	General Rules and Procedures for Import Inspection Scheme QA_PR_7.1_07 Issue No: 05 Issue Date: 2023-11-15	Import Inspection Scheme for designated products	Prepared by: DD
			Reviewed by: SDD
			Approved by: D(QA)
			Issued by: SM

INTRODUCTION

The Import Inspection Scheme (II) of the Quality Assurance Division of Sri Lanka Standards Institution (SLSI) was implemented based on the Gazette Notification No. 2064/34 of 29 March 2018 under the Imports and Exports Control Act No. 1 of 1969. As per Section 6 of Gazette Notification No 2064/34, article(s) covered under regulations shall be assessed for conformity to Sri Lanka standards on the basis of relevant conformity assessment procedures and guidelines, laid down by the Director General of the Sri Lanka Standards Institution.

The objective of the Compulsory Import Inspection Scheme (CIIS) is to assure that the imported products Gazette under this scheme designated in the relevant regulations are closely monitored and assessed the conformity to the relevant Sri Lanka Standard Specification (SLS) considering the risks associated with health, safety, and environment in order to make a recommendation to the Department of Sri Lanka Customs on the release of the consignments without unnecessary delays due to conformity assessment procedures.

As decided by the Director General of Sri Lanka Standards Institution, conformity of consignments of the designated items for importation/ or Gazette shall be assessed based on the following criteria.

1. Consignment with a Certificate of conformity issued by an accredited laboratory.
2. Consignment accompanied with a Certificates of Conformity (COC) issued from the National Standard body of the exporting country.
3. Consignment imported from a manufacturing plant registered with SLSI.
4. Consignment of products carrying the “Product certification Mark” of the national standards body where the stand use for said certification is compatible with the corresponding Sri Lanka Standard Specifications.
5. Reliability and experience on the past performance of the manufacturer of the product with respect to product compliance.
6. Consignments which do not fall into any of the above categories


1. PROCEDURE TO OBTAIN APPROVAL

The importer who wish to import any of the items covered under the Import Inspection Scheme shall be conversant with the relevant requirements given below.

1.1 Imported consignments of designated items are broadly categorized as follows:

Category 1

Consignments accompanied with acceptable COC issued by a third party accredited laboratory in the exporting country after analyzing samples of the goods drawn independently by the same laboratory or an accredited inspection agency Or,

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Acceptable COCs issued from a laboratory which is registered with Sri Lanka standards Institution or from any other Government Institution registered with SLSI. Refer QA_GL_7.1_06.

Benefits to the Importer:

If the submitted COC is acceptable for the consignment, the consignment will be approved for sale or use with or without sampling. Samples will be drawn for random check from arbitrary consignments and after sampling the consignment will be approved for sale or use. However, the SLSI has the rights to decide the frequency of sampling based on the past performance of the manufacturer, the laboratory and the importer.

Category 2

Consignments accompanied with a COC issued from the National Standards body of the exporting country. The COC shall be issued based on the relevant Sri Lanka Standards Specification.

Benefits to the Importer

If the submitted COC is acceptable the consignment will be approved for sale or use with or without sampling. Samples will be drawn for random check from arbitrary consignments and after sampling the consignment will be approved for sale or use. However, the SLSI has the rights to decide the frequency of sampling based on the past performance of the manufacturer and the importer.

Category 3


Consignments imported from a manufacturing plant registered with the SLSI. Refer QA_GL_7.1_07. Each consignment shall accompany Quality Certificates(QC) issued by the manufacturing plant.

Benefits to the Importer

If the submitted Quality Certificate (QC) is satisfactory the consignment will be approved for sale or use with or without sampling. Samples will be drawn for random check from arbitrary consignments and the frequency of sampling is based on the past performance of the manufacturer and the importer.

Category4

Consignments of products carrying the "Product Certification Mark" of the National Standards body of any country where the standard used for said certification is compatible with the corresponding Sri Lanka Standards Specification.

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Benefits to the Importer

- a) If the product bears the Product Certification Mark of Sri Lanka Standards Institution (SLS mark) the consignment will be released for sale or use with or without sampling. Samples will be drawn for random check from arbitrary consignments and after sampling the consignment will be approved for sale or use. However, the SLSI will decide the frequency of sampling based on the past performance of the manufacturer and the importer.
- b) If the product bears an acceptable Product Certification Mark of an another country the consignment will be approved for sale or use with or without sampling. Samples will be drawn for random check arbitrary consignments and after sampling the consignment will be approved for sale or use. However, the SLSI will decide the frequency of sampling based on the past performance of the manufacturer and the importer.

Category 5

Reliability and satisfaction on the past performance of the manufacturer and importer of the product with respect to the product compliance.

Benefits to the Importer.


Even though each consignment is sampled, after sampling the consignment would be approved for sale or use. Decision is based on satisfactory past performance of the manufacture of the particular product and the reliability of the importer.

Category 6

Consignments which do not fall into any of the above categories.

(Refer clause 1.4)


- 1.2 An importer who imports any of the designated items shall submit a Pre-Export COC for the consignments falling under the Categories 1 to 3 as given in Clause 1.1 to ensure the conformity of the consignment to the relevant Sri Lanka Standard. The COC shall contain the results of the tested parameters required in the standard.
- 1.3. An importer who intends to import any of the designated items may submit a Pro forma and test reports (pertaining to the items intended to be imported), to the SLSI and may get a verification from the institution whether such items are acceptable for the purpose of import before establishing the letters of credit. However, this does not exempt the importer from submitting the pre-export COC pertaining to the specific batch / batches under importation, as stipulated in Clause 1.2.

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- 1.4 Importation of any consignment of designated items which fall under Category 6 as in Clause 1.1 will be sampled at port and consignments will not be released from the port until test report is available. However, the SLSI may consider releasing the goods to a customs bonded warehouse, or importers until clearance is obtained. If sampling at port premises is difficult or test result could not be obtained in a short period of time, the consignment may be released to the importer's warehouse based on personal guarantee letter and past performance of the importer as well as the manufacturer.
- 1.5 It is emphasized that the consignments of items of which drawing of samples at the Port premises is difficult or test results could not be obtained in a short period of time be supported with an acceptable COC or QC as specified in Categories 1, 2 or 3 in order to avoid delays.
- 1.6 However, the SLSI will retain the authority to draw samples, from any of these consignments, if there is a reasonable doubt regarding the quality of the consignment and subject them for testing. The SLSI may refuse the release of such consignments if found unsatisfactory.

2. PROCEDURE FOR SUBMITTING NOTIFICATION

- 2.1 The importers and clearing agents shall register with SLSI for on-line submission of Notification. The relevant Application is available in the SLSI website www.slsi.lk. Once the registration is completed SLSI will issue a 'User name' and a 'Password' to the Importer and the Clearing Agent to log into the On-line system of Compulsory Import Inspection Scheme of SLSI www.nationalsinglewindow.gov.lk.
- 2.2 The importer should submit a duly filled notification form via Online System or manually (FM-II-01) with a special permission by D(QA). It should have accompanied with scanned copies of the following supporting documents in working language of Sri Lanka (English) by giving sufficient time frame to inspect the consignment.
- a) Commercial Invoice
 - b) Packing List indicating the batch numbers and the quantity from each batch included in the consignment.
 - c) Original Bill of Lading
 - d) Original DO if required.
 - e) Customs Declaration with customs entry number. In case, if the importer is not in a position to submit custom entry number at the time of submission of the notification, bank stamped invoice shall be submitted.

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f) Acceptable COC s or QCs if any. If the consignment consists of several batches and different designs, quality certificates shall be provided for each batch and design.

2.3 A separate notification shall be submitted for each item covered by different standards and for each invoice.

2.4 The notification form shall accompany a copy of the COC or QC as indicated in Clause 1.2 for the consignments falling into categories 1 to 3 to indicate the conformity of the consignment to the relevant Sri Lanka Standards Specification. If acceptable COC or QC is available for the consignment, the original of the Pre-Export COC or QC shall directly be sent to SLSI by the certifying agency. An advanced copy may be emailed to dqa@slsi.lk or faxed directly to the SLSI (Fax No.: **0094-11-2671579 / 0094 - 11- 2671512**) to expedite the processing. In instances where Pre-Export COC or QC is emailed /faxed to the SLSI, same shall be followed by the original certificate.

2.5 On receipt of the Notification form via on-line, the SLSI will decide whether the particular consignment should be subjected to inspection / sampling for testing or not. Once the decision appears in the status column of the online System of Import Inspection Scheme as “Invoiced”, the importer shall pay the fee applicable, to the Account No 83973974, “Sri Lanka Standards Institution”, Bank of Ceylon, Super Grade Branch, Borella.

2.6 A Notification of an already cleared consignment cannot be considered as COC or QC for any purpose. Any importer or any other party shall not use the Notification as a certificate to market the imported product.

3. INSPECTION PROCESS AND PROCEDURES

SLSI Quality Assurance Division has developed Product Specific Procedures for the Sampling and Inspection of products based on relevant Sri Lanka Standards and documented for use by the personnel involved in inspection and sampling.


4. SAMPLING

4.1 If SLSI decides the sampling is to be carried out, the officer(s) of the SLSI will conduct the sampling in accordance with the relevant **product-specific sampling procedures**.

4.2 Sample(s) shall be drawn randomly as specified in the relevant product standard or as specified the applicable sampling guidelines.

4.3 The necessary facilities to conduct the inspection and sampling shall be provided by the importer (e.g. labor required, unloading facilities if necessary etc.).

4.4 Importer shall inform the SLSI, the date of inspection with time and location.

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4.5 The samples collected shall be subjected to the identified initial and/or detailed tests. QA Division undertakes and responsible for all the activities related to inspection carried out by SLSI and also its subcontractors. As and when required, QA Division may subcontract sampling/testing to competent subcontractors. Information of subcontractors shall not be disclosed prior to completion of subcontracting activities in order to prevent conflict of interest situations, if any. However, after the decision, information on subcontracted activities may be provided to the relevant parties on written request.

4.6 The consignment shall be approved if it is found conforming to the standard as per the test results. However, in respect of the 1st consignment of a particular manufacturer for a brand or product, falling under categories 1,2,3,4 the Sri Lanka Standards Institution may carry out the product testing to assess the conformity after releasing the consignment for sale or use. If the test results indicate non-conformities, the importer shall be informed and future consignments of the same manufacturer shall not be released until the test results are available. This procedure shall be followed for future consignments until the SLSI is satisfied with the consistency of the product quality.


4.7 Re-sampling

If an importer is not satisfied with the results of the conformity assessment, he could request to SLSI for re-sampling and re-testing within 10 working days of the receipt of the notice. In such instances, re-sampling and re-testing shall be carried out by the SLSI and the verdict shall be final. The SLSI may turn down the request for re-sampling and re-testing considering the criticality of the failure and health and safety issues pertaining to the use of failed products.

4.8 If the sample(s) examined is found to be non-conforming, the importer shall be advised to re-export the consignment.

4.9 In instances where the Controller-Imports & Exports finds, that any importer has imported any goods into Sri Lanka, which do not conform to the relevant Sri Lanka Standard in accordance with the regulations made under the Import and Export Control Act No. 1 of 1969 and amended by Act No. 28 of 1987, the Controller shall in the interest of the national economy and the protection of consumer, publish in the Gazette a list specifying the name and address and other relevant particulars necessary to ascertain the identity of such importer.

4.10 After the initial decision of SLSI upon submission of a notification for a consignment, a one-month period is provided for further actions and in the event the importer does not take necessary actions for inspection and sampling, a warning letter shall be issued to the importer providing two-week time to proceed with the SLSI procedures. If the importer does not respond, the SLSI shall inform the Sri Lanka Customs that the particular importer has not followed the SLSI

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procedures for the particular consignment and the SLSI is not responsible for the conformity of goods in the event such goods are released to the market.

5. APPEAL PROCEDURE

The objective of the appeal procedure is to facilitate the traders to forward their appeals related to the operations of Compulsory Import Inspection Scheme of Sri Lanka Standards Institution including the appeal on decisions made by the SLSI on the release of consignments. Appeals handling procedure QA_PR_7.5_02 will be available on request to the interested parties.

Appeals are processed as follows.

1. Any Importer may lodge an appeal on justifiable reasons in writing to the Director General (DG) of SLSI.
2. Upon receiving the appeal, the Director of Quality Assurance division of SLSI [D(QA)] shall inform the consumer protection unit of Sri Lanka Customs with proper references to the consignment pertaining to the appeal and obtain a 'No Objection' before proceed with the appeal.
3. Provided a no objection received from SL customs, the appeal is referred to the appeal committee along with the no objection for review committee recommendations.
4. The Appeal Committee should submit a detailed report to the DG-SLSI after the investigation with their recommendations to the DG's approval.
5. DG's decision based on appeal committee recommendations shall be communicated to the appellant and D(QA) within one week after receiving the appeal committee recommendations for necessary actions.
6. Complaints are handled as per the procedure for complaint handling, QA_PR_7.5_01 and the procedure is available in the SLSI website
Please use below link: <http://www.slsi.lk>


6 COMPLAINTS PROCEDURE

Importers and any interested/affected parties are allowed to make complaints to express the dissatisfaction of inspection services offered by the QA division.

The complaint procedure and complaint form is available in the SLSI website as downloadable documents. Please use below link : <https://www.slsi.lk>

7 Customer Feedbacks/Suggestions

QA division of SLSI encourages all interest parties to take part in the continual improvement process of inspections services of SLSI providing valuable suggestions/feedback. The management of SLSI appreciates both negative and positive feedback.

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Feedbacks/suggestions can be provided through the below link

<https://docs.google.com/forms/d/e/1FAIpQLScRDHcaiGoapi605hoSES6ETnI3oYlieLXK7KcwT93PN9YMCA/viewform?usp=sharing>

8 Confidentiality

As per the regulations, SLSI shall provide results of testing /sampling and inspection results to the Sri Lanka Customs and other relevant regulatory bodies. However, all other information will be kept as confidential information.

9 Reference

- 9.1 Fee structure, GL_II_05
- 9.2 Guideline for laboratory registration, QA_GL_7.1_06
- 9.3 Guideline for Manufacturer registration, QA_GL_7.1_07
- 9.4 Specific procedure for Cements, TG/II-SLS 107
- 9.5 Product specific procedure for Sanitary Towels (single use), TG/II/SLS 1732
- 9.6 Product specific procedure for Sanitary Towels (Ultra thin), TG/II/SLS 1749
- 9.7 Procedure for Inspection and Sampling of Liquefied Petroleum Gas, TG/II-SLS 712
- 9.8 Specific procedure for 13A Plugs and Switched Socket Outlets, TG/II-SLS 734
- 9.9 Specific procedure for Electric Fans and Regulators, TG/II-SLS 814
- 9.10 Specific procedure for Canned Fish, TG/II-SLS 591
- 9.11 Specific procedure for Coconut Oil, TG/II/SLS32
- 9.12 Specific procedure for Milk Powder, TG/II/SLS 731
- 9.13 Specific procedure for White Sugar, TG/II/SLS 191
- 9.14 Sampling procedure for inspection of Fruit Juices, TG/II/SLS 1328