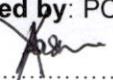


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1. INTRODUCTION

This certification scheme was developed by The Tanzania Bureau of Standards (TBS) Product Certification Section which is also the scheme owner. This scheme is based on type five scheme of ISO/IEC 17067. It includes the following functions and activities:

1.1. **Selection**, includes planning and preparation:

- a) Receiving application for product certification,
- b) Signing product certification agreement,
- c) Specifying standard to respective client application,
- d) Payment of certification charges,
- e) Communicating the evaluation plan to client.

1.2. **Determination**, includes:

- a) assessment of the production process and audit of other elements of the client's management system critical to managing product conformity through document review and onsite assessment;
- b) inspection and testing of the product,

1.3. **Review**, includes:

Examining the evidence of conformity obtained during the determination stage to establish whether the specified requirements have been met.

1.4. **Decision on certification**, includes:

Granting, maintaining, extending, reducing, suspending and withdrawing certification.

1.5. **Licensing**, includes:

- a) mark of conformity,
- b) publicity to applicants/licenses,
- c) misuse of certification and marks of conformity.

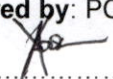
1.6. **Surveillance**, includes:

- a) inspection and testing of product samples from the factory and open market,
- b) assessment of the production process.

2. SCOPE

This scheme applies to wood and wood products covered by the normative standards specified in Annex 1.

3. PURPOSE OF SCHEME

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The purpose of this scheme is to provide a set of rules which shall be followed in the certification of all types of wood and wood products. The certification body shall conduct its certification activities in accordance with ISO/IEC 17065 and with the requirements of this scheme. The clients of the certification body shall comply with the requirements of this scheme and the certification agreement. The clients shall also comply with any requirements that may be imposed by the relevant product specification, Standards Act Cap 130 and its regulations and any applicable country legal requirements.

4. PRE-CERTIFICATION ACTIVITIES

4.1 Legal Application Documents

Every client applying for product certification under this scheme shall be operating legally and shall have the following documents:

- a. Tax Identification Number (TIN) Certificate,
- Other relevant documents are:
 - b. Organization structure including QC/QA section,
 - c. Sketch Map for premises location,
 - d. Production Process Flow Chat,
 - e. List of Raw Materials and source,
 - f. Label artwork,
 - g. List of the raw material,
 - h. List of outsourced processes,
 - i. Human and technical resources (e.g. Laboratories, inspection facilities etc.),
 - j. Contact personnel.

4.2 Verification

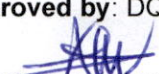
The TBS Product Certification Body (PCB) reserves the right to verify the authenticity of any documents of certification submitted by an applicant.

4.3 Compliance

The applicant shall ensure that meets the requirements of this product certification scheme before applying for product certification and ongoing basis.

4.4 Purchase of Standard

The applicant shall be required to purchase the standard of its product at TBS library or by requesting through info@tbs.go.tz or toll-free number **0800110827**.

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4.5 Competence of Personnel

Personnel involved in quality verification in the client organizations shall be competent in their duties. TBS Product Certification Body (PCB) reserves the right to verify this competency in terms of checking relevant trainings undertaken and performance evaluations.

Personnel employed by the Certification Body as auditors/inspectors under this scheme shall have an in- depth knowledge of wood and wood products. A minimum qualification of a Bachelor Degree in Wood Technology, Wood Science, Civil Engineering or related field shall be required. In addition, a recognized training in ISO/IEC 17065 shall also be required.

4.6 Quality System

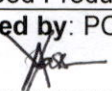
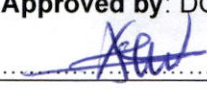
The company shall develop and implement a supporting quality management system (QMS) suitable for its operations. If the system is ISO 9001:2015 certified, it shall be acceptable for this scheme. If the system is not ISO 9001:2015 certified, then it shall meet at least the minimum *arrangements* stipulated below.

- (a) Control of monitoring and measuring devices
- (b) Control of documented information
- (c) Plan for internal quality checks (identification of points of inspection and testing in the production process)
- (d) Records of internal quality checks
- (e) Procedure for handling rejects & record corrective actions made
- (f) Procedure for handling consumer complaints & records thereof
- (g) Product rejection and recall procedure

4.7 Production Process Quality Control Activities

The applicant shall develop and maintain a manufacturing documentation that describes the manufacturing process. The documentation shall also specify aspects tested at all test or inspection points including the final product inspection or testing before dispatch as follows:

i. Incoming material

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All incoming material into the process shall be verified for compliance with relevant specifications. Inputs shall have compliance certificates or compliance reports.

ii. Manufacturing control

The applicant shall possess or have access to, the necessary monitoring and measuring equipment specified in the relevant product standard. The equipment shall have valid calibration certificates or reports and these shall be retained. The applicant shall ensure that product compliance is monitored throughout the whole process.

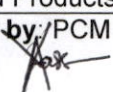
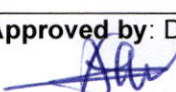
iii. Final product inspection

finished products shall be checked for compliance with all applicable requirements of the relevant product standard. records of such checking shall be retained.

5. Product Certification Process

5.1 Application for Product Certification

- a) The applicant shall follow process of obtaining a licence/certificate described in this scheme procedure below.
- b) The electronic application form available in tbs i-SQMT system shall be completed and submitted with the required information at the enquiry stage which include
 - i. Name of product(s) to be certified,
 - ii. Standard or normative document to be used for certification,
 - iii. General features of client including name and address of its physical location,
 - iv. Client activities (process and operations), human resources, technical resources, applied contractual control of outsourced process and operations (if any) and legal obligations detailed in 4.1 above.
- c) The product certification agreement (**TBS/QMD/PCERT/01/F04-005**) shall be completed after fulfillment of certification application requirements.

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5.2 Evaluation

i. Factory Assessment

- a) The factory assessment shall be conducted at the client's premises. This assessment shall include assessment of premises, production process control activities as per section 4.7, verification of the client's product quality management system and examination of the client's documents as well as a compliance checking of the client's products.
- b) The inspector (s) shall be guided by the assessment plan (TBS/QMD/PCERT/01/F02-004) and respective factory assessment checklist in carrying out the assessment.
- c) Sampling for laboratory testing shall collected at live production line during the initial factory assessment.
- d) After assessment activities have been completed, the assigned inspector (s) shall put together all the reports/evidence gathered during the factory assessment and submit to the zonal/certification manager who shall assign certification officer for review.

5.3 If manufacturing process of the products involves the treatment the following rules shall be applied:-

5.3.1 Condition and preparation for treatment (Clause 6 of TZS 661)

- i. On visual inspection, the surface of the wood products shall be free from mud, dirt, inner and outer bark, sawdust and shavings. It shall also be free from paint, polish or other surface finish.
- ii. On visual inspection, the timber shall be free from all signs of attack by wood-destroying fungi or insects unless it has been agreed between treater and customer that wood products showing signs of attack by sap stain fungi and pinhole borers is acceptable.
- iii. The average moisture content shall not exceed 25 % on an oven dry basis or in open air drying.

5.3.2 Loading in treatment cylinder (Clause 7 of TZS 661)

If it is not possible to segregate timber for treatment so that a charge consists of timbers of the same species and/or resistance to penetration, the most resistant species in the charge shall be identified.

5.3.3 Stacking in the cylinder (Clause 7 of TZS 661)

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The pieces of wood products shall be stacked so that the solution will have access to all faces of the timber.

5.3.4 Treatment Schedules

Pressure at the treatment plant in all stages during the treatment it shall be as stipulated under **clause 8 of TZS 661** from initial and final vacuum stages.

5.3.5 Handling and drying of treated timber (Clause 9 of TZS 661)

The fixation period after treatment should be observed. Treated wood products shall be held for 48 hours or until drip-dry, whichever is the longer, before dispatch or erection.

Note: Caution-skin contact with wood and wood products still wet after treatment should be avoided. If it is necessary to handle wood and wood products while wet, it is essential that protective gloves be worn.

ii. Testing

The products shall be inspected and tested as per parameters laid down in the applicable product standard and sampling for laboratory testing shall be carried out as stipulated in the respective normative standards. However, where tests such as preservative penetration, moisture content determination, sapwood depth tests etc. are to be performed on site, the sampling shall be done and then laboratory analyst from testing department shall be assigned to carry out the testing under the presence of inspector. Samples for laboratory testing (where applicable) shall be drawn a minimum of four times per year and this includes sampling from the open market.

Permissible Maximum Knot Diameter for Wood Poles for Power and Telecommunication lines.

Individual knots with diameters $< 1/6$ of the pole girth at that point. The sum of diameters of sound knots in the worst 150 mm of pole should be $< 1/3$ of the pole girth at that point as per clause 5.2.3, Table 1(b)-4 of TZS 686.

5.4 Review

- The certification officer who was not involved in evaluation process shall review evaluation results.
- All evidence gathered through Application, audit/inspection and laboratory reports shall be reviewed and assessed by the Product Mark Certification

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- Approval levels who shall make the certification decision
- c) Preparation of licence shall be done if evaluation results comply to the requirements.
 - d) Client shall be notified to take corrective actions if evaluation results do not comply with requirements
 - e) The inspector sent for verification regarding pending issues and raised non-conformities that had been raised during factory assessment and/or drawing re-test sample(s) and the process proceeds from clause 5.2.

5.5 Certification Decision

All product certification decision process shall be initiated after all the certification conditions have been met.

When certification is granted, the clients shall be issued with a licence that permits them to use the TBS Quality mark of conformity on their products.

5.6 Certification documents

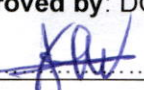
Licenses issued to clients remain the property of TBS and these (together with any copies made) should be returned upon the termination of certification. If the client makes copies of the licenses to give to their customers, these should be clearly marked as copies. The licenses shall contain all the information given in clause 7.7. of the Quality manual TBS/QMD/PCERT/PM/01. The licenses shall be signed by The Director general. When certification is terminated or the scope of certification is either reduced or increased, the certification documents (together with any public information) shall be amended accordingly to show the current status of certification of an entity.

5.7 Period of certification

Under this scheme, licenses issued are valid for **one** year. Licenses shall be renewed annually. The recent surveillance report will be used for renewal re-assessment of the client's product conformity.

5.8 Surveillance activities

At least two on site visits per year shall be conducted on licence holders to check on their products, production processes and documentation. The visits can be announced or unannounced. Where a visit shows non-compliance, the licence holder shall be required to institute corrective actions.

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5.9 Inspection in the Open Market

The Bureau may occasionally visit construction sites, timber merchants as well as electricity and telephone service providers to audit/inspect timber coming from certified clients. Open market audits/inspection may also be conducted when there is a complaint over certified products. Whenever such audits/inspection are conducted, the manufacturer shall be issued with a copy of the audit/inspection report. Manufacturers shall be requested to disclose their markets to enable open market surveillance to be conducted. Where non-conformities are detected in the open market, the client shall be required to institute corrective action which may involve product recall or replacement.

5.10 Non-Conforming Products

The licence/certificate holder shall have procedure for product traceability and recall which shall be used to trace and recall the product from the market when such product no longer fulfils product certification requirements.

5.11 Reporting to the PCB

Licensee shall make contact to PCB when conducting product recall when non-conforming products had been supplied to the markets.

5.12 Complaints Regarding Certified Products

Clients are required to keep a record of complaints against certified products and readily available for verification.

5.13 Termination, Reduction, Suspension and Withdrawal of Certification

The Bureau reserves the right to reduce, suspend or withdraw certification when the client breach any of the conditions for certification. The conditions for suspending or withdrawing certification are stipulated in the Product Certification Quality Manual clause 7.11, Product certification agreement (TBS/QMD/PCERT/01/F04-005).and the regulation "The Standards (Registration of Premises and Certification of Product) regulations, 2021 section 28(1) and 28(2).

5.14 Re-Instatement of Suspended License

PCB may re-instate the suspended license upon request and compliance of the corrective action made.

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5.15 Product Certification Fees

During product certification process, the client shall be required to pay factory assessment fee, testing charges and annual certification fee as stipulated in The Standards (Fees and Charges) Regulations, available in TBS website www.tbs.go.tz

5.16 Use of Licenses and Marks of Conformity

Marking shall conform to the provision of the standard and such additional marking as is prescribed in schedule 'A' hereto. The form of marking shall be approved by the bureau before use. Any change in the form of marking shall only be allowed by the Bureau.

5.17 Directory of Certified Products

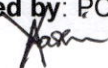
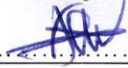
The PCB has in place an electronic system data base that serves as directory for certified products and the information is made public through the biannual magazine namely "Announcer" and TBS official website "www.tbs.go.tz".

5.18 Complaints / Appeals

Licence holders and the public have the right to complain regarding the service provided by the Bureau or non-complying certified products and to appeal on any decision made regarding certification. The Client may lodge complaint or appeal through letter, phone call or ISQMT portal which can be accessible through website ; www.tbs.go.tz

5.19 Access to Scheme

This certification scheme shall be made available to all interested stakeholders on the Bureau website: www.tbs.go.tz

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Annex 1

Normative standards that shall be covered by this scheme

Tanzania Standard (TZS) Number	Title
TZS 387	Timber - Grading of coniferous sawn timber (cypress and pine)
TZS 686	Wood poles and blocks for power and telecommunication lines Specification
TZS 1347	Preservative-treated timber
TZS 2944/ISO 12465	Plywood - Specifications
TZS 1945/ISO 16895	Wood-based panels - Dry-process fibreboard
TZS 2946/ISO 13609	Wood-based panels - Plywood - Blockboards and battenboards
Other related Wood Products	