



TANZANIA BUREAU OF STANDARDS
STANDARDS MARK LICENCE AND TESTED PRODUCT CERTIFICATE
CERTIFICATION SCHEME PROCEDURE

0 INTRODUCTION

The Product Certification Section is part of Tanzania Bureau of Standards under Directorate of Quality Management. TBS was established under the Act of Parliament No. 3 of 1975 and was re-established by the Standards Act No. 2 of 2009 and amended on 2019. Product Certification activities are conducted under the Authority of section 6(2) (f) of this Act

1. PROCEDURES FOR APPLICATION FOR PRODUCT CERTIFICATION

- 1.1** Prior to application for certification, there must be a promulgated Tanzania standard which forms the basis for certification.
- 1.2** Initial application for certification shall be made by the applicant to the Director General of the Bureau on the appropriate application form (Annex A.).
- 1.3** This application shall be accompanied by application form and initial factory evaluation fees in respect of each application made. Inspection fees depend on the location of the production premises.
- 1.4** Following receipt and registration of the application the Head of Product Certification Section will arrange for initial factory evaluation of the factory. This is the initial factory evaluation prior to grant of the licence. The Head of Product Certification/Head of Zone may send a factory questionnaire which has to be returned to TBS prior to the inspection visit to collect relevant information about the factory. The aim of the factory questionnaire is to give the inspectors an idea of what the factory is like and how best the factory can be advised in terms of quality control procedures.
- 1.5** During the preliminary (initial factory evaluation) inspection, the inspector shall complete the “initial Factory Evaluation Report”.

The inspector shall also collect samples of the product for purposes of testing their conformity to the relevant Tanzania Standard. The Initial Factory Evaluation Report together with the test results on samples collected by the inspector shall be submitted to the Head of Product Certification section/Head of respective Zone.

2.0 GRANT OF LICENCE

- 2.1** Having regards to such submissions, the Director General will decide on the grant of the certification license or tested product certificate. If the standards mark license or tested product certificate is to be granted then the Head of Product Certification/Head of Zone will notify the concerned and specifically will notify the applicant that the license or tested product certificate will be granted to him on payment of the relevant certification fees, and/or on his meeting such conditions as the Director may impose.
- 2.2** The grant of the standards mark license or tested product certificate is accompanied by documents prescribing in detail the Scheme of Inspection and Testing (SIT) which the licensee has to follow during the operational period of the license. The standards mark license shall be signed by the Director General of Bureau and shall bear the seal of the Bureau. The license or tested product certificate shall be counter signed by the factory's authorized representative and shall indicate the date of expiry and brands covered.

The factory's authorized representative shall also initial each printed page of the SIT.

3. PROCEDURES FOR OPERATING THE 'tbs' MARK LICENCE OR TESTED PRODUCT CERTIFICATE

Following the grant of Certification mark licence or tested product certificate, TBS inspectors shall maintain surveillance inspections of the licenced or certified company.

Such inspections will, in general be without prior notice to the factory. Routine surveillance inspections will normally be carried out at least twice a year.

- 3.2** The Product Certification Section is charged with the duty of satisfying the Director General of the Bureau that the certified company is following the SIT as agreed. To this end it is essential that the Head of the Product Certification/Head of Zone shall furnish the Director of Quality Management with:

- a) Copies of all Surveillance Inspection Reports (IR) duly completed and signed by Bureau's inspector and the company's representative who was present at the time of inspection.

The IR shall be reviewed and counter signed by the Head of Product Certification/Head of Zone who has to hand them over to the Director of Quality Management for further scrutiny before submitting them to the Director General.

- b) Copies of all test reports for the certified products.

- 3.3** Certified and marked samples shall be collected regularly both from the factory premises and from the open market for audit testing to requirements of the relevant standard. The frequency of collecting the samples depends on the product and the reputation of the licenced company in terms of the QC organization and procedures.

4. SUSPENSION OR REVOKING OF THE CERTIFICATION LICENCE OR TESTEDPRODUCT CERTIFICATE

- 4.1** If, as a result of tests, inspections or other relevant reason. It becomes necessary to withdraw the licence or tested product certificate the authority for the withdrawing of certification licence lies with the Director General, on recommendation of the Certification officers, and on consideration of relevant reports.
- 4.2** The licence may either be suspended or cancelled (revoked) as above, if the licensee breaches the rules of the SIT and regulations thereof.
 - 4.2.1** In the case of cancellation, the manufacturer will be required that all products in course of manufacture, or under the manufacture's control must be so treated as to remove all references there're on to the 'tbs' mark and that all other references to TBS certification (e.g. on advertising material) must be similarly removed. If the company wants to regain certification it must re-apply as a new applicant and undergo preliminary inspection etc.
 - 4.2.2.** In case of suspension, the use of the 'tbs' mark must cease immediately, until the suspension is lifted when any conditions attached to the suspension are met. Although re-inspection is usually one of the conditions, the company is no required to reapply as a new applicant.
- 4.3** Circumstances which may lead to revocation or suspension of the licence are generally defined as follows: -

- a) the commodities marked with the standards mark under a licence do not in fact comply with the relevant standards;
- b) the holder of a licence has used the standards mark in relation to a process which does not comply with the relevant standard;
- c) the holder of a licence has, without reasonable excuse, failed or refused to provide reasonable facilities to any inspector to enable him conduct his inspection duties.
- d) the holder of the licence has, without the permission of the Bureau and without reasonable excuse, failed or refused to comply with any of the conditions, or terms to which the licence was made subject;
- e) the holder of the licence knowingly made a false statement or a statement which he did not believe to be true in his application or at any inquiry of inspection prior to the grant of the licence;
- f) the holder of the licence no longer meets all or a majority of the conditions pre-requisite to which the licence was granted.
- g) the holder of the licence has been convicted of an offence under the Act or these Regulations involving the disregard of standards prescribed in connection with the commodities which he produces under the authority of the licence;
- h) the holder of the licence has been guilty of fraud or dishonesty in his business in relation to matters concerning the maintenance of standards.

4.4 If in the course of operating the certification scheme and during the inspection routines, the inspector notes minor variations/problems that do not significantly affect product quality, he may render assistance in the way of advice, to enable the manufacturer to correct the discrepancies so as to avoid sanctions.

However, even if the faults are minor, and even if they are all totally corrected at the same time, the fact of their existence must be reported on the IR as a Discrepancy/Variation report countersigned by the manufacturer's representative.

4.5 The licensee must notify TBS immediately of any problems occurring in the course of operating the licence. This includes lack of laboratory chemicals and equipment which may lead to temporary suspension of meeting SIT at the factory.

5. SCHEDULE OF FEES

- 1. Initial inspection fees ———-Varies depending on Factory Location.
 - It is TZS 100,000/= for Dar es Salaam and regions where TBS

zonal offices are available based
factories.

2. Testing fees – Varies depending on product.
3. Market surveillance fees – Varies depending on products and location of factory.
4. Licence renewal fees – It is annual certification fees.