

## Issue permits to use the Product Certification Mark (SLS Mark)

How to obtain a permit to use the Product Certification Mark (SLS Mark)

### PRODUCT CERTIFICATION

Product certification Scheme which is popularly known as the "SLS Marks Scheme", is a scheme that gives a third party guarantee on quality of a product. This scheme enables the SLSI to grant permits to local as well as overseas manufacturers producing goods conforming to Sri Lanka Standards to mark the "SLS" mark on their products. Sri Lanka Standards Institution Act No.6 of 1984, and the regulations made there under empower the Sri Lanka Standards Institution to issue such permits to manufacturers.

The Product Certification Scheme is essentially voluntary in nature. However, SLS Mark has been made compulsory through the Directions issued under the Consumer Protection Act No. 1 of 1979 and Consumer Affairs Authority Act No. 9 of 2003.

The Certification Mark on a commodity or product signifies that the commodity or product is consistently manufactured in accordance with the relevant Sri Lanka Standard Specification and could be purchased with a reasonable assurance of quality. Compliance with the requirements of the specification is assured through regular monitoring of the quality assurance system through audits carried out by qualified Auditors of the Institution and product testing.

The general policy of the Institution is to administer the Certification Marks Scheme in such a manner that the responsibility of compliance with the relevant standard lies with the manufacturer. To secure this, a suitable quality assurance system consistent with the guidelines prescribed by the Institution should be adopted by each Permit Holder. He is responsible for the documentation and the implementation of the quality system and the continued effectiveness of the quality system will be verified by the qualified officers of the Institution at regular intervals.

Divisional Activities :

1. SLS Certification –Local
2. SLS Certification – Overseas
3. Granting approval for Health Ministry (MOH) registration of Bottled Drinking Water
4. Product Certification Tea in collaboration with Sri Lanka Tea Board

### SLS Marks Scheme-Local

Benefits of the SLS mark

- SLS mark is a major marketing tool for the promotion of sales.
- Differentiates products having the SLS mark from other products hence enhance competitiveness.
- Definite advantage over manufacturing establishments who does not have the SLS mark
- Reduce customer complaints
- State sector will look for SLS marked products, thereby increase the market share
- Image of the company will be improved, thereby improving the morale of workers

Productivity improvement

- Since the standards incorporate customer and legal requirements, products will be more acceptable
- Customer-Manufacturer-SLSI relationships enhance continuously
- Foundation to obtain Overseas Certification Marks such as BSI, ISI etc.
- Consumers can select products with a reasonable assurance of quality

Scope of the permit

Separate Permits should be obtained for commodities or products falling within the same standard specification but marketed under different brand names. If the same commodity or product bearing the same brand name is made at more than one plant, separate Permits should be obtained simultaneously for each and every plant. A Permit will not be issued unless all plants manufacturing the same commodity or product under the same brand name comply with the requirements of the Permit.

How to apply for a permit

A manufacturer desirous of obtaining a Permit to use the Certification Mark on a commodity or product must first ascertain whether a Sri Lanka Standard Specification has been approved and published by the Institution for the product/commodity concerned. Applications shall be submitted on the prescribed form and separate applications shall be made for each commodity or product covered by a particular standard.

If the commodity or product bearing the same brand name is produced at more than one plant of the applicant, separate applications must be submitted simultaneously in respect of each and every plant manufacturing that commodity or product under the same brand name.

For further details Contact the Product Certification Division (Tel. 2671567-72 Ext. 225, 354, 584,591 ,367,409 or 593)

#### Assessments before granting of a Permit

On receipt of an application the Institution will assess the adequacy of manufacturer's arrangements for quality assurance based on information provided in the application. An audit/s at the factory is/are arranged to examine and verify the quality management system adopted by the applicant. Specific attention will be paid to control on purchasing, process control at production, suitability of equipment, inspection and testing facilities, training, record keeping, provision of necessary resources etc.

The applicant should give every assistance to the auditors of the Institution to collect samples from the factory as may be required for testing. The cost of audits, cost of samples and testing fees shall be borne by the applicant.

If the product conforms to the requirements of the standard (verified by checking conformity of two consecutive samples) and the quality system is found to be satisfactory, a final audit will be carried out by a team of auditors.

#### Issue of Permit

A Permit to use the Certification Mark is issued, when the following conditions are fulfilled.

- Two consecutive samples drawn with a the specified time gap when tested are found to be conforming to the relevant Sri Lanka Standard; (Number of samples that would be tested will depend on the different varieties/type/sizes manufactured)
- A satisfactory documented quality management system is implemented;
- The Applicant agrees to abide by the General and Specific Permit Conditions.
- Fee for one year is paid by the Applicant.

Once a Permit has been granted, the manufacturer shall display the SLS symbol on the product.

#### Post Permit assessments

In order to ensure the conformity of the product to relevant Sri Lanka standard specification continuously, satisfactory operation of the quality system and to verify compliance with the permit conditions, periodic audits shall be carried out at the manufacturer's facility.

Samples of the product obtained from the manufacturer's facility / open market/parties to whom supplies have been made are also tested to check compliance with the specification.

The Permit Holder shall ensure that the permit conditions are complied with all aspects and necessary assistance and co-operation is extended to Sri Lanka Standards Institution at all times.

#### Validity of Permit

Validity of a Permit is three years which can be renewed thereafter subject to conformity of the samples to the relevant Sri Lanka Standard and satisfactory operation of the quality system

#### Misuse of the mark or violation of Permit Conditions

Misuse or infringement of the Certification mark is an offence under the Sri Lanka Standards Institution Act. For such offences the Act prescribes fines and or a period of imprisonment not exceeding two years. Further, a Permit can be cancelled at any time if the commodity or product is sub-standard or if the Permit Holder fails to comply with the other terms and conditions under which a Permit is issued.

For bona fide mistakes corrective steps are taken.

#### SLS Marks Scheme-Overseas

##### PROCEDURE FOR GRANTING SLS MARK FOR PRODUCTS MANUFACTURED OVERSEAS

##### 1. Application

The applicant shall apply to the Sri Lanka Standards Institution (SLSI) on the prescribed form along with application fee. The applicant submitting an application shall be a manufacturer outside Sri Lanka. The applicant shall be given an undertaking that all liabilities with respect to the SLSI Act and Rules and Regulations of the Scheme shall be fulfilled.

The following documents shall be submitted along with the application :

- Necessary documents supporting the Quality Assurance System (e.g. a copy of the Quality Manual, Quality Plan, test formats etc.) ;
- Outline of manufacturing process ; (e.g. a copy of the diagrammatic representation of the Process, flowcharts etc.) ;
- Details of testing arrangement and calibration certificates ;
- Test certificate from an independent (accredited) laboratory indicating conformance of the product to Sri Lanka Standards ; and Details of any other certification (Product or System)
- Application Fee USD 25.00 or equivalent.

## 2 . Pre-Certification Audit

2.1 A Pre-Certification audit will be required to be carried out at the manufacturers' premises. The Pre-Certification assessment will be carried out by SLSI or the National Standards Body in the exporting country or any other accredited inspection agency appointed by SLSI. However, if sufficient evidence is available to suggest that the manufacturer has a well established Quality System, the Pre-Certification assessment may be dispensed with at the discretion of SLSI.

2.2 If the applicant holds certification from a National Standards Body or any other recognized Institution, Pre-Certification assessment may be dispensed with at the discretion of SLSI.

2.3 The application processing fee will be USD 100.00 (or equivalent), and the applicants will have to bear expenditure for travel, stay and per diem as applicable by SLSI Regulations for SLSI officer (s) deputed for assessment.

2.4 If the Pre-Certification assessment is done by the agent of SLSI, the fees shall be directly arranged between the company and agent.

2.5 The final assessment shall be carried out by a team of SLSI auditors on the agreed guidelines of the SLSI. The cost with respect to the visit shall be borne by the applicant.

## 3 . Grant Of License

3.1 The sample (s) shall be drawn by SLSI or the National Standards Body in the exporting country or any other accredited inspection agency appointed by SLSI to monitor conformance of the product to the relevant Sri Lanka Standard. The cost of testing of the sample (s) will be borne by the applicant.. The product may be tested in Sri Lanka or in the applicant's country and the discretion to choose the laboratory will rest with SLSI.

3.2 If two consecutive samples comply with the requirements of the relevant Sri Lanka Standard and the company has a Quality Management System in compliance with ISO 9001/2000, the permit to use the SLS Certification Mark will be granted to the manufacturer.

3.3 The permit shall be valid for a period of three years.

## 4. Surveillance Audit

4.1 The sample (s) shall be drawn by SLSI or the National Standards Body in the exporting country or any other accredited inspection agency appointed by SLSI to monitor conformance of the product to the relevant Sri Lanka Standard. The cost of testing of the sample (s) will be borne by the applicant. The product may be tested in Sri Lanka or in the applicant's country and the discretion to choose the laboratory will rest with SLSI.

4.1.1 If audit is carried out by SLSI, the manufacturer shall bear the expenditure of travel, stay and per diem as applicable by SLSI Regulation for the SLSI Officer (s) undertaking audit if required.

4.1.2 If audit is carried out by any other accepted body, the fees shall be directly arranged between the company and the agent.

4.2 Sample (s) shall be drawn during surveillance audit for testing. The testing shall be done at the manufacturer's laboratory or at any independent testing laboratory. The cost of testing shall be borne by the permit holder. The test report shall be submitted to SLSI.

4.2.1 Market samples will also be drawn during operation of the permit. Cost of testing of market samples drawn in Sri Lanka will be borne by SLSI.

## 5. Renewal of permit

The Permit Holder shall inform SLSI three months prior to the date of expiry of the Permit for renewal along with the renewal fee of US \$ 150.00 (or equivalent). The Permit shall be renewed subsequently for three years based on the assessment of the performance of the Permit Holder.

## 6. Agreement With SLSI

The applicant shall enter into an agreement with SLSI for terms and conditions of operation of the permit.

NOTE : The agreement between SLSI will include clauses pertaining to indemnity, misuse of SLS Certification mark,

voluntary withdrawal or cancellation of permit etc.

#### Recommendation for Health Ministry (MOH) Registration of Bottled Drinking Water

Under the agreement between Health Ministry and SLSI, SLSI is the inspection body who carryout inspections and recommend for granting approval to MOH for registration of Bottled Drinking Water.

#### Assessment before granting approval :-

On receipt of an application the institution will assess the adequacy of manufacturer's arrangements for quality assurance based on information provided in the application. An audits at the factory is/are arranged to examine and verify the quality management system adopted by the applicant. Attention will be paid to control at production, suitability of equipment, inspection and testing facilities, training, record keeping, provision of necessary resources etc. Specific attention will be paid to hydro geological report and recommendations made under there, suitability of water resource, perimeter protection, adherence to Code of Practice for Bottled drinking Water and conformity of two consecutive samples of source water and final product to relevant standards.

#### Issue of Permit:-

On satisfactory fulfillment of those requirements provisional registration is recommended for 1 year and after verifying consistent quality by continuous testing as per sampling plan, full registration is recommended.

#### Validity of Registration:-

Audits are arranged for renewal of registration on request of M.O.H.

#### Annual Fee

##### Annual Fee-Local

Before issuing a Permit to use the SLS Mark, an annual fee will be charged based on total sales value of the product and cost of monitoring activities to be done by SLSI (ie. operational cost).

##### Annual Fee - Overseas

The Permit Holder shall pay the Annual fee of :

- USD 2 000.00 for sales over LKR 10 000 000/= ( per annum)
- USD 1 250.00 for sales between LKR 5 000 000/= and LKR 10000000.00 (per annum)
- USD 750.00 for sales less than LKR 5 000 000/= (per annum)

plus 0.05% of the invoice sales value of the product for using the SLSI Certification Mark on the product. VAT or any other taxes will be charged as appropriate.

#### Contact details:

##### 1. Director ( Product Certification)

Tel: +94 11-2671567-72 Ext: 354 Direct: +94 11 -5626204, Tel/Fax: +94 11 2671953

Email : hgss@slsi.lk

2. Senior Deputy Director(Non Food Section) Tel: +94 11-2671567-72 Ext: 584 Email : aliyar@slsi.lk

3. Senior Deputy Director(Food Section) Tel: +94 11-2671567-72 Ext: 591 Email : mala@slsi.lk

4. Senior Deputy Director(Bottled Water Section) Tel: +94 11-2671567-72 Ext: 367 Email : ramani@slsi.lk

5. Administrative Officer Tel: +94 11-2671567-72 Ext: 580

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#### Organization Information.

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