



GUIDELINES FOR IMPORTATION AND INSPECTION OF WASTE PAPER



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1. INTRODUCTION

- 1.1 Under the purview of Ministry of International Trade and Industry (MITI), all waste and scrap (recovered) papers intended to be imported into Malaysia are subjected to inspection process.
- 1.2 This document specifies the minimum requirements and process guideline for all applicants on the inspection and importation of waste and scrap (recovered) papers.
- 1.3 All applicants shall adhere to the requirements and processes as specified in this document.

2. SCOPE OF APPLICATION

- 2.1 This guideline covers all incoming waste and scrap (recovered) papers used in recycling.
- 2.2 It is applicable for inspection at local and overseas.

3. DEFINITIONS

- 3.1 **Applicant** – A party who applies for the importation of waste and scrap (recovered) papers into Malaysia.
- 3.2 **Licensee** – A manufacturing company registered with Company Commission of Malaysia (SSM) and obtained manufacturing or processing license from relevant authority.
- 3.3 **Shipping document** – A set of documents consist of Inspection Report, Packing List, Bill of Lading, K1 form and Invoice.
- 3.4 **Authorized inspector** – Person who is responsible for performing the inspection activity authorized by SIRIM QAS International Sdn. Bhd.
- 3.5 **Foreign Inspection Body** – Inspection body accredited to ISO/IEC 17020 that has been registered with SIRIM QAS International Sdn. Bhd.

3.6 **Inspection report** – A report from SIRIM QAS or foreign inspection body for the waste and scrap (recovered) papers inspection.

3.7 **Certificate of Approval (CoA)** – Certificate of Approval or permit issued to importer for waste and scrap (recovered) papers which has been certified as complying with the specified standards, technical specification, technical checklist and/or technical declaration.

3.8 **Recovered paper** – Waste paper recovered for use, reuse, reprocessing or recycling (ISO 4046-4, 4.150).

4. INSPECTION PROCESS

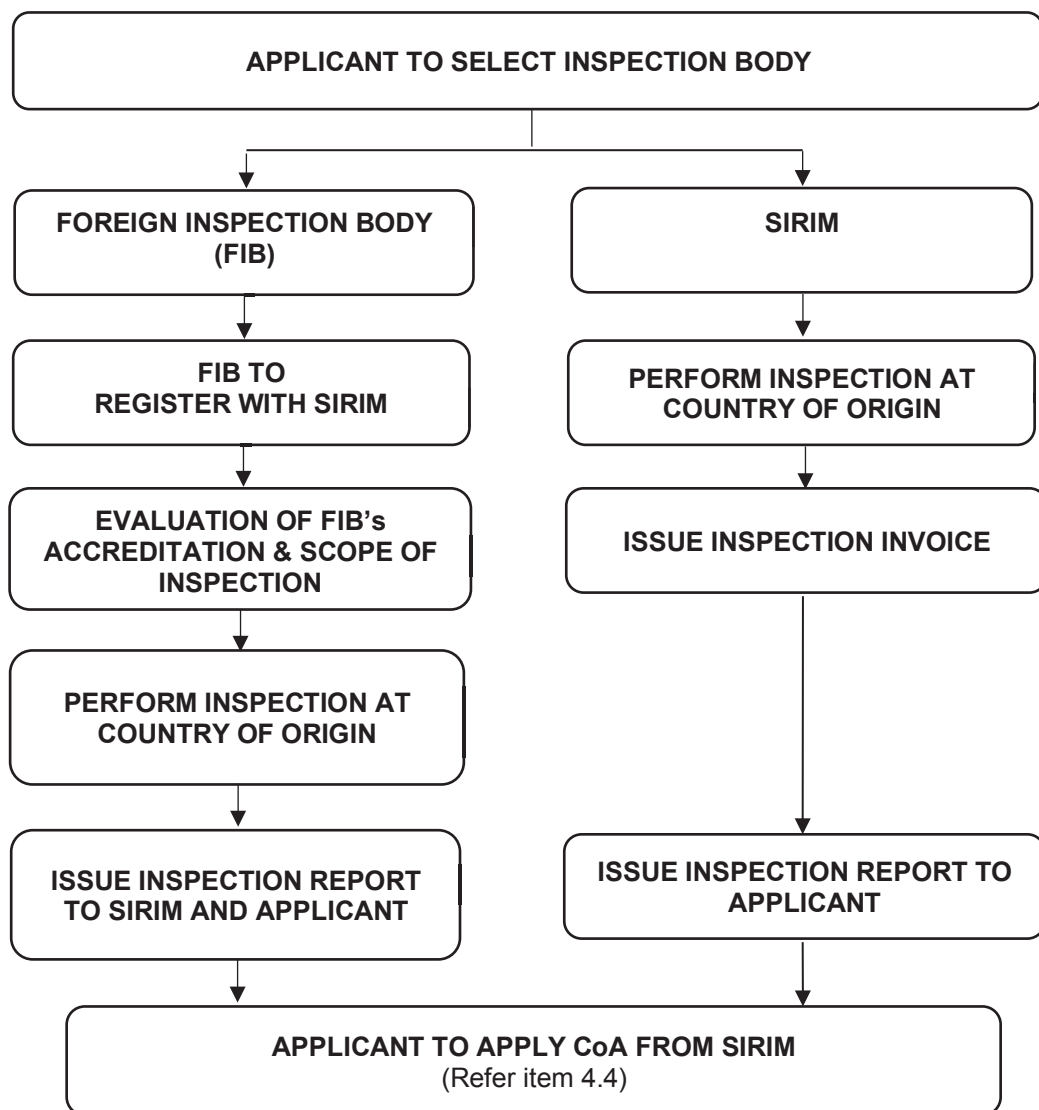
4.1 The inspection of waste and scrap (recovered) papers consists of three(3) main processes to be carried out in the following order:

- i. Pre-shipment Inspection
- ii. Issuance of Certificate of Approval (CoA)
- iii. Post-shipment Inspection

4.2 Inspection will be done on every shipment of incoming waste and scrap (recovered) papers.

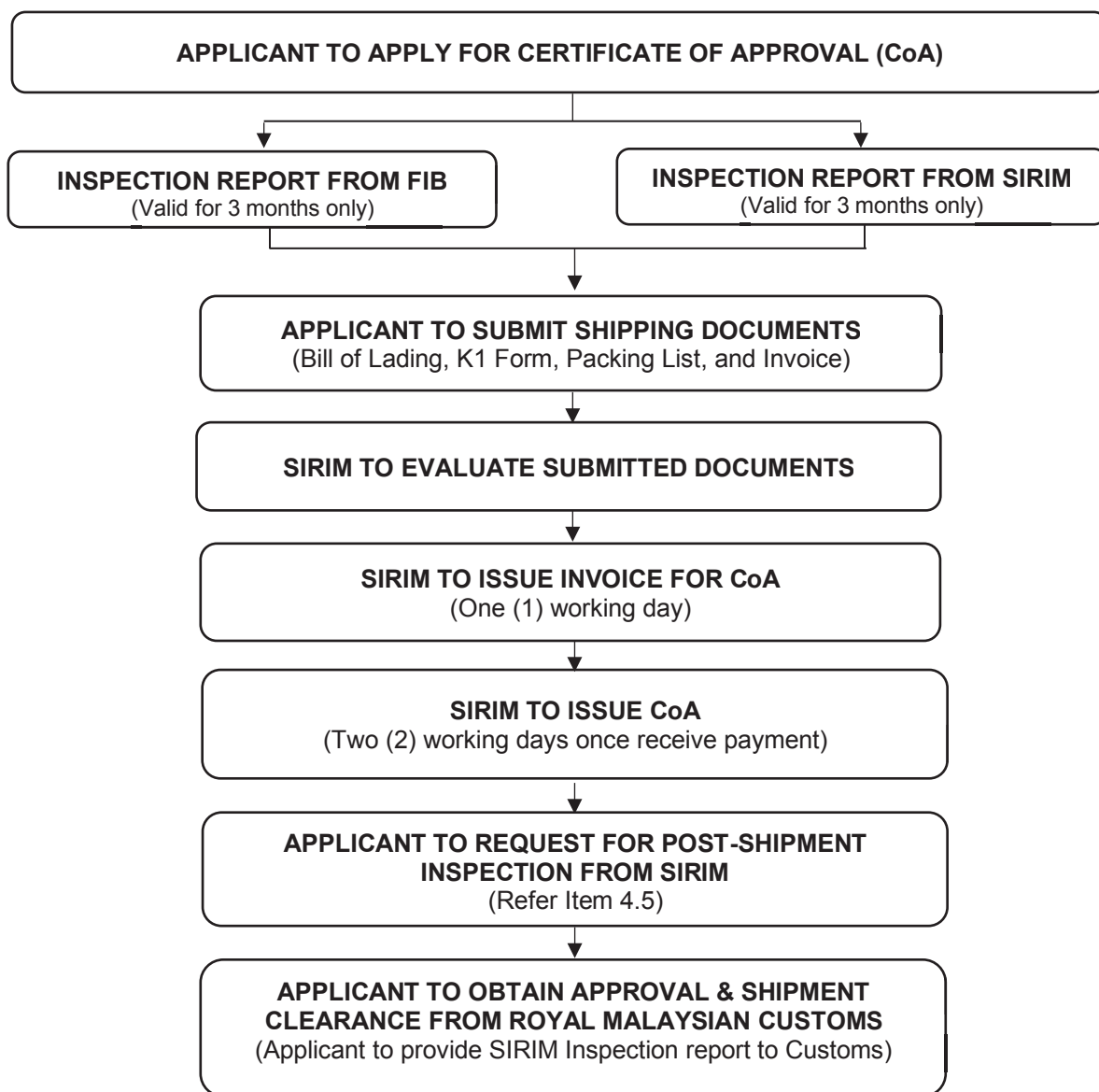
4.3 Pre-Shipment Inspection

- i. The Pre-shipment Inspection shall be performed by SIRIM or Foreign Inspection Body at country of origin. Applicant may choose the Inspection Body of preference (different process flow applies).
- ii. Applicant shall apply and complete Pre-shipment Inspection process before submission of CoA application to SIRIM can be done.
- iii. The complete process flow for Pre-shipment Inspection is depicted below:



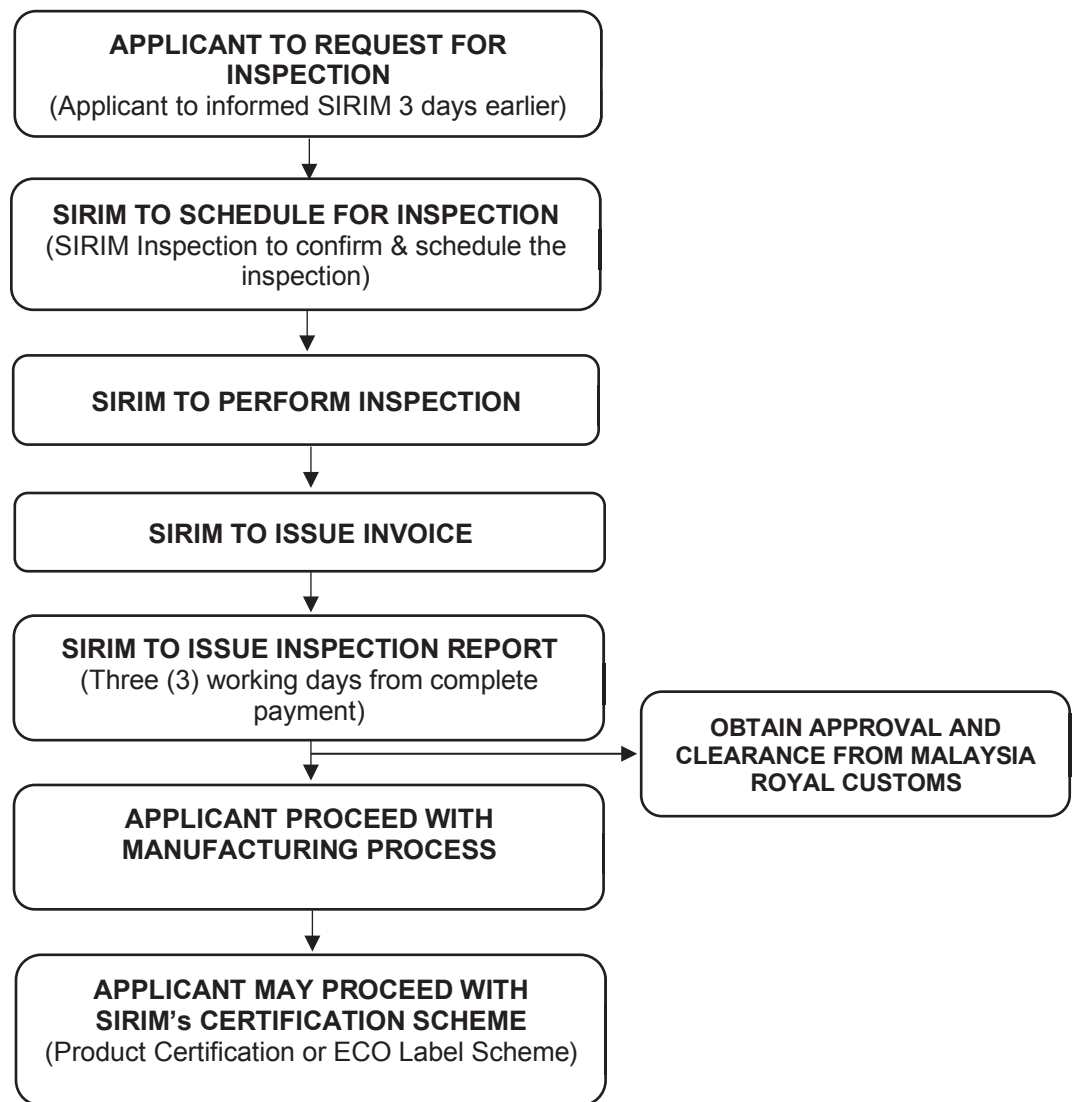
4.4 Application & Issuance of Certificate of Approval (CoA)

- i. Upon completion of Pre-shipment Inspection, applicant shall apply for CoA with SIRIM to be used for customs clearance.
- ii. During submission of CoA application, applicant needs to submit the following documents:
 - Certified True Copy from the Royal Malaysian Customs of shipping documents (K1 form, Packing list & Bill of lading)
 - Valid Pre-shipment inspection report
- iii. The complete process flow for Issuance of CoA is depicted below:



4.5 Post-Shipment Inspection

- i. The Post-shipment Inspection shall be performed by authorized inspector.
- ii. Applicant need to notify SIRIM QAS International Sdn Bhd. the time and date of inspection three (3) days in advance.
- iii. Applicant will arrange inspection activity for on-board/off-board inspection. SIRIM QAS International Sdn Bhd. shall verify the activity after the approval & clearance from the Royal Malaysian Customs.
- iv. The complete process flow for Post-shipment Inspection is depicted below:



4.6 Inspection Report

4.6.1 Pre-Shipment Report

Upon completion of pre-shipment inspection, report will be issued to applicant within three (3) working days after all requirements are met. The report will contain information on:

- i. Visual inspection of the vessel transporting the cargo
- ii. Visual evidence of loading/unloading of the cargo
- iii. Verification of shipping documents (K1 form, packing list & bill of lading) and Manufacturing or Processing License (ML)
- iv. Test Report on the relevant waste and scrap (recovered) papers standard
- v. Method of sampling
- vi. Segregation, calculation, interpolation, weighing and testing (if applicable)
- vii. Testing report on other hazardous elements (if applicable)

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

4.6.2 Post-Shipment Report

Upon completion of post-shipment inspection, report will be issued to applicant within three (3) working days after all requirements are met. The report will contain information on:

- i. Verification of pre-shipment report
- ii. Visual inspection of the vessel transporting the cargo
- iii. Verification of shipping documents (K1 form, packing list & bill of lading) and Manufacturing or Processing License (ML)
- iv. Verification of test report on the relevant waste & scrap standard
- v. Method of sampling
- vi. Segregation, calculation, interpolation, weighing and testing
- vii. Testing report on other hazardous elements (if applicable)

Post-shipment inspection report is valid for three (3) months

4.7 Criteria for Inspection

The criteria for inspection depend on the type of paper and are in accordance with the requirements specified in BS EN 643:2014, Paper and board – European list of standard grades of paper and board for recycling.

4.8 Sampling Plan for Inspection

The samples selected for inspection are in accordance with the sampling plan cited in BS EN 17085:2019, Paper and board – sampling procedures for paper and board for recycling.

6. REFERENCES

Standard	Description
BS EN 643:2014	Paper and board – European list of standard grades of paper and board for recycling.
BS EN 17085:2019	Paper and board – Sampling procedures for paper and board for recycling.
ISO 4046-4	Paper, board, pulps and related terms – Vocabulary



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