SIRIM QAS INTERNATIONAL

GUIDELINES FOR IMPORTATION AND INSPECTION OF WASTE PAPER

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1. INTRODUCTION

1.1 The importation of all waste paper to Malaysia comes under the purview of Ministry of International Trade and Industry (MITI). All waste paper intended to be imported into Malaysia are subject to inspection process and issuance of Certificate of Approval (COA) as per the Customs (Prohibition of Imports)(Amendment)(No.2) Order 2022.

1.2 The purpose of the Guidelines for Importation and Inspection of Waste Paper is to provide specification on the requirements that must be adhered to for the importation, inspection and COA issuance for waste paper into Malaysia for manufacturing purposes along with the objective of protecting the environment.

1.3 The Guideline also lays down the requirements for the issuance of the COA and the allowed criteria of waste paper including scheduled waste.

1.4 This Guideline is prepared based on numerous consultation and series of discussion within committee members consist of representatives from MITI, Malaysian Investment Development Authority (MIDA), Department of Environment (DOE), Ministry of Environment and Water (KASA), National Solid Waste Management Department (JPSPN), Royal Malaysian Customs Department (RMCD), Port Authorities/ Port Operators and SIRIM.

1.5 This Guideline will be reviewed from time to time to accommodate changes in policies, law or regulations involving the importation of waste paper. The latest edition of this Guideline shall be applied whenever it is available.

1.6 All applicants shall adhere to the requirements and processes as specified in this Guideline.

2. SCOPE OF APPLICATION

2.1 This Guideline covers regulations on all incoming importation of waste paper into Malaysia intended for manufacturing purposes to produce finished products or goods by various paper-based industries.

2.2 The tariff codes for waste paper allowed for importation are as follows:

(i) HS Code 4707.10: Unbleached kraft paper or paperboard or corrugated paper or paperboard
(ii) HS Code 4707.20: Other paper or paperboard made mainly of bleached chemical pulp, not coloured in the mass

(iii) HS Code 4707.30: Paper or paperboard made mainly of mechanical pulp (for example, newspapers, journals and similar printed matter)

Refer **ANNEX I** for sample of pictures for each tariff code

2.3 Mixed waste and scrap of miscellaneous paper or paperboard (i.e different quality or mixed waste paper composition and scheduled waste or mixed office waste of miscellaneous paper, does not contain ground wood pulp miscellaneous paper, mix corrugated and non-corrugated), is prohibited for import into Malaysia (As per Item No. 16, First Schedule, Customs (Prohibition of Imports) (Amendment) (No.2) Order 2022)

2.4 The imported waste paper must not contain or be contaminated by materials that allow it to be:

i. classified as scheduled waste under First Schedule of the Environmental Quality Act (Scheduled Waste) Regulations 2005; or/and

ii. defined as hazardous materials or other wastes under the Basel Convention.

2.5 Application of waste paper imports can only be made by:

(i) Manufacturers approved with Manufacturing License from MITI; or

(ii) Manufacturers who have been issued with a Confirmation Letter for a Company Exempted from the Manufacturing License (ICA 10) ("ICA 10 Manufacturers")

2.6 The following parties are **not allowed** to import waste paper into Malaysia:

(i) Manufactures that do not fulfill requirements specified in 2.5(i) or 2.5(ii) above.
(ii) Subsidiary of the paper-based manufacturers (trading arm companies) or Traders who conduct trading activities.

2.7 The importation of waste paper into Malaysia is allowed via both sea mode and land mode of transport at all ports of entry in Malaysia.

3. PRE-CONDITIONS/PRE-QUALIFIERS FOR COA APPLICATION

3.1 The following outlines the pre-conditions to be fulfilled before applying for COA.

3.2 **Manufacturer:**

(i) Must have a valid Manufacturing License (ML) or Confirmation Letter for a Company Exempted from the Manufacturing License (ICA 10)

(ii) Hold a License under SIRIM Certification / SIRIM Eco-Label Certification scheme to ensure that manufacturers are consistently able to process scrap and waste that meets standard requirements and requirements under this Guideline; or undertake inspection or verification services at manufacturing premises from SIRIM. Refer to SIRIM relevant Guidelines / Scheme Certification information on the process and requirements to obtain a License/Certificate under SIRIM Certification/ SIRIM Eco-label Certification scheme/ Inspection Scheme.

(iii) Ensure that the applied imported waste paper volume is based on quota of raw material required, not exceeding maximum annual production capacity of ML holder or ICA10 manufacturer. SIRIM will conduct audit or inspection to verify and confirm the quota of raw materials and the maximum production capacity.

(iv) Provide SIRIM with a Bank Guarantee. This Bank Guarantee is required as a security for the compliance of the Guideline. The Bank Guarantee amount shall be projected based on the maximum shipping cost including all incidental costs for returning the non-compliance materials to its country of origin (per shipment).

(v) The premises are in operation and have complied with the Environmental Quality Act 1974 and its related Regulations.

(vi) Ensure that the storage space / capacity of imported waste scrap is adequate and good housekeeping is practiced.

3.2.1 In the event of non-compliance:

(i) SIRIM shall issue a Notification Letter and Suspension Letter.

(ii) Manufacturer is required to take the following actions:

a. <u>For non-compliance due to the presence of scheduled or hazardous waste</u>

To return the non-compliant waste paper to the country of origin, as per Article 9 of the Control of Transboundary Movements of Hazardous Wastes under the Basel Convention. All costs of return to be borne by the manufacturer.

Note:

- Any non-compliance may be subject to enforcement under Section 34B of the Environmental Quality Act 1974.

b. Other non-compliance apart from the scheduled waste and hazardous waste

To return to the country of origin or appropriately dispose of in an environmentally sound manner. All cost of return to be borne by the manufacturer.

(iii) The Bank Guarantee provided for COA application shall be forfeited in the event of non-compliance or any false declaration and actions required as per clause 3.2.1(ii) are not taken or the shipment is abandoned at the Port of Entry. The Bank Guarantee amount shall be used to cover transportation and incidental costs for the return shipment to its country of origin and/or its disposal.

(iv) The Suspension letter shall be withdrawn if all actions under clause 3.2.1(ii) are complied with.

(v) The manufacturer is prohibited from any future applications for a COA pursuant to this Guideline if it fails to take actions under clause 3.2.1(ii).

(vi) SIRIM reserves the right to disqualify any manufacturer from future applications of a COA in the case of repetitive non-compliance of more than two (2) times by the same manufacturer.

3.3 **If you are Shipping and Logistics Agents, Cargo Transport and Carriers /Shipping Liners:**

(i) Ensure that the declared consignee is a manufacturer that has a valid premise and relevant licenses.

(ii) Ensure that the declaration of goods is true based on declaration made for transported genuine goods.

(iii) Responsible for the return of the non-compliant waste paper to the country of origin or appropriately disposed of in an environmentally sound manner.

4. PROCEDURE FOR IMPORTATION AND INSPECTION OF WASTE PAPER INTO MALAYSIA

4.1 Methods for Importation and Inspection of Waste Paper

4.1.1 Importation of waste paper must have COA issued by SIRIM based on inspection compliances in order to obtain full clearance at port of entries in Malaysia.

4.1.2 Applicants shall ensure they have met all the pre-conditions/ pre-qualifiers as stated under clause 3. before applying COA from SIRIM.

4.1.3 There are four (4) available Methods for Importation and Inspection of Waste Paper into Malaysia which have different inspection requirements for applying and issuance of COA as follows:

	NO.	METHODS
WITHOUT SIRIM Approved Materials Recovery Facility (MRF)	(i)	Type 1A
	(ii)	Type 1B
	(iii)	Type 1C
WITH SIRIM Approved Materials Recovery Facility (MRF)	(iv)	Type 2

Note:

- Refer **TABLE 1** for the details of each method.
- To be a SIRIM Approved MRF: Applicants shall apply through SIRIM. SIRIM shall conduct an evaluation and inspection at the MRF's premises for approval. Applicants may refer to the Guidelines for Material Recovery Facility Scheme for the detailed processes and requirements.

4.1.4 Applicants are required to choose one (1) of the methods and undertake all requirements/processes under the chosen method including compliance to inspection process for issuance of COA by SIRIM.

4.1.5 SIRIM reserves the right to conduct random inspections at port of entry notwithstanding any selected Method of Importation by the Applicant. All costs of inspection to be borne by the applicants. This may include the inspection to be conducted upon requests by relevant authorities like the Royal Malaysian Customs Department (RMCD).

TABLE 1 : METHODS FOR IMPORTATION AND INSPECTION OF WASTE PAPER INTO MALAYSIA

REQUIREMENTS/PROCESSES	METHODS			
	WITHOUT SIRIM Approved MRF			WITH SIRIM Approved MRF
	TYPE 1A	TYPE 1B	TYPE 1C	TYPE 2
1. **Mode of Transport**	Sea Mode & Land Mode	Sea Mode & Land Mode	Sea Mode only (Not applicable to Land Mode)	Sea Mode & Land Mode
2. **Manufacturer – has ML/ICA 10**	√	√	√	√
	(Required)	(Required)	(Required)	(Required)
3. **SIRIM Certification/Eco-Label Certification License/Annual Inspection or Verification Services**	√	√	√	√
	(Required)	(Required)	(Required)	(Required)
4. **Pre-shipment Inspection (at country of origin)**	√	√	√	X
	(Done by SIRIM)	(Done by Foreign Inspection Body that has signed a MoA with SIRIM)	(Done by Foreign Inspection Body without MoA with SIRIM	(Not required to be done by SIRIM or FIB) However, Inspection Report issued by SIRIM Approved MRF is required
5. **Post-shipment Inspection (Off-Board – Inside Port of Entry)**	X	X	√	X
	(Not required)	(Not required)	(Required. Done by SIRIM)	(Not required)
6. **Issuance of Certificate of Approval (CoA)**	√	√	√	√
	(Require compliance of Pre-shipment Inspection)	(Require compliance of Pre-shipment Inspection)	(Require compliance of Pre-shipment & Post-Shipment Inspection)	(Does not require Pre-shipment or Post-shipment inspection, but require Inspection Report issued by SIRIM Approved MRF)
7. **Inspection at Factory Storage Yard**	X	X	X	√
	(Not required)	(Not required)	(Not required)	(Required. Done by SIRIM))

Refer **FLOWCHART 1** - Overview of the Procedure for Importation and Inspection of Waste Paper into Malaysia.

4.2 **Pre-Shipment Inspection Process - Applicable only for Method Type 1A, Type 1B & Type 1C.**

4.2.1 Applicant must apply Pre-shipment inspection to be conducted at the country of origin at factory storage yard by:

(i) SIRIM; or
(ii) Foreign Inspection Body (FIB) of preference that are available in SIRIM's "Approved Foreign Inspection Body (FIB)" list.

4.2.2 Applicant may also use other accredited Inspection Body but must ensure the Inspection Body is successfully registered with SIRIM before they can conduct the Pre-shipment inspection.

4.2.3 SIRIM will not accept the Inspection Report issued by an unregistered Inspection Body.

4.2.4 An Inspection Body can be registered as FIB under SIRIM's "Approved Foreign Inspection Body (FIB)" list by the following methods:

(i) An applicant applying to register on behalf of the Inspection Body or;
(ii) The Inspection Body applying directly to SIRIM.

4.2.5 The applicant or Inspection Body must submit the following documents for registration:

(i) Copy of certificate of accreditation ISO/IEC 17020
(ii) Copy of scope of accreditation
(iii) List of competent inspector(s)

4.2.6 SIRIM will evaluate only completed documents for registration approval.

4.2.7 SIRIM will notify the applicant/ Inspection Body and include the Inspection Body in SIRIM's "Approved Foreign Inspection Body (FIB)" list. SIRIM will also notify applicant/Inspection Body in the case of rejection.

4.2.8 Any registered FIB may request to sign a MoA with SIRIM and SIRIM will conduct its due diligence before proceeding.

4.2.9 The FIB that has signed the MoA with SIRIM will be updated its status in SIRIM's "Approved Foreign Inspection Body (FIB)" list.

4.2.10 The process flow for registration of a Foreign Inspection Body (FIB) is as per **FLOWCHART 2**.

4.2.11 Applicant to proceed with application and arrangement for Pre-shipment inspection to SIRIM or FIB. Applicant must notify SIRIM the time and date for inspection at least five (5) days in advance.

4.2.12 Applicant must provide shipping documents (Import documents, Invoice and Packing List) and Manufacturing License (ML) or Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) issued by MIDA.

4.2.13 Applicant must arrange for the Pre-shipment inspection activity.

4.2.14 The authorized inspector will conduct the Pre-shipment inspection on selected samples based on sampling method according to ISO 2859-1:1999.

4.2.15 The Pre-shipment inspection will cover the following activities:

(i) Visual inspection
(ii) Segregation and measure

- All cost of waste segregation and manpower for segregation works must be paid by applicant. These segregation works must be witnessed by the authorized inspector

(iii) Radiation(Scan and measure = +0.25 μGy/h max.)

4.2.16 Upon completion of the inspection, the Pre-shipment inspection report will be issued to the applicant.

4.2.17 The Pre-shipment inspection report (issued by SIRIM or FIB) must contain information on:

- Visual inspection of the vessel transporting the waste paper
- Evidences such as photos of inspection and waste paper
- Visual evidence of loading of the waste paper including the final condition of the waste paper (inside vessel or container)
- Visual evidence of segregation and grouping
- Verification of shipping documents (Import documents, Invoice and Packing list) and Manufacturing License (ML) or Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) issued by MIDA
- Method of sampling according to ISO 2859-1:1999
- Segregation, calculation, interpolation, weighing
- Testing report on scheduled wastes, other impurities and hazardous elements (if applicable)

4.2.18 If the Pre-shipment inspection results do not comply with the criteria in this Guideline, the waste paper is not allowed to be imported into Malaysia.

4.2.19 If the Pre-shipment inspection results comply with this Guideline, the waste paper is allowed to be imported into Malaysia and the applicant may proceed to apply for COA from SIRIM. Refer clause 4.3.

4.2.20 The Pre-shipment inspection report is valid for three (3) months.

4.2.21 The complete process flow for Pre-shipment Inspection is as per **FLOWCHART 3**.

4.3 **Application for Certificate of Approval (COA)**:

4.3.1 Application for COA is **ONLY ALLOWED** for applicants who fulfilled the preconditions/pre qualifiers listed in clause 3.

4.3.2 Documents to be submitted by the applicant for application of COA are as follows:

No.	Document required
1.	Shipping documents (Invoice, Packing List & Import Documents)
2.	Valid Pre-shipment inspection report (For Method Type 1A, 1B and 1C)
3.	Inspection reports issued by SIRIM Approved MRF (For Method Type 2 only)
4.	Proof of SIRIM Approved MRF Certificate (For Method Type 2 only)
5.	Proof of manufacturing license (ML) or Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) issued by MIDA.
6.	Bank Guarantee
7.	SIRIM Certificate
8.	Shipping Insurance Policy
9.	Tariff Code Classification Letter issued by RMCD

4.3.3 SIRIM will evaluate completed documents submitted by the applicant for COA. Non-satisfactory information or incomplete application will be rejected. Re-application is allowed should COA conditions be fulfilled and the required documents are complete.

4.3.4 Upon acceptance of COA application, SIRIM will notify and issue an invoice to the applicant, and applicant must make payment for the following fees:

- COA; and
- Post-shipment inspection – for Method Type 1C only; or
- Inspection at factory storage yard – for Method Type 2 only

4.3.5 Once SIRIM receives payment from the applicant, SIRIM will issue COA EXCEPT for applicant that chooses Method Type 1C. The validity of COA is one (1) month. For applicant that choose Type 1C can proceed with Post-shipment inspection process before COA can be issued. Refer clause 4.4.

4.3.6 Applicant that has received COA from SIRIM (Method Type 1A, Type 1B or Type 2) can proceed to obtain clearance approval at port of entry from RMCD and Port Authority/Port Operator to deliver the imported waste paper to designated/manufacturer premises. Manufacturer may proceed for manufacturing processes.

4.3.7 SIRIM shall conduct inspection at the factory's storage yard to ensure consistent compliance of the incoming imported waste paper to the requirements and criteria of this Guideline for importation using Method Type 2.

4.3.8 SIRIM will undertake audit checks at the manufacturer's premises under SIRIM Certification/ SIRIM Eco-Label Certification scheme or conduct inspection/verification services at manufacturing premises to ensure the manufacturers are consistently able to process waste that meets standard requirements and requirements under this Guideline.

4.3.9 The complete process flow for Application for COA is as per **FLOWCHART 4.**

4.4 Post-shipment Inspection for COA Issuance - for Method Type 1C only

4.4.1 Applicant must undertake Post-shipment Inspection process by SIRIM for all imported waste paper into Malaysia via sea mode of transport using Method Type 1C at port of entry before COA can be issued.

4.4.2 Post-shipment inspection must be performed by SIRIM authorized inspector.

4.4.3 Applicant must notify SIRIM the time and date for inspection at least three (3) days in advance.

4.4.4 Applicant must provide "ORIGINAL" copy of the Shipping Documents i.e Pre- shipment inspection report, Invoice, Packing List & Bill of Lading during the inspection.

4.4.5 Applicant must arrange inspection for the Post-shipment activity at designated area prepared by Port Authority/ Port Operator at Port of Entry as follows:

(i) The authorized inspector will conduct sampling of the container using AQL from standard ISO 2859-1:1999

(ii) All the selected samples are required to be inspected at the designated area prepared by Authority at port of entry

Example:

Imported waste paper using containers = 50 containers

Sampling using AQL (General Inspection Level II, 6.5) = 8 containers

From each 8 containers, 2 bales will be taken for:

1) Visual inspection
2) Drilling process and visual inspection
3) Radiation (Scan and measure = +0.25 µGy/h max.)

The external exposure of the radiation rate for the material including the packaging shall not exceed +0.25µGy/h than the normal natural background radiation level.

Example : Natural background level = 0.1

Radiation reading = 0.1 + 0.25µGy/h

= 0.35µGy/h max.

4.4.6 Upon completion of Post-shipment inspection, SIRIM will issue an inspection report to the applicant on the inspection conducted.

4.4.7 If Post-shipment results do not comply with the requirements under this Guideline, the Applicant shall return the imported waste paper to the country of origin or appropriately dispose of it in an environmentally sound manner at their own cost. Refer clause 3.2.1 (ii).

4.4.8 If Post-shipment results comply with the criteria requirements under this Guideline, SIRIM will issue the COA.

4.4.9 Upon completion of Post-shipment inspection, SIRIM will issue an inspection report to the applicant that will contain information on:

- Verification of Pre-shipment inspection report
- Evidences such as photos of inspection and waste paper
- Visual inspection of the vessel transporting the waste paper.
- Visual inspection of unloading the waste paper
- Visual evidence of any finding from visual inspection
- Verification and evidence of shipping documents (Invoice, Packing List & Bill of Lading) and Manufacturing License (ML) or Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) issued by MIDA
- Method of sampling

- Testing report on scheduled wastes, other impurities and hazardous elements (if applicable)

4.4.10 Upon issuance of the COA, the applicant can proceed to obtain clearance approval from RMCD and Port Authority/Port Operator to deliver the imported waste paper to designated/manufacturer premises.

4.4.11 SIRIM will undertake audit verification at on the manufacturer's premises under SIRIM Certification/SIRIM Eco-Label scheme or conduct inspection/verification services at manufacturing premises to ensure that manufacturers are adhering to standard set and requirements under this Guideline.

4.4.12 The complete process flow for Post-shipment inspection for COA issuance is as per **FLOWCHART 5**.

4.5 Inspection at Factory Storage Yard (For Method Type 2 Only)

4.5.1 Applicant must undertake inspection process for all imported waste paper into Malaysia by each shipment using Method Type 2 at factory storage yard.

4.5.2 The inspection must be performed by SIRIM authorized inspector.

4.5.3 Applicant must notify SIRIM the time and date for inspection at least three (3) days in advance.

4.5.4 Applicant must provide "ORIGINAL" copy of Shipping Documents i.e K1 Form, Invoice, Packing List & Bill of Lading during the inspection.

4.5.5 Applicant must arrange full process for inspection for the inspection to be undertaken.

(i) The authorized inspector will conduct sampling of the containers based on using AQL from standard ISO 2859-1:1999
(ii) All the selected samples are required to be inspected at the designated factory incoming storage yard.

Example:
Imported waste paper using containers = 50 containers
Sampling using AQL (General Inspection Level II, 6.5) = 8 containers
From each 8 containers, 2 bales will be taken for:

- Visual inspection
- Segregation and measure
- Radiation (Scan and measure)
  The external exposure of the radiation rate for the material including the packaging shall not exceed +0.25μGy/h than the normal natural background radiation level.

Example : Natural background level = 0.1
Radiation reading = 0.1 + 0.25µGy/h
= 0.35µGy/h max.

4.5.6 Upon completion of inspection, SIRIM will issue an inspection report to the applicant that will contain information on:

- Evidences such as photos of inspection and waste paper.
- Visual inspection of the vessel transporting the waste paper.
- Visual inspection of unloading the waste paper.
- Visual evidence of any finding from visual inspection
- Verification and evidence of shipping documents (K1 form, Invoice, Packing List & Bill of Lading) and Manufacturing License (ML) or Confirmation Letter for a Company Exempted from Manufacturing License (ICA 10) issued by MIDA.
- Proof of SIRIM Approved MRF obtained.
- Method of sampling.
- Testing report on scheduled wastes, other impurities and hazardous elements (if applicable)

4.5.7 If inspection results do not comply with the requirements under this Guideline:

- SIRIM will suspend the SIRIM Approved Waste Paper Certificate obtained prior.
- Applicant to manage the waste/scheduled wastedisposal (if applicable).
- Applicant not approved to continue importing waste paper via Method Type 2

4.5.8 SIRIM will undertake audit verification at on the manufacturer's premises under SIRIM Certification/Eco-Label scheme or conduct inspection/verification services at manufacturing premises to ensure the manufacturers are adhering to standard set and requirements under this Guideline.

4.5.9 The complete process flow for Post-shipment inspection for COA issuance is as per **FLOWCHART 6**.

4.6 Criteria for Inspection

4.6.1 The criteria for inspection are as follows;

No	Criteria Grouping	Requirement(s)
1.	Type and grade of paper	MS EN (P) 643: 2021 Paper and board – European list of standard grades of paper and board for recycling.
2.	Scheduled waste	0%

Note: Unintentional traces of scheduled waste aiming at 0% should not be penalised

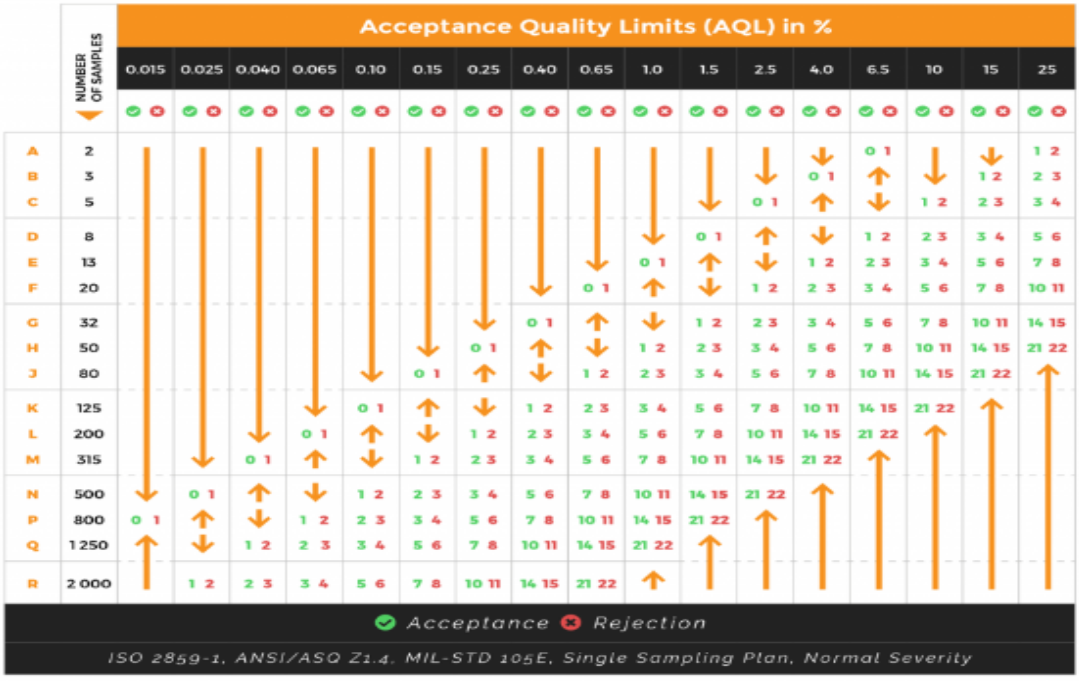
4.7 Sampling Plan for Inspection

4.7.1 Authorized inspector will select samples from each grouping based on MS ISO 2859-1, Sampling Plan according to General Inspection Level II and Acceptance Quality Limit (AQL) 6.5. Refer **TABLE 2.**

TABLE 2: MS ISO 2859-1, SAMPLING PLAN ACCORDING TO GENERAL INSPECTION LEVEL II AND ACCEPTANCE QUALITY LIMIT (AQL) 6.5.

	General Inspection Levels			Special Inspection Levels			
Lot size (Number of ordered products)	I	II	III	S-1	S-2	S-3	S-4
2 → 8	A	A	B	A	A	A	A
9 → 15	A	B	C	A	A	A	A
16 → 25	B	C	D	A	A	B	B
26 → 50	C	D	E	A	B	B	C
51 → 90	C	E	F	B	B	C	C
91 → 150	D	F	G	B	B	C	D
151 → 280	E	G	H	B	C	D	E
281 → 500	F	H	J	B	C	D	E
501 → 1 200	G	J	K	C	C	E	F
1 201 → 3 200	H	K	L	C	D	E	G
3 201 → 10 000	J	L	M	C	D	F	G
10 001 → 35 000	K	M	N	C	D	F	H
35 001 → 150 000	L	N	P	D	E	G	J
150 001 → 500 000	M	P	Q	D	E	G	J
500 001 → 10000000	N	Q	R	D	E	H	K

ISO 2859-1, ANSI/ASQ Z1.4, MIL-STD 105E, Single Sampling Plan



5 SIRIM SCHEDULE OF FEES

a. Pre-Shipment Inspection Fees by SIRIM (Sea Mode/ Land Mode of transport)

No.	Description	Fee (RM)
1.	**Pre-shipment Inspection Fee including Inspection Report per shipment**	
	• < 500 MT	RM 2,450
	• 500 – 1,000 MT	RM 2,500 – 3,000
	• 1000 – 2,000 MT	RM 3,000 – 4,000
	• > 2000 MT:	
	○ First 2,000 MT	RM 4,000
	○ Subsequent weight (>2,000MT)	RM 1.25/MT
2.	**Incidental for Pre-shipment inspection fee (Sea mode of transport)**	As charged, where applicable for accommodation, living allowances and transportation
3.	**Incidental for Pre-shipment inspection fee (Land mode of transport)**	RM 0.80 / km

b. COA Fee

No.	Description	Fee (RM)
1.	**New application fee & Issuance of Certificate of Approval (COA) / Shipment** *(Payable upon application & non-refundable)*	RM350 / Shipment

c. Post-Shipment Inspection Fee for Method Type 1C

No.	Description	Fee (RM)
1.	**Post-shipment Inspection Fee for every sample container** • First 3 containers — RM 300 • Subsequent 1 sample container — RM 100 • SIRIM QAS Inspection Report — RM 500 **Example:** Imported waste paper using container = 10 containers Sampling using AQL (General Inspection Level II, 6.5) = 3 containers Total fee for first 3 containers = RM 100 x 3 = RM 300 Inspection Report = RM 500 Total = RM 800 **Note:** From each 3 containers, 2 bales will be taken for: 1) Visual inspection 2) Drilling process and visual inspection 3) Radiation inspection (Scan and measure method)	
2.	**Incidental for Post-shipment Inspection:** SIRIM at its discretion will assign an authorized inspector from SIRIM branch that nearest to the Port of Entry.	Refer **TABLE 3**: Incidental for Post-shipment Inspection

Table 3: Incidental for Post-Shipment Inspection – Type 1C

SIRIM HQ to Port (Central Region)

No	Port	Incidental (RM)/Round Trip
1.	West Port, Klang	72
2.	North Port, Klang	48
3.	Lumut Port, Perak	336

SIRIM Johor to Port

No	Port	Incidental (RM) /Round Trip
1.	Johor Port, Pasir Gudang	72
2.	Tanjung Langsat Port, Pasir Gudang	96
3.	Tanjung Pelepas Port, Gelang Patah	72

SIRIM Penang to Port

No	Port	Incidental (RM)/Round Trip
1.	NBCT Port	24
2.	BWCT Port	24

SIRIM Pahang to Port

No	Port	Incidental (RM) /Round Trip
1.	Kuantan Port, Pahang	24
2.	Kertih Port, Terengganu	160
3.	Kemaman Port, Terengganu	160

SIRIM Sarawak to Port

No	Port	Incidental (RM)/Round Trip
1.	Kuching Port	16
2.	Miri Port	Flight Ticket + Incidental (0.80/km)
3.	Bintulu Port	Flight Ticket + Incidental (0.80/km)
4.	Sibu Port	Flight Ticket + Incidental (0.80/km)

SIRIM Sabah to Port

No	Port	Incidental (RM)/ Round Trip
1.	Kota Kinabalu Port	40
2.	Sepanggar Port	24
3.	Sandakan Port	Flight Ticket + Incidental (0.80/km)
4.	Tawau Port	Flight Ticket + Incidental (0.80/km)
5.	Lahad Datu	Flight Ticket + Incidental (0.80/km)
6.	Labuan Port	Flight Ticket + Incidental (0.80/km)

d. Inspection at Factory Storage Yard (For Method Type 2 only)

<table>
<tr><th>No.</th><th>Description</th><th>Fee (RM)</th></tr>
<tr><td>1.</td><td colspan="2">

Inspection Fee for every sample container

<table>
<tr><td>• First 3 containers</td><td>RM 300</td></tr>
<tr><td>• Subsequent 1 sample container</td><td>RM 100</td></tr>
<tr><td>• SIRIM QAS Inspection Report</td><td>RM 500</td></tr>
</table>

Example:
Imported waste paper using container = 10 containers
Sampling using AQL (General Inspection Level II, 6.5) = 3 containers

Total fee for 3 containers = RM 100 x 3 = RM 300
Inspection Report = RM 500
Total = RM 800

Note:
From each 3 containers, 2 bales will be taken for:
1) Visual inspection
2) Segregation
3) Radiation inspection (Scan and measure method)
</td></tr>
<tr><td>2.</td><td>**Incidental Charges for Inspection at Factory Storage Yard:**</td><td>As per SIRIM standard rate</td></tr>
</table>

6 CLIENT CHARTER

a. Registration of Foreign Inspection Body (FIB)

Evaluate Foreign Inspection Body	1 working day
Approval of Foreign Inspection Body	1 working day
Register in SIRIM Approved FIB list	1 working day
Total	3 working days

b. Pre-Shipment Inspection

SIRIM issue invoice	1 working day
SIRIM performs inspection at Country of Origin	2-5 working days
SIRIM Issue inspection report to Applicant	2 working days
Total	5-8 working days

c. Application for COA

SIRIM evaluates submitted shipping documents	1 working day
SIRIM issues invoice	1 working day
Total	2 working days

d. Post-shipment inspection (For Method Type 1C only)

Post-shipment inspection	1-4 working days
Inspection report and Approval	1 working day
Total	2-6 working days

e. COA Issuance

COA issuance upon payment (Type 1A, Type 1B and Type 2)	1 working day
COA issuance upon compliance of Post-shipment Inspection (Type 1C)	1 working day

f. Inspection at Factory Storage Yard (For Method Type 2 only)

SIRIM issues quotation	1-2 working days
SIRIM schedules inspection	1-2 working days
SIRIM conduct inspection	1-5 working days
Inspection report and Approval	1-2 working day
Total	4-11 working days

g. SIRIM Approved MRF (For Method Type 2 only)

SIRIM conduct document evaluation	1-2 working days
SIRIM issue Quotation	3-5 working days
SIRIM schedule for audit	1-2 working day
SIRIM conduct process audit for the MRF	1-3 working day/site
Total	6 – 12 working days

7 GLOSSARY OF TERMS

7.1 **Applicant** – A party (manufacturer with ML or ICA10 Manufacturer) who applies for the importation of waste paper into Malaysia.

7.2 **Authorized inspector** – Person who is responsible for performing the inspection activity authorized by SIRIM.

7.3 **Bonded warehouse** – Customs-controlled warehouse for the retention of imported goods.

7.4 **Certificate of Approval (COA)** – Certificate of Approval or permit issued to importer for waste paper which has been inspected as complying with these Guidelines and other specified standards, technical specification, technical checklist and/or technical declaration.

7.5 **Foreign Inspection Body** – Inspection body accredited to ISO/IEC 17020 with waste paper inspection scope that has been registered with SIRIM.

7.6 **ICA10 manufacturers -** Manufacturers who are exempted from Manufacturing License from MITI but granted with Exemption from Manufacturing License from Malaysian Investment Development Authority (MIDA) (ICA10).

7.7 **Inspection** - means examination of a goods, process, service, or installation or their design and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements.

7.8 **Inspection report –** A report from SIRIM or Foreign Inspection Body for the waste paper inspection.

7.9 **Manufacturing License (ML) holder**– A manufacturing company which already registered with Companies Commission of Malaysia (SSM) and obtained Manufacturing License (ML) from MITI and other licenses from relevant local authorities.

7.10 **Pre-shipment Inspection** – means an inspection conducted for waste paper at country of origin by SIRIM or FIB

7.11 **Post-shipment Inspection** – means an inspection conducted for waste paper at all Port of Entry in Malaysia before COA is approved**.**

7.12 **Scheduled waste** - any waste that falls within the category of waste listed in the First Schedule, Environmental Quality (Scheduled Wastes) Regulations 2005.

7.13 **Shipping document** – A set of documents consist of Inspection Report, Invoice, Packing List and Import Documents

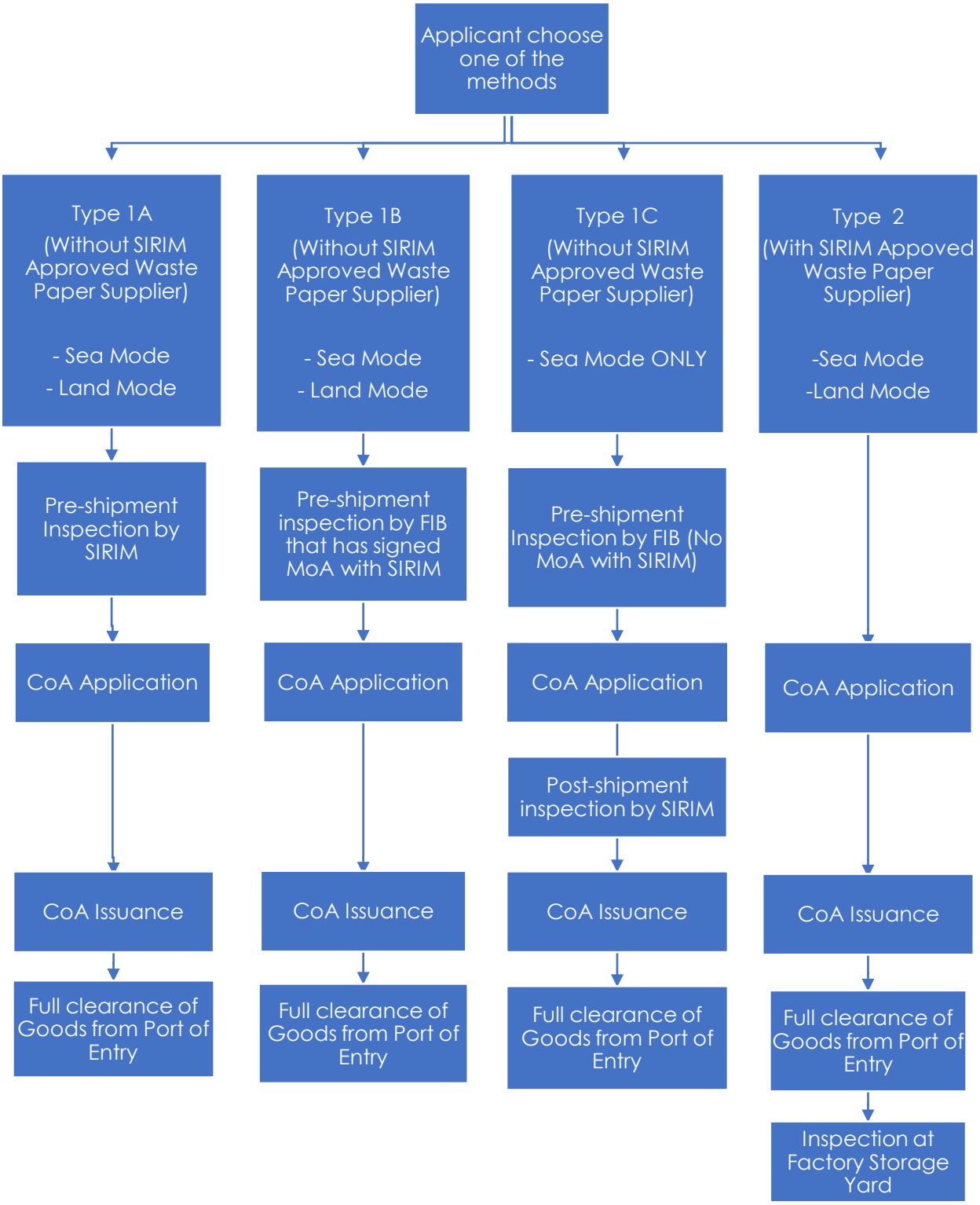
7.14 **Waste paper** - paper discarded after use. Paper – a material made of cellulose pulp derived mainly from woods or rags or certain grasses.

8. REFERENCES

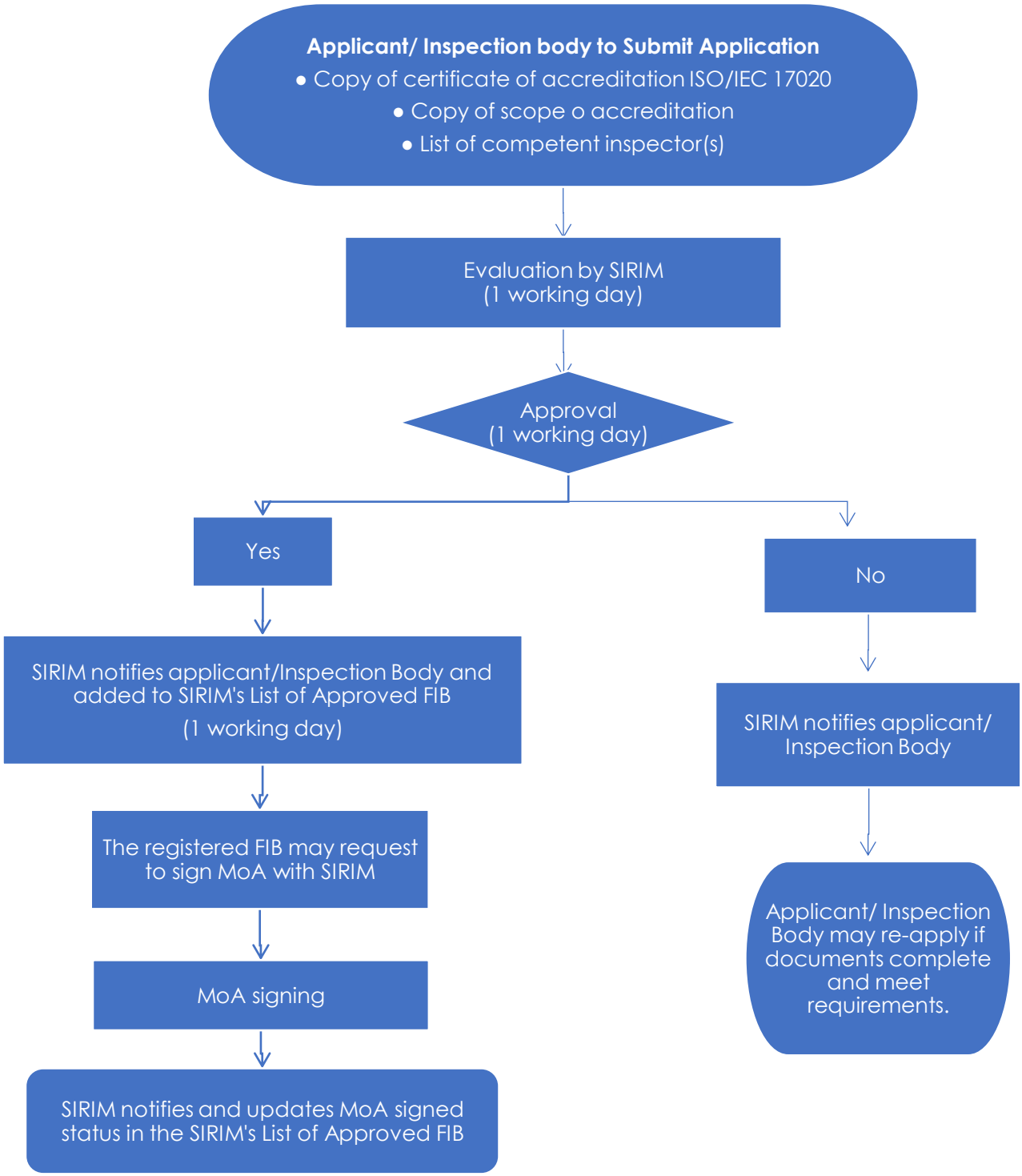
The following reference documents are used for establishing this Guidelines for Importation and Inspection of Waste Paper. For undated references, the latest edition of the reference document (including any amendment) applies.

No.	References
1.	**MS EN (P) 643:2021** Paper and board – European list of standard grades of paper and board for recycling
2.	**ISO 2859-1:1999** Sampling procedures for inspection by attributes – Part 1: Sampling schemes indexed by acceptance quality limit (AQL) for lot-by-lot inspection
3.	**ISO 4046-4** Paper, board, pulps and related terms – Vocabulary
4.	DOE "First Schedule, Environmental Quality (Scheduled Wastes) Regulations 2005"
5.	DOE "Environmental Quality Act 1974"
6.	GB 16487.7-2017 Environmental Protection Control Standard for Imported Solid Waste as Raw Material

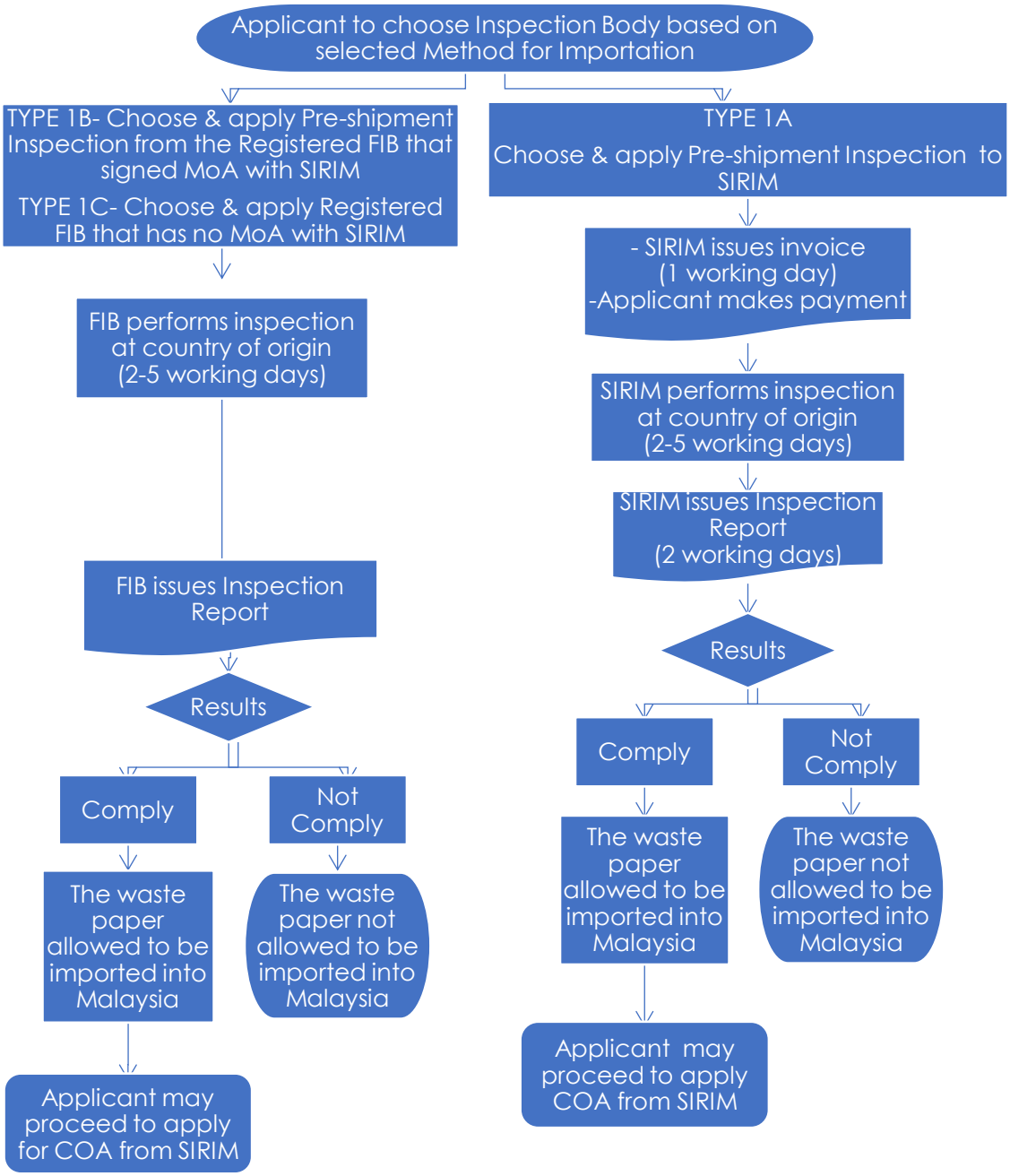
FLOWCHART 1- OVERVIEW OF THE PROCEDURE FOR IMPORTATION AND INSPECTION OF WASTE PAPER INTO MALAYSIA



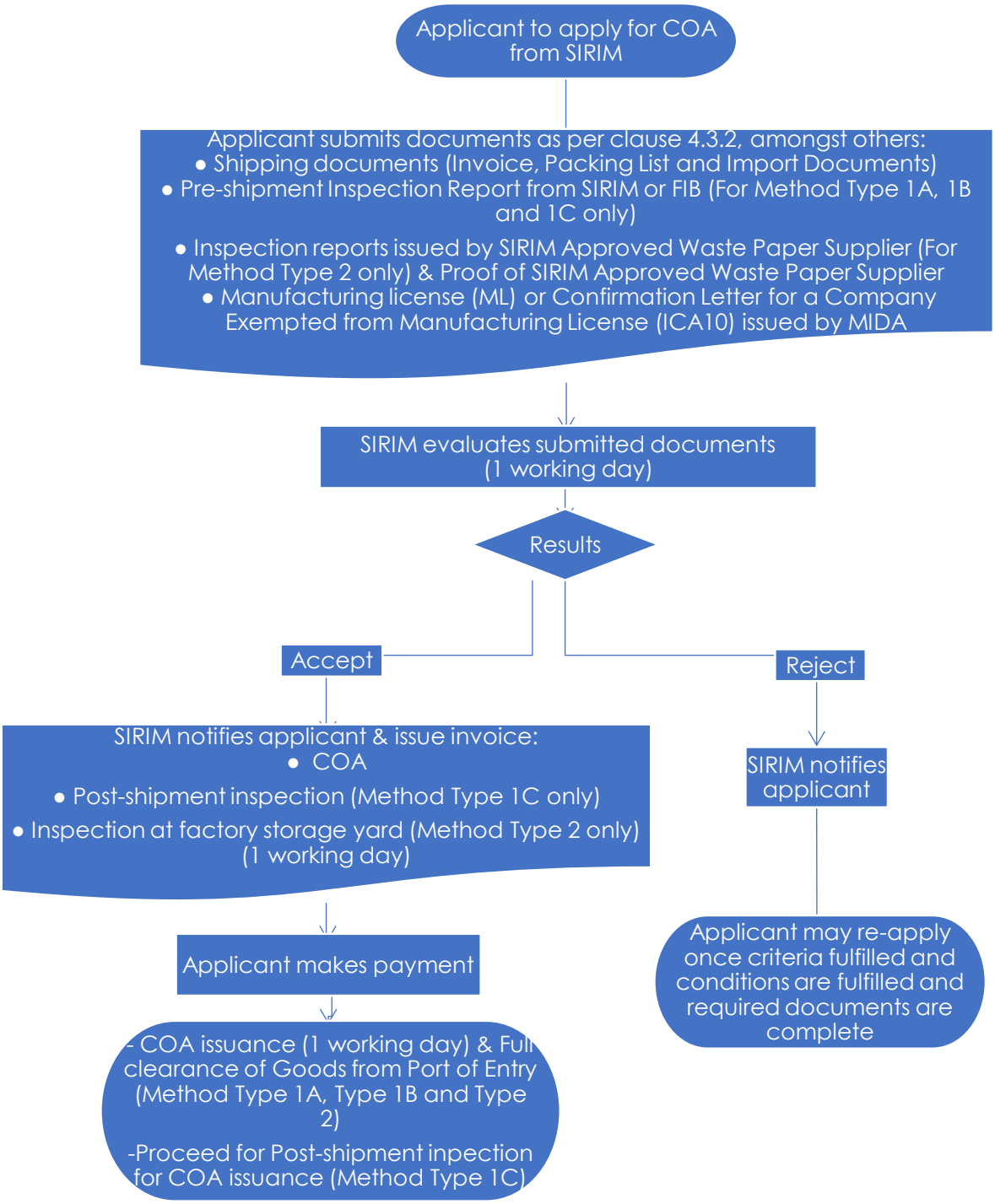
FLOWCHART 2 - REGISTRATION OF FOREIGN INSPECTION BODY (FIB)



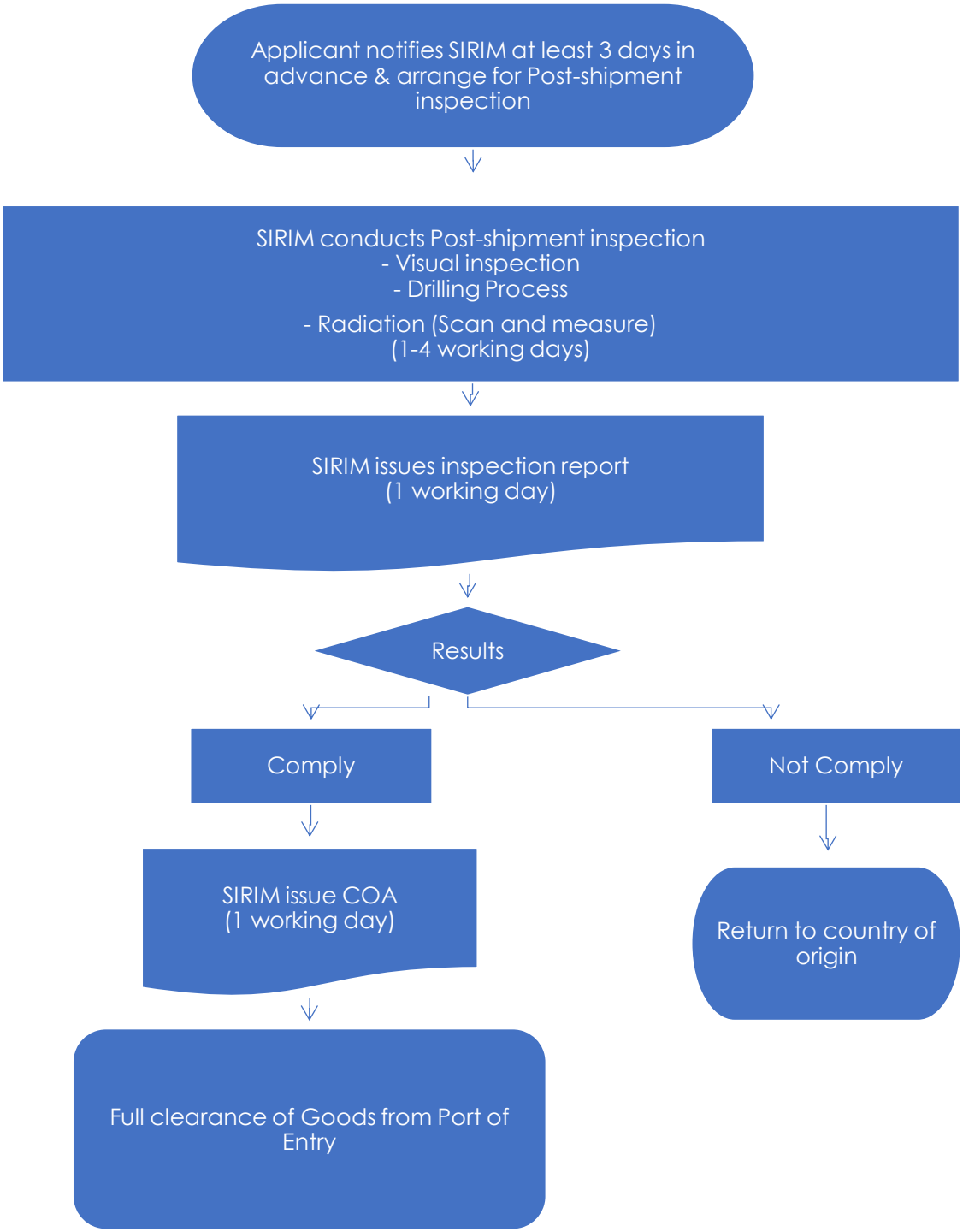
FLOWCHART 3 - PRE-SHIPMENT INSPECTION (APPLICABLE FOR METHOD TYPE 1A, 1B AND 1C)



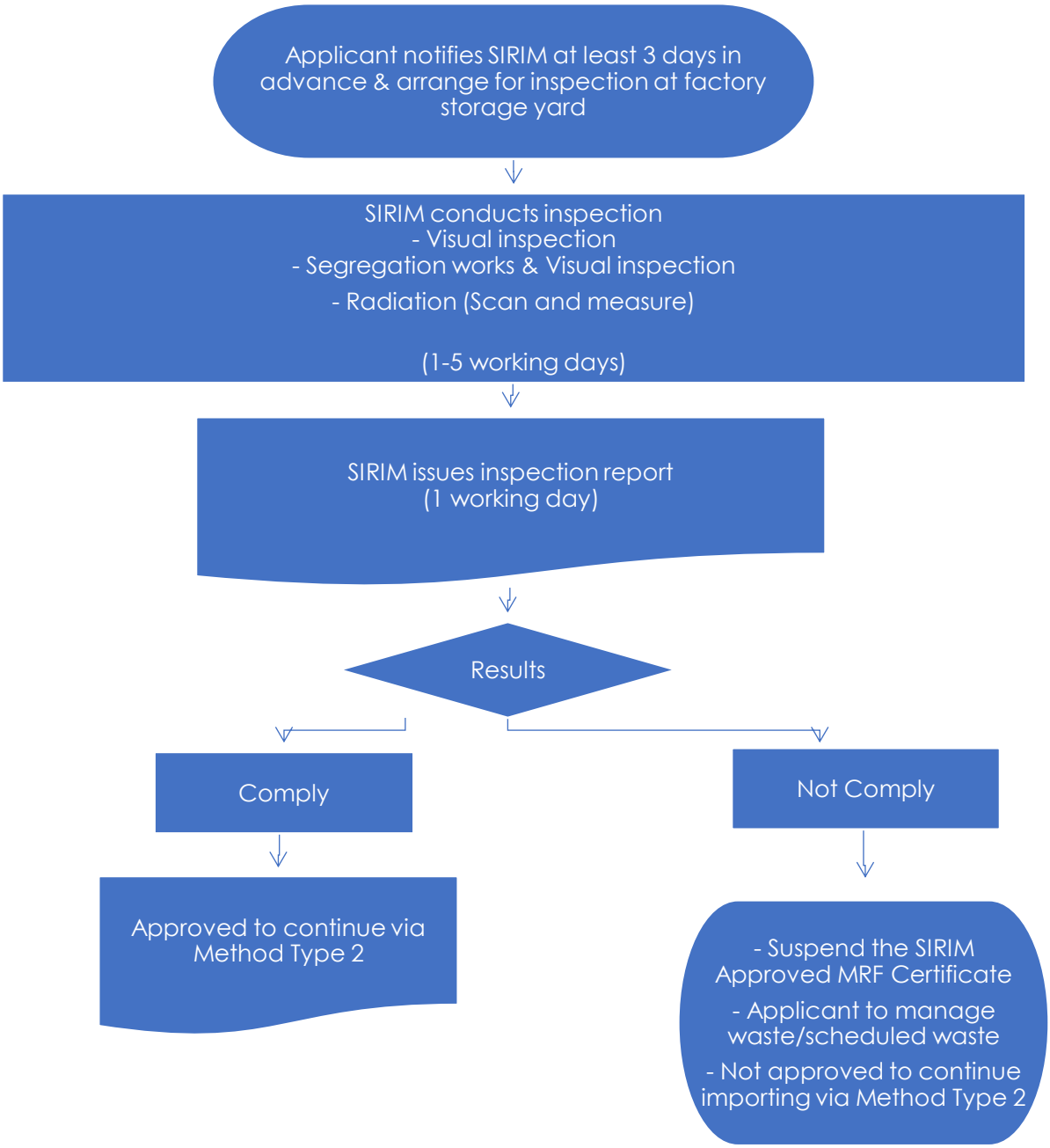
FLOWCHART 4 - COA APPLICATION



FLOWCHART 5 – POST SHIPMENT INSPECTION FOR METHOD TYPE 1C ONLY



FLOWCHART 6: INSPECTION AT FACTORY STORAGE YARD (METHOD TYPE 2 ONLY)



ANNEX I

EXAMPLES OF IMPORTED WASTE PAPER

Importation for waste paper under this Guideline only allows for the following Tariff codes:

(i) HS Code 4707.10: Unbleached kraft paper or paperboard or corrugated paper or paperboard
(ii) HS Code 4707.20: Other paper or paperboard made mainly of bleached chemical pulp, not coloured in the mass
(iii) HS Code 4707.30: Paper or paperboard made mainly of mechanical pulp (for example, newspapers, journals and similar printed matter)

Refer **ANNEX I** for sample of pictures for each tariff code

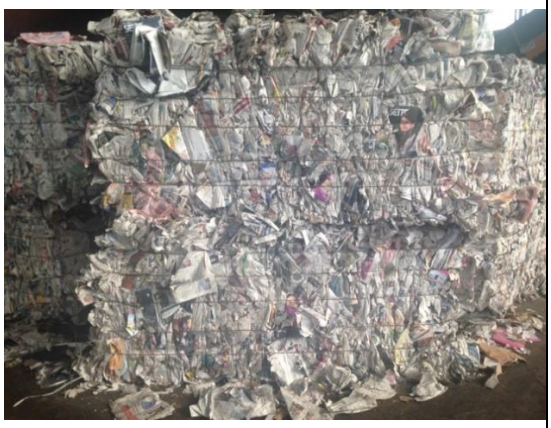
The waste paper of tariff code HS Code 4707.90 (Other, including unsorted waste and scrap) is **not allowed** to be imported into Malaysia.

A. EXAMPLES OF WASTE PAPER ALLOWED TO BE IMPORTED

1. HS Code 4707.10: Unbleached kraft paper or paperboard or corrugated paper or paperboard

2. HS Code 4707.20: Other paper or paperboard made mainly of bleached chemical pulp; not coloured in mass

3. HS Code 4707.30 : paper or paperboard made mainly of mechanical pulp (for example newspaper, journals and similar printed materials)



EXAMPLES OF WASTE PAPER NOT ALLOWED TO BE IMPORTED:

1. HS Code 4707.90: (Other, including unsorted waste and scrap)

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