**GUIDELINES AND CONDITIONS FOR THE REGISTRATION OF**

**OVERSEAS MANUFACTURERS UNDER THE IMPORT INSPECTION SCHEME OF THE SRI LANKA STANDARDS INSTITUTION**

Under the Import Inspection Scheme operated by the Sri Lanka Standards Institution (SLSI), Conformity Certificate (CC) which is traceable to the consignment and 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 verify the CC issued by the manufacturing plant.

This procedure will be valid until SLSI notifies any change of status of the registration of the manufacturing plant concerned and all those consignments manufactured in the registered plant will be approved subject to testing and sampling on random basis until the change of status.

For further information please refer the **Import Inspection Scheme for Designated Products (Doc. No. QA\_GL\_7.1\_04).**

The procedure for registration is given below.

1. **General :**

Products manufactured in plants which satify below conditions will qualify to be registered under this scheme. If a manufacturer uses more than one manufacturing plants to export to Sri Lanka all those plants are needed to obtain the registration status seperately and also number of products (covered by different standards) manufactured by the same plant need to obtain registration status seperately for each product.

**2.Conditions for registration:**

**2.1 Manufacturing plants with Quality Systems will qualify for registration.**

**ISO 9001 Certified Companies :**

The manufacturing plant certified for ISO 9001 Quality Management System by a certification body acceptable to SLSI is qualified for registration.

**Other Quality Systems :**

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

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

1. Products manufactured,
2. Quality management System in operation,
3. Standards used in the above system,
4. Standards used for the product,
5. Status of calibration of the equipment used,
6. Qualifications and experience of the technical staff associated with

production and testing,

1. Details of records maintained,
2. Information on applicable regulations in the country of manufacture
   1. If 2.1 is satified then SLSI will appoint a competent audit team based on the product(s) manufacturered by the company to conduct a thorough assessment to verify the following;
   2. To check the quality control practices and process control practice of the production process.
   3. To examine the testing facilities available at the manufacturer, assess the testing practices and capabilities and also to check the conformity of product.
   4. To determine and assess the adequacy of the quality management system for its effective implementation as given under clause 2.1
   5. 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 audit team to carry out the audit and submit for approval of the council. Audit team should be comprised of at least two members.

**4.Application for Registration :**

1. A manufacturer shall use the form **No. QA\_FM\_II\_03** when applying for registration.
2. If the same commodity or product is manufactured at more than one factory separate applications should be submitted for each manufacturing facility.
3. If more than one product covered by different standards is manufactured at same manufacturing plant separate applications should be submitted for each product.

**5.Documents Needed :**

Those who are seeking registration shall provide duely filled application along with

* + Certified copy of currently valid Quality management System certificate and

Scope of certification (certified by the issuing authority),

* + Copy of the Quality Manual
  + Quality Plan,
  + Evidence for the brand ownership of the product
* Test report of different types/sizes/brands to assess the conformity of the product to the relevant Sri Lanka Standard specification.

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 the status of certification. Otherwise the registration status granted to the manufacturing plant will be cancelled.

**6.Approval :**

Approvals of the registration of manufacturing plant shall be granted by relevent Deputy Director General. Director (Quality assurance) and relevant Senior Deputy Director (Quality Assurance) should make recommendations based on the evaluation report **(QA-FM-II-04)** submitted by the audit team. An expert in the field under consideration could be invited to serve to advice the Committee if required.

**7.Fee Involved : C**ost will be charged in accordance with **B2** of

**GL-II-05.**

**8.Period of Validity of Registration:**

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

A panel consist of Relevant Deputy Director Genreal , Director(QA) and relevant Senior Deputy Director will decide to carryout a renewal audit or not, depending on the report **(QA\_FM\_7.1\_02)** submitted by the Project officer.

If the manufacturer failed to prove he satisfactory performance during the registration period the D(QA) and SDD(QA) discontinue the registration.

However the registration status will be renewed annualy subject to settleing relevant payment and satisfactory product performances.

**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 process of registration and continuous disputes on quality will lead to cancellation of the registration with or without prior notice subject to the covering approval of the Deputy Director General

**11.Appeals :**

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

**12.Self Certification of Consignments :**

Registered manufacturering plant according to **QA\_GL\_7.1\_07** shall provide a certificate of conformity in respect of the relevant Sri Lanka Standard Specification, for each consignment as per the format provided by the SLSI or an aceptable format by the SLSI with proper reference to 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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*