



# TANZANIA BUREAU OF STANDARDS

## PRE-SHIPMENT VERIFICATION OF CONFORMITY PROCEDURE

### A. INTRODUCTION

Tanzania Bureau of Standards (TBS) implements a consignment based conformity assessment program to ascertain the Quality of certain categories of imported General goods. The program is called Pre-Shipment Verification of Conformity (PVoC) to standards, under this program, the goods are inspected and tested to ensure compliance to a respective standard or approved specification before being shipped/ exported to Tanzania and issued with Certificate of Conformity (CoC) that is used to clear the goods at entry point.

Pre-Shipment Verification of Conformity (PVoC) to standards program started since 01 February 2012 under three years contract with Service Providers thus 2012-2015, 2015-2018 and currently 2018-2021 contract. The new PVoC contract based on zones began from 1st September 2018 with INTERTEK INTERNATIONAL & BUREAU VERITAS while with SGS from 1st October 2018. Also, TBS is in five years agreement (since 2016) with (CCIC) for inspection in China Mainland, Macau, Hong Kong and Taiwan. Therefore TBS has appointed four inspection companies SGS, INTERTEK INTERNATIONAL, BUREAU VERITAS and CCIC to conduct Pre-Shipment Verification of Conformity (PVoC) to standards program in their respective zones.

The objective of PVoC is to ensure that all imports of regulated products comply with the approved Tanzanian technical regulations, (i.e. Tanzanian or other approved international standards) prior to shipment. The Certificate of Conformity (CoC) issued by PVoC partners shall be provided for customs clearance.

## **B. OBJECTIVES AND PRINCIPLES**

The primary objective of applying the PVoC program is to:

- i. Ensure quality of products, health, and safety, and environmental protection for Tanzanians and this is reflected in the scope of the regulated products.
- ii. Minimize the risk of unsafe and sub-standard goods entering Tanzania through the execution of conformity assessment activities in the country of export. This will help to ensure that consumers are protected from unsafe and sub-standard goods and those Tanzanian manufacturers are not subjected to unfair competition.
- iii. Prohibit the entry of shoddy and counterfeit products
- iv. Facilitate the clearance process by eliminating bottlenecks caused by the verification performed on arrival at entry points

The guiding principle of the PVoC program is based on Article 5 of Technical Barriers to Trade (TBT/WTO), which requires that technical requirements (i.e. Standards) applied to foreign products must also be applied to domestically manufactured products

## **C. VERIFICATION PROCESS**

Exporter submits to TBS PVoC partner (SGS, BUREAU VERITAS, CCIC or INTERTEK INTERNATIONAL) the following documents:

- i. Request for certification
- ii. Invoice
- iii. Conformity Documents (test reports, quality certificates, analysis reports, etc.)

To obtain evidence that all requirements in the applicable standards or technical requirements are met, goods must undergo one or a combination of the following verification process:

- i. Physical inspection
- ii. Laboratory testing

- iii. Factory audit
- iv. Documentary verification

**NOTE:** Inspection, witness loading and sealing of containers for route **A, B** and **C** shall be conducted for all high risk products as per approved risk matrix.

#### **D. RESPONSIBILITIES**

##### **1. Importers**

Ensure their suppliers are conversant with import quality requirements and that their consignments containing regulated products are accompanied by a Certificate of Conformity (CoC).

##### **2. Exporters**

Ensure their goods meet quality and regulatory requirements before shipment, by carrying out tests and obtaining the necessary CoC from appointed PVoC partners.

#### **E. KEY FEATURES OF PVoC PROGRAMME**

- i. Every consignment of imported goods, which contain PVoC regulated products, shall be accompanied by a Certificate of Conformity (CoC) issued by authorized PVoC Contractors prior to shipment.
- ii. PVoC Certificate is required to ensure smooth Customs clearance of shipments in Tanzania.
- iii. PVoC certificate confirms that the products comply with relevant Tanzanian technical regulations and/or approved standards.
- iv. PVoC incorporates elements of conformity assessment; consignment inspection based on product risk assessment and product registration schemes to provide exporters and importers with maximum flexibility in demonstrating compliance with the approved technical regulations.
- v. Regulated product shipments can be exported through three routes depending upon the type of exporter and frequency of shipments

## **F. CERTIFICATION ROUTES**

### **ROUTE A – Shipment Inspection and Certification**

Under Route A, products to be shipped have to be both tested and physically inspected to demonstrate conformity to relevant standards, essential requirements or manufacturer's specifications. This route is open to all products being exported by either traders or manufacturers.

The certification process through Route A is as outlined below:

- i. Submission of Request for Certification (RFC) by the Exporter
- ii. Review of RFC/ Documentation submitted by Exporter to PVoC Contractor
- iii. Consignment Inspection by the Appointed Inspector
- iv. Consignment Testing
- v. Sealing of Containers with tamper-proof seals
- vi. Issuance of the Final Certification Document (CoC/Non-Conformity Report (NCR)) by  
The PVoC Contractor

### **ROUTE B – Product Registration and Shipment Certification**

Route B offers a fast track certification process for goods with reasonable and consistent levels of quality through the Registration of such products by the PVoC Contractor.

Product Registration is recommended to exporters having frequent shipments of homogenous products. Self-declaration of compliance supported by substantiated evidence such as test reports and certificates. Registration is annually renewable, subject to continual compliance.

The process of registration and certification is as follows:

#### **1. Product Registration**

- i. Submission of Registration Application to PVoC Contractor by the Exporter
- ii. Review of Registration Application submitted by Exporter to PVoC Contractor
- iii. Physical inspection and registration

## **2. Registered Product Consignment Certification Process**

- i. Submission of Request for Certification (RFC)
- ii. Consignment Inspection by the Appointed Inspector where necessary
- iii. Random Consignment Testing
- iv. Sealing of Containers with tamper-proof seals
- v. Issuance of Certificate of conformity (CoC)/Non Conformity Report (NCR) by the PVoC Contractor

## **ROUTE C - Product Licensing and Shipment Certification**

This route is open only to manufacturers who can demonstrate the existence of a quality management system in their production/ manufacturing process. It involves auditing of such production processes and licensing of products manufactured thereof by authorized PVoC Contractor.

This route is recommended for manufacturers that have high frequency/volumes of shipments.

The Licensing process includes:

### **Product Licensing**

- i. Submission of Licensing Application to PVoC Contractor by the Exporter
- ii. Review of Licensing Application submitted by Exporter to PVoC Contractor Type testing of the product
- iii. Periodic factory surveillance in line with ISO Guide 28.
- iv. Licensing annually renewable, subject to continual compliance.

## **Licensed Product Consignment Certification Process**

- i. Submission of Request for Certification (RFC)
- ii. Random consignment inspection and testing by the Appointed Inspector
- iii. Issuance of the Certificate of Conformity (CoC)/ by the PVoC Contractor

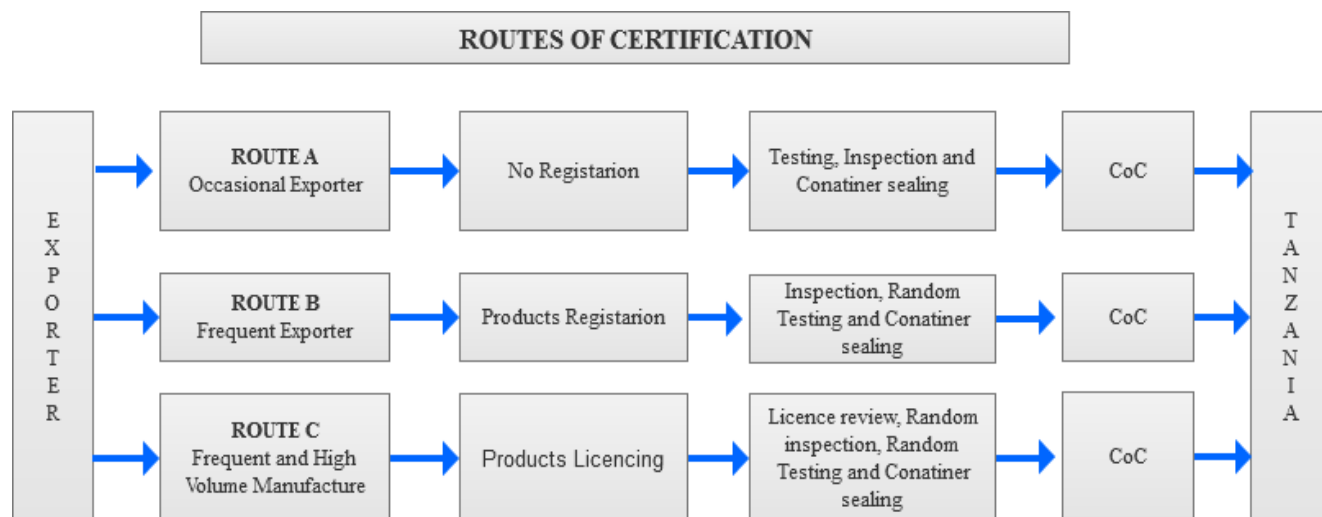
## **G. DETAILS REGARDING REQUEST FOR CONSIGNMENT CERTIFICATION**

The exporter shall complete and submit RFC form (available on the website) to the respective PVoC Partner's office together with the following information/ documentation

- i. Product data sheet and/ or Product description (to specify the product's intended use)
- ii. Copy of product technical specification from the manufacturer (if available)
- iii. Manual/ operating instructions (where applicable) The manual/instruction shall include English or Swahili translation
- iv. Production data (i.e. batch size/number, Name of manufacturer, date of manufacture/expiry, heat/lot number)
- v. manufacturer's certificates – where applicable Proforma/commercial invoice (mandatory)
- vi. Import Declaration Form (IDF) – (where applicable)
- vii. QMS Certificates (if available)
- viii. Distributorship/Dealership agreements - if available (only applicable to manufacturer-authorized distributors/ Dealers)
- ix. Test reports, third party certificates/approvals/Certification marks (if available)
- x. Registration or licensing evidence

**Note:** Quality and completeness of the above mentioned documentation reduce time and cost of processing of the request

## H. FLOWCHART DEPICTING THE CERTIFICATION ROUTES



## I. THE PVoC CERTIFICATIONS FEE STRUCTURE PER ROUTES

SN	ROUTE	Ad Valorem Fee as a Percentage of FOB	Minimum Fee (USD)	Maximum Fee (USD)
1	A	0.50	250	5000
2	B	0.45	250	5000
3	C	0.25	250	5000

For more information on PVoC Programme kindly visit our website: [www.tbs.go.tz](http://www.tbs.go.tz) (PVoC Services).

### Contact us:

Tanzania Bureau of Standards  
 P. O. Box 9524,  
 Dar es Salaam,  
 Tanzania  
 Tel General : +255 22 2450206  
 Fax : +255 22 2450959

Email : [info@tbs.go.tz](mailto:info@tbs.go.tz)

