



TANZANIA BUREAU OF STANDARDS

GUIDELINE FOR PRE-SHIPMENT VERIFICATION OF CONFORMITY TO STANDARDS (PVoC) PROGRAMME

A. INTRODUCTION

Tanzania Bureau of Standards (TBS) implements a consignment based conformity assessment programme to ascertain the quality of PVoC regulated products/commodities. Under this programme, the goods are inspected and/or tested to ensure compliance to a respective standard or approved specification before being shipped/exported to Tanzania. It should be noted that, all consignments regulated under PVoC must obtain the certificate of conformity (CoC)/Certificate of Roadworthiness (CoR).

Certificate of Conformity/Certificate of Roadworthiness is a legal certificate issued to the Importer / Exporter by an authorized PVoC contractor for shipment of goods whose quality conforms with the respective standards/approved specifications or requirements. It is the evidence that, the Imported consignment subject to PVoC procedure complies and conforms to the required standard. It is valid for a period of three months from the date of issuance. Tanzania Bureau of Standards may reject consignment covered by CoC/CoR if found to be Non-conforming on verification at port of entry.

Pre-shipment Verification of Conformity (PVoC) to standards programme for general goods started since 01 February 2012 under three years contract with Service Providers thus 2012-2015, 2015-2018, 2018-2021 and currently 2022-2024 contract. The new PVoC contract includes Intertek International, Bureau Veritas, Société Générale de Surveillance (SGS) and TÜV-Rheinland. Also, TBS entered in five years cooperation agreement (since 2016) with China Certification and Inspection Group Company Limited (CCIC) for

inspection of general goods shipped from China Mainland, Macau, Hong Kong and Taiwan. The five years cooperation agreement has been renewed from April, 2022.

In this regard, TBS has appointed five inspection companies namely: SGS, Intertek International, Bureau Veritas, TUV-Rheinland and CCIC to conduct Pre-Shipment Verification of Conformity (PVoC) to standards programme in their respective zones.

B. OBJECTIVES AND PRINCIPLES

The primary objectives of applying the PVoC programme are:

- i. Ensure quality of products, health, safety, and environmental protection of 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. Facilitate fast clearance process by reducing bottlenecks caused by the verification performed on arrival at ports of entry.

The guiding principle of the PVoC programme 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 FOR GENERAL GOODS

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

- i. Request for certification
- ii. Invoice
- iii. Parking list

- iv. Product registration certificates (for pre-packaged food and cosmetics)
- v. Conformity Documents (test reports from accredited laboratory, 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 with a Certificate of Conformity (CoC).

2. Exporters

Ensure PVoC regulated goods as per list provided meet the quality requirements and obtain the Certificate of Conformity (CoC) from contracted PVoC service provider from their respective zones.

E. KEY FEATURES OF PVoC PROGRAMME



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

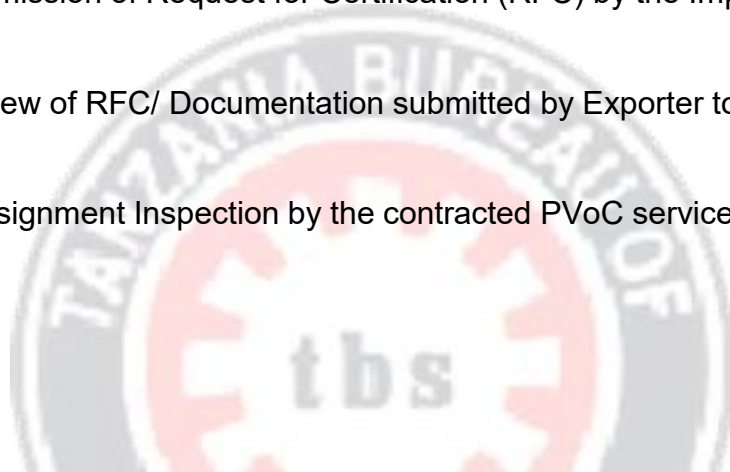
F. CERTIFICATION ROUTES

ROUTE A – Shipment Inspection and Certification

Under Route A, products to be shipped have to be both physically inspected and tested to demonstrate conformity to relevant standards/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 Importer/Exporter/Supplier
- ii. Review of RFC/ Documentation submitted by Exporter to PVoC Contractor
- iii. Consignment Inspection by the contracted PVoC service provider



- iv. Consignment Testing
- v. Sealing of Containers with tamper-proof seals
- vi. Issuance of the CoC/Non-Conformity Report (NCR)) by the contracted PVoC service provider.

ROUTE B – Product Registration and Shipment Certification

Route B offers a fast track certification process for goods with reasonable and consistent history of compliance with respective standards through the registration of such products by the contracted PVoC service provider. Self-declaration of compliance is supported by substantiated evidence such as performed inspections, test reports and quality certificates as approved by contracted PVoC service provider.

Product Registration is recommended to exporters/suppliers having frequent shipments of homogenous products. Registration is annually renewable, subject to continual compliance through random monitoring with a minimum of twice a year.

The process of registration and certification is as follows:

1. Product Registration

- i. Submission of Registration Application to contracted PVoC service provider by the Exporter
- ii. Review of registration application submitted by Exporter to contracted PVoC service provider
- iii. Review of quality compliance history to respective standards
- iv. Physical inspection and testing if required
- v. Issuance of Statement of Registration

2. Registered Product Consignment Certification Process

- i. Submission of Request for Certification (RFC)
- ii. Review of the request for certification documents submitted by Importer/Exporter/Supplier
- iii. Consignment Inspection and/or testing by the contracted PVoC service provider (where necessary)
- iv. Issuance of the CoC/Non-Conformity Report (NCR)) by the contracted PVoC service provider.

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 the contracted PVoC service provider.

This route is recommended for manufacturers that have high frequency/volumes of shipments. Licencing is annually renewable, subject to continual compliance through random monitoring with a minimum of twice a year.

The Licensing process includes:

Product Licensing

- i. Submission of Licensing application to the contracted PVoC service provider by the manufacturer/exporter
- ii. Review of Licensing application submitted
- iii. Product testing
- iv. Periodic factory surveillance in line with ISO Guide 28.

Licensed Product Consignment Certification Process

- i. Submission of Request for Certification (RFC) by Importer/Exporter/Manufacturer
- ii. Review of the request for certification documents submitted
- iii. Random consignment inspection and testing by the contracted PVoC service provider
- iv. Issuance of the Certificate of Conformity (CoC)/Non conformity Report (NCR) by the contracted PVoC service provider

G. DETAILS REGARDING REQUEST FOR CONSIGNMENT CERTIFICATION

The exporter shall complete and submit RFC form to the respective contracted PVoC service provider

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 quality certificates – where applicable
- vi. Proforma/commercial invoice (mandatory)
- vii. Import Declaration Form (IDF) – (where applicable)
- viii. QMS Certificates (if available)
- ix. Distributorship/Dealership agreements - if available (only applicable to manufacturer-authorized distributors/ Dealers)
- x. Test reports, third party certificates/approvals/Certification marks (if available)

- xi. Registration or licensing evidence

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

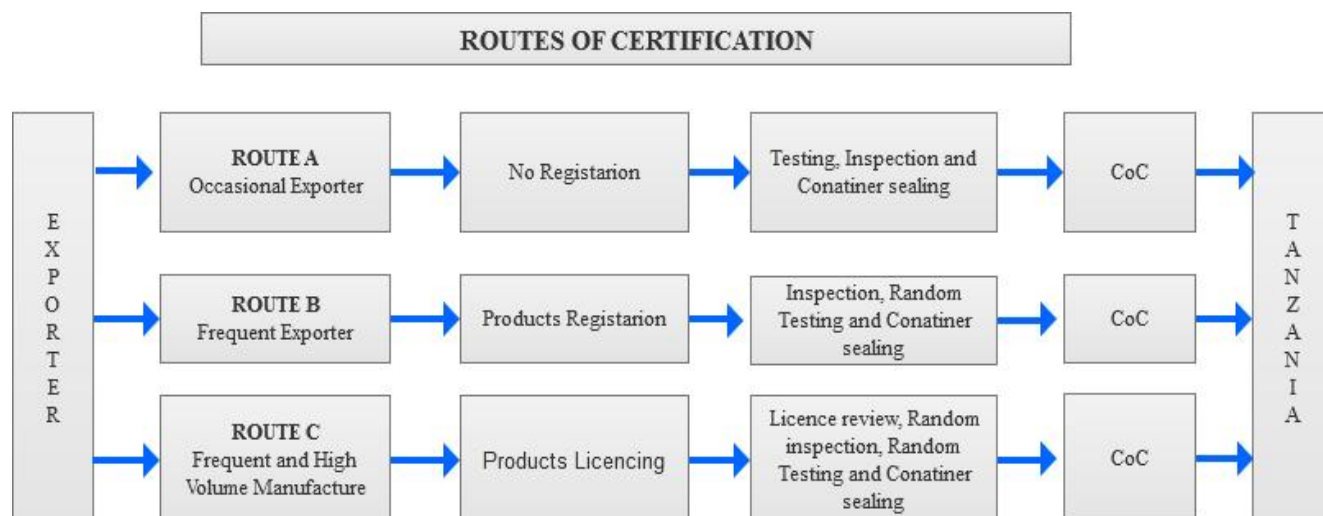
H. IMPORTER SUBMIT THE COC TO TBS IMPORTS OFFICE FOR AUTHENTICATION OR VALIDATION

Original CoC is submitted to TBS by the importer accompanied with shipping documents (Bill of lading/Airway bill/ Road Consignment Note, commercial invoice, TRA assessment document), valid TBS registration certificate for food and cosmetic products/ TFDA registration Certificate through **Online Application System** (<https://oas.tbs.go.tz/>) for authentication.

I. CLEARANCE OF THE CONSIGNMENT AT THE PORT OF ENTRY USING AUTHENTICATED CERTIFICATE OF CONFORMITY.

The authenticated Certificate of Conformity is used by the importer/clearing agent for clearance of the goods at the point of entry.

J. FLOWCHART DEPICTING THE CERTIFICATION ROUTES



K. THE PVoC CERTIFICATION FEE STRUCTURE PER ROUTES

S N	ROUT E	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

(PVoC
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