

 UGANDA NATIONAL BUREAU OF STANDARDS Imports Inspection Department	Document No:
	Document Title: PVoC OPERATING PROCEDURE Issue No: 1 Revision No: 0 Effective date:
Section: PROCEDURE FOR CERTIFYING A CONSOLIDATED CARGO SHIPMENT	

1.0 PURPOSE

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

2.0 SCOPE

This procedure shall apply to consolidated cargo imported into Uganda for which the products have a compulsory Uganda standard.

3.0 TERMINOLOGY

3.1 Definition of terms used

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

3.1.1 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 Consolidated cargo: Is Cargo containing a wide range of products or merchandise generally in small quantities or parcels belonging to several consignees who have pooled or assembled together their parcels to form one consignment which may be declared as belonging to one importer at the port of destination or de-consolidated back into the original individual consignments for delivery to the respective cargo owners upon arrival at destination port. For purposes of this procedure consolidated cargo shall contain not less than 3 different products/ brands.

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

3.1.3 Consolidator: An individual or firm who brings together separate items from different individuals or sources into one consignment for export/importation.

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

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3.1.5 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 consolidators

4.1.1 UNBS shall maintain a register of all consolidators. Consolidators must have an office and/ or a warehouse registered in Uganda and or in countries abroad.

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

4.2 Certification of consolidated goods by the PVoC service providers in the Country of Origin

4.2.1 UNBS shall compile and circulate to the PVoC Service Providers a list of [products considered to be high risk](#).

4.2.2 The consolidators 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.

4.2.3 The PVoC Service Providers shall assign the required number of inspectors to the consolidation points to undertake 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.

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 consolidator**, subject high risk products identified in Clause 4.2.4 to tests before issuance of CoC. Where testing is not done, the PVoC agent shall issue a CoC (CoI) with a clear indication of the high risk products.

4.2.7 The PVoC Service Providers in conjunction with the consolidator/shipper shall ensure that all Container- load consolidated cargo is sealed and seal numbers indicated in the CoC. For Air shipment no sealing shall be done, however appropriate marks and numbers shall be applied on packages as an indication that the goods were inspected. Photographic evidence of the same may be considered as evidence of inspection.

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- 4.2.8 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.
- 4.2.9 The consolidator shall pay the PVoC Service Providers inspection fees as per the prevailing Route A rates before being issued with a CoC.
- 4.2.10 PVoC agents 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 Service Provider in both pdf and text files for use in destination clearance purposes.

4.3 Clearance of consolidated goods at the Port of Destination in Uganda by UNBS

- 4.3.1 After receipt and examination of the import documents, the 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 Service Provider 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/24 hours.
- 4.3.3 High risk goods targeted for test at destination shall be released under seal by the authorized officer for safe keeping in the consolidator’s registered warehouse. Such goods shall not be disposed or handed over to the importer by the consolidator 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 destructed at the cost of the consolidator.
- 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.

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