

GUIDELINES FOR CLEARANCE OF IMPORTS BY UNBS

1. Purpose: To guide inspection and clearance of imports under the Compulsory list of Standards within the Imports Inspection and Clearance Regulations, 2002.

2. Scope: This procedure covers Application for Imports Inspection and Clearance.

3. Responsibility: The Imports Inspectors of Uganda National Bureau of Standards (UNBS) are responsible for implementation of this procedure.

4. PROCEDURE FOR IMPORTS INSPECTION AND CLEARANCE

5. Procedure:

5.1 The Importer/Clearing Agent of a product covered by a compulsory standard picks an Application form (Form Q1) from the Imports Inspector at the Entry Point or Inland Container Depot (ICD).

5.2 The Importer/Clearing Agent fills in and submits the filled Application forms to the Imports Inspector at the Inland Container Depot (ICD) /Entry Point. The Application form shall be accompanied by the required documents indicated on the Application form such as packing list, bill of entry, invoice, Bill of lading, Road Customs Transit Document (RCTD).

5.3 The Imports Inspector receives the filled Application Forms from the Importer/Clearing Agent. On receiving the form, the Imports Inspector shall:

- (i) Verify the information on the form against attached documents and/or the Bill of Entry.
- (ii) If there is any discrepancy, the Clearing Agent/Importer shall first correct it before the Imports Inspector receives and endorses the form.

5.4 The Imports Inspector shall:

- (i) Record the date when the Application Form was received together with his/her name.
- (ii) Endorse (all the three copies of) the Application Form with a stamp.

5.5 Before carrying out the inspection, the Imports Inspector familiarises him/herself with the requirements of the applicable standards to enable quick judgement.

5.6 The Imports Inspector shall then inspect the goods and enter the results of the inspection (Inspection Report) on to the part of the Application Form marked "For Official Use Only" and Inspector's notebook. The inspection results shall include a decision by the Imports Inspector as to whether the goods have passed or failed or the goods are queried i.e., whereby further laboratory tests are required on the product.

5.7 If the results of inspection indicate that the consignment meets all the requirements of the relevant standards and that there is no need to take samples (Direct compliance), then an Import Clearance Certificate shall be issued.

- 5.8 Where goods are queried, or where the Imports Inspector cannot determine compliance by physical inspection only, the Imports Inspector pick's samples, details of which shall be filled in a "Retained Sample Form", then the Bank Payment Advice Form (BPAF) with the correct laboratory test fees shall be issued to the Clearing Agent/Importer to enable him/her pay in the bank.
- 5.9 The Bank Payment Advice Form shall be issued in triplicate.
- 5.10 On returning the fully paid Bank Payment Advice Form, the Imports Inspector shall then arrange to send the samples to the Uganda National Bureau of Standards (UNBS) laboratory.
- 5.11 The Imports Inspector shall send/deliver samples to the office of Manager Imports Inspection Department for laboratory testing, together with a Retained Sample Form and an inspection report. In this case, the Imports Inspector shall not release the consignment until laboratory test results are released.
- 5.12 In case of an appeal to the Manager Imports Inspection, the goods may be released under seal to a sealable store with an undertaking that the goods shall not be used until the query is resolved by Uganda National Bureau of standards (UNBS).
- 5.13 Once the samples are delivered to the office of the Manager Imports Inspection, they are verified and sent to the Sample Receptionist by an inspector in coordination Division. Once the laboratory releases the test results, the Sample Receptionist shall send the test reports to Head Coordination Division.
- 5.14 If the test results of a given consignment conform to the requirements of the relevant standards, the inspector in coordination section communicates to the Entry Point or ICD and Imports Inspector shall issue the Import Clearance Certificate (Form Q3) to the Importer/Agent after endorsing it with the RELEASED stamp.
- 5.15 If the goods do not conform to the relevant standards, the goods are withheld pending formal query/rejection as per the Procedure for handling Queries and Rejections. In this case, a Seizure Notification Form shall be filled in by the Imports Inspector and issued to the Imports Inspector in charge of Customs and the Importer.
- 5.16 For direct non compliance e.g. expired goods, reference samples shall be drawn and also sent to the Manager Imports inspection. This rejection shall also be handled as per the Procedure for handling Queries and Rejections.