	<b>UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME</b>	Document No: <b>CERT/PC/F02</b>	
		Effective Date: 1/07/2015	
Document Title: <b>APPLICATION FORM FOR Q- MARK</b>		Issue No: 01	Rev. 00


**A. APPLICANT'S INFORMATION**

<b>1. NAME AND ADDRESS OF APPLICANT</b>		
Company Name		
Company Tax Identification Number (TIN)		
Business Registration		<i>Please attach certificate of registration of business</i>
<b>COMPANY ADDRESS</b>	<b>Office Address</b>	<b>Factory/Manufacturing facility Address</b>
		<i>Name of production facility (if different)</i>
District		
Physical address		
Postal address		
Email address		
Tel. contact(s)/fax		
Website		
Personnel details	<i>More information in Annex 5</i>	
	<b>Chief Executive</b>	<b>Quality Control In-charge</b>
Name		
Designation		
Mobile number		
Email address		
<b>Number of staff</b>		
Production capacity		
Installed capacity	Actual capacity	Annual Turnover

**B: PRODUCT INFORMATION**

<p><i>Information on product intended for certification is deemed mandatory.</i></p> <p><i>Where applicable, name of product, its type(s) and/or mode(s) shall follow as specified in the standard.</i></p> <p><i>The applicant is required to declare proof of ownership of the trademark /brand name or provide a letter of consent from the owner of the trademark/ brand name.</i></p>	Product Name	
	Trademark/ Brand Name(s)	
	Product Description	
	Product Standard	
	For Equipment/ Electric/ Electronic Products	Type(s)
	Model(s)	
	Rating(s)	
	Size(s)	

<b>FOR OFFICIAL USE ONLY</b>		
Sector Code:		<b>UNBS RECEIVED STAMP</b>
Lead Auditor Allocation:		

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**C: TECHNICAL & ADDITIONAL INFORMATION**

Raw materials	List all components and/or raw materials used to assemble or manufacture the product – sample format in <b>Annex 1</b> .
Process flow & Description	Draw the process flow chart and identify the quality check points; provide a brief process description - sample format in <b>Annex 2</b> .
Quality control	Prepare a quality control check points schedule - sample format in <b>Annex 3</b> .
Test equipment	Prepare test and inspection equipment list and calibration/ verification schedule – sample format in <b>Annex 4</b> .
Additional information	<ul style="list-style-type: none"> <li>• Company organization chart&amp; names and qualifications of production &amp; QC personnel <b>Annex 5</b>.</li> <li>• Documented procedures describing how non-conforming purchased raw materials and finished products are identified, recorded and handled <b>Annex 6</b>.</li> <li>• Documented procedure describing how customer complaints are recorded and handled <b>Annex 7</b>.</li> <li>• Production flow/process layout <b>Annex 8</b>.</li> <li>• Product analysis reports <b>Annex 9</b>.</li> <li>• Product Labels and Markings <b>Annex 10</b>.</li> <li>• Any other sector specific requirements <b>Annex 11</b>.</li> </ul>

**D: DECLARATION AND UNDERTAKING**

In connection with this application, I/We:

- a) Undertake to ensure the product manufactured and the manufacturing processes comply with the relevant standard and the product certification requirements respectively.
- b) Undertake to supply all information required by UNBS for the purpose of evaluation of the product(s) to be certified;
- c) Undertake to make samples of product(s) and materials available to UNBS for evaluation and testing;
- d) Agree to give the auditors reasonable access during normal working hours to the premises wherein the product specified in the application is manufactured for the purpose of evaluating materials, production processes, finished product, quality assurance facilities, records;
- e) Undertake to pay UNBS all costs of processing this application and maintenance of certification;
- f) Agree that UNBS may release information obtained in the course of processing the application to the public or government authorities so far as is prudent to warn in the opinion of UNBS. The client shall be informed accordingly prior to release of any information.
- g) Undertake to sign the UNBS Product Certification Agreement before grant/renewal of the certification license.
- h) I/We also undertake not to involve UNBS, its directors, officers and authorized representatives in any legal proceeding on any disputes between us and other parties.

I, hereby, declare that all information given in this application form is correct to my knowledge.

<i>An authorized representative of the applicant shall put his signature in this section</i>	Signature		<i>Applicant's stamp</i>
	Name		
	Designation		
	Date		

*Note: This application is valid for a period of 3 months from the date of submission.*

Please return form duly completed to:


**Certification Division,**

Uganda National Bureau of Standards,

Bypass Link Bweyogerere Industrial Area & Business Park, Kyaliwajala Road, Bweyogerere, Buto,

P.O. Box 6329, Kampala, Uganda.

Tel. 041-222367, 041-505995, 031-262688; Fax 041-286123

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## Annex 1

### Raw Materials

#### List of Components and/or Raw Materials Used to Assemble/ Manufacture the Product

- All components or raw materials, including all additives and processing aids used to produce the product shall be listed here.
- All applicable information of the components or raw materials shall be provided in the relevant column below.
- Where the components or raw materials used are required to have specific approval from the relevant authorities, the certificate or letter of approval shall be attached

Item	Brand	Manufacturer/ Supplier	Is material accompanied by a CoC/CoA/ MSDS
<b>a). Main Ingredients (Raw Materials)</b>			
<b>b). Additives (flavours, colors, sweeteners, preservatives, etc)</b>			
<b>c). Processing Aids</b>			

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**Annex 2**


**Process Flow Chart**

- *Draw main production process flow steps; identify all inspection, in-process testing & final product testing points;*
- *Provide also a brief description of the process –*

*You can do this on separate sheet of paper*





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**Annex 5**

**Organization Chart**

*(Please draw the organization chart for your organization clearly showing responsibility for Quality Control )*



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**Details of Technical Personnel Employed in Production and Quality Control**

No.	Name	Title/Position	Qualification	Other Training	Responsibilities
1.					
2.					
3.					
4.					
5.					