

UNBS CERTIFICATION PROCESS

Certification Process

To fully register for product certification online, you need;

- 1)** A valid email address and
- 2)** A Tax Identification Number (TIN)
- 3)** Product labels/markings
- 4)** Certificate of Business Registration
- 5)** Production process Flow chart or production process description

STAGE 1: APPLY

Open a user account on <https://cims.unbs.go.ug> or via the UNBS website at www.unbs.go.ug and register. Registration for Product Certification is free of charge!

STAGE 2: APPLICATION REVIEW

Once you register for Product Certification online, the information you've submitted to UNBS is evaluated for completeness and adequacy. Any concerns with the application are resolved at this stage before proceeding with the process.

STAGE 3: PAYMENT

The company is then billed for audit and testing fees and the payment notice generated and sent through the e-system to the client via the email provided.

STAGE 4: AUDIT

UNBS auditors visit the applicant's facility for the on-site evaluation to assess the production and quality assurance processes. An audit plan is shared with the applicant before the on-site audit.

STAGE 5: PRODUCT EVALUATION

The auditors obtain samples from the facility at the time of the audit and submit to the UNBS laboratory for testing.

STAGE 6: CLOSURE OF NON-CONFORMANCES

Where issues are raised during the audit or where product failures have been identified, the company is given time (within 30 days) to close out the identified non-conformances.

STAGE 7: REVIEW

If the company has fulfilled the requirements of the relevant standards as confirmed by the audit report and test results, the company file is forwarded to the Certification Review Committee **(CRC)** for consideration of grant of permit.

STAGE 8: CERTIFICATION DECISION/APPROVAL

- If satisfied, the Certification Review Committee **(CRC)** recommends to the executive director to approve grant of permit to use the Distinctive Mark on products of the applicant

STAGE 9: E-PERMIT ISSUANCE

Applicant is issued an E-permit valid for 1 year upon payment of applicable certification fees.