

# **GUIDELINES FOR IMPORTATION AND INSPECTION OF WASTE PAPER**

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(DRAFT  
REVISION)**



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## 1. INTRODUCTION

- 1.1 Under the purview of Ministry of International Trade and Industry (MITI), all waste paper intended to be imported into Malaysia are subjected to inspection process and issuance of Certificate of Approval (COA) as per Customs (Prohibition of Imports) Order 2017.
- 1.2 This Guideline specifies 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 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 importation of waste paper into Malaysia intended for manufacturing purposes 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 The waste paper of tariff code HS Code 4707.90 (Other, including unsorted waste and scrap) is **not allowed** to be imported into Malaysia.
- 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.
- (ii) Manufacturers who are exempted from Manufacturing License from MITI but issued with Exemption from Manufacturing License from Malaysian Investment Development Authority (MIDA) (ICA10)
- (iii) Third parties or subsidiary of the paper-based manufacturers who conduct trading activities (trading arm companies). Companies must have proof of document importing on behalf of manufactures as follows:
  - approved invoices from ML holders or ICA10 manufacturers; and
  - Memorandum of Agreement (MoA) with ML holders or ICA10 manufacturers.
  - Volume of imports by third parties or subsidiary of the paper-based manufacturers will be limited to the annual maximum quota of 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) & 2.5(ii) above.
- (ii) Traders that do not fulfil requirements specified in 2.5 (iii).

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 **If you are a manufacturer:**

- (i) Must have a valid Manufacturing License (ML) or a Confirmation Letter that the Company is exempted from Manufacturing License (ICA 10) issued by MIDA.
- (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 **ANNEX II** on the Process Flow to obtain a License under SIRIM Eco-label Certification 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 to verify and confirm the quota of raw materials and the maximum production capacity.
- (iv) Provide SIRIM with a Bank Guarantee. This Bank Guarantee will be determined based on the maximum shipping and incidental cost to country of origin (per shipment) to ensure compliance of the rules imposed through this Guideline.
- (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, manufacturer shall:

- (i) Return the imported waste paper to the country of origin or dispose of in the country with cost borne by importer/manufacturer.

Note:

- a. Non-compliant waste paper due to the presence of scheduled waste or hazardous substance shall be returned to country of origin.
  - b. Other non-compliances in which returning the imported waste paper to country of origin is not possible, the waste paper shall be disposed in the country.
  - c. SIRIM will issue Notification Letter and Suspension Letter for the non-compliance. SIRIM will lift the Suspension Letter if the actions as per clause 3.2(i) are taken or otherwise the applicant will be blacklisted.
- (ii) Agree that Bank Guarantee provided for COA application will be void if this Guideline is not complied with or false declaration is made and actions required as per clause 3.2.1 (i) are not taken or the shipment is abandoned at port of entry. The Bank Guarantee will be used to cover transportation and incidental costs particularly for shipment that will have to be returned to the country of origin or for disposal in the country.

- (iii) Ensure that the management of Schedule Waste resulting from segregation work (segregation) is handled in accordance with the requirements of the Environmental Quality (Scheduled Waste) Regulations 2005.
- (iv) Conduct an environmental audit based on Section 33A of the Environmental Quality Act 1974 on Schedule Waste management.

### 3.3 If you are a Trading Arm Company or a third-party importer:

- (i) Must have approved invoices from ML holders or ICA10 manufacturers, and Memorandum of Agreement (MoA) with ML holders or ICA10 manufacturers.
- (ii) Ensure the imported waste paper volume is proportionate to the quota of ML Holders/ ICA10 manufacturers accorded based on their annual production capacity.
- (iii) Ensure the ML Holders / ICA 10 manufacturers hold a License under SIRIM Certification / Eco-Label scheme or undertake inspection/verification services at manufacturing premises from SIRIM.
- (iv) Provide SIRIM with a Bank Guarantee. This Bank Guarantee will be determined based on the maximum shipping and incidental cost to country of origin (per shipment) to ensure compliance of the rules imposed.

#### 3.3.1 In the event of non-compliance, the trading arm company or a third party will have to:

- (i) Return the imported waste paper to the country of origin or dispose of in the country with cost borne by importer/trading arm company/ third party.

Note:

- a. Non-compliant waste paper due to the presence of scheduled waste or hazardous substance shall be returned to country of origin.
- b. Other non-compliances in which returning the imported waste paper to country of origin is not possible, the waste paper shall be disposed in the country.
- c. SIRIM will issue Notification Letter and Suspension Letter for the non-compliance. SIRIM will lift the Suspension Letter if the actions as per clause 3.3.1 (i) are taken or otherwise the applicant will be blacklisted.

- (ii) Agree that the Bank Guarantee provided for COA application will be void if this Guideline not complied with or false declaration is made and actions required as per clause 3.3.1 (i) are not taken or the shipment is abandoned at port of entry. The Bank Guarantee will be used to cover transportation and incidental costs particularly for shipment that will have to be returned to the country of origin or for disposal in the country.

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

- (i) Ensure that the declared consignee is a manufacturer or trading arm or a third party companies 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.

**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:

	<b>NO.</b>	<b>METHODS</b>
<b>WITHOUT SIRIM Approved Waste Paper Supplier</b>	(i)	Type 1A
	(ii)	Type 1B
	(iii)	Type 1C
<b>WITH SIRIM Approved Waste Paper Supplier</b>	(iv)	Type 2

Note:

- Refer **TABLE 1** for the details of each method.
- To be SIRIM Approved Waste Paper Supplier: applicants must apply for suppliers to be in the approved list by SIRIM. SIRIM will conduct evaluation and audit at the supplier's factory premises for approval. Refer **FLOWCHART 7** on the process flow to obtain SIRIM Approved Waste paper Supplier Certificate.

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.

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

REQUIREMENTS/PROCESSES	METHODS			
	WITHOUT SIRIM Approved Waste Paper Supplier			WITH SIRIM Approved Waste Paper Supplier
	TYPE 1A	TYPE 1B	TYPE 1C	TYPE 2
<b>1. Mode of Transport</b>	Sea Mode & Land Mode	Sea Mode & Land Mode	Sea Mode only  (Not applicable to Land Mode)	Sea Mode & Land Mode
<b>2. Manufacturer – has ML/ICA 10 Trading arm companies – has MoA and approved invoices with ML/ICA 10 manufacturing companies</b>	√ (Required)	√ (Required)	√ (Required)	√ (Required)
<b>3. SIRIM Certification/Eco-Label Certification License</b>	√ (Required)	√ (Required)	√ (Required)	√ (Required)
<b>4. Pre-shipment Inspection (at country of origin)</b>	√ (Done by SIRIM)	√ (Done by Foreign Inspection Body that has signed an MoA with SIRIM)	√ (Done by Foreign Inspection Body without MoA with SIRIM)	<b>X</b> (Not required)  However, Inspection Report issued by SIRIM Approved Waste Paper Supplier is required
<b>5. Post-shipment Inspection (Off-Board – Inside Port of Entry)</b>	<b>X</b> (Not required)	<b>X</b> (Not required)	√ (Required. Done by SIRIM)	<b>X</b> (Not required)
<b>6. Issuance of Certificate of Approval (COA)</b>	√ (Require compliance of Pre-shipment Inspection)	√ (Require compliance of Pre-shipment Inspection)	√ (Require compliance of Pre-shipment & Post-shipment Inspection)	√ (Not require Pre-shipment or Post-shipment inspection, but require Inspection Report issued by SIRIM Approved Waste Paper Supplier)
<b>7. Inspection at Factory Storage Yard</b>	<b>X</b> (Not required)	<b>X</b> (Not required)	<b>X</b> (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 an MoA with SIRIM and SIRIM will conduct its due diligence before proceeding.
- 4.2.9 The FIB that has signed an 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  $\mu$ Gy/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 For manufacturers, documents to be submitted 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 Waste Paper Supplier (For Method Type 2 only)
4.	Proof of SIRIM Approved Waste Paper Supplier 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

4.3.3 For trading arm companies, documents to be submitted for application of COA are as follows:

<b>No.</b>	<b>Document required</b>
1.	Shipping documents (Invoice, Packing List and Import Documents)
2.	Valid Pre-shipment inspection report (For Method Type 1A, 1B and 1C)
3.	Inspection reports issued by SIRIM Approved Waste Paper Supplier (For Method Type 2 only)
4.	Proof of SIRIM Approved Waste Paper Supplier 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.	Verified invoice from ML holders or ICA 10 manufacturers and Memorandum of Agreement (MoA) with ML holders or ICA 10 manufacturers
7.	Bank Guarantee
8.	SIRIM Certificate

4.3.4 SIRIM will evaluate completed documents submitted by the applicants 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.

4.3.5 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

4.3.6 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](#).

- 4.3.7 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.
- 4.3.8 SIRIM will regularly 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.
- 4.3.9 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.
- 4.3.10 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" 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.
  - (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 will have to return the imported waste paper to the country of origin or dispose of in the country at their own cost. Refer [clause 3.2.1 \(i\)](#) or [clause 3.3.1 \(i\)](#).
- 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/manufacture 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" 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 Waste Paper Supplier 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 waste disposal (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 that 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	BS EN 643 : 2014 Paper and board – European list of standard grades of paper and board for recycling.
2.	Scheduled waste	0%

## 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.**

Lot size (Number of ordered products)	Q General Inspection Levels			Q Special Inspection Levels			
	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 → 1000000	N	Q	R	D	E	H	K

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

		Acceptance Quality Limits (AQL) in %																
		0.015	0.025	0.040	0.065	0.10	0.15	0.25	0.40	0.65	1.0	1.5	2.5	4.0	6.5	10	15	25
		✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓	✗	✓
NUMBER OF SAMPLES																		
A	2																	
B	3																	
C	5																	
D	8																	
E	13																	
F	20																	
G	32																	
H	50																	
J	80																	
K	125																	
L	200																	
M	315																	
N	500																	
P	800																	
Q	1250																	
R	2000																	

✓ Acceptance ✗ Rejection

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

## 5 SIRIM SCHEDULE OF FEES

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

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

**b. COA Fee**

No.	Description	Fee (RM)
1.	<b>New application fee &amp; Issuance of Certificate of Approval (COA) / Shipment</b> <i>(Payable upon application &amp; non-refundable)</i>	RM350 / Shipment

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

No.	Description	Fee (RM)					
1.	<b>Post-shipment Inspection Fee for every sample container</b>						
	<table border="1"> <tbody> <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> </tbody> </table>	• First 3 containers	RM 300	• Subsequent 1 sample container	RM 100	• SIRIM QAS Inspection Report	RM 500
• First 3 containers	RM 300						
• Subsequent 1 sample container	RM 100						
• SIRIM QAS Inspection Report	RM 500						
	<p><b>Example:</b> Imported waste paper using container = 10 containers Sampling using AQL (General Inspection Level II, 6.5) = 3 containers</p> <p>Total fee for first 3 containers = RM 100 x 3 = RM 300 Inspection Report = RM 500 Total = <u>RM 800</u></p> <p><b>Note:</b> 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)</p>						
2.	<b>Incidental for Post-shipment Inspection:</b> SIRIM at its discretion will assign an authorized inspector from SIRIM branch that nearest to the Port of Entry.	Refer <b>TABLE 3:</b> 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 Langsung 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)**

No.	Description	Fee (RM)					
1.	<b>Inspection Fee for every sample container</b>						
	<table border="1"> <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>	• First 3 containers	RM 300	• Subsequent 1 sample container	RM 100	• SIRIM QAS Inspection Report	RM 500
• First 3 containers	RM 300						
• Subsequent 1 sample container	RM 100						
• SIRIM QAS Inspection Report	RM 500						
	<p><b>Example:</b>                      Imported waste paper using container = 10 containers                      Sampling using AQL (General Inspection Level II, 6.5) = 3 containers</p> <p>Total fee for 3 containers = RM 100 x 3 = RM 300                      Inspection Report = RM 500                      Total = <u>RM 800</u></p> <p><b>Note:</b>                      From each 3 containers, 2 bales will be taken for:                      1) Visual inspection                      2) Segregation                      3) Radiation inspection (Scan and measure method)</p>						
2.	<b>Incidental Charges for Inspection at Factory Storage Yard:</b>	As per SIRIM standard rate					

**e. SIRIM Approved Waste Paper Supplier (For Method Type 2 only)**

No.	Description	Fee (RM)
1.	Application & Documents Evaluation	RM 2,500 /day (One-off)
2.	Initial Audit Fee	RM 1,500 /day (One-off)
3.	SIRIM Approved Waste Paper Supplier Certificate (Validity: 2 years)	RM 1,200
5.	Annual Surveillance Audit	RM 1,500
6.	Renewal of SIRIM Approved Waste Paper Supplier Certificate	RM 1,200
5.	Flight ticket & Accommodation	As per charged
6.	Other incidental charges	As per SIRIM standard rate

## 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 Waste Paper Supplier (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**

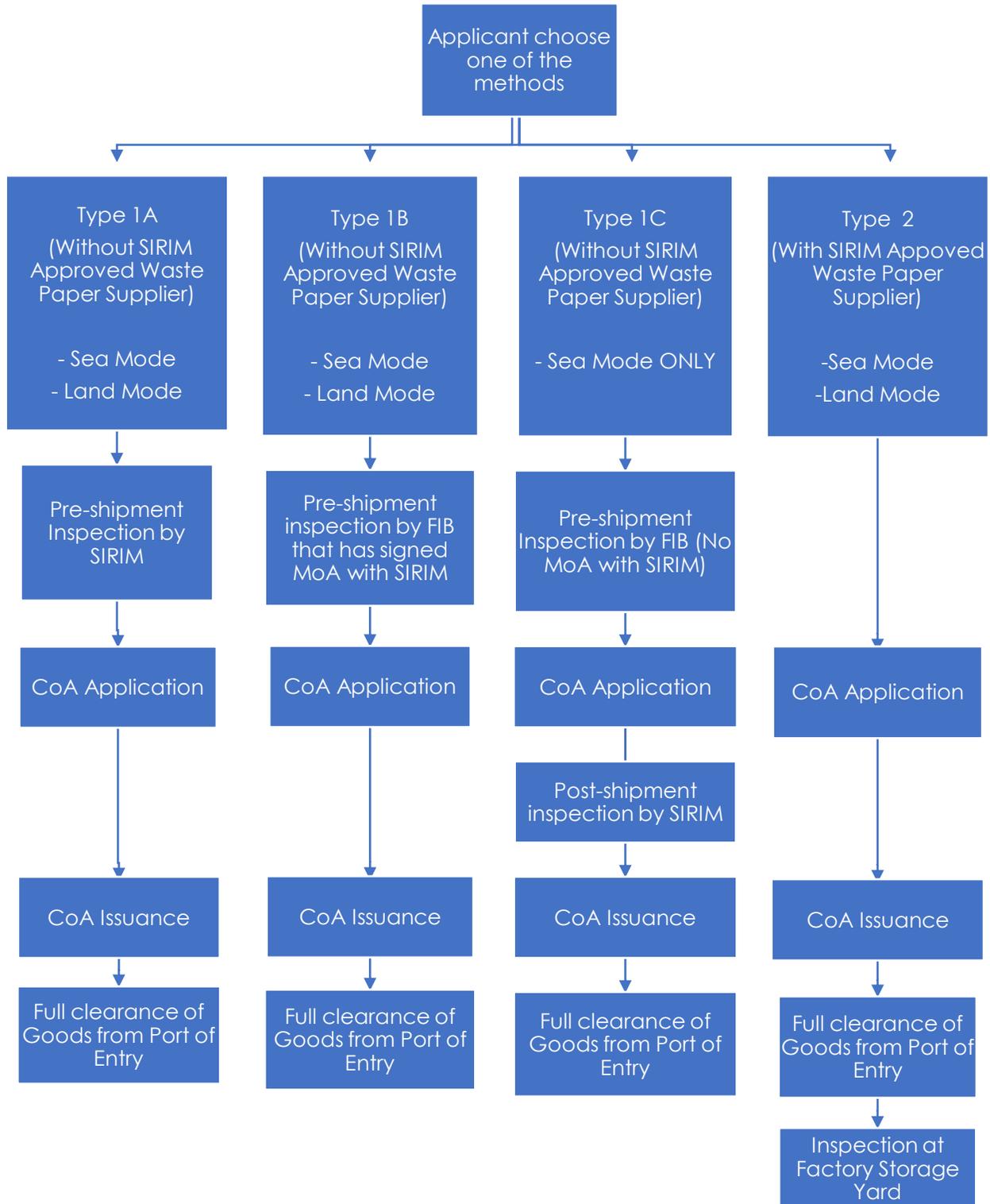
- 7.1 Applicant** – A party (manufacturer with ML or ICA10 Manufacturer) who applies for the importation of waste paper into Malaysia.
- 7.2 Authorized inspector** – Person who is responsible for performing the inspection activity authorized by SIRIM.
- 7.3 Bonded warehouse** – Customs-controlled warehouse 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 report** – A report from SIRIM or Foreign Inspection Body for the waste paper inspection.
- 7.8 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.
- 7.9 Pre-shipment Inspection** – means an inspection conducted for waste paper at country of origin by SIRIM or FIB
- 7.10 Post-shipment Inspection** – means an inspection conducted for waste paper at all Port of Entry in Malaysia before COA is approved.
- 7.11 Scheduled waste** - any waste that falls within the category of waste listed in the First Schedule, Environmental Quality (Scheduled Wastes) Regulations 2005.
- 7.12 Shipping document** – A set of documents consist of Inspection Report, Invoice, Packing List and Import Documents
- 7.13 Waste paper** - paper discarded after use. Paper – a material made of cellulose pulp derived mainly from woods or rags or certain grasses.

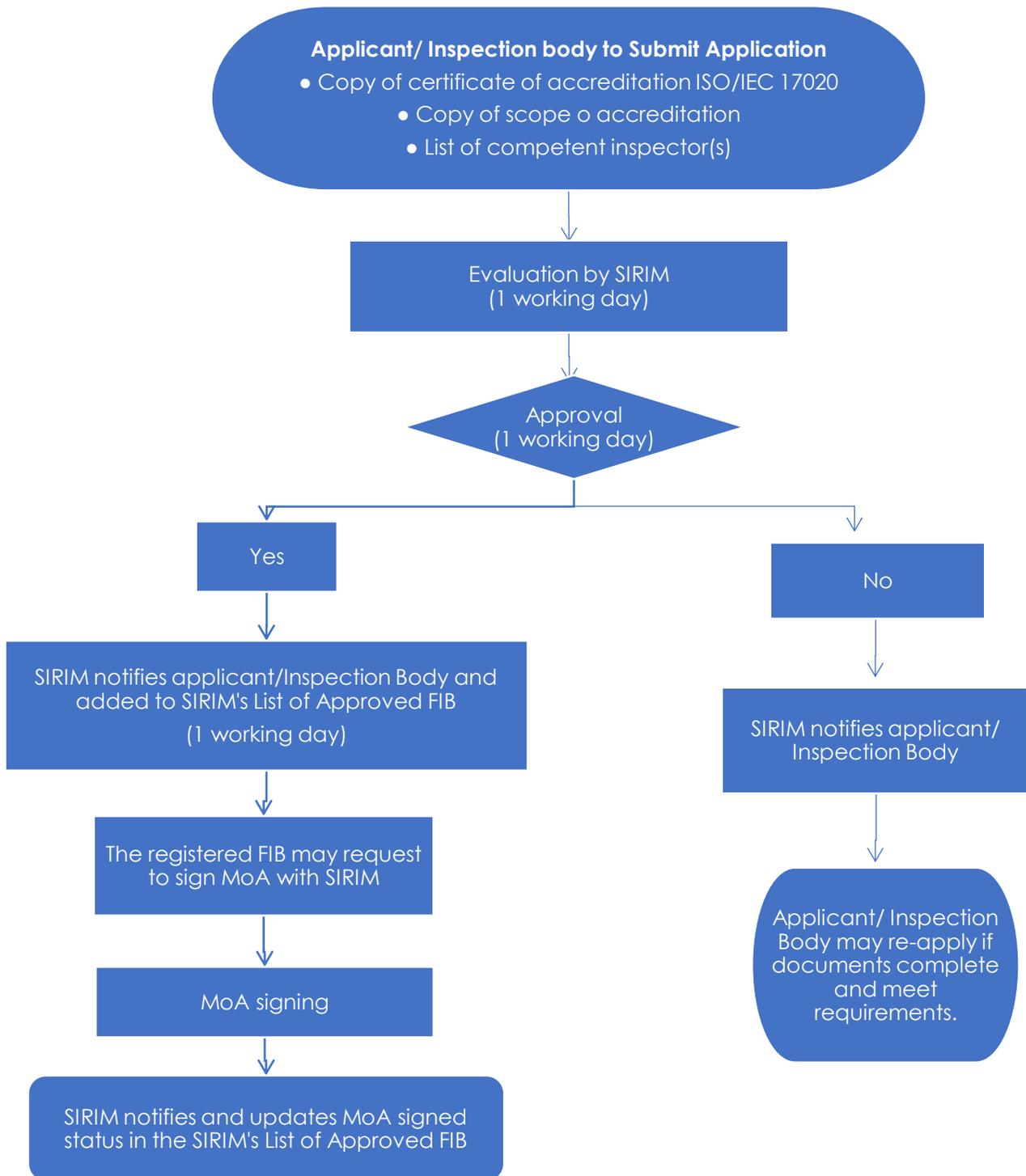
## 8. REFERENCES

No.	References
1.	<b>BS EN 643:2014</b> Paper and board – European list of standard grades of paper and board for recycling
2.	<b>ISO 2859-1:1999</b> Sampling procedures for inspection by attributes – Part 1: Sampling schemes indexed by acceptance quality limit (AQL) for lot-by-lot inspection
3.	<b>ISO 4046-4</b> 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

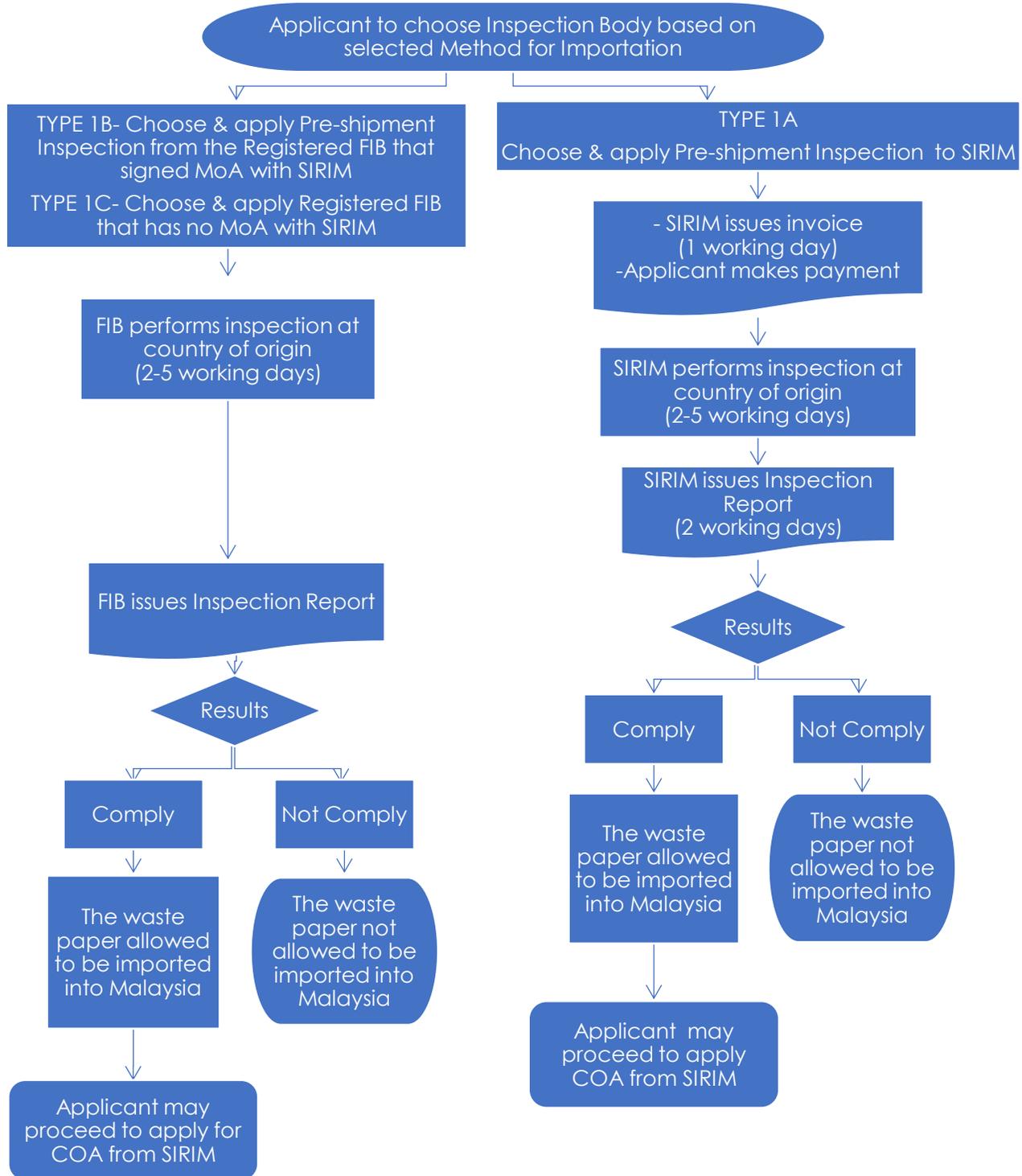
**FLOWCHART 1- OVERVIEW OF THE PROCEDURE FOR IMPORTATION AND INSPECTION OF WASTE PAPER INTO MALAYSIA**



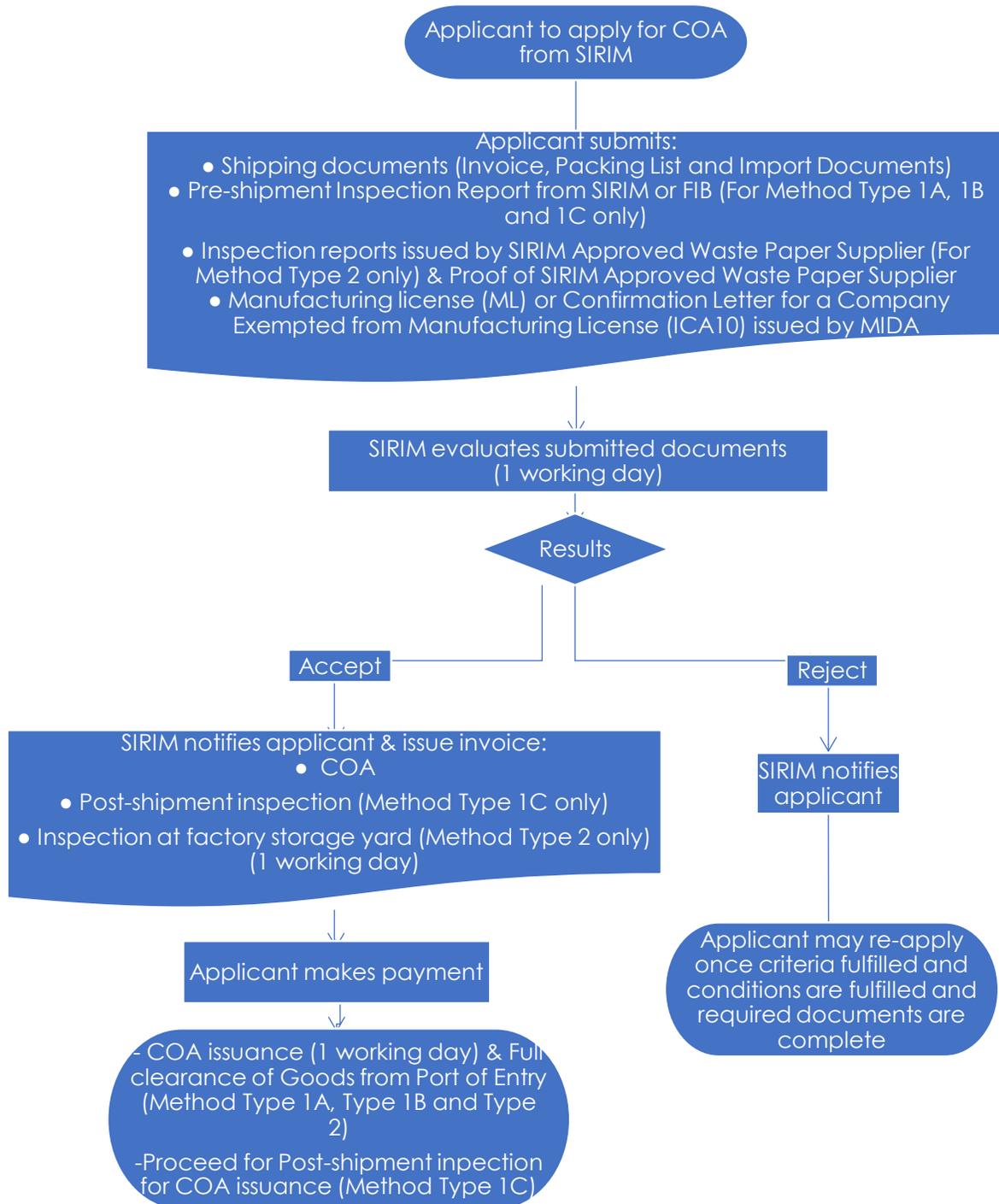
## FLOWCHART 2 - REGISTRATION OF FOREIGN INSPECTION BODY (FIB)



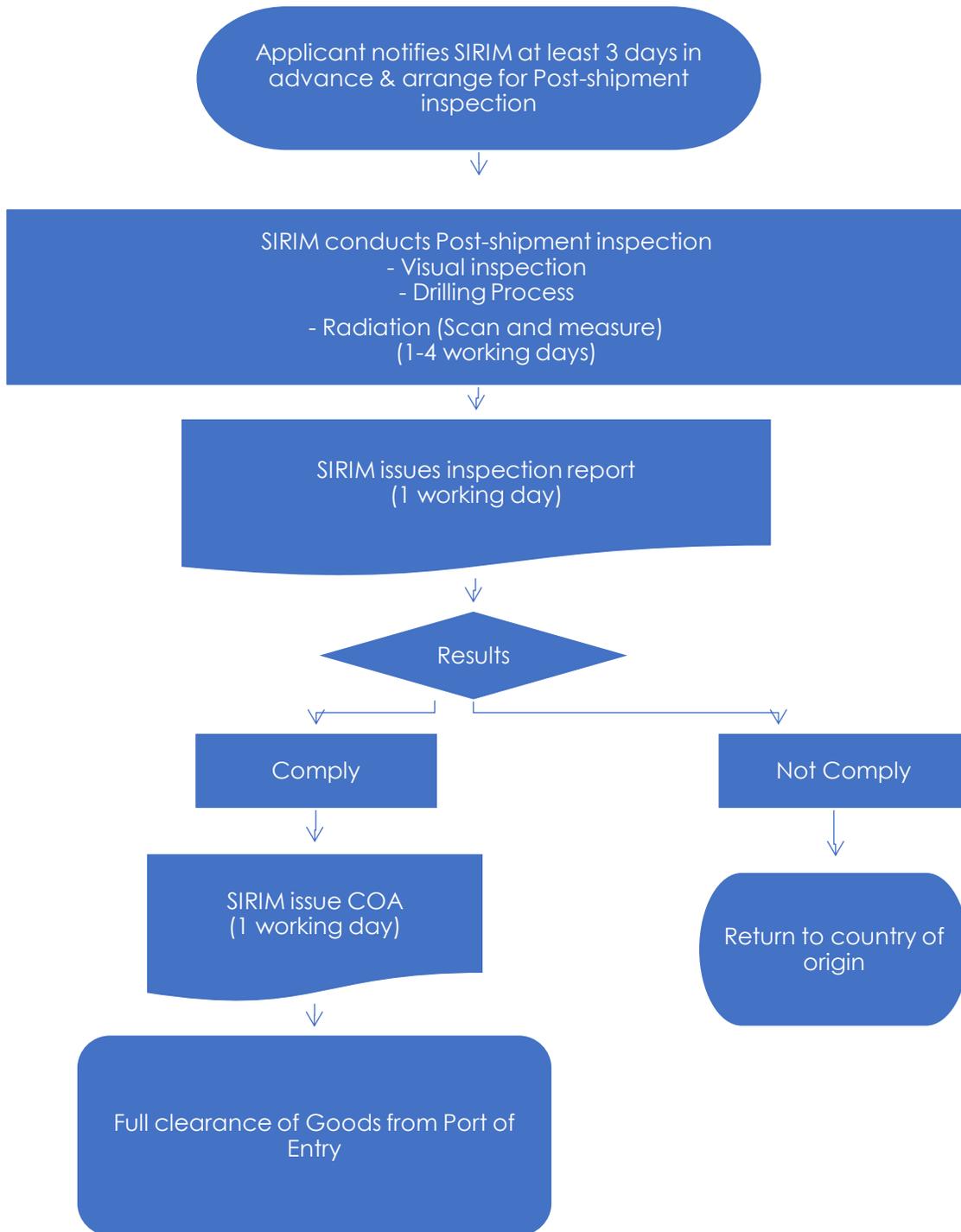
**FLOWCHART 3 - PRE-SHIPMENT INSPECTION (APPLICABLE FOR METHOD TYPE 1A, 1B AND 1C)**



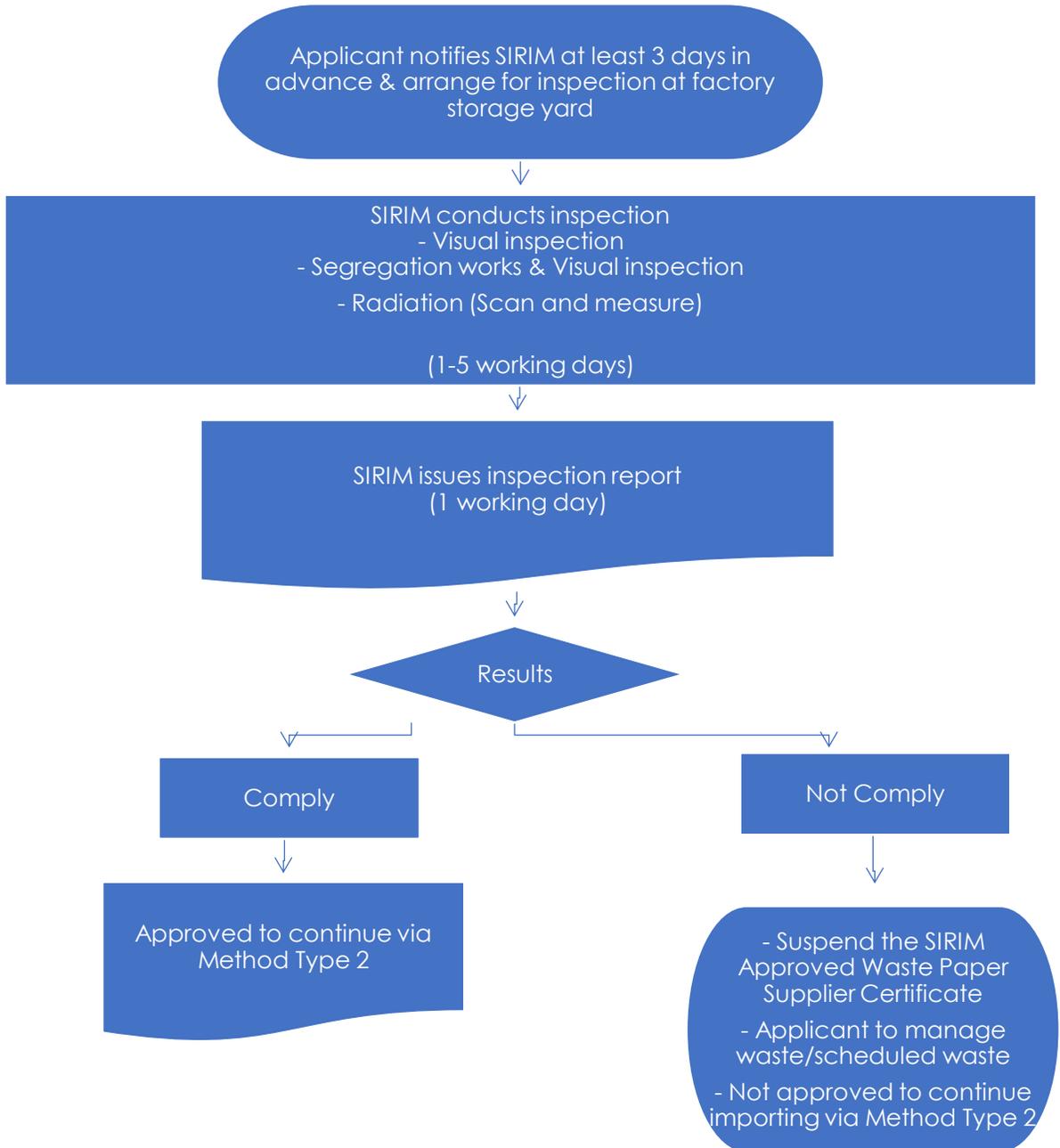
## FLOWCHART 4 - COA APPLICATION



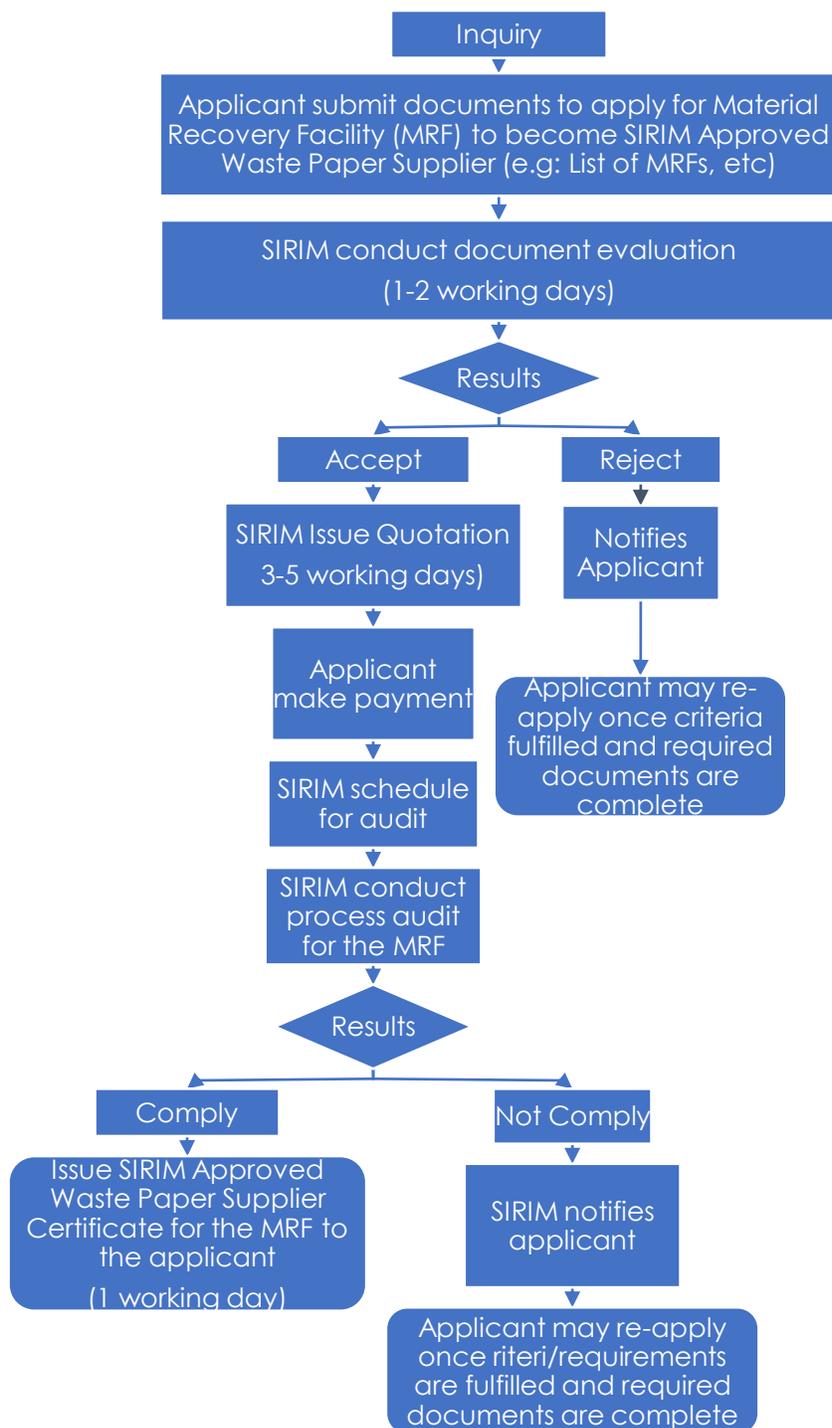
**FLOWCHART 5 – POST SHIPMENT INSPECTION FOR METHOD TYPE 1C ONLY**



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



## FLOWCHART 7: SIRIM APPROVED WASTE PAPER SUPPLIER



## 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:**

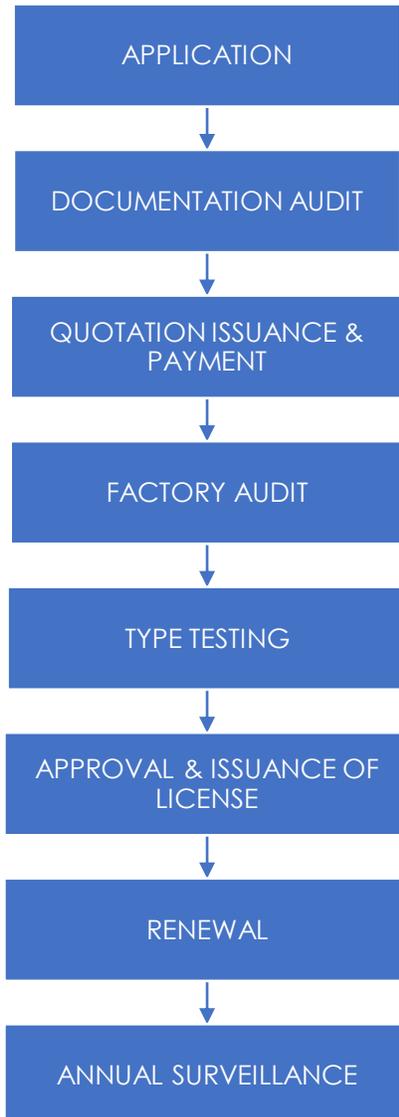
1. HS Code 4707.90: (Other, including unsorted waste and scrap)



## ANNEX II

### SIRIM CERTIFICATION/ ECO-LABELLING SCHEME

#### PROCESS FLOW



The SIRIM Certification/Eco-Labeling Scheme ensure that manufacturers are consistently able to manage and process waste and scrap that meets applicable requirements of the product/service standard/specification, relevant eco-labelling criteria/standard and requirements under this Guideline;

#### **The Benefits:**

- Compliance to Environment Quality Act 1974 that contribute to the preservations and protections of the environment
- Ensure the manufacturing process does not harm the environment
- Ensure the finished products does not contain/exceed the permitted hazardous/impurities level
- Ensure compliance to this Guideline via on-site verification
- Ensure quality and safety of the products/services

#### **Certification Requirements:**

- To fully comply with the applicable requirements of the product/service standard/specification, relevant eco-labelling criteria/standard and requirements under this Guideline.
- Must have an acceptable quality control plan to verify product/service to the required standard dan demonstrate capability to comply with this Guideline requirements such as Quota requirements and management of non-paper waste.
- Shall comply with relevant Environmental Quality Act and environmental regulations such as Environmental Quality (Scheduled Wastes) Regulations 2005; and Environmental Quality (Industrial Effluents) Regulations 2009.



## **SIRIM QAS International Sdn.Bhd.**

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