

	BANGLADESH STANDARDS AND TESTING INSTITUTION PRODUCT CERTIFICATION SCHEME	
	Revision No. 0	PROCEDURE FOR SURVEILLANCE
ISSUE NO.:02	ISSUE DATE: 01.10.2014	Approved By: D(CM)

1 Purpose

The purpose of this procedure is to define the planning and conduct of surveillance of certification licensees of the product certification scheme to assure continuing compliance to the conditions of the license.

2 Scope

This procedure applies to all licenses granted under the product certification scheme (PCS). It is applicable to all staff of the certification wing and also to any external subcontractors appointed to under take surveillance inspections. The full scope of the processes covered is as per flow charts given Figure 1 and Figure 2.

3 Definitions

- 3.1 Directory of License** -The permanent record maintained by the certification marks wing containing names of current certification licensees with approval date, status/expiry date, issue date, standard number and factory address (format is P-SU-02-F01).
- 3.2 Register of Inspectors**- A list of names of persons qualified to perform factory inspections indicating the fields of expertise according to the industry sector.
- 3.3 Inspecting officer**- A person listed on the Register of Inspectors who is assigned to perform a surveillance inspection of a licensee.
- 3.4 Surveillance Report**- A standard form as contained in P-SU-02-F03
- 3.5 Certification Report**- A evaluation report is prepared and presented for approval of certification containing the product description, inspection report, test result and recommendation is reviewed for approval by the certification committee.

4 Procedure

- 4.1 The criteria and basis for review of report and subsequent decisions stated to be covered vide **procedure for Renewal, Suspension, Cancellation, Reduction in scope and Withdrawal of the Licence**. Which calls for straight away suspension of licence in the event of any non- compliances observed.

Compliances to the STI requirements of the certification scheme are to be evidenced in the surveillance reports (*PM-SU-02-F03*).

4.2 Supervision controls over licensee's performance

After the grant of license, the licensee is authorized to mark the products covered by the license subject to the condition that the Licensing Agreement and Scheme of Testing & Inspection (STI) for the Product Certification Scheme are fully implemented.

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- a. Post certification controls are exercised through surveillance inspections at the licensee's unit periodically. During these inspections, thorough technical auditing of the quality control system is carried out with reference to the Licensing Agreement and STI for Product Certification Scheme. Samples of current production taken from the factory and the market are tested, in BSTI or independent laboratories.
- b. The results of inspections and product testing are communicated to the licensee as appropriate with suitable advices.
- c. A license can be **suspended or cancelled** following serious discrepancies, particularly if the product does not conform to the applicable Bangladesh Standards or International Standards.
- d. The licensed product has ceased continuously for a period of six months, the production operation shall be **re-inspection** by the BSTI before approval is granted to reuse the mark.

4.3 Surveillance Planning

Action	Responsibility
<p>4.3.1 Directory of License</p> <p>All new approvals of certification shall be immediately upon approval entered into the Register of Certifications. (P-SU-02-F01) Similarly the register shall be updated for withdrawals, non-renewals and any other changes.</p>	Quality Manager
<p>4.3.2 Establishment of schedule of surveillance (Factory & Market)</p> <p>A schedule for surveillance (P-SU-02-F02) shall be established on twice in a year bases. This schedule shall include both factory and market surveillance.</p> <p>In establishing the schedule, it should be assumed that each license is subject to one factory surveillance and one market surveillance per year. The man day requirements of factory inspections shall be calculated in accordance with the man days calculation procedure. For market surveillances depending on the location of the surveillance, man days/ inspection time shall be allocated by Deputy Director in respective file and one inspecting officer could be collect one more sample available in the same market/shop for different licensee's product.</p> <p>The person assigned for the surveillance should be selected on the basis of having the required expertise in the field as per Register of Inspecting officers.</p> <p>The Inspecting officers assigned shall keep the list confidential and not inform the licensee or any other person who does not need such information.</p>	Deputy Director



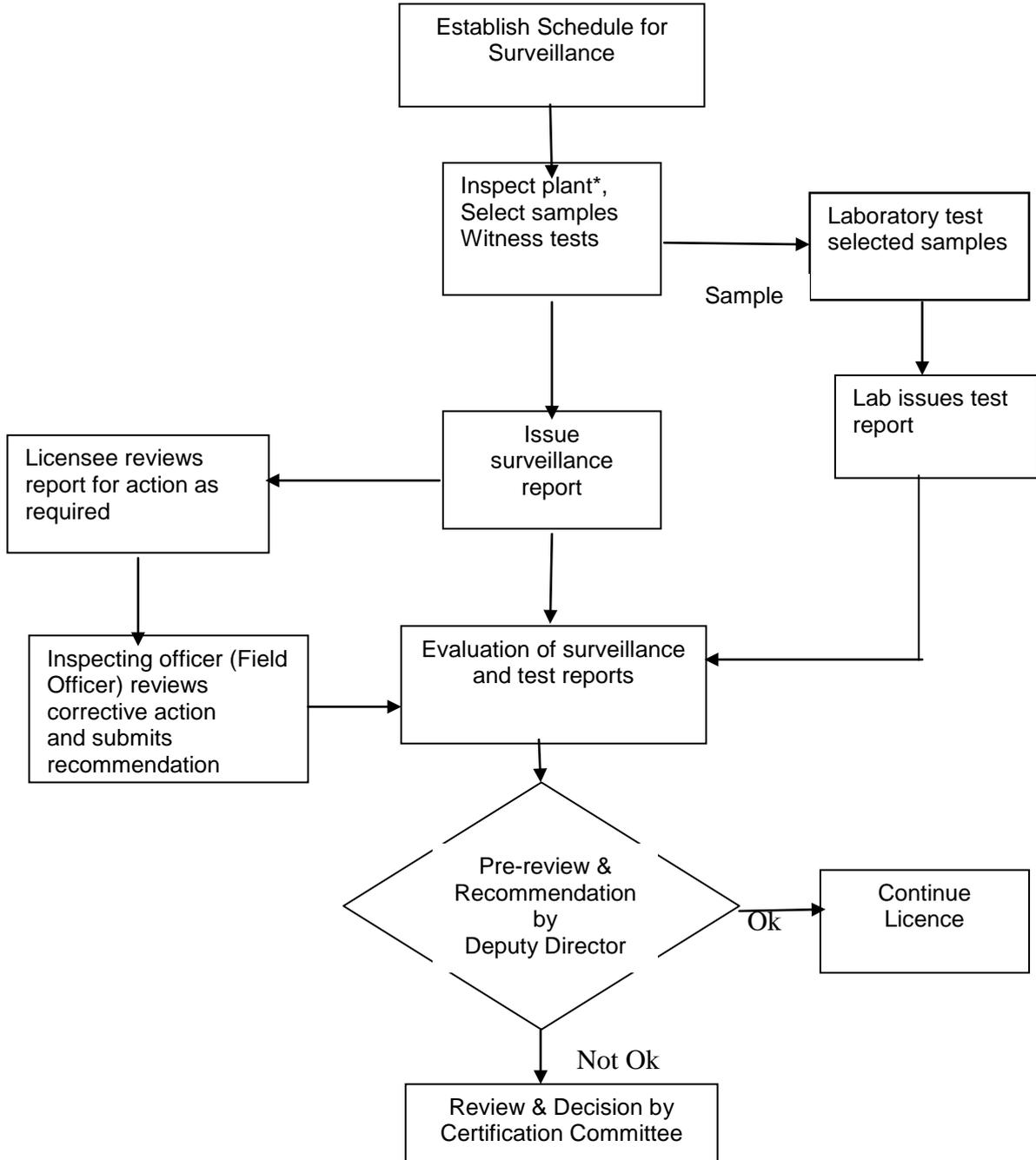
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<p>iv) He should select samples for witness testing and for testing in BSTI or other labs as indicated in the specific conditions annexed to the certification agreement. Samples should be selected from the finished goods store or production line on a random basis. These should be identified by clear marking and particulars recorded so as to ensure that these are not substituted.</p>	Inspecting officer
<p>v) Upon completion of the inspection and compiling the report, the Inspecting officer (Field officer) shall thank the licensee and present a signed copy to the licensee's representative. The original report shall be retained in the file and submitted to the Deputy Director for review.</p>	Inspecting officer
<p>4.3.5 Market Surveillance</p> <p>i) The surveillance is undertaken at identified market places (retailers or wholesalers) on a scheduled date (or period) as given in the Surveillance Schedule</p> <p>ii) Upon arrival at the premises of the seller the Inspecting officer (Field officer) should identify himself with the authority card and announce his intention to take samples of the identified products.</p> <p>iii) A survey of the stocks available at the sellers premises should be undertaken to identify the BSTI certified products that are available at the premises.</p>	Inspecting officer
<p>iv) Prior to sampling it should be ascertained whether sufficient stocks are available to sample in accordance with the sampling plan given in the STI applicable to the product. If sufficient stocks are not available another sales premises within the same area, where the required number of specimens can be taken should be selected (or take a reduced sample).</p>	Inspecting officer
<p>v) The number of specimens as required by the STI should be taken from the stocks at random and secured within a suitable container. The container should be marked with details of sampling. i. e. date of sampling, name and address of the seller, number of specimens, name and designation of the Inspecting officer (Field officer) and any other relevant details. The container should be sealed in the presence of the seller and the inspector.</p>	Inspecting officer

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FIGURE1- FLOW CHART FOR FACTORY SURVEILLANCE



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FIGURE 2-FLOW CHART FOR MARKET SURVEILLANCE

