

1. Scope

The Product Certification mark scheme based on any Sri Lanka Standard or other Standard is open to any local or foreign manufacture operating in Sri Lanka and other parts of the world. This document delineates the steps involved with SLSI Product Certification.

2. Application for Certification**2.1. Application (FM-CP-01)**

The applicant can be a single operator or group of partners. The applicant who is capable of manufacturing products conforming any product standard specification can submit, one application detailing out the manufacturing and storage units.

If a group of partners need separate certification on same product shall submit separate applications.

2.2. Pre-Certification Questionnaire (FM-CP-02)

The pre-certification questionnaire provided with the application form shall be completed and submitted to the SLSI along with the application. The information provided in the questionnaire will be useful for auditors to determine the nature of applicant's business, manufacturing and storage facilities, transportation and the management system related documentation.

2.3. A description of Applicant's compliance to the Standard

A description of applicant's commitment and compliance to the relevant standard specification shall be self-explained by the applicant.

The foreign manufacturers must be certified for ISO 9001 and submit a copy of the Quality Manual along with the application.

3. Pre Certification Audit

A pre-certification audit will be arranged, once the applicant has rectified the discrepancies raised at the adequacy audit. This will be conducted on site and prior to visit, the applicant will be informed about the audit team to raise objections to the audit team.

This audit provides the opportunity for auditors to confirm the scope of certification and preparedness of applicant for the subsequent certification audit. This visit will be used to collect samples as mentioned in the relevant standard specification. A report on pre-certification audit will be submitted to the client.

4. Certification Audit

The certification audit will be arranged only, once the applicant has corrected the discrepancies raised at the pre-certification audit and confirmed their readiness for the audit.

Prior to the certification audit, the audit plan and the list of members in the audit team will be sent to the applicant and applicant's approval is obtained. The applicant is given the freedom to raise objections to the audit schedule as well as to the composition of the audit team.

Once the applicant has confirmed that he is satisfied with the audit plan and the audit team, the SLSI will carry out the certification audit. Upon completion of the audit, SLSI will submit a detail report covering nonconformities with reference to the requirements of the certification criteria mentioned in 2.3.

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5. Nonconformity

The audit findings raised in the certification audit will be categorized as follows.

6.1 Major Nonconformity

Failure to fulfil one or more requirements of the product certification criteria, which will affect seriously for product quality.

6.2 Minor Nonconformity

An isolated incident of a failure to fulfil one or more requirements of the audit criteria of the product certification scheme.

6.3 Observation

A statement of fact made during an audit and substantiated by objective evidence

The major or minor nonconformities shall be followed up using FM-CP-12 and objective evidence for the corrective actions taken shall be informed to SLSI, as explained by the Team Leader. It is advisable for the applicant to take suitable actions for the observations raised, if any in FM-CP-18 using the corrective action record, FM-CP-15, otherwise the issues related to observations could lead to nonconformities at the next visit.

6. Corrective Action and follow up audit

The applicant in response to the nonconformities highlighted in the certification audit report shall submit proposals for corrective action to all nonconformities found in the management system. Depending on the nature and the degree of the nonconformities some may be completed with an agreed time frame. After the implementation of corrective actions, the applicant will be requested to confirm that the agreed corrective actions are fully implemented, if necessary with an action plan. On receipt of confirmation, SLSI will verify the corrective actions by a documentation review or a follow up audit, if necessary. Considering the nature of the nonconformity (*either it is major or minor*), audit team leader will decide whether a follow up audit is necessary to verify the effectiveness of the corrective action(s) taken.

7. Award of Certificate

On completion of the certification audit satisfactorily and after conformity of two consecutive product samples to the relevant standard specification, the Product Certification Division of SLSI will submit the audit report to the Permit Committee of grant of permit. Upon approval by the Permit Committee, the applicant will receive a Certificate for use of permit as applicable to the relevant standard specification which will be valid for the period as decided by the Permit Committee, subject to compliance with the permit conditions referred in the certification agreement signed by the applicant and SLSI.

8. Surveillance Audits

The holder of the certificate shall agree with the SLSI on a surveillance audit schedule. Unless otherwise decided, these audits are usually conducted bi-annually. The auditors' findings at these audits shall also end up with the implementation of agreed corrective actions. The scope of the periodic audits are predetermined and usually covers a defined part of the certification criteria ensured that the entire management system is audited at least once during the period of the validity of the certificate.

9. Conditions for the Use of Permit/ Certification Mark

A certified company could use the certification mark on the products agreed in the Specific Permit Conditions.

10. Certification Cost

The fees chargeable for SLSI mark product certification are given in the fee structure, GL-CP-02A or GL-CP-02B.

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11. Renewal of Permit

Permit will be renewed every three years, unless otherwise decided after conducting the recertification audit. The decision for renewal will be taken based on the results of the recertification audit.

12. Complaints

Any interested party may lodge a complaint regarding the operation of SLSI product certification scheme. All complaints in writing shall be addressed to the Director General of the SLSI for consideration.

13. Confidentiality

Confidentiality shall be assured to all applicants regarding information relating to the business, product conformity of company and its operations. However, this information is required to be disclosed to the auditors and they are required to sign a confidentiality agreement before each audit assignment.