

**Singapore Productivity and Standards Board (Singapore Quality Mark)  
Certification Regulations 1996**

**Table of Contents**

**Enacting Formula**

**1 Citation and commencement**

**2 Definitions**

**3 Prohibition of use of Singapore Quality Mark without licence**

**4 Board may issue licence**

**5 Duration of licence**

**6 Application for issue or renewal of licence**

**7 Fees payable upon application for, issue and renewal of licence**

**8 Board may require applicant for licence to provide evidence, etc.,  
relating to quality, etc., of product**

**9 Board may refuse to issue or renew licence**

**10 Form of licence**

**11 Licence not transferable or assignable**

**12 Approval of facsimile of Singapore Quality Mark**

**13 Cancellation or suspension of licence**

**14 Procedure for cancellation or suspension of licence**

**15 Notification of cancellation or suspension of licence**

- 16 Return of suspended or cancelled licence**
- 17 Reduction of period of suspension**
- 18 Appeals**
- 19 Duty of person whose licence has not been renewed or has been cancelled or suspended**
- 20 Notification in *Gazette* of issue, cancellation or suspension of licence**
- 21 Application of Singapore Quality Mark**
- 22 Duty of licensee**
- 23 Register of licensees**
- 24 Licensee to notify Board of change in address**
- 25 Inspectors**
- 26 Power of inspectors**
- 27 Procedure for inspection of premises and taking samples**
- 28 Report of inspection**
- 29 Charges for inspection of premises, advice given and consultation**
- 30 Expenses of and incidental to test to be borne by licensee or applicant**
- 31 Revocation. Cap. 301, Rg 1**

## **THE SCHEDULE Fees**

SINGAPORE PRODUCTIVITY AND STANDARDS BOARD ACT  
(CHAPTER 303A)

SINGAPORE PRODUCTIVITY AND STANDARDS BOARD (SINGAPORE  
QUALITY MARK) CERTIFICATION REGULATIONS 1996

In exercise of the powers conferred by section 42 of the Singapore Productivity and Standards Board Act, the Singapore Productivity and Standards Board, with the approval of the Minister for Trade and Industry, hereby makes the following Regulations:

**Citation and commencement**

1. These Regulations may be cited as the Singapore Productivity and Standards Board (Singapore Quality Mark) Certification Regulations 1996 and shall be deemed to have come into operation on 1st April 1996.

**Definitions**

2. In these Regulations, unless the context otherwise requires —

“approved product standard” means the standard accepted by the Board for the purpose of issuing a licence;

“licence” means a licence issued by the Board under these Regulations authorising the use of the Singapore Quality Mark in respect of any product;

“licensee” means a person who holds a valid licence;

“Singapore Quality Mark” means the Singapore Quality Mark specified by the Board under section 7(1)(j) of the Act for the certification of the quality of products;

“Quality Management System Requirements” means the requirements for quality management systems published by the Board for the purpose of issuing a licence.

**Prohibition of use of Singapore Quality Mark without licence**

3. No person shall use the Singapore Quality Mark in respect of any product unless —

(a) he has in force a valid licence; and

(b) the facsimile of the Singapore Quality Mark to be used by him has been

approved by the Board under regulation 12.

### **Board may issue licence**

4. The Board may, either unconditionally or subject to such conditions as it thinks fit, issue a licence to any person who has satisfied the Board that —

- (a) the product in respect of which he proposes to use the Singapore Quality Mark conforms to the relevant approved product standard;
- (b) the quality management system used by him in the manufacture of that product complies with the Quality Management System Requirements; and
- (c) he has in operation a scheme of inspection and testing which adequately ensures that that product shall conform to the relevant approved product standard.

### **Duration of licence**

5. Subject to regulation 13, every licence shall continue in force for a period of 3 years from the date of its issue and may, on its expiry, be renewed for such period as the Board may determine.

### **Application for issue or renewal of licence**

6.—(1) An application for the issue or renewal of a licence shall be made to the Board in such form as the Board may require.

(2) Every application for the renewal of a licence shall be submitted to the Board not less than 4 weeks before the expiry of the period for which the licence was issued or previously renewed, as the case may be.

### **Fees payable upon application for, issue and renewal of licence**

7.—(1) Every applicant for the issue or renewal of a licence shall, when submitting his application to the Board, pay the fee specified in the Schedule.

(2) The fee paid for the application for the issue or renewal of a licence shall not be refundable.

(3) The fee payable for each year of a licence shall be as specified in the Schedule.

(4) Upon the issue or renewal of a licence, the licensee shall pay the fee in respect of the first year of the licence, and no licence shall be deemed to have been issued or renewed until such fee has been paid.

(5) The fee in respect of —

- (a) the second year of the licence shall be payable within one month of the expiration of the first year of the licence; and
- (b) the third year of the licence shall be payable within one month of the expiration of the second year of the licence.

**Board may require applicant for licence to provide evidence, etc., relating to quality, etc., of product**

8.—(1) Before issuing a licence under regulation 4, the Board may require the applicant —

- (a) to produce to the Board evidence that the product in respect of which he proposes to use the Singapore Quality Mark conforms to the relevant approved product standard;
- (b) to produce to the Board evidence that the quality management system used by him in the manufacture of that product complies with the Quality Management System Requirements;
- (c) to produce to the Board evidence that he has in operation a scheme of inspection and testing which adequately ensures that that product shall conform to the relevant approved product standard;
- (d) to provide, for such duration as the Board may reasonably require, all facilities as are reasonable and necessary to enable an inspector to inspect the factory or other premises at which that product is manufactured, for the purpose of —
  - (i) verifying the evidence produced to the Board under subparagraphs (a), (b) and (c);
  - (ii) obtaining any other information as may be required by the Board;
  - (iii) selecting samples of that product for testing;
  - (iv) checking the process or the mode of manufacture of that product; and
  - (v) checking the records relating to the control of the process or the quality of that product;
- (e) to submit to the Board such samples of that product or any instrument, equipment, apparatus or material as may be required by the Board in order