

香港標準及檢定中心

Hong Kong Standards and Testing Centre

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“STC tested” Mark (Macau) Scheme

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## 1. Introduction

“STC tested” Mark (Macau) is a product quality certification mark. It helps consumers to identify, at a glance, that the product has been tested by Hong Kong Standards and Testing Centre (STC) to relevant local and international standards. To ensure it represents the best quality mark in the market, type testing, factory inspection and regular market surveillance are the key areas controlled by this scheme. The Mark imparts an independent quality endorsement of products produced in the factory as compared to those without the Mark.

This document aims to introduce certification requirements of the “STC tested” Mark (Macau) Scheme on products listed in Section 2.

## 2. Scope

“STC tested” Mark (Macau) Scheme accepts application from and is accessible to all applicants that are Macau enterprises holding an Industrial License issued by the Macau SAR Government and are currently in active production of, but is not limited to, the following:

- . Food products
- Health food / Health supplement products
- Proprietary Chinese Medicines
- Cosmetics and toiletries
- Household products and detergents

Miscellaneous products / others

## 3. Certification Mode

The scheme adopts a “product-oriented” certification program. Applied products will be collected by STC for product type test to relevant testing standards. Meanwhile, STC will perform production site assessment. The aim of factory assessment is to ensure factory has a monitoring system and can fulfil hygiene requirements, hence able to manufacture the certified product in consistency manner with appropriate control.

“STC tested” Mark (Macau) will be granted to approve product and “STC tested” Mark (Macau) license issued to relevant Subscriber after satisfactory results from type test and factory assessment are obtained.

Approved products and factories shall also be monitored by continual surveillance program,

which it generally includes routine inspection visit at factory, market surveillance and type test program. The mode of certification is shown below:

Type test + Factory inspection + Surveillance

## 4. Certification – Pre-license Stage

### 4.1. Application to Hong Kong Standards and Testing Centre

The Subscriber submits completed “STC tested” Mark (Macau) application form (STM/001(M)) together with following information to Hong Kong Standards and Testing Centre:

- A copy of Business Registration Certificate and/or Certificate of Incorporation
- Photos/catalogues/ingredient list/packaging information of the product(s).

### 4.2. Product Type Test

#### 4.2.1. Classification of Certification Product

- (a) **Individual Product:** STC shall arrange sample collection from applicants either in the factory or market selling points. Type test will be conducted for collected individual samples.
- (b) **Products in series:** If Subscriber has more than one product for application, and such products have similar manufacturing process or ingredients, packaging, the representative samples from all applying products shall be selected for type test. The other products will be selected for conducting the additional test or verification in respect of the differences.

#### 4.2.2. Sampling of Product

STC should conduct sampling of products in the factory or market selling points. The quantity of samples will be advised by STC prior to the commencement of type testing. All collected samples must be completed and in good conditions.

#### 4.2.3. Applicable Test Standards

The test standards for certification are specified in Appendix 2. Type tests will be conducted according to the applicable standards to ascertain that the products seeking “STC tested” Mark (Macau) are in compliance with the rules and regulations of the scheme. STC will also consider to accept, entirely at its own discretion, test reports which are issued prior to the

application for “STC tested” Mark (Macau) as fully or partly satisfying the type test requirements.

#### **4.2.4. Factory Inspection – Quality Assurance Ability Inspection**

Factory inspection is to ensure Subscriber of certified product has an ability to produce such product and to ensure production conditions are complying with the relevant requirements, including it has enough facilities, equipment and technique. The regulations of “STC tested” Mark (Macau) scheme shall also be introduced to Manufacturer, which basically include:

- Factory situation complies with information stated in Factory Questionnaire, which is reported to STC upon application being made;
- “STC tested” Mark (Macau) is granted only to products certified by STC;
- The terms of safety regulations are met when the “STC tested” Mark (Macau) is applied for;
- Current “STC tested” Mark (Macau) production complies with appropriate requirements;
- The required contaminations and bacterial tests are conducted according to relevant certification report. Test records are also maintained;
- The records of customer complaints handling, follow-up action and usage of “STC tested” Mark (Macau) are maintained.

The requirements of factory inspection shall be referred to in the Appendix 3.

#### **4.2.5. Product Consistency Check**

If any certified product or similar product is available in production line or warehouse, inspector shall select sample for the related materials and specifications/properties to check against certification report. Any difference between inspected sample(s) should be recorded in Factory Inspection Report.

Inspector shall require Subscriber’s manufacturing facilities to provide test records, such as contaminants, bacterial count, for the selected sample. Also, the workmanship on production skills and hygiene conditions have to be assessed.

The following marking must be indicated on the “STC tested” Mark (Macau) certified product and the description on the relevant Certification Report:

- (i) Subscriber identification (Subscriber’s name, trademark) and “STC tested” Mark (Macau) logo.

- (ii) Product designation or equivalent.
  
- (iii) Batch/Lot number or date code traceable to month and year of manufacture, if applicable.

#### **4.3. Overall Review**

Overall assessment review will be performed by STC after completion of product type test and factory inspection. During the review, the following reports/records will be taken into consideration:

- Information stated in the Application Form;
- Type test result;
- Result of factory inspection;
- Other submitted information/reports/ records for corrective actions found in certification process.

#### **4.4. Issue of “STC tested” Mark License**

“STC tested” Mark License could be granted to Subscribers when satisfactory result of overall review assessment is obtained. Subscribers are permitted to label “STC tested” Mark onto certified products.

The license includes the following information:

- License number
- Date of issue;
- Information about Subscriber;
- Certified product information, i.e. product type;
- Applicable standard(s);
- Expiry date of certification.

#### **4.5. Continual Surveillance**

##### **4.5.1. Routine Inspection**

Routine Factory Inspection is conducted on Subscriber’s manufacturing facilities four times per

year by STC. The factory inspection frequency can be reduced to as low as once per year if the Subscriber can provide valid certification of ISO 9001 or ISO 22000 or HACCP with certification scope relevant to his “STC tested” Mark application and supported by latest assessment records. The final decision of reducing the inspection frequency is subjected to the STC confirmation with Subscriber.

#### **4.5.2. Type Test Assessment**

Type Test Assessment is conducted once per year for the relevant tests according to respective certification standards to ascertain that the “STC Tested” Mark products are continually in compliance with contaminants and bacterial control. When the testing is completed, STC will review the result of the tests and follow up relevant findings as applicable.

## **5. Product Modification**

The Subscriber should inform STC of any intended modification on any Certified Product. Whenever Subscriber requests to modify a Certified Product, Subscriber should submit a “Modification Request”, which is obtainable from STC.

STC will evaluate the submitted information from the Subscriber and to make sure that the following information is clearly stated in the form and / or other records submitted:

- Relevant License Number;
- Proposed type of product to be modified;
- Reason(s) for modification;
- Proposed effective date of modification;
- Modification details

During the course of application review, STC will determine whether sample testing on the modified product is required. If the modification is related to critical item(s) as listed in the Certification Report of the concerned product, the modified product should undergo the sample testing process.

## **6. Product Scope Extension**

Subscriber should apply to STC for amendment about certification. STC will check whether the submitted application can be processed by reviewing various relevant aspects. If the application cannot be further processed after the review, the Subscriber will be informed.

If the application can be processed, STC will inform the Subscriber in writing. In addition, the Subscriber will be advised of the detailed certification and surveillance plan for the product and the fees schedule for different stages.

“Endorsement” will be prepared and issued by STC to the Subscriber for the additional types of the products.

Whenever the amendment involves an additional factory to produce the same or different types or models of products, it comes to the conclusion that a full assessment procedure should be followed. That is, assessment starting from sample testing, and then submitting factory questionnaire, and finally, factory inspection.

Another new “STC tested” Mark License will be issued upon complete fulfillment of the assessment requirements for certification. A new License Number will be assigned accordingly.

Details of the certification and surveillance plan for the amendment and the fees schedule for the assessment incurred should be clearly stated in the Certification Proposal after a conclusion has been made. The Subscriber will be informed of the detailed plan in a Certification Proposal.

## **7. Certification Suspension/ Cancellation**

The situations in which suspension may be initiated shall include, but not be limited to, the following:

- (a) Voluntary suspension is self-initiated by the Subscriber and is non-disciplinary in nature. The Subscriber may, by written notice, voluntarily suspend its certification for any or all of the products for which it holds certification.
- (b) Delay of payment: When any payment becomes overdue by 2 months, STC may send a letter to the Subscriber warning of the possibility of suspension of certification.
- (c) Delay of Routine Inspection Visit (RIV): When the scheduled RIV has been overdue by 3 months, then STC will send a letter to the Subscriber warning of the possibility of suspension of certification.

### **(d) Other Matters**



- The surveillance shows non-compliance with the Requirements of a serious nature or serious customer complaints;
- Breach of the “STC tested” Mark Regulations or any other contravention of the rules of the Scheme or the procedures STC;
- Misuse of the Mark or the License, e.g. misleading prints or advertisement not solved by suitable retraction or appropriate remedial measures by the Subscriber;
- Reported incidence from the public.

The Suspension can only last for a maximum of 2 years, or the period specified in the Suspended Notification Letter.

The Subscriber can initiate resumption of certification by a written request to STC within the allowable suspension period specified in the Suspension Notification Letter. After the receipt of the Subscriber’s request, STC will evaluate whether the Subscriber has fulfilled the resumption conditions as indicated in the Suspension Notification Letter.

The circumstances in which cancellation of certification will be initiated include, but are not limited to, the following:

- (a) If the surveillance visit shows that the non-compliance is of a serious nature;
- (b) If there is any serious contravention to the “STC tested” Mark Regulations;
- (c) If inadequate corrective measures are taken by the Subscriber in the case of suspension.

If a Subscriber desires to cancel the Certification, the Subscriber should notify STC in writing stating the proposed date for terminating the “STC tested” Mark Regulations.

Resumption of Certification will go through the normal application and assessment procedures. A new License number will be issued on successful completion of certification.

## 8. Regulations for Certification Mark

The use of “STC tested” Mark License and “STC tested” Mark is subject to certain conditions as outlined below:

The “STC tested” Mark and the License are the properties of the Hong Kong Standards and Testing Centre. STC has full control over the use and display of License and the Mark. Subscriber authorized to use the Mark and License shall ensure that they are used in accordance with the regulations and requirements laid down in this document, the “STC tested Mark Regulations” and the “Your Guide to Certification”.

When certification of the product has been authorized there shall be a marking to indicate compliance with the STC requirements in the form outlined below. Under no circumstances should a product bearing the “STC tested” Mark be released to the market prior to authorize certification.



The “STC tested” Mark may appear in any size provided it is not less than 10mm in height. The Mark can be enlarged or reduced with its aspect ratio remaining unchanged. Where limitations of space prevent the use of the Mark in the minimum size (i.e. 10mm in height), requests to use a Mark of smaller dimensions will be considered by STC on the basis of legibility.

The “STC tested” Mark on any Certified Product will be identified with the holder of the License.

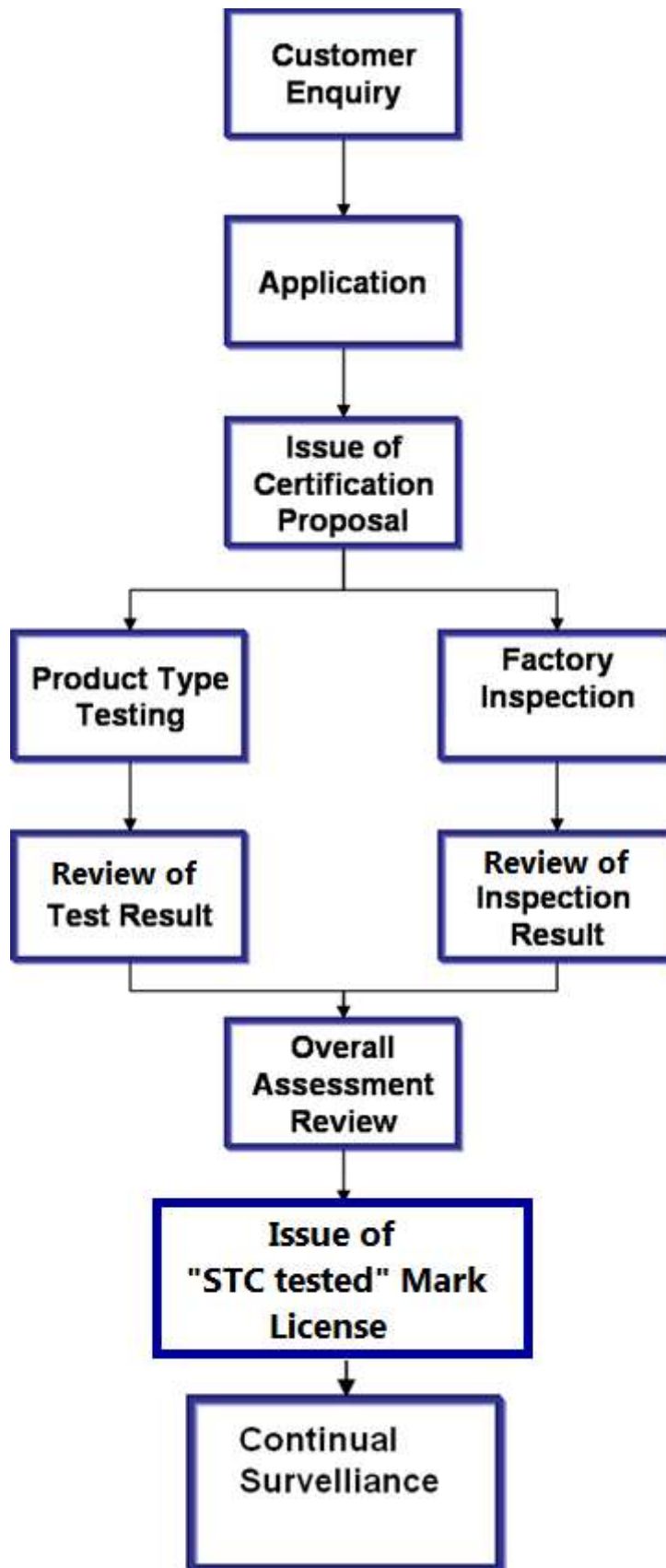
Where the “STC tested” Mark is permitted to appear on a product by a separate marking medium.

The “STC tested” Mark should be applied in such a way that is easily visible, clear, legible, and reliable and prevents it from deterioration. The “STC tested” Mark may only be applied at factory locations or other sites, as specified and approved by STC.

**- End of Certification Scheme -**

Appendix 1 – Pre-License Overview Work Flow

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## Appendix 2 – Testing Standards

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Product	Testing Standard
Foods/Health food/Health Supplement products	Hong Kong/Macau Food Regulations; or applicable International Standards
Proprietary Chinese Medicines	Hong Kong/Macau Regulations on Proprietary Chinese Medicines; or Applicable International Standards
Household products and detergents/Micellaneous/Other products	Applicable International Standards

## **Appendix 3 – Factory Inspection Requirements**

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This guideline provides the basic acceptable standard. Where considered necessary by STC, additional requirements/ tests shall be specified.

### **1. Purchased Material**

Manufacturers must ensure that all purchased materials and services conform to specified requirements.

### **2. Incoming Goods Inspection System**

The manufacturer must have adequate facilities for checking, receiving and storing incoming goods. Incoming goods that have hygiene implication on the finished product shall be verified as complying with the appropriate specification.

If manufacturer relies on Certificates of Conformity to underwrite the quality of incoming goods, such Certificates must clearly identify the products to which they refer, the quantity of items covered the relevant specification with which the goods comply.

### **3. In-process quality control**

Inspector shall determine whether checking methods in production used by the manufacturer effectively control the quality of product and ensure conformity with that of the sample that was originally approved. Production must be inspected at appropriate stages of manufacture to ensure that all ingredients and production process are in accordance with the sample against which products are certified.

The manufacturer shall fully document, and maintain up to date, the complete schedule of tests and inspections to be carried out on each product. The records of all inspections and quality checks shall be monitored and the results, including any trends, shall be regularly reported to production control.

### **4. Factory Routine Test**

Wherever applicable, inspector shall witness relevant factory tests to be carried out on production items, by the manufacturer, in order to establish that the certified products continue to meet the level of conformity.

These tests are intended to reveal a variation during manufacture which could impair hygiene. Manufacturer may perform the tests at an appropriate stage during production, and normally carried out on the complete products. All records related to factory tests shall be maintained, including the type and results of the tests, non-conforming products handling.

## **5. Records**

The manufacturer must maintain appropriate records, for a minimum period of between two inspection visits, to substantiate conformance with specified requirements in a legible and identifiable. Such records should include the following:

- Inspection records of ingredients;
- In-process quality control;
- Certificates of Conformity;
- Testing standards for certified product;
- Hygiene training and/or other appropriate trainings;
- Routine hygiene check and bacterial count test;

## **7. Handling and storage**

Inspector shall check the condition of storage of ingredients, intermediate and finished products. All of these must be handled and stored to avoid damage and in such a way as to ensure continued compliance with applicable standards.

## **8. Customer complaints and recall**

Manufacturer should record all customer complaints and product recalls related to “STC tested” Mark certified product. The description and cause of complaint / recall, the corrective action taken by subscriber and the result of handling should be recorded. Inspector also should record any serious nature in the Factory Inspection Report.

## **9. Consumption of “STC tested” Mark Label**

Subscriber should be advised to keep a production record during Initial Factory Evaluation (IFE) inspection. Inspector should check the production record and quantity in every visit and record details on inspection report. It should include the following:

- (i) How many quantities have been produced since the last visit?

(ii) How many quantities have been produced since the last visit to December 31?