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<b>SCHEME OF TESTING AND INSPECTION</b>			

**SCHEME OF TESTING AND INSPECTION FOR THE MANUFACTURE OF**  
 \_\_\_\_\_ **ACCORDING TO US:** \_\_\_\_\_

**1. Laboratory Testing**

Laboratory testing shall be carried out for different tests given in the specifications in accordance with the methods given in the specifications. Where no internal laboratory exists, this should be carried out in Laboratories recognised by UNBS or UNBS laboratories.

**2. Test Records**

All records of inspection and tests shall be kept in suitable forms. Copies of any records or charts or any other documents that may be required by UNBS shall be made available at any time on request.

**3. Quality Control**


It is recommended that, as far as possible, statistical quality control (SQC) methods may be used for controlling the quality of the product during production as envisaged by the scheme. Efforts should also be made to gradually introduce a Quality Management System in accordance with ISO 9000:2001 QMS as appropriate to the activities of the organization.

**4. Levels of Control**

The tests as indicated in **Table 2** and at levels of control specified therein shall be carried out on the whole production of the factory covered by the scheme and appropriate records and charts maintained in accordance with clause 2.0 above. Only production that conforms to the relevant standards shall be released for sale.

**5. Calibration**

Periodic calibration of various testing and measuring equipment shall be carried out and records of such calibration kept. The calibration shall be carried out at a frequency shown in **Table 3** as approved by UNBS.

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### 6. Hygienic Conditions / House Keeping and Segregation

The products shall be manufactured, packed, stored and distributed under hygienic conditions. It is recommended that, as far as possible, written and effective Good Manufacturing Practices (GMPs) and HACCP plans are developed, implemented and properly maintained to ensure adequate and systematic controls to prevent contamination and ensure the production of safe food (see standards US 28 and 130).

### 7. Rejections

A separate record shall be maintained giving information relating to the rejection of the production not conforming to the requirements of the specification and the method of its disposal. Such material shall in no case be stored together with that conforming to the specification.

### 8. Samples


The manufacturer shall supply, free of charge, the samples required by UNBS for conducting of tests to determine conformity of the product to the specifications. UNBS shall pay for the samples taken by it from the open market.

### 9. Consumer Complaints

The manufacturer shall put in place a system to capture and address all complaints related to the quality of its products from its consumers. All records related to these complaints and how they have been addressed or corrective actions taken shall be kept in appropriate forms and shall be made available to UNBS auditors at any time when requested.

### NOTE:

- In respect of all other clauses of the specifications, the factory shall maintain appropriate controls and checks to ensure that the product conforms to the various requirements of the specification.


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**Other Information Required to be submitted with this Scheme of Testing and Inspection**

1. This scheme of Inspection and Testing must be submitted together with the *Process Flow Diagram or Chart* describing the steps of each process in the establishment, including all the sampling and inspection points.

**PROCESS FLOW DIAGRAM/CHART**  
*(Use a separate sheet of paper and attach)*

2. Details of main materials purchased, specifications used and major suppliers involved
3. Description of actions taken on rejected purchased materials and finished products
4. What existing storage facilities exist for in-coming materials and finished products?
5. Indicate external arrangement for testing if any
6. Records on level of defectives/non-conforming products found in past six month. If tests in accordance with the relevant standard(s) have already been carried out, attach copies of test reports if available.
7. Records on level of claims/complaints made by consumers in the past six month and give also as percentage of total output
8. Have independent tests been made on products against the standard? By whom? Please attach copies if available.
9. Details of personnel safety measures put in place.
10. Records of regular trainings carried for quality assurance personnel
11. Attach any work instruction on Quality Control issued to staff, if any.

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**Table 1: Details Of Technical Personnel Employed**

No.	Name	Title/Position	Qualification	Other Training	Responsibilities
1.					
2.					
3.					
4.					
5.					



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**Table 2: Test and Inspection Plan**

Product or Material or Process Step	Parameters	Sampling or Inspection Points	Test Method	Levels of Control		Acceptance Criteria	Responsibility	Remarks
				Size of Sample	Frequency			
<b>Raw Materials</b>								



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Product or Material or Process Step	Parameters	Sampling or Inspection Points	Test Method	Levels of Control		Acceptance Criteria	Responsibility	Remarks
				Size of Sample	Frequency			
<b>In-Process Products/ Process Parameters/ In-Process Measurements</b>								



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Product or Material or Process Step	Parameters	Sampling or Inspection Points	Test Method	Levels of Control		Acceptance Criteria	Responsibility	Remarks
				Size of Sample	Frequency			
<b>Finished Products</b>								



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**Table 3: List of Measuring and Testing Equipment and Calibration Program**

Name of Equipment	Type, Model & Capacity	Serial No.	Location	Date Calibrated	Calibrated by	Date Due for Re-Calibration	Remarks