

STATUTORY INSTRUMENTS SUPPLEMENT

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S T A T U T O R Y I N S T R U M E N T S

2022 No. 108.

**THE UGANDA NATIONAL BUREAU OF STANDARDS
(CERTIFICATION) (AMENDMENT) REGULATIONS, 2022**

ARRANGEMENT OF REGULATIONS

Regulation

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3. Amendment of regulation 4 of principal Regulations
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6. Amendment of regulation 8 of principal Regulations
7. Amendment of regulation 11 of principal Regulations
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9. Amendment of regulation 16 of principal Regulations
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11. Insertion of regulation 23A in principal Regulations
12. Amendment of Schedule 2 to principal Regulations
13. Amendment of Schedule 3 to principal Regulations

STATUTORY INSTRUMENTS

2022 No. 108.

The Uganda National Bureau of Standards (Certification) (Amendment) Regulations, 2022

*(Under sections 16, 18 and 43 of the Uganda National Bureau of
Standards Act, Cap. 327)*

IN EXERCISE of the powers conferred upon the Minister responsible for commerce by section 43 of the Uganda National Bureau of Standards Act, and in consultation with the National Standards Council, these Regulations are made this 20th day of September, 2022.

1. Title

These Regulations may be cited as the Uganda National Bureau of Standards (Certification) (Amendment) Regulations, 2022.

2. Amendment of S.I. No. 68 of 2021

The Uganda National Bureau of Standards (Certification) Regulations, 2021 in these Regulations referred to as the principal Regulations are amended in regulation 3 by substituting for the definition of “digital conformity mark” the following—

“digital conformity mark” means the distinctive mark in device-readable or app-readable mark or code affixed or imprinted on a unit of a commodity of the category specified in Part II of Schedule 3 to these Regulations, embedding conformity-related data pertaining to the unit of the commodity on which it is affixed or imprinted;.

3. Amendment of regulation 4 of principal Regulations

Regulation 4 of the principal Regulations is amended in subregulation (4) by substituting for the words “a company” the words “a person”.

4. Amendment of regulation 5 of principal Regulations

Regulation 5 of the principal Regulations are amended in subregulation (2) by inserting immediately after the words “set out in”, the words “Part II”.

5. Amendment of regulation 6 of principal Regulations

Regulation 6 of the principal Regulations is amended by deleting the words “in respect of two samples for each commodity”.

6. Amendment of regulation 8 of principal Regulations

The principal Regulations are amended by substituting for regulation 8 the following—

“8. Onsite and recommendation report

The audit team shall, on completion of the audit, prepare and submit to the director an onsite and recommendation report of the applicant in the format specified in Form 2 set out in Schedule 2 to these Regulations.”

7. Amendment of regulation 11 of principal Regulations

Regulation 11 of the principal Regulations is amended in subregulation (1) by inserting immediately after paragraph (b), the following—

“(c) where the permit holder has demonstrated conformance to the requirements within the certification year as verified through surveillance audits or sampling and testing.”

8. Amendment of regulation 12 of principal Regulations

Regulation 12 of the principal Regulations is amended by substituting for subregulation (4) the following—

“(4) The cost of any other expense incurred in connection with the commodity evaluation shall be borne by the applicant.”

9. Amendment of regulation 16 of principal Regulations

Regulation 16 of the principal Regulations is amended in subregulation (1)—

(a) by substituting for paragraph (a) the following—

“(a) the commodity in respect of which an application has been made does not conform to the product standard specifications, other relevant standards and normative references;”;

(b) by substituting for paragraph (b) the following—

“(b) other certification requirements have not been complied with; or”.

10. Amendment of regulation 23 of principal Regulations

Regulation 23 of the principal Regulations is amended by inserting immediately after subregulation (3) the following—

“(4) For the categories of commodities under Part I of Schedule 3 to these Regulations, the certification mark set out in Schedule 4 to these Regulations shall be printed on the label or affixed on the commodity in a visible, legible, and indelible manner.

(5) For the categories of commodities under Part II of Schedule 3 to these Regulations, the commodities shall be so marked in a visible place, as appropriate for the type of product or package, by placement of the digital conformity mark, before the commodity is placed on the market.

(6) For avoidance of doubt, the application of the digital conformity mark is for the purpose of enabling the authentication, tracking and tracing of commodities.”

11. Insertion of regulation 23A in principal Regulations

The principal Regulations are amended by inserting immediately after regulation 23 the following—

“23A.Commodities to bear digital conformity mark

(1) No person shall import, distribute, manufacture, sell or have in his or her possession or control for sale or distribution, any commodity for which a compulsory standard specification has been declared unless the commodity conforms to the compulsory standard specification.

(2) No person shall distribute, sale or control for distribution or sale, any locally manufactured commodity for which a compulsory standard specification has been declared and which is specified in Part II of Schedule 3 to these Regulations, unless the commodity bears the digital conformity mark.”

12. Amendment of Schedule 2 to principal Regulations


The principal Regulations are amended in Schedule 2 by substituting for Forms 1, 2 and 3 the following—

“SCHEDULE 2

Regulations 4(2)

FORMS

FORM 1

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/PC/F02	
		Effective Date:	
Document Title: APPLICATION FOR UNBS CERTIFICATION MARK		Issue No:	Rev.

PART 1: APPLICATION FORM FOR PERMIT TO USE THE UNBS CERTIFICATION MARK	
To be completed by all certification applicants for grant, renewal or scope extension	
1. APPLICANT’S INFORMATION	
Organisation name	
Tax Identification Number (TIN)	
Business / Organization Registration	<i>Please attach Certificate of Registration of Business / Organization</i>

ORGANISATION ADDRESS	Office Address	Manufacturing facility / Physical address (<i>if different</i>)			
District					
Postal address					
Email address					
Tel. contact(s)					
Personnel details					
	Chief Executive	Quality Control In-charge			
Name					
Designation/Title					
Mobile number					
Email address					
Number of employees	Male		Female		Total
Business owner (<i>Tick</i>)	Male		Female		Disabled?
Age of business owner	B e l o w 25		25-35		Above 35
Production information	Installed production capacity:	Actual production capacity:			
Estimated annual production	No. of Units:	Production quantity (volume / weight):			
	Stock Keeping Unit (SKU):				
Annual turnover:					Value of Exports (USD) per year:
2: PRODUCT INFORMATION					
<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 trademark/ brand name.</i>	Product Standard				
	Product Name				
	Brand Name (s)				
	Estimated annual production (to be declared per product / brand)				
3: LIST OF RAW MATERIALS (List of all Raw Materials or Ingredients Used)					
#	Name of raw material or ingredient		Where do you buy the raw material from?		

4: QUALITY CONTROL CHECKS (List the quality checks you carry out in the table below – <i>from raw material reception to finished product dispatch</i>)			
#	Material or stage of Checking	What do you check?	Quality check / inspection record?
5: Application Attachments			
#	Attachment		Remarks
	Process flow chart and process description		List or draw the main <u>production process steps</u> and provide a brief <u>production process description</u>
	Product labels or markings		Attach current labels in use/artwork for each commodity
	Most recent product test reports (Within last one year)		Attach test reports from UNBS or UNBS recognised laboratory
I hereby declare that all information given in this application form is correct to my knowledge.			
<i>A u t h o r i s e d r e p r e s e n t a t i v e o f t h e a p p l i c a n t</i>	Signature		
	Name		
	Designation		
	Date		
FOR OFFICIAL USE ONLY			
Sector:			UNBS RECEIVED NOTIFICATION
Case Officer Allocation			

RECEIVED APPLICATION NOTIFICATION:

Please note that this application for product certification is valid for 9 months after which time (if certification has not been granted), the application shall be disabled.

The application shall also be disabled:

1. If it remains redundant for a period of 3 months;
2. If no payment is received (paid PRNs in the system) within 3 months;
3. In case of deferral of certification, the application shall only be valid for an additional 3 months to allow for resolution of any outstanding issues.
4. The client may apply to have the application disabled with justification through email on certification@unbs.go.ug

Once disabled, the client is advised to re-apply for certification and pay the applicable fees accordingly

Correspondences regarding this application can be channelled through: certification@unbs.go.ug



UGANDA NATIONAL BUREAU OF
STANDARDS
CERTIFICATION SCHEME

Document No: CERT/PC/F02

Effective Date:

Document Title: APPLICATION FOR UNBS
CERTIFICATION MARK

Issue No:

Rev.

PART 2: APPLICATION FORM FOR UNBS CERTIFICATION MARK

To be completed by an applicant with a valid certification permit that requires digital conformity marks

1. APPLICANT'S INFORMATION

Email address	
Permit number	
Organisation name	
Tax Identification Number (TIN)	
Office address	
Manufacturing facility / Physical address (if different)	Address: Select Site:


2. DIGITAL CONFORMITY MARKS ORDER INFORMATION

Permit Number	
Permit status (Validity & Expiry Date)	
Certified product	
Brand	
Standard	
Product category	
Type of order	Initial/additional digital conformity marks order
No. of digital conformity marks	
Credit (UGX)	
Total amount (UGX)	
Stock Keeping Unit (SKU)	Select SKU or Create SKU:
Production quantity (volume / weight)	
Packaging units	
Packaging type	
SKU Image	
Barcode	

Market type	Domestic:
Reference	Available for export:
Comments	
Desired delivery date	
Recipient data	Name: Surname: NIN / Passport Number:
3. ACTIVATION AND DECLARATION OF USAGE OF DIGITAL CONFORMITY MARKS	
Permit Number	
Site	
Used SKU	
Packaging unit	
Lot / Batch number	
Product date coding	1. Date of manufacture: 2. Best before / expiry / sell by date (select applicable)
Digital conformity marks to activate	1. All unused marks 2. Selected range
Application date	
Operator	

FORM 2


Regulation 8

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No:	
		Effective Date:	
<i>Document Title:</i> ON-SITE AND RECOMMENDATION REPORT		Issue No:	Rev.

Date of visit		Permit No.	Application No.
Organisation name & physical address			PC/.....
Auditors			
Nature of assessment			
Commodity / Product			
<i>Previous corrective actions where applicable</i>			
Cleared / Not cleared? Comments			
<i>Outcome of the audit</i>			
<i>Audit Findings</i>			
No. of major non-conformances		No. of minor non-conformances	
Recommendation			
Sign / Initial		Sign / Initial	
Lead auditor		Management representative	

FORM 3

Regulations 10(3)

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: Effective Date: Issue No: Rev.
Document Title: EVALUATION / AUDIT REPORT FOR PRODUCT CERTIFICATION		
1	General Information	Date of Assessment:
1.1	Applicant's name	Application No. PC/.....
1.2	Applicant's address	
1.3	Persons met	<i>(Attach attendance list CERT/F06)</i>
1.4	Audit team	Lead Auditor: Auditor(s):
1.5	Name of product(s) and brand(s)	
1.6	Standard number and title	
1.7	Confirm whether the organisation has copy of relevant standard(s)	
1.8	Is product same as that declared in the application?	
1.9	Is production facility the same as that declared in the application?	
	Audit objectives	
	For scope extension and automatic renewals (Scheme B), provide justification	

		Y	N	Findings – Provide evidence of conformity or non-conformity
	Verification of purchased inputs/raw materials			
	Are the raw materials the same as those declared in the application? If not, write additional raw materials and/or additives not declared in the application.			
	Are the raw materials confirmed the same as those declared on the product label (as applicable)?			
	What records are maintained for incoming raw materials? <i>(As a minimum, the list of raw materials, source and quantities)</i>			
	Is the storage of raw materials suitable and adequate?			
1				
2	Production and manufacturing process control			
3				
	Was the commodity in production on the day of the audit?			
	Briefly outline the key production process steps			
	Outline the production process controls <i>(steps where monitoring is done, what is checked and the limits)</i>			
	What records are maintained for the production process controls?			
4	Measuring equipment and testing facilities			
4	What measuring and testing equipment is being used?			
	Is test and measuring equipment used calibrated or verified?			
	Product assessment			<i>Fill out product and/or process checklist(s) and attach</i>

	Specify the key parameters being tested for the finished product				
	What records are kept in relation to finished product assessment?				
	Specify whether the test results from in-house analysis of product conform to national standards				
	<i>Summarise results within past one year in table Attach copies of Test certificates</i>				
	Are non-conforming products clearly identified and segregated?				
	Specify how the non-conforming products are handled?				
	Is the finished products storage suitable and adequate?				
	Product presentation				
	<i>Product Packaging</i>				
	Describe the nature of packaging				
	Is product packaging appropriate for the intended use e.g. food grade material for food products, and proper storage and handling?				
	Are the quantities declared that same as those verified on-site?				
	<i>Marking and Labeling</i>				
	Do the product labels and marks comply with requirements of relevant standards? <i>(Attach filled labeling checklist) If non-conforming, verify stock and specify quantity</i>				
5	Production facilities and GMPs				
6					

	<p>Housekeeping</p> <p>Are the floors, walls and ceiling maintained clean? What cleaning chemicals are used for cleaning the premises?</p> <p>Is the equipment suitable and maintained clean? What cleaning chemicals are used for cleaning the equipment?</p> <p>Is there an established routine for cleaning both the equipment and premises?</p>			
	<p>Personnel Hygiene</p> <p>Are valid medical certificates maintained for personnel accessing production line? (where applicable)</p> <p>Are personnel routinely inspected for personal hygiene?</p> <p>Is appropriate protective wear provided and being used?</p> <p>Are toilets facilities provided and maintained clean?</p> <p>Are hand washing facilities provided?</p>			
	<p>Pest prevention and control</p> <p>Specify how pest prevention and control is handled.</p>			
	<p>Waste and waste disposal</p> <p>Specify how solid and liquid waste management is done.</p>			

8. **Summary of Independent Test results**

<Provide a summary of results within the certification cycle>

Product and brand name	Submission date	Certificate number	Pass/Fail	Testing lab

Were samples obtained for independent testing?

Indicate sample numbers. Specify samples that were not picked, reason and follow up actions.

9. Non-Conformances Raised (where applicable)

Confirm whether non-conformances arising out of the previous audit were satisfactorily closed

<Specify number of Non-conformances raised, complete the table below and attach the CAR forms>

Nonconformity	Corrective action	Adequacy of the corrective actions

10. Audit Conclusion

11. Recommendation

Is product(s) recommended for certification? If no, specify reasons

12. Authentication:

Audit Team	Name	Signature / Initial
Lead Auditor		
Auditor		

13. Amendment of Schedule 3 to principal Regulations

The principal Regulations are amended in Part II of Schedule 3 by substituting for the words “Shs. 18 per unit of commodity”, the words “Shs. 21 per unit of commodity”.

HON. FRANCIS MWEBESA,
*Minister of Trade, Industries
and Cooperatives.*

