No	Name	Designation

Contact persons (email and contact numbers)	Name	Contact number	Email Id

Details of Product for certification

Category		
Brand		
Grade /Type/Class		
Product standard		

Installed Capacity (per annum)	Units of production	Quantity	Value (Nu. / Rs.)

Legal Obligations if any	
Foreign collaboration if any	

Outsourced processes if any	

Details of laboratory

Equipment	Make	Purpose	Date of calibration	Next calibration date

The following additional documents are required to be submitted with the application:

a) Trade licence issued by the local authority
b) Premises licence (for food processing unit)
c) Trade mark registration issued by the Ministry of Economic Affairs
d) List of manufacturing equipment

e) List of testing equipment

f) Calibration certificates establishing adequacy of metrological capability of the test and measuring equipment

g) A flowchart indicating the sequence of production

h) Factory layout

i) Details of any quality management implemented

Declaration:
I/we hereby declare that the information furnished above is true and complete. I understand that any false or inaccurate information shall render my application invalid, or shall result in cancellation of Certification if it is already granted.

Signature: _____

Name: _____ Seal of Firm

Designation: _____

Date of Application: _____

Note: . ***The Application must be signed by the CEO of the firm or authorized representative in his absence***

ANNEX B

FORM FOR A PRODUCT CERTIFICATION SCHEME USING LIMTED REQUIREMENTS OF A QUALITY MANAGEMENT SYSTEM

1. Introduction

1.1 This is a suggestive certification body's scheme data form for an organization which requests certification under a scheme that has been developed to use the organization's testing laboratory for generating some test data required to indicate conformity with the applicable requirements. This is based on the requirements of ISO 9001.

1.2 The organization's quality management system requirements to be assessed by the certification body under this scheme are related to:

a) control of monitoring and measuring devices (ISO 9001:2008 clause7.6), and
b) monitoring and measurement of the product (ISO 9001:2008, clause 8.2.4).

1.3 The organization's quality management system assessment involves such items as:

a) the laboratory operational procedures or instructions,
b) limits of accuracy of all measuring and test equipment involved,
c) the environmental conditions under which the calibrations are performed,
d) the environmental conditions under which the testing is performed,
e) the methods of measurement and test,
f) the availability of appropriate measurement and testing devices,
g) the adequacy of energy supplies to perform the required testing,
h) the organization's equipment calibration programme, and
i) demonstration of the ability to conduct tests in accordance with specified requirements of the certification body.

1.4 During the selection function, the certification body may consider

a) confirming with the organization who their designated representative and deputy will be, for all dealings with the certification body;
b) evaluating the organization's knowledge of the applicable requirements and how this knowledge is to be continually maintained;
c) checking the competence of all personnel who test products, including their skills to perform tests in accordance with the requirements.

1.5 Information pertaining to all of the above items is sought from the prospective applicant to the certification scheme on the format given under 2 below

2. FORMAT FOR GATHERING INFORMATION ON QUALITY MANAGEMENT SYSTEM

2.1 Introduction and instructions

2.1.1 This form is intended to provide the certification body with information about:

a) the organization's quality management system for assuring that all the products which bear the certification body's mark are in conformity with the applicable requirements, and

b) the competence and responsibilities of the organization's staff responsible for implementing the scheme.

2.1.2 For each of the following questions, the certification body requires documentation to confirm the answer wherever appropriate. A copy of the documentation will be kept on file by the certification body.

2.1.3 This form is to be completed by the organization applying for certification. It should be returned to the certification body with supporting documentation along with application.

2.1.4 A form should be completed for each new or additional facility location.

2.1.5 The completed form, the documentation and the organization's quality assessment programme will be used as the basis of the assessment/inspection.

2.1.6 In order to retain certification under this scheme, the organization should inform tBSB PCS body promptly in writing of any changes in organization, personnel, information or other details reported in this form. GSA PCS's personnel will periodically review the information contained in this form during subsequent visits to the facility to determine and record any changes that may have occurred.

2.1.7 If there is not enough space on the form for the information requested, a note should be made in the appropriate space: e.g. "see appendix ... dated .....". The required material should be identified, dated and attached.

2.1.8 When completed, this form and its contents become confidential and will be handled with care by GSA PCS.

1 Location and responsible persons

Test or inspection facility (address in full):
a) Person in this facility with responsibility for handling matters related to assessing products under this scheme:
Name:
Position:
Location:
Telephone:
E-mail:
Fax:
This person should have the written authority to represent the organization, enforce the certification body's requirements and make necessary changes in production test facilities and procedures when required by the certification body's standards and related documents.
Does this authority exist? Yes No
To whom does this person report? (name and position)
b) Name of alternative person with the same responsibilities as under 1 a):
2 Production (or supply) facility
Name (in full):
Address (in full):
Person at production (or supply) facility with responsibility for product realization evaluated under this scheme:
Name:
Position:
Telephone:
E-mail:
Fax:

3 Quality management system
3.1 Has the organization implemented a quality management system in accordance with the requirements of ISO 9001 or an equivalent quality management system standard? Yes No Where applicable, specify the equivalent quality management system standard.
3.2 Is quality management system certified by an accredited certification body?Yes No
3.3 Does the scope of quality management system certification cover the production (or supply) processes in category of product for which product certification is requested? Yes No
3.4 Are all the sites in charge of production (or supply) of the product covered by the quality management system certificate(s)? Yes No If yes, please attach a copy of the current certificate(s) and, if available, a copy of the last audit report.
4 Personnel
Append the quality management system documentation that specifies the responsibility and authority of all personnel responsible for testing or inspecting products for conformity to requirements, and for writing product monitoring and measurement records.
Append the documentation of the required competence for these personnel and the records of their education, training, experience and skills.
5 Control of monitoring and measuring devices Criteria: The quality management system shall be effective in controlling the monitoring and measurement devices used to verify the conformity of the product, in accordance with either 7.6 of ISO 9001:2000, or an equivalent quality management system standard (which should be identified).
5.1 What measuring and test equipment is used to carry out tests? List with serial numbers and the measured quantity, as applicable, and provide accuracies for each item.
5.2 How frequently are measuring and test devices calibrated? List each item.
5.3 How is the calibration status of measuring and test equipment identified?
5.4 Which standard devices are used for calibration?

5.5 Are permanent calibration records maintained for each relevant measuring and test device? Yes No
5.6 Are written calibration procedures available? Yes No
5.7 Who assumes responsibility for issue?
5.8 Describe how the standard devices are traced to international or national standards.
6 Test procedures
6.1 Do documented procedures exist for all products tested? Yes No
6.2 Who assumes responsibility for issuance?
6.3 Are the procedures available to all test personnel? Yes No
6.4 Are the personnel competent to understand the procedure and to perform all required testing? Yes No List names of relevant personnel who are competent to conduct the tests.
6.5 Is there a documented procedure for control including the review and approval of test methods in accordance with changes in the relevant requirements? Yes No Provide details.
6.6 Are the records available of the results of test or inspection of product assessed under this scheme? Yes No If not, why not? Provide details.

Signature
Authorized Signatory