

**GUIDELINES FOR ACCESSING ANY OF THE NEW CERTIFICATION LOGOS**  
**LAUNCHED IN SEPTEMBER 2015**

**1. MANDATORY CONFORMITY ASSESSMENT PROGRAMME (MANCAP)**

All products manufactured in Nigeria must be certified to MANCAP before being introduced to the market.

The following guidelines shall be applicable for accessing the certification logo:

**1.1 Companies with the Old Logo**

- Companies with certified products bearing the old logo, and whose certification is still valid, shall apply for the new logo before the end of March 2016.
  - o Provision of the new logo will be free, but the User Guide Manual will be paid for. The cost of the User Guide Manual is ₦1,000.00.
- Companies with certified products bearing the old logo, and who are due for recertification, shall apply for it and the formal MANCAP Certification process will be applicable.

**1.2 Guidelines for Obtaining the New MANCAP Logo**

To obtain MANCAP Certification for products, the following guidelines shall be followed:

1. An application form can be obtained from the nearest SON State Office. Alternatively, the form may be assessed online via the SON website ([www.son.gov.ng](http://www.son.gov.ng)).
2. The form should be completed by the applicant and submitted at the State Office supervising the location of company operations, after due payment has been made.
3. Receipt of the form and evidence of payment will be acknowledged by the State Office Coordinator.
4. Within 7 days of the submission of the form, the Applicant will be communicated with arrangements for the first factory inspection by the State Office Coordinator

5. A team of certified officers will inspect the company/factory production facilities on the appointed day.
6. Emphasis of the inspection will be on adequacy of the production process control, testing facilities, personnel competencies and adequacy of quality assurance systems.
7. Where there are no in-house testing facilities, the use of recognised external laboratory is acceptable and encouraged.
8. Records of product test results are inspected to confirm consistent compliance with the relevant Standards.
9. Samples of the product covered by the application will be taken based on agreed formula and tested on the spot where possible. Otherwise the samples are sent to the appropriate SON Laboratory for analysis.
10. Copies of any external laboratory test results will be obtained for SON records
11. SON Laboratory Test results will be compared with the relevant Standard specifications and compliance determined.
12. If the test result indicates noncompliance, the area of deficiency will be communicated to the company within seven (7) days for corrective actions to be taken.
13. Tested products that fail to meet the critical parameters of the relevant standards will be adjudged to be substandard products and will be kept on hold for rectification or destroyed.
14. The above steps 1 – 13 will be repeated after three (3) months interval.
15. If the outcome of this second inspection (which will take place 6 months following the original application) confirms consistent compliance with set standard, the product is recommended to the SON management for MANCAP Certification.
16. If the product is approved, the MANCAP certificate is printed for signing by the DG/CE, SON.
17. The Certificate and MANCAP Logo are then forwarded to the company after all the dues, including the logo, have been paid for.

18. The logo is expected to be affixed on the product and/or packaging material.
19. The certified products will be on surveillance and recertified every three (3) years.

**The entire process of obtaining the MANCAP Certification should not exceed six (6) months.**

### **1.3. Guidelines for Obtaining the Fast Track Number**

- The MANCAP Logo can also be accessed by companies if it is required for printing of product labels/packaging materials, prior to bulk production of the new product and its release to the market.
- The Fast Track Number is only available to companies that already have at least one product that has been certified to MANCAP.
- The following steps are taken in issuing the logo:
  1. An application form for the Fast Track Number can be obtained from the nearest SON State Office by the company needing the logo. Alternatively, the form may be assessed online via the SON website ([www.son.gov.ng](http://www.son.gov.ng)).
  2. The form should be completed by the applicant and submitted at the State Office supervising the location of company operations, after due payment has been made.
  3. Receipt of the form and evidence of payment will be acknowledged by the State Office Coordinator.
  4. Inspection of the production facility and trial/pilot production of the product is carried out by staff of the Product Certification Directorate (PCD), in conjunction with the State Office.
  5. If the company is observed to have the capacity to produce products that meet the critical parameters of the relevant standards, the product is recommended to be given the MANCAP Logo with number.

6. When/once approval is given by SON Management, SON staff will then monitor the bulk production of the product and confirm that it meets the required standard specifications for the product to retain the logo.
7. The product concerned shall not be introduced to the market until the samples obtained from bulk production are certified to MANCAP.

**The entire process of obtaining the Fast Track Number should not exceed three (3) months.**

## **2. NIS QUALITY MARK**

- This is a voluntary certification mark to signify excellent product performance through consistent compliance to the requirements of the relevant Nigerian Industrial Standard at the point of production and on the market.
- The licence/permit to display the NIS Quality Mark on the product is approved by the SON Governing Council.
- Products seeking the NIS Quality Mark should be certified to MANCAP for at least three years. The MANCAP certificates should be valid as at the time of application.
- The list of licensees will be published on the SON website and actively promoted to Government Agencies.
- The following steps shall apply in obtaining the NIS Quality Mark.
  1. An application form can be obtained from the nearest SON State Office. Alternatively, the form may be assessed online via the SON website ([www.son.gov.ng](http://www.son.gov.ng)).

2. The form should be completed by the applicant and submitted at the State Office supervising the location of company operations, after due payment has been made.
3. Receipt of the form and evidence of payment will be acknowledged by the State Office Coordinator.
4. Within 21 days of the submission of the form, the Applicant will be communicated with arrangements for the factory inspection by the State Office Coordinator
5. A team of certified officers will inspect the company/factory production facilities on the appointed day.
6. The company is expected to have in-house test facilities (laboratory).
7. The product is sampled for on-the-spot tests using the company's facilities
8. Samples are also taken for testing at SON Laboratories.
9. The State Office also purchases product samples from the markets for SON Laboratory tests.
10. The results of the three sets of testing (production samples tested at company's facilities, production samples tested at SON laboratories and market samples tested at SON laboratories) must show compliance with the relevant standards specifications
11. If noncompliance is observed, the company will be communicated for necessary corrective actions.
12. Testing will be carried out three (3) months interval. The compliance to the standards specifications should be consistent throughout the total of four (4) testing exercises that will be carried out.
13. If the product meets all the requirements of the standard, it is recommended for screening/vetting by SON Management.
14. Those products, which have been successfully screened, are presented to the SON Council for approval

15. The NIS Quality Certificate is printed for the signature of the Chairman, SON Council.
16. The certificate and logo are sent to the company, if all dues have been paid.
17. Revalidation of the certificate is undertaken every year while monitoring is done quarterly.
18. Failure to continue to comply with the current applicable standard shall attract warning at the first instance and may lead to suspension or withdrawal of the certification if necessary corrective action(s) are not taken.

For any enquiry, please contact Director, Product certification via the following:

- The State Co-ordinator at the SON office nearest to you.
- E-mail: [productcertification@son.gov.ng](mailto:productcertification@son.gov.ng)

Director, Product Certification

31<sup>st</sup> December 2015.