
	<p align="center">QATAR GENERAL ORGANIZATION FOR STANDARDS AND METROLOGY Product Conformity Programme</p>	<p align="center">State of Qatar</p> 
<p align="center">Title</p>	<p align="center">EXPORTER AND IMPORTER GUIDELINES</p>	<p align="center">First Issue</p>

QATAR EXPORTER AND IMPORTER GUIDELINES

COVER PAGE AND REVISION RECORD

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IMPORTANT NOTE:

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INTRODUCTION

The **Government of the State of Qatar**, through the Qatar **Ministry of Business and Trade Interior and the Qatar General Organization for Standards and Metrology (QGOSM)**, has issued strict rules regulating the import and sales of Vehicle Spare Parts and Vehicle Tyres to prevent non-compliant/counterfeit versions of such products entering into the Qatari market.

The first phase has been implemented with effect from 15th September 2011.

The Circular issued by the Authority states that “customs authorities will not allow the import of the regulated products, unless they are accompanied by a CoC issued by an approved body from the country of origin. It also stated that, in case of non-compliance of these products to the applicable GSO standards, heavy fine will be imposed on the importers.

Intertek has been given the approval for carrying out the certification of these products from QGOSM to participate in the programme and issue **Certificates of Conformity (CoC)** for such shipments.

OBJECTIVES OF THE PROGRAMME

The principal objectives of the programme are as follows:

- To ensure that products imported into Qatar meet the security, safety, health and environmental requirements as per the sanctioned standards and technical regulations approved by Qatar General Organization for Standards and Metrology (QGOSM).
- To provide assurance to the Qatar 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 Qatar authorized bodies.

EXPORTERS

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

QATAR GENERAL ORGANIZATION FOR STANDARDS AND METROLOGY (QGOSM)

- To ensure that products imported into Qatar meet the security, safety, health and environment requirements as per the sanctioned standards and technical regulations approved by Qatar General Organization for Standards and Metrology (QGOSM).



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 Qatar. 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 Qatar 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.

REGULATED PRODUCTS

The following products are covered by this new regulation:

- Vehicle Tyres
- Safety Belts
- Wheel Rims
- Brake Pads

Vehicle Tyres are included in the programme, but currently do not require separate Certificate of Conformity (CoC) as the Qatari Customs and QGOSM will accept Gulf Standard Organization (GSO) conformity certificates instead of CoCs for tyre shipments exported to Qatar



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

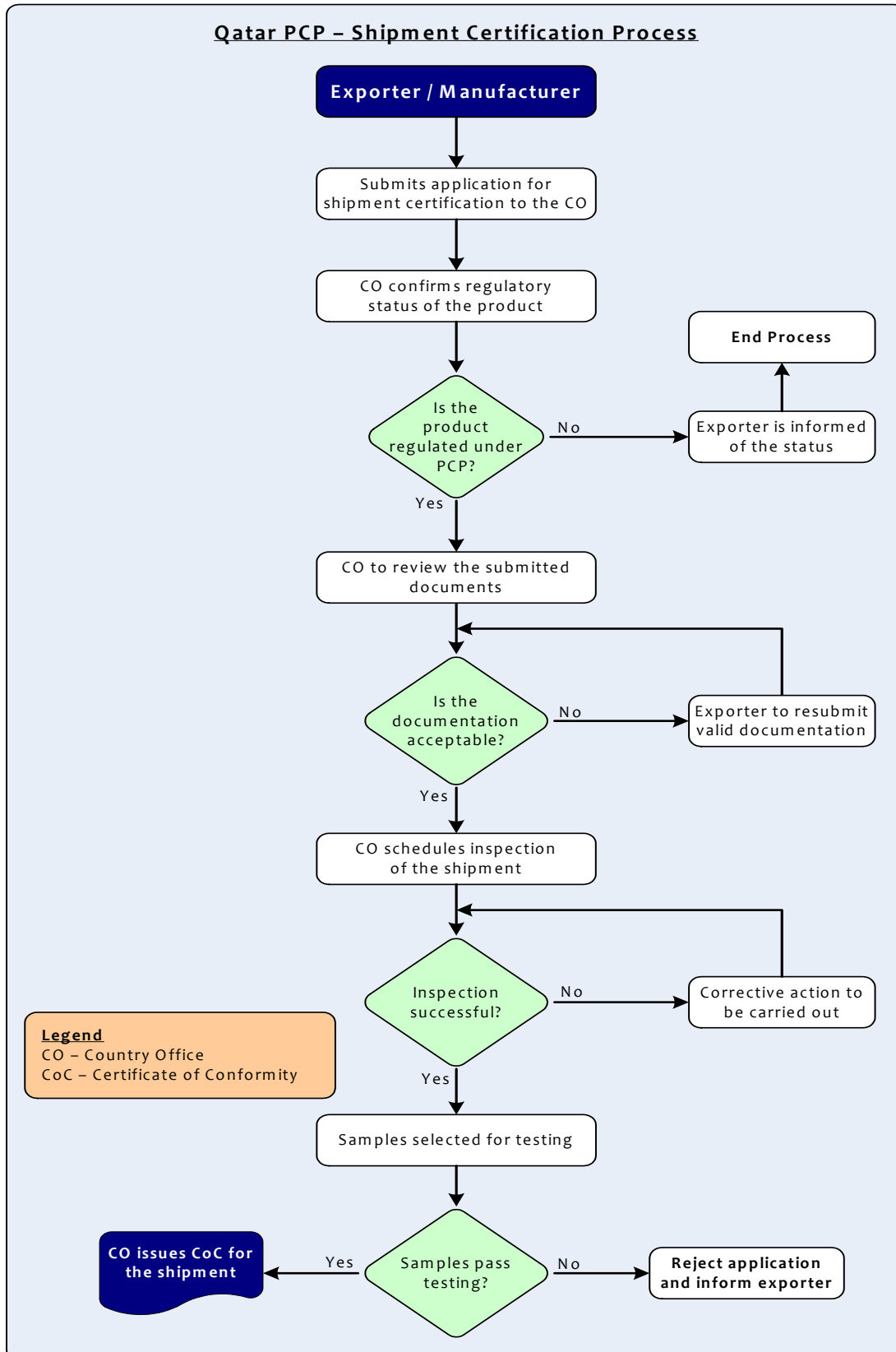
- Once the application information is completed and the appropriate fees are paid, CO will assign an Inspector to visit and conduct an on-site inspection at the Applicant's operation.
- Inspectors are provided with an inspection guideline and checklists to aid in the inspection of the consignment and 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

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APPENDICES

Appendix A	Country Office Contact Details
Appendix B	Regulated Products
Appendix C	Request for Certification