

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/BAT/ID01	
		Effective Date: 01/04/2023	
Document Title: INFORMATION ON BATCH CERTIFICATION PROCESS		Issue No: 01	Rev. 01

PROCESS STEP	REMARK
1. Application Apply for batch certification by filling in the application form CERT/BAT/F01 and submit it via certification@unbs.go.ug	These forms can be obtained for the website via www.unbs.go.ug Client can also be supported by email on certification@unbs.go.ug
2. Application Review An officer is assigned to undertake the process of review for completeness and adequacy, and the client is informed of any concerns with the application (if any)	Any concerns with the application are resolved before proceeding
3. Payment The applicant is informed to make payment for the requisite fees to allow for physical assessment	Payments are made to URA via www.ura.go.ug
4. Inspection and sampling The assigned officers conduct a physical assessment of the batch under consideration and obtains a sample from the batch guided by the relevant standards	This involves verification of the information submitted by the applicant, and assessment for conformity towards conformity to applicable standards
5. Product Testing The batch samples obtained are submitted to UNBS laboratory for testing	Product testing may be done at UNBS or any UNBS recognised laboratory. Results of this sample shall be used for decision making to issue a batch certificate
6. Reporting Detailed findings are reported by the officer in a report including to demonstrated conformance of the batch inspected to the requirements of the applicable standards	The report indicates recommendation of the officer with justification whether to grant or deny certificate
7. Certificate issuance <ul style="list-style-type: none"> - If passing test reports are obtained for the samples picked, a certificate of conformity is issued upon payment of applicable fees. - The certificate issued is only valid for the batch assessed. 	The certificate shall be readily availed to staff of regulatory authorities of importing countries upon request