



GUIDELINES FOR THE TRADE		
	BURUNDI Pre-shipment Verification of Conformity to Standards	
<i>This data sheet has been prepared specifically in respect of exports to Burundi</i>		
Date issued : 20/02/2014	Last modification : 10/03/2015	

1. PRODUCTS CONFORMITY ASSESMENT	
PROGRAM NAME	Pre-shipment Verification of Conformity Program
PROGRAM MANDATED BY	Ministry of Finance and Economic Development Planning
PROGRAM SUPERVISED BY	Bureau Burundais de Normalisation (BBN)
IMPLEMENTATION DATE	15/03/2014 (shipping date)
PROGRAM OBJECTIVE	<ul style="list-style-type: none"> To ensure conformity of imported products to the applicable National, Regional or International standards Protect the public against substandard products that can endanger public health, safety and the environment Establishing a quality import verification regime that harmonizes with the rest of State Members of the East African Community
SCOPE OF THE PROGRAM	To assess that all regulated imported products do comply with approved Burundi Standards
VERIFICATION PROCESS	<p>Exporter submits to SGS the following documents:</p> <ul style="list-style-type: none"> Request for Certification (indicating the point of entry in Burundi) Proforma Invoice Quality Management System Certification Conformity Documents (test reports, quality certificates, analysis reports, etc...) Final invoice <p>To obtain evidence that all requirements are met in the applicable standards or technical requirements, goods must undergo one or a combination of the following verification process:</p> <ul style="list-style-type: none"> Physical inspection Laboratory testing <ul style="list-style-type: none"> - SGS laboratory - Third party laboratory accredited ISO/IEC 17025 - Manufacturer laboratory provided that: <ul style="list-style-type: none"> ◦ Manufacturer has a QMS in place ◦ Manufacturer presents the list of all his laboratory equipment with the last calibration records

	<ul style="list-style-type: none"> ° The equipment suffices to perform the test required in the standard for the product • Factory audit • Documentary verification <p>After verification process is completed and results are satisfactory, exporter will have to submit the Final Invoice for the issuance of the CoC</p>
ASSESSMENT METHODE	<p>Three methods are proposed to the exporters to demonstrate the compliance of their products and obtain a Certificate of Conformity (CoC)</p> <ul style="list-style-type: none"> • ROUTE A: applicable to all suppliers/manufacturers who do not have regular shipments and to sensitive products which require regular quality control with compliance to standards • ROUTE B: applicable to all suppliers/manufacturers with regular shipments and registered product (Registration is renewable annually, subject to continual compliance.) • ROUTE C: applicable for manufacturer only (For Certified products) <p>NB : Exporter must have completed 3 shipments under route A before using route B or C</p>
Certificate of Conformity (CoC)	<p>A Certificate of Conformity (CoC) is the document issued to evidence the compliance of the shipment to the relevant approved standards.</p> <ul style="list-style-type: none"> • This document is required for Customs clearance. • For consignments shipped to Burundi without CoC, importers may be issued a penalty of 15% of CIF. • BBN will only grant release of such goods upon completion of inspection, testing (where applicable) and verifying conformity to the Standard. It is the seller's responsibility to ensure that shipments to Burundi are affected only upon issuance of a Certificate of Conformity or confirmed certification decision
NON CONFORMITY REPORT (NCR)	<p>If the reports from the verification activities such as testing or inspection show discrepancies versus the verification criteria, exporters will be informed accordingly and given sufficient time to make the necessary corrections; if those are not or cannot be made a "Non Conformity Report" (NCR) will be issued. This may imply that goods are not allowed to be shipped into Burundi.</p>
FEES	<p>Fees are payable in advance by the exporter. Published fees in this datasheet are net of any tax..</p> <p>Fees are due regardless of whether after assessment of the goods of the exporter or importer does not provide the information or document necessary for the final issuance of the CoC, or for any other reasons does proceed to the shipment of the goods.</p> <p>NB: Fees structure detailed in section 3.</p>

2. LISTING OF REGULATED PRODUCTS

SUBJECT TO PVOC

A) Full list of submitted product :

The list of products subject to the PVOC program can be downloaded from [this link](#).

B) Used products under PVoC

- Clothing
- IT equipment
- Machineries
- Vehicles

Notes:

Burundi standards take precedence where applicable. Conformance to international/regional standards like IEC, ISO, EN etc. is acceptable provided the Burundi requirements are met.

This product list may be varied from time to time by mutual consent of both parties subject to confirmation of such variation by the parties in writing.

3. FEES STRUCTURE

ROUTES	% FOB VALEUR (%)	MINIMUM FEES (\$)	MAXIMUM FEES (\$)
A	0.50	235	2375
B	0.45	235	2375
C	0.25	235	2375

- SGS fees for used vehicles :

- o 200\$ per vehicle up to 5 vehicles
- o 150\$ per vehicle from 6th vehicle inspected in lot of several vehicles

Coverage and Conditions

The above fees cover the documentary verification and the physical inspections of goods.

The above mentioned fees are net of taxes.

The above fees **do not include** the following activities:

- Testing: to be quoted on a case by case basis
- Containers sealing
- Product Registration
- Manufacture Licensing
- Additional fees where goods or facilities are not ready or available at the time the supplier has advise d and therefore an additional inspection visit is required

The SGS fee shall be calculated on the basis of the value of the invoice presented by the exporter or the importer. SGS will be entitled to its fees regardless of whether after its assessment of the goods the exporter or importer does not provide the information or documents necessary for the final issuance of the CoC, or for any reason does not proceed with the shipment of the goods.

4. LISTING OF GOODS EXEMPTED FROM PVoC

1. Personal and household effects;
2. Precious stones and metals;
3. Objects of art and antiques
4. Explosives and pyrotechnic materials
5. Ammunitions, arms and war equipment
6. Live animals

7. Newspapers and periodicals
8. Post parcels and commercial samples
9. Donations by foreign governments or international organizations to Burundi government, foundations, known charities and humanitarian organization.
10. Supplies to diplomatic and consular missions and supplies to international agencies dependent on the United Nations Organization or international, regional or sub-regional organizations imported into Burundi for their own use
11. Goods below 2000\$
12. Goods manufactured in the EAC bearing a quality mark from one of the Bureau of Standards
13. Pharmaceutical products

5. CONTACT FOR INFORMATION

**PLEASE CHECK SGS CONTACT LIST AVAILABLE IN OUR WEBSITE.
IMPORTERS MAY CONTACT OUR LIAISON OFFICE**

For importers and others countries, please contact our office in Burundi:

SGS SA – Bureau de Liaison Burundi
19 bis, Avenue de l'Industrie
B.P. 75
Bujumbura – Burundi

Office: + 257 22 243334/ +257 22 243338
Fax: +257 22 243336
Mobile: +257 78 833104
Email: sgs.bujumbura.lo@sgs.com

The information contained herein is for the purpose of facilitating pre-shipment inspection and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, SGS does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, exporters and importers are advised to check with SGS, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings or any other Certificate. For further information, or clarification, please contact the SGS GIS Administrative Office in the country of inspection of the goods.