



## **Verification of Conformity**

*Boost your exports  
Demonstrate compliance of your products*



## **NIGERIA**

**Standards Organisation of  
Nigeria Conformity Assessment  
Program (SONCAP)**



**BUREAU  
VERITAS**

*Move Forward with Confidence*

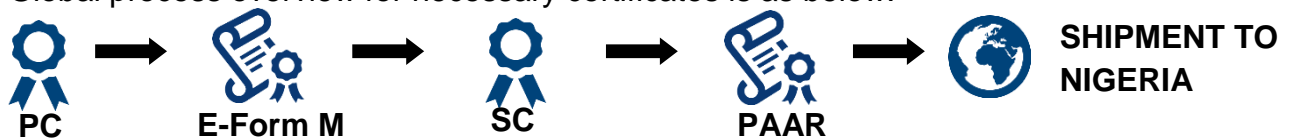
# SCOPE



## SONCAP PROGRAM

**Starting 2005**, goods exported to Nigeria have undergone a Standards Organisation of Nigeria Conformity Assessment Program (SONCAP) to Standards prior shipment.

Bureau Veritas has been appointed by the **Standards Organisation of Nigeria (SON)** for the Conformity Assessment Program. This program applies to specific goods (see below) under 2 schemes “Product Certificate (PC)” and “SONCAP Certificate (SC)”. Global process overview for necessary certificates is as below:



## OBJECTIVE

- Ensuring that regulated products comply with the NIS or approved standards prior to export to Nigeria Protect consumers against dangerous, sub-standard and counterfeit products
- Providing a level playing field in terms of quality for both regulated and locally manufactured products in order to prevent unfair competition.
- Ease trade in Nigeria by preventing delays in clearance of Imported products at Nigerian Ports and Borders
- Ease trade in Nigeria by fast-tracking clearance via Pre-shipment Inspections.
- Preventing the dumping of substandard goods in the Nigerian market and in turn, preventing economic loss to the importer and the nation at large
- Forestalling any adverse reaction (such as environmental pollution occasioned by destruction of substandard products) by regulatory Agencies on arrival of such goods in Nigeria
- Encouraging genuine investors and investment in Nigeria

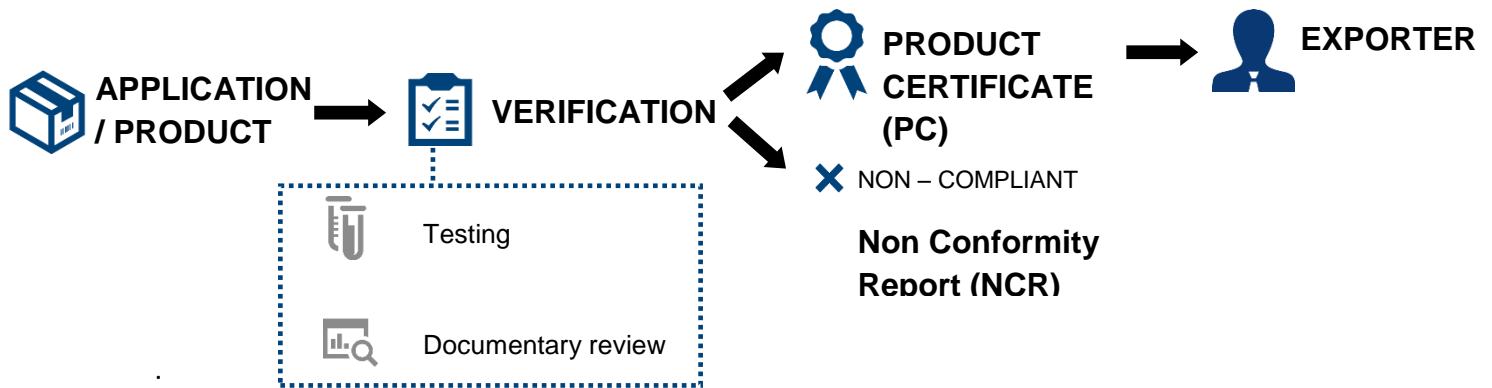
## GROUP OF PRODUCTS COVERED

- Chemical and petroleum products
- Textile, leather, footwear plastic and rubber products
- Furniture, arts and crafts
- Toys, child care, sports, fitness, and recreation products
- Electrical (including Electrical Fittings) and Electronics products
- LPG accessories for gas & kerosene stoves
- Household, kitchen, stationery, tobacco and hygiene products
- Automotive (Vehicles, motorcycles including spare parts)
- Construction material, mechanical products, tools and petroleum appliances
- Paper and stationery
- Protective safety equipment



# PROCESS

## PRODUCT CERTIFICATION PROCESS OVERVIEW



### Step 1 : REQUEST FOR PRODUCT CERTIFICATE

*Exporter / Importer lodges a Request for Product Certificate to a Bureau Veritas local contact (Filling up of the Request For Certificate (RFC) Form).*

**Said request should include:**

- List, designation of goods intended to be exported, importer / exporter details
- Conformity documents available (ex: Third party certificate, Test reports, Reports of analysis according to quality and safety standards)
- Factory site inspection report (if available) conducted by a competent conformity assessment body
- Product Certificate (if available) issued by a conformity assessment body appointed by SON
- Copy of quality management system certificate of the exporter and/or manufacturer (if available)

### Step 2 : ROUTES TO COMPLIANCE

*To facilitate trade and adjust intervention to the risk, 3 different routes are available in Product certification scheme to demonstrate compliance; it depends on the type of exporter:*

- **Route A (Un-Registration):** Any trader.
- **Route B (Registration):** Any exporter or manufacturer/supplier with suitable valid implemented Quality Management System
- **Route C (Licensing):** Any manufacturer with suitable valid implemented Quality Management System for the factory audited and inspected by Bureau Veritas

### Step 3 : DOCUMENTARY REVIEW / TESTING

*Bureau Veritas reviews all information provided and checks their adequacy against Nigerian (NIS) or approved equivalent standards. Laboratory testing / analysis are conducted on samples if necessary.*



## Step 4 : PRODUCT CERTIFICATE

Upon satisfactory results, Bureau Veritas issues an electronic Product Certificate (PC); else, a Non-Conformity Report is produced. 3 types of PC can be issued according to the route applied:

- Route A (Un-Registration) – PC 1: Single use and valid for 6 months
- Route B (Registration) – PC 2: Multiple use and valid for 1 year
- Route C (Licensing) – PC 3: Multiple use and valid for 1 year

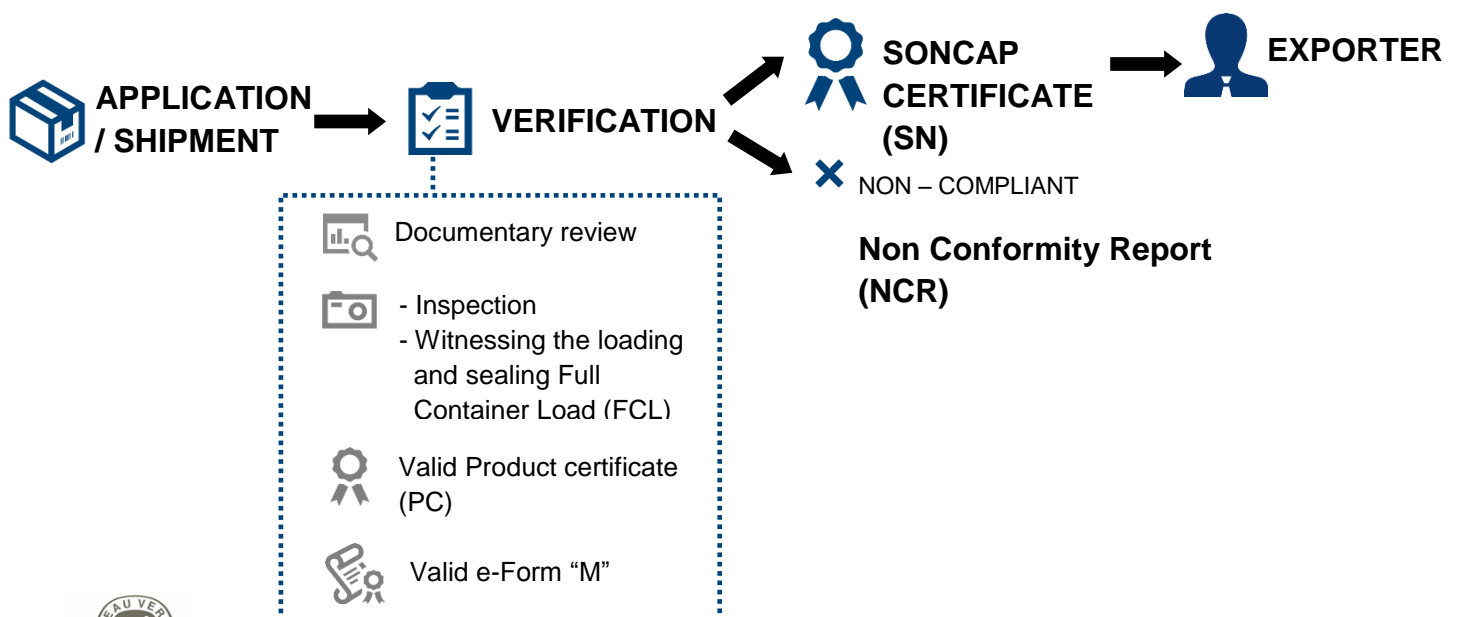
## PRODUCT CERTIFICATE ACTIVATION OVERVIEW



## Step 5 : E-FORM M (IMPORT LICENSE)

After obtaining the PC, importer visits the trade portal to activate it and complete the e-Form M application by inputting the required information to be able to submit the application to Nigeria Integrated Customs Information System (NICIS). Therefore, electronic e-Form M is produced, if the submitted information is valid.

## SONCAP CERTIFICATION PROCESS OVERVIEW





## Step 6 : REQUEST FOR SONCAP CERTIFICATE

**Exporter / Importer lodges a Request for SONCAP Certificate to a Bureau Veritas local contact (Filling up of the Request For Certificate (RFC) Form). Said request should include:**

- List, designation of goods intended to be exported, importer / exporter details
- Valid Product Certificate issued by a conformity assessment body appointed by SON
- Valid e-Form M
- Final invoice
- Transport document (Bill of Lading/Air Way Bill/ CMR...),( if available)
- Importer's Business Registration/RC Number and Tax Identification Number (TIN)
- Information related to local and provisional date of availability of goods to carry out their physical inspection before shipment, witnessing the loading and sealing FCL.

## Step 7 : INSPECTION

**Bureau Veritas checks that:**

- Goods presented are those identified during the documentary review
- Goods match their description in the provided PC, e-Form M and import / export documents
- Products comply with applicable standards marking requirements
- If necessary, Bureau Veritas inspectors may take samples for additional assessment.
- Witnessing the loading and sealing FCL (not applicable to air shipments and LCL)

## Step 8 : FACILITATION ROUTES OF INSPECTION

**3 different routes of inspection are available in SONCAP certification scheme to demonstrate compliance; it depends on the type of PC provided for the shipped products:**

- **Route A (Un-Registration) – PC 1:** Inspection process is systematic for each consignment.
- **Route B (Registration) – PC 2:** Inspection process is required at least to 40 % of consignments shipped each 3 months.
- **Route C (Licensing) – PC 3:** Inspection process is required at least once per 6 months.

## Step 9 : SONCAP CERTIFICATE

**Bureau Veritas checks the inspection report (when inspection process is applied) against the provided documents. Upon satisfactory results, an electronic SONCAP Certificate (SC) is issued; else, a Non-Conformity Report is produced.**



# SONCAP CERTIFICATE ACTIVATION OVERVIEW



## Step 10 : PRE-ARRIVAL ASSESSMENT REPORT (PAAR)

After obtaining the SC, importer visits the trade portal to activate it and complete the PAAR application by inputting the required information to be able to submit the application to Nigeria Integrated Customs Information System (NICIS). Therefore, electronic PAAR is produced, if the submitted information is valid.

## Step 11: CUSTOMS/SON

The SONCAP Certificate (SC) is a mandatory input in the Nigeria Customs Service clearance documentation in Nigeria for its Pre-arrival Assessment Report (PAAR). Customs/SON may inspect/test the certified consignments upon arrival.



Your Fast Track for Worldwide Trade

Find list of contacts and detailed information about the program on <https://verigates.bureauveritas.com>

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