APPLICATION FOR MEMBERSHIP TO
THE HEALTH PRODUCTS ASSOCIATION OF SOUTHERN AFRICA

CRITERIA

Members must be a manufacturer, wholesaler or distributor of complementary medicine, dietary food supplements, health foods or beverages.

Members must be prepared to provide written confirmation of compliance to Good Manufacturing Practice (GMP)

Members must agree to comply with relevant legislation relating to GMP, registration, claims and advertising

Members must be a company registered in South Africa, and be prepared to furnish full details i.e. directors names, address, telephone number, fax, e-mail etc.

Members must agree to always act in a professional manner in the business arena, especially when dealing with fellow HPA Members

Members must agree to bring all grievances against fellow members to the HPA Executive Committee for mediation before taking any further or drastic steps.

SIGNED_____

PRINT NAME_____

POSITION IN COMPANY_____

DATE_____

HEALTH PRODUCTS ASSOCIATION OF SOUTHERN AFRICA
APPLICATION FOR MEMBERSHIP DETAILS

(Please PRINT and complete all sections giving as much detail as possible)

COMPANY NAME	
COMPANY REGISTRATION NUMBER IF REGISTERED IN SOUTH AFRICA, IF NOT REGISTERED IN SA THEN WHERE IS YOUR COMPANY REGISTERED	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
TELEPHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS	
TYPE OF BUSINESS i.e. manufacturer etc.	
COMPANY DIRECTORS	
DO YOU ALREADY MARKET YOUR PRODUCTS IN S.A. – PLEASE GIVE BRAND NAMES?	
ARE THEY REGISTERED – IF SO PLEASE GIVE DETAILS?	
Are you in possession of any MB20.8. If so please give details	
ARE THEY MARKETED ELSEWHERE IN THE WORLD – IF SO WHERE AND WHAT BRAND NAME?	
AS A MEMBER OF THE HPA ARE YOU PREPARED TO ENSURE YOUR PRODUCTS COMPLY WITH All relevant legislation	
DO YOUR MANUFACTURER'S ADOPT GOOD GMP. IF SO PLEASE SUPPLY MOTIVATION TO SUPPORT THIS CLAIM I.E. SAPC Reg, Site Master File etc.	

NAME OF MANUFACTURING COMPANY/companies:	
SECONDED BY TWO HPA MEMBERS – PLEASE NAME:	1. 2.
PLEASE LIST PRODUCTS YOU ARE CURRENTLY MARKETING IN SOUTH AFRICA.	
PLEASE LIST PRODUCTS YOU WISH TO MARKET IN THE FUTURE:	

SIGNED_____DATE_____

PRODUCT CATEGORIES

PLEASE TICK THE CATEGORIES IN WHICH YOUR COMPANY HAS AN INTEREST

	Manufacturing	Marketing	Contract Production
Aromatherapy			
Foods			
Drinks			
Confectionery			
Special Diets			
Sports Nutrition			
Food Supplements			
Herbs			
Homoeopathy			
Vitamins			
Cosmetics & Toiletries			
Wholesaling			
Direct Selling			
Retail			
Raw Material			
Other			

1. Membership is open on a corporate basis to partnerships, registered businesses or companies engaged in the manufacture or marketing of specialist health products.

   Ordinary Member

   There shall be eligible for membership any Organisation engaged in the manufacture, importation or wholesale distribution of health and nutritional products in Southern Africa, provided that the Organisation agrees to abide by and are seen and known to be complying with the Code of Practice.

   In the event of any dispute as to whether an Organisation meets the forementioned eligibility requirements, the decision of the Executive Council shall be final.

   Associate Member

   There shall be eligible for Associate Membership any Organisation that is considered by the Executive Council to be supportive of the objectives of the Association and whose activities support the activities of the ordinary Members. Associate Members shall not have voting rights and may not serve on the Executive Council unless co-opted for specific expertise.

2. Every member shall pay to the Association on election, and as called upon in every subsequent year, a subscription of such amount as the Executive Council of the Association shall from time to time determine.

3. Every member shall be subject to a six month probationary period.

4. Approval of membership shall be by at least 4 (four) members of the Executive Council voting in favour. The decision of the Council is final.

5. All Full Members have equal voting rights at all General Meetings. Members from SADAC and Associate Members have no voting rights but may attend and speak at General Meetings.

GOOD MANUFACTURING PRACTICE
SELF-CERTIFICATION CHECK LIST

		COMMENTS
1.	Manufacturing processes are clearly definite, validated and documented	
2.	Procedures protect against contamination between production runs of different periods	
3.	All personnel involved in manufacturing are appropriately trained	
4.	Premises where products are manufactured and stored are clean, well maintained and free from sources of contamination	
5.	All necessary equipment and relevant services are suitable for their intended use	
6.	All procedures, including cleaning procedures, exist in writing and have been approved by a senior manager	
7.	Procedures are understandable and applicable to the premises where manufacturing takes place	
8.	Suitable provision has been made for storage of all material used	
9.	Written specifications exist for all products you manufacture or distribute	
10.	Records are kept for each stage of manufacture and distribution, to show that procedures were followed	
11.	Records are kept to record that the specified quality and quantity of product was produced	
12.	Records are kept to ensure traceability from starting materials to finished products	
13.	You have a product recall procedure and this procedure is regularly tested to prove its efficacy.	

WAREHOUSING

14.	You check incoming goods against your order	
15.	You label all material with its identity and batch number	
16.	You segregate batches during storage, Manufacturing or other processing	
17.	You keep accurate stock records	
18.	You store goods in premises that are secure from contamination	
19.	Shelf Life: records of stability trails to support the shelf life are kept	
20.	Stock Rotation: an agreed & effective system of stock rotation is operated	

QUALITY CONTROL

21.	All raw materials, in-process and finished products are sampled by an adequately trained member of staff in accordance with GMP guidelines	
22.	All samples are tested to ensure they meet the required specifications, including purity, identity of ingredients and product specification	

GENERAL

23.	You have procedures for dealing with and recording complaints	