



Somali Bureau of Standards
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CBCA PROGRAM OPERATIONS MANUAL

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1. INTRODUCTION

Somalia Bureau of Standards (SOBS) is a national agency founded under the Somali Standards and Quality Control Act, Lr27, and is mandated to promote standardization in industry and international trade through standards, metrology, and inspection within Somalia. SoBS is responsible for the adoption and application of standards for both imported and domestically manufactured products in Somalia.

SOBS administer the CBCA Program (Consignment Based Conformity Assessment) which is a conformity assessment scheme implemented in the exporting countries to verify compliance of products with relevant standards and approved specifications.

2. OPERATION OF THE PROGRAM

SOBS has contracted Bureau Veritas Ltd (BV) to carry out Verification of Conformity for goods being imported into the following official points of entry in Somalia: Mogadishu (Sea Port & Airport), Kismayo, Merca, Bossaso, Galkayo, Garowe except for Berbera and Hargeysa in SOMALILAND). Other entry points may be added by SOBS from time time to time. The Verification of Conformity is carried out in the exporting countries before they are shipped to Somalia.

Visit <https://verigates.bureauveritas.com/> for details about the program, online application and for list of contacts. Global Bureau Veritas locations are also available at: <https://group.bureauveritas.com/place-locator>

Importers are required to submit a Request for Certification (RFC) to BV to request for CBCA services. Importers must ensure that only goods that meet the requirements of the applicable standard or approved specifications with the applicable national deviations (see below) and have been issued with a Certificate of Conformity (CoC) before they are shipped to Somalia. **Goods that do not meet the applicable requirements and are issued with Non-Conformity Reports (NCRs) should not be shipped to Somalia.** If consignments are not accompanied by the required CoC, they will be subject to a **penalty equivalent to 30% of CIF value** and will need to undergo destination inspection and/or testing by SOBS before they can be released from the Port of Entry.

Bureau Veritas implements the program in accordance with the progressive enforcement phases agreed between SOBS and Bureau Veritas.

National deviations:

To be considered along with the applicable standards (if any) are the following:

Motor Vehicles:

- Side of steering wheel: Left- Fuel engine: gasoline, diesel, LPG, compressed gas, Bio diesel, Hydrogen, Ethanol are allowed.



- Hybrid and electric vehicles are allowed.

Food products:

- If food products claimed/declared as Halal, then a Halal certificate has to be provided.

Electrical products:

- If Electrical product intended to be connected to the mains, rated voltage: 220V or 230V or 240V
- Marking of the frequency shall include 50Hz (not applicable to lamps).
- All types of plugs and sockets are allowed

Labelling requirements:

- Language: Markings and instructions shall be at least English

3. OBJECTIVES OF THE PROGRAM

- To safeguard the well-being of consumers, maintain quality of products, and protect the environment.
- To prevent unfair trade practices and dumping of substandard goods by enforcing equal requirements for imported and locally manufactured products.
- To streamline and improve the efficiency of clearance procedures for imported goods at ports of entry.

4. CBCA SCOPE

All imported goods must undergo mandatory certification in the country of origin before being shipped to Somalia. Failure to comply with this requirement will result in a penalty of 30% of the CIF value as a deterrent and such goods being subjected to destination inspection and/or testing upon arrival in the country.

Exempted goods:

- Consignment value below the threshold of UDS 3000 (FOB)
- Personal effects (of returning residents, diplomats or relocates)
- Diplomatic imports
- Classified military, police and prisons equipment
- Fresh perishable goods such as: Fresh/Chilled (not frozen, not canned) meat products (Fish, - poultry, bovine...), vegetable/fruits and plants and floriculture products
- Animal Livestock
- Express courier (including express air freight)
- Post parcels without commercial value
- Gold and other precious metals
- Precious stones
- Industrial machinery and spare parts not for resale
- Donations by foreign governments, international organizations to the State, foundations, charities, philanthropic organizations recognized as being of public Utility



- Second-hand cars and all types of used vehicles (Chapter 87 of Somali Customs Tariff)

Product HS Code	Description
0101 – 0106	Live animals
0301 – 0302	Fish Live
0306	Live Crustaceans
0307	Live Molluscs
0308	Other live aquatic invertebrates
0511	Animal semen
0511.91	Fish eggs
0601 - 0604	Live plants and planting materials
1401- 1404	Vegetable planting materials, vegetable products ...
2844	Radio-active materials
3001	Organs and glands
3002	Blood and related products
87	Second-hand cars and all types of used vehicles
93	Arms and ammunition

Prohibited goods:

- Pork meat, fat, hair, blood, guts, members and anything extracted from it, frog meat
- Recreation drugs and narcotics of all types of names and, forms
- Liquors and intoxicants of all kinds
- Chewing tobacco, naswar, snuff (sawika)
- Any wastes, Industrial, pharmaceutical, chemical and their related side products
- Foodstuffs made from animal blood
- Equipment, machinery, and devices for gambling industry
- Advertising materials for cigarettes
- Products of Israeli origin or carrying Israeli symbols or flags

(Note: Banned products may be exceptionally imported with a special authorization from the relevant Authority of the Federal Republic of Somalia.)

Restricted goods:

Products with import restrictions	Authority import license
Dogs	Agricultural Ministry
Animal feed	Agricultural Ministry
Sodium chloride, Paraffin wax, Ammonium nitrate, Sodium Nitrate, Potassium Chloride, Gelatine, Gunpowder, explosive products, explosive or flammable capsule, electric flammable and explosive products, mineral oil, acrylic polymer, safety and explosive fuses, nitrocellulose flakes or powder, aluminium powder or flakes, magnesium powder, x-ray luggage equipment,	Relevant authority



<i>other sources of radiation</i>	
<i>Veterinary vaccines</i>	
<i>Medicaments for humans</i>	<i>Health authority</i>
<i>Veterinary medicaments</i>	<i>Agricultural Ministry</i>
<i>Chemical agricultural fertilizers</i>	<i>Agricultural Ministry</i>
<i>Fireworks for events and celebrations</i>	<i>Security authority</i>
<i>Gunpowder, explosives, safety fuses, explosive fuses</i>	<i>Security Military authority</i>
<i>Explosive or flammable capsules</i>	<i>Security Military authority</i>
<i>Agricultural pesticides</i>	<i>Agricultural Ministry</i>
<i>Military badges, Kevlar jackets, military uniforms, military hats, military helmets, handcuffs, night vision binoculars, electrical batons</i>	<i>Military, security authority</i>

5. CERTIFICATION PROCESS

The CBCA program offers four (4) different routes for obtaining the CoC, which have been designed to provide maximum flexibility to exporters and importers. The route applied will depend on various factors, such as the frequency of shipments to Somalia, the level of risk associated with the product, and the initial level of compliance demonstrated during the application process. By offering these different routes, the CBCA program aims to make the certification process as efficient and streamlined as possible, while still ensuring that all imported goods meet the required standards for safety and quality.

Below is a summary of the routes which are details hereafter in the manual.

5.1. Route A (Inspection, Sampling and Testing for high-risk products)

This route for obtaining the Certificate of Conformity requires both testing and inspection of the products to ensure they comply with the relevant standards and regulations. This option is available to all traders and manufacturers exporting their products to Somalia.

5.2. Route B (Product Registration)

Exporters with consistent levels of quality can benefit from a fast-track certification process under this route, which involves registering the products with the CBCA Contractor. This option is suitable for exporters who frequently ship homogenous products. The product registration is valid for one year, and shipments of registered products are periodically inspected.

5.3. Route C (Product Licensing)

This route is exclusively available to manufacturers and their official representatives who can prove that they have a quality management system in place during their production process. The process entails an audit of the production process, followed by licensing of the products manufactured by Bureau Veritas, the contracted agent. The product license is valid for a period of three (3) years. Products with a valid license shall be randomly inspected by



an authorized CBCA agent before issuance of a Certificate of Conformity and subsequent shipment.

5.4. Route D (Inspection and Verification of Consolidated Goods)

This route is for consolidated cargo, which is a shipment of products from different consignees declared as a single load owned by one importer. The cargo must contain at least three (3) different products or brands.

Consolidators shall be registered and authorized by SOBS and will pay the verification fee to the CBCA Contractor as required during the CBCA process

The Contractor assigns inspectors to undertake inspection and sampling if testing is necessary. The Certificate of Conformity (CoC) is issued upon satisfactory completion of the assessment, including inspection and testing when/where necessary. Witness of loading and sealing applies to FCL containers under this route.

6. FEES CHARGED UNDER THE CBCA PROGRAM

- i. **Minimum verification fee for each route: *USD 265**
- ii. **Maximum verification fee for each route: *USD 5000**
- iii. **Verification fee per route (% of FOB Value of the consignment):**
 - **Route A: 0.6%**
 - **Route B: 0.5%**
 - **Route C: 0.4%**
 - **Route D: 0.6%**

The fees cover documentary verification, inspection and sampling including sealing of the containers where applicable.

The fees do not include the following services:

- Laboratory testing
- Manufacturer licensing
- Registration fees
- Sampling of bulk shipments
- Re-inspection and overtime
- Cost incurred by the Seller in presenting the goods for inspection and/or testing
- Audits
- Industrial inspections
- Other fees not mentioned above

** - Under the minimum verification fee, inspection (if any) is not expected to last more than 2 hours.*

- Under the maximum verification fee, inspection (if any) may last up to 8 hours.

- Any additional time needed due to the exporter (time to prepare the goods for inspection, time for loading in case of needed witness...) may be charged as overtime by the service provider.

These auxiliary services shall be charged to the exporter by the Contractor on a case-by-case basis wherever applicable. Auxiliary services shall not cost more than prices paid or payable by a client requesting similar services for a consignment not subject to the Somalia CBCA. Fees for



such services should be charged at an established rate which is published on the Contractor's website, wherever possible.

7. HANDLING OF IMPORTS AT PORT OF DESTINATION (SOMALIA)

Goods that arrive at the port of entry with a Certificate of Conformity (CoC) will receive direct release, but some shipments may be conditionally released pending surveillance testing. Copies of the CoC must be provided to SOBS to aid in cargo clearance at the ports of entry. Additionally, customs-approved entry, bill of lading, invoice, and packing list are among the other import documents that must be submitted for clearance by SOBS.

8. ROUTES OF VERIFICATION

The Routes of verifications replicate the CBCA Code of Practice of TIC Council with risk assessment, routes A, B and C and addition of the Route D as detailed hereafter.

Route A: Consignment Certification

1. Introduction

This route is open to any trade party, shipments, or products.

Under Route A, the basis of certification shall be:

- Documentary review (including review of the conformity supporting documents)
- Risk assessment
- Inspection of the goods intended to be shipped to demonstrate conformity to *applicable standard(s) and/or regulations*.

The certification process under Route A is as outlined below.

2. Submission of Request for Certification (RFC) by the Exporter

The exporter shall complete and submit RFC form to the respective Bureau Veritas' office together with the following information/documentation:

- i. *Unique Consignment Reference -UCR Number (mandatory for certificate issuance). [to be updated once Somalia SAD system is complete]*
- ii. Proforma / commercial invoice (mandatory).
- iii. Packing list (when appropriate).
- iv. Import Declaration Form (IDF) – *[to be updated once Somalia SAD system is complete]*
- v. Copy of product technical specification from the manufacturer *(if available)*
- vi. Manual / operating instructions *(where applicable)*. The manual/instruction shall include English, Arabic or Somali translation.
- vii. Production data (i.e., Batch size and number, Name of manufacturer, Date of manufacture/expiry, manufacturer's certificates – *where applicable*).
- viii. Conformity supporting documents for the products (same Brand / Model number).



3. Review of RFC/ Documentation by the CBCA Contractor.

The CBCA Contractor shall review the documentation for completeness and to:

- i. Establish the applicable Standard(s) and/or regulations.
- ii. Review provided conformity documents (if any), apply risk assessment to define whether they are acceptable or not
- iii. Prepare inspection Instructions and testing instructions (when Conformity document review and risk assessment is not acceptable) with due regard to the requirements of the relevant standards(s) and/or regulations.

4. Consignment Inspection

The inspection shall be carried out as per the instruction prepared under clause 3 (iii) above. Inspector applies the contractor's sampling plan to visually check samples taken from the whole consignment. An inspection report is issued at the end of the inspection.

Note:

- i. Sampling of fertilizer in bulk shall be based on International Fertilizer Industry Association procedures.
- ii. Sampling of cereals/ grains in bulk shall be based the Grain and Feed Trade Association (GAFTA) Sampling Rules No. 124)

5. Consignment Testing

Testing shall be undertaken when required as per instructions prepared under clause 3 (iii) above.

6. Issuance of the Final Certification Documentation (Certification Decision) by the CBCA Contractor

The CBCA Contractor shall take a certification decision and issue Certificate of Conformity, or a Non-Conformity Report based on the assessment process detailed above.

To avoid post issuance amendments of the COC, the CBCA Contractor shall send to the owner a copy of the draft certificate for confirmation of its correctness regarding shipment identification, goods description, quantities and values.

***Note:** 1. Where testing must be carried out, the final decision on conformity of goods will be taken no earlier than completion of testing and communication of the related test report by the laboratory.*

Route B: Procedure for Registration and Certification of Registered Goods

7. Introduction

Registration (Route B) offers a fast-track certification process for exporters who have demonstrated compliance to the CBCA program and who export goods having reasonable and consistent levels of conformity through registration of such products by the CBCA Contractor.



Product registration is recommended to Exporters having frequent shipments.

8. Products that do not qualify for route B

The following products are not eligible to the Registration:

- Second-hand products
- Food commodities in bulk/large quantities (rice, wheat, sugar...)
- Fertilizers in bulk/large quantities
- Petrochemical products, lubricants, LPG in bulk/large quantities
- Steel bars for reinforcement of concrete in bulk/large quantities
- Cement in bulk/large quantities

9. Registration Process

9.1. Submission of Application Form for Registration to CBCA Contractor by the Exporter

Exporters (i.e., Trader or Manufacturer) seeking registration of their products under the CBCA Programme shall fill and submit to the CBCA Contractor the Registration Application Form (available on the website) together with the following documentation:

- i. Copy of product technical specification – from the manufacturer (if available)
- ii. Manual/ operating instructions (where applicable)
- iii. QMS Certificates (if available)
- iv. Copies of Certificates of Conformity for at least 2 previous shipments under Route A

Note: Traders dealing in branded goods may be requested to provide traceability of the origin of the goods.

9.2. Review of Registration Application by the CBCA Contractor

CBCA Contractor shall review documents mentioned in clause 9.1 above.

On successful review of registration application, a statement of registration (SoR) is issued for the products and is valid for 1 year (upon payment of the applicable fees).

10. Suspension of a registration for a product

10.1. The registration may be suspended for a limited period in the following cases:

- i. If product nonconformity is detected of such a nature that immediate withdrawal is not necessary
- ii. If the exporter contravenes the terms of the registration
- iii. If the manufacturer notifies the Contractor of intention to suspend or suspends production of the affected product for a limited time

10.2. The Contractor shall on suspension of a registration notify SOBS CBCA office. Products under a suspended registration shall be certified in line with the procedure for Route A certification.



- 10.3. Suspended registrations may be reinstated after six (6) months upon institution of corrective action by the exporter and presentation evidence of product compliance to the Contractor.

11. Withdrawal (Cancellation) of a Registration

11.1. The registration may be withdrawn/cancelled if:

- i. a product nonconformity is detected.
- ii. the exporter contravenes the terms of the registration agreement.
- iii. the exporter fails to take adequate corrective measures after suspension of the registration.
- iv. the manufacturer notifies the Contractor of intention to suspend or suspends production of the affected product for a limited time.
- v. Voluntary discontinuation by the exporter
- vi. Change in production process, brand ownership or product requirements that make it impossible to ensure continued conformity.

11.2. The Contractor shall on withdrawal of a registration notify SOBS. Products under a withdrawn or cancelled registration, shall cease to be designated as such and shipments shall be treated under route A.

12. Certification Process for Registered Products

Shipments of registered products require Certificate of Conformity to be permitted into Somalia.

12.1. Submission of Request for Certification (RFC)

The exporter shall fill and submit the RFC at least 4 days before shipment date to the CBCA Contractor along with the following documentation/information:

- i. Valid Statement of Registration.
- ix. Unique Consignment Reference number *[to be updated once Somalia SAD system is complete]*
 - ii. Proforma invoice/ Commercial Invoice and packing list.
 - iii. Import Declaration Form *[to be updated once Somalia SAD system is complete]*

12.2. Review of RFC/ Documentation by the CBCA Contractor.

The CBCA Contractor shall review the documentation with a view of establishing the validity of the Statement of Registration, product(s) compliance with the applicable standard(s) and where applicable carry out shipment inspection and sampling for purpose of testing.

12.3. Monitoring

CBCA Contractor shall put in place monitoring mechanisms to ensure that at least two (2) shipments within the registration period are inspected.

12.4. Issuance of the Certificate of Conformity (CoC) or Non-Conformity Report (NCR)



Upon completion of the documentary review, inspection (if applicable) and submission of final invoice, the CBCA Contractor shall issue a CoC or a NCR.

To avoid post issuance amendments of the COC, the CBCA Contractor shall send to the owner a copy of the draft certificate for confirmation of its correctness regarding shipment identification, goods description, quantities, and values.

Route C: Procedure for Licensing and Certification of Licensed Consignments

13. Introduction

Licensing (Route C) offers a fast-track certification process for manufacturers or their official representative who have a compliant and appropriate quality management system in place.

14. Products that do not qualify for route C

The following products are not eligible to the Registration:

- Second-hand products
- Food commodities in bulk/large quantities (rice, wheat, sugar...)
- Fertilizers in bulk/large quantities
- Petrochemical products, lubricants, LPG in bulk/large quantities
- Steel bars for reinforcement of concrete in bulk/large quantities
- Cement in bulk/large quantities

15. Licensing Criteria

- i. Must be the manufacturer (or an official representative) of the products.
- ii. Must have a compliant quality management system implemented at factory level (shall include all production sites authorized to manufacture the products). This shall be demonstrated by at least one of the following conditions:
 - Have a valid certification issued by an accredited body. Following certifications are acceptable: ISO 9001, ISO/TS 16949, HACCP, ISO 22000, ISO13485 and the like.
 - Manufacture products certified to safety standards, be authorized to affix a safety certification mark on these products and have its factories periodically inspected for these certification marks (last factory inspection report to be provided with certificates related to the products).
 - Be audited by the CBCA Contractor to ascertain that the enterprise has a functional QMS
- iii. Must have Conformity documents issued by a recognized laboratory for the goods to be licensed
- iv. Have a satisfactory history within the CBCA program of Somalia with at least one previous shipment satisfactorily verified under route A.

On successful review of licensing application, a statement/notification of licensing is issued for the products and is valid for three (3) years (upon payment of the applicable fees).



16. Licensing Process

16.1. Submission of Application Form for Licensing

Applications for product licensing shall be submitted by the product manufacturer (or the official representative of the manufacturer). The application shall be accompanied by the necessary supporting documents: conformity documents, the manufacturer's quality system documentation or QMS.

16.2. Review of Licensing Application by the CBCA Contractor

CBCA Contractor shall:

- i. Assess the applicant's profile and related quality management system documentation; and communicate the outcome to the manufacturer within 4 working days.
- ii. Review submitted Conformity documents and where they are not submitted or are inadequate; Testing in accordance with the applicable product standards and/or regulations shall be undertaken.
- iii. Review applicant's history under route A. Unsatisfactory history (without any satisfactory corrective action taken) shall leading into rejection of the licensing application. At least 1 satisfactory

16.3. Licensing Decision

After the review of the application, the CBCA Contractor shall in case of satisfactory results, grant the manufacturer a Statement of Licensing (SoL). The SoL shall be valid for a period of three (3) years, upon payment of applicable fees. If the manufacturer does not meet the criteria for licensing the Contractor shall communicate the non-conformities to the manufacturer.

17. Suspension of a license for a product

17.1. The license may be suspended if:

- i. product nonconformity is detected of such a nature that immediate withdrawal is not necessary
- ii. the licensee contravenes the terms of the license
- iii. the licensee suspends production of a licensed product.

17.2. The Contractor shall on suspension of a license notify SOBS CBCA office (confirm if operational). Products under a suspended license shall be certified in line with the procedure for Route A certification

18. Withdrawal (cancellation) of a License

18.1. The registration may be withdrawn/cancelled if:

- i. a product nonconformity is detected
- ii. the exporter contravenes the terms of the registration agreement
- iii. the exporter fails to take adequate corrective measures after suspension of the registration



- iv. the manufacturer notifies the Contractor of intention to suspend or suspends production of the affected product for a limited time.
- v. Voluntary discontinuation by the exporter
- vi. Change in production process, brand ownership or product requirements that make it impossible to ensure continued conformity.

18.2. The Contractor shall on withdrawal of a license notify SOBS. Products under a suspended/withdrawn license shall cease to be designated as such and shall be treated as Route A shipments.

19. Certification Process for Licensed Products

Shipments of licensed products require Certificate of Conformity in order to be permitted into Somalia.

19.1. Submission of Request for Certification (RFC)

The exporter shall fill and submit the RFC (available on the website) at least 4 days before shipment to any CBCA Contractor along with the following documentations:

- i. Valid Statement of Licensing.
- ii. Unique Consignment Reference number [to be updated once Somalia SAD system is complete]
- iii. Proforma invoice/ Commercial Invoice and packing list.
- iv. Import Declaration Form [to be updated once Somalia SAD system is complete]

19.2. Review of RFC/ Documentation by the CBCA Contractor.

The CBCA Contractor shall review the documentation with a view to establishing the validity of the Statement of Licensing, product(s) compliance with the applicable standard(s) and decide whether inspection will be performed or not on the shipment.

19.3. Monitoring

The CBCA Contractor shall conduct surveillance inspection for at least one (1) shipment per year during the validity period of the license.

19.4. Issuance of the Certificate of Conformity (CoC) or Non-Conformity Report (NCR)

Upon completion of the monitoring (if any), and submission of final invoice, the CBCA Contractor shall issue CoC or NCR.

Route D: Procedure for Consolidated Goods

This route is for consolidated cargo, which is a shipment of products from different consignees declared as a single load owned by one importer.

The assessment process is similar to the Route A, with the following amendments:



The cargo must contain at least three different products or brands. To be registered as a consolidator, the exporter must be licensed in the country of export, have access to a warehouse in the country of origin, and obtain a Registration Certificate from SOBS. The consolidator applies for certification and submits documents at least 48 hours before inspection.

The Contractor assigns inspectors to undertake inspection and sampling if testing is necessary.

After inspection, the Contractor issues a Certificate of Conformity (CoC) within the agreed time, and the consolidator pays inspection fees. FCL containers under this route are sealed by the contractor, with the seal and container numbers indicated on the CoC.

