**TEA BOARD OF TANZANIA**

**QUALITY ASSURANCE CHECKLIST FOR THE GLT MANUFACTURING LICENSE**

*Regulation 21 of the Tea Regulations, 2010*

1. **Preliminary information**

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ward\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LGA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Verification of compliance to manufacturing standards**

| **Item description** | **Note** | **Issuer** | **Issue date** | **Expiry date** | **Remarks** |
| --- | --- | --- | --- | --- | --- |
| 1. Evidence of registration by TBT
 | R22(b) | TBT |  |  |  |
| 1. Previous GLT[[1]](#footnote-1) manufacturing license
 |  | Applicant |  |  |  |
| 1. Business license
 |  | BRELA |  |  |  |
| 1. Owner incorporation certificate
 | i(a) | BRELA |  |  |  |
| 1. MEMART[[2]](#footnote-2) attested by notary public
 | ii(a) | BRELA[[3]](#footnote-3) |  |  |  |
| 1. Passport sized pictures of company directors attested by notary public
 | ii(a) | Applicant |  |  |  |
| 1. Proposal of tea plant erection with site location, capacity of plant etc.
 | iii(a) | Applicant |  |  |  |
| 1. Evidence of plant building approval
 | iv(a) | LGA |  |  |  |
| 1. Evidence of compliance to tea growing technical recommendations
 | 6 | LGA |  |  |  |
| 1. Inspection report
 | vii(a) | LGA[[4]](#footnote-4) |  |  |  |
| 1. Inspection report
 | v(a) | TBT[[5]](#footnote-5) |  |  |  |
| 1. Certificate from the chief inspector of factories[[6]](#footnote-6)
 | vi(a) | ministry resp. for industries |  |  |  |
| 1. Weighing scales quality compliance
 | 1 | WMA[[7]](#footnote-7) |  |  |  |
| 1. Evidence of GLT proper grading
 | 4 | Applicant |  |  |  |
| 1. Evidence of GLT proper processing
 | 4, 6 | Applicant |  |  |  |
| 1. Evidence of made tea proper grading
 | 4 | Applicant |  |  |  |
| 1. Food quality compliance certificate
 | 3 | TBS[[8]](#footnote-8) |  |  |  |
| 1. Permit to use TBS mark
 | 3 | TBS |  |  |  |
| 1. Industrial workers safety and health certificate
 | 3 | OSHA[[9]](#footnote-9) |  |  |  |
| 1. Environmental and social impact assessment certificate
 | 6 | NEMC[[10]](#footnote-10) |  |  |  |
| 1. Evidence of compliance to tea marketing regulations
 | 6 | TBT |  |  |  |
| 1. Value added tax certificate
 |  | TRA[[11]](#footnote-11) |  |  |  |
| 1. Tax clearance certificate
 |  | TRA |  |  |  |
| 1. Evidence of GLT storage facility quality compliance
 | 2 | WRRB[[12]](#footnote-12) |  |  |  |
| 1. Evidence of monthly return submission to TBT
 | 5, 7 | Applicant |  |  |  |
| 1. Evidence of attending stakeholders meeting
 | 11 | Applicant |  |  |  |

Notes

1. Roman numbers (I, ii, iii …) followed by (a) = conditions appearing on the license application form
2. Arabic numbers (1, 2, 3…) = Conditions appearing on the license
3. Blank = Found in ATMIS but not a TBT regulatory requirements
4. **Approval**
5. *Quality assurance officer recommendation*

I certify that the information I provided above is correct to the best of my knowledge and conscience. I therefore recommend that the application for the green leaf tea manufacturing license as per section 15 of the Tea Act, 1997 be approved/disapproved

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Review*

After reviewing, I recommend/do not recommend that the manufacturing license be issued

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director of Regulatory Services Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Approval*

After consultation with the Minister responsible for Agriculture as per section 15(2) of the Tea Act (1997), I approve/disapprove the issuance of the manufacturing license

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Director General Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. GLT = Green leaf tea [↑](#footnote-ref-1)
2. MEMART = Memorandum and articles of association [↑](#footnote-ref-2)
3. BRELA = Business registration and licensing agency [↑](#footnote-ref-3)
4. LGA = Local Government Authority [↑](#footnote-ref-4)
5. TBT = Tea board of Tanzania [↑](#footnote-ref-5)
6. Upload it under the “List of machinery and equipment” in ATMIS [↑](#footnote-ref-6)
7. WMA = weights and measures agency [↑](#footnote-ref-7)
8. TBS = Tanzania bureau of standards [↑](#footnote-ref-8)
9. OSHA = occupational safety and health authority [↑](#footnote-ref-9)
10. NEMC = National environment management council [↑](#footnote-ref-10)
11. TRA = Tanzania revenue authority [↑](#footnote-ref-11)
12. WRRB = Warehouse receipts registration board [↑](#footnote-ref-12)