

1 Certification Process requirements

1.1 General

1.1.1 NBSM operates one or more certification scheme(s) covering its certification activities.

NOTE 1 The elements of such schemes can be coupled with surveillance of production, or with the assessment and surveillance of the client's management system, or both.

NOTE 2 General guidance on the development of schemes is given in ISO/IEC 17067, in combination with ISO/IEC Guide 28 and ISO/IEC Guide 53.

1.1.2 The requirements against which the products of a client are evaluated are those contained in specified standards and other normative documents.

1.1.3 If explanations are required as to the application of these documents (see 7.1.2) for a specific certification scheme, they shall be formulated by relevant and impartial persons or committees, possessing the necessary technical competence, and are made available by NBSM upon request.

1.2 Application

For application, NBSM obtains all the necessary information to complete the certification process in accordance with the relevant certification scheme.

NOTE 1 The following are examples of necessary information:

- i. the product(s) to be certified;
- ii. the standards and/or other normative documents for which the client is seeking certification (see 7.1.2);
- iii. the general features of the client, including its name and the address(es) of its physical location(s), significant aspects of its process and operations (if required by the relevant certification scheme), and any relevant legal obligations;
- iv. general information concerning the client, relevant to the field of certification for which the application is made, such as the client's activities, its human and technical resources, including laboratories and/or inspection facilities, and its functions and relationship in a larger corporation, if any;
- v. information concerning all outsourced processes used by the client that will affect conformity to requirements; if the client has identified a legal entity/entities for producing

the certified product(s) that is different from the client, then the certification body can establish appropriate contractual controls over the legal entity/entities concerned, if necessary for effective surveillance; if such contractual controls are needed, they can be established prior to providing formal certification documentation (see 7.7);

- vi. all other information needed in accordance with the relevant certification requirements, such as information for initial evaluation and surveillance activities, e.g. the locations where the certified product(s) are produced and contact personnel at these locations.

The information is obtained via official application.

NBSM Product certification requires completion of an official application form as given in Annex (2) of the Rules 7(2), signed by a duly authorized representative of the applicant, in which or attached to which are the following:

- i) Industry/ company Registration document,
- ii) VAT PAN registration document,
- iii) Food Registration Document for food related products
- iv) Others based on scheme.

The quality manual and application contains following information:

- a. Corporate entity, name, address and legal status of company,
- b. Product, raw material, process description with control points
- c. Product detail including the specific standard against which license is asked for.
- d. List of manufacturing machinery and laboratory equipments
- e. Human resource and their competency (qualification, experience and training)
- f. Information concerning all outsourced processes used by client that will affect conformity to requirements.

Every application and relevant documents is acknowledged.

REFERENCES

NPCS-G 7.2-01 Guidelines for closure of applications

NPCS-P7.2-01 Procedure for application for certification marks license

1.3 Application review

1.3.1 NBSM conducts a review of the information obtained (see 7.2) to ensure that:

- a. the information about the client and the product is sufficient for the conduct of the certification process;
- b. any known difference in understanding between the certification body and the client is resolved, including agreement regarding standards or other normative documents;
- c. the scope of certification (see 3.10) sought is defined;
- d. the means are available to perform all evaluation activities;
- e. the certification body has the competence and capability to perform the certification activity.

1.3.2 When the client's request for certification NBSM identifies includes

- i. type of product, or
- ii. normative document, or relevant Nepal Standards
- iii. certification scheme with which the certification body has no prior experience.

If application received is incomplete, it is returned to the applicant requesting him to complete and submit again.

1.3.3 In these cases (see 7.3.2), NBSM ensures it has the competence and capability for all the certification activities it is required to undertake, and it maintains a record of the justification for the decision to undertake certification.

1.3.4 NBSM declines to undertake a specific certification if it lacks any competence or capability for the certification activities it is required to undertake.

1.3.5 NBSM relies on certifications it has already granted to the client, or has already granted to other clients, to omit any activities, then it refer the existing certification(s) in its records. If requested by the client, NBSM provides justification for omission of activities.

REFERENCES

NPCS-P7.3-01 Procedure for application review

1.4 Evaluation

1.4.1 NBSM has a plan for the evaluation activities to allow for the necessary arrangements to be managed. Depending on the characteristics of the certification scheme and the product requirements, the plan is either a generic plan applicable to all activities, including evaluation of the quality management system, when applicable, or a specific one for a particular activity, or a combination of both.

1.4.2 NBSM assigns personnel to perform each evaluation task that it undertakes with its internal resources (see 6.2.1).

NOTE Outsourced tasks are completed by personnel usually assigned by the organization to which the task is outsourced. Such personnel are not normally assigned by the certification body.

1.4.3 NBSM ensures all necessary information and/or documentation is made available for performing the evaluation tasks.

NOTE The evaluation tasks includes activities such as design and documentation review, sampling, testing, inspection and audit.

1.4.4 NBSM carries out the evaluation activities that it undertakes with its internal resources (see 6.2.1) and manages outsourced resources (see 6.2.2) in accordance with the evaluation plan (see 7.4.1). The products shall be evaluated against the requirements covered by the scope of certification and other requirements specified in the certification scheme.

1.4.5 NBSM only relies on evaluation results related to certification completed prior to the application for certification, where it takes responsibility for the results and satisfies itself that the body that performed the evaluation fulfils the requirements contained in 6.2.2 and those specified by the certification scheme.

NOTE This can include work carried out under recognition agreements between certification bodies.

- 1.4.6 NBSM informs the client of all nonconformities.
- 1.4.7 If one or more nonconformities have arisen, and if the client expresses interest in continuing the certification process, the certification body shall provide information regarding the additional evaluation tasks needed to verify that nonconformities have been corrected.
- 1.4.8 If the client agrees to completion of the additional evaluation tasks, the process specified in 7.4 is repeated to complete the additional evaluation tasks.
- 1.4.9 The results of all evaluation activities are documented prior to review (see 7.5).

NOTE 1 This documentation can provide an opinion as to whether product requirements (including requirements such as those for the quality management system under which the product is produced, if required by the certification scheme) have been fulfilled.

NOTE 2 The certification scheme can indicate whether the evaluation is performed by the certification body, under its responsibility, or is performed prior to the application (see 7.2) for the certification process. In the latter case, the requirements of 7.4 are not applicable.

REFERENCES

- NPCS-P7.4-01 Procedure for preparation for preliminary factory evaluation
- NPCS-P7.4-02 Procedure for preliminary inspection I for product certification
- NPCS-P7.4-03 Procedure for preliminary inspection II for product certification
- NPCS-P7.4-04 Procedure for calculation of man days for technical audit
- NPCS-P7.9-01 Procedure for Procedure for surveillance inspection of factory

1.5 Review

- 1.5.1 NBSM assigns at least one person to review all information and results related to the evaluation. The review is carried out by person(s) who have not been involved in the evaluation process.
- 1.5.2 Recommendations for a certification decision based on the review are documented, unless the review and the certification decision are completed concurrently by the same person.

REFERENCES

- NPCS-P7.6-01 Procedure for review and grant of certification
- NPCS-P4.2-01 Procedure for management of impartiality

1.6 Certification decision

1.6.1 NBSM is responsible for, and retains authority for, its decisions relating to certification.

1.6.2 NBSM assigns Certification Mark Committee to make the certification decision based on all information related to the evaluation, its review, and any other relevant information. The terms and reference of Certification Mark committee has been documented. The certification decision is made by the members of Certification Mark committee who are not involved in evaluation.

NOTE the review and the certification decision can be completed concurrently by the same person or group of persons.

1.6.3 person(s) [excluding members of committees (see 5.1.4)] assigned by the NBSM to make a certification decision are employed or are under contract with:

- i. NBSM (see 6.1);
- ii. an entity under the organizational control of the NBSM

1.6.4 The persons employed by, or under contract with, entities under organizational control fulfill the same requirements of ISO 17065 as persons employed by, or under contract with, the certification body.

1.6.5 The certification body notifies the client of a decision not to grant certification, with the reasons for such decision.

NOTE If the client expresses interest in continuing the certification process, the certification body can resume the process for evaluation from 7.4.

REFERENCES

NPCS-P7.6-01 Procedure for review and grant of certification

1.7 Certification documentation

1.7.1 NBSM provides the client with formal certification documentation/license that clearly conveys, or permits identification of the following:

- a. the name and address of the certification body;
- b. the date certification is granted (the date shall not precede the date on which the certification decision was completed);
- c. the name and address of the client;
- d. the scope of certification (see 3.10);

NOTE where the standard(s) or other normative document(s) (see 7.1.2) to which conformity is being certified include reference to other standards or normative documents, these do not need to be included in the formal certification documentation.

- e. the term or expiry date of certification, if certification expires after an established period;
- f. any other information required by the certification scheme.

1.7.2 The formal certification documentation includes the signature of Director General (DG) or the person authorized by DG.

NOTE The name and title of an individual whose agreement to be responsible for certification documentation is on record at the certification body is an example of a “defined authorization” other than a signature.

1.7.3 Formal certification documentation (see 7.7) is issued only after, or concurrent with, the following:

- a. the decision to grant or extend the scope of certification (see 7.6.1) has been made;
- b. certification requirements have been fulfilled;
- c. the certification agreement (see 4.1.2) has been completed/signed.

1.8 Directory of certified products

NBSM maintains information on certified products which contains at least the following:

- a. identification of the product;
- b. the standard(s) and other normative document(s) to which conformity has been certified;
- c. identification of the client.

The parts of this information that need to be published or made available upon request in a directory (through publications, electronic media or other means) are stipulated by the relevant scheme(s). As a minimum, the certification body shall provide information, upon request, about the validity of a given certification.