



EXECUTIVE DIRECTOR'S FOREWORD

Dear Reader,

Welcome to the first edition of the Standards Bulletin for the new financial year 2022/23.

I must note that over the years, the demand for UNBS certification services has increased in the country given that today, over 4,500 products have valid product certification permits from over 2,000 enterprises and over 56 Companies have valid systems certification permits with 128 companies on the Systems Certification scheme. This increasing demand to have good quality products on the market cannot be overlooked and I appreciate the manufacturing community for the effort.

UNBS too has played its part! Our latest effort was to grant free certification to over 500 MSMEs, producing over 700 products across various sectors. This was made possible with support from the Private Sector Foundation of Uganda (PSFU) under the COVID-19 Economic Recovery and Resilience Response Program (CERRRP) funded by the MasterCard Foundation at the cost of USD 500,000.

UNBS also reduced the cost of doing business by decentralising its Food Safety Laboratory Testing Services to the Northern, Eastern and Western region to take services closer to the people and support other government programs of industrialisation and the Parish Development Model. The Laboratory Testing services are in addition to the already existing Legal Metrology, Certification and Market Surveillance services in the different regions. This means that all Enterprises in the East, West and North can complete their product certification process without coming to the UNBS Head offices in Kampala.

UNBS has reduced the cost of Product Certification, offers free training and advisory services to MSMEs, automated its services to serve you better, simplified standards into easy-to-use guidelines, translated these guidelines to local languages for easier comprehension at the grass roots, has adopted international standards, has harmonised standards with the East African Community and the African Continental Free Trade Area to promote Buy Uganda Build Uganda (BUBU) as well as open access to regional, continental and International Markets.

UNBS continues to support more enterprises to enrol for Product and Systems certification, most especially Micro, Small and Medium Enterprises (MSMEs) because of its enormous benefits as explained in this edition of the Standards Bulletin. However, as the demand and use of the UNBS Certification Marks increases, the misuse too is on the rise.

Did you know that it is criminal to use the UNBS Q mark on certified company's letter heads, the systems certification mark on certified products' packaging and the UNBS logo on the certified company's advertising material?

In this edition of the Standards Bulletin, we explore the difference between the three UNBS Marks; the UNBS logo, the UNBS Product Certification Mark (Quality Mark) and the Systems Certification Mark, how to acquire them, their use and misuse as well as the penalties for their misuse.

I hope that this edition of the Standards Bulletin, provides eye opening information that will contribute a great deal in improving the use of UNBS Certification Marks in all enterprises.

Have Great Reading!













WHAT YOU SHOULD **KNOW ABOUT THE UNBS CERTIFICATION MARKS**

The Uganda National Bureau of Standards (UNBS) undertakes several Conformity Assessment services to ensure that both local and imported products comply to relevant Uganda standards and key among the services is Product & System Certification.

Certification is the third party attestation that a commodity or a service has demonstrated fulfilment of set requirements.

Certification provides the assurance of conformity to the specifications of applicable standards.

UNBS grants permission to use the Certification Mark on certified commodities. Often times, the UNBS Certification Marks, most especially the Product certification mark are used interchangeably with the UNBS Logo. However, their appearance and role differ.



The Systems Certification Mark

The System Certification Mark is granted to organisations whose Quality Management Systems meet the relevant standards i.e. with this Systems Certification Mark, consumers and users of commodities and services are assured of their quality respectively.



The Product Certification Mark (Distinctive Mark / Q Mark)

The UNBS grants permission to use the Certification Mark above, on only certified commodities.

UNBS owns and has legal rights over its certification marks which are registered as trademarks to confer protection against unauthorised use.

The Use of the UNBS Certification Marks is only granted by the UNBS Executive Director, through a Certificate / permit following a certification decision.

The UNBS certification permits / certificates are valid for one (1) year for product certification and three (3) years for Systems certification. They are available electronically and are provided by the respective Heads of Division in user-friendly formats upon confirmation that the due process of certification has been completed. The reference to UNBS Certification in text and statements is equated to the use of a UNBS Certification Mark. An updated register of certified products and systems clients can be found on the UNBS website via www.unbs.go.ug.



The UNBS **Corporate Logo**

On the other hand, the UNBS Corporate Logo is for the exclusive use by UNBS and shall not be used to indicate a certification status by any organisation.













1. APPLICATION OF THE UNBS SYSTEMS CERTIFICATION **MARK**

UNBS operates a Systems and Services Certification Scheme, as one of the services for company's Management Systems structure to manage its processes and activities that transform inputs of resources into a product or service which meets the company's objectives while satisfying the customer's quality requirements, complying with regulations, meeting environmental and public health objectives.

UNBS is internationally accredited offer Systems certification and this implies that the Systems Certification Mark by UNBS is recognised internationally.



According to the Head of Management Systems Certification at UNBS, Ms. Mariam Nalwoga, it is important for companies to seek Management systems certification because it builds trust and assurance of quality, safety (of personnel, products and practices), Delivering on time, Management risks and opportunities, which gives assurance to the customer that the business is implementing internationally recognised standard requirements thus enhancing customer satisfaction.

Ms. Nalwoga adds that Management systems certification applies to all businesses, irrespective of sector, size, complexity, Geographical location etc. These may include the Education sector, Manufacturing organisations, Security Services, Logistics, Aviation Government MDAs, Hospitality industry, tourism sectors, hospital and health care service providers among others.

Important to note however, is that when a client's systems are certified by UNBS, the Systems Certification Mark SHOULD NOT be displayed on a product, product packaging or in any way that may be interpreted as denoting product conformity or product certification.

The organisation may use the Systems Certification Mark on advertising or promotional material or print wording on a vehicle or container packaging.

The use of the Systems Certification Mark on advertising / promotional material is subject to the company identifying the specific areas for which it is certified, and ensuring that the certification is not implied for non-certified activities or products.

Systems Certified clients are not allowed to apply UNBS Certification Marks on laboratory test certificates, calibration certificates or Inspection reports.

HOW TO ACQUIRE SYSTEMS CERTIFICATION

Nalwoga emphasises that organisation applies for systems certification, they need to be trained, they need to know their interests, acquire the respective standard, get training or consultancy services on how to understand and implement the standard, do a GAP analysis, align the documentation to the relevant standard, have an internal audit and a management review.

Once the client meets majority of the standard requirements, they can then apply for systems certification.













HOW TO APPLY FOR SYSTEMS CETIFICATION

- Visit the UNBS website at https://bit.ly/3DNjUbu and download the application form.
- Fill in the form and submit it to UNBS via email systemscertification@unbs.go.ug or certification@unbs.go.ug or physically at the UNBS Head Office in Bweyogerere, with the required documents.
- To know the cost of your certification, fill a preapplication form available on the UNBS Website via https://bit.ly/3fgBqvF
- Once the application is received by UNBS, a quotation is sent to the client.
- The client is required to make payments to the Uganda Revenue Authority Account through the bank.
- Once the proof of payment is sent to UNBS, a case officer is assigned to be the contact person of the certification client throughout the journey, audits are scheduled and undertaken.
- In case of any non-conformities found, the client is required to take corrective action. A file is then sent to an independent Certification Review Committee (CRC) to review the entire process and gives a recommendation to the UNBS Executive Director.
- The Executive Director reviews the CRC's recommendation and takes the decision to grant or defer certification.

As at 1st January 2023, UNBS has a list of



56

Valid certificates of different companies



certification scheme

2. APPLICATION OF THE UNBS PRODUCT CERTIFICATION MARK

UNBS operates a Product Quality Certification Scheme, as one of the services to the manufacturing sector. Under this scheme, UNBS certifies the quality of a product and grants the manufacturer a permit to affix the UNBS Quality Mark either on the product itself or on the packaging.

This mark gives an assurance to the customer that the product conforms to Uganda Standards and is of good quality.



According to the UNBS Manager of Certification Mr. Yasin Lemeriga, every one manufacturing a product is eligible to apply for product certification online. This certification is valid for one year, and we do send reminders to the local manufacturers when the certification is about to expire. This is to allow them time to prepare for renewal of certification.

UNBS certification is important because it demonstrates commitment by the local manufacturer to produce quality goods which leads to consumer confidence in their products thus increased market share.













Adhering to the distinctive mark scheme creates consistency and high performance, manufacturers to fulfil regulation and customer requirements, helps manufacturers to establish quality and production monitoring systems and the Distinctive mark is a tool for regional and international trade.

Key to note is that only UNBS certified products shall bear the UNBS Product Certification Mark. The Mark shall be displayed on the product and / or product packaging visibly, legibly indelibly and on a background that will not impede readability.

The Distinctive Mark may be enlarged or reduced to an appropriate size depending on the size of the commodity on which it is intended to be used, provided the visual integrity is maintained.

Where the physical size of the product does not permit direct application on the product or when the application is not appropriate for the type of product, the Product Certification Mark may be applied on the package or other accompanying information.

The Product Certification Mark shall be accompanied by the standard that the product is certified against. It (the Mark) can only be used on a proper product label that has been assessed and verified for conformance to applicable requirements.

Where the distinctive mark only relates to certain parts of a product, the company shall make every effort to ensure that there is no misunderstanding that the mark applies to the entire product.

The client whose products have been certified by UNBS, may additionally display the Distinctive Mark on advertising or promotional material, on a sign post that identifies client's premises or the client's business, on a vehicle or delivery van; on condition that it is clear from such display that the Distinctive Mark relates to only the subject of certification.

The UNBS Distinctive Mark SHALL NOT be used on company letter heads and stationery.

Where a customer of the certified organisation applies its own label including the Distinctive Mark to the product under agreement, the customer will have to independently seek certification for such products.

HOW TO ACQUIRE THE PRODUCT CERTIFICATION MARK

- To apply for product certification, manufacturers should have an email address, a Tax Identification number, Process flow chart, and the companies should be legally registered with Uganda Registration Services Bureau (URSB), to start with.
- The Manufacturers can then log onto the UNBS via https://cims.unbs.go.ug or physically walk to the UNBS Offices in Bweyogerere, Mbarara, Gulu, Mbale and Katwe Offices.
- Once the application is received, UNBS will send a quotation to the client to make payments to the Uganda Revenue Authority Account through the bank.
- After bank payments, the client uploads the bank receipt slip as proof of payment. UNBS will then proceed to conduct an initial audit and a surveillance audit.
- Once the client passes the audit stages, they will have to submit their product samples to UNBS for testing in the laboratories.
- When the product samples pass the Laboratory tests, the audit and testing reports are submitted to the Certification Review Committee (CRC) which reviews and approves the report and makes a recommendation to the Executive Director.
- The Executive Director then, takes a decision basing on the CRC's recommendation to issue the client a certification permit or defer it.

















As at 1st January 2023.

The list of certified products is available on the UNBS Website via https://unbs.go.ug/e-services/ certified-products/

GENERAL RULES FOR THE USE OF THE UNBS CERTIFICATION **MARKS**

A company is only allowed to claim certification and to use a UNBS certification Mark after they have obtained a permit / certificate duly signed by the Executive Director.

The UNBS Certification Mark MUST be used in its original design. The Mark may however be compressed or stretched (reduced or enlarged) proportionately provided the salient features remain readable.

The UNBS certification Mark MUST be used on a background that will not impede readability.

The UNBS Certification Mark MUST only be used in its normal horizontal orientation. It must not be rotated or distorted.

Clients are advised to provide samples of the proposed use of the Certification Marks, as applicable, on products, advertisement / promotional material for review to confirm whether they are in conformity with these guidelines before mass production.

The Certification Marks and/or reference to certification shall be used by the certified organisation only under the name of the legal entity that holds the certification.

Where certified clients are allowed to use the Certification Mark on letterheads, the Mark SHALL NOT appear more prominently than the clients' own logo or the name of the company.

The use of the UNBS Certification Marks and Certificates / permits is controlled through a legally enforceable Certification Agreement, CERT/F15.

The use of a UNBS Certification Mark is restricted to the scope of certification and within the period of validity of the certification as declared on the certificate / permit. Certified companies shall not claim or suggest any certification for non-certified activities or products or services in particular;

- A company that is certified for some of its activities may use the certification mark provided that no confusion arises about which part of the activities has been certified.
- Where a company has different sites (multi sites) the Certification Mark can only be used if all the key activities related to the results for which the Mark is used, were conducted at sites mentioned in the scope of certification.
- If a part of a group of organisations is certified, only that part of the group mentioned in the certification documents may use the certification mark. There shall be no lack of clarity at all about which part of the group has been certified. If a joint document is published with reference to certification by UNBS, it shall state the certified parts explicitly.
- Upon reduction of the scope of certification, the client shall amend all advertising material referring to its certification to properly reflect only the certified scope.
- Upon suspension, withdrawal and/or termination of its certification, the client shall discontinue its use of all advertising material that contains the Certification Mark and /or reference to certification.

















RULES FOR USE OF CERTITICATION PERMITS

- Any reference to certification MUST be done only after obtaining a valid certificate / permit from UNBS.
- All Product Certification Permits are issued electronically as e-permits through the Certification Information Management System (CIMS), while Systems Certificates are issued in hard copy.
- The use of the certificate / permit is restricted to the scope of certification and the period of validity of the certification.
- The certificate / permit is specific to the organisation or product/process to which they have been issued, and the client shall not transfer any right nor give permission to a third party to use them or the mark.
- The certificate / permit and all copies thereof remain at all times the property of UNBS and shall immediately be surrendered to UNBS upon suspension, withdrawal, scope reduction or termination of the certification, or if requested by UNBS.
- Subject to terms and conditions, the client may scan or copy the permit / certificate to publicise the fact that certification has been granted and use the certificate as evidence of certification.
- If the client provides copies of the certification documents to others, the permit / certificate shall be reproduced in their entirety. Any printed copies of e-permits may be certified by the Executive Director upon request.
- The certified client MUST not alter, modify, deface or destroy the certificate / permit.

- Where the client sub-contracts the manufacture of the product, including the placing of the mark on the product, to another organisation, the name of the manufacturer whose premises are audited shall be indicated on the certificate / permit.
- · The certified organisation shall claim that it is holding certification only in respect to the scope of certification.

APPLICABLE FEES FOR THE UNBS CERTIFICATION **MARKS / PERMITS**

The UNBS Marks and/or permits are got after going through the full certification process. Once the client is billed, they are required to make payments to the bank. No exchange of cash MUST happen between any UNBS Officer and a client.

The fees are as shown below;

1. PRODUCT CERTIFICATION

TYPE OF FEE	CATEGORY OF ENTERPRISES	AMOUNT	FEES BILLED	
Certification Fees	Micro and Small Enterprises	500,000/=		
	Medium and Large Enterprises	1,000,000/=		
	Enterprises manufacturing; - Bottled Water. - Alcoholic Beverages(Excluding Wine). - Carbonated and Non-Carbonated soft drink.	1,000,000/=	Per permit issued to a commodity / Product and per brand	
Laboratory testing fees	For 2 samples: Initial / renewal audit sample. Surveillance Sample	As billed by the UNBS laboratory or UNBS recognised laboratory	Per Product / Commodity to be tested.	

Note:

Micro and Small Enterprises Annual turnover is less than 100,000,000/=

Medium and Large Enterprises Annual Turnover exceeds 100,000,000/=.













2. BATCH CERTIFICATION

TYPE OF FEE	AMOUNT	FEES BILLED
Batch Certificate Fees	500,000/=	Batch Certificate
Laboratory testing fees	As billed by the UNBS laboratory or UNBS recognised laboratory	Fees vary depending on Laboratory and parameters to be tested.

3. PRE-MARKET APPROVAL FEES

TYPE OF FEE	ENTERPRISE	AMOUNT	FEES BILLED	
Audit and	SME	250,000/=	Letter valid for six (6) months, hence half the permit fees.	
Authorisation	Large	500,000/=		
Laboratory testing fees	As billed by the UNBS laboratory or UNBS recognised laboratory		Fees vary depending on Laboratory and parameters to be tested.	

4. SYSTEMS CERTIFICATION

TYPE OF FEE	Details	GMP	НАССР	QMS/EMS/ FSMS/ OH/SMS	LABORATORY RECOGNITION
Application Fees	Fee covers preliminary evaluation of the application & supporting documents	50,000/=	200,000/=	500,000/=	500,000/=
Pre-Audit Fees	Fee covers facilitation for the facility visit where a pre-certification evaluation is deemed necessary	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day
Audit Fees	Fee covers the Audit fee paid per day to cover effort and time for audit preparation, conducting of the audit and audit reporting.	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day
Certificate Fees	Fee covers the administrative costs in the preparation, issuance, and maintenance of the certificate.	1,500,000/= for 3 years	3,000,000/= for 3 years	4,000,000/= for 3 years	3,000,000/ for 3 years (150,000/= per additional scope)
Surveillance Audit Fees	Fee covers facilitation for the facility visit to assess continued compliance of facility system to certification requirements.	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day

MISUSE OF THE MARKS AND PENALTY

Misuse of the UNBS certification marks may take such forms;

- Misappropriation (incorrect or misleading use or wrong design) of the Mark by companies with valid certification.
- Unauthorised use of the Mark without any form of agreement e.g on non-certified products.
- Use of marks when the permits / certificates have expired or certification suspends, withdrawn or terminated
- Use of marks while not complying with the applicable certification requirements or in violation of the certification agreement to the

- extent that the integrity of the mark is jeopardised, e.g application on non-conforming products.
- Use of the UNBS Corporate logo instead of the UNBS certification Marks.
- Use of the Product Certification Mark (Distinctive Mark) when only granted systems certification or use of the systems certification mark when only granted the product certification.
- Use of UNBS Certification marks on test, calibration or inspection reports or certificates













In order to protect the integrity of the certification Marks, assist persons who may be misled by the misuse and to provide equity to competitive users of the marks, UNBS shall periodically verify the use of the Certification Marks through Market surveillance activities and on-site audits to ensure so far as realistic that misuse of Marks doesn't happen or appropriate action is taken when misuse happens.

During surveillance and recertification audits for systems certification, the auditors shall evaluate and report on the use of Marks.

When a report of misuse of a certification mark is received, UNBS shall have it recorded and investigated. When there is conclusive proof of misuse of the Mark, UNBS shall take the necessary steps to stop the misuse and to hold the responsible party (misuser) accountable for the consequences.

Misuse of the UNBS Certification Marks is punishable under the UNBS Act and Certification Regulations. UNBS shall take appropriate actions including;



PENALTY FOR MISUSE OF THE CERTIFICATION MARKS

Forging the UNBS Q-Mark/illegal use of Q-Mark is provided for under Section 17 (2) UNBS Act 2013 as amended. The culprit pays a penalty of 10 million shillings - 50 million shillings or imprisonment for 2-5 years or both.

Manufacturing or being found in possession of products with mandatory standards without UNBS Q-Mark amounts to a penalty of ten million shillings - 50 million shillings or imprisonment of 2-5 years or both.

Where there is misuse of the Certification Marks, then a non-conformity shall be raised against contractual obligations in the Certification Agreement CERT/F15 and make reference to this policy.

- Notify the misuser and request for appropriate corrective action to be taken e.g removal of mark from affected products or materials.
- The misuser may be required to conduct a recall of products in which case, they withdraw products from the users, the market place or distribution sites and return them to the factor or other acceptable location for corrective action.
- Suspension/withdrawal/termination of certification.
- Publication of transgression by notice to regulatory bodies and the general public.
- The UNBS Surveillance department may be notified to take the necessary action by removing the products from the market and/ or factory.
- LEGAL ACTION; The UNBS Legal Counsel may be notified to initiate legal action against the transgressors especially when the Mark has been used but not under contract or not in compliance with the contract, and no corrective action has been obtained.
- The steps taken will be determined by the nature of the misuse and its subsequent consequences and the level of cooperation of the transgressor.















BENEFITS OF UNBS CERTIFICATION MARKS

The UNBS Executive Director, Mr. David Livingstone Ebiru, urges Micro, Small and Medium Enterprises to certify their products and enjoy the numerous benefits that come with having the certification Mark.

"The certification marks build consumer confidence in your products. Once your products have the Q mark, they can be traded anywhere in Uganda, East Africa and on the African continent without quality disruptions because we have harmonised our standards. We are also harmonising with and adopting international standards so that products with the Q mark can be sold anywhere in the world without quality disruptions." Said Mr. David Livingstone Ebiru, the UNBS Executive Director.

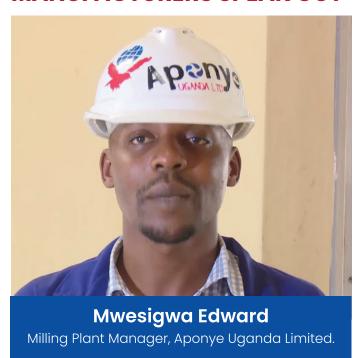
OTHER BENEFITS TO THE **MANUFACTURERS / TRADERS INCLUDE**

- Assurance that Product meets required standards thus safe for consumption.
- Consumer Confidence in your products and Demonstrates commitment to uphold industry best practices.
- Promotes Competitiveness of Uganda products thru increased Access to larger Markets; national, regional &International; Buy Uganda ,Build Uganda(BUBU), East African Community(EAC), and now the African Continental Free Trade Area (AFCTA), etc.
- **Ensures Business Continuity and increased** Standards of Living.

TO THE CONSUMERS

The marks ensure consumption of safe products.

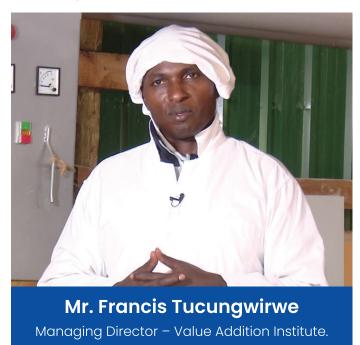
MANUFACTURERS SPEAK OUT



"The UNBS Certification has improved the quality of our maize flour drastically! We have attracted the corporate class market because they are sure

of the quality they are consuming, based on the UNBS Q mark. I advise SMEs not to be afraid of UNBS certification. It is achievable, It is workable."

Said Mwesigwa Edward, the Milling Plant Manager, Aponye Uganda Limited.



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"Previously people used to ask us whether our products are certified. When we got the UNBS Q Mark, we no longer answer questions of whether our products are safe. When the customers see the Q Mark, they are assured of safety. This Mark also increased our sales."

Said Mr. Francis Tucungwirwe, the Managing Director – Value Addition Institute.

Mr. Tucungwirwe also encouraged all MSMEs that want to grow their business to seek UNBS certification for their products.



Nanyunja Jessica

Chief Executive Officer of Harmony Nutri Foods Ltd

"UNBS used to find a problem with my products but with continuous working with them and improvements, my product gained popularity on the market in just one year." Said Nanyunja Jessica, the Chief Executive Officer of Harmony Nutri Foods Ltd, makers of Harmony Pot Water.

"Having acquired the UNBS Q mark, we've been able to supply big supermarkets in Kampala. The Q mark opens business doors, which are beyond Ugandan boundaries because the different countries have confidence that if Uganda has taken care of this product under their regulatory framework, then it's easy for consumWers across to consume the product without any health or food safety risk." Said Nanyunja Jessica, the Chief Executive Officer of Harmony Nutri Foods Ltd, makers of Harmony Pot Water.

Ms. Nanyunja added that getting UNBS certification is a learning process, you get to know your product

better, how to improve it, and how to improve your process flow.

The Uganda National Bureau of Standards is committed to implementing its mandate of developing, promoting and enforcing standards in protection of public health and safety, and the environment against dangerous and sub-standard products.

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ABOUT UNBS

A member of International Standardisation Organisation (ISO).

Associate member of the International Electrotechnical Commission.

National Enquiry Point forTechnical Barriers to Trade (TBT) and Sanitary and Phytosanitary (SPS) measures. Agreements of World Trade Organisation (WTO)and secretariat to the National TBT/SPS Committee.

Codex Alimentarius Commission Contact Point and Secretariate to the National Codex Committee.

International Accredited laboratories by South African National Accreditation System to offer ISO 90019 (Quality Management System) and ISO 22000 (Food Safety Management System).

A member of African Organisation for Standardisation (ARSO).

A member of International Organization of Legal Metrology (OIML).

A member of The International Bureau of Weights and Measures.

Coordinator for the East AfricanCommunity (EAC) SQMT activities.



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Our core values











Professionalism

Innovation

Integrity

Customer focus

Teamwork



Mission

To provide standards, measurements and conformity assessment services for improved quality of life.



Vision

A leading institution of international repute in provision of sustainable standardization services.













