

PROCEDURE FOR HANDLING SUPERMARKETS UNDER PVoC PROGRAM

1.0 PURPOSE

The purpose of this procedure is to ensure that supermarket cargo are inspected and issued with Certificates of Conformity before shipment into Uganda.

2.0 SCOPE

This procedure shall apply to supermarket cargo imported into Uganda.

3.0 TERMINOLOGY

3.1 Definition of terms used

3.1.1 For the purpose of this procedure the following terms shall be applied.

Inspection: Is examination of a product design, product, service, process or plant, and determination of their conformity with specific requirements or, on the basis of professional judgment, with general requirements.

3.1.2 supermarket cargo: Is Cargo containing a wide range of products or merchandise generally in small quantities or parcels fulfilling the following criteria: - Thousands of products; Hundreds of suppliers, producers and brand names; Wide range of products; High reactivity needed; High total volumes; Sensitive goods directed to consumers; Exporters are not the producers; Most of the time: Products from numerous sources consolidated by the exporter; New products on almost each export; Frequent shipments

Note: These types of products are obtained from different suppliers often without quality documentation.

3.1.3 High risk products: Products that are subject to potential danger or hazard that have a bearing on health, safety and environment.

3.1.4 Low risks products: Products that by nature are considered not to cause potential danger or hazard on health, safety and environment.

4.0 PROCEDURE DETAILS

4.1 Registration of Supermarkets

4.1.1 For the implementation of this procedure, the supermarkets shall be required to register with their association. This register shall be shared with UNBS. The supermarkets must have an office and/ or a warehouse registered in Uganda.

4.1.2 The register in 4.1.1 shall include the following details; name, Tax Identification Number (TIN), contact information including physical location of the office and warehouses if any.

4.1.3 UNBS shall share with the PVoC Service Providers the list of importers qualified for this procedure.

4.2 Certification of supermarket goods by the PVoC Service Providers in the Country of Origin/ Export

4.2.1 UNBS shall compile and circulate to PVoC Service Providers a list of products considered to be high risk.

4.2.2 The importers for the supermarket goods shall apply for certification and submit the packing list and commercial invoice to PVoC Service Providers at least two working days before inspection. Product description, brand name, Model, Quantity, Origin and Value supported by attached copy of the vendor's

invoice must be provided in the packing list. The supermarket dealer/ importer shall indicate the place of inspection of the goods in their application for inspection.

- 4.2.3 The PVoC Service Providers shall assign the required number of inspectors for the inspection.
- 4.2.4 The inspector(s) shall carry physical inspection as provided in the Conformity Verification Guidelines and identify any high risk products in the consignment based on the list circulated by UNBS. Photographic evidence of the same shall be considered as evidence of inspection.
- 4.2.5 The inspectors shall in addition confirm the actual quantities as per the packing list and have this documented as part of the report to be forwarded to UNBS.
- 4.2.6 The PVoC Service Providers may, upon agreement with the importer, subject high risk products identified in Clause 4.2.4 to tests before issuance of CoC. Where testing is not done, the PVoC Partner shall issue a CoC with a clear indication of the high risk products.
- 4.2.7 The PVoC Service Providers shall issue a CoC/NCR within 24 hours after final review of inspection reports. Goods issued with NCR should not be shipped. Any non-conforming goods should also be taken out of the shipment.
- 4.2.8 The importer shall pay the PVoC Service Providers inspection fees as per the prevailing Route A rates before being issued with a CoC.
- 4.2.9 PVoC Service Providers shall ensure that item(s) and corresponding quantities and values are clearly indicated in the CoC/NCR or in the inspection report as found appropriate. The CoC/ NCR shall be availed to UNBS by the Partner in both pdf and text files for use in destination clearance purposes.
- 4.3 **Clearance of supermarket goods at the Port of Destination in Uganda by UNBS**
- 4.3.1 After receipt and examination of the import documents, the UNBS authorized officer shall target consignments/ items/ products to be inspected/ verified and have them uniquely identified and placed in a designated area. The target consignments/ items/ products are those that have been identified as high risk by the Partner and have not been tested prior to shipment.
- 4.3.2 Low risk goods meeting requirements and accompanied with CoC, shall be released by the authorized officer within a day.
- 4.3.3 High risk goods targeted for test at destination shall be released under seal by the authorized officer for safe keeping in a securable and sealable store identified by the importer and approved by UNBS. Such goods shall not be disposed or handed over to the importer until satisfactory test report is issued by UNBS.
- 4.3.4 Where high risk goods subjected to destination test fail to conform to Uganda standards or approved specifications in critical parameters, they shall be rejected and such goods shall be re-exported or destroyed at a cost of the importer. Notification to the supermarkets association shall be made in this regard, indicating the failed product/ brand and that such products shall be heavily monitored.
- 4.3.5 Where goods subjected to destination inspection fail to comply with Uganda Standards or approved specifications in non-critical parameters they shall be subjected to rectification/rework as applicable.
- 4.3.6 UNBS shall maintain a database of the products tested and the frequency thereof – this will be reviewed from time to time to inform the risk profiling applied under this procedure.

CRITICAL GOODS

ELECTRICALS AND ELECTRONICS	CHEMICALS	MECHANICAL MATERIALS AND GAS APPLIANCES	FOOD	MOTOR VEHICLE PARTS
Electrical cables	Cosmetics	Shovels	All food	Tyres
Tungsten filament bulbs	Baby products	Machetes		
Compact Fluorescent Lamps		Garden hoes		
Portable socket outlets/ extension sockets				
Flat irons				
Electric kettles				
Solar lanterns				
Energy Saving Bulbs				
Solar battery chargers				
Solar panels				
Electric plugs				
Water heaters				
Electric sockets				
Electric switches				
Electric blenders				

APPLICATION FOR SUPERMARKET REGISTRATION

PART I: SUPERMARKET GOODS IMPORTERS' DETAILS

COMPANY NAME: _____

TIN: _____

ADDRESS: _____

PHYSICAL LOCATION: _____

TELEPHONE: _____ E-MAIL: _____

CONTACT PERSON: _____ TELEPHONE: _____

DETAILS OF DIRECTORS:

NAME: _____ TIN: _____

NAME: _____ TIN: _____

NAME: _____ TIN: _____

PART III DECLARATION:

I have read and understood the terms and conditions for operating conformity assessment as an importer of supermarket goods under PVoC program and the information provided in this form is true.

APPLICANT'S NAME: _____ SIGNATURE: _____ DATE: _____

NOTE: *The following documents should be attached:*

- Company registration certificate.
- Tax compliance certificate.

For Official Use:

Serial Number: _____

Checked by: _____ Sign: _____ Date: _____

Approved by: _____ Sign: _____ Date: _____

Send your fully filled application to pvoc@unbs.go.ug