

MEPSL Standard of Operating Procedures (SOPs) – [Custom/s]

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Outline

1. Aim of this SOP document
2. Main Responsibilities of Customs
 - Enforcing compliance with MEPSL at the entry point and collecting data
3. SOP to be followed by Custom officers when discharging their responsibilities about MEPSL

Aim of the SOP

- To help officers of Customs carrying out their tasks in the most effective way

Roles of the Customs Department

1. Enforcing the MEPSL legislation

- Once the MEPSL regulation takes effect, importers of the regulated products will have to submit a Certificate of Importation issued by the regulator.
- Before clearing a consignment, the custom officer should:
 - i. Check that the Certificate of Importation is present
 - ii. Verify that the Certificate is likely to be genuine, by undertaking some basic checks, and
 - iii. Carry out the normal checks that Customs would undertake for consignment of this type.

- If the documents or the physical consignment do not pass these checks, the consignment should be detained and the regulator notified.
- If no certificate has been submitted prior to importation, the regulator may have the power to issue a certificate after importation, provided they are satisfied that the model and brand of products have already been registered or meet the criteria of registration
- However, for any case there has been a breach that can not be resolved, then the consignment will be either:
 - I. Transferred to the custody of the regulator to dispose of in accordance with the MEPSL legislations or
 - II. Seized by Customs under the provisions of the Customs Act for disposal in accordance with the provisions of the Act.

NOTE: A MOU between the Department of Customs and regulator will set out which option will be followed in what circumstances.

Roles of the Customs

2. Checks at the time of import

a) Normal Check

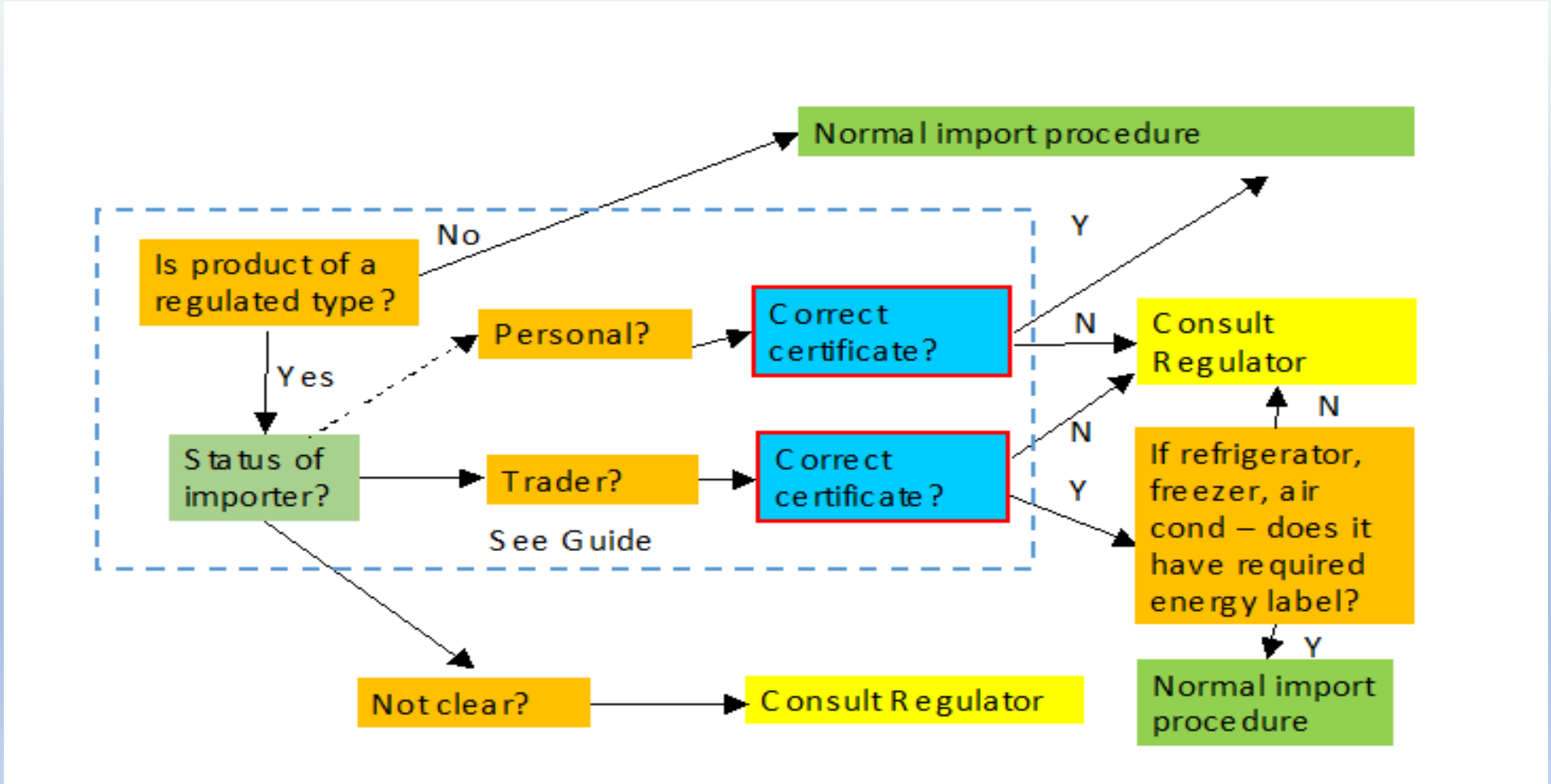
- Custom officers should perform the same risk assessments and checks as they would for any other imports. For e.g. if the importer is a business with a good record of compliance, fewer checks would be undertaken than for a first-time importer.
- Documentation also needs to be carefully examined to assess that it is genuine, and matches the actual consignment in terms of product types and numbers- i.e. if the documents refer to 50 refrigerators then that is what should be in the container

b. Additional Check

Customs officers may have to do additional checks to verify that a consignment complies. The might include the following:

- i. Check that the products are of a type that is covered by the Regulations. In some cases the importer may be unaware that certain products come within the scope of the MEPSL legislation. Therefore they will not have obtained the required Certificate of Importation from the regulator.
- ii. For products subject to energy labelling (ie refrigerators, freezers and air conditioners and lighting), check that the correct type of label appears on the products, and that there is no prohibited non-standard label
- iii. Check that the brands and models match the documentation

SOP for Custom Officers



Thank you!!