	<b>ALCOHOL-BASED HAND SANITISER CERTIFICATION SCHEME</b>	Document No: PRC-P08-01-FH Page 1 of 3
	<b>GUIDE – Clearance of consignments at point of entry</b>	Version: 02 Effective: October 2020
	<b>Compiled by: NSI CERTIFICATION</b>	<b>Approved by: GM Certification</b>

This procedure is intended to provide guidance on the steps applied in the clearing of consignment of alcohol-based hand sanitisers at point entry into Namibia. The clearance of consignment shall be done by Customs and Excise officials on behalf of the Namibian Standards Institution (NSI) within the framework of the Memorandum of Understanding (MoU) entered and concluded between the two parties.

All consignments of imported alcohol-based hand sanitisers must be accompanied by an “Attestation of Conformity” or “Import Licence” document issued by the NSI, attesting that the hand sanitiser meet the specific requirements as manufactured in the country of origin and granting approval to export such products into Namibia. A copy of the issued Attestation of Conformity or Import Licence shall be sent to the contact person(s) at the respective border post.

#### **Attestation of Conformity**

- ❖ Attestation of Conformity shall be issued per consignment, to an importer for products originating from a country where a mutual recognition agreement exist and valid for twenty one (21) days.
- ❖ Each Attestation of Conformity shall be identified by the **Import Reference Number (CPIR No)**.

#### **Import Licence**

- ❖ The Import Licence is issued to an importer for products originating from a country where no mutual recognition agreement exist and it is valid for a period of one (1) year, subjected to yearly renewal.
- ❖ The importer may use the Import Licence to import and distribute hand sanitisers in Namibia.


#### **Step 1:**

At point of entry the Customs & Excise official on duty must be furnished with the following documents to facilitate the clearance of consignment:

- a) Original copy of the Attestation of Conformity or Certified copy of the Import Licence document;
- b) Product Material Safety Data Sheet; and
- c) Commercial invoice and/or packing list.

In the event, the documents referred in a) and b) above are not available:

- ❖ Alert the NSI by contacting the following personnel:  
Lorna T. Shikongo-Kuvare; GM: Certification at [shikongo-kuvarel@nsi.com.na](mailto:shikongo-kuvarel@nsi.com.na) and +264811229986.  
Etuukata T. Nashima; Manager: Certification at [nashimae@nsi.com.na](mailto:nashimae@nsi.com.na) and +264 813802512.
- ❖ Inform the importer to contact the NSI Certification Body in writing at [certification@nsi.com.na](mailto:certification@nsi.com.na) to apply for the approval to import alcohol-based hand sanitisers into Namibia.
- ❖ Consignment will be detained by Customs & Excise at the border post or inland, at the cost of the importer, until approval to import such goods have been granted by the NSI.
- ❖ Failure to obtain approval within ten (10) working days, product will be deemed non-compliant with the provisions of the regulations and the consignment will be disposed.

	<b>ALCOHOL-BASED HAND SANITISER CERTIFICATION SCHEME</b>	Document No: PRC-P08-01-FH Page 2 of 3
	<b>GUIDE – Clearance of consignments at point of entry</b>	Version: 02 Effective: October 2020
	<b>Compiled by: NSI CERTIFICATION</b>	<b>Approved by: GM Certification</b>

- ❖ The non-compliant products shall be disposed of at the cost of the importer at the Kupferberg Landfill Site (City of Windhoek) in Windhoek, or any other appropriate facility in the local authority of jurisdiction.
- ❖ The importer shall inform the NSI Certification Body of the intent to dispose the nonconforming product(s), by completing the Product Disposal Notification Form (PRC-P08-01-FJ) and return to [certification@nsi.com.na](mailto:certification@nsi.com.na).
- ❖ Thereafter, make arrangements and submit the request to City of Windhoek or relevant authority for the removal and disposal of non-complaint product(s).
- ❖ Upon disposal, the importer shall submit the Certificate of Disposal to the NSI Certification Body ([certification@nsi.com.na](mailto:certification@nsi.com.na)).
  
- ❖ If documents referred in a) and b) are available, proceed to Step 2.


### **Step 2:**

The review of the documents referred in 1a), 1b) and 1c), will confirm the following details:

- a) The Importer's name, physical address and the manufacturer's details indicated on the **Attestation of Conformity** or **Import Licence** must correspond with that on the commercial invoice and/or packing list;
- b) The consignment can only enter the country through the border post indicated on the **Attestation of Conformity**, confirm as such;
- c) Consignment rerouted must be issued with an amended Attestation of Conformity to be requested in writing at [certification@nsi.com.na](mailto:certification@nsi.com.na).
- d) The product name of the **Attestation of Conformity** or **Import Licence** must correspond with that on the Product Material Safety Data Sheet and the commercial invoice and/or packing list; and
- e) The quantity of products on the commercial invoice and/or packing list must not exceed the volumes stated on the **Attestation of Conformity**.

In the event where there is no correlation of details between the documents provided:

- ❖ The importer will be required to address the discrepancy in writing, by contacting the NSI Certification Body ([certification@nsi.com.na](mailto:certification@nsi.com.na)), and the consignment will be detained at the cost of the importer.
- ❖ Failure to address the discrepancy within ten (10) working days, goods will be deemed non-compliant with the provisions of the regulations and the consignment will be disposed.
- ❖ The non-compliant products shall be disposed of at the cost of the importer at the Kupferberg Landfill Site (City of Windhoek) in Windhoek, or any other appropriate facility in the local authority of jurisdiction.
- ❖ The importer shall inform the NSI Certification Body of the intent to dispose the nonconforming product(s), by completing the Product Disposal Notification Form (PRC-P08-01-FJ) and return to [certification@nsi.com.na](mailto:certification@nsi.com.na).
- ❖ Thereafter, make arrangements and submit the request to City of Windhoek or relevant authority for the removal and disposal of non-complaint product(s).
- ❖ Upon disposal, the importer shall submit the Certificate of Disposal to the NSI Certification Body ([certification@nsi.com.na](mailto:certification@nsi.com.na)).

	<b>ALCOHOL-BASED HAND SANITISER CERTIFICATION SCHEME</b>	Document No: PRC-P08-01-FH Page 3 of 3
	<b>GUIDE – Clearance of consignments at point of entry</b>	Version: 02 Effective: October 2020
	<b>Compiled by: NSI CERTIFICATION</b>	<b>Approved by: GM Certification</b>

If details on documents referred in 1a), 1b) and 1c) are corresponding, proceed to Step 3.

**Step 3:**

Verify the physical content of the consignment with details contained in documents referred in 1a), 1b) and 1c) as follows:

- a) Product name on the packaging label must correspond with that on the **Attestation of Conformity** or **Import Licence**; Product Material Safety Data and Commercial Invoice; and
- b) Actual product quantity must not exceed volumes stated on the **Attestation of Conformity**, and sales transactions invoice.

In the event where there is no correlation between the product packaging label details and the different documents indicated in Step 3(a) above, the product will be deemed non-compliant with the provisions of the regulations and the consignment will be disposed.

- ❖ The non-compliant products shall be disposed of at the cost of the importer at the Kupferberg Landfill Site (City of Windhoek) in Windhoek, or any other appropriate facility in the local authority of jurisdiction.
- ❖ The importer shall inform the NSI Certification Body of the intent to dispose the nonconforming product(s), by completing the Product Disposal Notification Form (PRC-P08-01-FJ) and return to [certification@nsi.com.na](mailto:certification@nsi.com.na).
- ❖ Thereafter, make arrangements and submit the request to City of Windhoek or relevant authority for the removal and disposal of non-complaint product(s).
- ❖ Upon disposal, the importer shall submit the Certificate of Disposal to the NSI Certification Body ([certification@nsi.com.na](mailto:certification@nsi.com.na)).

If all is in order, clear the consignment for distribution in Namibia, stamp the Attestation of Conformity or Import Licence document and provide the NSI Certification Body with a copy Attestation of Conformity.

**NOTE:**

- ❖ Members of the public are permitted to import a maximum of 5L of alcohol-based hand sanitisers for own use without obtaining prior approval from the NSI Certification Body. However, the goods must be accompanied by a Certificate of Analysis attesting to the type and alcohol content.
- ❖ Importers of Ethanol for the purpose of manufacturing alcohol-based hand sanitisers in Namibia, must furnish the Customs & Excise official on duty the **Certificate of Conformity/ Certificate of Registration** for manufacturing alcohol-based hand sanitisers issued by the NSI.
- ❖ NSI approval is compulsory for in-transit products.