Intertek	**L'AGENCE GABONAISE DE NORMALISATION** **PROGRAMME GABONAIS D' EVALUATION DE LA CONFORMITE**	**GABONESE REPUBLIC** 
ISSUED: 11-Ju-16	**EXPORTER AND IMPORTER GUIDELINES**	

GABON EXPORTER AND IMPORTER GUIDELINES

INTRODUCTION

The Gabonese Standard Body known as **AGANOR** (L'AGENCE GABONAISE DE NORMALISATION), a public administrative institution of the government of Gabon, is responsible for the adoption and application of Standards for both imported and domestically manufactured products in the Gabon market. **AGANOR** implemented the Pre-shipment Verification of Conformity officially called **PROGEC** (PROgramme Gabonais d'Evaluation de la Conformite). This is a conformity assessment and verification procedure applied to the regulated products at the respective exporting countries, to ensure their compliance with the applicable Gabon Technical Regulations and Mandatory Standards or approved equivalents.

PROGEC was first implemented in July 2013 and then was temporarily suspended. The programme has now been reinstated from 20th February 2016 with full enforcement from 21st May 2016. Goods arriving at Gabon Ports with a B/L or AWB (Bill of Lading or Air Waybill) dated from 21st May 2016 onwards without CoC will be denied entry into the country and the Importer will be charged with a penalty fee.

AGANOR has appointed **Intertek** as one of the service provider to operate the PROGEC program on its behalf, operating in all countries of supply. The CoC (Certificate of Conformity) is a mandatory Customs Clearance document in Gabon. All procedural aspects related to the issuance of CoC will be performed by Intertek Offices depending on the Exporter's choice and convenience. The Customer Service Centres Contact Details is provided as **Exhibit C**.

OBJECTIVES AND PRINCIPLES

The objectives and principles for the implementation of the PROGEC shall define the benefits for both importing and exporting countries.

Programme benefits for the Importing country:

- ✓ The importation of dangerous, unfit, sub-standard and counterfeit products will be prevented.
- ✓ Enhance protection of the consumers as well as the environment**.**
- ✓ The competition of the local producers and the foreign producers will be fairly monitored.
- ✓ The risk that the domestic market will serve as a dumping site for nonconforming products will be eliminated.

Programme benefits for the Exporting country:

- ✓ Facilitates trade and allows integration of producers and traders in the global economy.
- ✓ Assists private sector in resolving quality, compliance and certification issues that hinders access to the export market.
- ✓ Reduces the risk of product rejection in the country of destination.

TERMS AND DEFINITIONS

S. No.	TERM	DEFINITION
1	**Authorized Laboratory**	Laboratory that is accredited to ISO/IEC 17025.
2	**CoC**	Certificate of Conformity and written as **CDC** in French.
3	**IEC**	International Electrotechnical Commission
4	**ISO**	International Organization for Standardization
5	**Licence**	A product licence issued to an Exporter (Manufacturer) under Route C upon successful verification and evaluation of full type test reports and factory audit reports. Licence can be used for multiple consignments within the stated validity period. Consignments under this route will be subjected to periodic inspection.

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S. No.	TERM	DEFINITION
6	**OEM**	Original Equipment Manufacturer
7	**PRL**	Request for Product Certification/Registration/Licence
8	**QMS**	Quality Management System
9	**RFC**	Request for Certificate of Conformity
10	**SoR**	Statement of Registration. A product registration issued to an Exporter under Route B upon successful verification and evaluation of test reports and QMS. Consignments under this route will be subjected to random inspection and testing.
11	**Test Report**	A document that records data obtained from testing or evaluation in an organized manner, describes the environmental or operating conditions, and shows the comparison of test results with test objectives. Shall be issued by an Authorised Laboratory.
12	**Type Test Report**	A test report with full testing parameters of the product in accordance to a relevant Standard.

KEY FEATURES

- Every shipment of imported regulated products shall be accompanied with a CoC issued by the service provider (Intertek Office) prior to shipment.
- The PROGEC CoC is required to ensure smooth Customs clearance of shipment in the Gabonese Republic.
- The PROGEC CoC confirms that the products comply with Gabon Standard or approved equivalents, regulations and technical requirements before shipment.
- The PROGEC incorporates elements of conformity assessment; consignment inspection based on product risk assessment and product registration schemes to provide exporters and importers the maximum flexibility in demonstrating compliance with the approved technical regulations.

INTERTEK SOLUTION

PIONEER IN CONSIGNMENT BASED CONFORMITY ASSESSMENT PROGRAMMES

- Intertek pioneered the development of the Consignment Based Conformity Assessment Programmes, which is now being applied in many parts of the world to prevent dangerous and unsafe products entering into the market. Intertek has undertaken more assessments of more products for longer than any other organization.

REPUTATION OF EXCELLENCE AND STRONG BRAND RECOGNITION

- Intertek has experience in providing solutions to businesses exporting a wide range of products such as products exported to Gabonese Republic. To date, Intertek has issued over 1.5 million certificates and test reports. Intertek certificates include the latest encryption technology, watermarks and other security measures to prevent the counterfeiting or tampering of the certificates.

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GLOBAL NETWORK

- Intertek operates a global network of offices that have operated the consignment based conformity programmes for many years and accredited laboratories, authorized to perform testing against Gabonese requirements including toys, electronic products, chemical products and many others.

DEDICATED STAFF WITH IN-DEPTH INDUSTRY KNOWLEDGE AND TECHNICAL EXPERTISE

- Intertek has experience in providing solutions to businesses exporting a wide range of products such as products exported to Gabonese Republic. Intertek staffs are experts on the understanding and interpretation of a wide range of National, Regional and International Standards as well as understanding the needs of exporters and importers.

INTERNATIONAL ACCREDITATIONS AND INSTITUTIONAL MEMBERSHIPS

- Intertek is recognized by more than 30 accreditation bodies around the world and is an active member of the International Federation of Inspection Agencies (IFIA).

STRONG FOCUS ON CUSTOMER SATISFACTION

- Intertek can provide fast, adequate and tailor made service that meets exporter particular needs, including:

  - ✓ Submission of assessment requests online,
  - ✓ Automated E-mails for status of certificates,
  - ✓ Flexible certificate delivery solutions for high volume users.

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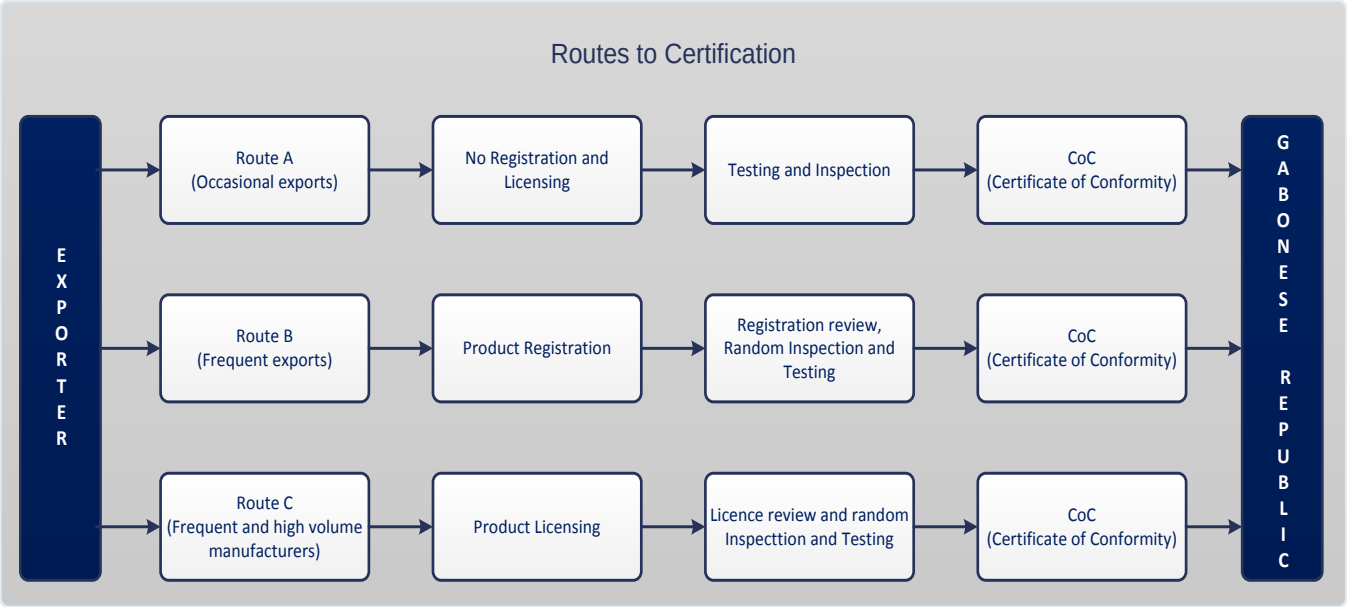
ROUTES TO SHIPMENT CERTIFICATION



ROUTE A: SHIPMENT CERTIFICATION PROCESS OF UNREGISTERED/UNLICENSED PRODUCTS

Under **Route A** each shipment exported to Gabon requires pre-shipment inspection and testing (if there are available valid Test Reports, pre-shipment testing is not necessary).

The certification process is outlined below:

A.1 Exporter submits the following documents:

- ✓ Completely filled out RFC form;
- ✓ Commercial invoice or pro-forma invoice;
- ✓ Product data sheet and/or product description (specifying the intended use) and a copy of product technical specification;
- ✓ Manual/operating instructions (where applicable);
- ✓ Production data (i.e. batch number, serial number, name of the manufacturer, date of manufacture/expiry);
- ✓ QMS certificates/Conformity marks/Safety marks/National approvals (if available);
- ✓ Distribution/Dealership agreements, if available (only applicable to Manufacturer's dealers);
- ✓ Packing List
- ✓ Test Reports

A.2 Review of the submitted documents:

- ✓ Intertek Office shall review the RFC and relevant documents submitted by the Exporter;
- ✓ After the review:
  - ► If all submitted documents are acceptable, proceed to **A.3**.
  - ► If some of the documents need clarification, Intertek Office shall coordinate with the Exporter immediately.
  - ► If in case, Test Report is not sufficient to show that the product is conforming to the appropriate reference standard. Intertek Office shall include the collection of sample/s in the preparation of inspection instruction.

A.3 Pre-shipment Inspection:

- ✓ Intertek Office shall prepare inspection instruction;
- ✓ Intertek Office shall appoint a designated Inspector to perform the pre-shipment inspection and if applicable to collect sample/s during inspection.
- ✓ Inspector shall generate an Inspection Report and ensure to give a copy to the Exporter/Manufacturer before leaving the inspection site.
- ✓ Inspector shall submit the collected samples, if any to the Intertek Office.

NOTE: The inspection will be performed in 3 working days after receiving the RFC (unless the Exporter provided a specific instruction) and other documents stipulated under **A.1**.

A.4 Pre-shipment Testing:

- ✓ This will be applicable if Test Reports failed to show that the product is conforming to the appropriate reference standard during review (refer **A.2**).
- ✓ The tests should be limited in case of need only (critical parameters) or as per the applicable standard.
- ✓ Testing shall be done by an authorized laboratory (e.g. ISO/IEC 17025 accredited).

NOTE: In case tests are not economically feasible due to low-value of shipment, products are parts from a dismantled machinery, etc. Then the evaluation will be done in place based on the following documents:

- ✓ Manufacturer's Test Report or in-house Test Report
- ✓ Security signs, conformity signs, national approval (e.g. CE report, report of approval, etc.)
- ✓ Management system certificate of relevant quality

A.5 Issuance of CoC or NCR

- ✓ Based on the evaluation of **Inspection Report**, **Test Report(s)** and **other submitted documents**, the Intertek Office shall decide if all documents are satisfactory.
- ✓ Do all documents satisfactorily meet the requirements?

  YES → Issue CoC

  NO → Issue NCR

ROUTE B: PRODUCT REGISTRATION AND SHIPMENT CERTIFICATION PROCESS OF REGISTERED PRODUCTS

Route B applies to frequent Exporters; this route offers faster certification process for goods with reasonable and consistent levels of quality through a process called "*Registration*".

The SoR is valid for one year from its issue date.

The Registered Products can be frequently shipped within the validity period of the SoR. These products will be subject to inspection at least every 3 months.

The criteria for an Exporter to undergo Product Registration are any of the following:

- Being a manufacturer or provider (authorised dealer) of the products
- Exporter with frequent shipments
- Exporter with 3 successful shipments under route A

The Registration and Certification process is outlined below:

B.1 Product Registration

B.1.1 Exporter submits the following documents:

- ✓ Completely filled out PRL;
- ✓ Product data sheet and/or product description (specifying its intended use);
- ✓ Productions information (batch size and number, name of the manufacturer, production date, expiry date, manufacturer certificate);
- ✓ Declaration of conformity of the manufacturer or the provider along with the possible proof (as per the ISO/IEC 17050), if available;
- ✓ QMS certificates/security sign/conformity sign/national approval, if available;
- ✓ Copy of distribution/dealership agreement, if available (applicable only to Manufacturer's dealers);
- ✓ Type Test Report from an authorized laboratory, if available;
- ✓ Technical sheet/specification sheet of the product provided by the manufacturer, if available;
- ✓ User manual, if available;
- ✓ Copy of accreditations (e.g. ISO/IEC 17025) for the manufacturer laboratory, if available;
- ✓ Evidence of their relationship with the OEM – applicable for traders dealing with branded goods, if available

B.1.2 Review of the submitted documents:

- ✓ Intertek Office shall review all submitted documents;
- ✓ If the Exporter did not submit a Test Report, proceed to **B.1.3**;
- ✓ If the submitted Test Report is not a Type Test Report (full parameters in accordance to the reference standard) or issued from an unauthorized laboratory, Intertek Office shall request the Exporter to send product sample. Proceed to **B.1.3**.
- ✓ If all submitted documents including Type Test Report(s) are sufficient, proceed to **B.1.4**.

NOTE: Intertek Office shall inform the results of the documents review within 4 working days after receiving the PRL.

B.1.3 Product testing:

- ✓ Intertek Office shall receive the requested sample from the Exporter;
- ✓ Intertek Office shall ensure to send the sample to an authorized laboratory requesting the full test parameters stipulated from the appropriate reference standard.

B.1.4 Issuance of SoR:

- ✓ If all submitted documents under **B.1.1** are all sufficient (means **B.1.3** is not needed), Intertek office shall **issue SoR** to the Exporter.
- ✓ If **B.1.3** is performed, Intertek Office shall wait for the product testing results. Once Test Report is available, Intertek Office shall review the results. If all test results meet the reference standard requirements, Intertek Office shall **issue SoR** to the Exporter.

B.2 Registered Products Shipment Certification Process

B.2.1 Exporter submits the following documents:

- ✓ Completely filled out RFC;
- ✓ Commercial or proforma invoice;
- ✓ Packing list;
- ✓ Other transport documents, if available.

B.2.2 Review of the submitted documents:

- ✓ Intertek Office shall review the submitted documents;
- ✓ If pre-shipment inspection and/or testing is/are applicable proceed to **B.2.3** and/or **B.2.4**.
- ✓ If **B.2.3** and/or **B.2.4** is/are applicable, Intertek Office shall wait for the results, proceed to **B.2.5**.
- ✓ If pre-shipment inspection and/or testing is/are not applicable and all documents are satisfactory, proceed to **B.2.5**.

B.2.3 Pre-shipment Inspection:

- ✓ Intertek Office shall prepare inspection instruction and to include sample collection when necessary.
- ✓ Intertek Office shall appoint a designated Inspector to perform pre-shipment inspection.
- ✓ Inspector shall generate an inspection report and ensure to give a copy to the Exporter/Manufacturer before leaving the inspection site.
- ✓ Inspector shall submit the collected samples, if any to the Intertek Office.

NOTE: Registered products shall be inspected once in every 3 months.

B.2.4 Pre-shipment Testing:

- ✓ Intertek Office shall receive the collected samples from the Inspector.
- ✓ Intertek Office shall send the samples to an authorized laboratory for testing (critical parameters or as per reference standard).

NOTE: Pre-shipment testing of Registered Product shall be performed only when necessary.

B.2.5 Issuance of CoC or NCR:

- ✓ Based from the evaluation of all submitted documents, Inspection Report and Test Report, Intertek Office shall decide if all documents are satisfactory.
- ✓ Do all documents satisfactorily meet the requirements?

YES → Issue CoC
NO → Issue NCR

ROUTE C: PRODUCT LICENSING AND SHIPMENT CERTIFICATION PROCESS OF LICENSED PRODUCTS

Route C shipment certification process is applicable for Manufacturers only. This route involves the licensing of the products. Licensing process includes type testing of the products, initial factory inspection and periodic factory surveillance audits.

The licence is valid for one year from its issue date. It is recommended for Exporter/Manufacturers that have high frequency/volumes of shipments.

The Licensing and Certification process is outlined below:

C.1 Product Licensing

C.1.1 Exporter submits the following documents:

- ✓ Completely filled out PRL;
- ✓ QMS certificates;
- ✓ Type Test Reports, if available

C.1.2 Review of the submitted documents:

- ✓ Intertek Office shall review the submitted documents;
- ✓ Intertek Office shall schedule and perform a factory audit (initial audit for first time applicant and surveillance audit for renewal) of the manufacturing processes and review the QMS in place;
- ✓ If Test Report is not submitted, proceed to **C.1.3**.
- ✓ If Test Report submitted is not a Type Test Report (full tests) or do not meet reference standard requirements, proceed to **C.1.3**;

C.1.3 Product Testing:

- ✓ Intertek Office shall request the Exporter to submit product sample;
- ✓ Intertek Office shall ensure to send the sample to an authorized laboratory requesting the full test parameters stipulated from the appropriate reference standard.

C.1.4 Issuance of Licence:

- ✓ Based from the review, below are the findings:
  a. Submitted documents are satisfactory;
  b. Audit Reports are satisfactory;
  c. Test Reports (Type Test Reports) meet the requirements of the reference standard.
- ✓ Intertek Office shall **issue Licence** to the Exporter.

C.2 Shipment Certification Process of Licensed Products

C.2.1 Exporter submits the following documents:

- ✓ Completely filled out RFC;
- ✓ Commercial or Proforma Invoice;
- ✓ Packing list

C.2.2 Review of the submitted documents:

- ✓ Intertek Office shall review the submitted documents. If all submitted documents are satisfactory and pre-shipment inspection is not necessary, proceed to **C.2.5**.
- ✓ If pre-shipment inspection is applicable. Intertek Office shall prepare inspection instruction and appoint a designated Inspector to perform pre-shipment inspection, proceed to **C.2.3**.

C.2.3 Pre-shipment Inspection:

- ✓ Inspector shall perform the task as instructed. In case of doubt, Inspector shall collect sample for testing.
- ✓ Inspector shall generate inspection report and ensure to give a copy to the Exporter before leaving the inspection site.
- ✓ If sample collection was done, Inspector shall submit sample(s) to the Intertek Office.

NOTE: Licensed products shall have a pre-shipment inspection once a year.

C.2.4 Pre-shipment Testing:

- ✓ Intertek Office shall receive the collected samples from the Inspector.
- ✓ Intertek Office shall send the samples to an authorized laboratory for testing (critical parameters or as per reference standard).

NOTE: Pre-shipment testing of Licensed Product shall be performed only when necessary.

C.2.5 Issuance of CoC or NCR:

- ✓ Based from the evaluation of all submitted documents, Inspection Report and Test Report, Intertek Office shall decide if all documents are satisfactory.
- ✓ Do all documents satisfactorily meet the requirements?

YES → Issue CoC
NO → Issue NCR

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SHIPMENT CERTIFICATION FEES (VERIFICATION FEES)

The fees are payable by the Exporter or Manufacturer in advance.

VERIFICATION FEES	REGISTRATION AND LICENSING FEES
The applicable **Verification Fees** depend on the route, subject to the minimum and maximum detailed below. • **Route A** 0.53% of declared FOB value subject to a minimum of 300 EUR and to a maximum of 7000 EUR • **Route B** 0.45% of declared FOB value subject to a minimum of 300 EUR and to a maximum of 7000 EUR • **Route C** 0.27% of declared FOB value subject to a minimum of 220 EUR and to a maximum of 7000 EUR • **Testing Fees** Determined on a case by case basis	**Registration Fees** • The Registration fees shall be 375 EUR, which will cover the Registration of **15 products /line items** in the Statement of Registration (SoR). • **Every additional products/line items above 15** will be charged an additional fee of 20 EUR per product/line item. **Licensing Fees** • Licensing fees are calculated on a case-by-case basis. Please contact your nearest Registration and Licensing Centre or Intertek Office for further information. **NOTE: Products will be grouped into families based on its type and intended end use in determining the Registration / License Fees.**

NOTES:

1. The above fees cover the documentary verification and inspection of goods.
2. The above fees do not cover the laboratory analyses, factory audit and industrial technical inspections.
3. The fees quoted above are exclusive of VAT and sales tax.

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EXHIBITS

Exhibit A	Regulated Products List
Exhibit B	Exempted and Prohibited Products List
Exhibit C	Customer Service Centre Contact Details
Exhibit D	RLC and CTE Details
Exhibit E	Request for Certificate of Conformity
Exhibit F	Request for Product Certification/Registration/Licence
Exhibits above are also available at http://www.export2gabon.com/resources	