

**GUIDELINES ON IMPORTS FOR TRADERS**



**Pre-Export Verification of Conformity  
for Equipment and Materials for Oil  
and Gas Projects in Uganda**



***This datasheet has been prepared specifically for exports of equipment and materials for oil and gas projects to Uganda***

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**1. Product conformity assessment**

Mandated by	The Petroleum Authority of Uganda (PAU) and Uganda National Bureau of Standards (UNBS)
The country is a member of the WTO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Start date	March 1, 2024
Applicable regulation(s)	The Petroleum (Exploration, Development and Production) Act 2013 and the Petroleum (Refining, Conversion, Transmission and Midstream Storage) Act, 2013.  Pre-Export Verification of Conformity to Standards as per UNBS Act Section 43 Cap 327 and the Inspection and Clearance of Imports Regulation.
Appointed PVoC company/companies	<ul style="list-style-type: none"> <li>• All the offices of SGS Société Générale de Surveillance SA</li> <li>• Another inspection agency authorized by PAU</li> </ul>
Selection of PVoC companies	Exporter/importer choice
Scope of the PAU PVoC	Verification of conformity of all specialized equipment and materials for use during the design, construction, operation, decommissioning and disposal of upstream and midstream oil and gas activities and facilities in Uganda. The Conformity Assessment is to be conducted based on Ugandan Standards, Technical Regulations, and Standards approved by the PAU.
Minimum order value subject to PVoC	Not applicable
Non-compliance	The importer will be subjected to a penalty equivalent to 15% of CIF and a destination inspection will be carried out by PAU and UNBS.

2. Service request application	
Application to PAU for import authorization	<ul style="list-style-type: none"> <li>The contractor/agent notifies the PAU licensee of their intention to import the equipment/materials and the licensee submits a request for import to the PAU</li> <li>A request for import authorization should include the application/use of the equipment/materials and their applicable standard(s)</li> <li>PAU reviews the application and issues an import authorization to the licensee</li> </ul>
Submission of request for certification	<ul style="list-style-type: none"> <li>The exporter/importer shall complete and submit an RFC form through the SGS Exporter portal (<a href="https://exporter-portal.sgs.com">https://exporter-portal.sgs.com</a>)</li> <li>The exporter/importer shall attach the following documents to the application: detailed Product declaration form, goods/equipment condition (new/used), commercial invoice, PAU authorization letter, packing list, manual/operating instructions in English, manufacturer QMS Certificates (if available), test reports (not more than three years old) issued by an ISO/IEC 17025 accredited laboratory and traceable to the goods being shipped (if available)</li> </ul>

3. Inspection requirements	
Inspection purpose	<ul style="list-style-type: none"> <li>Product identification to confirm that the goods to be shipped correspond to those declared</li> <li>Quantity verification</li> <li>Verification that requirements not covered by supporting documentation (e.g. marking, labeling, packaging) are fulfilled</li> </ul>
Assessment method	<p>To obtain evidence that all the requirements in the applicable standards and technical requirements are met, goods must undergo one or a combination of the following verification activities:</p> <ul style="list-style-type: none"> <li>Physical inspection</li> <li>Laboratory testing</li> <li>Documentary verification</li> </ul> <p>After the verification process is completed and the results are satisfactory, the exporter will have to submit the final invoice for the issuance of the CoC.</p>
Testing	<p>Test reports should be issued by an ISO/IEC 17025 accredited laboratory and the test methods used in the testing shall be as provided in the applicable Uganda standards or relevant international standards.</p> <ul style="list-style-type: none"> <li>Testing may not be required for brand new materials/equipment duly authorized by a manufacturer whose QMS has been validated and has test reports, not more than three years old, issued by a laboratory that is accredited to ISO/IEC 17025 and traceable to the goods being shipped</li> <li>For second-hand or used equipment/materials, a record of inspection /thorough examination in the previous six (6) months, performance standards of this equipment/materials, and a declaration to conformity based on ISO 20245, other applicable standards, and the relevant technical specifications will be required</li> </ul>

	<ul style="list-style-type: none"> <li>For large equipment units (e.g. machinery, equipment, systems) that cannot be moved to a laboratory due to size or weight, or may not be subjected to destructive tests (only single or very few units only), such shall be inspected (by qualified SGS personnel) as per the provisions of ISO/IEC 17020 at the exporter/factory premises</li> </ul> <p><b>Validity of test reports:</b></p> <p>Test reports for equipment and materials shall not be older than three (3) years from the date of issuance.</p> <p>For electrical and electronic products, ICT-related products, heavy equipment, mechanical systems and automotive products related to the petroleum industry, test reports older than three years may be accepted but this is at the discretion of SGS, and as approved by PAU.</p> <p>The exporter/supplier should provide sufficient proof that the product has not undergone significant material and design changes since the last (complete and independent) testing. This may be one or a combination of the following:</p> <ul style="list-style-type: none"> <li>Declaration from the manufacturer stating that there has been no change in the manufacturing process, design, raw material, etc. of the product</li> <li>A letter or email from the laboratory confirming the test report is still valid</li> <li>A valid test report of the raw materials used in the manufacture of the components of the product, if relevant</li> <li>In-house safety and performance test confirming that there has been no change in the product/design/production process</li> <li>Performing an audit at the manufacturer's premises to confirm there has been no change in the manufacturing process of the product</li> </ul>
Labeling requirements	<ul style="list-style-type: none"> <li>All labeling of packaging of imports shall include English</li> <li>All imports with a limited shelf life shall have more than 75% shelf life from the date of expected landing in Uganda</li> <li>Packaged goods with a shelf life shall indicate the batch numbers and dates of expiration and/or date of production</li> </ul>
Other special requirements	<p>Other documents: when applicable and/or relevant, the following documents may also be requested:</p> <ol style="list-style-type: none"> <li>Quality management system certificates (e.g. ISO 9001:2015)</li> <li>Factory records on tests performed by the manufacturer</li> <li>Product technical datasheets</li> <li>Marks of safety and conformity issued to other markets</li> </ol>

#### 4. Reporting requirements

Documents required to issue report	<p>Documents required for CoC issuance.</p> <ul style="list-style-type: none"> <li>a) Completed Request for Certification (RFC)</li> <li>b) Seller's declaration of product compliance</li> <li>c) Test reports</li> <li>d) Inspection report</li> <li>e) Final invoice</li> </ul>
Type of report issued	<ul style="list-style-type: none"> <li>• Certificate of Conformity</li> <li>• Non-Conformity Report</li> </ul>
Report purpose	<p>A <b>Certificate of Conformity</b> (CoC) is issued to evidence the compliance of the shipments and is a <b>Mandatory document</b> for <b>every shipment</b>. It provides the PAU and UNBS with proof that the goods being imported comply with the relevant standards and technical regulations.</p> <p>A <b>Non-Conformity</b> report (NCR) is issued if verification activities such as testing or inspection show discrepancies versus the verification criteria.</p> <p>Exporters will be informed accordingly and given sufficient time to make the necessary corrections; if corrective action cannot be done, an NCR will be issued.</p>

#### 4. Inspection fees

Fees are payable in advance by the exporter/importer and are net of any tax, present or future, that may be applicable upon receipt of the order (Request of Certification).

Fees are due even if after assessment of the goods, the exporter or importer does not provide the information or documents necessary for the final issuance of the CoC, or for any reason does not proceed with the shipment of the goods.

The fee structure is detailed below:

Route	Ad Valorem fee as a percentage of the declared FOB value	Minimum fee (USD)	Maximum fee (USD)
A	0.50%	235	3,000

#### Coverage and conditions

- The above fees cover the documentary verification and the physical inspection of the goods
- The above fees **do not include** laboratory testing, or sealing of containers hence testing, and sealing of containers, which are to be charged in addition to the above-mentioned fees
- Testing fees are charged on a case-by-case basis
- The trader may be charged extra for re-inspection, should it prove necessary

## 5. Products subject to the PAU PVOC program

This program applies to all specialized equipment and materials for use during the design, construction, operation, decommissioning and disposal of upstream and midstream oil and gas activities and facilities.

Specialized oil and gas equipment refers to equipment and materials that are used solely for oil and gas operations/facilities excluding general equipment and materials that are also used outside the oil and gas industry.

Below are the categories of equipment and materials subject to mandatory inspection

Category	Product description
Category 1	Production, drilling and wells equipment
Category 2	Oil field chemicals
Category 3	Crude oil processing including:
	(i) Crude treatment system
	(ii) Gas compression system
	(iii) LPG production system
	(iv) Utility system
	(v) Diesel system
	(vi) Instrument air and nitrogen system
	(vii) Drain system
	(viii) Heat medium system
	(ix) Chemical injection system
	(x) Produced water and lake water treatment
	(xi) System and water injection system
	(xii) Potable water treatment system
	(xiii) Fire fighting systems
Category 4	Well pads
Category 5	Pipeline and storage equipment and materials including:
	(i) Bolts
	(ii) Pipes
	(iii) Flanges
	(iv) Gasket
	(v) HDPE casing
	(vi) Welding materials
	(vii) Professional material for pipeline hydro-test and intelligent gauging work
	(viii) Specialized material for NDT
	(ix) Pipeline welding
	(x) Temporary importation equipment
	(xi) Other construction materials
	(xii) CCTV, WIFI system and access control system

Category	Product description
Category 6	Crude oil refining equipment and materials
Category 7	Geological, geochemical, and geophysical survey equipment
Category 8	Other specialized materials and equipment for upstream and midstream facilities

## 9. Contact information

For all other countries and importers, please contact our office in Uganda.

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*The information contained herein is to facilitate pre-export inspection 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 of the date of issuance of this datasheet, SGS does not accept any responsibility for errors or omissions and 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, before 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 TFS Administrative Office in the country of inspection of the goods.*