



INTRODUCTION

The Standards Import Inspection Regulation (SIIR) was established in 2008 as provided for by section 16 of the Standards Act of 1997 under the Ministry of Trade and Industry to control the quality of the prescribed imports. The Compulsory Standards Unit (CSU) which is under the Department of Regulatory Compliance of Botswana Bureau of Standards (BOBS) is mandated by the Botswana Government to implement compulsory standards and technical regulations.

The implementation of the SIIR was effected on 1st April 2009. Regulation 3 of the SIIR states that *'A person shall not import any commodity prescribed under Schedule I unless the person has applied for and has been issued with a Compliance Certificate in respect of that commodity'*. It is further stipulated under Regulation 10 that *'A person shall not unload for the Botswana market, any commodity which does not meet the relevant prescribed standard'*.

The essence of the SIIR is such that if an imported or domestic **prescribed "regulated" products**, as listed on **Appendix A**, do not fulfill the requirement of a relevant standard; it will not be allowed to be placed on the market. Every consignment of imported goods, which contain regulated products, should be accompanied by a Certificate of Conformity (CoC) issued by SIIR Country Offices (offices operated and managed by BOBS authorized bodies) prior to shipment.

As an accredited and recognized certification body appointed by Botswana Bureau of Standards (BOBS), Intertek offers shipment certification services to exporters for Botswana under the SIIR programme on behalf of BOBS. All Certification will be performed by Intertek Country Offices depending on the exporter's choice and convenience. A list of **Intertek Country Offices (CO)** is given in **Appendix B** of this document.

OBJECTIVES OF THE PROGRAMME

The principal objectives of the programme are as follows:

- To ensure that products imported into Botswana meet the security, safety, health and environmental requirements as per the sanctioned standards and technical regulations approved by Botswana Bureau of Standards (BOBS).
- To provide assurance to the Botswana consumer that the products imported into the country are free from potential hazards and fit for use.
- To avoid costly delays at the ports and rejection of shipments if the shipments are found to include dangerous and unsafe products.
- To help genuine and complying exporters and importers to quickly clear Customs process without the risk of rejection of shipments
- To streamline Custom clearance procedures, promote healthy and fair competition and fight against unsafe and dangerous goods.



RESPONSIBILITIES

IMPORTERS

- Ensure their suppliers are conversant with import quality requirements and that their consignments are accompanied with a certificate of compliance from the appointed SIIR authorized bodies.

EXPORTERS

- Ensure their products or goods meet the regulations and quality requirements of Botswana before shipment by carrying out tests and/or obtaining the necessary certification of conformity from the appointed SIIR authorized bodies for all products subject to the SIIR programme.

BOTSWANA BUREAU OF STANDARDS (BOBS)

- Ensure that only quality goods gain entry into the country as provided for in the Standards Act (Cap. 43:07) under the Standards Import Inspections Regulations, 2008. Thereby, offering the necessary protection to Botswana consumers in safety, health and environmental matters.

INTERTEK PCP EXPERTISE

PIONEER IN PRODUCT CONFORMITY ASSESSMENT PROGRAMME

- Intertek pioneered the development of the product conformity assessment programmes, which is now being applied in many parts of the world to prevent dangerous and unsafe products entering into the market.

REPUTATION OF EXCELLENCE AND STRONG BRAND RECOGNITION

- Intertek has over the years built up vast experience, infrastructure and necessary knowledge in the management of the conformity assessment programmes. To date Intertek has issued more than a million Certificates of Conformity.
- Intertek Certificates of Conformity includes the latest encryption technology, watermarks and other security measures which would make it impossible to counterfeit or tamper with.

GLOBAL NETWORK

- Intertek operates a global network of offices that have operated the product conformity programmes for many years.
- Intertek has the world's largest networks of laboratories, which participate in the conformity assessment of products. These laboratories have a wide range of testing capability including electrical, chemical, automotive goods, building materials and many others.

DEDICATED STAFF WITH IN-DEPTH INDUSTRY KNOWLEDGE AND TECHNICAL EXPERTISE

- Intertek has experience in providing solutions to businesses exporting a wide range of products to Botswana. Intertek has undertaken more assessments of more products for longer than any other organization.
- Intertek staff are experts on the understanding and interpretation of a wide range of national and international standards and requirements including Botswana standard requirements as well as understanding the needs of exporters and importers.
- Intertek can provide technical assistance to importers and exporters regarding the sanctioned standards and regulations

INTERNATIONAL ACCREDITATIONS AND INSTITUTIONAL MEMBERSHIPS

- Intertek is recognized by more than 30 accreditation bodies around the world and is an active member of IFIA (International Federation of Inspection Agencies).

STRONG FOCUS ON CUSTOMER SATISFACTION

- Intertek can provide fast, rapid and tailor made service that meet your particular needs, including: (a) Submission of assessment requests online, (b) Automated e-mails for status of certificates, and (c) Flexible certificate delivery solutions for high volume users.



HOW TO OBTAIN A CERTIFICATE OF CONFORMITY

Regulated product consignments have to be verified for compliance to relevant sanctioned standards and essential requirements. The compliance verification process may involve physical inspection of the consignment and if necessary, sample selection for testing purposes. **The certification process is as outlined below:-**

1. ENQUIRY

- Exporter/Importer (Applicant) shall contact the responsible Intertek Country Offices.

2. COMPLETION OF THE APPLICATION

- Applicant shall fill-in the applicable **application form**, shown in **Appendix C**, with the following information:
 - a. Details of products which are included in the shipment
 - b. Name and address of exporter and importer
 - c. Location of consignment and provisional date of availability for inspection
 - d. Payment details, port of discharge, port of loading, mode of transport.
- The application shall be accompanied by the following documents:
 - a. Test Reports, Reports of Analysis, Quality Mark Validity Proof
 - b. Product Specification Sheet, Material Safety Data Sheet
 - c. Certificates related to the management quality and safety system
 - d. Invoice

3. SUBMISSION OF APPLICATION FORM AND SUPPORTING DOCUMENTS

- Applicant submits the application form along with the requested supporting documents to CO

4. APPLICATION AND DOCUMENTATION REVIEW

- CO reviews the information provided by the Applicant and does a preliminary check to verify whether the substantiating test documents submitted are enough to do a conformity assessment of the products to the sanctioned standards.
- If not, then the CO will request the Applicant to provide more information/documents.

5. QUOTATION FOR CERTIFICATION

- CO submits a quotation to the Applicant for the inspection and certification costs and if acceptable, the CO will arrange the inspection.

6. CONSIGNMENT INSPECTION/TESTING BY THE APPOINTED INSPECTOR

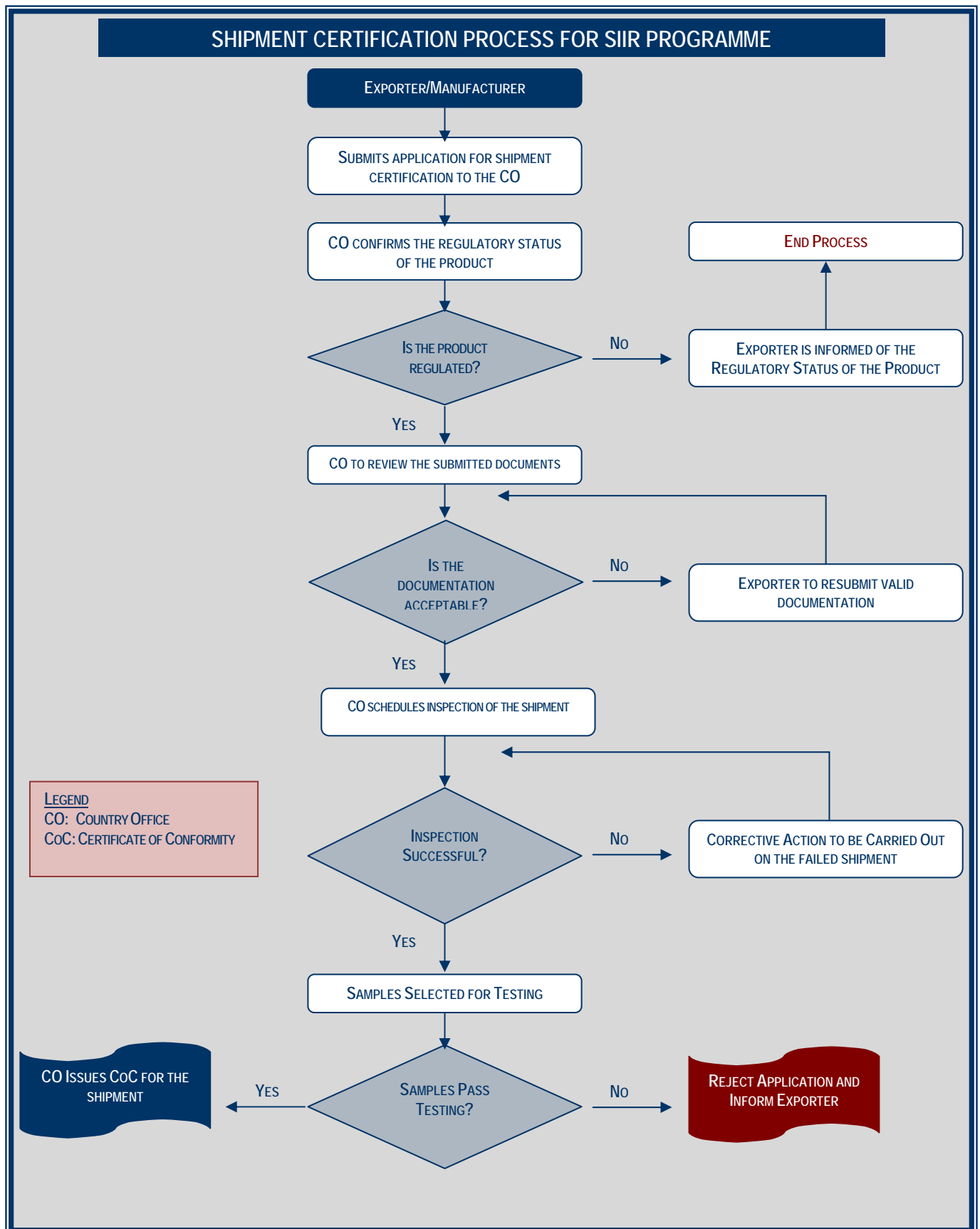
- Once the application information is completed and the appropriate fees are paid, CO will assign an Inspector to visit and conduct an on-site inspection at the Applicant's operation.
- Inspectors are provided with an inspection guideline and checklists to aid in the inspection of the consignment and its compliance verification. These documents are intended to ensure that inspections are conducted uniformly and consistently by Intertek Inspectors.
- Where non conformances are raised, the Applicant would be given time to correct them. This would require evidence of corrective action to be submitted. Depending on the nature of the non conformance, a re-inspection may be required after corrective action has been taken by the exporter.

7. ISSUANCE CERTIFICATE OF CONFORMITY/QUALITY CONTROL

- On successful review and conformity assessment of the test reports and inspection result, CO will issue the Certificate of Conformity (CoC).
- If Applicant requires additional original copies of the certificates, these could be provided by the CO.



FLOWCHART DEPICTING THE CERTIFICATION PROCESS





FEES

The party acquiring the certification services is accountable for charges to the conformity assessment related services performed by the conformity assessment Company. These fees cover the cost of inspection, evaluation, testing, and all other technical and administrative activities involved in the shipment certification.

An individual quote will be provided to the party requesting for the certification services and agreed upon before commencing with the conformity assessment process.

CONTACT US

INTERTEK GOVERNMENT AND TRADE SERVICES

Academy Place
1-9 Brook Street,
Brentwood,
Essex CM 14 5NQ,
United Kingdom

Tel: +44 1277 223400

Fax: +44 1277 220296

E-mail: info.government@intertek.com

BOTSWANA SIIR LIAISON OFFICE

Van Dyk Secure Business Park,
Corner Van Dyk and Brakpan Roads,
Boksburg Industrial East,
Boksburg, Gauteng, PO Box 280,
South Africa

Tel: +27 11 914 4044

Fax: +27 11 914 4217

E-mail: info.johannesburg.gs@intertek.com

APPENDICES

Appendix A	Regulated Products and Applicable Standards List
Appendix B	Intertek Country Offices and its Zone of Responsibility
Appendix C	Request for Certification (RFC) Form