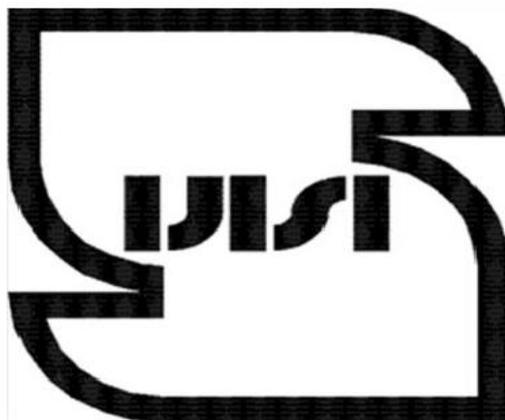




**Islamic Republic of Iran
Presidency
Iran National Standard Organization**



“Executive Method”

Imported Goods Conformity Assessment Method

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Title: Imported Goods Conformity Assessment Method

Revision status of pages of the executive method

Page number	Revision number	Revision date	Brief description of changes
Version	4		Date and number of revision are changed.
1	4		Content has changed basically.
2	4		Content has changed basically.
3	4		Content has changed basically.
4	4		Content has changed basically.
5	4		Content has changed basically.
6	4		Content has changed basically.
7	4		Content has changed basically.
8	4		Content has changed basically.
9	4		Content has changed basically.

1. Objective

The purposes of this executive method are determining the methods of assessing conformity of imported goods subject to technical regulations to ensure their compliance with national and international standards, technical regulations or standards accepted by the National Iranian Standards Organization or company's technical specifications, and accelerating and facilitating the entry of goods into the country in accordance with the norms and regular practices of the world trade and realization of:

1. Protecting the consumer rights in terms of safety, health and economy
2. Protecting rights of domestic producer in order to prevent the import of inferior goods
3. Supporting trade facilitation by applying transparency

2. Scope of Application

This executive method is applicable to assessment of the conformity of import commodities subject to technical regulations of official entrances of the country.

3. Implementation responsibility

The implementation of this manual style shall be carried out by the export and import commodities quality assessment bureau, provincial general standard offices and approved inspection companies. The quality assessment deputy is also responsible to supervise the good performance of the provisions.

4. The relevant laws and regulations

- 4.1. The Law on strengthening and development of the standard system adopted in 2017.
- 4.2. The law of enhancing the automobile manufacturing quality and other industrial productions and its by-laws
- 4.3. Export and Import regulations and its executive by-laws.
- 4.4. Customs affairs law and its executive by-laws.
- 4.5. Law on Combating smuggling of goods and currencies and its executive by-laws.
- 4.6. Vehicle's entrance technical regulations
- 4.7. The law on removing the obstacles of competitive production and enhancing the financial system of the country

5. Definitions

In this executive method, the terms and expressions are used with the following definitions:

- 5.1. Organization: Iran_National Standard Organization
- 5.2. General Office: General Standard Office of the Province

5.3. Provincial Committee: A committee formed to deal with the protests of the importers and exporters in general offices.

5.4. Commodities subject to technical regulations for imports: Commodities that have been declared mandatory to comply with the technical regulation by the Supreme Council of Standard, the Cabinet of Ministers and automotive and other industrial products quality improvement act, and is hereinafter referred to as commodities subject to standard for the sake of brevity.

Note: The commodities subject to standard is available in form of a list categorized based on name of commodity and customs tariff code which is available at the Organization 's notification date base at WWW.ISIRI.GOV.IR.

5.5. Acceptable Standards: Standards that are accepted by [the Organization](#) to evaluate the conformity of imported goods.

Note: A list of all acceptable standards, including the text of Iran's national standards, can be accessed at [the Organization 's](#) database at the following address: WWW.ISIRI.GOV.IR.

5.6. Technical Regulations (technical specification): Characteristics that are mandatory for non-standard acceptable imported goods.

Note 1: If a commodity does not have acceptable standard and technical specifications are not defined for it, the importer is obliged to provide factory technical specifications and to use the specifications to import the consignment frequently.

Note 2: Factory technical specifications must be notified to the approved inspection companies in terms of the specifications contained therein and sufficiency to assure the quality of the product after approval by the Provincial Committee so that the consignment conformity can be assessed.

Note 3: The list of goods subject to technical regulations (specification) for import is available at the organization's database at WWW.ISIRI.GOV.IR.

5.7. Eligible Laboratories: Laboratories whose test results are used in the conformity assessment of imported goods. These laboratories include:

5.7.1. Reference laboratories at the research center of the organization or general standard offices of the provinces.

5.7.2. Laboratories that have ISO 17025 and ISO/IEC 17025 which are approved by one of the Accreditation Bodies (AB).

5.7.3. Laboratories approved by the organization in accordance with the executive method of partner laboratories and supervising their performance under document no. R/111/208.

Note 1: In cases where there is no authorized laboratory in the province or adjoining province, testing the goods in other existing laboratories of the province which are not approved can be done under the supervision of inspection companies or the official expert of standard or experts of the general offices of provinces.

Note 2: The names and specifications of these laboratories can be accessed through the organization's database at WWW.ISIRI.GOV.IR.

Inspection Body (IB): The inspection company (surveillance) which have been approved in accordance with the by-laws on the approval of inspection companies and the rules of inspecting goods under circular no. 40863/223079 dated 27/12/2010 and the commission on infrastructural affairs, approved in the field of geography with a specific scope of activity which will be called inspection company in this executive method.

Note: Names and specifications of inspection companies can be accessed through the organization's database at WWW.ISIRI.GOV.IR or through the general offices.

5.9. Supplier's Declaration (SD) or Manufacturer's Declaration (MD): A document according to which the supplier or manufacturer announces the conformity of commodities with the standards, acceptable technical regulations, or factory specifications. (Appendix 1)

5.10. Certificate of Conformity (COC): A document issued solely by the general standard offices of provinces based on the conformity assessment methods set out in this executive method and the related regulations approving the conformity of the commodities with the standards, acceptable technical regulations or factory technical specifications. (Appendix 2)

5.11. Non-Conformity Report (NCR): A document that reports the non-conformity of the commodities with the standards, acceptable technical regulations or factory technical specifications based on the inspections carried out by the inspection bodies according to the conformity assessment methods inserted in this executive method. (Appendix 2)

5.12. Certificate of Non-Conformity (CNC): This is a document issued based on one of the conformity assessment methods set out in this executive method and the related regulation which shows the non-conformity of the commodities with the standards, acceptable technical regulations or factory technical specifications. (Appendix 2)

5.13. Certificate of Inspection (COI): A document issued on the basis of an inspection performed by an inspection body. (Appendix 3)

5.14. Certificate of Registration (COR): A document issued at the request of the applicant indicating the registration of commodities in the organization. (Appendix 4)

5.15. Case Sampling: Case sampling of imported cargoes with registration certificate, trademark registration, inspection certificate and all cargoes using the facilities of this executive method is

done on a case-by-case basis and the results will be registered in the records of the importer and the inspecting company.

5.16. Certificate of brand registration (COBR): A document that indicates the registration of a commodity with a specific type of trademarked and various models in the organization. (Appendix 5)

5.17. Conformity of Production (COP): A document that demonstrates the establishment of a production conformity control system in automobile manufacturing factories for the purpose of obtaining a type-approval certificate from the organization.

5.18. Certification of vehicle type-approval: A document issued after verification of vehicle's authenticity, origin and compliance with national automobile standards and regulations solely by the Export and Import Quality Assessment Bureau.

5.19. Type Test: Testing the prototypes of a product in an approved certified laboratory under the supervision of a third-party body issuing product license to verify the design and ensure the full conformity of product with the relevant standard.

5.20. Control Sample: a case sampled at the same time as the original sample under the same conditions and the same specifications of the original sample written such that it cannot be changed and it will be kept by the owner of the commodity or their legal representative or other competent authority after being sealed and stamped.

5.21. Bulk Commodities: Goods that are loaded and transported without any packaging or marking on a carrier (ship, etc.).

5.22. Processed Food Products: A processed food product that is imported into the country as a final product and ready for consumption and is distributed directly to the market.

5.23. Commodity Purchase Documents: Purchase documents include Proforma - purchase invoice - order registration form - bill of lading- shipping origin certificate - purchase list

5.24. Temporary entry commodities: Goods which are in accordance with the provisions of articles 50 and 51 of the customs code are exempt from the control and supervision of the organization if the customs executive administration of the country does not request.

Note 1: Temporary entry of goods that are somehow related to the health, safety, and environmental issues of the community are excluded from this paragraph and general offices are required to issue a certificate of conformity if they comply with the standards.

Note 2: Certificate of Conformity shall be issued for goods that changed from temporary entry to definitive entry if the primary nature of the goods is maintained and in case of the possibility to announce ideas and conformity with the standards.

5.25. Commodities used in national product lines and projects: Special materials, supplies and equipment that are not intended for supply or sale but have exclusive applications in national development plans and infrastructures of the country or industrial plants.

Note 1: Industrial plants are manufacturing units that have establishment license or operation license from legal authorities.

Note 2: Consumable goods in knowledge-based companies approved by competent authorities are also included in the above paragraph.

5.26. Certificate of Commodity's Import: This is a certificate showing the commodity's conformity with the relevant standard and applicants with a cross-border exchange card organized in the form of border cooperatives can receive their imported goods.

5.17. Basic Commodities: A commodity whose importing been entrusted by the government to state-owned companies, such as the state-owned trading company, etc.

6.1. Description of Actions

The general offices shall examine the documents for the purchase of imported cargos subject to this executive method referred to them by the Executive Customs and then evaluate the consignment in accordance with one of the conformity assessment methods set out in this paragraph and in case of approval, the Certificate of Conformity shall be issued.

6.1. Method 1: Conformity Assessment in the Origin (Pre-shipment Inspection)

In this method, the importers to assure the conformity of imported goods with the standards acceptable technical regulations or factory technical specifications can visit one of the authorized inspection companies the geographical and activity scope of which match with the inspection of the intended consignment and present the documents of commodity purchase and conclude a contract. In such circumstances, the Inspection Company is obliged to comply with the provisions of this executive method and all the requirements set forth in the acceptable standards, and issue certificate of inspection for the consignment in question in case of conformity according to the following items:

6.1.1. Examining the documentation of consignment under inspection obtained from the importer and, if required from the seller, to verify the accuracy of the documents, relevance and validity of standards, acceptable technical regulations or factory technical specifications.

6.1.2. Comprehensive physical inspection (but not limited to safety signs, labels and instructions of the commodity application) of the inspected cargo, conformity to the standards, acceptable technical or factory specifications, and conformity with the specifications contained in the purchase documents.

6.1.3. Sampling the cargo in accordance with relevant standards or sampling instruction no. D/42/204 and sending them to approved laboratory and reviewing the test results to ensure that the results are complete and conforming to the specifications, acceptable technical regulation or factory Specifications.

Note 1: Inspection companies must issue a Certificate of Inspection in Origin based on the notes listed in paragraph 6.1. on the basis of test results which have not been issued more than 3 months. Obviously, if the COI is issued based on the test result from which more than 3 months have passed, it will not be acceptable and the consignment (particularly bulk -penetrable, and perishable commodities) shall be sampled and tested in the destination.

the goods, in particular the bulk-permeable (perishable) goods, should be sampled and tested at the destination.

Note 2: For goods whose features have been declared as type tests, it is not necessary to provide the results of the type tests.

Note 3: Goods whose design, manufacture, and installation are subject to technical must have inspection certificate based on testing during manufacture (Pressure vessels, boiler, playground equipment, etc.)

6.1.4. Inspection companies shall, after loading and ensuring the conditions of transport, storage and conformity of the consignment with the relevant standards shall take measure to issue inspection certificate at the origin after issuing bill of lading.

6.1.5. Inspection Company is required to present a copy of the Test Results Sheet (TR), Manufacturer Declaration (MD) and, in case of purchase from supplier, the Supplier Declaration (SD) and other documents of purchase and the Certificate of Inspection (COI).

Note 1: If the importer purchases food and perishable goods directly from the manufacturer, valid MD must be provided and if the mentioned goods are purchased from a seller other than the manufacturer, valid MD and SD must be presented.

Note 2: Inspection companies are required to include the standards' numbers related to the product including the features, safety, performance and energy consumption criteria and others in the inspection certificate.

Note 3: (Surveillance) Inspection Companies are required to have the Certificate of Inspection in the origin together with the documents confirmed by the branch or their agency within the country.

Note 4: Physical inspection of imported vehicles with a vehicle type-approval certificate must be carried out at the customs offices by experts of general standard offices of the provinces or authorized inspection companies (appendix 6).

6.1.6. Issuing Certificate of Conformity for consignments holding inspection certificate at origin:

6.1.6.1. General offices shall, in respect of imported consignments inspected at the origin, receive purchasing documents having a valid date and conformity with the description in the customs documents, the COI, the MD and SD and the TR. The documents should be reviewed and COC should be issued if major defects are not observed in the documents.

Note 1: The COC validity period for all goods is a period of 3 months from the date of issuance, while taking into account all the following notes. (Certificate renewal will be issued 3 times and each month for one month).

Note 2: Not more than one year should have passed from the date of production at the time of accepting and submitting the declaration of vehicle tires at the General Office (with a tolerance of one month).

Note 3: At the time of acceptance and filing of the declaration of foodstuffs (not ready for consumption) at the General Office, at least one second of their validity period (from date of production to expiry date) must remain (with a tolerance of 5%).

Note 4: When accepting and registering declaration of primary food product (not ready to be consumed) in the General Office, at least half of the product's validity period shall be remaining (with a tolerance of -5%).

Note 6: At the time of acceptance and registering the declaration in the General Office for other goods that have expiry date, at least two-thirds of their validity period should be remaining (with a tolerance of -5%).

Note 7: The acceptance and conformity assessment process for imported basic commodities that have a production and expiry date on the packaging or on the documents but lack the shelf life, action can be taken in accordance with paragraphs 3 and 4.

Note 8: The major document deficiencies in COI are as follows:

A) The date of the test results are before the inspection and sampling of the consignment.

B) The date of issuance of the test results is after the date of bill of lading.

C) The date of issuance of inspection certificate is before the date of bill of lading.

D) Not in accordance with paragraph C of Article 13, the bylaws of confirming the qualification of inspecting companies regarding “issuance of an inspection certificate and obtaining approval from the Chamber of Commerce of certificate issuing location in case of conformity of the inspected commodity at the delivery intervals with the contract terms and documentary validity”.

E) The format of inspection certificate and the information provided are not in accordance with the format set out in Appendix 3 and the commodity purchase documents.

F) Lack MD or SD certificate.

G) Issuing inspection certificates based on incomplete test results.

6.1.6.2. The consignments referred to in paragraphs (a) and (b) shall enter the customs of the country with in-origin COI. Obviously, the acceptance and registration of declaration of the said goods shall be made in accordance with the notes of paragraphs 3 and 4, and paragraphs 6.1.6.1, and sampling of all consignments shall take place simultaneously with the issuance of conformity assessment certificate.

A. Foodstuff that are shipped in bulk to the country, such as wheat, barley, etc.

B) Foodstuff in perishable and penetrable packaging such as: sugar, dried milk, rice and animal feed...

Note 1: It is not possible to accept and register the declaration of the above items in the absence of a certificate of inspection in origin at the general offices.

Note 2: Acceptance and registration of declaration of the above goods are possible the general offices by observing the notes of paragraphs 3, 4 and 1.6.1.6.

Note 3: Simultaneous sampling with the issuing of Certificate of Conformity from all goods in paragraphs A and B is essential.

Note 4: Iranian state livestock and commerce support companies that attempt to import goods from the official entrances of the company, while requesting the general standard offices of the provinces, can take measures to assess the conformity of imported commodities (inspection, sampling, testing) by the general standard offices of the provinces before declaring the goods at EPL system of the customs. Obviously, clearance from customs is subject to the verification of conformity of goods with the relevant standards.

If the general offices observe major documentation deficiencies in the COI and its Appendixes in accordance with note 8 paragraph 6.1.6.1., actions should be taken according to other assessment methods set forth in this executive method and set the obtained result as the criteria for issuance of COC or CNC. Also the rejection of issued certificate of inspection should be reported to the export and import commodities quality assessment bureau.

6.1.6.3. General offices shall take random samples from the consignments and test them when issuing COC for other imported commodities except commodities mentioned in rows a and b of paragraph 6.1.6.2. to ensure the accuracy of the issued inspection certificates. The results shall be

reported in the records of inspection companies and the observed nonconformities must be reported to export and import commodities quality assessment bureau as soon as possible.

Note 1: If the importers of commodities subject to technical regulations ask for a letter of credit / negotiable instrument / payment order without obtaining a certificate of inspection in origin must take action to omit the inspection of commodities in the origin by having one of the conditions mentioned in appendix 7 and after the approval of the general office of province.

Note 2: The general offices do not accept the request for omitting inspection at origin (appendix 7) for commodities not subject to the technical regulations for imports.

Note 3: The general offices do not accept the request for omitting inspection at origin for primary foodstuffs, cosmetics, medical supplies, non-testable commodities, and commodities with long testing time.

Note 4: List of non-testable commodities and commodities with long testing time can be accessed at the organization's database at WWW.ISIRI.GOV.IR.

6.2. Second Method- Conformity assessment of goods at destination

Issuing the Certificate of Conformity Assessment for consignments that are carried to customs of the country by the importers without receiving inspection certificate at the origin of the consignments takes place as follows:

6.2.1. If the goods are not in conformity with the description given in the customs documents, the general offices shall report the case to the relevant customs office for information and correction of documents and refrain from sending the sample to the laboratory and carrying out the process.

6.2.2. If the goods mentioned in Note 4, paragraph 6.1.6.3. are imported into the country without a certificate of inspection in origin, the general offices shall perform the sampling and sending to acceptable overseas laboratories by the inspecting companies in order to issue COC.

6.2.3 Acceptable laboratories abroad must have ISO 17025 certificate.

6.2.4. For all samples with expiration date, having the requirements set out in Note 2 to 6 paragraph 6.1.6.1. shall be checked by the general offices. If the consignment does not meet the conditions at the time of acceptance and declaration in the general office, the office should examine the delay in declaring the goods at the Executive Customs in accordance with the following conditions and then take appropriate steps to issue the Certificate of Conformity according to this method.

6.2.4.1. Delays in declaring goods in the customs based on positive documents is outside the scope of the importer's authority.

6.2.4.2. The test results of the intended commodity is in accordance with the relevant standard in the laboratories approved by either the Iran National Standard Organization or the relevant body (Food and Drug Administration, etc.).

6.2.4.3. The said product shall have a clearance and consumption license from the relevant body (Ministry of Health and Medical Education, etc.).

6.2.4.4. The expiry date shall be inserted on the said goods in accordance with the relevant standard under the supervision of the general office or any of the approved inspection companies.

Note: Documents provided to extend the expiry date by the manufacturer are not acceptable.

6.2.5. Issuing certificate of conformity for tested consignments:

6.2.5.1. General offices may issue a COC if the test results are in compliance with standards, acceptable technical regulations or factory specifications (Appendix 2).

Note 1: General offices may use inspection companies' services to inspect, take samples, send samples to approved laboratories, and check the test results on imported goods.

Note 2: Inspection companies may issue COI (according to Appendix 3) for imported goods at destination. It should be noted that inspections and certification at the destination are permitted only by letter and written notice from the general offices.

Note 3: In order to facilitate the process of importing goods, in cases where it is possible to perform the test in approved laboratories of provinces, samples should not be sent to other provinces as far as possible. Distributing samples between laboratories is based on the facilities and capabilities of the laboratory and is subject to the recognition of the general standard manager of the provinces.

6.2.6. Goods without marking or with incomplete marking:

6.2.6.1. Goods which do not have any markings in accordance with the relevant standard shall be deemed to be unidentified goods and after observation of sample, non-conformity shall be reported to the customs.

6.2.6.2. Goods with defective marking in such a way as to lack the characteristics of the relevant standard marking and it is not possible to test the samples, the commodity is regarded as unidentified and non-conformity report shall be submitted to the customs.

6.2.6.3. Goods with defective marking in such a way that, by using the characteristics contained in the marking, the sample may be sent to the laboratory for testing. After obtaining the test results of conformity of commodities with the related standard, the case shall be referred to provincial committee to make decision regarding the issuance of COC.

Note: If an imported item has a mark defect and this defect can be repaired or corrected as diagnosed by the provincial technical committee, the committee can agree to issue the product's COC and keeping the consignment in the owner's warehouse, but the license to use the commodities is subject to fixing the defects and correcting the markings under the supervision and approval of an inspection company.

6.2.7. The members of the Provincial Committee shall be as follows:

6.2.7.1. Director general and in their absence the vice-president for conformity assessment or the vice-president for quality assessment of export and import goods (chairman of the committee)

6.2.7.2. Head of Export and Import Commodities Quality Assessment Bureau or their representative (Committee Secretary)

Note: In provinces that there is no export and import commodities quality assessment bureau, the export and import commodities quality assessment representative will be present.

6.2.7.3. Head of laboratory affairs office

6.2.7.4. Head of the standard implementation supervision bureau

6.2.7.5. Expert / technical experts of the province or the standard expert

6.2.7.6. Security authority of the province

Note: The meetings of the Provincial Committee are formalized with the presence of the chair, secretary and at least two members, and decisions are approved by a majority of votes.

6.2.8. The provisional committee can design and make decisions on the following items:

6.2.8.1. Issuing COC assessment or non-conformity report for goods with defective marking.

6.2.8.2. Examining and approving the factory specifications declared by the importer for goods that do not comply with national and international standards.

6.2.8.3. Determining the number of sampling from cargoes with high diversity, variety of sizes, model types, high value of each item of commodity, low number of consignments, high test cost, non-commerciality of the product, destructivity of the test, long testing procedure, etc.

6.2.8.4. Examining the type of goods for specific uses, including reverse engineering, research and scientific and infrastructure projects.

6.2.8.5. Examining the request for removing inspection at origin for imported goods subject to technical regulations.

6.2.8.6. Verification of the issued inspection certificates at the origin or destination on the basis of results of the annexed test.

6.2.8.7. Checking and declaring the names of importers who have imported goods from one province in contravention with the standards.

6.2.8.8. Deciding on the issued inspection certificates based on the results of a test from which more than 3 months have passed.

6.2.8.9. Asking to make decisions on non-commercial consignments as defined in article 1 of the executive bylaws of the export and import act

6.2.8.10. Dealing with the protests of importers who have positive quality documentation and records.

Note: In special cases and regarding the final decision on dealing with objections related to export and import commodities which is being handled at national level, a committee with the proposal and chairmanship of the Honorable President of the Organization is established to deal with the issue at the import and export commodities quality assessment bureau and the necessary decisions will be taken. The decisions of this committee are final and binding.

The members of the committee include:

1. Deputy of quality assessment (committee chair)
2. Representative of the standard research organization
3. Representative of the deputy for supervision over standard implementation
4. Representative of the Bureau of Inspection, Complaint Response and Performance Evaluation
5. Representative of the headquarters of the security
6. Director-General or representative of the province concerned
7. Director General of Export and Import Commodities Quality Assessment Bureau (secretary of the committee)

6.2.8.11. Making decisions on imported items subject to technical s with a limited number and value below \$ 2000 based on available documentation

Note 1: This paragraph does not include goods of List 9 and exceptions to the executive method of conformity assessment of imported goods.

Note 2: The general standard director of province may delegate his authorities regarding this issue to the deputies or chairmen of relevant offices or standard agents in province's customs and supervise the good performance.

6.2.9. Issuing certificate of conformity assessment at destination for temporary entrance goods:

6.2.9.1. If the goods referred to in Article 50 of the Customs Code are temporarily imported into the country in accordance with Article 79 of its Executive Regulations at the time of final entry, if inquired by the executive customs of the country, the general offices shall act according to the second method of this executive method.

6.2.9.2. If the goods covered by Article 51 of the Customs Code are temporarily imported into the country for processing in accordance with Article 81 of its Executive Regulations, if inquired by the executive customs of the country from the general provinces, the case shall be dealt with according to method two of this executive method. If the goods of this paragraph are from foodstuff mentioned in 2.6.1.6., inquiry should be made from the general offices and assessment should be made using the second method of this executive method. In accordance with Article 87 of this Code, in case of alteration from temporary to definitive, the commodity should be inquired with the primary characteristics and the case shall be assessed.

6.2.10. Issuing certificate of conformity in destination for specified goods imported twice consecutively from one company, one country of origin and one province customs within less than two years:

The general standard office of the related provinces may issue a certificate of conformity upon receipt of prior quality documents. The continued implementation of this clause is subject to the evaluation of positive quality records and approving the continuation of quality.

Note 1. This paragraph does not include imported foodstuff and agricultural consignments.

Note 2. The general standard office of provinces may randomly control the goods of this paragraph.

6.3. Third Method- Conformity Assessment Method Using Certificate of Registration:

- Raw materials, intermediate and equipment needed and associated with production units
- Final product's COR
- COBR

Importers (legal entities) of raw materials, intermediates and equipment needed by and related to production units or finished goods (final products), depending on whether they are production units or merchants, can act in one of three ways to apply for a license to import consignment into the country.

6.3.1. Certificate of registration of raw materials, intermediates and equipment needed by and related to production units (subject to technical regulations)

6.3.1.1. In accordance with implementation of paragraph “t” of Article 38 of the law on removing production barriers and its executive bylaws to support domestic production and improve the business environment and facilitate customs formalities for production units, for the import of raw materials and equipment (intermediate materials) needed by production units (yearly needs) or by commercial companies for production units (by providing a contract between the commercial company and production unit before registering the imported consignments), the organization grants certificate for registering raw materials, intermediates and parts and components of machineries of production lines for two years by observing the following conditions:

- A) Presenting licenses for the production of industrial plants issued by the competent authorities;
- B) Presenting a list of imported raw materials and intermediates annually required by the production units in header of the production unit and the commitment regarding conformity of the said imported items with the relevant standards signed by CEO or holders of signature right and quality control manager and sealed by the production unit approved by the body issuing activity licenses in the concerned province (According to appendix 4).
- C) Presenting MD and SD regarding the conformity of commodities with national and international standards and proof of continuity of conformity.
- D) Protecting the right of taking random samples from consignment and testing them for general offices and to maintain quality records in relevant files for inclusion in the re-registration process.
- E) Nominating an expert person familiar with the standard affairs as the person in charge of tracking the relevant affairs (standard expert).

Note 1: The above-mentioned certificate does not apply to commercial companies that import (in any form) raw materials, intermediate materials and equipment for manufacturing units for direct distribution to the market.

Note 2: Submitting information and issuing certificates shall be performed by the general standard offices of the province where the manufacturing unit operates.

(In case of verifying the eligible applicants, a number will be assigned to the certificate holder in the export and import system so that the general office can announce the results to the customs by observing the certificate number through the system at the time of declaration.)

6.3.2. Final Product Certificate of Registration (COR)

6.3.2.1 Importers (legal entities) importing commodities with a specific type and constant features from one particular production unit and one country over a period of one year may use the facilities of this executive method if the following conditions are met.

- A) Importing the consignment in question for at least twice a year is required to accept the applicant's request.
- B) Confirming the persistence in importing the goods depending on the type of commodity as determined by the provincial standard office.
- C) The right to take random samples from the consignment and test it is preserved for the General Office to control the quality of consignment. In case of non-conformity, the mentioned office will cancel the certificates.
- D) The above certification shall be carried out solely by the general standard offices of provinces with a one-year validity date to be presented to all customs in that province.

Note 1: In case of variation of model, size, grade, etc. in the goods concerned, to ensure the high quality control of imported commodities which takes place by taking random samples and testing them by the relevant offices of the province, one certificate of registration will be issued for every five models, sizes, grades, etc.

E) Obtaining the final product registration certificate is subject to presenting the MD and SD regarding the conformity of commodities with the accepted national and international standards and proof of conformity continuity in the said declaration; the COR with a validly period will be granted to the applicant if the said items are met.

F) The applicant for obtaining final product registration certificate must introduce one standard expert as the person in charge of pursuing the relevant affairs and submit the documents described in Appendix 4.

Note 1: If the importer owns a production unit of commodities similar to the imported commodity, they shall not be permitted to use the said facilities.

Note 2: If the applicant submits the documents related to authorized dealers approved by the Iran traders' centers, s/he can act directly to receive the COBR solely through the import and export commodities quality assessment bureau and does not need to receive the COR.

6.3.3. Certificate of Brand Registration (COBR)

6.3.3.1. In cases where official agencies are introduced in the country for commodities with specific features, the importers (legal persons) may clear the commodities from the customs by registering the brand and trademark.

A) Issuing the said certificate is done solely by the Export and Import Commodities Quality Assessment Bureau, so examining the documents provided by the applicant is done solely at that office. (Appendix 5)

B) As trademarks have numerous factories in different countries of the world, each COBR shall be issued solely for products manufactured in one country.

C) The COBR shall be issued primarily and solely for authorized agencies approved by the Iran's Trade Union Center and at secondly for importers introduced by authorized representatives. It should be noted that the said certification for importers introduced by authorized agencies do not eliminate the responsibilities and rules governing the legal representative regarding the imported consignments.

D) COBR is valid for one year from the date of issuance and is available to all general standard offices of the provinces.

E) The right to take random samples from the consignment and test it is preserved for the General Offices to submit reports to export and import commodities quality assessment bureau. In case of non-conformity, the mentioned office will cancel the certificates.

F) The applicant COBR must introduce a standard expert to be in charge of pursuing the matters.

G) The applicant must submit a certificate indicating the approval of trades centers of the deputy of commercial development of the Ministry of Industry, Mining and Trade showing that the applicant has received the COBR officially.

H) The applicant shall submit the official commitment to accept the liability arising from non-conformity of the imported goods with the relevant standards. (Appendix 5)

6.4.3. Final product's COR and COBR

A) Submitting the written application to the general standard office of the province where the production unit / export and import commodities quality assessment bureau is located (according to the type of certificate requested) and receiving the relevant forms

If the applicant is eligible, in addition to submitting the documents set out in appendixes 4 and 5, the final product registration application form and declaration of conformity on commodities in the manufacturing unit's sheets must be approved by the responsible ministry of the origin country and the Iranian embassy in the origin country. Finally, the inquiry will be made from the Iranian Ministry of Foreign Affairs regarding the confirmation of Iranian embassy in the country of origin.

Note: Brand registration applicants do not need the approval of the country of origin, the Iranian Embassy and the Ministry of Foreign Affairs and completing the forms of the production unit will suffice.

- B) Examining the documents by the relevant expert
- C) Notifying the applicant regarding the deficiencies in order to remedy them and complete the documents (if required)
- D) Visiting the production unit as an expert dispatch (if required)
- E) Discussing the application for registration of commodities in the Committee which examines the issuance of COR and COBR and adjusts the minutes (appendix 4).
- F) If approved by the technical committee for issuing the COR (of final product) in the province at the request of the applicant, all the documents must be numbered and signed by the technical expert of general standard office of the relevant province and submitted as a PDF file along with the draft COR to the export and import commodities quality assessment bureau for assigning “registration number” and notifying it to the province to issue the COR. (Appendix 4)
- G) The export and import commodities quality assessment bureau is obliged to carefully review the submitted documents and, in case of non-conformity with the issuing process, notify the case to the general director of standard office of the province and assign the registration number to the certificate in case of conformity with the issuance process.
- H) The general standard offices of the provinces shall, after receiving the registration number, issue a “certificate of registration” and send a copy to the export and import commodities quality assessment bureau for registering the records.

Note 1: Holders of final product’s COR and COBR are responsible, accountable and committed to ensure the conformity with standards and meet the consumer rights, and must compensate for the possible damages.

Note 2: After reviewing the documents by the related expert at the general standard offices of the provinces / export and import commodities quality assessment bureau (according to the certificate type) in coordination with the general director of standard office of the province / the general director of export and import commodities quality assessment bureau or authoritative representative of quality assessment office, the certificate will be issued.

6.3.5. Issuance of COC assessment for imported goods holding certificate of registration of raw materials, intermediates and equipment required and related to manufacturing units, final product’s COR and COBR

The general offices shall, for imported consignments whose importers have obtained the said certificates, while certifying the image of the certificate in the export and import system, issue COC after obtaining the following documents:

- A) Documents showing the purchase of goods

B) Copies of certificates issued.

Note 1: General offices are authorized to carry out case-by-case sampling and testing of imported consignments holding the above certificates to apply supreme supervision and register the results in the records of the certificate holders and in case of non-conformity report the case to export and import commodities quality assessment bureau (according to the type of certificate) for reviewing and decision making.

Note 2: At least one certificate of inspection at the origin during the validity period of the certificate is required to control the quality of goods that cannot be tested in the country.

6.3.6. How to renew the certificate of registration of raw materials, intermediates and equipment required by and related to manufacturing units, final product's COR and COBR

A) To renew the validity of the said certificates, the applicants must submit their application two months before the expiry date to the general standard office of province where the production unit / export and import commodities quality assessment bureau are located (according to the type of certificate).

B) After reviewing the documents, the new conditions for manufacturer and importer of the commodity, the quality records of the imported commodities and discussing and examining the case, new certificates will be issued with the same number and a validity of two years (certificate of registration of raw materials, intermediates and equipment of manufacturing units) and one year (COR and COBR).

6.3.7. Warning of revocation and renewal of certificate of registration of raw materials, intermediates and equipment required by and related to manufacturing units, final product's COR and COBR

If holders of the said certificates fail to fulfill the obligations regarding importing commodities in accordance with the standards, measures of suspension and revocation will be taken as follows:

A) In case of non-conformity of commodities with the standards regarding marking, labeling and instructions for use and the like, the holders of the said certificates will be warned and action will be taken according to following items: (cases mentioned in letter 90301 dated 14/11/2016 to the general standard office of provinces).

B) The certificate will be annulled if the non-conformity with standards is in major and critical cases. Applications for re-issuance of certificates will be accepted only when at least three consecutive test results of the same imported product conform to the standard and the continuation of conformity is confirmed.

D) The revocation of the said certificates may be applied by discussing the matter, examining and reviewing by experts.

E) In case of revocation of the certificates, the original version of the certificate shall be recorded by the export and import commodities quality assessment bureau.

C) If the certificate is revoked two times for non-conformity reasons, the name of certificate holder shall be blacklisted and re-certification shall be prohibited.

Note: As recognized by the general standard office of the province where the production unit / export and import commodities quality assessment bureau are located (according to the type of certificate), the certificate of registration of raw materials, intermediates and equipment of manufacturing units, final product's COR and COBR shall not be issued in the following cases:

A) The conformity of commodities has not been verified by the technical committee.

B) The imported commodities are perishable.

C) Foods that are shipped and imported into the country in bulk, such as wheat, barley, etc.

D) Foodstuff with packages that cannot be supplied to final consumers such as sugar, dried milk, rice, animal feed, etc.

E) Commodities which are important regarding safety and health. (Appendix 9)

Note: The list of commodities which are important regarding are annually announced by the standard organization at the organization's information database at WWW.ISIRI.GOV.IR.

6.4. Method Four: Conformity Assessment of Consumables in Production Lines and National Projects

If the imported commodity complies with the specification set out in paragraph 5.25 and is not included in the list of public health and safety related products (appendix 9), issuing COC by the general standard offices of the provinces is possible after obtaining the following documents.

6.4.1. Documents required for issuing the COC of production lines, parts and machineries, raw materials and intermediate commodities of production used in industrial factories of Iran:

A) The establishment license to or operation license of industrial factories issued by the competent authorities.

B) Confirmation from the organization issuing the production license for industrial factories regarding the activity of production unit and the use of imported goods as production line, parts and machineries, raw materials and intermediate commodities required for production.

C) A Commitment for approving the conformity of commodities with accepted technical standards or regulations and accepting the responsibilities arising from the non-compliance signed by the CEO and quality control agent of the factory (Appendix 8).

D) MD or SD, if any.

Note 1: If the commodity's application is related to the safety and health of the general public, issuing COC is subject to performing one of the three previous methods of assessing the conformity described in this executive method.

Note 2: If raw materials are imported by commercial companies for manufacturing units, presenting the concluded contract, the commitment letter of the production unit and the commitment letter of the importer, according to the appendix, is essential (in such cases the fees of services are calculated based on the commercial imports).

4.6.2. Documents Required for issuing COC of imported commodities Used in Developmental and Infrastructural Plans of the Country:

A) Commitment letter of the highest official authority of the plan to approve the characteristics of the intended product and accepting the responsibility for the consequences of its use in the said projects (appendix ...).

B) MD or SD, if any.

Note: According to paragraph 6.3.1.1. regarding the implementation of paragraph (d) of Article 38 on removing the Barriers to Production and its executive by-laws for registering raw materials, intermediates and equipment required by and related to production units, all the said units are required to perform the above process for one year after the date of announcement.

6.4.3. If production units that have received national awards or letter of appreciation on National Quality Day and World Standard Day intend to import raw materials and intermediates, the general standard offices of provinces may issue COC after receiving the service fees.

Note 1: General offices can randomly control the imported goods by such companies.

Note 2: The list of eligible production units is uploaded annually at the portal of [Organization of Standards and Industrial Research of Iran](#).

Note 3: Granting this award is for one year from the date of delivery.

6.5. Method Five- Other conformity assessment methods

Conformity assessment method for CKD, spare parts of automobiles and motorcycles produced inside the country: and motorcycles

6.5.1.1. Import of CKDs and spare parts of automobiles and motorcycles by producer or the legal representatives that have installed COP system in the production line and have received type-approval certificate for their products is possible provided that they purchase parts from the parent company (main factory and or its authorized representatives in other countries) and submitting the inspection company approval which is the executive of COP process regarding the conformity of imported parts with the parts in BOM list.

Note 1: The approval of inspection company which is the executive of the process of confirming the type regarding the import of parts by domestic automaker is subject to using any of their surveillance tools (including documentary inspection or inspecting the parts in customs or any way that clarifies the conformity of imported parts with the parts mentioned in BOM list for the inspection company).

Note 2: If the specifications of parts included in BOM list are available, other qualified inspection companies can also issue approval.

Note 3: The import of the first consignment of CKD by automaker is merely up to 150 sets to produce a new automobile without a type-approval certificate provided that commitment of non-numbering and not-selling the automobile by that company is presented.

Note 4: In this method, the certificate of type- approval of vehicle and motorcycle is considered as a standard mark application license.

Note 5: At least one random control per year should be recorded for importing the parts included in Appendix 9. Otherwise, other methods should be used.

Note 6: Simultaneous random sampling and testing rights are reserved for the general standard office of the province.

Note 7: Tire and tube imports should be based on conformity assessment process announced by the organization.

The automobile parts listed in Appendix 9 include: car safety glasses, LPG and CNG, components of the gas-burning system of the automobile, brake booster, brake pad, ball-joint, seat belt in complete form.

6.5.1.2. Documents required to issue a Certificate of Conformity for goods imported as CKD or spare parts:

General standard offices of provinces should take measures to issue the COC after obtaining the following documents and verifying their validity and accuracy:

- Commodities purchase documents
- Operation license related to imported commodities

- Manufacturer's Declaration (MD)
- The form of accepting all the responsibility of the consequences of non-conformity with the relevant standards shall be completed by the manufacturer (according to the attached form).
- Certification of the authorized inspection company regarding the conformity of the imported commodities with the parts included in the BOM List.

Note 1: If the importer is not a production unit or a subdivision of a production unit, it is mandatory to submit the contract between the importer and the manufacturer in addition to the documents referred to in this paragraph. In this case, in addition to the manufacturer, the importer must also accept the responsibility for all consequences of non-conformity with the relevant standards.

Note 2: If spare parts are imported by individuals or persons, conformity assessment shall be carried out through one of the first, second or third methods.

6.5.1. Conformity assessment method for imported spare parts of automobiles and motorcycles holding verification license of type- approval by the legal representatives (except for the spare parts listed in appendix 10):

Importing spare parts by authorized representatives of automobiles and motorcycles not manufactured in the country but holding type- approval certificate is possible provided that the parts are purchased from the parent company (main factory or its authorized representatives in other countries) and submitting the approval of inspecting company which is the executive of vehicle's type- approval process regarding that the imported spare parts are related to vehicles and motorcycles the type- approval certificate of which is issued by that company.

Note 1: Domestically produced automobiles with an IPI of less than 20% are regarded as imported cars.

Note 2: Other authorized inspection companies may also issue a certificate if the specifications of parts of a vehicle holding type- approval certificate are available.

Note 3: The conformity assessment of the spare parts mentioned in Appendix 9 shall be carried out by the authorized representatives on the basis of one of the first, second or third methods.

Note 4: Importing tire and tube must be based on the conformity assessment process announced by the organization.

6.5.2.1. Issuing COC for imported spare parts of automobiles and motorcycles holding type- approval certificate:

The general standard offices should take measures to issue COC after obtaining the following documents and examining and verifying their validity and accuracy:

- Commodities purchase documents
- Manufacturer's Declaration (MD)
- The form of accepting all the responsibility of the consequences of non-conformity with the relevant standards shall be completed by the representative (according to the attached form).
- Approval of an authorized inspection company.

Note: If the importer is not an authorized representative, it is mandatory to submit the contract between the importer and the authorized representative in addition to the documents referred to in this paragraph. In this case, in addition to the authorized representative, the importer must also accept the responsibility for all consequences of non-conformity with the relevant standards.

6.5.3. Conformity assessment method for imported spare parts of automobiles and motorcycles the type- approval license of which has been expired (except for the spare parts listed in appendix 10):

Importing CKD and spare parts for automobiles and motorcycles manufactured domestically or imported who have managed to obtain the type- approval certificate or verification of type from the organization but their certificate is expired is possible by the manufacturing unit or subdivision of the manufacturing unit (domestically produced vehicle) and authorized representatives (imported vehicle) to provide after sales service for a maximum of 10 years after the expiry of the vehicle type- approval certificate, if the following conditions are met:

- A) Origin of production of the imported consignments must be from the parent company (the principal origin or other countries).
- B) If the imported parts relate to the imported vehicle, a confirmation shall be obtained from the inspection company which is the executive of vehicle type- approval process regarding that the imported parts are related to a vehicle whose certificate is issued and is currently not expired.
- C) If the imported parts are related to domestically produced vehicles, a confirmation shall be obtained from the inspection company which is the executive of vehicle type- approval and conformity of production (COP) process regarding that the imported commodities are in conformity with the parts included in BOM list and has been issued by that company but are currently expired.
- D) The form of accepting all the responsibility of the consequences of non-conformity with the relevant standards shall be completed by the manufacturer or separate representative (according to the attached form).

Note 1: General Standard Offices of provinces, in order to ensure conformity of imported parts with the relevant standards, are authorized to randomly take samples from the imported consignments described in the above sections.

Note 2: Importing tire and tube must be based on the conformity assessment process announced by the organization.

Note 3: If spare parts of vehicles and motorcycles are imported by other natural and legal persons other than automakers and authorized representatives of vehicles and motorcycles, one of the first, second and third methods must be carried out to assess the conformity of imported goods.

6.5.4. Conformity assessment method for vehicles that are imported as whole vehicle (CBU)

The general standard offices of the provinces shall take measures to issue COC on the basis of the contents of the purchase documents, the physical inspection certificate of the imported vehicles and the approval of the inspection company (surveillance) regarding the conformity of the imported goods with the specifications of type-approval certificate and the first 11 digits of vehicle's identification number mentioned in the organization's portal. In order to control the certificates of inspection at destination, the general standard offices of the provinces can randomly and accidentally perform the physical inspection at destination or can have the inspection done by other inspection companies (surveillance).

Note: Inspection companies (surveillance) should issue physical inspection checklists for every single imported vehicle.

6.5.5. Evaluation method of measuring tools, material measurements and reference materials:

6.5.5.1. The conformity assessment of imported measuring tools, material measurements and reference materials subject to technical s shall be carried out on the basis of one of the methods available in this executive method.

6.5.5.2. If testing is not possible or there is no accepted standard, the evaluation can be done on the basis of a valid calibration certificate (indicating proper performance). The calibration certificate must be attached to COI certificate. The contents of the calibration certificate must be in accordance with paragraph 5.10.2. of National Standard ISIC 17025

6.5.5.3. Electrical measuring equipment (powered by electricity) must also be tested in terms of electrical safety.

6.5.5.4. Laser measuring equipment should also be tested in terms of the safety of laser products.

Note: Consignments with large numbers will be randomly sampled and the above items are checked.

6.5.6. Conformity assessment of imported agricultural tractors

Physical inspection of agricultural tractors holding type-approval certificate at the entrance customs of the country is carried out by experts of the general standard office of provinces or the approved inspection companies and includes the following steps:

6.5.6.1. Conformity of model and specifications of imported tractors with tractor holding type-approval certificate according to the “Tractors holding type- approval certificate”

6.5.6.2. Inspecting conformity of the parts bearing the E-MARK number with the E-MARK number approved by the organization.

Note: If the E-MARK number of a part is different from the number announced by the organization, the owner must present valid documents to the relevant inspection company and eventually confirm the new number by this organization.

6.5.6.3. Checking the safety signs of agricultural tractor with Iranian National Standard 7256

6.5.6.4. After reviewing the above steps, the relevant checklist shall be completed and if all the cases have conformity, the tractor inspection certificate will be sent by the inspection company to the general standard office of the province (if inspection is carried out by the general standard office of the province, no inspection certificate will be required.)

Note: All of the above steps can be carried out by the authorized inspection companies in the origin country before transporting the cargo, and the COI at origin issued by the inspection company will be presented to the general standard office of the province (entrance customs) when the consignment is imported into the country.

Recommendation: It is recommended to use this method for consignments entering the country in containers including separate parts of tractors and assembling them at customs and carrying out physical inspection is difficult and costly (pre-shipment COI certificate).

The general standard office of the province shall, after examining documents and if approved, issue a COC or NCR for the consignment.

6.5.7. Evaluation method of imported goods with approval from other devices:

In order to prevent parallelism, in the case of commodities listed in the Explanatory Notes under the chapters of the Export and Import Regulation, the legislator has necessitated obtaining approval from other relevant bodies such as the Ministry of Health, the Veterinary Organization, the Ministry of Culture and Islamic Guidance, etc., the licenses issued by the said authorities are approved by the organization only if the test results issued in accordance with national and international standards, standards or technical regulations accepted by Organization of Standards

and Industrial Research of Iran or factory technical specifications from the sample of imported consignments in laboratories approved by the parties are attached to the licenses.

6.5.8. Method of evaluation of commodities in informal temporary border markets:

6.5.8.1. In cases where the commodity is not regarded as commercial at the discretion by customs office and according with relevant rules and regulations, it is not subject to standard regulations and the Customs shall take the necessary legal measures in accordance with the relevant laws and regulations.

6.5.8.2. If the value of the goods declared by the organized cooperatives is below \$ 2000, subject to current terms and conditions, it shall be reviewed by the general standard offices.

Note 1: Foodstuffs and medical equipment (appendix 9) are not included in this approval and follow other conformity assessment procedures.

Note 2: The facilities referred to in the preceding paragraph also include natural persons and persons holding a cross-border exchange card.

6.5.8.3. Persons holding a cross-border exchange card and are organized in the form of cross-border cooperatives may obtain a COIG for their commodities.

The conditions for obtaining the certificate are as follows:

6.5.8.3.1. Presenting the article of association of the company expressly relating to the cooperative and its members (persons holding a cross-border exchange card).

6.5.8.3.2. Confirmation of the governorship regarding the originality of the cooperative and its members.

6.5.8.3.3. Presenting an acceptable test result for the imported commodities.

Note 1: The above cooperatives may take measures for the qualitative evaluation of the general standard offices before the entry of commodities by submitting a sample of commodity.

Note 2: If the general office has performed the qualitative assessment of commodities from the place of budget of Taha Projects and the same commodities have been imported by the border cooperatives or natural or legal entity, the test results may be used to issue a COIG.

Note 3: The general standard offices of provinces are required to send the results of evaluation of such goods and the copy of issued certificates to export and import commodities assessment bureau for being uploaded in the organization's site.

6.5.8.4. The validity of COIG is determined to be one year which will be renewed if quality is maintained.

6.5.8.5. The general standard offices of provinces can use the services of qualified inspection companies for inspection and sampling.

6.5.8.6. The general standard offices of provinces can also monitor and control the quality of imported goods from the informal temporary border markets located in the province from the place of budget of Taha Project (dedicated to the evaluation of imported goods).

7. Records Archive

All documents related to this executive method are archived in the export and import commodities quality assessment bureau as well as the general standard offices of provinces.

8. Recipients of the Copies

Chairman of the organization, headquarter units, research center of the organization and provincial general offices.

9. Appendixes

Appendix 1 - Manufacturer's Declaration (MD) or Supplier Declaration (SD) Conformity Form

Appendix 2 - Certificate of Conformity (COC), conforming certificate, certificate of non-conformity and determining the nature

Appendix 3 – Certificate of Inspection (COI)

Appendix 4 - Certificate of Registration (COR), List of Required Documents and Forms

Appendix 5 - List of Products with Type Test

Appendix 6 - Vehicle Physical Inspection Checklist

Appendix 7 - Application form for removing inspection at origin

10. Revoked and Outdated Documents

With the approval of this document, all the opposing circulars, executive method no. R/131/35 dated ...and the third revision are annulled and this document replaces them.

This executive method was approved in technical committee in

	Developers	Reviewers	Verifiers	Approver
Full Name	Taghi Taghipoor Farangis Khodadadi Jamileh Kandabi	1. Moslem Bayat 2. Zohreh Soofali 3. Mohammad Reza		Nireh Pirooz Bakht

	Sahar Sadeghi Ahmad Mansoori Bidkhani	Mamdoohi		
Position	<ol style="list-style-type: none"> 1. General director of import and export commodities quality assessment bureau 2. Deputy of import and export commodities quality assessment bureau 3. Chairman of supervision over standardization of services of state sector 4. Head of planning and developing regulations of commodity export and implementation of agreements 5. Chairman of assessing quality of imported commodities 	<ol style="list-style-type: none"> 1. Deputy of quality assessment 2. Chairman of specialized committee 3. Consultant of the organization 		Head of the organization
Signature				

Appendix One
Manufacturer's Declaration (MD) or Supplier Declaration (SD) Conformity Form
DECLARATION of CONFORMITY (MD/SD)
No.

Manufacturer or Supplier :
.....
.....

Address :
.....
.....

Product :
.....
.....

The product described above is in conformity with :

Document No.	Title	Edition / Date of issue
.....
.....
.....		

Additional information :
.....
.....
.....

(Place and date of issue)
.....

(Name , function (Signature)

Appendix Two

Certificate Of Conformity (COC), Partial Certificate Of Conformity, Declaration Of Non-Conformity and Nature Determination

Title: Certificate of Conformity



Presidency

Iran National Standard Organization

General Standard Office of Province

Certificate of Conformity

General office of customs.....

It is hereby certified that the following described commodities with the quantity of rows, the subject of declaration.....dated belonging to are inspected and assessed and are in full conformity and compliance with the standards/technical regulations accepted by the Iran National Standard Organization. Hence, by observing other regulations and rules, their clearance from this office is permitted.

Row	Name of Commodity	Trade Name	Company of production	Characteristics	Registration no.	Date of registration

This certificate is valid for days from the date of issuance and up to date

General Director of Standard of Province

This certificate is issued only through the export and import system of the organization.

Title: Partial Certificate of Conformity



**Presidency
Iran National Standard Organization
General Standard Office of Province
Partial Certificate of Conformity**

General office of customs.....

It is hereby certified that the following described commodities with the quantity of rows, the subject of declaration.....dated belonging to are inspected and assessed; the commodities listed in Table A are in full conformity and compliance with the standards/technical regulations accepted by the Iran National Standard Organization while the commodities listed in table B are NOT in compliance with the standards/technical regulations accepted by the Iran National Standard Organization.

Hence, by observing other regulations and rules, the clearance of commodities listed in Table A is permitted while the commodities listed in Table A are not permitted to be cleared.

Table A. Commodities in Conformity with the Standards/Technical Regulations:

Row	Name of Commodity	Trade Name	Company of production	Characteristics	Registration no.	Date of registration

Table B. Commodities Not in Conformity with the Standards/Technical Regulations:

Row	Name of Commodity	Trade Name	Company of production	Characteristics	Registration no.	Date of registration

This certificate is valid for days from the date of issuance and up to date

General Director of Standard of Province

This certificate is issued only through the export and import system of the organization.

Title: Non Conformity Report



**Presidency
Iran National Standard Organization
General Standard Office of Province
DECLARATION OF NON CONFORMITY**

General office of customs.....

It is hereby certified that the following described commodities with the quantity of rows, the subject of declaration.....dated belonging to are inspected and assessed and are NOT in compliance with the standards/technical regulations accepted by the Iran National Standard Organization. Hence, they are not permitted to be cleared.

Row	Name of Commodity	Trade Name	Company of production	Characteristics	Registration no.	Date of registration

General Director of Standard of Province

This certificate is issued only through the export and import system of the organization.

Title: Nature Determination



Presidency

**Iran National Standard Organization of Standards and Industrial Research of Iran
General Standard Office of Province
Nature Determination**

General office of customs.....

The nature of the following described commodities with the quantity of rows, the subject of declaration.....dated belonging to are determined after inspection and testing as follows:

Row	Name of Commodity	Trade Name	Company of production	Characteristics

General Director of Standard of Province

This certificate is issued only through the export and import system of the organization.

Appendix 3
Certificate of Inspection (COI)

عنوان : گواهینامه بازرسی (COI)

Certificate of Inspection (C O I)

EXP. Date :
(For food product)
Reference No :

Importer :

Proforma Invoice No :

Exporter :

Country of Origin:

L/C No . : (if applicable)

Manufacturer/Producer/SUPPLIER :

Serial / code No . of goods (if applicable)

Place of Inspection :

Date of Inspection :

Port of Entry :

Item No.	Quantity	Type of Packing /ISO Unit Code	Description of the Goods Subject to Inspection	Declared Customs Tariff No./HS Code	Standards/Normative Document		
					No.	Title	Edition/Date of Issue

Original/Authenticated copy of Inspection Report /(Effective Date and Term) and its Annexes are Attached .

B/L No . & Date :

Quantity Shipped :

Conclusion:

We hereby certify that inspection of the above goods shipped to Iran as mentioned in the relevant P/I , and / or L /C (and any amendments hereto)has been performed According to the Standards / Normative Document Acceptable to ISIRI .

Name and Position :

Authorized Signature and Stamp :

Place and Date of Issue :

Appendix 4
**Certificate of Registration (COR), List of
Required Documents and Forms**

Title: COR

Raw materials, intermediate and equipment needed and associated with production units



Iran National Standard Organization

Registration Number:

Date:

Certificate of Registration of Raw materials, intermediate and equipment needed and associated with production units

According to paragraph (D) of Article 38 of Law on Removing Obstacles of Competitive Production and Improving the Financial System of the Country

Holder of Certificate:

Full Name- Natural/Legal:

License Number/Commercial Card:

Address and Telephone:

Entrance Customs:

List of Raw Materials/Intermediates

Row	Name of Commodity	Annual Capacity	Tariff Number of Commodity	Standard Number	Number of consignment imports			

According to paragraph 2 of article 6 of the executive bylaw of paragraph (D) of Article 38 of Law on Removing Obstacles of Competitive Production subject of approval 52100 T/52104 dated 20/7/2015 of board of ministers: “Commercial companies who import raw materials for production units will enjoy the facilities by presenting official contract between the company and the production unit before registering the order of import consignments”.

This certificate is valid for two years from the date of issuance.

Title: Documents Needed for Certificate of Registration

1. Registration application by the manufacturer,
2. Manufacturer Declaration (MD),
3. Announcing the standards, accepted technical regulations and inserting them in the declaration,
4. Test result of commodity in the factory (TR)
5. Presenting sample by the applicant for performing the test.
6. The test result of the commodity in the laboratory accepted by Iran National Standard Organization.
7. Completing the application forms and accepting the rules by the applicant.
8. Documents proving the commodity quality (product certificate).
9. Documents related to quality management system of the production unit.
10. Certificate of origin of production.
11. Report and documents including more information regarding the production unit.
12. License of production unit.

Title: COR Application in the Iran National Standard Organization

I hereby apply for registering the commodity for producing the product and obtaining the Certificate of Registration; meanwhile the following documents are attached:

- ❖ Registration application by the manufacturer,
- ❖ Manufacturer Declaration (MD),
- ❖ Certificate of origin of production.
- ❖ Test result of commodity in the factory (TR)
- ❖ Commodity sample with the volume of and serial number
- ❖ The test result of the commodity in the laboratory accepted by Iran National Standard Organization .
- ❖ Documents related to quality management system of the production unit (if any).
- ❖ Completed form of accepting the commodity registration rules
- ❖ Standards, accepted technical regulations and inserting them in the declaration form.
- ❖ Any kind of further information from the manufacturing company and quality control process (including catalogue brochure, etc.)
- ❖ Presenting any documents including production license, system certificate, standard license, etc. in cases the applicant is a production unit.

COR Application:

Phone:

Fax:

Address:

Email:

Sign and Signature:

Date:

Title: accepting the rules and conditions for receiving COR

1. COR is related to importers who import raw materials and intermediates into our country permanently (at least 3 times per year). No using the license consistently throughout the year will lead to its annulment.
2. Holders of COR are not permitted to use any signs on the commodities or mentioning expressions in the brochures and its instructions showing the receipt of this license from this organization and are not also allowed to announce this issue in their advertisements unless they have received written permission from the Iran National Standard Organization .
3. Iran National Standard Organization to ensure the consistent conformity of commodities registered or under registration with the accepted standards can at any time during registration or after it take measures to assess the commodity and the cost of such an assessment shall be borne by the COR applicant.
4. Iran National Standard Organization has the right to revise its opinion based on new findings and the applicant must accept and observe them.
5. All the responsibilities of the registered commodities regarding losses of the purchases, consumers, etc. shall be borne by the COR applicant and the applicant has to make up for the damages.
6. Iran National Standard Organization will not present the received information or the results of their inspections to any other third entity without the written permission of the applicant.
7. The validity period of COR is two years from the date of issuance and the applicant is obliged to take measures to renew all the certificate two month before expiry by presenting all the documents.
8. In case of non-conformity of the registered commodities with the declared standards, the Iran National Standard Organization is permitted to annul or suspend the certificate.

I CEO of Company applying to register the commodity with brand name have read the above-mentioned items and accept them.

Applicant Name:

Signature and Seal of the Company:

Date:

Title: Application for registration of commodities by the manufacturer or supplier

Application for Good(s) Registration

TO: INSO President

Dear Mr.....

We (name of co.) declare That all (name of good (s))

That will be shipped to IRAN by (name of buyer) Co.

Are manufactured according to with:

Document No. Title Edition / Date of issue

.....
.....
.....

Additional information:

.....
.....

And we kindly request you that the above good (s) to be registered in INSO according to the approved regulations.

Please inform us about the result of INSO verification for registering the above good (s)

CEO: (signature)

Title: Declaration of Conformity by Manufacturer or Supplier

Declaration of Conformity (MD/SD)

No.

Supplier:

Address:

Product:

The product described above is in conformity with:

Document No. (Standards)	Title	Edition / Date of issue
.....
.....
.....

Additional information:

.....
.....

(Place and Date of Issue)

.....

(Name, Position)

(Signature)

1. Registration application by the manufacturer.
2. Completed application form for COR from the Iran National Standard Organization.
3. Completed form of accepting the commodity registration rules.
4. Manufacturer Declaration (MD).
5. Registration application by the manufacturing company.
6. Announcing the standards, accepted technical regulations and inserting them in the declaration.
7. Presenting a version of standards or the technical regulations governing the commodities.
8. Test result of commodity in the factory (TR)
9. Presenting sample by the applicant.
10. The test result of the commodity in the laboratory accepted by Iran National Standard Organization .
11. Documents proving the commodity quality (product certificate).
12. Documents related to quality management system of the production unit.
13. Certificate of origin of production.
14. Report and documents including more information regarding the production unit.

Foreign applicant:

Name of Commodity:

Trade Name of Commodity:

Commodity Manufacturer Name:

Country of Origin of Production:

Iranian Applicant:

Name:

Purpose of Import: Production

Name of Product:

Address:

Phone:

Fax:

Email:

Title: Minute of technical committee of issuing COR

The technical committee for inspection documents of commodity registration was held with the presence of the following signature-right holders in (date). According to the presented documents and after evaluating the records, it was agreed/not agreed to issue a COR for the imported commodity produced by (name of company) under brand name from (origin of production) which is being imported by (production unit / company).

Title	Name:	Signature:
- General director of import and export commodities quality assessment bureau:		
- Deputy manager of import and export commodities quality assessment bureau:		
- Expert inspecting the application:		
- Technical Expert:		
Expert of ministry of industry, mines and trade:		

Commitment letter of renewing the COR

I CEO of (name of company) son of holder of national ID card no. holder of COR for (name of commodity) no. Dated commit that:

1. I will present the renewing application two months before the expiry date to the authorities issuing the certificate to perform the formalities.
2. During one year of using the COR, I will inform the Iran National Standard Organization about the import location at least two times for sampling and testing.
3. If it is not possible to test the commodity in Iran, I will submit at least one certificate of inspection at origin of commodities to renew the certificate.

Full name of CEO

Sign and Seal of the Company

Approving license for activity in the province

Hereby, in addition to sending the application of (name of company..... no. dated and production plan of (year) and accredited operation license no. dated which is under the supervision of this authority, it is certified that all the imported commodities mentioned in the above-mentioned letters are the raw material and intermediates required for one-year by the production line of the said company.

Authorized Issuing Bodies:

Commitment of Conformity of Imported Commodities with the related Standards

Respected manager of general standard office of province

Greetings,

Hereby, I son of holder of ID card no., according to official gazette number....., hold the binding signature right in (name of company)..... located at with registration number and production license no. issued by I, representing(name of company)..... commit that the imported commodities with the quantity of(number of commodities)..... as described below: (including name of commodity, trade name, standard number, manufacturing country, manufacturing company)

- 1.
- 2.
- 3.

which are being imported into the country as raw materials and intermediates or investment commodity required by this production unit for one year are in conformity and compliance with the standards/regulations accepted by the Iran National Standard Organization and accept all the civil, legal, and retributive responsibilities and also accept the consequences of lack of conformity of the commodities according to fourth chapter (crimes and penalties) mentioned in the Law on Reinforcement and Development of Standard System approved in 2017 with freewill and full sanity and consciousness and I shall compensate for all the possible incurred damages. Likewise, if upon the discretion of legal authorities and judicial bodies, the Iran National Standard Organization or any other legal or natural entity are condemned to be guilty for the damages, I will accept the responsibilities and compensate for the damages incurred to the Iran National Standard Organization by bearing the faults and responsibilities.

The above-mentioned responsibilities include all the legal responsibilities whether civil or judicial such as compensating the benefits, repayment, atonement and other types of compensation of crimes.

Meanwhile, I commit that the above-mentioned commodities are merely and exclusively used in this production unit and we have no right to transfer or distribute the commodities otherwise I will bear all the consequences.

Approval of quality control manager of the production unit

Seal of the production unit and signature of the CEO and holders of signature of binding documents



جمهوری اسلامی ایران
ISLAMIC REPUBLIC OF IRAN

سازمان ملی استاندارد ایران
IRANIAN NATIONAL STANDARDIZATION ORGANIZATION (INSO)

گواهینامه ثبت کالا
CERTIFICATE OF COMMODITY REGISTRATION

به استناد روش سوم از روش های ارزیابی انطباق کالاهای وارداتی روش اجرایی ۱۳۶/۳۵ / مرسوم سازمان ملی استاندارد ایران
REFERRING TO THE THIRD METHOD OF CONFORMITY ASSESSMENT OF IMPORTED COMMODITIES PROCEDURE NO.R11103 APPROVED BY ISIRI

Certificate NO:		شماره گواهینامه:
Date Of Issue:		تاریخ صدور:
DESCRIPTION OF THE GOODS/INTERMEDIATE PRODUCTION	Good: / INTERMEDIATE PRODUCTION: TradeMark: Particular concerning: Mfg / Supplier: Country Of Origin: Entrance Customs:	نام کالا/کالاهای واسطه تولید: نام تجاری: مشخصات: تولیکتانه: کشور مبدأ تولید: گمرک/گمرکات ورود:
STANDARD/ TECHNICAL SPECIFICATIONS		استاندارد / مشخصات فنی
DESCRIPTION OF APPLICANT	Name: Intended use of goods: <input type="radio"/> Selling / <input type="radio"/> Production Name of Product: Address: Tel/Fax: E-mail:	نام: هدف از تولید: <input type="radio"/> فروش / <input type="radio"/> تولید نام محصول: آدرس: تلفن / فکس: پست الکترونیک:
General Director Of Province Standard.ORG		مدیرکل استاندارد (استان)

مدت اعتبار این پروانه از تاریخ صدور به مدت یکساله می باشد
 THIS CERTIFICATE VALID UNTIL ONE YEAR FROM THE DATE OF ISSUE
 این گواهی نامه صرفاً جهت ارزیابی انطباق کالاهای وارداتی است و منوط به حضور صادر کننده است
 THIS CERTIFICATE IS VALID FOR PRESENTATION TO CUSTOMERS FOR THE PURPOSE OF THE REGULATION APPROVED BY ISIRI



Islamic Republic of Iran



Iran National Standard Organization

General Standard office of the province which is the origin of entrance of commodities is obliged to complete the table every time they use the COR for clearing the imported commodities.

Row	No. and Date	Value of Imported Commodity	Origin of entrance of Commodity	Is sampling performed?
1				
2				
3				
4				
5				
6				
7				

Note 1: General Standard office of the provinces should sample all the foodstuff and medical commodities holding COR simultaneously.

Note 2: In case of issuing certificate based on regulations or technical specifications of factory, all the documents shall be sealed and signed by the General Standard office of the province issuing the certificate.

Appendix 5

Certificate of Brand Registration (COBR)

Commitment form and declaration of imported goods with technical s

I son of ID no.
position company with registration number
located at , with full awareness of the standards acceptable for imports
(listed in the footnote) certify that the imported commodity With trade
name and origin of delivery from factory is in
compliance with the standards or technical regulations described below and mentioned in the
commodity purchase documents and are accepted by the Iran National Standard Organization:

- 1.
- 2.
- 3.

I also declare that:

The commodity is in conformity with the relevant standards and is approved by the authoritative bodies. If otherwise is proved, the legal responsibilities for importing commodities that are not in conformity with the standards shall be borne by me. If the nonconformity is related to issues that I knew or should have known as the importer, any claims regarding not accepting the responsibility will be neglected and I will accept the consequences completely. Likewise, if the contrary of the above claims is proven as a result of supervisory processes, in addition to accepting the cancelation of all the related legal facilities, the following legal retributions will also affect me:

1. Collecting, returning or annihilation of the commodities which are in contradiction with the related standards and announcing this measure to all the concerned organizations and I accept all the consequences.
2. Sending a written report regarding the nonconformity of the commodity to the foreign seller and producer of the commodity.
3. Payment of all the damages arising from consuming the imported nonstandard commodities that might be created for the users.
4. Bearing the retributions mentioned in the law on modifying the regulations and rules Iran National Standard Organization (Articles 9, 10, 11, 12, 14) and other legal punishments (such as article 10 of governmental reprimands)

Signing this commitment letter does not remove the authorities of the Iran National Standard Organization regarding simultaneous and random sampling of the imported commodities for testing the conformity with technical regulations and performing other legal measures and using other conformity assessment methods.

Signature of CEO of the company

Footnote:

Iran national standard

International CODEX – ITU – IEC – ISO Standards

UN Standards (EN)

National Standard of countries which are members of the UN

Standards of north American countries including: AGI- API – UL – ASTM -ASME –ANSI

Japanese national standards (JIS)

National standards of South Korea

Factory standards accepted by the Iran National Standard Organization.

** If the importer of the commodity is an industrial unit, the quality control manager should also sign the commitment letter.

If the importer imports special commodities, the highest authority (the CEO) shall sign.

If the importer is a commercial unit, the CEO or the owner of the commercial unit shall sign.

Title: Imported Commodities Conformity Assessment Methods

	REF:		شماره :
	Date:		تاریخ :
<p>جمهوری اسلامی ایران ISLAMIC REPUBLIC OF IRAN سازمان ملی استاندارد ایران</p>			
<p>IRANIAN NATIONAL STANDARDIZATION ORGANIZATION (INSO)</p>			
<p>ثبیت محصولات کارخانجات معتبر بین المللی</p>			
<p>CERTIFICATE OF BRAND REGISTRATION</p>			
<p>به استناد روش سوم روش های ارزیابی انطباق کالاهای وارداتی روش اجرایی ۳۷۳۵ / از مصوب مؤسسه استاندارد و تحقیقات صنعتی ایران</p>			
<p>REFERRING TO THE NOTE OF THE THIRD METHOD OF CONFORMITY ASSESSMENT OF IMPORTED COMMODITIES PROCEDURE NO.R/131/35 APPROVED BY ISIRI</p>			
برای شرکت :		نام تجاری :	
		آدرس :	
		تلفن :	
BRAND NAME :		FOR :	
Address :		دوینگو	
Tell :		Fax :	
<p>بفروان کارخانه معتبر بین المللی در رابطه با محصول ذیل تأیید می گردد: IS HEREBY AUTHORIZED AS A RELIABLE INTERNATIONAL BRAND FOR THE FOLLOWING PRODUCT:</p>			
DESCRIPTION OF THE GOODS :		مشخصات کالا :	
CONCERNING STANDARD NUMBERS :		شماره استانداردهای مرتبط :	
COUNTRY OF ORIGIN :		کشور تولید کننده :	
<p>مدیرکل دفتر ارزیابی انطباق کالاهای صادراتی و وارداتی General Manager Quality Assessment of Exports' Import Goods</p>			
<p>مدت اعتبار این پروانه از تاریخ صدور به مدت یک سال می باشد THIS CERTIFICATE IS VALID UNTIL ONE YEAR FROM THE DATE OF ISSUE</p>			

Appendix 6

Vehicle Physical Inspection Checklist

Appendix 7

Application form for removing inspection at origin

* Accepting this application does not guarantee the approval of standard.

Title: Application form for removing inspection at origin

Number:

Date:

General Director of Standard Office of Province

Greetings,

I CEO of company with national ID/legal entity with trade no. apply to open documentary credit/bill of exchange/draft, the commodity subject to technical regulations according to the list announced by the Iran National Standard Organization under name with customs tariff no. mentioned in Performa no. with order registration license no. dated from the qualified valid production units has one of the following conditions:

- Holding COR from the Iran National Standard Organization .
- As raw materials and intermediates.
- Testable within the country.

and can be assessed and supervised in terms of conformity and can enter the country and receive the COC from the general office of place of entry.

Please set the necessary arrangements so that after reviewing the documents, the agreement to omit the inspection at origin is announced to bank.....
Meanwhile, I commit that the imported commodity subject of the above mentioned Performa and is in conformity with Iranian national standard no...../ accepted regional or

international standard no...../ accepted technical regulations specifications in terms of safety and health of consumer and quality and I accept all the possible consequences.

Full name, allowed signature and seal of the importing company

Dear chairman of bank.....

No.

Date:

Greetings,

It is hereby agreed/not agreed to the removal of inspection at origin (COI) for opening documentary credit/bill of exchange/draft related to the commodity announced in the above form.

General manager of standard of province

Appendix 8

Commitment letter of conformity with standard, technical regulations or specifications (Manufacturing Units)

I son of holder of national card no. CEO of company located at with registration number and production license number issued from certify and approve that(number)..... of commodities with description: name of commodity, trade name, number and type of standard, value, net weight, manufacturing country, manufacturing factory and Iran code which will be imported to country for six month from this date as raw materials or intermediates or special commodities required by this company is in conformity with the standards, technical regulations or specification mentioned in the commodity purchase documents or presented by the company. I will accept all the civil, retributive and legal consequences arising from nonconformity of the commodity according to article 9, 12 and 14 of the law on modifying the rules and regulations of Iran National Standard Organization including the following cases: I sign this form in full sanity and awareness and with freewill.

1. Compensating all the damages caused as a result of using the commodity to legal and natural entities.
2. Removing all the legal facilities including the self-declaration facilities.
3. Full collection of the consignment for returning or annihilation.

Meanwhile, I commit that the above-mentioned commodities are merely and exclusively used in this production unit and we have no right to transfer or distribute the commodities otherwise I will bear all the consequences.

Full name of quality control agent

Full name of CEO

Signature

Signature and seal of company

Clearance of the goods is bound to exclusive use of the goods as raw materials or intermediates or special commodity by the said company.

COC of commodity with standard should be in the sheet of the company owning the commodity and must be completed thoroughly and submitted.

If the imports are conducted by a commercial unit for a manufacturing unit, presenting the commitment letter of the commercial and industrial units is essential.

This commitment letter does not mean the approval of quality of imported commodities by the standard organization and is merely used for facilitating the clearance of goods from the customs of Iran.

The reason for position of CEO and his authorities are inseparable part of this commitment letter.

Commitment letter of conformity with standard, technical regulations or specifications
(Manufacturing Units)

I son of holder of national card no. CEO of company located at with registration number issued from certify and approve that(number)..... of commodities with description: name of commodity, trade name, number and type of standard, value, net weight, manufacturing country, manufacturing factory and Iran code is in conformity with the standards, technical regulations or specification mentioned in the commodity purchase documents. I will accept all the civil, retributive and legal consequences arising from nonconformity of the commodity according to article 9, 12 and 14 of the law on modifying the rules and regulations of Iran National Standard Organization including the following cases: I sign this form in full sanity and awareness and with freewill.

1. Compensating all the damages caused as a result of using the commodity to legal and natural entities.
2. Removing all the legal facilities including the self-declaration facilities.
3. Full collection of the consignment for returning or annihilation.

Full name of CEO

Signature and seal of company

Appendix 9

Row	Name of Commodity
1	Food products
2	Cosmetics and sanitary products (shaving razor, etc.)
3	Medical equipment (syringe, serum set, band, gauze, etc.)
4	Grains and livestock and poultry feed (in bulk)
5	Toys
6	Parts and requirements of automobile (brake pad, ball joint, booster, safety belt, helmet, safety glass, etc.)
7	Circuit auto cutting switch (miniature)
8	Types of lamps for public uses
9	Electric appliances without plug
10	Gas multipurpose control valve
11	Liquid gas cylinder valve
12	Types of regulator for liquid gas cylinder
13	Fire-extinguisher powder
14	High pressure cylinders
15	Medical oxygen gas, liquid gas cylinder
16	Fire extinguisher capsule
17	Pipes and fittings of gas supply (for uses in house and urban gas network)
18	Types of pressure vessels and containers (such as steam boiler)
19	Equipment of parks and play grounds
20	Firefighting equipment