

## NIGERIA SONCAP Process – Updated June 2014

SONCAP stands for the Standards Organisation of Nigeria (SON) Conformity Assessment Programme and was introduced in 2005 by the Federal Government of Nigeria to address the challenges of the incessant influx of substandard and unsafe products into the country.

The SONCAP Scheme is operated by four **International Accreditation Firms (IAFs)**

- Société Generale de Surveillance (SGS) SA - <http://www.sgs.com/en/Public-Sector/Product-Conformity-Assessment-PCA/Nigeria-SGS-Mandate.aspx>
- Intertek – [www.exports2nigeria.com](http://www.exports2nigeria.com)
- China Certification and Inspection Group (CCIC) – [www.ccic.com](http://www.ccic.com)
- Cotecna Inspection Limited SA – [www.cotecna.com](http://www.cotecna.com)

### **PROCESS SUMMARY**

#### **Step 1**

- Shipper/Forwarder Contact IAF (SONCAP Office) at Origin
- Apply for a Product Certificate (PC)
- Pay application fees.
- Note that Origin Inspection and Testing of the Product may be required

#### **Step 2**

- IAF issues PC stating validity and list of regulated products
- For form M processing Shipper/Forwarder sends an e- copy of the PC to importer and retains original at origin
- Importer presents the PC to the local IAF office for verification and stamping
- Verified & Stamped PC can then be used to process and complete the form M Process at the importers bank for the importation of the goods.
- Shipper applies to IAF at origin for a Certificate of Conformity (CoC) for the pending export
- Original CoC when issued, is send to Importer at destination

#### **Step 3**

- Importer contacts local SON office to complete the process with
- Original Certificate of Conformity (CoC)
- Invoice
- Application letter for SON certificate, to be printed on importer letter head
- Form M number for the pending import
- Copy of BL/AWB.
- Importer Certificate of Incorporation (C.A.C)

### **FEES**

The Fees listed below are subject to change without Notice. Please verify at time shipment processing

The **SON** administrative fees for issuance of both the product and SONCAP certificates are as follows:

- i) Product Certificate 1 (Unregistered Status) = \$300
- ii) Product Certificate 2 (Registered Status) = \$300
- iii) Product Certificate 3 (Licensed Status): \$1,300

- a. Additional models to be included in the same certificate and covered in the same test report are charged at an additional \$5 per month per model which translates to \$60 per annum.
- b. The cost of new products is \$300.

iii) Certificate of Conformity = \$300

- a. Certificate amendment fee = \$100

iv) Non Conformity Report = \$350

### **LXGlobal FEES**

Processing = \$400 or NGN60,000.00 per BL/AWB

Add 5% disbursement fee on SON administrative Fees paid on behalf of Shipper/Consignee

### **GENERAL NOTES**

#### **Scope of Goods or Products subject to SONCAP**

The current regulated (full regulated list available on request) includes all imported goods to be regulated by SONCAP with the exception the following general products:

- Food products
- Drugs (Medicines)
- Medicals other than equipment and machines
- Chemicals used as raw material by Manufacturers
- Military wares & Equipment
- Goods classified as contraband by the Federal Government of Nigeria
- Used products other than Automobiles

*NOTE: Manufacturers who intend to import machinery or related spare parts for their manufacturing are advised to apply to the SON for SONCAP import permit to enable them import.*

Each shipment of good(s) or product(s) subject to SONCAP arriving any Nigerian Port must be accompanied by a SONCAP Certificate (SC). The methods employed for achieving these requirements vary according to the nature of product, the risk profile of the manufacturer and the level of conformity met by existing certifications.

#### **Routes for Determining Conformity of Product(s)**

The SON has defined three routes that maybe applied as appropriate conformity assessment procedures for product(s) subject to SONCAP, according to type, risk and effect on the health and safety, and environmental protection. The routes are:

- **Route A: For unregistered/Unlicensed products (Conformity Verification)**

Each shipment to be imported requires inspection, consignment testing to applicable standards, witnessing of stuffing of Full Container Load (FCL) and affixing of seals to FCL upon the conformity to the requirements, the product is issued with a SC, which is valid only for that particular consignment. The steps shall be as follows:-

Step 1: Product Certificate 1 (Unregistered Status)

Product Certificate 1 (Unregistered Status), valid for six months to be issued by IAF upon satisfactory completion of:-

- Inspection
- Product Sampling: Samples submitted for testing shall be (i) drawn by the IAF, or (ii) drawn under IAF supervision at the manufacturer's premises.

Step 2: Test Report

Test Report to be issued by:

- Approved ISO 17025 laboratories
- Manufacturer for testing witnessed by IAF

Step 3: Certificate of Conformity (CoC)

Certificate of Conformity to be issued by IAF upon:-

- Receipt of satisfactory Test Report as per step 2
- Satisfactory goods verification, witnessing of stuffing of Full Container Loads (FCL) and affixing of seals to FCL based on a risk assessment.
- Receipt of satisfactory final documents

In the event of non-compliance with the testing and/or inspection requirements, the IAF shall issue a Non Conformity Report.

• **Route B: For Registered Products (Registration and Conformity Inspection)**

Registration of products is done following type testing and assessment of the manufacturer's quality system in place in order to determine that the product(s) under consideration is in conformity with the applicable standards and that the manufacturer has the necessary systems in place to produce consistently over a time the same quality product. The steps shall be as follows:-

Step 1: Product Certificate 2 (Registered Status)

Product Certificate (PC), valid for one year, to be issued by IAF upon satisfactory completion of audit of manufacturer's factory.

Manufacturer/Exporter under route A could be elevated to Route B based on good compliance history (minimum of four fully compliant transactions)

Step 2: Test Report

Test Report, issued by approved laboratory or manufacturer, to be received by IAF for every shipment but in at least 40% of shipments per quarter the IAF to have either taken the sample for submission to the approved laboratory or to have witnessed the sampling and testing at the manufacturer's premises

Step 3: Certificate of Conformity (CoC)

Certificate of Conformity to be issued by IAF upon:-

- Receipt of satisfactory Test Report as per step 2
- Satisfactory goods verification, witnessing of stuffing of Full Container Loads (FCL) and affixing of seals to FCL (where feasible at least 40% of shipments per quarter)
- Receipt of satisfactory final documents

In the event of non-compliance with the testing and/or inspection requirements, the IAF shall issue a Non Conformity Report.

- **Route C: For Licensed products (Product Certification Systems)**

Licensing of products is based on detailed evaluation of the product, including testing and factory audit and regular surveillances. If in conformity with the relevant NIS or approved equivalents, the product will be granted license. However, at least twice a year pre-shipment verification ie documentary review, process evaluation, inspection of facility, inspection of consignment to be shipped, verification of testing, witnessing of FCL stuffing and sealing of shipments will be conducted to ensure that conformity is maintained. Licensing is only granted to the manufacturer of a product and the process is not available for exporter and/or supplier. The steps shall be as follows:-

**Step 1: Product Certificate 3 (Licensed Status)**

Product Certificate (PC), valid for one year, to be issued by IAF upon satisfactory completion of audit of manufacturer's factory.

Manufacturer under route B could be elevated to Route C based on good compliance history (minimum of four fully compliant transactions and two factory verifications)

**Step 2: Test Report**

Type Test Report, issued by the manufacturer or approved laboratory, to be received by IAF for every product within the scope of the licensed product certificate.

**Step 3: Certificate of Conformity (CoC)**

Certificate of Conformity to be issued by IAF upon:-

- Receipt of satisfactory Test Report as per step 2
- Satisfactory goods verification, witnessing of stuffing of Full Container Loads (FCL) and affixing of seals to FCL (where feasible at least one shipment every six months).
- Receipt of satisfactory final documents

In the event of non-compliance with the testing and/or inspection requirements, the IAF shall issue a Non Conformity Report.

For more information, please contact [info@LXGlobal.com](mailto:info@LXGlobal.com) or [frontdesklos@lxglobal.com](mailto:frontdesklos@lxglobal.com)