

CÔTE D'IVOIRE

EXPORTER GUIDE

COTECNA INSPECTION SA
58, rue de la Terrassière
P.O. Box 6155
CH-1211 GENEVA 6
Tel. + 41 22 849 69 00
Fax + 41 22 849 69 89
cotecna.geneva@cotecna.ch
www.cotecna.com



1 VERIFICATION OF CONFORMITY (VOC) PROGRAM FOR GOODS SHIPPED TO CÔTE D'IVOIRE

For the attention of importers: This document is intended for exporters in order to explain how to comply with Côte d'Ivoire and approved regional and international standards. It is the responsibility of importers to inform exporters of the existence of the present procedure. Verifications are executed at origin on exporter's initiative; therefore importers are not required to initiate any process in Côte d'Ivoire.

PROGRAM MANDATED BY	Ministère du Commerce de l'Artisanat et de la Promotion des PME (MCAPPME)
APPLICABLE REGULATION(S)	Decree n°2017-567, 6 th September 2017
STANDARDS	Please contact your closest Cotecna office to determine if your product is subject or not to this program
STARTING DATE	15 th of February 2019 (date of BL, AWB or Road consignment)
PILOT PHASE	3 months – from 15 th of February to 15 th of May 2019
APPOINTED COMPANIES	includes COTECNA Inspection S.A. and affiliated companies (hereinafter referred as Cotecna)
SELECTION OF INSPECTION COMPANY	Exporter's choice
SCOPE OF VOC PROGRAM	To verify that regulated products intended for importation into Côte d'Ivoire conform to Ivorian and/or approved Regional/International Standards. Scope includes one or a combination of the following verifications: <ul style="list-style-type: none"> - Documentation verification - Laboratory testing (please see below for accepted laboratories) - Physical inspection in exporting country - Factory audit
CONTACT IN CÔTE D'IVOIRE	Cotecna Côte d'Ivoire Immeuble Front Lagunaire, 6 ^{ème} étage, Boulevard du Général de Gaulle Abidjan-Plateau Tel : +225 20 00 13 83 Email : infovoc@cotecna.ci

2 VOC PROCESS TO COMPLY WITH IVORIAN REQUIREMENTS

In order to clear their goods in the Republic of Côte d'Ivoire, importers need to present at Ivorian Customs a Certificate of Conformity (COC) issued by Cotecna. COCs are needed for every consignment and must cover 100% of goods to be shipped to Côte d'Ivoire and subject to the program.

The COC can be obtained by exporters in the Country of Supply using one of the below methods of compliance. All exporters must be certified for their first shipment through route A. For subsequent shipments, they might be eligible for Route B or C depending on the specific requirement of each route.

2.1 Change in requirements during Pilot phase for Routes A and B

During the pilot phase, the documentary requirements mentioned in the sections 2.2 for Route A and 2.3 for Route B are lightened as per below.

2.1.1 Documentation verification

Exporter will provide Cotecna with following documents:

- > Request for Certification as per Cotecna template (please contact your closest Cotecna office to get it)
- > Proforma invoice or final invoice
- > Valid conformity documents or a Technical datasheet of the products

2.1.2 Collection of final documents

Exporter will provide Cotecna with following documents:

- > Commercial Invoice
- > Import Declaration Form (Fiche de Déclaration à l'Importation – FDI)

Cotecna will issue of Certificate of Conformity (COC) if the exporter meets the requirements. If not Cotecna will issue Non Conformity Report (NCR).

2.2 ROUTE A – For sensitive products

This route is recommended mainly for infrequent exporter. **This route is compulsory for sensitive products.** (Please refer to section 5 for the list of sensitive products.)

Exporter needs to follow this process for every shipment as a COC is valid for one shipment only.

2.2.1 Documentation verification

Exporter will provide Cotecna with following documents:

- > Request for Certification as per Cotecna template (please contact your closest Cotecna office to get it)
- > Proforma invoice
- > Technical datasheet of the products
- > Packing list
- > Valid conformity documents
(Please refer to section 3 of this document to learn more about what is considered as a valid conformity document. E.g: lab test reports, quality certificates or analysis reports)
- > Any other document, as requested by Cotecna
- > Based on the documents received, Cotecna will verify the conformity of goods to the applicable standards and decide if testing is required. Testing is not required when valid conformity documents are presented to Cotecna.

2.2.2 Testing in exporting country

If no valid conformity documents are presented by exporter, Cotecna will:

- > Collect samples
- > Have samples analyzed in a laboratory that will issue a valid test reports for at least one product from the shipment.
- > (Please refer to section 3 of this document to learn more about what is considered as a valid conformity document.)

2.2.3 Physical inspection in exporting country

- > Physically inspect the goods and/or supervise the container loading, as required
- > Seal the containers (for FCL), as required

2.2.4 Collect final documents

Exporter will provide Cotecna with following documents:

- > Transport document (BL, AWB or Road Consignment), if available
- > Commercial Invoice
- > Import Declaration Form (Fiche de Déclaration à l'Importation – FDI)

Cotecna will issue of Certificate of Conformity (COC) if the exporter meets the requirements. If not Cotecna will issue Non Conformity Report (NCR).

2.3 ROUTE B – For registered products

This route is recommended in case of regular shipments with homogeneous products. Exporter can apply for the registration of the products in order to decrease the level of intervention of Cotecna on each shipment.

The registration is valid for one year and allows the exporter to get a COC for every shipment without having a systematic physical inspection of their shipments. The registration remains valid only if the registered products are not modified (composition and packaging).

2.3.1 Conditions for registering products

The exporter can register his products with Cotecna when he complies with the following conditions:

- > The products that have been successfully through route A.
- > He must demonstrate that the products comply with applicable standards
- > He must demonstrate that he is capable of supplying constantly compliant shipments.

2.3.2 Documentation verification

Exporter will provide Cotecna with following documents/information:

- > Request for Certification/Registration as per Cotecna template
- > (Please contact your closest Cotecna office to get it.)
- > Technical datasheet of the products
- > Declaration of Conformity issued by the producer or the supplier
- > Valid test reports.
- > (Please refer to section 3 of this document to learn more about what is considered as a valid conformity document.)
- > Any other document, as requested by Cotecna

2.3.3 Testing in exporting country

During the registration validity, Cotecna might execute additional sampling and testing during the life time of the registration to countercheck the results of the test reports provided with each shipment. Registration will be canceled in case the counterchecks show non-compliant goods.

2.3.4 Physical inspection in exporting country

Cotecna might proceed to random physical inspection during the registration validity.

2.3.5 Issuance of COC

Exporter need to apply for a COC for every shipment. They will need to provide only the following documents:

- > Transport document (BL, AWB or Road Consignment), if available
- > Commercial Invoice
- > Import Declaration Form (Fiche de Déclaration à l'Importation – FDI)
- > Packing List

2.4 ROUTE C – For licensed products

This route is intended for manufacturers, their official distributors or brand owners with a constant volume of shipments of homogeneous products. Exporter can apply for the license of the products in order to decrease the level of intervention of Cotecna on each shipment.

The license is valid for one year and allows the exporter to get a COC for every shipment without having a systematic physical inspection of their shipments. The license remains valid only if the licensed products are not modified (composition and packaging).

2.4.1 Conditions for licensing products

The exporter can license his products with Cotecna when he complies with the following conditions:

- > The applicant must be the manufacturer, its official distributor or brand owner.
- > The products that have been successfully through route A or B.
- > Existence of a Quality Management System (QMS) for the production process needs to be demonstrated via one of the following evidence:
 - A certified quality system by an accreditation body as per ISO 9001 standard or any specialized standard such as ISO 22000, ISO 22716, ISO/TS 16949, etc.
 - The product is certified by an accreditation body, in other words only certified products can be licensed. The certification should include a procedure of monitoring including periodical audit/inspection of the production site.
 - A factory audit of the QMS with satisfactory results is conducted by Cotecna.

2.4.2 Documentation verification

Exporter will provide Cotecna with following documents/information:

- > Request for Certification/Licensing as per Cotecna template
- > (Please contact your closest Cotecna office to get it)
- > Technical datasheet of the products
- > Declaration of Conformity issued by the producer or the supplier
- > Valid test reports.
- > (Please refer to section 3 of this document to learn more about what is considered as a valid conformity document.)
- > Management Quality System certificate. It shall remain valid during the time of the license.
- > Any other document, as requested by Cotecna

2.4.3 Testing in exporting country

During the license validity, Cotecna might execute additional sampling and testing during the life time of the license to countercheck the results of the test reports provided with each shipment. License will be cancelled in case the counterchecks show non-compliant goods.

2.4.4 Physical inspection in exporting country

Cotecna might proceed to random physical inspection of the shipments to be sent, with a minimum of one shipment inspection per year.

2.4.5 Issuance of COC

Exporter need to apply for a COC for every shipment. They will need to provide only the following documents:

- > Transport document (BL, AWB or Road Consignment), if available
- > Commercial Invoice
- > Import Declaration Form (Fiche de Déclaration à l'Importation – FDI)
- > Packing List

3 DEFINITION OF “VALID CONFORMITY DOCUMENT”

Exporter might submit to Cotecna “Valid Conformity Documents”, such as test reports, quality certificates and analysis reports. If they are not available, Cotecna will arrange for the necessary tests to be performed.

A conformity document is valid when:

- > It has been issued by an approved laboratory:
 - ISO 17025 accredited laboratory
 - Manufacturer's laboratory
 - Otherwise qualified laboratory (as per Cotecna/Ivorian's procedures)
- > We can establish traceability between the conformity document and the goods of the consignment.
- > It covers the exact same production, meaning same batch, as the goods of the consignment.
- > It is in compliance with applicable standards requirements in the following hierarchical order: Ivorian standards and technical regulations, then Regional standards, then International standards, then manufacturers' specifications.
- > During the pilot phase, only the essential parameters of the standard or manufacturers' specifications will be taken into consideration.

4 REGULATED PRODUCTS

4.1 Submitted products

Even though the programme concerns all products, during the pilot phase of the programme, running from February 15th to May 15th 2019, the Ministry has made mandatory the certification process only for all goods belonging to the following 13 product families referred to in decree 2016-1152 of December 28th 2016:

1. Food products
2. Electrical, electronic or renewable energy products
3. Cosmetic and hygiene products
4. Building materials
5. Packaging
6. Spare parts and accessories automotive and lubricants
7. Machines
8. Pressure equipment
9. Personal Protective Equipment
10. Other products related to health, safety and the environment
11. Textiles
12. Shoes
13. Toys

During the pilot phase, all other imported products can be certified on a voluntary basis.

4.2 Exempted products

- > Gold and other precious metals
- > Precious stones
- > Explosives, weapons, ammunition and other war material intended for the National Armed Forces and to the Forces of Law and Order
- > Live animals
- > Fresh vegetables and fresh fruits
- > Fresh, deep-frozen and frozen fishes
- > Fresh, deep-frozen and frozen meat
- > Plants and floricultural products
- > Local products and traditional handicraft from community
- > Medicine and inputs being of use to the manufacturing of medicine
- > Newspapers and periodicals, postage stamps and duty stamps, stamped papers, banknotes, cheque books, passports and certain printed documents
- > Personal effects and used household objects
- > Used vehicles
- > Crude or partially refined petroleum
- > Commercial samples
- > Supplies to diplomatic and consular Missions or international organizations, imported for their own use
- > Imported goods and equipment for oil and mining operations (benefiting from the Mining and Petroleum Codes)
- > Imports related to Customs free zones

- > Production machines submitted or exempted under the Investment Code on request made to the VoC Monitoring Committee
- > Local industries willing to get exoneration for some raw material serving for their production, are required to contact the VOC Monitoring Committee of the VOC Programme in order to pre-register them and benefit from an exemption from control for a period over twelve (12) months.
- > Courier shipments are exempted during the Pilot phase.
- > Total FOB value of submitted products below CFAF 1,000,000 (approx. EUR1500)

4.3 Sensitive products

<i>Sensitive products</i>	<i>Tariff chapter</i>	<i>Tariff headings</i>
<i>Milk and dairy products</i>	04	All tariff headings of Chapter 04.
<i>Rice</i>	10	1006
<i>Flour</i>	11	All tariff headings except bakery flour that is subject to authorisation from Ministry of Trade
<i>Table salts</i>	25	HS Code: 2501.00.91
<i>Fertilizer</i>	31	All tariff headings of Chapter 31

4.4 Prohibited/ banned products

The following products or any products containing them are prohibited in Côte d'Ivoire:

- > Analogue television sets and those not complying with broadcasting and compression standards (Decree No. 2014-604 of October 16, 2014)
- > Cosmetic products whose components are prohibited or regulated by Decree No. 2015-288 of April 29, 2015
- > Cosmetic products containing hydroquinone above the authorized limits.
- > Freon R22 (Chlorodifluoromethane R22) and products containing R22
- > Asbestos and asbestos products

Note: The above lists of products can be changed by the Ministry of Trade when/if necessary.

5 FEES PAID BY EXPORTER

5.1 Certification fees

Route	Applicable fee (% of declared FOB value)	Min fee in FCFA (or approximately in EUR)	Max fee in FCFA (or approximately in EUR)
A	0.45%	197 000 FCFA or 300 EUR	2 684 000 FCFA or 4 100 EUR
B	0.40%	187 150 FCFA or 285 EUR	2 549 800 FCFA or 3 890 EUR
C	0.30%	167 450 FCFA or 255 EUR	2 281 400 FCFA or 3 480 EUR

Above-mentioned fees are net of any duties and taxes and include:

- > Documentary verification
- > Physical inspection
- > Issuance of COC or NCR

The above-mentioned fees do not include the following:

- > Factory audit
- > Laboratory testing fees
- > Sampling not done at the time of inspection and sampling of bulk shipments
- > Containers sealing and loading supervision if applicable
- > Product Registration and Licensing fees
- > Re-inspection
- > Fees for additional services may apply

5.2 Registration fee

The registration fee in Route B is 180'400 FCFA or 275 EUR.

6 CONDITIONS

- > Costs of the COC (certification and inspection), sealing and/or analysis are borne by the exporter and are quoted at the time of nomination.
- > All costs incurred for presenting the goods for inspection, such as unpacking, handling, repacking, are borne by the exporter.
- > If the goods do not conform to the requirements, fees for physical inspection, testing and Non Conformity Report issuance remain due to Cotecna.
- > This program is subject to the [General Terms and Conditions of Cotecna](#).

Disclaimer: This data-sheet has been prepared for information purpose only and is not intended to be nor does it constitute the regulation of the country of importation. Every effort has been made by Cotecna to ensure the accuracy of the information contained herein at the time of its issuance but Cotecna does not guarantee its correctness and takes no responsibility for the contents of this data-sheet, makes no representation as to its accuracy or completeness and expressly disclaims any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this data-sheet.