 <b>GHANA STANDARDS AUTHORITY</b>	<b>GHANA STANDARDS AUTHORITY PRODUCT CERTIFICATION SCHEME</b>	<b>PRODUCT CERTIFICATION GUIDELINES</b>
<b>DOC: GSA-PCM-GL7.2-03</b>	<b>ISSUE: 02.5</b>	<b>15 MARCH 2021</b>

## GUIDANCE FOR APPLICANT ENQUIRING ABOUT PRODUCT CERTIFICATION

1. The applicant picks the Application form from the Product Certification Secretariat or downloads it from [www.gsa.gov.gh](http://www.gsa.gov.gh) (CERTIFICATION DIRECTORATE) and purchases the relevant Standard(s) at the Ghana Standards Authority Library.

Standard(s):

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

*(See Appendix B for prices of standards).*

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).

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

**Table 1 Testing Fees**

No.	Product Class / Product	Number of Types	Testing Fee (GH¢)	Total Testing Fee (GH¢)
1				
2				
3				


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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/tools, 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/Tools, Contact surfaces, Processing area and General factory premises.
  - SOP for Handling Customer Complaints
  - SOP for Product Recall
  - Staff Training Plan
  - Health and Safety 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
  - Forms for product recall
  - Customer Complaint Record Forms
  - Staff Training Record Forms
10. Hazard Analysis and Critical Control Point (HACCP) System (*Food and Beverages only*), where applicable

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## APPENDIX B

### SCHEDULE OF FEES FOR APPLICANT

	ITEM/ SERVICE	FEE IN GHANA CEDIS
<b>1</b>	<b>Standards</b>	
	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
<b>2</b>	<b>product Certification</b>	
	Large Scale Manufacturers	600.00 – 2,000.00 processing fee 300.00 – 500.00 licensing fee per product 200.00 – 500.00 Inspection fee  ❖ plus Testing Fee
	Small scale Manufacturers	300.00 licensing fee per product 200.00- Inspection fee  ❖ plus Testing Fee
<b>3</b>	<b>Testing Fee</b>	Based on type of product and test parameters required by Product Standard

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## APPENDIX C

### APPLICATION DOCUMENTATION REQUIREMENTS FOR PRODUCT CERTIFICATION

- i. Completed application form
- ii. Signed certification agreement form (two copies)
- iii. Business registration license from the Registrar General's Department- copy (including the Certificate of Registration or Certificate of Incorporation, the business mandate and the particulars of the Directors).
- 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 (eg. organic certification, management systems)
- viii. A detailed description of the direction to the factory location

**Note 1:** Applicants are encouraged to submit application documents electronically, whilst visiting GSA offices in-person to make payments. The documents may be submitted to the email address: **product.certification@gsa.gov.gh**

**Note2:** Applicants in regions other than Greater Accra, should keep the email address of the Regional Office of GSA in copy. Email addresses of regional offices:

1. Upper West: **wa@gsa.gov.gh**
2. Upper East: **bolgatanga@gsa.gov.gh**
3. Northern, North East, Savannah Regions; **tamale@gsa.gov.gh**
4. Bono, Bono East, Ahafo Regions: **sunyani@gsa.gov.gh**
5. Ashanti Region: **kumasi@gsa.gov.gh**
6. Eastern Region: **koforidua@gsa.gov.gh**
7. Volta, Oti Regions: **ho@gsa.gov.gh**
8. Western, Western North Regions: **takoradi@gsa.gov.gh**
9. Central Region: **capecoast@gsa.gov.gh**

**Note 3:** Preferably, electronic documents should be in pdf format, and in a folder bearing the company name and date of submission.