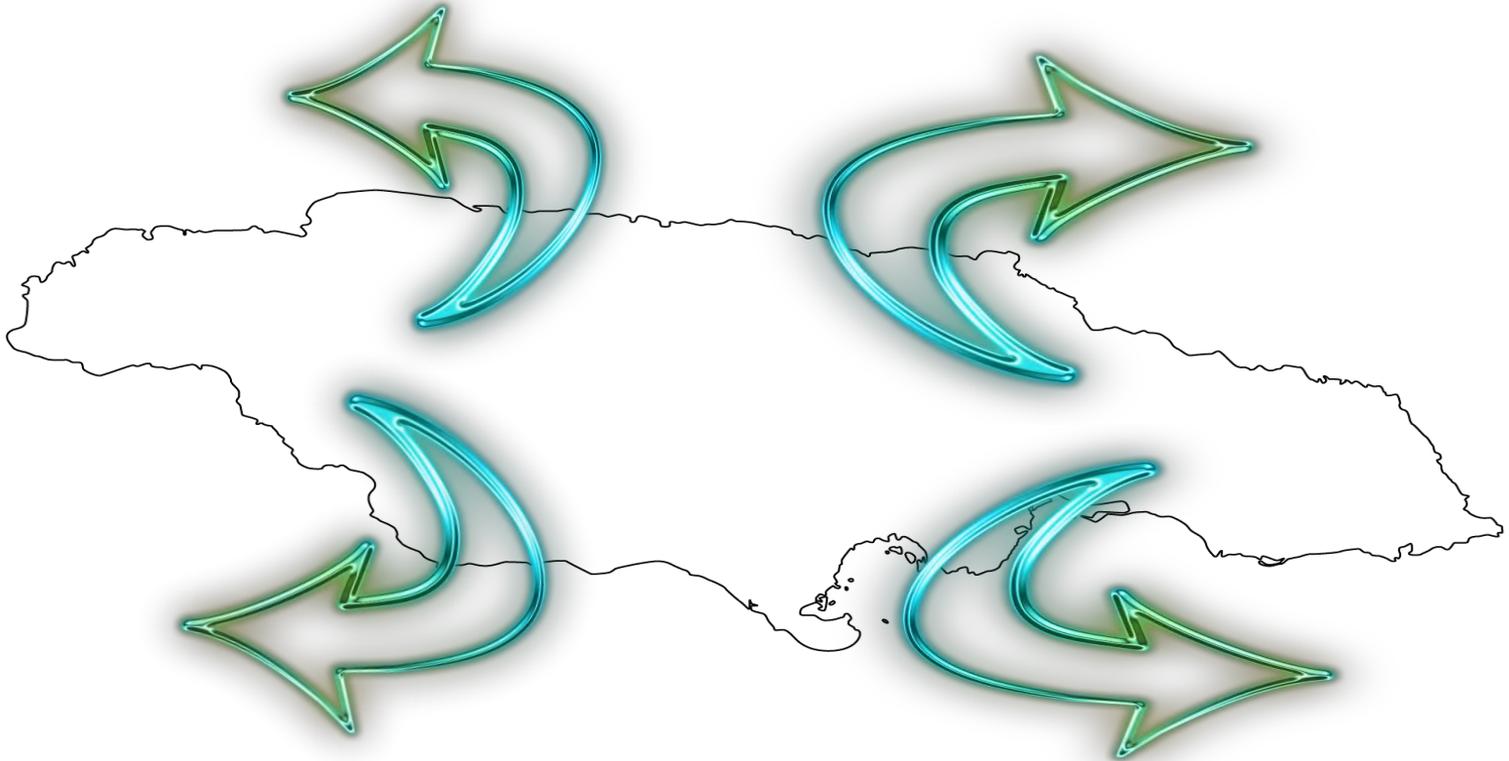


# **A Step by Step Guide to Exporting**



**Presenter: Lenworth Clarke**

**Date: 26 March 2015**



# **Bureau of Standards Jamaica**

- Statutory Body
- Ministry of Industry, Investment and Commerce (MIIC)
- Standards Act 1968
- Processed Food Act 1959
- Weights & Measures Act 1976



# **Bureau of Standards Jamaica (cont'd)**

Others:

- The Trade Act (1955)
- The Customs Act (1941)
- The Petroleum (Quality Control) Regulations (1990)
- The CARICOM Regional Organization for Standards and Quality Act (2005)



# BSJ's Mission Statement

*To promote the international competitiveness of Jamaican producers, facilitate the trade and protect consumers by providing regulatory service through a qualified and committed, motivated team.*



# Some Standards

- JS 36: 1991 [*Jamaica Standard Specification for Processed Food (general)*]
- JS CRS 5: 2010 [*Jamaican Standard for Pre-packaged Foods*]
- JS 1: Part 1: 1992 [*Jamaica Standard Specification for The labelling of commodities (Labelling of prepackaged goods)*]
- JS 317: 2012 [*Jamaican Standard for The production of processed food utilizing the HACCP principles (general)*]

# Registration Process

- Fill out an application form/s
- Make a deposit
- Inspection conducted by BSJ's inspector
- Inspector recommends establishment for registration
- “Certificate of Registration for an Establishment” is prepared
- Establishment issued with “Certificate of Registration for an Establishment”



# How to get access to application form/s

← → ↻

Bureau of Standards Jamaica Government of Jamaica

Search:

## BUREAU OF STANDARDS JAMAICA

Making Standards work for you...

**About BSJ**

- Overview
- Mission & Vision
- Acts & Regulations
- Standards Council
- Management Team
- Citizen's Charter
- Partners In Standardization

**Divisions / Units**

- NCBJ
- Services
- Standards
- Consumer Information
- Industry Information
- News / Press Releases
- Events
- National Quality Awards
- Careers
- Training
- Publications
- Affiliates
- Contact Us

See highlights from BSJ's Public Forum themed "Standards - Levelling the Playing Field or What?"

[learn more...](#)

STANDARDS

METROLOGY

TESTING

STANDARDS

- Webstore
- Request a Quote
- Search

Featured Item

Quality management systems – Guidelines for p...

Provides guidance on addressing environmental issues in product standards. It is primarily intended ...

Buy Now »

News

Awareness Sessions - Revised Bread Standard

The Bureau of Standards Jamaica (BSJ) will stage three Awareness Sessions with the primary purpose of introducing the revised Jamaican Standard for the production of bread – JS 145:2014. Several changes have been incorporated in this standard.

Read More »

CARICOM News Release: Regional Quality Infrastructure Policy

Come May 2015, the CARICOM Regional Organisation for Standards and Quality (CROSQ) is hoping to present the region with a Council for Trade and Economic Development-approved regional quality infrastructure policy.

Updates & Notices

It will take teamwork and dedication to put quality at the heart of every organisation. What will you do to celebrate quality this year? For information and ideas visit: [www.thecq.org/worldqualityday](http://www.thecq.org/worldqualityday)



# How to get access to application form/s (cont'd)

← → ↻ www.bsj.org.jm/DivisionsUnits/tabid/170/Default.aspx

Bureau of Standards Jamaica Government of Jamaica

Search:  Go

**BUREAU OF STANDARDS JAMAICA**  
*Making Standards work for you...*

Standards Metrology Testing Registration & Compliance News / Press Releases Events Webstore

About BSJ  
Divisions / Units  
    > Standards  
    > Regulatory  
    > Engineering  
    > Science & Technology  
    > Human Resources  
    > Finance & Accounting  
NCBJ  
Services  
Standards  
Consumer Information  
Industry Information  
News / Press Releases  
Events  
National Quality Awards  
Careers  
Training  
Publications  
Affiliates  
Contact Us

### Division & Units

The Bureau of Standards Jamaica (BSJ) has organized its operations to be effected through six Divisions, as well as other organization's core function areas. see the details below.

> Food Inspectorate  
> Legal Metrology Inspectorate  
> Standards Compliance Inspectorate

[ence and Technology](#) | [Human Resource Management & Development](#) | [Finance & Accounting Services](#)

#### STANDARDS



The Standards Division has the primary responsibility of facilitating the development, promulgation and verification of standards, providing information, creating awareness, encouraging compliance and offering training, and coordinating conformity assessment programmes operated by the organization.

[Read More >](#)

#### REGULATORY



The Regulatory Division is responsible, in the main part to ensure compliance by individuals and organizations, of the several Acts which fall within the Bureau's mandate.

[Read More >](#)

#### ENGINEERING



The Engineering Division provides Metrology and Testing Services to a wide range of industries including construction, mining, manufacturing, food processing, telecommunication and agricultural.

[Read More >](#)



# How to get access to application form/s (cont'd)

The screenshot shows the website for the Bureau of Standards Jamaica, specifically the Food Inspectorate page. The URL in the browser is [www.bsj.org.jm/DivisionsUnits/Regulatory/FoodInspectorate/tabid/268/Default.aspx](http://www.bsj.org.jm/DivisionsUnits/Regulatory/FoodInspectorate/tabid/268/Default.aspx). The page features a navigation menu with categories like Standards, Metrology, Testing, Registration & Compliance, News / Press Releases, Events, and Webstore. The main content area is titled "Food Inspectorate" and contains the following text:

The Bureau of Standards Jamaica administers the Processed Food Act (1959) and attendant Regulations; the Jamaica Standard Specification for Processed Food (General) – JS 38:1991; and monitors mandatory food standards under the Standards Act, (1969).

Under the Standards Act (1969) and the Processed Food Act (1959), all food processing establishments must be registered with the BSJ and must comply with the requirements of the relevant regulations. The Food Inspectorate Department monitors all such establishments.

Inspectors guide food processors as they establish their businesses, and monitor the establishments to ensure that there are no breaches. There are penalties under the law for breaches of these regulations.

The primary functions of the Food Inspectorate Department are:

1. **Registration** – registers food processing plants – for verification of compliance with specific regulations and standards.
2. **Inspection** – inspects sanitary conditions, hygienic practices and processing techniques in food establishments.
3. **Product Sampling** – Sample processed food for subsequent analyses/testing such as chemical/microbiological analyses; organoleptic evaluation; package integrity checks.
4. **Certification** – evaluates results of analyses/tests to ensure conformance with standards. Issue Certificate of Approval or Exempt to facilitate sale locally or in the overseas market.
5. **Development of Standards** – assists in the development of food standards (all of which are mandatory).
6. **Advisory** – advises processors and potential processors on legal requirements of local and international markets.
7. **Technical Assistance** – provides resource person/persons for in-plant training attachment for industry personnel.

Services offered by the Food Inspectorate

- Registration of Food Factories
- Certificates of Approval - Batch by batch testing
- Certificate of Export and Exemption Letters

Downloadable Forms

- [Application for Certificate of Approval](#)
- [Application for Certificate of Export](#)
- [Application For Exemption Of Establishment](#)
- [Application for Registration of an Establishment - Processed Food Act](#)
- [Application for Registration of an Establishment - General](#)



# How to get access to application form/s (cont'd)

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## Downloadable Forms

[Application for Certificate of Approval](#)

[Application for Certificate of Export](#)

[Application For Exemption Of Establishment](#)

[Application for Registration of an Establishment - Processed Food Act](#)

[Application for Registration of an Establishment - General](#)

## How to get access to application form/s (cont'd)

- **KINGSTON (Head Office)**  
6 Winchester Road,  
Kingston 10
- **MONTEGO BAY**  
The UGI Building  
1st Floor  
30-34 Market Street  
Montego Bay , St. James
- **OCHO RIOS**  
WG WALTERS BUILDING  
103 Main Street  
Ocho Rios, St. Ann
- **MANDEVILLE**  
Shop 16, Caledonia Plaza Annex  
71/2 Caledonia Road  
Mandeville, Manchester
- **SAVANNA-LA-MAR**  
Shop # 15  
62 Great Georges Street  
Savannah-La-Mar P.O.  
Westmoreland



# Application Forms for Registration

The Standards Act – *All products*

The Processed Food Law – *Prescribed Food only*

# List of Prescribed Foods

## (Under The Process Food Act, 1959)

- Grapefruit Segments (whole and broken)
- Grapefruit Juice (straight and concentrate)
- Canned Mango (slices)
- Mango with Rum
- Marmalade (Orange)
- Canned Orange Juice (straight and concentrate)
- Canned Pineapple (slices and chunks)
- Pineapple Juice
- Canned Yams
- Canned Ackees
- Jellies
- Jams
- Guava Cups
- Guava Halves
- Fruit Nectars
- Sauces
  - Hot Sauce
    - Hot Pepper Sauce
    - Table Sauce
    - Soya Sauce etc.
- Pickled Cucumbers
- Susumber
- Canned Soups

# List of Prescribed Foods

(Under The Process Food Act, 1959) – *cont'd*

- **Processed Meats** –
  - **Viennas**
  - **Hams**
  - **Bacon**
  - **Frankfurters**
  - **Bologna**
  - **Salami**
- **Curried Mutton (frozen)**
- **Macaroni & Mince**
- **Mackerel & Bananas**
- **Sweet Potato Mix**
- **Rice & Peas**
- **Fried Plantain**
- **Vinegar**
- **Syrups**
- **Oxtail in Wine**
- **Stewed Beef**
- **Ackee & Saltfish**
- **Stew Peas**
- **Chicken (Maryland Style)**
- **Beef Balls**
- **Tomato in skin**
- **Canned Tomatoes**
- **Tomato Juice**
- **Tomato Juice Cocktail**
- **Tomato Ketchup**

# Some non-prescribed foods

- Canned Callaloo in Brine
- Seasoning
- Rum & Liquor
- Breads & Pastries
- Coconut Water & Water
- Browning
- Roots Wine
- Pepper Mash



**THE STANDARDS ACT**

**APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT**

Name of Establishment .....

Address .....

Telephone Number.....

Email Address.....

Fax Number.....

Full Name of Operator of the  
Establishment.....

Address.....

Telephone Number.....

List of Product (s) Manufactured.....

Brands of Product(s) Manufactured.....

Has the Establishment been operated before?.....

If so, state (a) Last date (or period) of operation .....

(b) For what purpose or purposes .....

Signature of Operator of Establishment.....

Date.....



THE STANDARDS ACT

APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT

Name of Establishment Clarke Processing Facility

Address 32 Clarke Crescent, Kingston 21

Telephone Number 470-5591

Email Address processing@cpf.com

Fax Number 999-9999

Full Name of Operator of the

Establishment L. O. Clarke

Address 32 Clarke Crescent, Kingston 21

Telephone Number 470-5591

List of Product (s) Manufactured.....

Flavour Syrup, Bottled Water, Bag Drink, Bag Juice, Box Drink, Box Juice, Bottled Drink, Bottled Juice

Brands of Product(s) Manufactured Clarke it is / It is Clarke

Has the Establishment been operated before? Yes

If so, state (a) Last date (or period) of operation 26 March 15 (01 May 10 to 26 March 15)

(b) For what purpose or purposes Flavour Syrup and Bag Drink

Signature of Operator of Establishment.....  


Date 26 March 2015



**APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT**

**Name of Establishment**.....

**Address**.....

**Telephone Number**.....

**Full Name of Operator of the Establishment**.....

**Address**.....

**Telephone Number**.....

**Purpose for which Establishment is proposed to be operated**

**Has the Establishment been operated before?**  
**If so, state – (a) last date (or period) of operation**.....

**(b) for what purpose or purposes**

**Signature of Operator of the Establishment**.....

**Date**.....



APPLICATION FOR REGISTRATION OF AN ESTABLISHMENT

Name of Establishment Clarke Processing Facility

Address 32 Clarke Crescent, Kingston 21

Telephone Number 470-5591

Full Name of Operator of the Establishment L. O. Clarke

Address 32 Clarke Crescent, Kingston 21

Telephone Number 470-5591

Purpose for which Establishment is proposed to be operated Manufacturing of Flavoured Syrup

Has the Establishment been operated before? 26 March 15 (01 May 10 to 26 March 15)  
If so, state – (a) last date (or period) of operation

(b) for what purpose or purposes

Manufacturing of Flavoured Syrup

Signature of Operator of the Establishment 

Date 26 March 2015

## **FEES FOR REGISTRATION ASSESSMENT**

- Deposit: \$5,000.00 (1<sup>st</sup> hour)
- Over 1 hour: \$2500.00 each ½ hour thereafter

### Examples:

1 ½ hours Registration Assessment: \$7,500.00

3 ½ hours Registration Assessment: \$17, 500.00

5 hours Registration Assessment: \$25,000.00



# Documents required from BSJ for Export

- Certificate of Approval
- Certificate of Export
- Exemption Letter
- Certificate of Free Sale
- Certificate of Health
- Certificate of Hygiene

***\*\* Not all products require the above certificate/s\*\****

# Cost for Documents

Documents	Cost
Certificate of Approval	\$ 25.00 + \$ 625.00
Certificate of Free Sale (English)	\$ 1,250.00
Certificate of Free Sale (Spanish)	\$ 2,500.00
Certificate of Health (English)	\$ 1,250.00
Certificate of Health (Spanish)	\$ 2,500.00
Certificate of Hygiene (English)	\$ 1,250.00
Certificate of Hygiene (Spanish)	\$ 2,500.00

# Steps for Certificate of Approval

- Sampling of Product/s by a BSJ inspector (if no Food Safety System) + completed “Certificate of Approval” application
- Send Product/s to Lab for testing
- Inspector analyze test report
- Assign a grade to the product
- Complete “Certificate of Approval”
- Client collects “Certificate of Approval” from BSJ Head Office



FORM D

Place ..... Date .....

To:-

THE BUREAU OF STANDARDS  
KINGSTON

I/We hereby make application for inspection and **“Certificate of Approval”** for the following consignment:

Name of Product .....

Code (s) .....

Grade Claimed ..... Brand .....

Number of Packages .....

Size and Number per Case .....

Final Destination .....

Name of Carrier .....

Date to go forward .....

I/We hereby declare that the said product (s) are sound, wholesome and fit for human food; that they comply in every respect with the provisions of the Processed Food Act and the regulations made thereunder.

I am properly authorized to make the foregoing statement on behalf

of .....

Name of Applicant .....

Organization .....

Address .....

Signature .....



BUREAU OF STANDARDS JAMAICA

FORM D

Place Clarke Processing Facility Date 26 March 2015

To:-  
THE BUREAU OF STANDARDS  
KINGSTON

I/We hereby make application for inspection and "Certificate of Approval" for the following consignment:

Name of Product (1) Apple Flvd Syrup (2) Cherry Flvd Syrup (3) Cherry Flvd Syrup

Code (s) (1) C99 240315A (2) C99 240315C (3) C99 250315C

Grade Claimed ..... Brand (1), (2) & (3) Clarke it is

Number of Packages (1) 154 11/12 (2) 96 5/12 (3) 252 0/12

Size and Number per Case (1) 1L x 12 (2) 1L x 12 (3) 1L x 12

Final Destination .....

Name of Carrier .....

Date to go forward .....

I/We hereby declare that the said product (s) are sound, wholesome and fit for human food; that they comply in every respect with the provisions of the Processed Food Act and the regulations made thereunder.

I am properly authorized to make the foregoing statement on behalf  
of Clarke Processing Facility

Name of Applicant L. O. Clarke

Organization Clarke Processing Facility

Address 32 Clarke Crescent, Kingston 21

Signature 

# Steps for Certificates of Free Sale, Health & Hygiene

- Send a letter to the BSJ requesting the required Certificate – *product/s, batch code/s, quantity, size of each container, the name & address of the person/ company that the product/s is going to and the language required for the certificate*
- BSJ prepares Certificate
- Client collects Certificate at BSJ's Head Office

# Further Information

- [www.bsj.org.jm](http://www.bsj.org.jm)
- [info@bsj.org.jm](mailto:info@bsj.org.jm)
- The Dr. Artnel Henry Standards and Technical Information Centre
-  Find us on facebook. Bureau of Standards Jamaica
-  @StandardsJa
- 876 – 632 – 4BSJ (275)
- 876 – 618 – 1534

**THE END**