

Procedures for Importing Construction Products

5th Edition



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PROCEDURES ON PERAKUAN PEMATUHAN STANDARD FOR IMPORTED CONSTRUCTION MATERIALS

FOREWORD

This handbook is published as a guide for importers, agents and forwarding agents on importing products under the Act 520 (Amendment 2011) and Customs (Prohibitions of Imports) Order. The contents of this handbook provide a guide on the procedures of importing construction products into Malaysia. All imported construction products are required to undergo a compliance process according to the requirements of Malaysian Standards (MS) before it can be used in the local market. A list of reasons for non-compliance that often occurs which results in the construction products being rejected at the customs gates is also listed. This publication also aims for relevant parties to avoid unnecessary waste of time, energy and cost.

It is therefore hoped that this handbook will serve as a useful reference for importers, agents and forwarding agents in increasing the efficiency of importing construction products under the Act 520 (Amendment 2011) and Customs (Prohibitions of Imports) Order.

ABBREVIATIONS

APLAC	: Asia Pacific Laboratory Accreditation Cooperation
BL	: Bill of Lading
CB	: Certification Body
CIDB	: Construction Industry Development Board
COA	: Certificate of Approval
ILAC	: International Laboratory Accreditation Cooperation
IAF	: International Accreditation Forum,
IB	: Inspection Body
JSM	: Jabatan Standard Malaysia (Department of Standards Malaysia)
KDRM	: Kastam DiRaja Malaysia (Royal Malaysian Customs Department)
LMW	: Licensed Manufacturing Warehouse
MITI	: Ministry of International Trade & Industry
MS	: Malaysian Standard
MRA	: Mutual Recognition Arrangement
MLA	: Multilateral Recognition Arrangement
OGA	: Other Government Agency
PC	: Product Certification
PAC	: Pacific Accreditation Cooperation
PPS	: Perakuan Pematuhan Standard
SAMM	: Skim Akreditasi Makmal Malaysia (Malaysia Laboratory Accreditation Scheme)
SMK	: Sistem Maklumat Kastam (Customs Information System)

TERMS AND DEFINITIONS

Customs Agent	Customs Forwarding Agents
Inspection Body	Inspection Body (IB) is commissioned according to ISO/IEC 17020 with the relevant test scopes for implementing tests on construction products and materials
Certification Body	Local agencies that are accredited by STANDARDS MALAYSIA or foreign agencies that are accredited by accreditation bodies of the country of origin and are required signatories of PAC, IAF, MLA, APLAC, ILAC, MRA as Certification Bodies or CB. CB has to be accredited by Accreditation Bodies according to ISO/IEC Guide 65
Construction Materials	All kinds, sizes and types of materials, in early, temporary, middle or finished stages, whether manufactured or imported for construction industrial use
Desk Verifier	CIDB Officer who verifies applications from the importers
E-Permit	Refers to online COA application
Forwarder	Forwarding agent
Schedule 4, Customs	Refers to Customs Act 1967, Customs (Prohibitions of Imports) Order 2012, Part 1, Prohibition conditions except those according to Standards Malaysia and/or other standard that are approved by the authorities provided in Malaysia
Consignment	One batch of imported construction products
Consignee	The importer
Consignor	The exporter
LMW	Warehouse that are licensed under Section 65/65S Customs Act 1967 to carry out manufacturing activities and warehousing of products for export
Test Laboratory	Test laboratory that has SAMM/ILAC or approved by CIDB according to specific criteria. The laboratory has to be authorised by Accreditation Bodies according to ISO/IEC17025 with the specified test scope
Market Sampling	Sample products taken from the market or factories for CB/ Lab tests. This is specifically for PC imports only

Approving Officer	CIDB Officer authorised by CIDB to approve COA applications
Recommendation Officer	CIDB Officer authorised to recommend on reports provided by the Verification Officer
Verification Officer	CIDB Officer or personnel authorised to carry out verification duties at point of entries
Construction	Industries related to construction works including architecture, manufacturing, technology, materials and service excellence for construction purposes
Declaration	A procedure, whereby a Board or any personnel authorised by the Board, provides a written guarantee that a process, practice or service has complied to specific requirements
Importer	Someone who imports or brings in products or construction materials from overseas that are listed in the Fourth Schedule, Customs (Prohibitions of Imports) Order
Product Certification	Certificate known as Product Certification (PC) produced by CIDB-recognised CB as MS compliant according to the validity period specified. This certificate can be produced under the name of the importer or manufacturer
Product	Material or products used for construction works
Standard	Refers to Standards Malaysia and/or other standards approved by authorised bodies in Malaysia according to specifications
Certificate Of Approval (COA)	Certificates issued by CIDB that certifies imported construction products have met the specified MS criteria.
Action Against Non-Compliance	Actions taken on importers, as specified in item 12.0
Disciplinary Action Against Importers	Actions taken on importers, as specified in item 13.0
Consignment Complete Test	Tests that are conducted in the laboratory according to all test requirements, as provided in the related MS
Critical Tests	Tests that are conducted in the laboratory according to several critical tests in the MS as stipulated by CIDB
Verification	Physical inspections conducted by Verification Officers on imported products according to Standards Malaysia or other approved standards by authorised bodies in Malaysia

1.0 INTRODUCTION

Construction Industry Development Board (CIDB) is a regulatory body for the country's construction industry. Its role is defined in Act 520 (Amendment 2011) and extends CIDB's function as an enforcement authority on construction product quality. Implementation of the Malaysia Standard compliance on imported products also refers to the Fourth Schedule, Customs (Prohibitions on Import) Order 1998 (Amendment 2012) through the issuance of Certificate of Approval (COA) by CIDB.

2.0 OBJECTIVES OF CONSTRUCTION MATERIALS QUALITY CONTROL

- Ensure all enforced construction products comply to the stipulated standards to achieve quality excellence before usage by the country's construction industry
- Ensure materials of poor quality do not enter the local market and avoid the country from being the 'dumping ground'
- Ensure the environment is protected
- Support the Green Construction initiatives
- Ensure marking uniformity on construction products for easy quality identification by end users

3.0 LEGISLATION

Act 520 (Amendment 2011) has authorised CIDB as an enforcement body to regulate the construction materials quality as per the following sections:

- **Section 2 (1)** - defines certification as "A procedure by which the Lembaga or any person authorised by it gives written assurance that a process, practice or service conforms with specified requirements".
- **Section 33C (1)** - The Lembaga shall, in the manner determined by the Lembaga, certify the construction materials used in the construction industry and specified in the Fourth Schedule in accordance with the standards specified in that Schedule.
- **Section 33D (1)** - A person shall not deal or undertake to deal, whether directly or indirectly, with the construction materials specified in the Fourth Schedule unless the construction materials have been certified by the Lembaga.
- **Section 33D (2)** - Any person who deals or undertakes to deal with the construction materials specified in the Fourth Schedule without the certification of the Lembaga shall be guilty of an offence and shall, on conviction, be liable to a fine of not less than RM10,000 but not more than RM500,000.

- **Section 33E (1)** - Where any construction material which is not certified in accordance with this Act is dealt with or is undertaken to be dealt with or will be dealt with by any person, the Lembaga may, by notice in the prescribed form, serve on such person requiring him to abstain from commencing or proceeding with, engaging in or being involved in or undertaking to be engaged or involved in, dealing with the non-certified construction material.
- **Section 33E (2)** - Any person who fails to comply with the requirements of the notice under subsection (1) shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit and in the case of a continuing offence, to a fine not exceeding five hundred ringgit for every day or part of a day during which the offence continues after conviction

4.0 PRODUCT LISTING

Each imported construction product or material that requires COA, the following Listed Tariff Codes can be referred :

Note: For full Product Information, please refer to JKDM HS Explorer (mysstext.customs.gov.my/tariff/)

NO	CATEGORY	TARIFF CODE (HEADING)
1	Cement	2525-2523
2	Ceramic Products (Sanitary Wares) & Unglazed and Glazed Ceramic Tiles Plastic Flushing	6906.00-6910.10 3922.90
3	Iron & Steel	7207-7325
4	Aluminium	7606 & 7607
5	Glass	7005
6	Radiant Barrier	7607
7	Cellulose, Synthetic/Fibre Cement Flat Sheet	6811
8	Insulation Materials Slag Wool, Rock Wools Glass Fibre	6806 7019



5.0 PROCEDURES FOR IMPORTING CONSTRUCTION PRODUCTS

Importers who wish to import or bring in construction products or materials related to the construction industry are required to adhere to the following procedures:

- a) Importers are required to ensure that the construction products or materials related to the construction industry that they wish to import are listed in the Fourth Schedule, Customs (Prohibitions on Imports) Order.
- b) Check and ensure on the related Tariff HS Code for the construction products or materials.
- c) Identify and confirm the purpose of usage of the relevant construction products or materials.
- d) Confirm the standard to be used based on construction products or materials.
- e) Confirm the quantity of the relevant construction products or materials.
- f) Ensure compliance to the methods of importing of the construction products (refer to item 6.0).
- g) Ensure products or materials possess the valid PPS prior to importing to Malaysia
- h) Refer to item 14.0 to ascertain the list of COA exemptions.
- i) Importers using the short term methods must appoint a Third Party Inspection Body accredited with ISO 17020 to issue Inspection Report and laboratory test which is accredited with ISO/IEC 17025. This is required for the issuance of the Full Type Test Report (FTTR) by filling the 3rd Party Inspection Body application form before obtaining approval from CIDB. Full consignment tests must be done overseas before the construction products and materials can be imported. Both reports are required for PPSi and COA application.
- j) Item 5(i) is not relevant for the PC method. Only PC copies are required as the main documents for the COA application in addition to other documents. Refer to COA Application Methods, item 8.0.
- k) Imported construction products or materials that are brought in without PC or FTTR are strictly not allowed; EXCEPT on the following conditions:
 - i) Samples are taken at the arrival of the construction products or materials in the country upon MITI's instruction or policy
 - ii) Imported construction products or materials are found in the exempted list, refer to item 14.0

- l) For construction products or materials imported using LMW facilities, COA is still required based on the percentage processed for the local market.
- m) Ensure each construction product or material complies to the marking as specified in the relevant standard.
- n) Attach mill certificates for iron and steel products with the following conditions:
 - 1) Original Mill Certificate
Factories with PC/API must submit the Mill Certificate format for confirmation from CIDB (one time only for every PC/API).
 - 2) Copy of Mill Certificate
 - Confirmation must be obtained from a third-party Inspection Body accredited with ISO 17020 or Certification Body accredited with ISO/IEC 17065 or;
 - Issue a self-declaration letter signed by the Chief Executive, Managing Director, Company Director or a position equivalent to the above qualifications or;
 - Obtain confirmation from the QA/QC manager or any QA/QC member of the Project Client or End User (for oil & gas projects only).

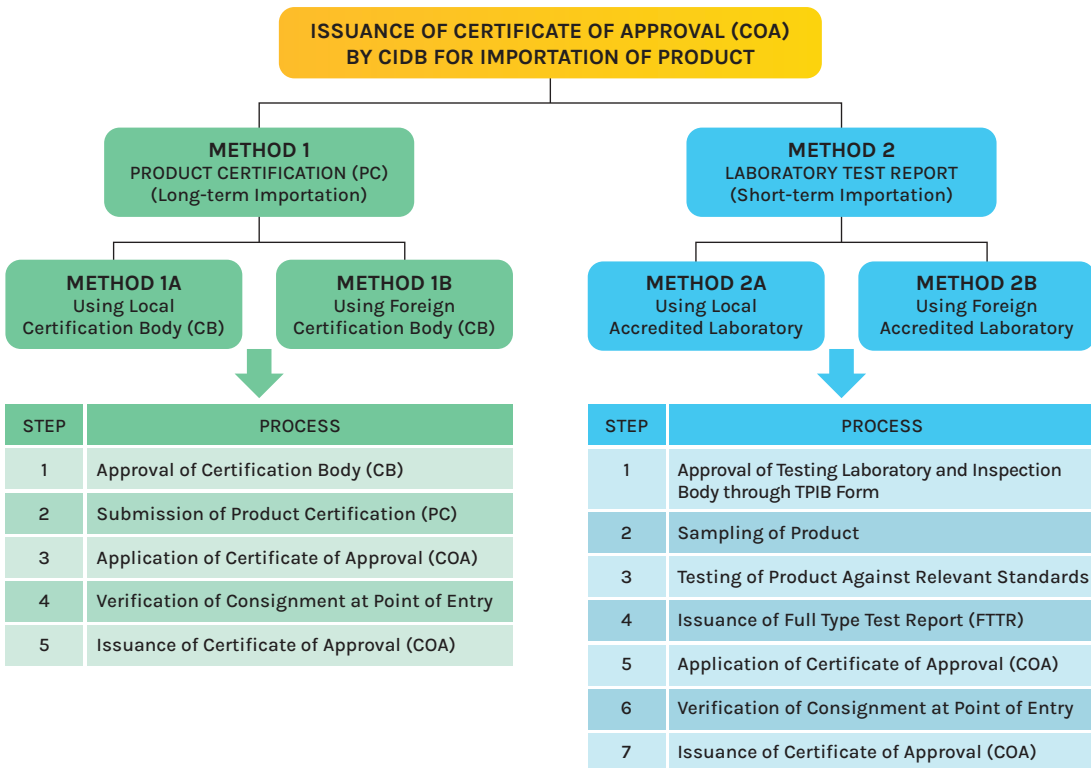
**CIDB reserves the right to instruct importers to perform critical tests if there are elements of fraud detected by CIDB regarding the test results on the mill certificate submitted.*



6.0 METHODS OF IMPORTING CONSTRUCTION PRODUCTS

Importing methods can be divided into the following:

- Product Certification (PC) method/API Monogram
- Full Type Test Report (FTTR) method



METHOD 1 Product Certificate (PC)/API Monogram (Long Term Importation)

1. Approval of Certification Body (CB) by CIDB
2. Submission of Product Certification (PC)/API Monogram by Importer
3. Factory verification by CIDB
4. Issuance of Letter of Standard Compliance (LoSC) or PPS by CIDB
5. Application of COA by Importer
6. Verification of consignment at point of entry by CIDB
7. Issuance of COA by CIDB

METHOD 2 Laboratory Test Report (Short Term Importation)

1. Fill up a Third Party Inspection Body form by Importer
2. Approval of Testing Laboratory and IB by CIDB
3. Sampling of product by Third Party
4. Testing of product against relevant standard by Third Party
5. Issuance of Inspection and Laboratory Test Report by Third Party
6. Application of PPSi by Importer
7. Application of COA by Importer
8. Verification of consignment at point of entry by CIDB
9. Issuance of COA by CIDB

Method 1: Process Explanation (PC/API Monogram)

1	CB Approval	CIDB approves local or foreign CB as proposed by the importer. CB has to be accredited by the Accreditation Body, according to ISO/IEC Guide 65.
2	Submission of Product Certification (PC)	The importer submits a valid PC issued by the Certification Body (CB). Refer to relevant CB for the PC process.
3	Verified factory by CIDB	CIDB will conduct a surveillance audit (if required) for products with Product Certificate (PC). In circumstances where CIDB is unable to verify the factory, CIDB will instruct the importer to submit a self declaration report providing information on the factory and product. A factory audit will be carried out if necessary.
4	Application of Certificate of Approval (COA)	Importer applies for COA with CIDB through the online e-permit system, complete with the necessary documentation.
5	Verification of Product at Point of Entry (POE)	CIDB will verify products at each Custom's gate (ports, CIQs, airports, bonded warehouses) before COA issuance.
6	Issuance of Certificate of Approval (COA)	CIDB approves COA within 3 working days from the date of product verification. Applicants are required to print COA online.

6.1 Product Certification (PC) Method

Certification can be done by using Method 1A or 1B.

i) Method 1A: Local CB

(Example : SIRIM, CREAM, IKRAM, CIDB Holding, ANQAS)

PC can be issued by CBs, which are accredited by STANDARDS MALAYSIA. CIDB can also approve appointments of whichever certification bodies, if necessary.

ii) Method 1B: Foreign CB

(Example : American Petroleum Institute - API)

PC can be issued by foreign CBs that are accredited by accreditation bodies of the country and are required to be either PAC, IAF or MLA signatories.

CIDB can also approve the appointments of other certification bodies, if necessary.



Method 2: Process Explanation (FTTR)

1	Laboratory Approval	CIDB approves local or foreign labs, as proposed by importers. The labs are required to be accredited by Accreditation Bodies according to ISO/IEC 17025 with the correct test scope.
	Inspection Body Approval	CIDB will approve local or foreign IBs as proposed by importers. The IBs are required to be accredited according to ISO/IEC 17020 with the correct test scope.
2	Sampling of Product	Each sample will be taken by the Inspection Body according to specified procedure and sent for tests to the laboratory, either in or out of the country. Sampling Report is required to be forwarded to CIDB.
3	Product Testing in Accordance to Standards	The lab will conduct full sampling tests according to specified standards.
4	Issuance of Laboratory Test Report	The laboratory will issue a Full Type Test Report and the Inspection Body will issue an Inspection Test Report. Both reports are required to be presented to CIDB and are valid for 6 months from the date of issuance.
5	Approval of PPSi	Importers must obtain confirmation on the Perakuan Pematuhan Standard Import (PPSi) through the CCPM system
6	Application of Certificate of Approval (COA)	Importers will then apply COA from CIDB through the online e-permit system complete with the required documentation.
7	Verification of Product at Point of Entry (POE)	CIDB will verify products at each Custom's gate (ports, CIQs, airports, bonded warehouses) before COA issuance.
8	Issuance of Certificate of Approval (COA)	CIDB will issue the COA within 3 working days after verification had been carried out by CIDB

6.2 Full Type Test Report Method (FTTR)

This method is appropriate for importers who choose to import products for a certain period of time only. The Lab Test Report Method can use either Method 2A or 2B.

i) Method 2A: Local Labs

Tests can be conducted by the STANDARDS MALAYSIA accredited labs.

CIDB can also approve any labs, if necessary.

ii) Method 2B: Foreign Labs

Tests can be conducted by labs that are accredited under ILAC or APLAC or MRA with Malaysia. CIDB can also approve any labs, if necessary.

IMPORTANT NOTES :

- i. CIDB can instruct additional tests such as full or critical tests, or any other test that is suitable, if there are any doubts related to the construction product, even though the importer has already acquired a PC/API Monogram or has successfully completed all consignment tests. The importer needs to arrange for these tests and the report is to be submitted to CIDB.
- ii. For importers or manufacturers whose labs have SAMM, they are allowed to conduct full or critical tests, subject to the approval of the General Manager of the Building Material Division of CIDB. Tests are required to be conducted under the supervision of a CIDB officer or any Inspection Body that had been agreed upon by CIDB.
- iii. Importers are not at all allowed to conduct their own sampling or send the sample to the lab.
- iv. Only products that fulfilled all the required standards will be allowed to be imported.
- v. Critical tests need to be conducted on every consignment for cement products only. These tests must also be conducted on consignments, should CIDB doubts the verification report results.

Note:

Import Methods:

- i. PC Method Process refer to Appendix 6
- ii. FTTR Method Process/ other than cement products, refer to Appendix 7
- iii. Cement Product, refer to Appendix 8

REMINDER :

CIDB is not responsible or made responsible for any loss/damage of property or disability or injury, directly or indirectly on any individual during the taking of samples or verification carried out by CB/Agent, or anyone who conducts the tests with or without CIDB approval.



7.0 VERIFICATION OF PRODUCTS OVERSEAS

This level involves factory inspections and verification of construction products or materials in factories overseas when using the Product Certification (PC) method. Whereas, should the Full Type Test Report (FTTR) method be used, it involves taking of samples in the foreign factory as well as conducting tests on the sample in an accredited lab. This is a one time only for every PC holder. Prior to the verification process at this level, importers are required to adhere to the following:

7.1 A) PC Method

- a. PCs issued to importers in Malaysia or directly to foreign factories are not allowed to be transferred without prior approval from CIDB
- b. For the Product Certification (PC) Method, importers are required to coordinate with foreign factories for testing construction products or materials produce by the factory. The CIDB officer will then visit the said factory for product verification after the importer successfully obtains the PC and keeps a sample of the product as specified in the PC. The factory visit procedure is in Appendix 9

7.1 B) FTTR Method

- a. Appointment of a 3rd Party Inspection Body, and selection of test labs must be done prior to verification
- b. For the Full Type Test Report Method (FTTR), samples taken at the factory are conducted by the CIDB officer or appointed inspection body while sending samples to the approved test lab must be managed completely by the importer

7.2 The importer is duly responsible for all travelling cost such as flight tickets, visa (if required), airport tax/passenger surcharge, accommodation expenses, transport to the factories, food & beverages, provide travelling insurances, in addition to ensuring the safety of the CIDB officer who is visiting the factory overseas

7.3 The importer is responsible to ensure construction products or materials produced by the foreign factory adheres to all the relevant standard requirements

7.4 Each construction product or material tested in the lab are required to fulfill all tests in the standard; any failure in the tests will result in the construction products or materials being prohibited for import into the country

7.5 CIDB reserves the right to conduct market sampling, if necessary, to ensure the validity of standard adherence on the imported construction products or materials in the market even though it has a PC or FTTR prior to this.

8.0 COA APPLICATION PROCEDURES

8.1 Online COA Application Method 1 (Flow Chart 1)

- Verification is conducted at the port area (Inspection Bay, Bonded Warehouse, etc.)
- All products involved except for Iron & Steel and Glass are optional
- Application is submitted to the CIDB Branch according to the port of entry or nearest
- All COA applications must be done via online

8.2 Online COA Application and Manual Inspection Method 2 (Undertaking - Flow Chart 2)

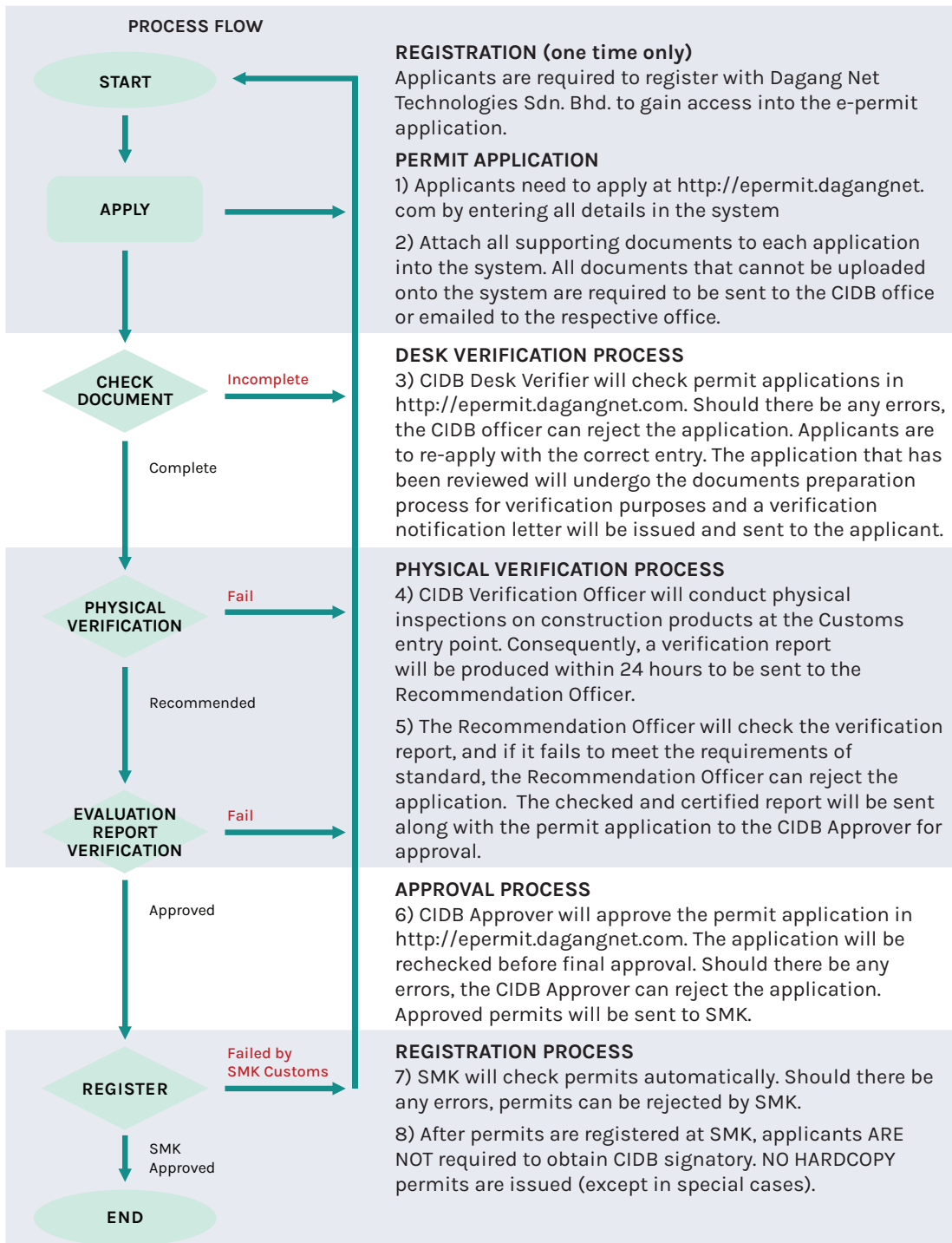
- Verification conducted at the premises, construction sites, warehouses or factories
- For Iron & Steel and Glass products. For other products, the approval of the CIDB State Director must first be obtained.
- Application is submitted to the CIDB Branch according to the verification location or nearest
- All COA applications must be done via online

8.3 Manual COA Application (Flow Chart 3)

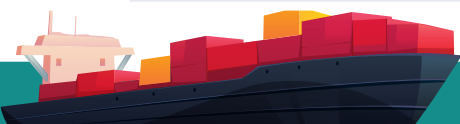
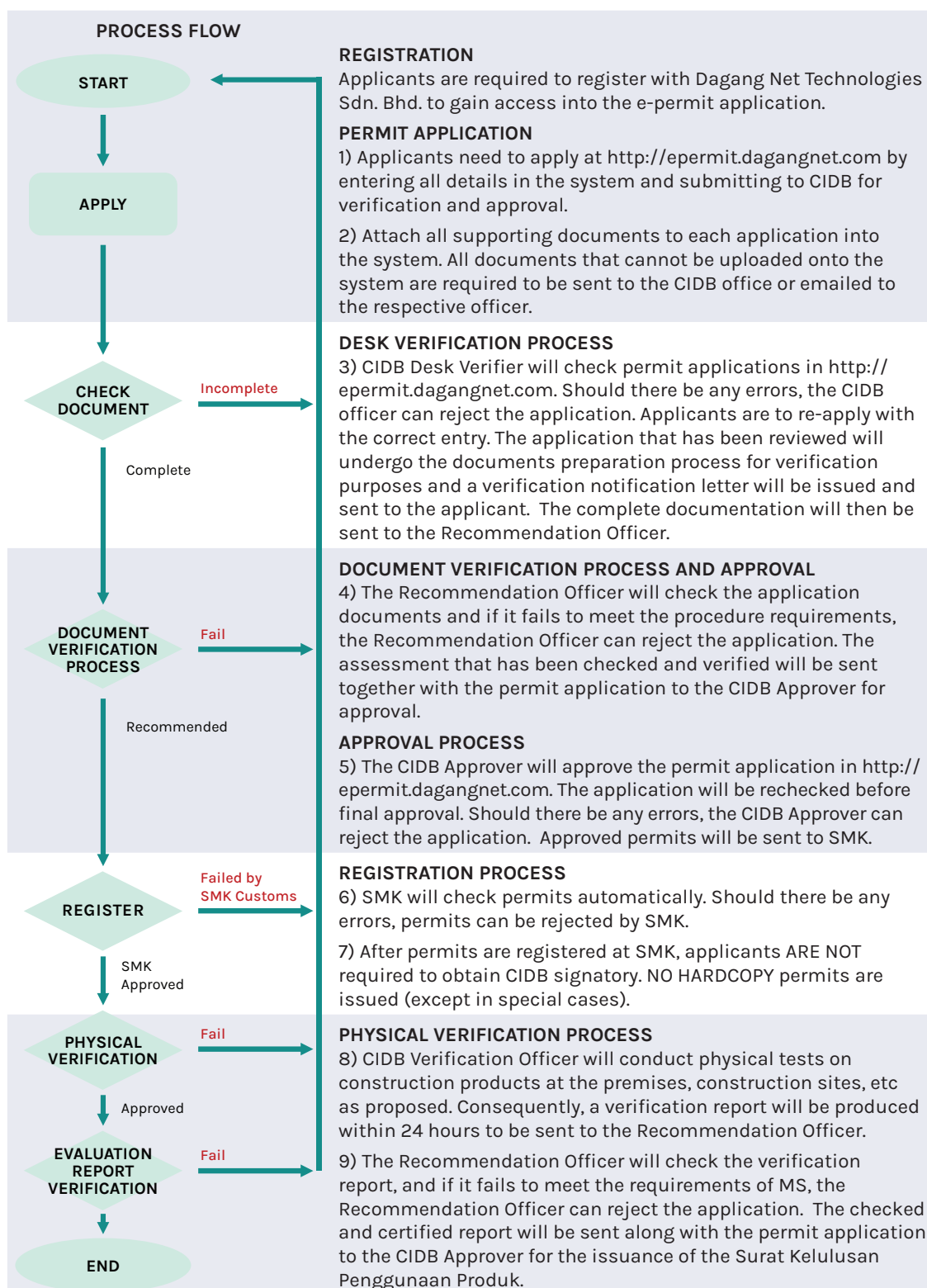
Should there be any system interruptions that exceed over 4 hours, COA applications can be made manually.



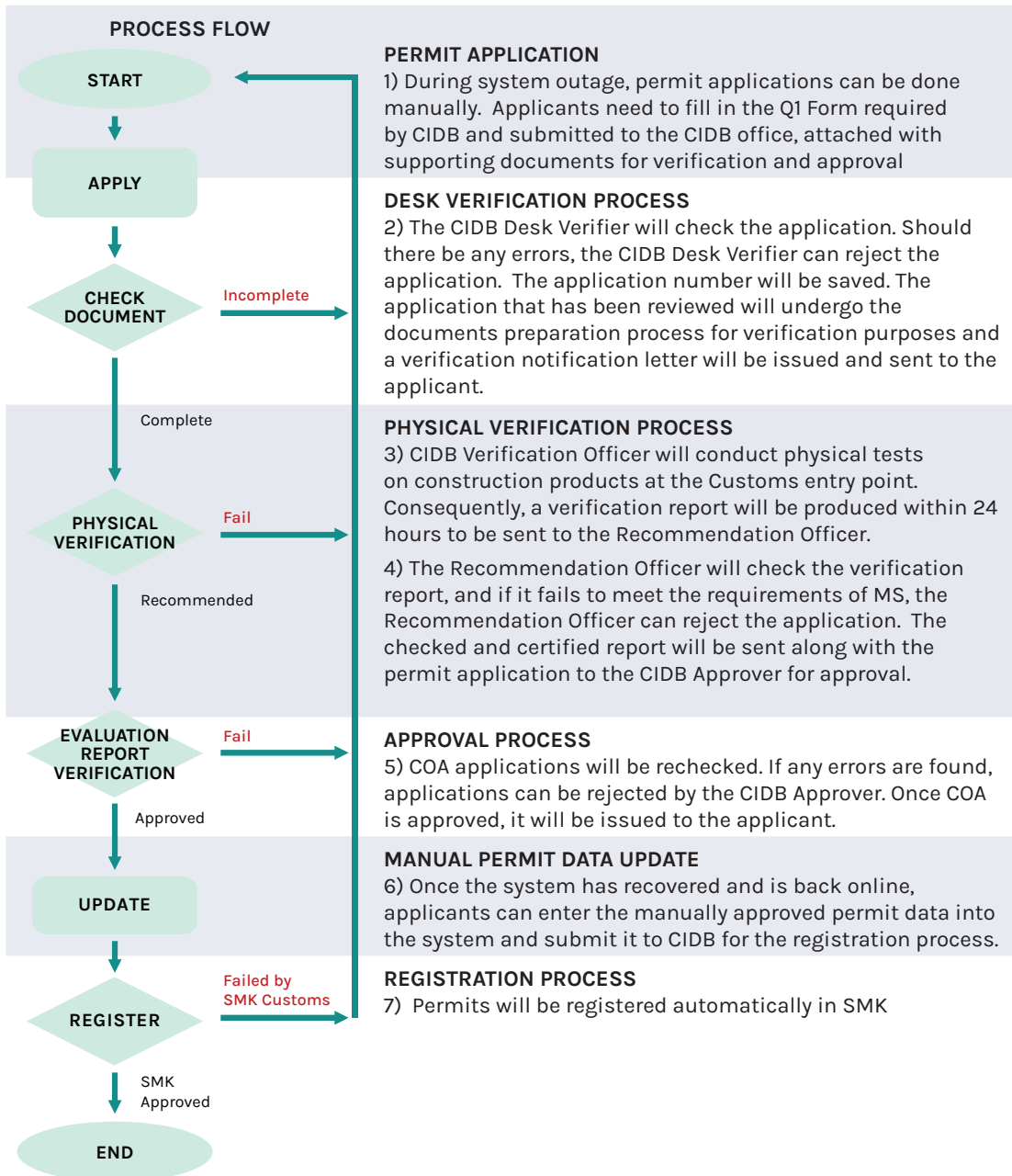
FLOW CHART 1: ONLINE COA APPLICATION PROCESS (METHOD 1)



FLOW CHART 2: ONLINE COA APPLICATION PROCESS (METHOD 2)



FLOW CHART 3: MANUAL COA APPLICATION (In the event of technical interruptions in the e-permit system)



During the COA application, applicants are required to submit the following documents:

- **Completed Online e-permit application/Q1 Form (in the event of e-permit system outage)**
- **BL Copies**
- **Copy of Manufacturer's or Exporter's Letter**
- **Original receipt of application fee**
- **Packing List and Invoice copies**
- **PC Copy (for method 1)**
- **Original copy of Full Type Test Report (FTTR) and inspection report (Method 2). Subsequent consignments will require PPSi to replace the FTTR.**
- **Copy of 'Suruhanjaya Syarikat Malaysia' (SSM) Registration Certificate – for first-time application**
- **Copy of Mill Certificate – for iron & steel products only**
- **Original Undertaking Letter for the Product Certification method/Consignment (for the undertaking method)**

NOTE:

If importers use the Q1 Form, a copy of the PC is required to be Certified True Copy by a CIDB officer (Grade 41 and above), or by the CB that issued the certificate.

9.0 LOCAL VERIFICATION LEVEL

Verification implementation involves construction products or materials at all customs entry points, or in places or locations that were agreed by CIDB. Prior to the verification implementation stage, importers are required to adhere to the following:

- a) Importers are required to contact the specified Verification Officer (VO) in the notification letter that was issued by CIDB to confirm the location and time for verification purposes.
- b) CIDB/ appointed VO will conduct the verification at the location and time specified by the importer as follows:
 - i. Land Depot/Road
 - ii. Port
 - iii. Airport terminal
 - iv. Any other premises/location agreed by CIDB
- c) The VO can conduct verification duties on public holidays and weekends.
- d) Consignment Verification Report will be prepared within 24 hours of conducting the verification.



- e) Importers are required to ensure the safety of the VO while conducting the verification. The VO can choose not to conduct the verification if his/her safety is not guaranteed.
- f) Fees will be imposed (refer to Para 14) for each verification conducted. Importers who fail to arrange the verification on the agreed or specified dates, or fail to inform CIDB two (2) days before the verification date, will be required to reapply a new verification date and repay the fee.
Verification at ports, licensed warehouses or premises
- g) The original seal of the container must not be opened until the VO is present to give the instructions to open it (verification at ports)
- h) Should the importer need to open the seal of the container for lab test purposes, the original seal must be kept in the container to be checked by the CIDB VO.
- i) Importers are required to place containers selected by CIDB for verification at a location, where the contents can be unloaded for testing. Product inspection is 10% covering all grades/models/types/sizes of the entire consignment.
- j) Importers are not allowed to provide the grade/model/type/size for VO to inspect if the inspection is done in a licensed warehouse or premises. The VO will randomly select a grade/model/type/size.
- k) Verification on construction products that are stored in ships, the following conditions shall apply:
 - i. Ensure the consignment is kept in proper order and convenient for inspections to be conducted according to respective consignments
 - ii. Ensure the BL has the complete information of the ship involved
 - iii. Safety measures during inspection is subject to safety procedures determined by CIDB
- l) Verification at premises (undertaking method) and licensed warehouses, construction products are allowed to be removed from the container provided that the seal must be kept and submitted to the VO during the verification. Product inspection is 100% (as declared by the importer in the Packing List/Invoice).
- m) Should the VO find anything suspicious related to the imported construction product in any of the containers, he/she may choose an additional container for verification.
- n) Importers are required to prepare additional containers for verification purposes, should there be any doubts arising on the product contents in the container.
- o) Importers are not allowed to provide the grade/model/type/size for VO to verify. The VO reserves the right to select randomly based on the grade/model/type/size.
- p) Ensure the consignment is kept in proper order and convenient for inspections to be conducted according to respective consignments
- q) The original seal and container number shall be kept and submitted to the VO during the inspection.

10.0 VERIFICATION REQUIREMENTS

The verification process will require importers to adhere to the following conditions, whereby failure to do so will disrupt the verification process:

- a) Settlement of verification fees
- b) Container is placed at the specified location
- c) Ensure the importer or approved representative is present at the specified time and is required to be at the location throughout the verification. If the importer or representative fails to turn up after one (1) hour from the specified time, the verification process is deemed as failed.
- d) Authorising appointed VO to enter the premises at any given time that is acceptable to CIDB.
- e) Postponement of verification on the specified date can be considered by CIDB due to unforeseen circumstances (thunderstorm, haze, etc).
- f) Provision of transportation and equipment required by the VO for the purpose of verification on construction products such as forklift, manpower, machinery or other related items.
- g) Importers are required to provide accommodation, if necessary.
- h) Ensure all safety measures are taken for the VO during verification.
- i) Importers need to appoint an authorized representative who possesses knowledge and experience of the imported products. Failure to provide the grade/model/type/size required by the VO may result in the failure of the verification process.

11.0 CAUSES OF VERIFICATION FAILURES

Among the failures of verification that causes the non-issuance of COA are as follows:

- a) Violation of conditions in item 10.0.
- b) Violation of marking requirements as stated in specified Standard (e.g. MS, MS ISO, MS EN, JIS, API).
- c) Unable to prepare the container, as specified by CIDB.
- d) The container Seal number does not match as that stated in the BL (unless the seal was removed by OGA).
- e) Seal is missing from the selected container.
- f) Seal is broken before the verification is conducted.
- g) Marking not permanent.
- h) Product stated is not found in the packing list.
- i) Brand or model is not the same as in the PC, Packing List or letter from the manufacturer.



12.0 ACTION ON NON-COMPLIANCE

If there is non-compliance (as stated in item 10.0), then the importer is required to take action according to CIDB's instructions, as follows:

- a) Conduct Critical Tests; or/and
- b) Conduct the Verification Tests again with fixed fees

13.0 LIST OF OFFENSES, NON-COMPLIANCES AND DISCIPLINARY ACTIONS DURING PORT VERIFICATION

Pursuant to Act 520, imported building materials must comply with the conditions stipulated in the act. Failure to do so will result in disciplinary action against the importer who brings in materials that are not certified by CIDB. The table below shows the types of offenses that can occur during verification with its corresponding action.

All scheduled offenses can be subject to actions such as issuance of first warning letter, prohibited to use the COA Undertaking method, amending and undergoing a Re-Verification Process with the stipulated fee, conducting a Critical Test or blacklisting the companies involved.

NO	OFFENCES/ INCIDENT SITUATION	ACTION
1	Falsification and modification of Certificate Of Approval (COA)/Product Certificate (PC)/PPS/PPSi	Revoke and Suspend for up to 1 year
2	Falsification and modification of supporting documents	Revoke and Suspend for up to 1 year
3	Commit fraud on construction products during verification	Revoke and Suspend for up to 1 year
4	Violation of Undertaking (products used, lost, different location)	Revoke and Suspend for up to 1 year
5	Heat No. dissimilar from the mill certificate (for both FTTR and PC)	Revoke and Suspend for up to 1 year
6	Markings do not comply to standard (for both FTTR and PC)	Suspend not more than 3 months
7	Product/model not listed in the Product Certificate Licence (PCL)/Perakuan Pamatuhan Standard Import (PPSi)	Suspend not more than 6 months
8	Incorrect declaration of product/quantity (during application)	Suspend not more than 6 months
9	Failure to provide containers/building materials properly	Suspend not more than 3 months

14.0 LIST OF COA EXEMPTIONS

Applications for COA exemption can be considered based on the following conditions:

- i) For the use by the gas and oil sector (drilling & maintenance).
- ii) Products other than iron and steel for automotive, maritime and shipbuilding, aerospace, boilers and pressure vessels, electrical and electronics and aluminum converter/flexible packaging.
- iii) Purpose of 100% re-export by submitting documents such as Letter of Award/ Letter Offer/Purchase Order from the project owner, copy of company registration with the Companies Commission of Malaysia (SSM).
- iv) Updates on instructions by MITI.
- v) Tiles that are not included in Customs Order such as handmade tiles, non dry-pressed or extruded types, manufacturing method is not included in the MS ISO 13006.
- vi) Purpose of import is for lab testing approved by CIDB. Supporting letter from CB.
- vii) Sampling taken by CIDB officer is for testing from overseas factories
- viii) The purpose of the import is for a very limited use, and CIDB has the basis and justification for granting an exemption.

The following is a list of COA exemptions for display or sampling purposes.

Item	Product Definition	Quantity allowed
1.	Ceramic Tiles	3 m2/ design code 10 m2 for display
2.	Sanitary Ware	2 unit/model
3.	Cement	500 kg
4.	Iron and Steel	500 kg
5.	Glass Products	500 kg
6.	Cement Flat Sheets	500 kg
7.	Radiant Barriers	500 kg



Note :

1. All applications for exemptions are to be submitted by product owners with the following documents:
 - i. Application letter
 - ii. Specifications/brochure/technical report/product photo
 - iii. Bill of Lading/ Air Way Bill/ Transportation Bill
 - iv. Invoice
 - v. Packing List
 - vi. LOA or PO (if necessary)
 - vii. Declaration of Oath (if necessary)
 - viii. Summary of Company Profile (Print from SSM Online)
 - ix. Other relevant documents
2. Approval for COA Exemption that does not adhere to the conditions stated above will be determined by the COA Exemption Application Evaluation Committee.

15.0 CHARGES AND FEES

A. Imported Building Materials

NO	SERVICES DESCRIPTION	CURRENT FEES
1.	Verification Service Fee Verification of consignment at the entry point of Malaysia	RM1000/application working day/ weekend/ public holiday
2.	COA Exemption Application Processing fee	RM100/exemption application

B. Payment Method

Payment must be made On-line through the CCPM system by browsing the following link: ccpm.cidb.gov.my.

Should payment be made at the payment counter, a proforma invoice must be attached. The Proforma Invoice can be downloaded in the CCPM system.

C. Payment Issues

Any payment and transaction problems please deal directly with the following Divisions:

NO	PAYMENT ISSUES	DIVISION TO CONTACT
1.	On-line payment and transaction failures	Information Management Division CIDB Headquarters e-mail : bahagian.pengurusan.maklumat@cidb.gov.my
2.	Receipt/Proforma Invoice cannot be printed	Revenue Management Unit Finance & Account Division CIDB Headquarters e-mail : hasilhq@cidb.gov.my

16.0 PROCEDURES FOR THE APPLICATION OF PERAKUAN PEMATUHAN STANDARD FOR IMPORTED BUILDING MATERIALS (PPSi)

16.1 MAIN REQUIREMENTS FOR APPLICANTS

- Applicants must be Malaysian citizens or have permanent resident status.
- Possesses a company registered with the Companies Commission of Malaysia (SSM) and owns an E-permit account with Dagang.net.
- Applicants must ensure that the building materials are listed in the 4th Schedule of CIDB.
- Applicants who use the Product Certification (PC) method must ensure that the factory has been verified by CIDB.
- Register to use the CCPM system at ccpm.cidb.gov.my by enclosing a copy of the following documents (first time use only):

Copy of Company Registration Certificate of the Companies Commission of Malaysia (SSM/RoC/RoB), MAA, Form 49, Form 24, Form 44 and/or proof of Registration with the Local Authority which is still valid for Sabah & Sarawak.



16.2 PPSi APPLICATION USING PRODUCT CERTIFICATION (PC) METHOD

16.2.1 Product Certificate owned by the applicant.

- a. Arrange for factory and product inspection visits (refer to appendix 9).
- b. Applications are made online through the ccpm.cidb.gov.my system after a period of 5 working days from the date of the factory inspection visit and product verification.
- c. The applicant selects the Long Term method in the system.
- d. Fill in all the required information carefully including identifying the HS Code of each imported product.
- e. Only products (size/model/grade) specified in the PC are allowed to be registered in the PPSi certificate.
- f. The main document required when applying online is a PC copy that is still valid.

16.2.2 Product Certificate owned by foreign manufacturers.

- a. The applicant must ensure that the factory has been inspected and product verified by CIDB by obtaining a copy of the Letter of Standard Compliance from the manufacturer.
- b. If the manufacturer does not hold a Letter of Standard Compliance from CIDB, it is the applicant's responsibility to manage the factory inspection visit and product verification (refer to Appendix 9).
- c. Applications are made online through the ccpm.cidb.gov.my system. The applicant selects the Long Term method in the system.
- d. Fill in all the required information carefully including identifying the HS Code of each imported product.
- e. Only products (size/model/grade) specified in the PC are allowed to be registered in the PPSi certificate.
- f. Upload the specified document in the system. The main documents required when applying online are a copy of the PC that is still valid and the Letter of Standard Compliance.

16.3 PPSi APPLICATION USING FULL TYPE TEST REPORT (FTTR) METHOD

- a. Applications are made online through the ccpm.cidb.gov.my system. The applicant selects the Short Term method in the system.
- b. Upload the specified document in the system. The main documents required when applying online are a copy of the TPIB Form and the Full Test Report that has been approved by CIDB.

16.4 APPLICATION FOR RENEWAL OF PPSi CERTIFICATE

- a. The CCPM system will inform the user on the expiry of the certificate date by issuing a renew button on each certificate application that will expire.
- b. Applicants need to click the renewal button and upload the PC that is still valid.
- c. Applicants need to update product items should there be additional products on the submitted PC.

16.5 APPROVAL OF PPSi CERTIFICATE

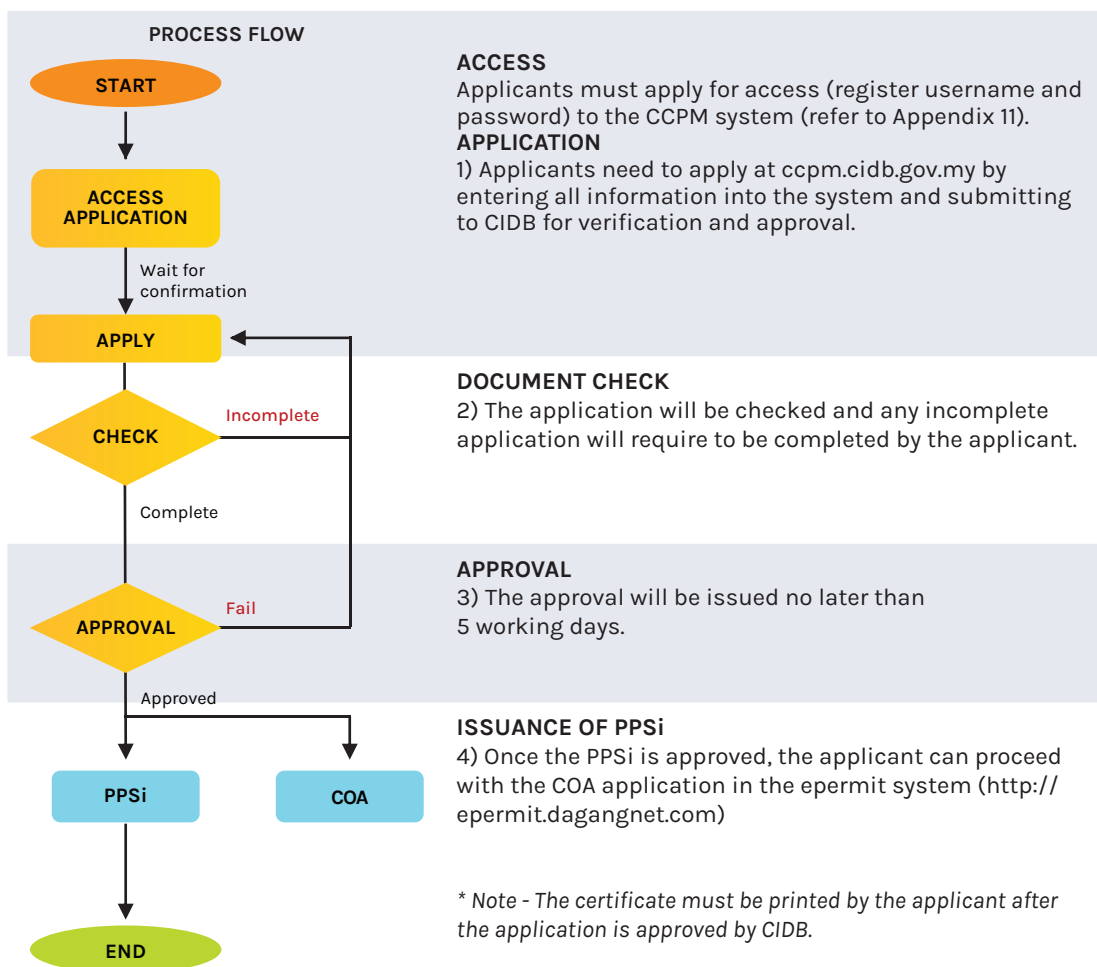
The PPSi certificate can be printed online by the applicant after CIDB approves the application. Only applications that have fulfilled the requirements set will be approved.

16.6 PPSi VALIDITY PERIOD

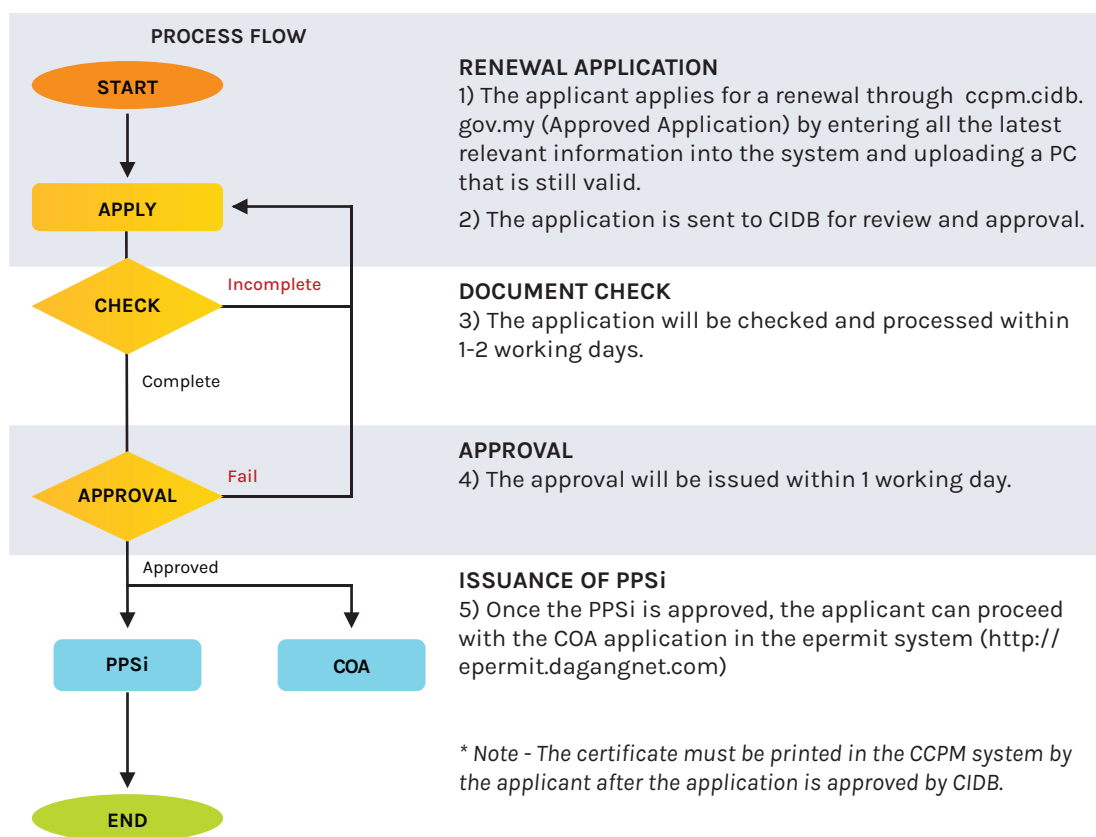
The validity period of PPSi is one (1) year from the date of certificate approval.



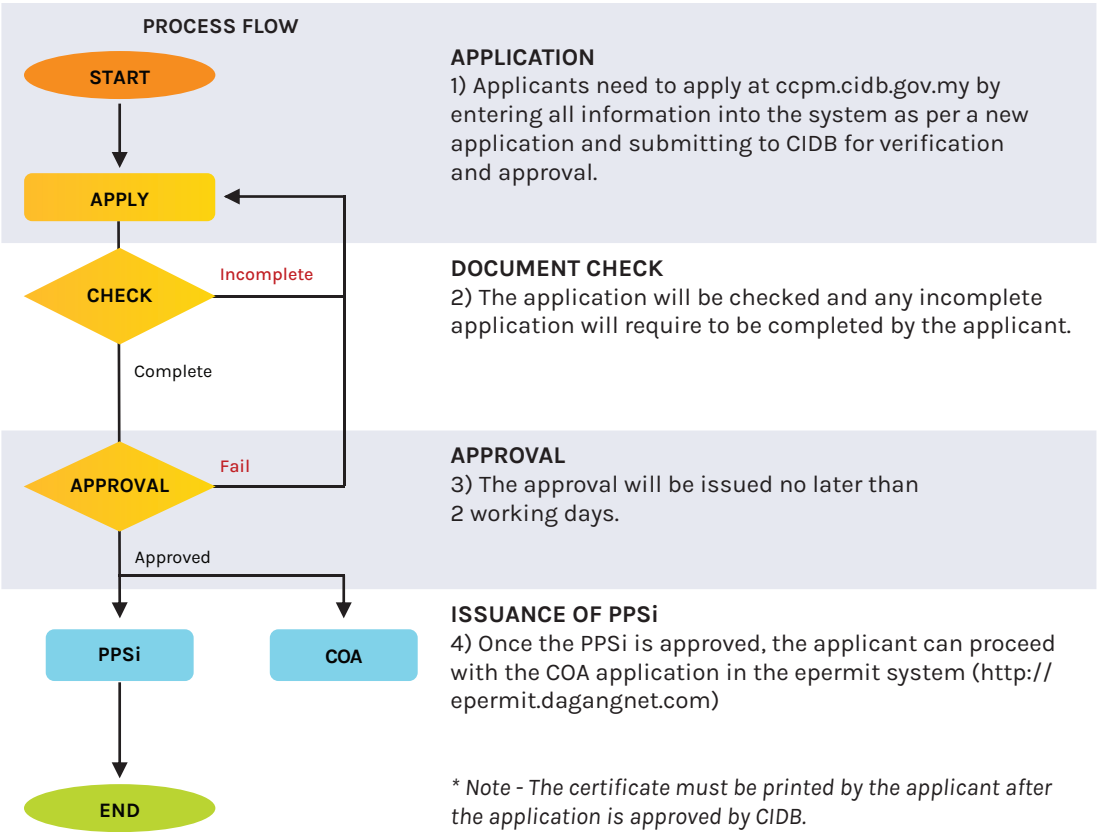
FLOW CHART 4: ONLINE PPSi APPLICATION (PC METHOD) PROCESS



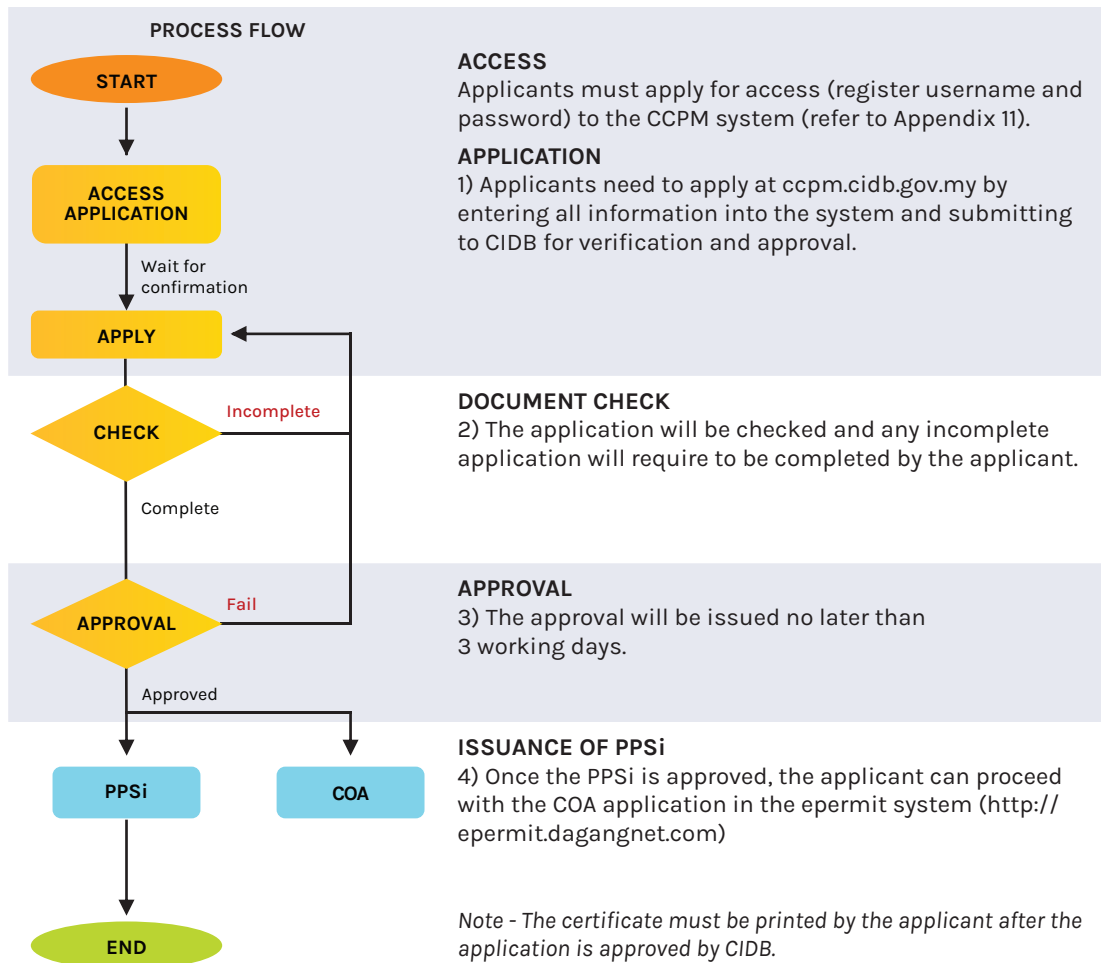
FLOW CHART 5: ON-LINE PPSi APPLICATION PROCESS (RENEWAL)



FLOW CHART 6: ON-LINE PPSi APPLICATION PROCESS (PRODUCT ADDITION)



FLOW CHART 7: ON-LINE PPSi APPLICATION PROCESS (FTTR METHOD)



APPENDIXES

Manufacturer's Company Letterhead

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD MALAYSIA (CIDB)**
 CIDB Headquarters, 34th Floor, Menara Dato' Onn, World Trade Centre
 No. 45, Jalan Tun Ismail, 50480, Kuala Lumpur
MALAYSIA
 Tel : 603-40477000 (GL)
 Fax: 603-40477420

Attn : **General Manager**
Construction Material & Standard Division

MANUFACTURER'S LETTER OF CONFIRMATION

With reference to the above, we hereby confirm the details described below.

Details of Manufacturer:

Full Name and Full Address of the Manufacturer

No	Description of Product (size, type, model, group & others)	Product Code	Quantity	Brand Name on the Packaging (Boxes / Cartons / others)	Marking on the Product

In addition, we also hereby confirm that the said product is being arranged for export by Name of Exporter (where applicable) to Name of Importer, as the consignment detailed below:

1. **Invoice, Packing List No. & Date**
2. **Bill of Lading No. & Date**

Signature:

Name:

Designation:

Date:

Firm / Company Stamp:



Exporter's Company Letterhead

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD MALAYSIA (CIDB)**
 CIDB Headquarters, 34th Floor, Menara Dato' Onn, World Trade Centre
 No. 45, Jalan Tun Ismail, 50480, Kuala Lumpur
MALAYSIA
 Tel : 603-40477000 (GL)
 Fax: 603-40477420

Attn : **General Manager**
Construction Material & Standard Division

EXPORTER'S LETTER OF CONFIRMATION

With reference to the above, we hereby confirm the details described below.

Details of Exporter:

Full Name and Full Address of the Exporter

No	Description of Product (size, type, model, group & others)	Product Code	Quantity	Brand Name on the Packaging (Boxes/ Cartons / others)	Marking on the Product

In addition, we also hereby confirm that the said product is being arranged for export by Name of Manufacturer to Name of Importer, as the consignment detailed below:

1. Invoice, Packing List and Bill of Lading No. & Date:

Signature :

Name :

Designation :

Date :

Firm / Company Stamp :

APPOINTMENT OF 3RD PARTY INSPECTION BODY (TPIB) & FOREIGN/ LOCAL ACCREDITED LABORATORY**A. APPLICANT INFORMATION**

1. Company Name & Address

2. Business Registration No. 3. Contact Person

4. Tel. No 5. Fax. No 6. E-mail Address

7. Sampling Location

B. PRODUCT INFORMATION

Product	Grade	Standard	HS Code	Size/Diameter	Total Quantity	Usage

(Please use Annex A if insufficient space)/ (Attach Mill Certificate)

C. THIRD PARTY INSPECTION BODY (TPIB) (IF APPLICABLE)

1. Name and Address of TPIB

2. Website 3. Accreditation No. (ISO 17020)

4. Scope Of Inspection 5. Attachments ☒

✓ Accreditation certificate
✓ List of accredited inspection scope

D. FOREIGN / LOCAL ACCREDITED LABORATORY

1. Name and Address

2. Website 6. Accreditation No. (ISO/IEC 17025)

3. Scope of Accreditation 7. Attachments ☒

4. Name of Accreditation Body

5. Expiry Date

✓ Accreditation certificate
✓ List of accredited testing scope

E. FOR CIDB USE

	Scope of Accreditation	License Validity	Remark		Approved by,
Third party inspection body	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Foreign / Local accredited laboratory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	()



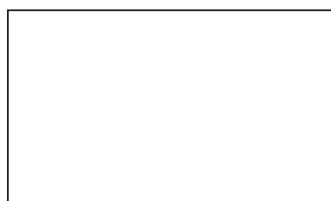
PENGAKUAN / DECLARATION

Saya/kami dengan ini, sesungguhnya mengesahkan bahawa maklumat yang diberi adalah benar. Saya/kami bersetuju, *makmal yang dilantik oleh saya/kami akan membuat ujian penuh ke atas produk atau bahan binaan berdasarkan maklumat di atas. Oleh itu, sekiranya laporan ujian gagal yang dikeluarkan oleh makmal, maka pihak saya/kami tidak berhak memohon sebarang rayuan bagi menukarkan standard/spesifikasi produk/tujuan penggunaan atau kuantiti & saiz dengan bertujuan maksud ingin dilakukan pengujian semula ke atas produk atau bahan binaan berkaitan. Oleh itu, produk atau bahan binaan saya/kami yang gagal dalam pengujian, maka adalah menjadi tanggungjawab saya/kami untuk menghantar semula produk atau bahan binaan yang diimport ke negara asal dengan tanggungan sendiri. Bukti penghantaran yang telah disahkan oleh Jabatan Kastam akan saya/kami kemukakan kepada CIDB

I/we hereby acknowledge that the information given is true. We agree the laboratory appointed by me/us will conduct full type test on the product mentioned. In the event of the test results showed no conformance to the referred standard, we have no right to apply for appeal to change standard for the purpose of re testing. Therefore, for products that do not conform to the standard, we shall be responsible for sending back the products to source country at our own expenses. Evidence of the send material endorsed by Custom will be forwarded to CIDB

Tandatangan
 Nama
 Jawatan
 No. KP/No. Pasport
 Tarikh

Cop Syarikat/Firma



PENGESAHAN MAKMAL

Tandatangan :
 Pegawai :
 Jawatan & :
 Chop Agensi
 Tarikh :

PENGESAHAN BADAN PEMERIKSAAN (IB)

Tandatangan :
 Pegawai :
 Jawatan & :
 Chop Agensi
 Tarikh :

Nota :-

1. Sila lampirkan 'Mill Certificate' semasa menyerahkan pengakuan ini
2. * Makmal yang dimaksudkan adalah makmal yang telah diakredit dan masih sah laku.

APPENDIX 1: PRODUCT INFORMATION

[illegible]

ENFORCEABLE UNDERTAKING
CONSTRUCTION PRODUCT OR MATERIAL IMPORTER
PRODUCT CERTIFICATION (PC) METHOD
(for products that possess COA before verification)

- | | | |
|---------------------------------------|---|-------|
| 1. IMPORTER | : | |
| 2. MANUFACTURER | : | |
| 3. COUNTRY | : | |
| 4. CONSTRUCTION PRODUCT/MATERIAL NAME | : | |
| 5. PC NO. | : | |
| 6. STANDARD | : | |

(Please attach a copy of the Product Certification and submit with this Undertaking form)

I/we (as stated above) hereby undertake that:

1. The issuance of the Certificate of Approval (COA) on the construction product/material (as mentioned) imported by me/us is only the condition to bring the product into the country, and not a certification that the product has complied to the standard (Perakuan Pematuhan Standard);
2. We hereby wish to inform CIDB that the product/goods that had been removed from the main premises of Customs shall be brought to the location/warehouse that is stated below:

Location/Warehouse Address :

.....

.....

.....

Tel. No:

Officer to Contact:

3. Construction Industry Development Board Malaysia (Board) reserves the right to verify the products that had obtained the COA through the PC Method;
4. I/We shall strictly not conduct any business, which includes but not limited to the management, use, produce, supply, market, move, sell or buy whether wholesale or retail, import or export products that had obtained the COA **UNTIL** the Perakuan Pematuhan Standard is issued by the Board;

5. In the event, during verification, should the Board find the following:
 - i) Products that are different or other than specified in the PC list
 - ii) Construction products or material with its quantity reduced, markings not adhering to the standard, change in packaging, change in the construction product or material arrangement in the packages or any changes in shape or physical appearance of the construction product or material

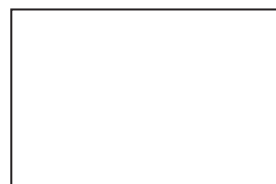
I/We agree that the Perakuan Pematuhan Standard will not be issued;
6. I/We hereby agree that I/we and the directors are liable to be blacklisted;
7. I/We also understand that the Construction product/material can be confiscated;
8. I/We shall bear the responsibility for the return of all the products to the country of origin as well as all the expenses related to the violation and offence committed;
9. I/We shall not be eligible to claim any cost from the Board related to this offence; and
10. In the event I/we fail to adhere to this undertaking, I/we and the directors shall be blacklisted and that the Board reserves the right not to entertain any future applications regarding any import from me/us and the directors.

1. Signature Company/Firm Stamp

Importer name
(Director)

IC/Passport No

Date



2. Signature

Importer name
(Director)

IC/Passport No

Date



**ENFORCEABLE UNDERTAKING
CONSTRUCTION PRODUCTS OR MATERIALS IMPORTER
SAMPLING METHODS (CONSIGNMENT)
(for products not FTTR-approved)**

1. IMPORTER :
2. MANUFACTURER :
3. COUNTRY :
4. CONSTRUCTION PRODUCT/MATERIAL NAME :
5. STANDARD :
6. PRODUCT SPECIFICATION :
7. PURPOSE OF USE :
8. QUANTITY :
9. SIZE :

i.

ii.

iii.

(Please attach the Mill Certificate with this Letter of Acknowledgement)

1. I/We understand that the Critical Test is part of the Full Type Test Report and is required to be conducted as part of the conditions for the issuance of COA only. The issuance of COA is a condition required to bring the product into this country and not for the Perakuan Pematuhan Standard;
2. We hereby wish to inform CIDB that the products/goods that are removed from the main Customs premises shall be brought to the location/warehouse as stated below:

Location/Warehouse Address :

.....

.....

.....

Tel. No:

Officer to Contact:

3. I/We shall strictly not conduct any business which includes and not limited to the management, use, produce, supply, market, move, sell or buy whether wholesale or retail, import or export products that had obtained the COA **UNTIL** the Full Type Test Report is issued by the accredited lab and the Perakuan Pematuhan Standard is issued by the Board:
 - i) Should the Critical Test fail, the COA will not be issued. Hence, I/We will return all the construction products/materials to the country of origin at my/our own expenses. Proof of delivery that is certified by the Customs Department will be submitted to CIDB; OR
 - ii) After the issuance of the COA, construction products or material with its quantity reduced, markings not adhering to the standard, change in packaging, change in the construction product or material arrangement in the packages or any changes in shape or physical appearance of the construction product or material;

I/We agree that the Perakuan Pematuhan Standard will not be issued;
4. I/We hereby agree I/We and the directors are liable to be blacklisted;
5. I/We also understand that the Construction Products/Materials can be confiscated;
6. I/We shall bear the responsibility for the return of all the products to the country of origin as well as all the expenses related to the violation and offence committed;
7. I/We are not eligible to claim any cost from the Board related to this offence; and
8. In the event I/we fail to adhere to this undertaking, I/we and the directors shall be blacklisted and that the Board reserves the right not to entertain any future applications regarding any import from me/us and the directors.

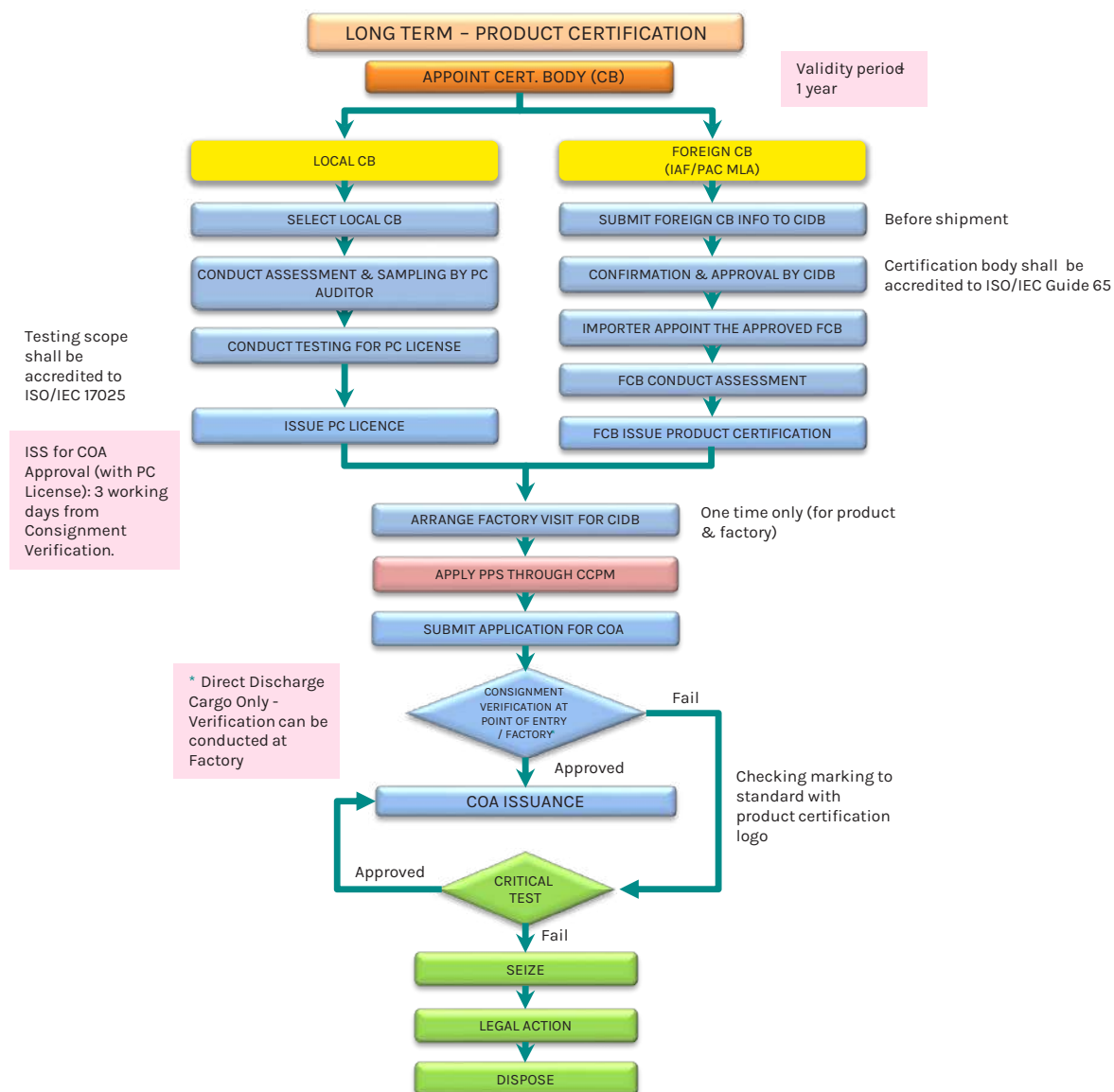
Importer's Signature Company/Firm Stamp

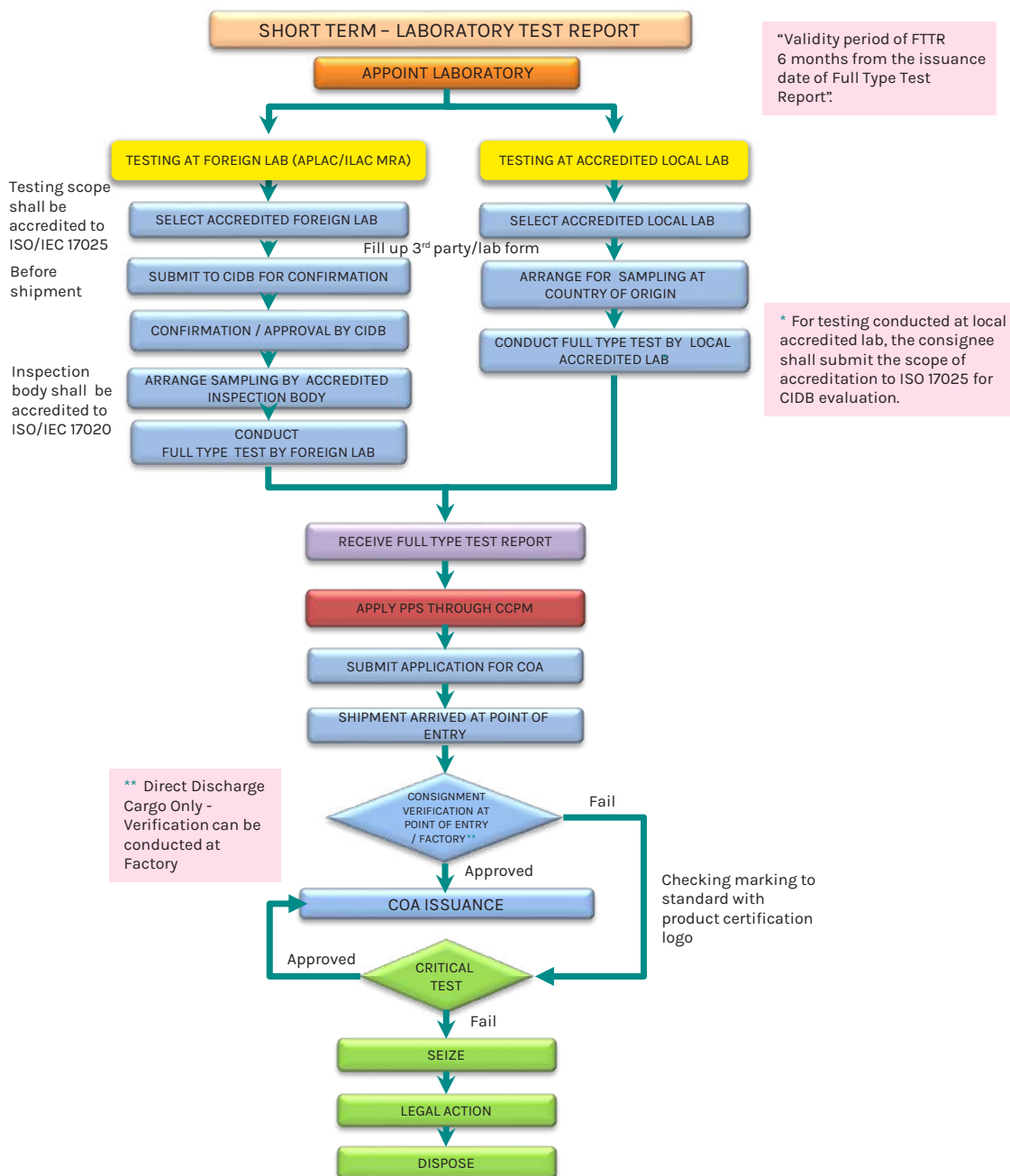
Director Name

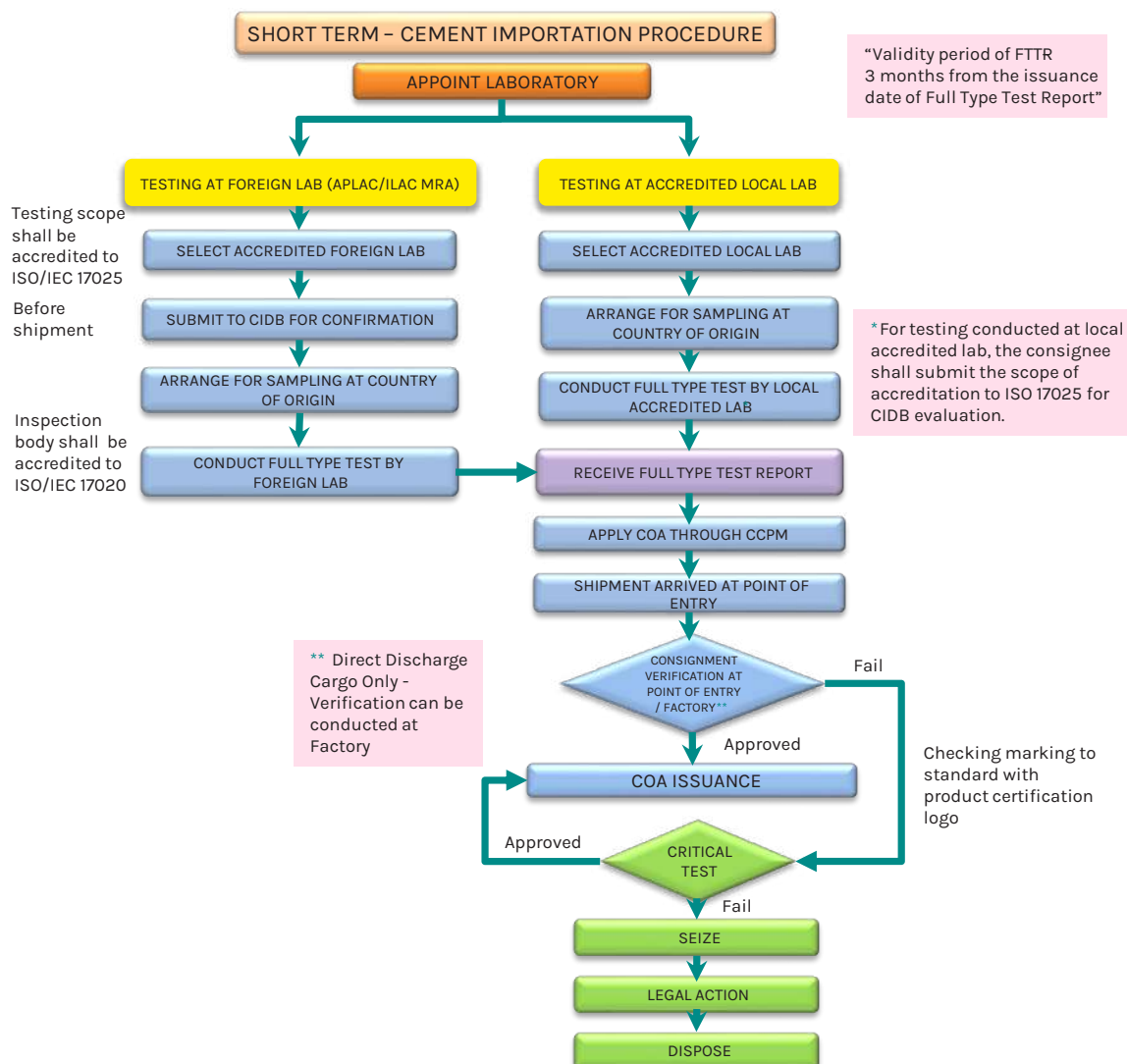
IC/Passport No

Date



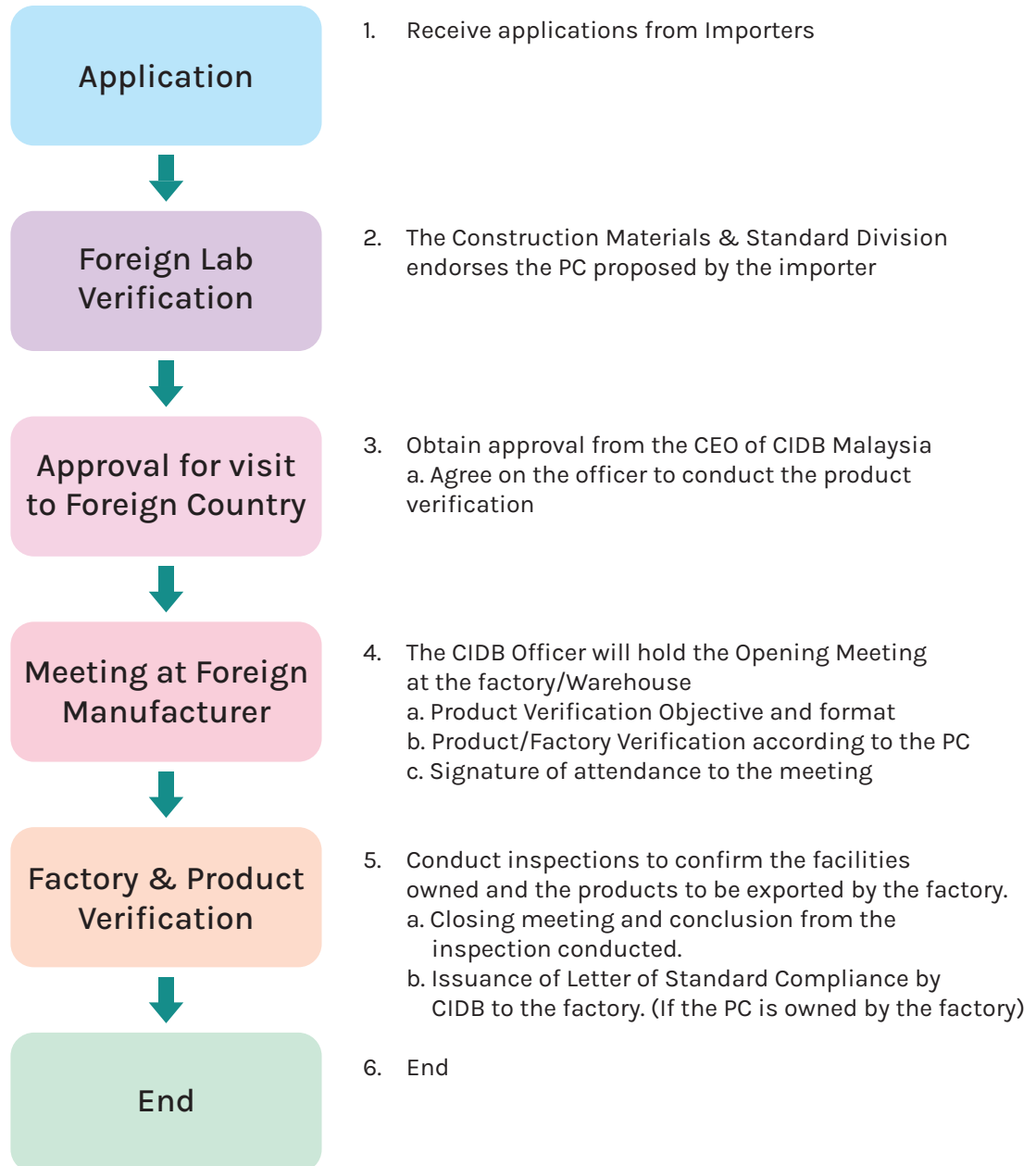







SOP

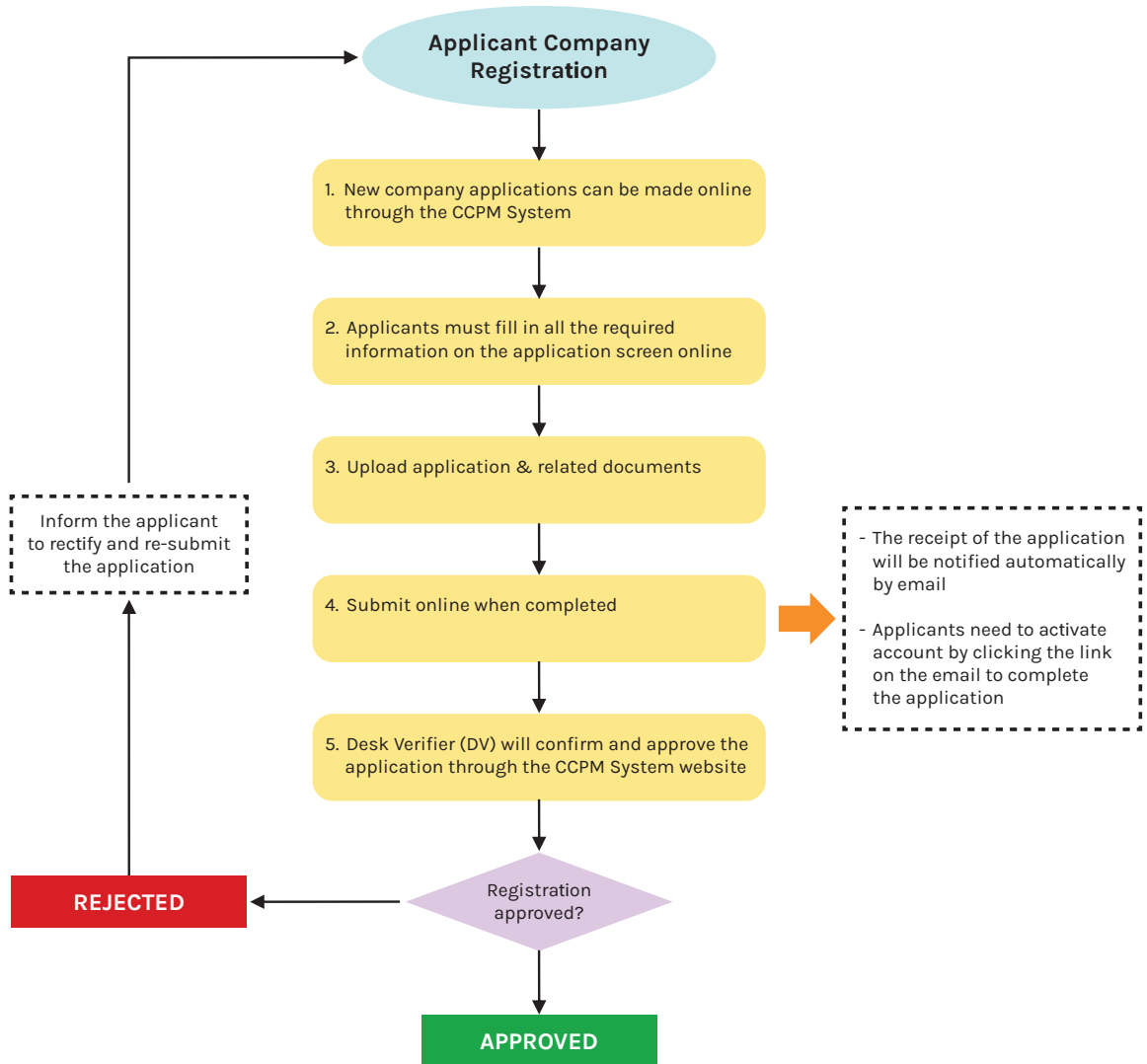
Product Verification Procedure at Factory (PC Method)



SOP Full Type Test Overseas (Consignment Test)



CCPM System New User Registration Process Flow Chart



GENERAL INFORMATION

Completed application can be submitted to the following address:

General Manager

Construction Materials & Standard Division
Construction Industry Development Board Malaysia
34th Floor, Menara Dato' Onn, WTC,
No. 45, Jalan Tun Ismail, 50480 Kuala Lumpur.

CIDB LINE FOR CONTACT:

Construction Industry Development Board Malaysia (CIDB)
Construction Materials & Standard Division
Tel: 03-4047 7000 (general line)
Fax: 03-4047 7420

Officers for contact at HQ:

- | | |
|--|---|
| 1. Cik Rashimah Adenan
Tel: 03 - 4047 7445 | 4. Pn. Ezza Hanum Abdullah
Tel : 03 - 4047 7452 |
| 2. En. Ramlan Bedin
Tel: 03 - 4047 7431 | 5. Pn Nor Faezah Abd Halim
Tel : 03 - 4047 7448 |
| 3. En. Azizzul Hakim Suparman
Tel : 03 - 4047 7499 | 6. Pn. Suzana Selamat
Tel : 03 - 4047 7483 |

Any inquiries regarding the importation of products can be emailed to the following :
qpass@cidb.gov.my

Any inquiries on the E-permit system can contact the following:

Dagang Net Technologies Sdn Bhd

Operating hours: 24 hours (7 days a week)

Telephone: 1300-133 -133 / +603-2730 0200

Fax: 603-2713 2121

Pager: 603-7804 8833; Pager No: 43032 / 43033

Hand phone: 017-8733 292, 017-8880 248

Email: careline@dagangnet.com

Web Care line: <http://www.dagangnet.co>



LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA
CONSTRUCTION INDUSTRY DEVELOPMENT BOARD MALAYSIA

Ibu Pejabat CIDB
Tingkat 34, Pusat Dagangan Dunia (WTC)
Jalan Tun Ismail, 50480 Kuala Lumpur



Tel : +603-4047 7000 | Fax : +603-4047 7070

www.cidb.gov.my

Enquiry please email to : qpass@cidb.gov.my