

SULTANATE OF OMAN

**THE OMANI QUALITY MARK AND
CERTIFICATE OF CONFORMITY
REGULATIONS
2000**

**MINISTRY OF COMMERCE AND
INDUSTRY
DIRECTORATE GENERAL FOR
SPECIFICATIONS
AND MEASUREMENTS**

THE OMANI QUALITY MARK AND CERTIFICATE OF CONFORMITY REGULATIONS

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PART ONE : THE OMANI QUALITY MARK

PART TWO : THE CERTIFICATE OF CONFORMITY

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INTRODUCTION

The present Regulations for the Omani Quality Mark and the Certificate of Conformity put Standardization in the Service of all parties concerned particularly the ordinary consumer as they provide him with a practical, simple and reliable means, i.e. the Omani Quality Mark that guides him to the Commodities that satisfy his purposes and suit his requirements without endangering his health and safety. He will not need to study the technical details of the standards or tests since this task will be shouldered; on his behalf, by the Directorate General of Specifications and Measurements at the Ministry of Commerce and Industry.

The Omani Quality Mark distinguishes the Commodities carrying it for their quality and service at the same lines, as a guarantee from the producer that the marked commodity meets quality and safety requirements and complies with the standard specifications of such commodity. Further, the Omani quality mark or the certificate of conformity granted by the Directorate are indisputable proof of conformity as they are issued by an impartial, competent authority, i.e. the Directorate General of Specification and Measurements. They also help manufacturers and exporters excel their competitors who have no proof that their product meet the quality and safety requirements and comply with the standard specifications. It is worthwhile mentioning that the present Regulation is based on (**ISO/IEC Guide 23**).

The present Regulations are divided into two main parts. Part one thereof is concerned with the rules of licensing the use of the Omani Quality Mark on a certain commodity, whereas part two is concerned with the rules of issuing the certificate of conformity for both the exporter and importer commodities. This certificate is highly important as it helps to develop exports when it is granted to a certain shipment for export to prove that such shipment complies with the standards of the importing country or with the corresponding international standards, the thing which maintains the reputation of the national products and increases demand thereon the international markets.

Furthermore, these regulations provide other benefits for the producer, the merchant and the distributor since the Omani quality mark is considered as an indication of the quality of the commodity which increases the rate of its distribution and supports it in its competition with the similar commodities. This will eventually increase profits, reduce the stocks and enhance capital turnover.

The implementation of the present Regulations, on the other hand, will provide the national industry with other services as the Directorate will guide it to the best methods of quality control, assist it in solving quality related problems and urge it to complete its technical capacities. Also the implementation of the regulations will create a competitive atmosphere that will pave the way to compliance with the standard Specifications.

It is hoped that the implementation of these Regulations will result in consumer protection as well as provision of services to both the manufacturer and merchant equally and hence, the development of the national economy in all aspects.

PART ONE
THE OMANI QUALITY MARK

DEFINITIONS

The following wordings shall have the meanings assigned to them hereunder wherever they appear in this section of the regulations :

1. THE MINISTRY:

Ministry of Commerce and Industry.

2. THE DIRECTORATE:

The Directorate General of Specifications and Measurements

3. COMMODITY:

The Final product to which this part of the Regulations applies

4. ESTABLISHMENT:

Any factory or production unit that produces the commodity whereon the Mark will be put.

5. THE OMANI QUALITY MARK (THE MARK) :

A mark accredited by the Ministry and illustrated by figure (1) attached hereto. It is a mark that indicates the quality of the commodity holding it and implies the guarantee of the establishment of the compliance of such Commodity with its respective standard

6. THE COMMODITY STANDARD :

The Omani Standard for the Commodity or any standard accredited by the Directorate in case there is no Omani standard for the commodity.

7. QUALITY CONTROL PLAN :

A plan for Quality Control agreed by the Directorate and the establishment in order to ensure the compliance of the commodity with its respective standard.

8. PRE-LICENSE ASSESSMENT :

A study conducted by the Directorate of the application form for the license to use the Mark, general particulars and the enclosures submitted by the establishment after completing the relevant forms and the payment of the Specified charges (Forms No (1) and (2)).

9. THE INSPECTOR:

A representative charged by the Directorate with the performance of the inspection Mark set forth in this Part of the Regulations.

10. INSPECTION:

All activities including sampling, measurement, examination, testing, specifying the characteristics of the commodity and comparing them with the requirements specified in the standards to know the extent of its compliance with such specifications.

11. THE PRE-LICENSE INSPECTION:

A preliminary inspection conducted by the Directorate's Inspectors the establishment applying for the license to use the Mark in order to study the quality control system adopted by the establishment and take samples of the commodity to test them and verify their compliance with their respective standard in the light of such test the Directorate will decide whether to grant the license to the establishment to use the Mark or not.

12. THE PERIODIC INSPECTION :

A surprise inspection on the establishment licensed to use the Mark to ensure that the establishment uses the Mark properly and that it is committed to the agreed quality control plan. Samples will be taken from the production of the establishment and tested to ensure their conformity to their respective standards.

13. ACCREDITED LABORATORY:

The laboratories of the Directorate or any other laboratory accredited by the Directorate to carry out specific tests.

14. LICENSING THE USE OF THE MARK:

A written permit granted by the Directorate to the establishment licensed to use the Mark on the commodity complying with the standard for a period of one year which is annually renewable at the request of the establishment provided that it meets the procedures of licensing the use of the Mark.

FIELD OF APPLICATION

Article (1):

The provisions of this part of the Regulations shall apply to the national establishments that produce commodities conform to the relevant standard and apply to the Directorate for a license to use the Mark on one or more products. The license may be granted to a non-Omani establishment at their request, provided they abide by the provisions of the present Regulations.

Article (2):

The Quality Mark on any commodity shall be deemed a guarantee from the establishment of the quality of such commodity and its conformity to their relevant standards.

Article (3):

The forms attached here shall be deemed integral to this part of the regulations:

Form and Position of the Mark

Article (4):

1. The Mark shall be typical to the model illustrated in figure (1) attached to this Part of the Regulations.
2. The Mark must be printed, engraved or fixed to the commodity in a way that makes it difficult to be removed. In case of non-existence of sufficient space on the commodity or if the commodity does not allow the putting of the Mark thereon, the position of the Mark shall be subject to agreement with the Directorate.



FIGURE No. (1)
THE OMANI QUALITY MARK

The conditions for Granting the License to use the Mark

Article (5):

The Directorate grants the establishment , at its request, a license to use the Mark on a certain commodity for a period of one year that may be renewed annually subject to the following conditions :

1. Existence of a standard or standards for the commodity.
2. Compliance of the commodity produced by the establishment with its relevant standard.
3. Existence of adequate testing facilities in the establishment to ensure the maintaining of the quality of the commodity in accordance with the quality control plan and its conformity to the standards. However, the establishment may utilize of the Directorate's laboratories or the accredited laboratories to conduct examinations and tests after the payment of the specified fees.
4. Existence of a department in charge of quality control in the establishment
5. The establishment must provide the Directorate with all necessary facilities on conducting the inspection and provide it with all information there about including the quality control procedures adopted therein and the production and quality control records wherever requested.
6. The establishment must pay in pre-license assessment , the pre-license inspection and sample testing charges as well as the charges for the license to use the Mark provided for in article (9).
7. The Establishment must guarantee the accuracy of all the information it submits to the Directorate.
8. The establishment undertakes to implement all the articles of this part of the Regulations.

Procedures for Obtaining the License to use the Mark

Article (6):

To obtain the license to use the Mark , the establishment shall follow the following procedures :

1. The establishment shall apply to the Directorate for the license to use the Mark according to Form (1) attached hereto, pay the pre-license assessment charges and promise to pay the other charges provided for, in the present Regulations.
2. The establishment shall submit a separate application for each commodity it produces and intends to put the Mark thereon.
3. The establishment shall provide the Directorate with all the required informations in Form No. (2) enclosed herewith

Procedures for Granting the License to use the Mark

Article (7):

If the establishment meets the conditions provided for in articles (5) and (6) the Directorate shall act as follows:

1. Pre-license assessment:

Study the application for the license to use the Mark (Form No. 1) the data provided by the establishment (Form No. 2) and any other enclosures after the payment of the fees specified in article (9).

2. Pre-license inspection

- 2.1 Visit the establishment to conduct the technical studies such as the testing and examination facilities available and the quality control methods followed during the manufacturing processes.
- 2.2 Take random samples of the commodity to be marked to test them in the Directorate's laboratories or any other laboratories accredited by the Directorate to ensure that the samples conform to their respective standards.
- 2.3 Prepare a pre-license inspection report according to Form No. (3).

3. Preparation of Quality Control Plan:

According to the pre-license inspection report , the Directorate and the establishment shall agree on a quality control plan to be adopted by the establishment in order to guarantee the continuous production of commodities conforming to the standards . However, elaborating a unified general plan for all the establishments producing the same commodity should be considered.

4. Granting the establishment the license to use the Mark:

The establishment shall be licensed to use the Mark by the Directorate after it meets all the conditions stipulated in this part of the Regulations. The establishment shall then be notified in writing on Form No. (4). The license- Form No. (5)-shall be valid for a period of one calendar year, annually renewable at the request of the establishment that should be submitted, at least two months prior to the expiry date of the previous license.

5. Periodic Inspection :

The Directorate shall inspect the establishment licensed to use the Mark periodically not less than three times a year without prior notification, the inspection will include the following:

- 5.1 Examine the quality control records , read the results of the tests and verify the commitment of the establishment to the agreed quality control plan.
- 5.2 Examine the records of the measurement and testing apparatus , verify their accuracy as well as their annual calibration and accuracy.
- 5.3 Draw random samples of the commodities bearing the Mark in the presence of the person in charge in the establishment in order to test them and ensure that they conform to their respective standard (Form No. 6).
- 5.4 Prepare a report on each periodic inspection on (Form No. 7)

6. The Directorate may take samples of the commodities carrying the Mark directly from the market to test them and make sure of their conformity to the relevant standards.

7. The Directorate shall consider the complaints raised by consumers as regard the commodities carrying the Mark and verify them .

8. **In case the Directorate finds out that the commodities bearing the Mark** do not conform to the relevant standard, the general provisions stipulated in this part of the regulations shall be applied to the establishment.

Responsibility of the Establishment after Obtaining the License to use the Mark

Article (8):

The establishment after obtaining the license to use the Mark shall be responsible for the following:

1. To affix the Mark in the manner and method approved by the Directorate.
2. To abide by the quality control plan agreed on with the Directorate so as to guarantee continuous conformity of the marked commodity to the relevant standard.
3. To record testing results in forms approved by the Directorate and keep them in a way that facilitate their inspection and perusal by the Directorate inspectors at any time.
4. To carry out periodic , comprehensive examination and calibration of all the testing and measuring apparatus.
5. To submit a bi-annual report to the Directorate stating the production quantity of the marked commodity as well as the production quantity of the non-conforming, unmarked commodities and the way of disposing thereof. The said report shall also include the average commodity testing results during the said six months period.
6. The Quality Mark on any commodity shall be deemed a guarantee from the establishment of the quality of such commodity and its conformity to the relevant standard. The establishment shall be held fully responsible if it breaches this part of the regulations.

The cost of licensing the use of the Mark

Article (9):

The establishment shall pay the following charges before it is granted the license to use the Mark :

1. Pre-license assessment charges :

A non-refundable sum (R.O. 50) Fifty Rials Omani, paid once for each commodity bearing the Mark.

2. Pre-license inspection charges which include:

2.1 The cost of travel or transport tickets.

2.2 Allowances for the inspectors, as follows:

- a. The sum of (R.O 20) twenty Rials Omani as a daily subsistence for one inspection within the Governorate of Muscat.
- b. The sum of (R.O 40) Rials Omani forty as a daily subsistence for one inspectors outside the Govenorate of Muscat within a distance less than (300) kilometers.
- c. The sum of (60 R.O) Rials Omani sixty as a daily subsistence Allowance for one inspector outside the Governorate of Muscat to a distance exceeding (300) km.

2.3 The cost of testing the samples taken during the pre-license inspection according to the specified fees (plus shipping charges in case the test is to be conducted abroad).

3. The cost of licensing the use of the Mark:

3.1 For one commodity:

(0.15%) one and a half per thousand of the annual sales value of the sold commodity bearing the Mark as indicated in the final accountant certified by a chartered accountant, to the minimum of (R.O 750) Rials Omani seven hundred and fifty and the maximum of (R.O 2500) Rials Omani two thousand and five hundred.

3.2 For more than one commodity that share method of manufacturing or have one standard:

- a. (0.15%) one and a half per thousand of the annual sales value of the commodity bearing the Mark achieving the biggest sales value as indicated in the final accounts certified by a chartered accountant to the minimum of (R.O 750) Rials Omani seven hundred and fifty and the maximum of (R.O. 2500) Rials Omani two thousand and five hundred.
 - b. (0.15%) one and a half per thousand of the annual sales value of the commodity bearing the Mark ranking second to the commodity achieving the biggest sales as indicated in the final accounts certified by a chartered accountant to the minimum of (R.O 750) Rials Omani Seven hundred and fifty and the maximum of (R.O 1500) one thousand five and hundred Omani Rials .
 - c. (R.O 750) Rials Omani Seven hundred and fifty for each other commodity ranking after the first and second commodities.
4. Assessment, in the first year of granting the Mark shall be according to the annual average of the actual sales of the commodity bearing the Mark in the last two years.
 5. The charges paid by the establishment are non-refundable.

Suspension and Cancellation of the license to use the Mark

Article (10):

1. The license to use the Mark shall be suspended in case of non-abidance of the establishment by the provisions set forth in this part of the Regulations or if it produces commodities non-conforming to the relevant standard. However the Directorate may lift such suspension after it ascertains the ability of the establishment to redress the suspension reasons.
2. The suspension period shall not affect the expiry date of the licens .

3. The license to use the Mark shall be cancelled if the Directorate establishes that the establishment is no longer able to continue the production of commodities conforming to the standards and that it does not implement the provisions stipulated in this part of the Regulations. In case these reasons disappear the license shall be restored subject to a new application from the establishment and after the Directorate is certain that the cancellation reasons have been redressed. However the establishment shall not commence using the Mark except after its notification in writing by the Directorate.
4. The Directorate shall have the right to cancel the license to use the Mark if the establishment is unable to implement any amendments made by the Directorate to the standards.

General Provisions

Article (11) :

1. The Directorate shall notify the establishment in writing of the reasons if its application for a license to use the Mark is refused. The establishment may submit a new application after it has rectified the reasons that lead to the rejection of the previous application.
2. The license to use the Mark shall be valid for a period of one year and it may be renewed annually pursuant to an application from the establishment to be submitted two months prior to the expiry of the previous license.
3. The establishment that obtains the Mark shall not use it after the expiry of the license. The license shall be cancelled in case the relevant renewal application was not submitted within the specified period.
4. The establishment shall have the right to use the Mark for advertising the commodity in the media during the validity of the license

5. If the establishment does not abide by the provisions of the regulations the Directorate shall suspend the license to use the Mark and notify the establishment immediately, so that the establishment may redress it. If the Directorate make sure that the establishment is unable to continue producing commodities conforming to the relevant standards or to abide by the provisions of the present regulations, the Directorate shall have the right to cancel the license and notify the establishment to this effect in writing. The Directorate may announce such cancellation in the media.
6. The Directorate, in coordination with other Government agencies, shall start proceedings against the establishment holding a license to use the Mark if such Mark is borne by commodities non-conforming to the relevant standards.
7. The establishment whose license has been suspended may submit an application to withdraw suspension order for the license after the disappearance of the suspension reasons. However the suspension period shall not affect the expiry of the license.
8. The establishment whose license is cancelled may submit a new application for a license to use the Mark after it rectify the cancellation reasons. The establishment shall not start using the Mark unless it receives a written notification to this effect.
9. The establishment which uses the Mark without having obtained a license from the Directorate or uses the Mark in spite of the issue of a decision suspending the license or canceling it, or announces falsely in the media that it has obtained such license, shall be subjected to the penalize provided for in article (4) of Royal Decree 1/1978 without prejudice to any other severer penalize provided for in any other law.

Section Two
Certificate of Conformity

Definitions

The following wordings shall have the meanings assigned to them hereunder wherever they appear in this section of the regulations :

1. **The Ministry** : The Ministry of Commerce and Industry
2. **The Directorate** : The Directorate General for Specifications and Measurements
3. **Commodity** : The product to which this part of the regulations applies
4. **Establishment** : Any factory or production unit producing the commodity or any agency marketing it.
5. **Certificate of Conformity** : A certificate issued by the Directorate at the request of the establish conforming the conformity of specific quantity of homogenous commodity to the relevant standard
6. **The inspector** : A representative charged by the Directorate to inspect the dispatch for which the certificate conformity is required , and take samples thereof for testing .
7. **Accredited laboratories** : The Laboratories of the Directorate or any other laboratory accredited by the Directorate to carry out specific tests
8. **Dispatch** : A specific production lot or a specific quantity of a certain commodity.

FIELD OF APPLICATION

ARTICLE (12):

This part of the regulations shall apply to the establishments that apply to the Directorate for a certificate of conformity for a specific dispatch. The establishment may apply for the certificate of conformity to the standards of the country to which the dispatch is being exported.

ARTICLE (13):

The establishment shall be fully responsible for accuracy of the data it provides for the Directorate and the Directorate shall have the right to take any actions it deems appropriate in case of any violations.

Conditions for Granting the Certificate of conformity

ARTICLE (14):

The Directorate shall grant the establishment, at its request, a certificate of conformity for a shipment of a certain commodity to certify its conforming to the relevant standard subject to the following conditions :

1. Existence of a standard pertaining to the relevant commodity.
2. The establishment is officially registered and authorized to deal in the relevant commodity according to the rules prevailing in the Sultanate.
3. The establishment should provide the Directorate with any data required by the Directorate in relation to the commodity for which the certificate of conformity is requested and facilitate taking the sample required for testing.
4. The establishment should pay the Directorate the charges prescribed in this part of the regulations before obtaining the certificate.
5. The validity of the Certificate of Conformity shall be restricted to the shipment detailed therein and shall not be used for any other shipment.
6. The certificate shall expire on the date specified therein.

The Procedures for Obtaining the Certificate of Conformity

ARTICLE (15):

The establishment applying for a Certificate of Conformity shall submit to the Directorate a separate application for each specific shipment of the commodity. It must provide accurately the data required according to Forms No. (8) and, (9) and undertake the accuracy of such data.

ARTICLE (16):

To grant the Certificate of Conformity, the Directorate shall :

1. Take samples of the shipment to be examined and tested according to its respective standard.
2. Study the examination and test results, compare them with the respective standard and make a report thereon .
3. The Certificate of Conformity (Form No. “10”) shall be granted to the establishment after the payment of the charges specified in article (17) if the results of examining and testing the sample taken from the shipment prove that it conforms to its respective standard.
4. The establishment shall be notified in writing in case of non-conformity, provided that the reasons of such non-conformity shall be given.

The Cost of Issuing the Certificate of Conformity

ARTICLE (17):

The establishment on applying for a certificate of conformity for a specific dispatch of certain commodity shall pay the following charges:

1. Inspection charges , including:
 - 1.1 Cost of travel or transport tickets.

1.2 Inspectors allowances as follows:

- a. (O.R. 20) twenty Rials Omani as subsistence allowance for one inspector within the Governorate of Muscat.
 - b. (R.O. 40) forty Rials Omani as subsistence allowance for one inspector outside the Governorate of Muscat to a distance less than 300 k.m.
 - c. (R.O. 60) Sixty Rials Omani as subsistence allowance for one inspector outside the Governorate of Muscat at a distance more then 300 km.
2. Charges for testing the samples taken during the inspection according to the specified fees (plus shipping charges in case the test is to be conducted abroad).
 3. Cost of issuing the certificate of conformity : (R.O. 10) Rials Omani ten
 4. Charges paid by the establishment are non-refundable

General Provisions

ARTICLE (18):

1. The establishment that obtains a certificate of conformity for a certain commodity shall not advertize such commodity except after the approval of the Directorate of the wording of the announcement.
2. The Directorate shall have the right to demand any certificates or reports on the tests conducted during the production stages of the relevant commodity .
3. The Directorate may keep some of the samples taken from the shipment for not more than three months and the establishment shall not have the right of objection to the testing and examination results conducted on such samples.

4. The Directorate shall have the right to carry out inspection without notification, on the shipment granted the certificate of conformity.
5. The establishment which uses the certificate of conformity or advertises it in any media without obtaining the approval of the Directorate, shall be liable to the penalize provided for an article (4) of Royal Decree No. 1/1978 without prejudice to any severer penalize prescribed in any other law.

Annexes
Forms of Licensing the use of the
Quality Mark and Certificate of Conformity

Form No. (1)

Application for the License to use the Omani Quality Mark*

**Mr./Mrs. The Director General
Directorate General for Specifications and Measurements
Ministry of Commerce and Industry
P.O. Box 550 Muscat – P.C 113.**

After Compliments,

We would like to advise that our establishment produces the following commodity :.....
In conformity to the.....standard No./....., with respect to**.....
and would like to obtain a license to use the Omani Quality Mark on the said commodity. We acknowledge that the data set forth in this application and attached hereto is correct. We undertake to implement all the provisions of the Regulations for the Omani Quality Mark and the certificate of conformity which we have perused. We also promise to pay the specified charges.

With Best Regards

Date / / 2000

Signature of authorized official
Name :
Designation:
(Stamp)

- * *This application shall be typed in Arabic on the establishment headed papers*
** *Regarding foodstuffs, the following wordings shall be added after the commodity standard:
And undertakes to apply the following Omani standards:*
- *No. 58/1995 Labelling of Prepackaged foodstuffs*
- *No. 61/1984 Hygienic Regulations for Food Plants and Their Personnel.*
- *No. 1089/1998 Microbiological Criteria for Foodstuffs-Part 1*

Form No. (2)

**General Data for Pre-license Assessment*
to be attached to the Application for the license
to use the Omani Quality Mark**

1. **Name of establishment** :
2. **Location** :
3. **Address** : P.O. Box: P.C:
Tel No.: Fax No.
4. **Name of applicant, his designation in the establishment and address:**
.....
5. **Name of person responsible for quality control in the establishment
and his designation.....**
6. **Industrial license number, date and granting authority.....**
7. **Capital :.....**
8. **Establishment outline (Enclose a copy of the organization
structure of the establishment).**
 - 8.1 No. of employers : Management & Sales :.....
Engineers :Quality Control :.....
Production :..... Inspection :.....
Laboratories :..... Others :.....
Research :.....
 - 8.2 Does the establishment have more than a branch producing the same
commodity for which the Mark is required ?
If the answer is yes, explain the different branches :
.....
9. **Products of the establishment :**
.....

*** N.B:**

1. *This data shall be typed in Arabic on the headed paper of the Establishment.*
2. *The application shall be signed by the person responsible for the Establishment.*
3. *Such person shall sign each of the application pages and put the establishment stamp thereon.*
4. *The Directorate may request any additional data other than stated in this form.*

10. The commodity for which the license to use the Mark is requested.

10.1 Name of Commodity :

10.2 Types and size :

10.3 No. & title of the standard relevant to the commodity:

10.4 Commencement of production :

10.5 Annual production :

10.6 Value of annual production :

11. Production and Safety data :

11.1 Type of production (Continuous – intermittent)

11.2 Number of work shifts :

Duration of each shift : From : To :

11.3 Manufacturing machinery (Kind– Condition)

11.4 Periodic maintenance schedule :

11.5 Number of similar production lines

11.6 Production capacity/Line

11.7 Full filment of health, , security and safety requirements:

a. Availability of fire-fighting equipment

b. Availability of fire – alarm equipment

c. Availability of health certificates for production workers.

11.8 Summary of the method of manufacturing of the commodity on which the Mark is to be used.(attach a chart indicating the commodity production processes and the location of quality control points).

12. The material used in manufacturing the commodity:

12.1 The method of inspecting the materials used in producing the commodity.

- Samples are taken from the materials and tested before they are received from supplier
- Certificates are obtained for each consignment from the supplier regarding the materials.
- Random samples are taken from the production materials on receiving the dispatch.
- Others (mention them).

12.2 Is there a special section entrusted with the reception of the production materials, to examine and check their conformity to the specifications (requirements) of the establishment.

12.3 A list shall be prepared of the tests conducted on each of the commodity production materials.

13.4 Indicate the points of the commodity quality control during the processing stages in the following table :

S.No	Processing Stage	Quality Control points

13.5 How and when the samples are taken during the processing stages for the final product?

13.6 The testing results are recorded in :

- Special tables
- Daily, weekly or monthly reports
- Bi-annually
- Data storage

* A copy of the report on the testing results of the commodity to be marked should be enclosed..

13.7 How is defective production disposed of during processing ?

- Destroyed
- Make full use thereof
- Make partial use thereof
- Others (specify)

14. The Laboratory

14.1 Is there a laboratory in the Establishment ?.....

14.2 What are the laboratory section?.....

14.3 Please fill in the following table pertaining to the personnel of the laboratory:

S.No	Name	Qualification	Section

14.4 Laboratory reports

14.4.1 Who prepares the reports and which sections or departments are furnished with a copy of such reports?

14.4.2 What is the method followed in keeping such reports?

14.4.3 How is such information used to improve the quality of the commodity?

- Referred to when production problem arise
- Referred to for development
- Other (Specify)

14.4.4 Please fill in the following table pertaining to the testing apparatus available in the laboratory:

S.No	Name of apparatus	Number	Make	Accuracy	Year of purchase	Date & Result of the last calibration

15. Packing and packages of the commodities applying for the Mark:

15.1 Packing

Please fill in the following table relating to packages.

S.No	Shape & type package	No. of units in the package or the volume of the package	Details indicated on it

15.2 State the kind of the materials used in packaging

16. Storage , transport and handling of the final product.

16.1 What are the methods of storage ? How do methods of storage affect the quality of the commodity?

16.2 How is the commodity transported and circulated?

16.3 What precautions are taken on transportation and circulation of the commodity?

17. The role of the quality control section in supervising the packing, transportation , circulation and storage processes?
18. If you are granted the license to use the Mark on the commodity , what will be the period to use up all the packing and packaging materials in stock so that you may be able to print the Mark on your commodity ?

Please specify such period accurately

Form No. (3)

**Report on the Pre-license Inspection of the Establishment plying
for the license to use the Omani Quality Mark.**

The purpose of Inspection:

To study the quality control system adopted in the establishment , take samples of the commodity for testing and verifying its conformity to its respective standard, and hence recommend whether the establishment may be granted the license or not.

Name of establishment :.....
Application No. :.....
Date of Submission :.....
Date of Inspection :.....
Visit No. :.....

Summary Report :

1. The commodity for which the license to use the Mark is applied for .
2. The extent of the conformity of the materials used in producing the commodity to the specifications .
3. The Quality Control System adopted in the establishment (if any) ,
4. The extent of the conformity of the commodity applying for license to use the Mark to its respective standard .
5. The extent of the quality of packing, transport and storage.

Remarks and Recommendations after the Pre-license Inspection

1. Remarks :

- 1.1 The period required for the implementation of the remarks:
.....
- 1.2 The date recommended for the next visit to ensure the implementation of the remarks:

2. Recommendations

- 2.1- We recommend the implementation of the aforementioned remarks provided the establishment is notified thereof to carry out such implementation.
- 2.2- We recommend that the establishment be licensed to use the Mark as from:
- 2.3- Others (Specify)

3. In case of granting the Mark is recommended:

- 3.1 Place of the Mark:
- On the product itself
 - On the package
 - On the wrapping
 - Others (Specify)
- 3.2 The way of putting it on, by
- Printing
 - fixing
 - Stamping
 - others (Specify)

Members of Inspection Team

No.	Name	Designation	Department	Signature

Date of report preparation : / / 2000

Head of Inspection team :

Signature :

Date : / / 14

Corresponding to : / / 2000

Form No. (4)

The license to use the Omani Quality Mark.

Mr./ Mrs. General Manager of the Establishment

P.O. Box / P.C

After compliments,

According to your letter No. dated / /2000 to the Directorate regarding your application for a license to use the Omani Quality Mark on your production of the following commodity / commodities:.....

.....
Which you produce in conformity to the standard No./ 19 relating to.....

.....
And pursuant to the technical studies conducted by the Directorate on the capabilities of your company/establishment as to the application of the Quality Control System to your production of this commodity.

We are pleased to notify that you have been granted the license to use the Omani Quality Mark on your production of this commodity. The license is valid for a period of one year as from / / to / / subject to your abidance by the provisions of the regulations of the Omani Quality Mark and Certificate of Conformity during this period.

Director General for
Specifications and Measurements
(Official Stamp)

c.c to

The Head of the Minister office

The Director of the office of the undersecretary for Commerce and Industry

The Director – General of Commerce

The Director – General of Industry

The File of the concerned Establishment

**The Ministry of Commerce and Industry
The Directorate General of Specifications
and Measurements**

**The logo
Sultanate of Oman**

Form No. (5)

**Certificate of
The Omani Quality Mark**

The Ministry certifies that (Name of establishment) is licensed to use the Omani Quality Mark on its production of (name of commodity) which conforms to the Standard No. .../ /19.. relating to....., in accordance with the provisions of the regulations of the Omani Quality Mark and Certificate of Conformity . This certificate is valid for one year from the date of its issue.

Issued on : / / 14 H
Corresponding to : / / 2000

The Under Secretary for commerce
and Industry

(Official Stamp)

Form No. (6)

Sampling Report

Establishment Data :-

Name of establishment :
Address :
Telephone No. :

Withdrawn Sample Data :-

Commodity :
No and Name of the commodity related standard :
Date of production :
Date of Expiry :
Place of drawing :
Volume/weight: :
Packing method :
Storage and display conditions

It is on the day of Corresponding to / / at : hours, and in the presence of each of the representative of the establishment and the Directorate Inspector, two identical representative samples of the commodity mentioned above were drawn according to the method provided for in the standards or according to the method mentioned in the quality control plan. Each sample was marked and labelled thereon . One of the two samples together with a copy of this report was given to the representative of the establishment for reference when necessary while the second sample was brought to the Directorate laboratories to verify its conformity to its respective specification.

Directorate Inspector

**Establishment
representative**

Form No. (7)

**Report on the Periodic Inspection
of the Establishment Authorized to use
The Omani Quality Mark***

1. Purpose of Inspection:

To examine the quality control records, check the testing results to ascertain the adherence of the establishment to quality control plan and conformity to the standards, and examine the testing and examination apparatus to verify their accuracy, calibration and maintenance.

Also to draw random samples of the production and test them according to their respective standards.

2. Inspection No. :

3. Date of Inspection : / / 14 H.

4. corresponding to : / / 2000

5. Summary report :

5.1 Quality control and calibration records

5.2 Adherence to the quality control plan and conformity to standards:

5.3 Quality of packing : packaging and storage:

6. Recommendations :

Head of Inspection team:

Date. : / / 14 H

Corresponding to : / / 2000

Signature :

* *According to the following forms*

Form No. (7)**Cont. – Periodic Inspection****1. General Information on the Establishment:**

- 1.1 Periodic Inspection No. :
- 1.2 Date of periodic inspection :
- 1.3 Name of Establishment :
- 1.4 Address : P.O. Box: P.C:
Tel. No : Fax:
- 1.5 Name of the commodity licensed to use the Mark:
- 1.6 Name and No of the standard:
- 1.7 Name of the person in charge of quality control in the establishment
- 1.8 Date of previous inspection: / /14 H. Corresponding to: / /2000
Names of inspectors :
- 1-
2-
- 1.9 Results of the previous inspection & corrective actions (if any) taken by the establishment:

Previous Remarks	Corrective Actions

- 1.10 Are there any modifications made to the production?
No Yes (specify)
- 1.11 Are there any modifications made to the packing , storage and circulation?
No Yes (specify)
- 1.12 Is there any change made in the quality control section:
No Yes (specify)

2. Information on the material used in production ?

2.1 Are there any changes made to the raw materials?

No Yes (specify)

2.2 Have their sources or periods of supply been changed?

No Yes (specify)

2.3 Has the annual consumption rate of any of them changed?

- Constant
- Consumption rate increased by (%)
- Others (specify)

2.4 Have the storage conditions changed: ?

No Yes (specify)

2.5 Comments on the materials used in production:

3. Information on production:

3.1 Quantity of Marked production:

- All the production
- Part of the production (explain)

3.2 Percentage of defective production : %

3.3 How is the defective production disposed of ?

Totally destroyed certain parts recycled
Partially destroyed others (specify)

4. Study of the Quality Records (establishment laboratories)

4.1 On examining the testing records and reports of the establishment We conclude with the following:

- The results recorded in the reports are identical to the actual results of the samples testing carried out in the establishment laboratories.
- Daily and weekly reports are regularly prepared
- Reports are arranged systematically and sequentially
- Some tests are omitted (explain)

N.B. : A copy of the testing results or reports in the establishment records shall be attached.

11. The final recommendations

- The license to use the Mark should continue
- The license to use the Mark should continue subject to the implementation of the remarks
- The license to use the Mark should be renewed
- The license to use the Mark should be suspended for the following reasons:

.....
 Others:

Members of Inspection team:

No.	Name	Designation	Department	Signature

Report prepared on : / / 2000

Head of Inspection team :

Signature :

Date : / / 14 H.

Corresponding to : / / 2000

Form No. (8)

Application for Certificate of Conformity*

No. :

Date :

Mr./ Mrs. The Director General
for Specifications and Measurements
Ministry of Commerce and Industry,
P.O. Box 550 – P.C 113

After compliments,

Kindly be advised that our establishment (exports/imports/markets produces) the following commodity:

And we would like to obtain a certificate of conformity for a shipment of the said commodity consisting of (the quantity in number, weight or volume), to the standard No. relating to.....

We confirm that the information set forth herein and attached hereto is correct, and promise to implement all the terms of the Regulations of the Omani Quality Mark and the certificate of conformity we have perused, we also promise to pay the determined fees.

With Best regards,

Signature of authorized official:

Name:

Post :

(Establishment stamp)

*** N.B:**

This data shall be typed in Arabic on the headed paper of the Establishment.

Form No. (10)

Certificate No. :

Date of issue :

Certificate of Conformity *

The Directorate certifies that the shipment consisting of (quantity in number or weight) of (name of commodity), produced by has proved to be in conformity with the standard No. relating to according to the testing report No. Issued by..... on / / 2000 This certificate is issued at the request of.....Without any responsibility on the part of the Directorate. This certificate valid for this shipment only.

Signature :

Name :

Designation :

(Official stamp)

** To be typed in an official paper of the Directorate.*

