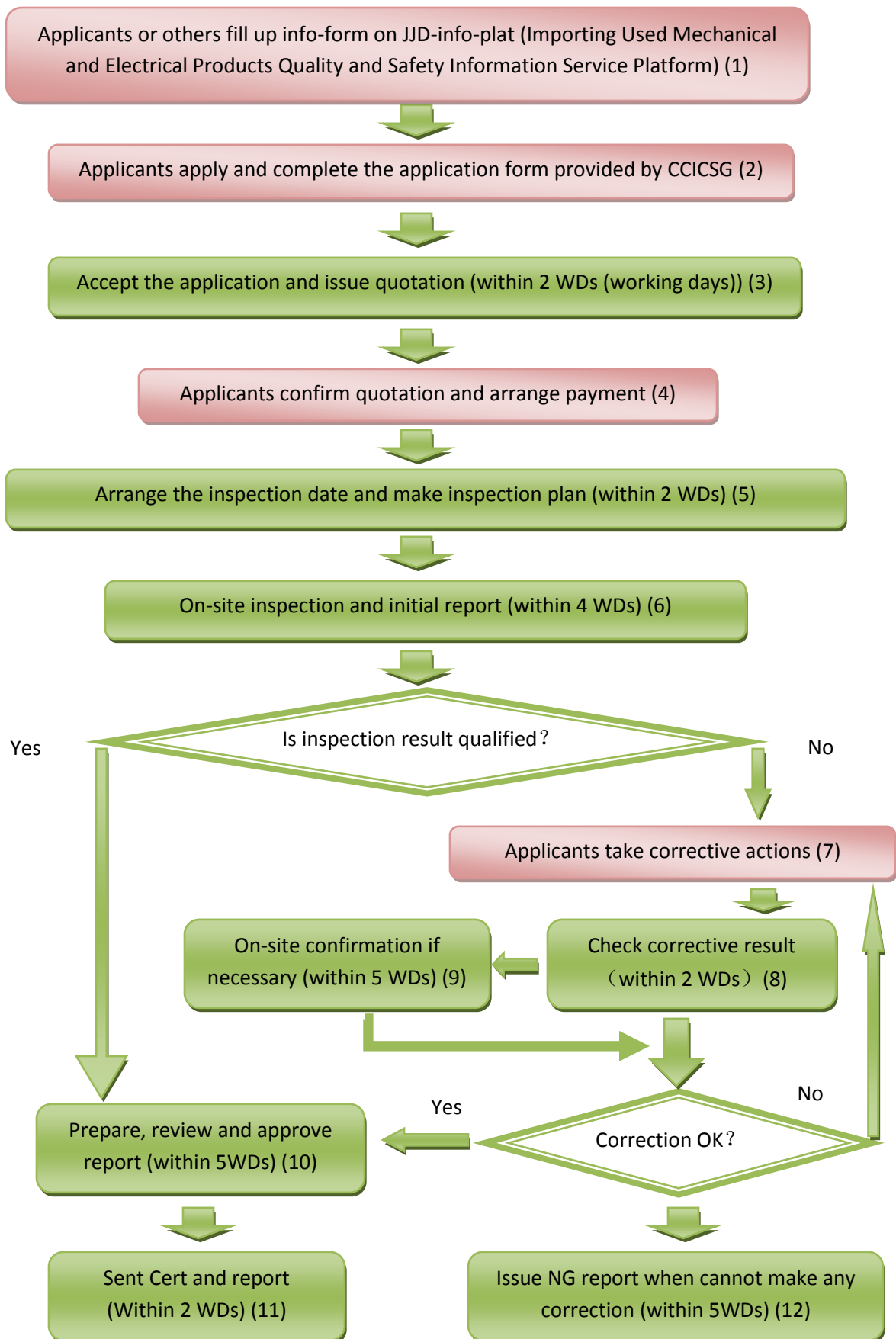


## Job flow of used machinery pre-shipment inspection:



(1) **Fill up info-form:** China importer or consignee or CCIC company should fill up info-form on JJD-info-plat (Importing Used Mechanical and Electrical Products Quality and Safety Information Service Platform) on web site <http://jld.aqsiq.gov.cn:6889>

(2) **Summit application:** The applicant applies to CCIC Singapore for pre-shipment inspection. Application document <<Application form of used machinery pre-shipment inspection > > is issued by CCIC Singapore.

The application should be completed with signature and company stamp, especially the “Payment Particulars” should be filled in English.

The application form and related documents should be scanned and sent to CCIC Singapore by email.

CCIC Singapore reserves the right to reject application to applicant who provides false, inaccurate or incomplete information.

(3) **Quotation:** CCIC Singapore would confirm whether the application content and associated documents meet the requirements, prepare the quotation and notify the applicant by e-mail in accordance with the application materials within 2 working days. The quotation includes inspection fees, travel expenses of the inspectors, and the certificate mailing fees.

(4) **Payment:** Applicant acknowledges the quotation, arrange payment and send the bank transfer slip by e-mail to CCIC Singapore.

(5) **Arrange inspection date:** CCIC Singapore would discuss the date of inspection and other related matters with the applicant for the final confirmation of inspection, and draw up a inspection plan. If the applicant wants CCIC Singapore to perform the inspection on a specific date, he/she should make appointment at least 7 days in advance.

**(6) On side inspection and initial report:**

① In accordance with the mandatory requirements of the Chinese laws and regulations and technical standards, CCIC Singapore shall conduct pre-shipment inspection mainly on the safety, sanitation and environmental protection projects of the used machinery, and verifies equipment information with regard to the name of machinery, quantity, model No, place of origin, date of manufacturing and manufacturer. A destination-Inspection by China CIQ will be taken when the Used Machinery arrives at China port, and the inspection result by China CIQ will be the final.

② It is preferred that machine still be assembled fully and can be powered on for operational inspection otherwise the applicant should inform CCIC Singapore by email in advance. Regarding the packed goods, the packing material inside/outside must be removed, or the inspection cannot be finished.

③ The applicant is required to ensure the inspection can be conducted smoothly and in a safe manner. Field representative during the on-site inspection should be ready to provide printed technical information such as equipment operating manuals, maintenance manuals / records and equipment management record etc.

④ After the completion of the on-site inspection, field inspectors will issue site inspection memo within 3 working days, and determine the initial eligibility of the inspection results according to the on-site inspection.

(7) **Rectification:** For on-site failed inspection, the inspector will promptly notify the applicant / shipper, and usually require the applicant / shipper to submit technical processing report or rectification planning within 30 days after the on-site inspection.

(8) **Rectification audit:** CCIC Singapore will complete the audit work of the rectification within 2 working days after receiving the technical processing report or rectification planning.

(9) **On-site Confirmation:** If necessary, CCIC Singapore would arrange on-site verification within 5 working days, to check and confirm the results of the inspection technical processing or rectification planning eligibility. Failed for the result of technical processing or rectification planning, the applicant must redo the technical processing or submit the rectification planning until qualified.

(10) **Issue certificates and reports:** Inspection certificate and report will be completed after customer provides all the necessary files (such as supporting material or technical processing report / rectification planning, etc.) (Note: the speed of the materials provided by applicants will directly affect the speed of the completion of the certificate). After the review, the certificate and report will be submitted to the authorized signatory for approval, and will be issued within 5 working days. The inspection certificates are generally 1 original and 3 copies, the inspection reports are 1 original and 1 copy. If customers have special requirements, please contact us in advance.

(11) **Mail certificates and reports:** After issuance of certificates and reports and confirmation of payment, CCIC Singapore will send out the certificates and reports within 2 working days to the applicant and CIQ in China in accordance with the corresponding stipulations of local CIQ.

(12) **When result cannot be qualified:** For technical processing cannot be carried out or rectification planning cannot be submitted, and eventually cannot meet the inspection requirements, CCIC Singapore will issue "Unqualified report of pre-shipment inspection for used machinery" and notify the applicant company and the related CIQ.

## FAQ:

### *1. What is the pre-shipment inspection on used mechanical and electrical products?*

The pre-shipment inspection on used mechanical and electrical products refers to a compulsory inspection required by AQSIQ according to the legal rules. Before the shipment, a designated institution which is confirmed by AQSIQ will conduct a preliminary appraisal in products' security, health and environmental protection items, based on the compulsory request of Chinese national technology standard.

### *2. Which party should apply for pre-shipment inspection?*

The applicant may be the consignee, consignor, or carrier who is commissioned by the registration applicant.

### *3. The pre-shipment inspection was never done when my company exported goods to China, is it necessary to do the pre-shipment inspection?*

If the goods belong to the old machine which need the pre-shipment inspection, the consignments must be implemented the pre-shipment inspection. Otherwise, the applicant will not be able to get a pre-shipment inspection report / certificate which is necessary for the China customs clearance.

### *4. What are the main items for the pre-shipment inspection on used mechanical and electrical products?*

Firstly, we will check the products' list and the mainly checking items are quantity, model, place of origin, manufacture date and manufacturer. If there is no name plate on the mechanical devices, the representative of applicant should beforehand prepare technical documents such as equipment operating manuals, maintenance manuals / records and equipment management record etc , so that the inspector can carry on the confirmation. In the mean time, we will check if there are any registration-prohibited products, for example, a pressure vessel.

Second, the inspection contains security, hygiene, and environmental protection items. We will examine the existence of a security shortage, the reliability and validity of the safety protection installments, and the integrity and validity of safety caution indication. We will inspect also the hidden danger of electric appliance (the integrity and the validity of electric shock resistant indication, the validity and reliability of

safety solution, the aging of parts and so on), the equipment hygiene condition (whether there is sticking soil, oil spill and so on), and the satisfaction of environmental protection (whether the noise exceeds the allowed figure, whether there are the emissions of virulent deleterious substance, whether the radioactivity exceeds the allowed figure and so on).

*5. What should we do if the goods contain prohibited pressure vessel?*

The pressure vessel must be removed. The consignee could seek for a similar one in China to replace it. If this pressure vessel is the key component, and it is unable to be replaced in China, then there is no choice but giving up the exporting of this set of equipment.

*6. The goods have been completely packaged, is it possible to issue an inspection report / certificate based on the photos or information?*

Packaged goods must be opened and to be tested. The certificate and report cannot be issued only depends on photos or information provided by any party.

The pre-shipment inspection, in principle, need for dynamic checks, but in some objective conditions, can also be static checked only.

We will affix the certificate's logos (indicating that pre-shipment inspection have been carried out on the goods) on the body of the checked goods directly. For the objective conditions, when the logo cannot be added on or there are some special circumstances, subject to this limit.

*7. How to do if the goods have reached the ports of China without pre-shipment inspection?*

The goods need to be returned to the place of departure for the pre-shipment inspection. At the same time, we recommend that you contact with the local CIQ to discuss how to deal with the matter.

*8. Is it possible to do the inspection if the goods are distributed in several locations?*

Can. Please indicate the respective inspection location and representative persons' contact details in the application form or in an attached page. For multi-site inspections, the traveling expenses spent by the inspectors are calculated in accordance with the actual costs incurred.

*9. Is partial shipment allowed?*

Yes. The expiration date of the certificate should be followed.

*10. After the inspection, how long does it take for issuing the inspection report and the certificate?*

After the inspection, if there is no request for emendation, and all the documents required are provided, we will prepare, review and issue the inspection report and certificate within 7 working days.

*11. Can we do the preparation for exportation of the goods immediately after the inspection?*

If the inspector find that there are unqualified the goods, rectification must be done on these failed goods. Please do not pack the goods before CCIC Singapore confirm the rectification result. If the goods do not appear the above matters, based on experience, we believe that you can proceed to the preparation of exportation after the inspection. Inspection reports / certificates issued after the inspection of the CCIC Singapore will be sent to China CIQ directly. Then the documents required for customs clearance in China issued by the Inspection and Quarantine Bureau will also take some time, so customers need to deliberate when they should prepare for the shipment.

*12. Inspection fees must be paid by the applicant?*

Inspection fees can be paid by any party. Please fill in the payment details in the application form in English.

*13. What is a correction report? Is there a standard format for it?*

If our inspector has discovered the unqualified items and these items could be improved by technical processing. Our inspector will request the applicant to make a technical processing plan. This document is called correction report. The mentioned technical processing plan should be guaranteed under China laws and regulations. There is no standard format for correction reports, we can provide the reference sample. It is a very important report. We are not able to issue any inspection report or certificate before the reception of correction report.