

GUIDANCE DOCUMENTS FOR APPLICANT

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM FOR GRANT OF LICENCE UNDER PSQCA CERTIFICATION MARK SCHEME FOR FOREIGN MANUFACTURERS

1. Documents authenticating establishment of firm, such as Registration by Company Registrar or any state authority or memorandum of article in case applicant firm is a Limited company or Partnership Deed in case the applicant is under Partnership.
2. Nomination form in support of representative located in Pakistan or Documents for authentication of Pakistan Liaison/Branch office of foreign manufacturers, if existing which should include the permission of State bank of Pakistan.
3. Process Flow-chart showing complete manufacturing process (from procurement of raw material / components to the storage of finished product).
4. Quality assurance system being followed in factory (e.g., copy of Quality Manual, Quality Plan, Test Formats, etc.)
5. Details of other Certifications, if any, for the product(s) and/or Systems in the factory.
6. **PURCHASE SPECIFICATION/MATERIALS QUALITY ASSURANCE**
 - a) Please detail main materials purchase specification used and major samples involved.
 - b) Please also give quality assurance methods adopted on receipt of materials, or components indicating action taken on reject
7. Please detail various steps in manufacture – a production schedule and/or supplement in chart form showing stages which may be advantageous
8. **TEST EQUIPMENT/INSTRUMENTS GAUGES AND TOOLS**
 - a) Please detail test equipment used. Is any of the production or test equipment calibrated? Specify and furnish brief details.
 - b) Indicate External arrangement for testing if any
9. Drawing of the Product and/or Components (where applicable)
10. Please give the following information on factory QC staff organization:
 - a) Head of Quality Assurance Qualification, Training etc.
 - b) Reporting to:
11. Test report from an independent accredited laboratory and / or Applicant's own in-house laboratory.
12. Layout Plan of the factory premises, clearly showing location of major manufacturing machinery, laboratory, etc.
13. Location Plan of the Factory.

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14. Demand Draft of Rs. 50,000/- in Rupees or equivalent US \$ in favor of PSQCA.
15. Details about the previous licences held / licences cancelled / applications rejected. Reasons for such cancellation / rejection, if any, under the PSQCA Act 1996 & Pakistan Conformity Assessment Rules 2011, may be indicated in the application form.

GUIDE NOTES FOR FILLING-UP THE APPLICATION FORM:

General:

- a) Separate application shall be required to be submitted for each product / Pakistan Standard.
- b) The duly filled-in application should be signed by the CEO of the firm, or in his absence, by the representative authorized by him. It should be sealed with the firm's seal and also countersigned by the legally appointed authorized Pakistan representative.
- c) Ensure filling-in complete addresses of office and factory along with submission of supporting documentary evidence. Any change in the same shall be immediately intimated to PSQCA with documents in support of new address(es).
- d) Clearly indicate related Pakistan Standard and product variety(ies) for which licence is sought (type/grade/class/rating, etc). The nomenclature and classification given in the related Pakistan Standard should be referred to while giving details in the respective column. Such details, including declared parameters, would be required to identify the samples, which would be drawn during the inspection by PSQCA for independent testing.
- e) The cost of all visits / inspections and testing shall be chargeable and paid by the applicant.
- f) Applicant will be required to submit Acceptance of Scheme of Testing and Inspection (STI) and Rate of Marking Fee; and Declaration of Brand Name, etc., as per the terms and conditions of grant of licence in prescribed proforma after recording of application / during the inspection / visit.
- g) In case the information submitted by the applicant along with the application is found to be incorrect, at any time, the application is liable to be rejected.
- h) For documents in language other than English, a translation in English should also be provided (duly certified).

Nomination of Pakistani Representative:

The specimen of nomination form is available on the homepage of PSQCA web-site www.psqca.com.pk under 'Foreign Manufacturers Licensing Scheme' (the last page of the Agreement to be signed between PSQCA and the Applicant). It should be furnished on the manufacturer's letterhead. It should be signed by the CEO of the company or his authorized representative and also by the Pakistani Representative along with his contact details. Any change in authorized Pakistani Representative should be informed to PSQCA immediately, along with fresh nomination. Only one person can be nominated by the applicant/firm. The Pakistani representative should have all information related to the consignments of

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PS marked material being shipped by the licensee to Pakistan. On request, he should be able to provide the details immediately to PSQCA like bill number, quantity, product details including class/variety/grade/rating, complete consignment details including their contact details etc. In the absence of such Pakistani Representative, or non-compliance of the provisions of the PSQCA Act, 1996 and the Rules and Regulations framed there-under, and the terms and conditions of the licence by such authorized Pakistani Representative of the manufacturer, the application is liable to be rejected and the licence, if granted, shall be put under stop marking and processed for cancellation.

Process Flow-chart:

Process Flow-chart shall include complete manufacturing process (from raw materials to finished product) along with clear identification of stages at which intermediate control checks are made to ensure conformity of the product to the relevant Pakistan Standard. The activities, being outsourced (if any) shall also be highlighted along with details of the process(es) outsourced and agreement, if any.

Manufacturing Facilities:

The details of manufacturing machinery shall be complete and as per the process flow-chart attached with the application. Complete name of the machinery must be indicated along with the operation it carries out (in brief) in the prescribed format. The activities being outsourced shall be highlighted with details of outsourcing, e.g., the agency, copy of agreement, traceability of material, etc.

Testing Facilities:

- a) All tests as per relevant Pakistani Standards shall be enlisted in the prescribed format (preferably, in the order they appear in the Pakistan Standard).
- b) No column shall be left blank.
- c) The test facility, available in-house or not, shall be clearly indicated in the last column.
- d) Alternate arrangements made for the test facility not available in-house shall be clearly brought out. Such arrangement, where these tests would be got done as per frequency of testing laid down in Pakistan Standard, must be with accredited and well-equipped laboratory to properly identify, handle and test the samples/products and ready to carry out testing as and when requested by the firm as per Pakistan Standards and test methods mentioned therein. The lab shall also agree to provide access to PSQCA officers, on request, with prior intimation. A consent letter to this effect shall be obtained from such lab and submitted with the application.

Note: It is, however, desirable to have complete testing facility in-house for satisfactory operation as per Pakistan Standard. However, if, for a few tests, the test facilities are not available in-house, relaxation may be considered by PSQCA provided request for the same is submitted along with the application with proper explanation and justification. Discretion to accept such request for relaxation in testing facilities solely rests with the PSQCA.

- e) Calibration details shall be indicated in the prescribed format for all major test equipment, which require calibration. Record of all such calibrations shall be maintained for reference by the applicant in the factory.
- f) The testing facilities shall not be shared with any other firm. If so, the details shall be provided along with the application.

Quality Control In-charge:

The Quality Control In-charge shall be a full time employee of the company and competent to understand the relevant Pakistan Standards applicable for the product. He shall also be responsible for inspection and testing as per Pakistan Standard and maintain all records of production, inspection and testing

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required as per the Pakistan Standard. All such records shall be readily available in the lab and the Quality Control In-charge should be able to produce the same, on request.

In-house / Independent Test Reports:

The test reports from in-house laboratory or from accredited independent laboratory, showing conformity of the product to the relevant Pakistan standard, shall be attached with the application. The testing must have been done in the recent past on the material produced by the applicant in its own factory and as per the relevant Pakistan Standards, using test method(s) specified therein.

Location Plan:

Details of the location plan shall be submitted as such information becomes useful while planning visits for inspections from Pakistan.

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