

Document Type:	ISO 17065 Procedure	Document Number	MBS-CID-P820
Revision number	00	Effective date	31 st December 2024

1. PURPOSE

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

2. SCOPE

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

3. RESPONSIBILITIES

- 3.1. Director of Quality Assurance Services is responsible for authorizing the certificate following the recommendation to grant the certificate is made.
- 3.2. Deputy Director of Quality Assurance Services-Certification and Inspectorate Division (DDQAS-CID)/Senior Certification Officer (SCO) is responsible for reviewing the certification recommendation for grant of certificate.
- 3.3. Certification Officer (CO)/Certification Technician (CT) is responsible for ensuring procedural audits on clients and recommending to the DDQAS-CID/SCO for grant of certificate, and also for timely preparation and dispatch of certificate.

4. PROCEDURE

4.1. Submission of audit reports

- 4.1.1. Auditor sends the onsite audit report to the CO/CT together with the recommendation of whether to grant or reject the certification subject to compliance of the product where applicable.
- 4.1.2. The CO/CT sends the audit report and the recommendation the DDQAS-CID through the SCO to review the onsite audit findings together with a product evaluation report where applicable.

4.2. Review of audit recommendation

- 4.2.1. MBS-CID shall ensure that persons reviewing the reports and make recommendations are different from those who carried out the audits.
- 4.2.2. The DDQAS-CID/SCO or any other officer not involved in evaluation activities shall have the authority to make the certification decisions applied or recommended by the auditor and the Certification Officer/Certification Technician.
- 4.2.3. The following shall be confirmed before making a decision;
 - a) information provided by the auditor (s) is sufficient with respect to the certification requirements and scope for certification;
 - b) product evaluation where applicable complies with the applicable requirements;

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- c) the auditor/MBS-CID has reviewed, accepted and verified the effectiveness of correction and corrective actions, for all nonconformities;
- d) the auditor/MBS-CID has reviewed and accepted the client's planned correction and corrective action for any other nonconformities.

4.3. Information required for granting or renewing certification

The person (s) assigned to make the certification decision shall ensure information provided has:

- a) the audit reports (process evaluation together with the product evaluation where applicable),
- b) comments on the nonconformities and, the correction and corrective actions taken by the client,
- c) confirmation of the information provided in the application review and a recommendation whether or not to grant certification, together with any conditions or observations.

4.4. Certification decision

- 4.4.1. Certification decision shall be the sole responsibility of the MBS-CID and the decision shall be taken by competent person (s) not involved in any of the evaluation process to avoid conflict of interest.
- 4.4.2. The person (s) 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.
- 4.4.3. The MBS-CID shall be responsible for and shall retain authority for its decisions relating to certification.
- 4.4.4. The Director of Quality Assurance Services shall authorise the certificate based on the recommendations of the person (s) involved in the review of the evaluation reports.
- 4.4.5. Certification Officer/Certification Technician shall submit a pre-prepared audit client file containing the relevant audit data to the DDQAS-CID/SCO for evaluation. The audit data shall be evaluated against the relevant audit type procedures, scheme specific guidelines and the recommendations made by the auditor.
- 4.4.6. 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;
- 4.4.7. DDQAS-CID/SCO shall note the results of the evaluation onto the certification decision record MBS-CID-P820-F03.

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- 4.4.8. DQAS shall grant certificate based on the evaluation recommendation by the DDQAS-CID/SCO.
- 4.4.9. CO/CT shall document decision and inform applicant of the outcome of the certification process. CO/CT shall document decision and inform applicant of the outcome of the certification process. 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.
- 4.4.10. CO/CT shall prepare certificate document on prescribed format (MBS-CID-P820-F04) and submit it together with DDQAS-CID/SCO certification decision to DQAS for endorsement.
- 4.4.11. CO/CT shall inform applicant about the decision to grant a certificate using form MBS-CID-P820-F05).
- 4.4.12. CO who is the DCO shall update register of certificates (MBS-CID-P820-F06) and send the certificate to the client.

5. REFERENCES

No	Document / information
5.1.	ISO/IEC 17065:2012 – Conformity assessment – Requirements for bodies certifying products, processes and services
5.2	ISO/IEC Guide 27 Guidelines for corrective action to be taken by the certification body in the event of misuse of its mark of conformity

6. RECORDS & FORMS

No	Record & form title	Number
6.1	Form for review and recommendation for grant of certificate	MBS-CID-P820-F01
6.2	Checklist for product certification decision	MBS-CID-P820-F02
6.3	Certification decision record	MBS-CID-P820-F03
6.4	Format of permit certificate	MBS-CID-P820-F04
6.5	Form for letter intimating the grant of certificate to the applicant	MBS-CID-P820-F05
6.6	Format register of certificates granted	MBS-CID-P820-F06

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7. RELATED PROCEDURES & GUIDELINES

No	Procedure & guideline title	Number
7.1	Procedure for use of licence, Certificate and Marks of conformity	MBS-CID-P200

8. DOCUMENT HISTORY

Rev	Description of change	Effective date
0.0	New document	31/12/2024