

	<b>UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME</b>	Document No: <b>CERT/PC/F01</b>	
		Effective Date: 1/07/2015	
Document Title: <b>SELF ASSESSMENT CHECKLIST FOR PRODUCT CERTIFICATION</b>		Issue No: 01	Rev. 00

**COMPANY NAME** .....

<b>A</b>	<b>PRODUCT AND STANDARD IDENTIFICATION</b>	<b>YES</b>	<b>NO</b>
1	Do you have a copy of the relevant Uganda standard(s) for the product(s) readily available?		
2	Is the product brand and/or trademark fully registered and owned by your company?		
3	Have you ensured the company's product label(s) include all the marking requirements as per the relevant product standard(s)?		
4	Have you ensured the company's product label(s) have a prepackage control report as required under the Weights and Measures Act?		
<b>B</b>	<b>REQUIREMENTS FOR INITIAL TESTING AND ASSESSMENT</b>	<b>YES</b>	<b>NO</b>
5	Have you identified the items/products/processes to be assessed and tested under the scheme?		
6	Have you clearly defined and documented sampling procedure?		
7	Have you carried out initial product testing results?		
8	If yes, were standard test methods utilized for the initial product testing?		
9	If initial product testing was done, did you carry out an evaluation for the initial product testing results?		
10	Do you deem pre assessment of your production process(es) necessary?		
11	If yes, have you scheduled a pre assessment of your production process(es)?		
12	If the pre assessment was carried out, did you carry out an evaluation of the assessment result(s)?		
<b>C</b>	<b>FACILITY ORGANISATION</b>	<b>YES</b>	<b>NO</b>
13	Do you produce against orders or for stock?		
14	Do you issue a works order or equivalent?		
15	If so, does this identify a batch as a separate entity?		
16	Do products or containers carry works order identification in production?		
17	If not, how does the system allow for products to be isolated in case of doubtful quality?		
18	Please give any other relevant information on the basic system.		

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<b>D</b>	<b>QUALITY SYSTEM AND ASSESSMENT (QUALITY CONTROL) STAFF</b>	<b>YES</b>	<b>NO</b>
19	Do you have a head of quality?		
20	Who does the head of quality report to?		
21	Do you have fully fledged quality control department?		
22	If so indicate: (a) Lead quality controller if different from 19 (b) If staff are aware of tests or method of assessment in the relevant standard(s)?		
23	Are store person(s) or production personnel responsible for quality control and tests on: (a) Materials; (b) In process operations; (c) Final product?		
24	If so, are they monitored by quality control personnel?		
25	Are there internal audit checks for the quality control set up, and by whom?		
26	Are personnel with sores, infections, etc., restricted from handling food products?		
27	Do employees wear clean garments, use adequate hair restraints and remove excess jewellery when handling food?		
28	Do employees thoroughly wash and sanitize hands as necessary?		
29	Do employees refrain from eating, drinking and smoking and observe good food handling techniques in processing areas?		
30	Please give any other information on quality system staff organization.		
<b>E</b>	<b>MATERIALS, COMPONENTS AND SERVICES</b>	<b>YES</b>	<b>NO</b>
31	Do you purchase raw materials, which one(s) are they? (a) (b)		
32	Do you have specific standards for the materials mentioned above?		
33	If yes, which ones are they?		
34	Do you have any quality control checks on receipt of the raw material(s)		
35	Do you have records indicating accepted quality for raw material(s)?		
36	Do you have records indicating rejected raw material(s)		

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<b>F</b>	<b>PROCESSES AND CONTROLS</b>	<b>YES</b>	<b>NO</b>
37	Is responsibility for overall plant sanitation specifically assigned to an individual?		
38	Are raw materials and ingredients adequately inspected, processed as necessary and stored to assure that only clean, wholesome materials are used?		
39	Is food processing conducted in a manner to prevent contamination and minimize harmful microbiological growth?		
40	Are chemical, microbiological or extraneous materials testing procedures used where necessary to identify sanitation failures or food contamination?		
41	Do the test results appear valid under the overall conditions?		
42	Are packaging processes and materials adequate to prevent contamination?		
43	Are only approved food and/or colour additives used?		
44	Are products coded to enable positive lot identification, and are records maintained in excess of expected shelf life?		
45	Are weighing and measuring practices adequate to ensure the declared quantity of contents?		
<b>G</b>	<b>MAINTENANCE</b>	<b>YES</b>	<b>NO</b>
46	Do you have a maintenance system in operation?		
47	Are maintenance records readily available for activities carried out?		
<b>H</b>	<b>MONITORING AND MEASURING EQUIPMENT</b>	<b>YES</b>	<b>NO</b>
48	Are your monitoring and measuring devices functional and calibrated?		
<b>I</b>	<b>RECORDS AND DOCUMENTATION</b>	<b>YES</b>	<b>NO</b>
49	Do you have records for inter for internal activities such as cleaning, raw material inspections, production, quality monitoring, internal tests and final products inspections?		

**Company Management Representative:**

Name	Signature	Date
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