



TANZANIA BUREAU OF STANDARDS
PRODUCT CERTIFICATION ENQUIRY RESPONSE FORM

To: M/S
P. O. Box

Product(s):

Annex I: Certification procedures and application form

Table with 2 columns: Item number and Description. Row 1: 1 Certification procedures detailing the entire process of certification. Row 2: 2 Application form for licence/certificate to use standard mark on your products.

Carefully go through the attached procedures, fill the application form and return it to nearby TBS office accompanied with copies of documents indicated in Annex II.

Annex II: Attachments of application form

Table with 2 columns: Item number and Description. Rows include: 1 Business licence, 2 Organization structure showing among others the Quality assurance function, 3 Sketch showing clearly where your premise is located, 4 Detailed process flow chart for your products, 5 List of raw materials for your products and where are procured from, 6 List of testing equipment and routine tests if available, 7 Introduction letter and assessment report from SIDO nearby regional office - for SMEs, 8 Label Artwork and list of ingredients- for food and cosmetics products.

Annex III: At your factory establish the following for implementation

Table with 2 columns: Item number and Description. Rows include: 1 Buy the Standard for your product(s) from TBS Library (TZS), 2 Cleaning schedule, 3 Maintenance schedule, 4 Maintain medical records of your staffs - for food and cosmetics products, 5 Procedure for handling consumer complaints & records thereof, 6 Procedure for handling rejects & record corrective actions made, 7 Mechanism to keep records for production of product(s), 8 Record keeping for quality check if any, 9 Product rejection and recall procedure.

Annex IV: Applicable fees

Table with 3 columns: Item number, Description, and Amount. Rows include: 1 Testing fee, 2 Initial costs, 3 Annual certification fee.

Note: Testing fee and initial cost shall be paid before initial factory evaluation while Annual certification fee shall be paid before issuing of Licence/Certificate. This application is valid for one (1) year.

For and on behalf of Tanzania Bureau of Standards (TBS):

Name & title

Signature & date