



**GUIDELINES AND CONDITIONS FOR THE REGISTRATION OF
OVERSEAS MANUFACTURERS UNDER THE IMPORT INSPECTION SCHEME**

SRI LANKA STANDARDS INSTITUTION

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Under the Import Inspection Scheme operated by the Sri Lanka Standards Institution (SLSI), Conformity Certificate (CC) issued by registered manufacturing plant will be accepted for perusal of a consignment imported from the same manufacturing plant. If CC is acceptable, such consignments will be approved for clearance and samples will be drawn on a random basis to ensure the quality and CC issued by the manufacturing plant.

This procedure will be valid until SLSI notifies any change of status of the registration of the manufacturing unit concerned and all those consignments manufactured in the registered unit will be approved until the change of status.

For further information please refer the **Import Inspection Scheme for Designated Products**. The procedure for registration is given below.

1. General :

Products manufactured in the approved plants (plants which are satisfy on below no.2) will qualify to be certified under this scheme. If a supplier uses more than one manufacturing plants to export to Sri Lanka all those plants need to obtain registration status seperately and also number of products manufactured by the same plant need to obtain registration status seperately for each product.

2. Conditions for registration:

2.1 Manufacturing plant with proven performance will qualify for registration.

A manufacturer successfully obtaining **five consecutive approvals** under the import inspection scheme for a period of **six months** will be considered for registration. The period and the number of consecutive approvals during which the above manufacturer to be assessed for this status will be based on the health and safety of product under consideration.

Records of any previous quality failures will be taken into consideration before approval is granted.

2.2 Manufacturing units with Quality Systems will qualify for registration.

ISO 9001 Certified Companies :

The manufacturing plant certified for ISO 9001 Quality Management System by an agency acceptable to SLSI qualify for registration.

Other Quality Systems :

SLSI will evaluate other internationally accepted certifications such as GMP, HACCP or ISO 22001 as part fulfillment of the above requirement for Food Industries, and effective HACCP system is need to be in operation for the other requirements.

The following information on Quality Systems should be provided by the manufacturer

- i. Products manufactured,
- ii. Quality System in operation,
- iii. Standards used in the above system,
- iv. Standards used for the product,
- v. Status of calibration of the equipment used,
- vi. Qualifications and experience of the technical staff associated with production & testing
- vii. Details of records maintained,
- viii. Information on applicable regulations in the country of manufacture

2.3 If 2.1 and 2.2 is satisfied then SLSI will appoint a competent audit team based on the product(s) manufactured by the company to conduct a thorough assessment to verify the following;

- i) To check the quality control practice and process control practice of the production process.
- ii) To examine the testing facilities available with the manufacturer, assess the testing practices and capabilities and also to check the conformity of product.
- iii) To determine and assess the adequacy of the quality management system is effective implementation as given under clause 2..2
- iv) To report to the management of the SLSI about the status of the manufacturing facility on above (i), (ii) & (iii) to make a final decision on granting registration.

3. Constituion of the Panel :

Auditor selection committee chaired by Director General shall nominate a competent team to carry out the audit and submit for approval of council. Audit team should be comprised with at least two members of which one member who is expert in the production process under consideration.

4. Application for Registration :

- I. A manufacturer shall use the form **No. QA-FM-II-03** when applying for registration.
- II. If the same commodity or product is manufactured at more than one factory separate applications should be submitted for each manufacturing facility.
- III. If more than one product is manufactured at same manufacturing plant separate applications should be submitted for each product.

5. Documents Needed :

Those seeking registration shall provide a certified copy of currently valied Quality System registration certificate along with scope of registration (certified by the issuing authority), a copy of Quality Manual including Quality Plan, evidence for the brand ownership of the product and their test report of different types/sizes/brands to assess the conformity of the product to the relevant Sri Lanka Standard specification in addition to duely filled application. SLSI will retain the right to verify with the issuing authority to establish the authenticity of the certificate.

It will be the responsibility of the manufacturer to inform SLSI of any change of status of certification. Otherwise the registration status granted to the manufacturing unit will be cancelled.

6. Approval :

Approvals of the manufacturing plant registration status to be granted by a Committee consisting of Director General, relevant Deputy Director General, Director (Quality assurance) and relevant Senior Deputy Director (Quality Assurance) based on the evaluation report submitted by the audit team. An expert in the field under consideration could be invited to serve to advise the Committee when required.

7. Fee Involved :

Nominal administrative cost will be charged in accordance with B2 of GL-II-05.

8. Period of Validity of Registration:

The approval is valid for three years. The registration status should be renewed subject to fresh evaluation after three years.

A panel consist of director(QA) and relevant senior deputy director will decide to carryout a renewal audit or not, depends on the performance of the manufacturer. A manufaturer with satisfactory past perfomance through out the registration period, renewal of the registration might be granted without conducting an audit if decided by the committee.

If the manufacturer failed to prove he satisfactory performance during the registration period the committee will decide to carryout an audit for renewal of the registration or discontinue the registration.

However the registration will be renewed annually subject to settleing relevant payment and compliance of the product.

9. Disputes :

Any disputes on quality will be initially brought to the notice of the manufacturer for consideration. Manufacturer is required to co-operate with investigations and assessments regarding such disputes.

10. Cancellation :

Any violation of the conditions of the above processores or registration and continuous disputes on quality will lead to cancellation of the approval with or without prior notice subject to the covering approval of the Committee.

11. Appeals :

Appeals regarding any matter on approval to be made to the Director General, SLSI within one month and these will be reviewed by the nominated panel of SLSI and whose decision will be final.

12. Self Certification of Consignments :

Registered manufacturing unit shall provide a certificate of conformity in respect of the relevant Sri Lanka Standard Specification, for each consignment according to the format provided by the SLSI or an acceptable format by the SLSI with proper reference of the consignment such as commercial invoice number and / or bill of lading number.

13. Amendments :

The above guideline could be amended by the SLSI without prior notice. Concessions could be made to any party who are affected by such amendments after evaluating the cases individually.
