



Guidelines for Exporters & Importers

As most industrial goods, equipment and machines imported to Iran need to comply with mandatory certification program of the INSO (Iran National Standard Organization), in order to facilitate and expedite the testing and inspection process, INSO has accredited Inspection companies to offer conformity assessment services to issue certificate of inspection (COI) or verification of conformity (VOC). This document is describing this procedure briefly.

Who We Are:

2R Inspection & Quality Services is an Iranian inspection company to provide entire inspection and quality services.

2R is authorized by Central Bank of Iran (CBI) and Iran National Standard Organization (INSO) to provide worldwide inspection services.

2R teams also provide inspection consultancy for their client to arrange and plan inspection and tests (ITP) to get optimum and cost effective services.

2R also provide Pre-Shipment Inspection (PSI) and Verification of Conformity in accordance with CBI and INSO regulations.

2R is in contract with different customers and companies in different fields of activity include: Oil, Gas and Petrochemical Industrial Equipment, Chemical Material & Polymers, Metals and Alloys, Automobile and Motorcycle parts, Electrical and Control Systems.



Introduction

According to Iranian Import & Export Regulations a list of goods has to be inspected by third party independent inspectors approved by Iran National Standard Organization (INSO), Central Bank of Iran (CBI).

According to these regulations the importers must mention mandatory standards in their purchase contract to oblige the seller to produce/manufacture the goods in accordance with prescribed standards and also state that offering an inspection certificate confirming compliance with these standards is a condition of their payment.

2R Inspection & Quality Services Company by using expert inspectors is fully experienced in Third party inspection services for imported & exported goods in Iran and other countries. We approved for National Accreditation Centre of Iran (NACI).



Accredited according to DIN EN ISO/IEC 17020, Type A, our inspection bodies have the necessary independence to provide objective and impartial technical inspection services.

Upon successful inspection and testing of the consignment if applicable, we will issue a Certificate of Inspection (COI) or Inspection Certificate (IC) based on exporter's Letter of Credit (L/C) terms and conditions to facilitate negotiation of shipping documents at the counter of Negotiating Bank.

1-Inspection Certificate (Quality, Quantity and Packing)

a) Certificate Requested by Buyer

This certificate will issue as per buyer's requisition and his procedure. Generally after finishing inspection visits and reviewing the reports by buyer, the inspection company can issue certificate.



b) Letter of Credit (LC) Mandatory Inspection Certificate (IC)

As a general regulation, all Letter of Credits which open by Iranian Banks should include inspection term as a mandatory. For this case 2R will be notified by buyer about the proforma and after premier agreement will introduce to seller via LC (in the paragraph 46A).

Then coordination between 2R and Seller will fix and the IC will issue after getting successful inspection result and shipping of the goods.



c) Other IC requisitions

In recent years as per CBI regulations, all the traders who use bank facilities for their procurement contracts should provide IC for bank as a mandatory document.

The coordination process is same as above description (b).



Requirements for coordination a Pre-Shipment Inspection (PSI)

The Preshipment Inspection coordination will start on the basis of receiving the copy of the following information/documents (if applicable):

- 1- Importer's copy of the Letter of Credit + amendments (if any)
- 2- Importer's copy of the proforma invoice + amendments (if any)
- 3- Exporters /supplier's packing list. This is the declaration of what exporter declares to ship. This should correspond with the Letter of Credit and the proforma invoice.
- 4- Any other document such as specification, analysis sheet, drawings etc. supplied by the buyer.



Requirements for Issuing Inspection Certificate (IC)

1. Full Text L/C and all amendments
2. Clean on board Bill of Lading (BL).
3. Commercial invoice (CI)
4. Proforma Invoice (PI)
5. Purchase Order (PO)
6. Packing list (PL)



2-Certificate of Inspection (COI)

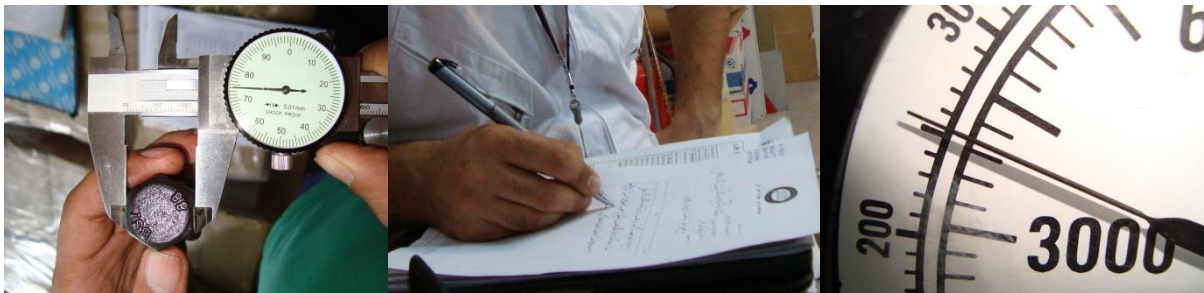
In addition to visual inspection (PSI), all products listed on INSO's Mandatory Standard list require to undergo standards verification.

An applicable INSO approved standard is stipulated on the L/C, P/I by the importer before the documentation is submitted by the bank to our office in Tehran.

The products to be shipped should test at an accredited laboratory and/or in manufacture laboratory in attendance of inspector.

The exporter provides declaration to 2R which verifies that the product(s) complies with the product standard(s) stipulated on the L/C and/or P/I.

Upon successful completion of these elements and the site inspection, the exporter then sends the required final documents, and a Certificate of Inspection (COI) is subsequently issued by 2R Inspection & Quality Services.



Each (COI) must be attached with:

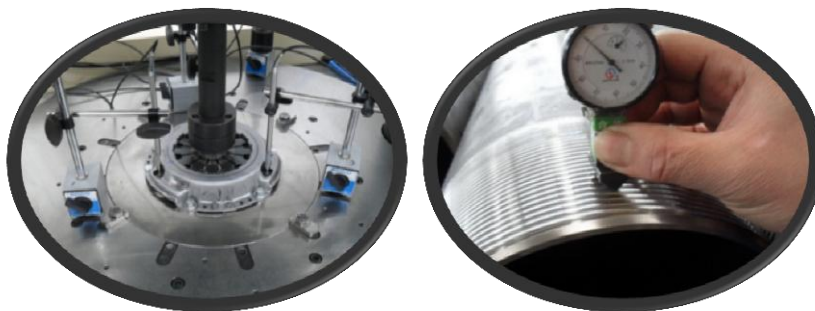
- A. Original MD / SD (Manufacturer's or Supplier's Declaration issued on their letterhead signed and stamped by them and stamped by Inspection Company).
- B. Original Test Report issued on the accredited lab. Letterhead. In some cases and if an accredited laboratory is not available or Manufacturer's Laboratory is ISO certified, by authorization of Inspection company, the tests can be performed in manufacturer's lab. and witnessed by our inspector. In such cases the test report must be issued on the manufacturer's letterhead and it must be signed and stamped by manufacturer's lab authorities, countersigned and stamped by the inspector.

Which tests are required in COI process?

The main problem for exporters and importers is determining of the correct related Standard no. of material /equipment and necessary tests which should be witness by Inspectors to cover all requirement for issuance of COI.

To solve this problem, it is necessary to consult with 2R head office in premier steps of inspection contract. Because in some cases there are too many related standards which are apparently use in production of the goods but obviously it is not possible for seller to do tests (or even re-tests) many items in attendance of inspector. So information about the COI requirements is too important for both seller and buyer to avoid any delay in custom clearance process.

We are responsible to finalize the ITP to cover all requirements of INSO regulations to issue COI.



Requirements for issuance of COI

1. Inspection & Test witnessing by 2R inspector (include FAT...)
2. Satisfactory inspection results
3. Original copy of test report either on manufacturer's or accredited laboratory's letterhead
4. Original copy of signed and stamped manufacturer's / seller's declaration
5. Copy of clean transport document (on board Bill of Lading / air waybill)
6. Final commercial invoice
7. Packing list
8. Copy of PI/LC/PO...if applicable



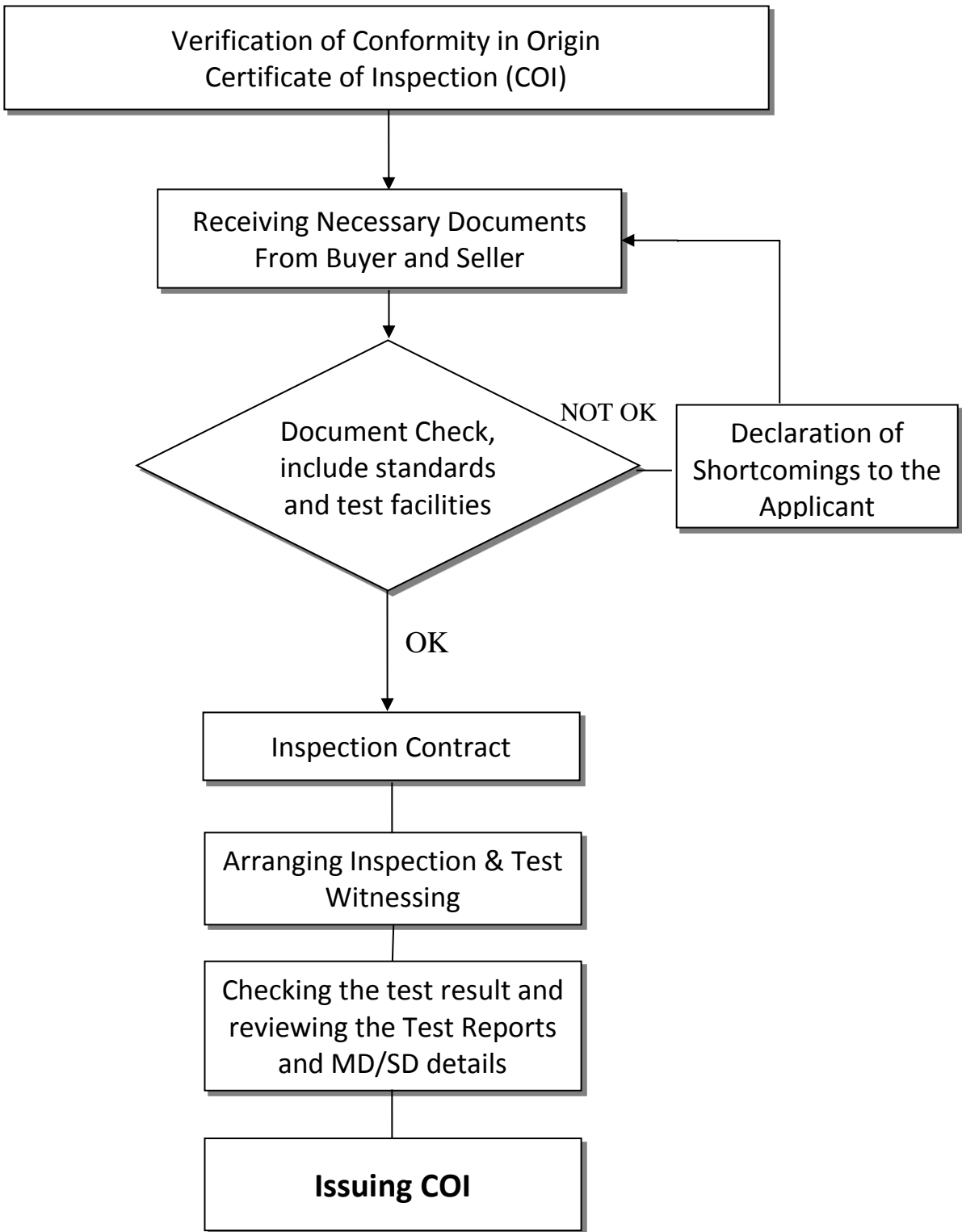
Shipment without inspection (inspection missed)

In cases that the goods were shipped without pre-shipment inspection or DPI (During Production Inspection), according to the regulations of the Central Bank of Iran the goods should be inspected at destination by Iranian Inspection Company.

Of course if the IC is requested only for Bank and financial terms, the procedure will be a routine visual inspection of cargo in the destination port. But if the goods were follow Mandatory Standard Regulations, the COI Procedure should follow. It means the sampling on the cargo will be done by Inspection Company in the port and the samples will be delivered to an accredited Third Party Laboratory (approved for ISO 17025), then if Lab. Test results comply with target

standards then the COI will be issued by inspection company and the goods will clearance from custom.

Flow Chart for COI Issuance



GLOSSARY

AWB	AIR WAY BILL
B/L	BILL OF LADING
CBI	CENTRAL BANK OF IRAN
CFR	COST & FREIGHT
CI	COMMERCIAL INVOICE
COI	CERTIFICATION OF INSPECTION (IN IRAN WILL ISSUE AS PER SPECIFIC TECHNICAL REGULATION)
DPI	DURING PRODUCTION INSPECTION
FBL	Negotiable FIATA Multimodal Transport Bill of Lading
FCL	FULL CONTAINER LOAD
FIATA	INTERNATIONAL FEDERATION OF FREIGHT FORWARDERS ASSOCIATION
FOB	FREE ON BOARD
IC	INSPECTION CERTIFICATE (IN IRAN USUALLY APPLY FOR BANK REQUESTED CERTIFICATES)
IFIA	INTERNATIONAL FEDERATION OF INSPECTION AGENCIES
IR	INSPECTION REPORT
IRN	INSPECTION RELEASE NOTE
ITP	INSPECTION & TEST PLAN
LC	LETTER OF CREDIT
LCL	LESS THAN CONTAINER LOAD
MD	MANUFACTURE DECLARATION
MR	MATERIAL REQUISITION
PI	PROFORMA INVOICE
PIM	PRE-INSPECTION MEETING
PL	PACKING LIST
PO	PURCHASE ORDER
PSI	PRE-SHIPMENT INSPECTION
PSI	PRE-SHIPMENT INSPECTION
RFI	REQUEST FOR INSPECTION
SD	SUPPLIER DECLARATION
SRN	SHIPPING RELEASE NOTE
SWIFT	Society for Worldwide Inter-Bank Financial Telecommunication
UCP	Uniform customs and practice for documentary credits.
WTO	WORLD TRADE ORGANIZATION



RIGHT & RELIABLE



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