



PROCEDURE FOR GRANT OF CERTIFICATION

1. PURPOSE

This procedure shall ensure uniformity in the grant of certificates under the MBS Product Certification Scheme.

2. SCOPE

This procedure shall be applicable for the grant of certificate under the MBS Product Certification Scheme.

3. RESPONSIBILITIES

3.1 The Certification Committee shall be responsible for grant of certificate.

3.2 Director of Quality Assurance Services shall be responsible for ensuring procedural audits on clients and recommending to certification committee for grant of certificate, and also for timely preparation and dispatch of certificate.

4. PROCEDURE

4.1 Certification decision

4.1.1 Certification decision shall be the sole responsibility of the MBS-CID and the decision shall be taken by its certification committee that is competent to make such decisions. The certification committee, who takes the decision on granting /withdrawing certification within the MBS-CID, shall have a level of knowledge and experience sufficient to evaluate the information obtained from the evaluation process and the review recommendations. The MBS-CID shall be responsible for and shall retain authority for its decisions relating to certification.

4.1.2 The certification decision is carried out by Certification Committee (CC) which has not been involved in the evaluation process. If any member of the CC is involved in the evaluation process, he/she shall not take part in proceedings of the meeting considering conflict of interest.

4.1.3 The Director General shall authorise the certificate based on the recommendations of Certification Committee (CC) (See MBS-CID-GL7.6-01).

4.2 Grant of certification

4.2.1 MBS-CID shall ensure completion of the following actions for grant of certificate:

- a) The factory evaluation have been found to be satisfactory;

- b) The corrective action on nonconformities raised have been taken and verified either by site visit or other appropriate forms of verification;
- c) Actions pointed out during factory evaluation have been taken and verified by visits to the unit or through submission of necessary evidence by the firm;
- d) The test report (s) of the sample (s) drawn by the technical auditor during the factory evaluation and follow-up visits if any is found to be satisfactory; If samples of more than one variety were drawn for testing, the grant of certificate shall be recommended restricting to the variety/group/sizes (s)/type (s) found satisfactory in testing;
- d) The testing charges as well as charges for all visits to the factory before the grant of certificate have been paid;
- e) The applicant has got all the testing facilities or has made arrangements for carrying out all the tests to the satisfaction of the MBS-CID;
- f) The applicant has declared the brand names/trade marks which would carry the Standardization Mark and has declared their manufacturing machinery and testing equipment;
- g) The applicant has given an undertaking to inform MBS-CID, whenever any machinery or equipment declared is taken out of the premises of the firm due to any reason;
- h) The applicant has accepted the Scheme of Inspection and Testing (STI) and the rate of marking fee;
- i) Certification Agreement has been entered into between MBS-CID and the applicant.

5.2 MBS-CID shall ensure that the relevant documents such as, factory evaluation report and subsequent inspection reports (if any), acceptance of scheme of testing and inspection, test reports, brand declaration, and relevant correspondence are submitted to certification committee, the designated certificate granting authority.

5.3 After the certificate is granted, MBS-CID shall notify the firm of the grant of certificate enclosing the design of the Standardization Mark, instructions regarding responsibilities of holder of the certificate and instructions regarding advertisements and the certificate holder shall be requested to pay the certification fees and marking fees based on the applicable fee schedule

5.4 The certificate signed by Director General shall be sent to the client.

5.6 In case MBS-CID declines to grant certification, it shall notify the client of decision not to grant certification giving the reasons for the decision.