

ANNOUNCEMENT

Date : 27th April 2020

Dear Valued Customers,

COA IRON AND STEEL APPLICATION DURING MOVEMENT CONTROL ORDER (MCO)

1. In response to the latest Government's announcement on Movement Control Order effect from **15th to 28th April 2020**, we suspended the inspection and sampling activities (at port of entry and importer premises) due to travel restriction imposed by the government. Meanwhile our testing laboratory for testing activities will be in operation but with limited and reduced capacities.
2. Due to these unforeseen circumstances, **starting 23rd March 2020 onwards, all application under Method 1A, 2B, 2C shall be changed/resubmit to Method 1B and Method M3B shall be changed/resubmit to Method 3A** to ensure smooth clearance process at the port and other entry points.
3. For those importers that are in need for manufacturing or supplying the imported consignment during this MCO period, SIRIM has considered allowing importers to use the **Self-inspection methods for imported consignments that has obtained the Temporary Certificate of Approval (TCOA) or pre-release approval (for Method 1B or 3A only)**.

By doing this, the imported consignment will be permitted to be used, however it will be **subjected to certain requirements**.

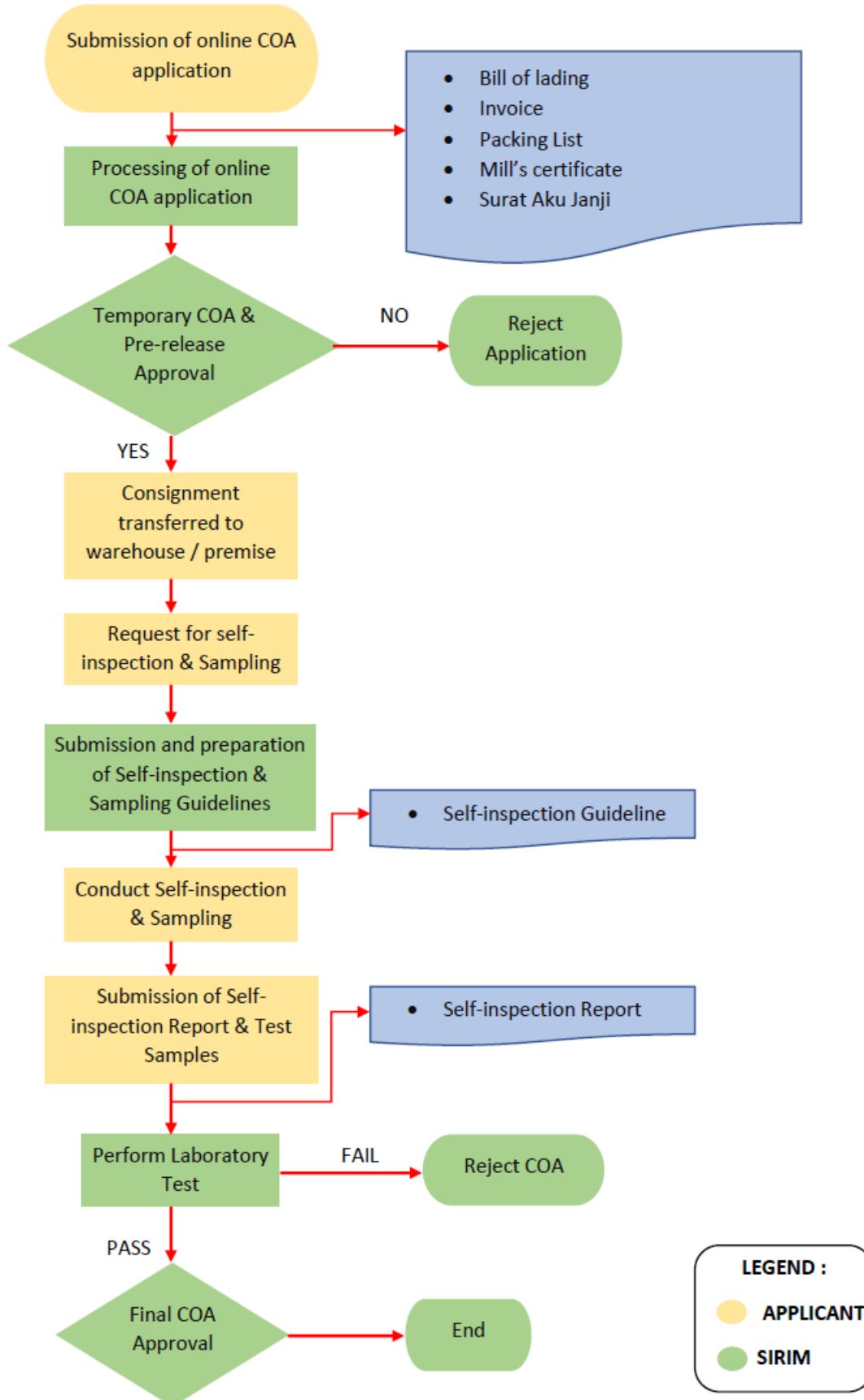
Please refer to the following **attachment on the Process Flow for COA Application and Guideline for Inspection & Testing** during MCO:

- a) **APPENDIX I** (for Method 1B)
 - b) **APPENDIX II** (for Method 3A)
 - c) **APPENDIX III** (Guideline for Inspection & Testing during MCO)
4. To minimize any disruption to business operations, **customers are advised to make payment through bank / EFT / TT**. Please **email** the remittance advice / payment voucher / bank in slip / copy of cheque and receipt to facilitate confirmation with our bank.
 5. You may **contact person in-charge** as listed in **APPENDIX IV** for any further enquiries.

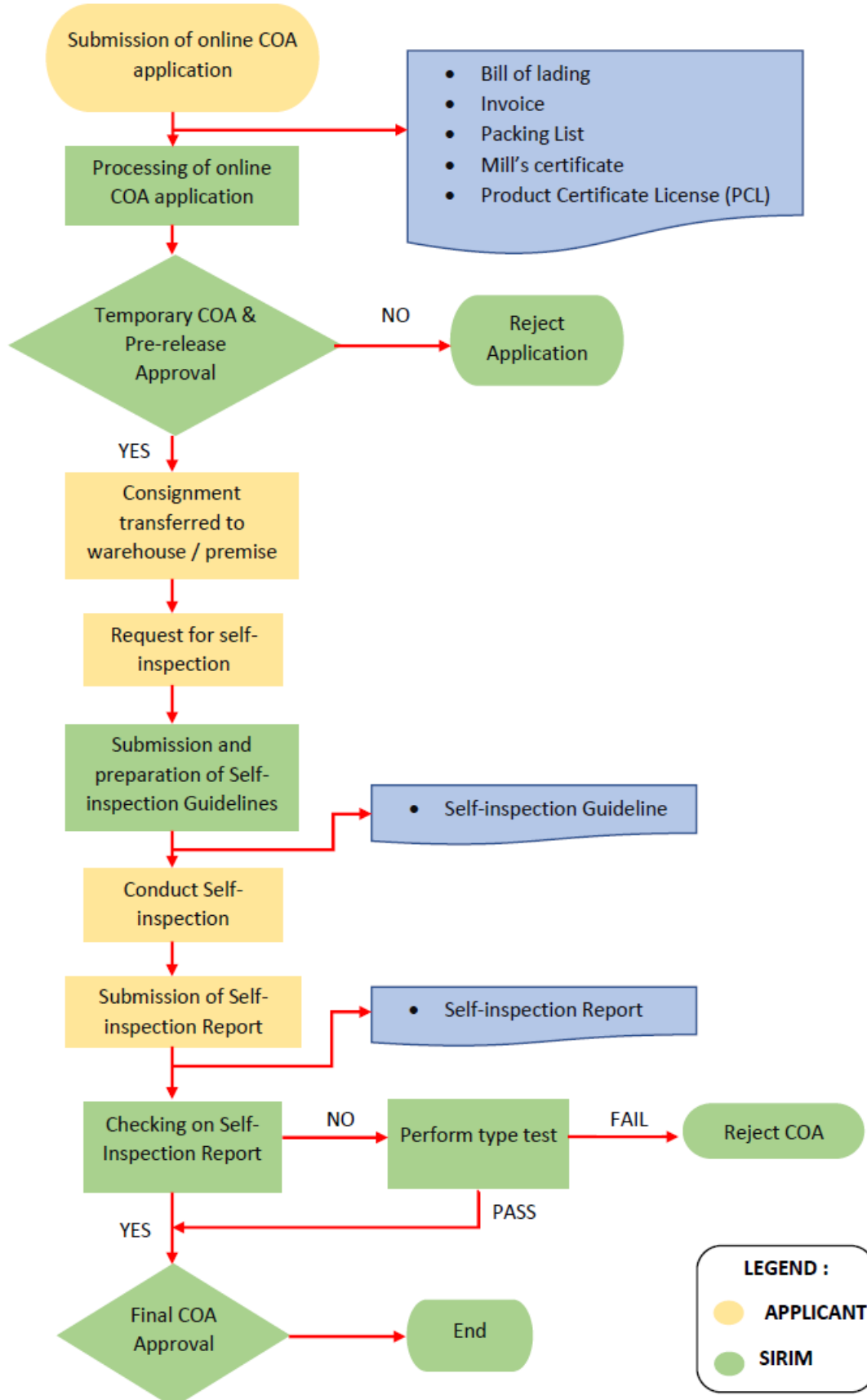
We apologize for any inconvenience caused.

Thank you.

PROCESS FLOW FOR APPLICATION OF CERTIFICATE OF APPROVAL (COA) DURING MOVEMENT CONTROL ORDER (MCO) – FOR METHOD 1B (CONSIGNMENT WITHOUT FULL TYPE TEST REPORT)



PROCESS FLOW FOR APPLICATION OF CERTIFICATE OF APPROVAL (COA) DURING MOVEMENT CONTROL ORDER (MCO) – FOR METHOD 3A (CONSIGNMENT WITH PRODUCT CERTIFICATE LICENSE)



GUIDELINE FOR INSPECTION & TESTING DURING MCO PERIOD

ITEM	DESCRIPTION
1. Additional Application Document	<ul style="list-style-type: none">• In addition to the application documentation normally required, applicant shall submit Letter of approval from MITI to operate during MCO (if available).
2. Inspection / Testing at applicant's warehouse or premise (if applicable)	<ul style="list-style-type: none">• Applicant shall appoint only one person to assist SIRIM's officer during inspection / testing.• As according to MITI's requirement, applicant shall ensure appointed staff had undergo the necessary screening test for COVID19.• Applicant shall ensure temperature device are provided at the inspection location. Both applicant's and SIRIM's personnel shall have their body temperature checked before they can be permitted to enter the premise.• Applicant shall have record of cleaning and sanitization of the inspection/testing areas according to MITI/KKM requirement.• Hand sanitizer and spray sanitizer shall be made available. The selected sample(s) shall be sprayed or wiped with sanitizer before verification and testing carried out by SIRIM's personnel.• Both applicant's and SIRIM's personnel shall always wear face mask during inspection/testing is carried out at the premise.• Social distancing shall always be maintained between both personnel.
3. Submission of test sample	<ul style="list-style-type: none">• Selected sample(s) for testing shall be packed in a sanitized packaging before leaving the sampling area and submitted to Block 16, SIRIM Complex, Shah Alam or relevant SIRIM QAS's branch offices.• Applicants are also requested to pack samples in a clearly marked packaging (envelopes or carton/box) and samples are to be deposited at a predefined samples' bin or trolley. To avoid any close contact and to maintain social distancing, SIRIM's personnel will not sign any delivery order or other similar documents. A tray will be made available for applicants to drop the relevant DO and

	<p>any other related document. Applicants are requested to take photo of samples submitted to SIRIM as the evident of submission.</p> <ul style="list-style-type: none">• Submission of test samples can only be made on the following day and time: Monday to Thursday (10.00am – 3.00pm).• Applicants are requested to inform relevant SIRIM’s personnel 1 day earlier before samples are submitted to SIRIM.
4. Collection of SIRIM Labels	<ul style="list-style-type: none">• Applicant shall inform relevant SIRIM’s personnel if delivery of SIRIM Labels to applicant’s premise by courier service is required. Cost for courier service will be borne by applicant. If no information received from customer, SIRIM shall assume SIRIM Labels will be collected by the applicant.• Collection of SIRIM Labels can be made at a “drive through” counter located at Block 16, Shah Alam. Operating hours of the “drive through” counter is as follows:<ul style="list-style-type: none">- Tuesday and Thursday, 10.00am – 2.00pm.• Applicant shall inform relevant SIRIM’s personnel 1 day earlier before collecting label from the counter.• For applicants who be collecting SIRIM Labels at SIRIM QAS’s branch offices, kindly liaise with the relevant SIRIM’s personnel in the branch offices for arrangement of collection of the SIRIM Labels.

SIRIM HQ SHAH ALAM	
PERSON IN-CHARGE	CONTACT DETAILS
GROUP LEADER: En. Muhammad Fahim Mahmood	03 – 5544 5880 (fahim@sirim.my)
CUSTOMER SERVICE: 1) En. Muhammad Aiman Abd Nasir 2) Pn. Nur Shuhada Shaari 3) Pn. Noor Liana Noor Buhti 4) En. Mohd Dasuki Boniran 5) En. Mohd Fitri Faizrin Md Elias 6) Pn. Zaryatul Akma Mohammad Meswan	1) 03 – 5544 5891 (aiman@sirim.my) 2) 03 – 5544 6648 (shuhada@sirim.my) 3) 03 – 5544 5182 (nliana@sirim.my) 4) 03 – 5544 5031 (dasuki@sirim.my) 5) 03 – 5544 6649 (faizrin@sirim.my) 6) 03 – 5544 5184 (zaryatul@sirim.my)
SCHEDULER: 1) Pn. Hayati Mohd Yusof 2) Pn. Sabrina Salim	1) 03 – 5544 5033 (hayatimy@sirim.my) 2) 03 – 5544 5187 (sabrina@sirim.my)
ADMIN. ASST. (PAYMENT): 1) Pn. Siti Haslinda Yahya 2) Pn. Azean Baharudin	1) 03 – 5544 5035 (slinda@sirim.my) 2) 03 – 5544 5035 (azeanb@sirim.my)

SIRIM BRANCHES	
ENTRY POINT	CONTACT DETAILS
PENANG	1) En. Mohamad Zakariah (+6019 – 414 7435) 2) En. Mohd Fairuz Ismail (+6013 – 300 9341)
JOHOR	1) En. Mohd Ridha Noraship (+6012 – 9126065) 2) En. Mohd Helmi Kamdari (+6019 – 773 8422) 3) Pn. Zuraidah Padil (+6012 – 776 0045)
SABAH	1) En. Kasvenda Kassim (+6016 – 870 1273) 2) En. Herric Evans Gabu Jusilin (+6016 – 582 5906)
SARAWAK	1) En. Kasvenda Kassim (+6016 – 870 1273) 2) En. Alexius An'yan (+6019 – 880 9953)