



CERTIFICATION SERVICES-MUTARE DIVISION

Certification requirements for the timber industry

A company applying for certification under the product certification timber scheme will need to satisfy the following requirements;

1. The company shall be operating legally and shall have a company registration number. If the company is a co-operative union or a small business, it shall be registered with the relevant Ministry and proof of this registration shall be required.
2. The company shall develop and implement a quality management system. If the QMS is ISO 9001:2015 certified, it shall be acceptable for this scheme. If the QMS is not ISO 9001:2015 certified, then it shall meet at least the minimum documentation stipulated below;
 - (a) The following documented information shall be required.
 - (i) Procedure for the control of non-conforming products
 - (ii) Procedure for the control of monitoring and measuring devices
 - (iii) Procedure for customer complaints handling
 - (iv) Procedure for the control of documents
 - (v) Plan for internal quality checks (inspection and testing)
 - (vi) Records of internal quality checks
 - (vii) Records of customer complaints
 - (viii) Calibration records / certificates of monitoring and measuring devices
 - (b) The organization shall appoint a member of staff to be responsible for the quality system and evidence of the appointment shall be required.
 - (c) People responsible for grading timber shall have undergone a SAZ recognized training in the relevant product specification and proof of training shall be required.
 - (d) When accepted for certification, the company shall sign a contract/agreement with SAZ in which the company commits itself to fulfilling all the requirements for certification including the payment of levies.