SGS

GUIDELINES FOR THE TRADE		
	NIGERIA **Standards Organisation of Nigeria** **Conformity Assessment Programme** **(SONCAP)**	
This data sheet has been prepared specifically in respect of exports to Nigeria		
Date issued: **03/04/2009**	Last Modification: **27/03/2020**	

1. PRODUCT CONFORMITY ASSESSMENT	
PROGRAMME NAME	Standards Organisation of Nigeria Conformity Assessment Program (SONCAP)
MANDATED BY :	The Standards Organisation of Nigeria
THE COUNTRY IS A MEMBER OF THE WTO	☒YES ☐NO
APPLICABLE REGULATION(S)	• Federal Government of Nigeria Policy effective 1st September 2005. • Contract Agreement between SON and SGS dated 12th January 2018. • Implementation date: 1st March 2018
SELECTION OF INDEPENDENT ACCREDITED FIRMS (IAFs)	• SGS, Intertek, Cotecna, CCIC, BV and CSIC • The Exporter and/or Importer choose the IAF to be used
REGULATED PRODUCTS	All products are regulated under SONCAP except those in the Exemptions List contained in Section 3
SCOPE OF SONCAP	• To verify that SON regulated products intended for importation into Nigeria conform to Nigerian Industrial Standards and/or approved International Standards. The assessment is based on the identified routes 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, sampling, testing to applicable standards & FCL "Full container load" stuffing' supervision and sealing, based on risk assessment. • **Route B: For Registered Products (Registration and Conformity Inspection):** Registration of products is done following verification of supplier/manufacturer, Inspection, sampling, testing as per applicable standards and FCL supervision and sealing is required at least in 40% of the shipments

	• **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 at least twice a year.
EXEMPTIONS FROM PSI	• All products are regulated under SONCAP except those in the Exemptions List contained in Section 3
ASSESSMENT METHODS	Depending upon the product and the route of transaction, the assessment shall be conducted using one or a combination of the following methods: • Product Sampling (for testing) • Laboratory Testing • Manufacturer's Factory Auditing • Physical Inspection, witnessing of Full Container Load stuffing and sealing - where applicable
FORMS OF ATTESTATION	Compliance with SON requirements is confirmed through the issuance of: • **A Product Certificate (Unregistered):** Issued per shipment and valid for 6 months, is issued upon satisfactory completion of systematic inspection and product sampling, applicable only to route A. • **Product Certificate (Registered):** Valid for one year, issued upon satisfactory completion of Supplier's/Manufacturer's verification, applicable to routes B) • **A Product Certificate (Licensed):** Valid for one year, issued upon satisfactory completion of audit of Manufacturer's factory: applicable to routes C. • **A SONCAP Certificate (SC):** issued for every shipment, upon shipment verification: documentary verification (including Product Certificate and satisfactory Test Report) and depending upon routes A, B or C, systematic or selective physical verification with, where applicable, witnessing of FCL stuffing and sealing of FCL. Notes (i) Manufacturer/Exporter under route A could be elevated to Route B or C based on good compliance history (minimum of four fully compliant transactions) (ii) Manufacturer under route B could be elevated to Route C upon satisfactory Factory Audit. (iii) Manufacturer of good standing including the oil companies can be registered directly in route C (iv) Products Classified as life endangering and on the SONCAP High Risk/Sensitive Product List can only be issued Product Certificate through Route A (PC Unregistered) and Route C (PC Licensed). (v) Route C (PC Licensed) for life endanger products on SONCAP High Risk/Sensitive Product List can only be issued to the manufacturer of the products (vi) Only one SONCAP Certificate can be issued for PC (Unregistered)

PURPOSE OF ATTESTATION	• Product Certificate (Unregistered or Registered or Licensed): Required by the importer to open a Form M (Import Application) prior to shipment of the goods from country of supply. • SONCAP Certificate: Required by the importer for Customs clearance.

FEES	The fees related to issuance of Product and SONCAP Certificates are borne by the Seller/Exporter based on the following scales:
	• **Product Certificate (Unregistered): USD 300***
	• **Product Certificate (Registered): US$300****
	• **Product Certificate (Licensed): USD 1,300**
	
	Notes
	  i. Additional models to be included in the same certificate (PC Unregistered) are charged at an additional **USD7 per month** for 6months which translates to **USD42** per six months per model.
	  ii. Additional models to be included in the same certificate (PC Registered or Licensed) and covered in the same Test Report are charged at an additional **USD7 per month** per model which translates to **USD84** per annum per model.
	  iii. The Cost of new Product is **USD 300**
	  iv. Amendment fee is **USD 100**
	  v. The maximum validity of a Product Certificate (Unregistered) is six (6) months and issued per shipment.
	  vi. The Maximum Validity of a Product certificate (Registered or Licensed is One (1) year from the date of issuance of the Product Certificate.
	*Notes ii and vi are not applicable to Product Certificate (Unregistered)
	
	** The fee for Product Certificate (Registered) excludes factory audit where applicable. The fee for factory audit is charged separately to the client's account.
	
	For other scenarios a quotation will be provided by the local SGS SONCAP Country Office upon receipt of a completed Request for Product Certification (RFPC) Form.
	
	SONCAP Certificate Fees
	• Certificate of Conformity Fee: **USD 300** per certificate
	• Certificate Amendment Fee: **USD 100**
	• Duplicate Certificate Fee: **USD 100**
	The SONCAP Certificate fee covers a maximum of 3 man hours for physical inspection, witnessing of container stuffing and sealing. Any extra hour is to be charged separately by SGS.
	
	Non Conformity Report Fees
	• Non Conformity Report: **USD 350**
	In the event of non-compliance with the testing and/or inspection requirements, SGS shall issue a Non Conformity Report.

SGS

2. VERIFICATION REQUIREMENTS	
Testing	Testing and issuance of test reports is performed by: - • SGS laboratories or • Approved ISO/IEC 17025 Laboratory or • Manufacturer's Laboratory, provided that testing has been witnessed by SGS
Verification	• Verification covers documentary/office based checks and may include visits to the manufacturer's or exporter's facilities and the taking of samples for laboratory testing and/or the verification of the manufacturer's batch controls and testing and/or goods verification, witnessing of Full Container Load (FCL) and affixing of seals to FCL (where applicable). • All labels and instruction manuals shall be in English language in addition, where applicable, to any other language.
Standards	The applicable product Standards are those stipulated by SON which are: • Nigerian Industrial Standards (NIS) and/or • Other International Standards • Use of other nation standards requires approval from SON
Product Certificate Issuance	Documents required for issuance of Product Certificates are: • Inspection Report (route A) • Laboratory Test Report from an approved laboratory • Supplier's verification (for route B) • Factory Audit Report (for routes B and C) • Request for Certification (RFC) using the RFC Form • Photographs of the products (where applicable) • Product Technical Data Sheet (where applicable) • Additional documents as may be considered appropriate
SONCAP Certificate Issuance	Documents required for issuance of Certificate of Conformity in respect of each intended individual shipment of goods are: • Valid Product Certificate • Satisfactory Test Report • Satisfactory goods verification, witnessing of stuffing of Full Container Loads(FCL) and affixing of seals to FCL (where applicable and feasible) • The e-form M number i.e (The BA and MF numbers of the form M) and Declared H.S. Codes for the products. • Importer's Business Registration/RC Number and Tax Identification Number (TIN) • Final documents including seller's final commercial invoice for the shipment (the goods description therein must be sufficiently detailed and conform to the Product Certificate), packing List, Bill of Lading and Airway Bill. • Request for Shipment Certification using the Request for Certificate of Conformity form • The Exporter Declaration of Conformity (where applicable)

3.1 LISTING OF GOODS EXEMPTED FROM SONCAP

In principle all products to be exported to Nigeria are subject to SONCAP regulation (see SONCAP Regulated Product List) with the exception of the following as stipulated in the Standards Organisation of Nigeria (SON) circular reference SON/SONCAP/EX/Vol. I/005 of April 25th 2013 and as updated in the current SONCAP Guidelines (Please see www.son.gov.ng):-

- a) Food Products
- b) Drugs (Medicines)
- c) Medicals other than equipment and machines
- d) Chemicals used as raw materials by bonafide manufacturers
- e) Military wares and equipment
- f) Goods classified as contraband by the Federal Government of Nigeria
- g) Used Products other than automobiles

3.2. Explanatory Notes: SONCAP Exemptions List

1	Bonafide Manufacturer/Assembler members of Manufacturing Association of Nigeria (MAN), who intend to import Machinery and related Spare Parts for their manufacturing, are advised to apply to the Standards Organisation of Nigeria (SON), with their current membership certificate of MAN, for SONCAP Import Permit before shipment. Otherwise they are to apply for SONCAP Certification.
2	(i) All importation of E-Cigarette (HS – 85437) must first be registered with SON (evidenced by Letter of Approval from SON) before they can be processed for SONCAP certification. The letter of approval to Import is, therefore, a mandatory document to be attached to RFC for these products. (ii) Every importe/Exporter of Tobacco or Tobacco product or cigarette must first apply for and obtained a SON Product Registration Certificate issued by SON before applying for Product and SONCAP certificate from any IAF. Therefore, SON Product Registration Certificate issued by SON is now a mandatory document to be attached to RFC for the issuance of Product and SONCAP Certificate for Tobacco/Tobacco product/Cigarette.
3	LPG Cylinder – HS 7311 • Importers of LPG Cylinders are to obtain SONCAP Import Permit from SON. • All LPG related products and accessories are no longer regulated under SONCAP
3	The following products are also exempted from SONCAP: (a) Medicals except equipment and machines (b) Products included in the Prohibited Goods List (c) Used products except automobiles
4	Branded products with minimal quantity meant for gift/promotional items may be exempted from Soncap
5	Personal effects are exempted from SONCAP
6	Exempted items on this list that are food, drugs and beverages are regulated by National Agency for Food and Drug Administration and Control (NAFDAC).

3.3 GENERAL NOTES

1	Nigerian Industrial Standards (NIS) takes precedence. Conformance to international/regional standards such as IEC, ISO, EN etc is acceptable provided that the Nigerian requirements are met.
2	Household electrical frequency and voltage in Nigeria is 50 Hz and 230 ±4% V. Three phase supply in Nigeria is 415 V and is not generally available in Nigerian households
3	Climatic class for Nigeria is Tropical

4	Appliances of Insulation Class 0 and Class 01 are allowed in Nigeria
5	Earth grounding is compulsory in all houses
6	Plugs and socket outlets to conform to BS 1363 and BS 546. Shaver Plugs and socket outlets to conform to BS 4573.
7	Normal IEC standard conditions apply for ambient temperature (i.e 20 ± 5º C)
8	SGS shall not accept Product Certificate issued by any other IAF for the issuance of Soncap Certificate. Only the Product Certificate issued by SGS shall be accepted.
9	Every supplier shall obtain their product certificate. Authorization of product certificate usage by another party not acceptable.

4. CONTACT FOR INFORMATION

PLEASE CHECK SGS CONTACT LIST AVAILABLE IN OUR WEBSITE: www.sgs.com/pca

IMPORTERS MAY CONTACT OUR LIAISON OFFICE

SGS Nigeria Representative Office Limited
Email: nigeria.soncap@sgs.com
Website: www.sgs.com/pca
Phone +234 -01-454-2000

Head Office
7B Etim Nyang Crescent
P. M. B 80048
Victoria Island Lagos
Phone: +234014542000

Lekki Office
SON Office Complex
13/14 Victoria Arobieke Street
Off Admiralty Way,
Lekki Phase1,Lagos
Phone +234 -01-454-2000

Apapa Office
13/14 Wharf Road, Apapa
Phone: +2348030740410

Port Harcourt Office:
Plot 311, Trans Amadi Ind. Layout,
Danjuma Drive, Trans Amadi,
Port Harcourt - Rivers State.
Phone: +2348034022554

The information contained herein is for the purpose of facilitating product conformity assessment and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, SGS does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, exporters and importers are advised to check with SGS, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings or any other Certificate. For further information, or clarification, please contact the SGS GIS Administrative Office in the country of inspection of the goods.