

Certification Brochure

UNBS in Brief

Uganda National Bureau of Standards (UNBS) is a statutory organization under the Ministry of Trade, Industry and cooperatives established under UNBS Act of 1983 Cap 327 of the Laws of Uganda and it became operational in 1989.

UNBS is mandated to develop and promote Standards, Quality Assurance, Metrology and Testing (SQMT).this Mandate is both *Regulatory* – enforcement of standards to protect consumers and ensure fairness in trade and *Promotional* for competitiveness of the industry as well as Trade facilitation.

What is Certification?

It is the name given to the processes that are used to demonstrate that a product (tangible) or a service or a management system or organisation meets specified requirements.

- These requirements are contained in national, regional and/or international standards and guides;
- The processes that need to be followed to be able to demonstrate that they meet the requirements are also contained in national, regional and/or international standards and guides.

UNBS operates two schemes, the Product Quality Certification Scheme which has two marks: the Quality Mark (Q-Mark) and the Standards Mark (S-Mark); and the System Certification Scheme. The Systems Certification scheme is explained below.

UNBS SYSTEMS CERTIFICATION SCHEME

The activity of Systems Certification, provided for by the Uganda National Bureau of Standards (Certification), *Regulation, 1995*, is undertaken by UNBS to promote and improve the competitiveness of the local industry and align them with internationally recognised best management practices. The systems that UNBS carries out certification include, but are not limited to:

a) ISO 9001:2008 -Quality Management Systems (QMS)

An organization conforming to this standard will have a structured management system which helps it to consistently meet customer and regulatory requirements and achieve continual improvement of its processes

b) ISO 22000:2005 -Food Safety Management Systems (FSMS)

This standard will enable your organization to identify, assess and control food safety hazards that are reasonably expected to occur within your production process in order to ensure that food is safe at the time of human consumption.

c) US 130:1999 -Hazard Analysis and Critical Control Points (HACCP)

HACCP is a scientific, rational and systematic approach for the identification, assessment and control of hazards in order to ensure that food is safe for human consumption. Implementation of HACCP requires an organisation to put in place pre-requisite programs like Good Manufacturing Practices (GMP) and Good Hygienic Practices (GHP).

d) ISO 14001:2004 -Environmental Management Systems (EMS)

ISO 14001 is an internationally recognized standard for the establishment of an organization's environmental management system. The standard requires the organization to systematically identify and manage the environmental aspects and impacts resulting from its activities, products and/or services.

e) OHSAS 18001:2007 -Occupational Health and Safety (OHSAS)

The standard enables applicants put in place measures that will ensure compliance to the local Laws including the Occupational Health and Safety Act, Public Health Act, Workman's Compensation and the recently repealed Factories Act. The standard focuses on safety at work, fitness of employees for work, responsibilities of both employer and employee on property among others.

BENEFITS OF MANAGEMENT SYSTEM IMPLEMENTATION

Implementing and maintaining a Management System by your organisation will bring about a number of attributes:

- Improved work performance by implementing a simple but comprehensive set of procedures that enable consistency of work practices.
- Reduction of costs, shorter cycle times through effective and efficient utilization of resources.
- Customer focused management leading to customer satisfaction thus creating customer loyalty

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- Implementing internationally approved management practices will facilitate faster movement of your goods and services across borders thus facilitating trade both nationally and internationally
- Increased revenue and market share obtained through customer loyalty or trust and repeat business , thus increased profits
- Flexibility and quick responses to changing market or customer needs and expectations.

HOW TO OBTAIN CERTIFICATION TO YOUR MANAGEMENT SYSTEM FROM UNBS

To achieve the benefits of certification an organisation should complete the following two major phases:

- Undertake a comprehensive training in the requirements and implementation of the relevant ISO standard. UNBS has designed an easy and comprehensive **9-step protocol** to enable your organisation achieve ISO certification. UNBS will work with your organisation through each step to enable you achieve best results.
- Apply for certification from UNBS after achieving the **9-step protocol**.

Please find attached a table showing the simplified steps through which your organisation can obtain certification from UNBS and a flow chart of the process upon your application for certification

Step	Activity
(1) TOP MANAGEMENT AWARENESS TRAINING	Training for top Management and Senior Management Staff to create ownership to the whole process
(2) INITIAL TRAINING	Training for middle Management and technical staff and covers: <ul style="list-style-type: none"> ✓ Requirements of the standard ✓ Development of necessary documents
(3) DOCUMENTATION	This stage entails the actual development of documents essential to the Quality Management System. These are: <ul style="list-style-type: none"> • Quality manual • Procedures • Work Instructions
(4) INTERNAL QUALITY AUDIT TRAINING	This follow-up training is for the purpose of having personnel qualify in internal quality system audit to make the implementation and monitoring of the system easy.
(5) IMPLEMENTATION	The organisation will start practicing what has been documented
(6) APPLICATION FOR CERTIFICATION & PRE- AUDIT	The organization obtains application forms from the UNBS Certification office or the UNBS website www.unbs.go.ug The organization forwards the application documents together with a

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	<p>receipt of the required document review fees to the Certification Division.</p> <p>UNBS reviews the submitted documents for adequacy, prepares a document review report and forwards this to the client for action prior to the physical assessment/audit.</p>
(7) AUDIT	A detailed assessment of the Quality System known as the Implementation Audit is performed.
(8) CORRECTIVE ACTION	During the assessment, non-compliance may be found within the Quality system. Corrective Action Request (CARs) raised shall be cleared within a month.
(9) REGISTRATION/ CERTIFICATION	<p>Upon payment of Certification fees, license for the applied for system is granted. The licence is valid for 1 year for HACCP and 3 years for other Management Systems.</p> <p>Annual Surveillance is carried out during the 3 year validity period for management Systems.</p>

The renewal process is initiated by the organization with submission of a fresh application two months before the expiry of the running permit for HACCP and 6 months before the expiry of the running license for the Management Systems licenses.

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