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	Operating Procedure	
Document Title: PROCEDURE FOR RELEASE OF IMPORTS UNDER SEAL	Issue No: 1 Revision No: 0	
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REFERENCE DOCUMENTS	
Document Number	Document Title
IMP/QM/001 Section 10.1 (Inspection methods and procedures)	Quality Manual for Imports Inspection Department
ISO/TR 10013:2001	Guidelines for quality management system documentation
US ISO/IEC 17020:1998	General criteria for the operation of various Types of bodies Performing Inspection
UNBS Act CAP 327	UNBS Act cap 327 of the laws of UGANDA
	The UNBS imports inspection & Clearance regulations, (2002)

AMENDMENT/REVISION HISTORY						
Date	Particulars				Type of changes	Effective date for changes
	Issue No.	Rev. No.	Section	Para No.		
	1	00				

It is the responsibility of the holder of this document to ensure that amendments are appropriately implemented

1. Purpose: To conditionally release imported goods in the category of the compulsory list of standards under seal to premises outside the customs area for temporary storage awaiting final release for the intended purpose.


2. Scope: This procedure starts with application for imports inspection and clearance, issuance of a Goods Release under Seal document and inspection at the point of destination of conditional release.

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

4. Interfaces: Manager Imports Inspection, Regional In-charge, Field inspectors, Supervisor Mobile Team and URA customs

Written By:	Reviewed By:	Approved By:	Approval Date

Procedure for Release of Imports Under Seal UNBS/IMP/PR/002

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5. Procedure:

5.1 After application and inspection, an importer who requires to be released under seal for which the goods are destined for customs bonded warehouse or owner's premises shall request for a release under seal in writing to the Manager Imports Inspection Uganda National Bureau of Standards (UNBS), having submitted the filled application form to the officer at the ICD/Entry Point with accompanying documents. The request shall include details of the reason for the request, undertaking not to use the goods until a query is resolved, container no., Entry no., Quantity, physical location of the store, e.t.c

The request for a release under seal must be Legitimate such as in situations of anticipated delay in testing samples, the goods being perishable or delicate, delay in resolving a query, and insufficient space for verification etc. The store at the owner's premise must be securable and the goods must not be removed until the query is resolved.

5.2 Goods in these categories shall only be released under seal after the Manager Imports Inspection or Regional In-charge has received satisfactory reason for the request and has given feedback to the inspector at the ICD/Entry Point.

5.3 Upon receipt of the request, the Manager Imports Inspection or Regional In-charge shall assign an Inspector from the Mobile team to carry out the inspection of the store where the goods are to be kept.

5.4 After inspection the, a report shall be written and if the store is found complying with the minimum requirements, and it is sealable, the release under seal shall be granted in writing. If it does not comply, then the importer shall be denied the released under seal authority. A copy of the letter shall be sent to the officer at the ICD/entry point.


5.5 Upon receipt of the feedback on authorisation, the inspector shall then fill in the goods release under seal document and details of the contact of the inspector in the mobile team to follow up the consignment and the serial number of the seal to be used shall also be included.

5.6 The seal serial number shall then be recorded in the seals register at the station.

5.6 The Inspector shall issue a goods release under seal document to the importer/clearing agent, but shall retain a copy of the same.

5.7 Once the consignment leaves the station, the inspector shall inform the contact person in the mobile team about the expected time of arrival to point of destination.

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- 5.8 The importer/clearing agent shall contact the inspector in the mobile team once the goods have reached the destination.
- 5.9 Once the clearing agent/importer and the contact inspector have met, the inspector shall verify the documents to check if the seal serial number corresponds with the physical seal on the truck/container.
- 5.10 The inspector from mobile team shall check if the seal is still intact and then the seal shall be broken.
- 5.11 The container shall then be opened and inspection carried out.
- 5.12 The goods shall be confined in the store until laboratory testing or a given query is solved. In case the reason for release under seal was to inspect at owners due to nature of goods and the consignment meets requirements, an Import clearance certificate shall be issued.
- 5.13 If the goods do not meet requirements of the relevant standard, they shall be confined again and the query handed over to the office of the Manager Imports Inspection Department for resolution as per the Procedure for Handling queries and Rejections (UNBS/IMP/PR/007).

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