

	<b>UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME</b>	Document No: <b>CERT/PC/ID02</b>
		Effective Date: 01/04/2021
Document Title: <b>INFORMATION ON BATCH CERTIFICATION PROCESS</b>		Issue No: 04    Rev. 00

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