

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/PC/F02	
		Effective Date: 01/03/2017	
Document Title: APPLICATION FORM FOR Q-MARK		Issue No: 03	Rev. 00

A. APPLICANT'S INFORMATION							
NAME AND ADDRESS OF APPLICANT							
Company Name							
Company Tax Identification Number (TIN)							
Business Registration				<i>Please attach Certificate of Registration of Business</i>			
COMPANY ADDRESS		Office Address			Factory/Manufacturing facility Address		
					<i>Name of production facility (if different)</i>		
District							
Physical address							
Postal address							
Email address							
Tel. contact(s)/fax							
Website							
Personnel Details		<i>More information in Annex 5</i>					
		Chief Executive			Quality Control In-charge		
Name							
Designation							
Mobile number							
Email address							
Number of Employees	Males		Females		Total		
Business Owner (Tick)	Male		Female		Disabled		
Age of Business owner	Below 25		25-35		Above 35		
Production capacity	Installed capacity			Actual capacity			
Annual Turnover				Value of Exports (USD) per year			
B: PRODUCT INFORMATION							
<i>Information on product intended for certification is deemed mandatory.</i> <i>The applicant is required to declare proof of ownership of the trademark /brand name or provide a letter of consent from the owner of the</i>	Product Name						
	Trademark/ Brand Name						
	Product Description						

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<i>trademark/ brand name.</i>		Product Standard	
FOR OFFICIAL USE ONLY			
Sector Code:		UNBS RECEIVED STAMP	
Lead Auditor Allocation:			

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C: TECHNICAL & ADDITIONAL INFORMATION			
Raw materials	List all components and/or raw materials used to assemble or manufacture the product – sample format in <i>Annex 1</i>		
Process flow & Description	Draw the process flow chart and identify the quality check points; provide a brief process description - sample format in <i>Annex 2</i>		
Quality control	Prepare a quality control check points schedule - sample format in <i>Annex 3</i>		
Test equipment	Prepare test and inspection equipment list and calibration/ verification schedule – sample format in <i>Annex 4</i>		
Additional information	• Company organization chart & names and qualifications of production & QC personnel <i>Annex 5</i> • Documented procedures describing how non-conforming purchased raw materials and finished products are identified, recorded and handled <i>Annex 6</i> • Documented procedure describing how customer complaints are recorded and handled <i>Annex 7</i> • Production flow/process layout <i>Annex 8</i> • Product analysis reports <i>Annex 9</i> • Product Labels and Markings <i>Annex 10</i>.		
D: DECLARATION AND UNDERTAKING			
In connection with this application, I/We: a) Undertake to ensure the product(s) manufactured and the manufacturing processes comply with the relevant standard(s) and the product certification requirements. b) Undertake to supply all information required by UNBS for the purpose of evaluation of the product(s) to be certified; c) Undertake to make samples of product(s) and materials available to UNBS for evaluation and testing; d) Agree to give the auditors reasonable access during normal working hours to the premises wherein the product(s) specified in the application is/are manufactured for the purpose of evaluating materials, production processes, finished product, quality assurance facilities, and records; e) Undertake to pay UNBS all costs of processing this application and maintenance of certification; f) Agree that UNBS may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of UNBS. The client shall be informed accordingly prior to release of any information. g) I/We also undertake not to involve UNBS, its directors, officers and authorized representatives in any legal proceeding on any disputes between us and other parties. h) Undertake to be bound by the UNBS Certification Agreement which I have read on www.unbs.go.ug I, hereby, declare that all information given in this application form is correct to my knowledge.			
<i>An authorized</i>	Signature		<i>Applicant's stamp</i>

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<i>representative of the applicant shall put his signature in this section</i>	Name		
	Designation		
	Date		

Note: This application is valid for a period of 3 months from the date of submission.

Please return form duly completed to:

Certification Department

Uganda National Bureau of Standards,
Bypass Link Bweyogerere Industrial Area & Business Park, Kyaliwajala Road,
Bweyogerere

P.O. Box 6329, Kampala, Uganda.

Tel. 041-7333250/1/2

Email: certification@unbs.go.ug

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Annex 1

Raw Materials

List of Components and/or Raw Materials Used to Assemble/ Manufacture the Product

- *All components or raw materials, including all additives and processing aids used to produce the product shall be listed here.*
- *All applicable information of the components or raw materials shall be provided in the relevant column below.*
- *Where the components or raw materials used are required to have specific approval from the relevant authorities, the certificate or letter of approval shall be attached*

Item	Brand	Manufacturer/ Supplier	Is material accompanied by a CoC/CoA/ MSDS
a). Main Ingredients (Raw Materials)			
b). Additives (flavours, colors, sweeteners, preservatives, etc)			
c). Processing Aids			

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Annex 2

Process Flow Chart

- *Draw main production process flow steps; identify all inspection, in-process testing & final product testing points;*
- *Provide also a brief description of the process –*

You can do this on separate sheet of paper

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Annex 3

Quality Control Checking Schedule

(All items that needs to undergo testing, verification or inspection shall be listed. They shall include the incoming components or raw materials, in-process or semi-finished product and finished product. Test, verification or inspection that are carried out on each item, the frequency of testing and the identification number of form used to record the test result shall be provided in the relevant column. All test requirements stipulated in the standard shall be covered in this QC plan regardless of at what stage of process they are to be carried out)

QC Inspecti on point	Items Inspected /Tested	Test /Inspection Parameters	Frequency	Internal Company Specifications	Form No.

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Organization Chart

(Please draw the organization chart for your organization clearly showing responsibility for Quality Control)

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Details of Technical Personnel Employed in Production and Quality Control

N o.	Name	Title/Position	Qualification	Other Training	Responsibilities
1.					
2.					
3.					
4.					
5.					