

# Tanzania Bureau of Standards

## Pre-shipment Verification of Conformity

### Process in 5 steps (Summarised PVoC procedure)

#### **1. Inspection Order: Request for Certificate (RFC)**

A Request for Certification containing details of the intended importation is submitted by the importer to TBS service provider (PVoC contractor) for each transaction subject to the PVoC programme.

#### **2. The service provider in the region of supply sends a notice to the exporter requesting when/where the goods will be ready for inspection and the following information:**

- A. Technical details of the products,
- B. Available conformity documentary evidence, such as:
  - 1. Third party Certificate of Conformity to relevant standards (Tanzanian or international standards)
  - 2. Third party Test reports,

#### a. Documentary Check:

The service provider evaluates all the information provided by the exporter to verify whether the product complies with the required standard. If insufficient proof of conformity, samples will be taken for control testing in an accepted laboratory.

#### b. Physical Verification:

The objective of the physical verification is to ensure that:

- A. The goods to be shipped are those identified in the documentary checks;
- B. The goods are in compliance with the relevant Standards;

- C. The goods are in compliance with the importer's inspection order.
- D. If in any doubt, the inspector will take samples for control testing in an accepted laboratory. Critical non - conformities will result in a rejection of shipment and Non-Conformity Report issuance.

c. Certificate of Conformity issuance:

With satisfactory inspection report, conformity documents and/or laboratory control test reports, the service provider evaluates the compliance of the products with the required Standards. If full compliancy is established, a Certificate of Conformity (COC) is issued.

**3. CoC Collection**

The exporter or the importer collects the CoC from the PVoC service provider

**4. The importer brings the CoC to TBS Imports Certification Office to be authenticated/validated**

The original CoC is submitted to TBS by the importer accompanied with shipping documents (Bill of lading/Airway bill/ Road Consignment Note, commercial invoice, TRA assessment document). TBS confirms if the CoC is genuine.

**TBS Imports Certification Office** is currently located at the Diplomat House, 5<sup>th</sup> floor. Diplomat House is located at the junction of Mkwepu and Kaluta streets at Dar es Salaam city centre.

For consignments passing through the borders and airports, the CoCs will be authenticated by TBS officers at the respective borders.

**5. The authenticated CoC is used to clear the consignment with TRA**

The CoC is signed and stamped if found to be OK. The CoC is then collected by the importer or clearing agent for clearance of the consignment at the point of entry.