

## **Summary of Minister of Industry & Trade's Decision No. 21/2003 on Regulating By-law of YSMO and its Branches in the Governorates**

### **Article No. 4-**

#### **YSMO Objectives:**

- 1- Establish a national system for measurements, gauges and weights, unify means of measuring, weighing and gauging and improve its equipment and standards to be controlled and monitored.
- 2- Prepare, approve, publish, revise, amend, delete, replace and update national metrological specifications of all local goods and products as well as specifications pertaining to systems of measurement and standards, definitions, symbols, technical terminologies, implementation terms and methods of taking samples, inspection, examination and testing.
- 3- Inspect all local and imported raw materials, goods and products and conform them to accredited metrological specifications including technical monitoring and inspection, taking samples and examining them, establishment of required labs.
- 4- Measure and label systems of measurement and weight pertaining to precious jewelries and metals, and monitor its legal specifications to be inspected, analysed and hallmarked.
- 5- Issue Conformity Certificate to accredited metrological specifications and necessary test certificate and quality marks for all imported, exported and locally manufactured products.
- 6- Approve national basic gauging references of testing as well as the presented results of labs of inspection and examination to YSMO by equivalent centers to YSMO laboratories.
- 7- Inspect, examine and analyse any material, goods or jewelries to make sure of their conformity with accredited

- metrological specifications in any local or external labs deemed to be suitable by YSMO.
- 8- Offer technical consultation in domain of specifications, metrology and quality control.
  - 9- Prepare studies and researches in domain of specifications, metrology and quality control.
  - 10- Establish and develop a center for documenting technical information through collecting, preserving and offering technical and statistical information and data and various researches and studies related to activities of YSMO and its specialization fields.
  - 11- Reinforce and develop cooperation ties with regional and international organizations and authorities.
  - 12- Prepare draft by-laws of metrological specifications of local and imported materials and goods and present them to the Board of Directors for study and approval. After approval, these specifications are considered final accredited Yemeni specifications and are issued either obligatory or optional according to decision of the Board of Directors. They come into effect from the date specified and to be published in two popular daily gazettes for five consecutive days.
  - 13- Organize procedures of setting metrological specifications and approve and monitor legal standards set for jewelries, metals and precious stones to be inspected and hallmarked in accordance with special equipment and systems and by-laws set by the Board of Directors for this end.
  - 14- Issue bulletins and printed matters on specifications, metrology and quality control and other printed matters issued by the YSMO, regional and international organizations and authorities and other countries and distribute them.

#### **Article No. 5-**

#### **Tasks and Functions of YSMO Board of Directors:**

- 1- Set up the general policy of YSMO and monitor its implementation.
- 2- Approve specifications and metrologies and amend, omit or replace them.
- 3- Approve inspection and examination labs as well as measurement labs according to the grounds and standards approved.
- 4- Organize procedures of setting metrological specifications and approve monitoring of legal standards set for jewelries, metals and precious stones to be inspected and hallmarked in line with the special systems and regulations approved the board.
- 5- Set up special systems for registration, grant of work licences in the field of selling and purchasing jewelries and precious metals and set up required measures.
- 6- Take all legal procedures necessary to ensure application of accredited metrological specifications including warnings, fines and closing of factories and commercial shops or warehouses which do not abide by to the accredited metrological specifications.
- 7- Issue essential decisions to organize processes of inspection and testing, and procedures of making sure of conformity of local and imported materials, goods and products and jewelries to accredited metrological specifications and legal standards of jewelries.
- 8- Set up related systems to procedures followed to confiscate, spoil, ban import of or remanufacture any material or goods proved to be in nonconformity state to the accredited metrological specifications, in addition to breaking or confiscating jewelries proved to be nonconformative to legal standards of jewelries or not hallmarked.
- 9- Study the proposal of draft laws on YSMO activity.

## **Article No. 7**

### **- Tasks and Functions of Chairman of the Board of Directors:**

- 1- Monitor management of YSMO and monitor and develop its work system so as to ensure achieving its goals.
- 2- Present periodical reports to the Board of Directors on current works and the level of implementation of the set plans and programs.
- 3- Execute tasks and responsibilities assigned to him/her by the Board of Directors.
- 4- Sign contracts and agreements on behalf of the Board of Directors according to enforced laws, rules and regulations.
- 5- Issue decisions to appoint directors, end their employment and impose disciplinary punishments on them according to enforced laws, rules and regulations.
- 6- Present required data about YSMO to concerned authorities in the country.

### **Article No. 8**

#### **- Tasks and Functions of General Director:**

- 1- Prepare required plans and programs for YSMO work and present them to the Board of Directors to be approved.
- 2- Execute general policy, decisions and instructions set by the Board of Directors.
- 3- Take necessary measures to ensure that YSMO personnel implement enforced laws, rules and regulations.
- 4- Report the Board of Directors periodically on activity of YSMO, level of implementing schemed plans and programs and difficulties faced and suggestions to overcome these difficulties.
- 5- Suggest fee and charge costs which the YSMO receives in return for examination, technical consultations, training and others and amend them.

### **Article No. 39**

#### **- Functions of YSMO Important Departments**

Information Center handles the following Tasks and Functions:

- 1- Supply YSMO technical administrations with required information to improve their tasks.

- 2- Collect data and information for all activities inside or outside YSMO.
- 3- Review, examine and classify incoming data and information to Information Center of YSMO.
- 4- Process and file data and information and prepare them electronically.
- 5- Coordinate and cooperate jointly with YSMO concerned administrations in order to conduct tasks of studying and analyzing information.
- 6- Ensure continuous work of information network system in YSMO.
- 7- Send all data and information of all activities of YSMO to the National Information Center continuously and exchange information with it.
- 8- Provide required information to industrial and productive sector and concerned authorities and institutions either at the legal, regulative or technical level.
- 9- Offer required information about the productive agricultural and industrial sector in the country as well as regulating laws and regulations of the productive and industrial process of WTO member countries.
- 10- Provide technical standards and rules regulating monitoring systems and other related systems to trade movement; either locally or externally.
- 11- Participate in research processes and studies aimed to improve work either at the level of information technology or special researches and studies to improve YSMO technical work.
- 12- Early monitoring of problems encountering production via direct contact with producers on the Internet or leaflets issued by YSMO including questionnaires which the center will carry out frequently.

**Article No. 79-**

**Functions of Specifications Department:**

- 1- Prepare specifications draft (mandatory- optional) for local or imported materials and goods and methods of

- inspection, examination and taking samples according to the standards.
- 2- Prepare drafts of metrological specifications for systems and equipment of measurement and examination as well as metrological specification drafts of methods of testing systems and equipment of examination and measurement.
  - 3- Prepare guidance and service specification drafts and other special drafts for terms, symbols, definitions, measurement units and others.
  - 4- Suggest approving some Arab, regional or international metrological specifications in case there are no national specifications until a national metrological specification is issued.
  - 5- Review accredited national specifications and suggest amending, canceling, updating or replacing them in order to cope with technological industrial development and ensure public safety.
  - 6- Study laboratory specifications for industrial enterprises and report on them.
  - 7- Register accredited specifications, define the date of expiration, labels and costs and publish them in the official gazette.
  - 8- Register laboratory specifications of local enterprises at the department within the framework of registering information of industrial enterprises at YSMO.
  - 9- Study drafts of metrological specifications prepared by Arab, regional and international metrology systems and organizations and put forth viewpoints.
  - 10- Provide technical consultation on specifications for manufacturers, importers and exporters.

**Article No. 87-**

Functions of Quality Conformity Department:

- 1- Implement procedures of registering local or imported industrial and agricultural products.
- 2- Carry out procedures of granting Certificate of Good Manufacturing Practice (GPM).
- 3- Prepare and conduct field visit programs and plans for enterprises for monitoring and inspection purposes to make sure of conformity of the locally produced or imported goods and products to accredited metrological standards and taking some samples for inspection and examination.
- 4- Draw up and execute special procedures to regulate the process of inspection and evaluation of enterprises and locally produced or imported goods to make sure of the extent of their conformity with accredited metrological standards, health conditions, public safety, industrial security and general surrounding and environmental situations.
- 5- Conform results of examinations to the different locally produced or imported raw materials, goods and products and evaluate results of inspection and examination to make sure of their consistency to the accredited metrological standards.
- 6- Study results of conformity assessment and prepare the final report on acceptance, rejection or offering observations and proposals.
- 7- Issue Conformity Certificates for local and imported goods and products to specific specifications.
- 8- Grant Yemeni Quality Mark for products of national factories which comply with Yemeni Metrological Specifications.
- 9- Issue accreditation certificates of inspection and examination labs.
- 10- Coordinate with national enterprises and companies to conduct technical researches and studies in order to improve and develop quality of their products, offer technical consultations for different sectors to find out suitable solutions for problems and difficulties they face in

domain of quality control and help to establish quality control centers.

- 11- Receive citizens and concerned entities' complaints about health, safety, quality and specifications for study and discussion with producing companies about the reasons to be avoided.
- 12- Monitor quality of national goods and products set to be exported.
- 13- Report periodically on monitoring and inspection, and violations that may exist.
- 14- Participate with Specifications Department in preparing and discussing projects of national metrological standards.
- 15- Conduct studies and researches in cooperation with relevant enterprises and entities in order to improve industrial production quality.
- 16- Suggest annual plans and strategies and the method of implementation.

#### **Article No. 104**

Functions of Laboratory Accreditation Department:

- 1- Approve accreditation of measurement and examination laboratories in Yemen in accordance with ISO/IEC 17025.
- 2- Conduct follow-up processes for accredited laboratories and re-evaluate them periodically.
- 3- Prepare, document and classify labs in line with measurement or examination fields and gather all information relevant to these laboratories like names and addresses of laboratories, legal situation, number of personnel, fields of work...etc.
- 4- Evaluate competence of the accreditation applicant who has signed to commit himself to the specified inspections and examinations in the field of accreditation.
- 5- Form technical committees.
- 6- Grant the licence to use YSMO logo and logo of Accreditation of Yemeni Laboratories System on reports



of inspection and examination within the field of accreditation only.

- 7- Define procedures to grant accreditation certificate of inspection and examination laboratories and make sure that required conditions are met.
- 8- Conduct all required procedures to ensure privacy of documents or information presented by the laboratory.
- 9- Organize and hold skill test programs for accredited laboratories.

### **Article No. 110**

Functions of Laboratories Department:

- 1- Participate with Specifications Department to prepare national metrological specifications relevant to methods of inspection, examination and taking samples of different raw materials, products and goods.
- 2- Conduct necessary inspections and examinations for all kinds of raw materials, products and goods to make sure of applying the accredited metrological specifications.
- 3- Study methods of inspection and examination issued by regional and international organizations, compare them to Yemeni metrological methods and suggest any relevant amendments.
- 4- Study results of inspections and examinations of raw materials, products and goods so as to get acquainted with problems, defects and faults that rise and set suitable solutions.
- 5- Prepare a handbook of available capabilities in the laboratory and methods of inspection and examination followed.
- 6- Provide technical consultations for the industrial enterprises regarding examination systems and personnel training on preparing samples and carrying out inspections and examinations.

### **Article No. 143**

Functions of Measurement and Jewelleries Department

- 1- Participate with Specifications Department to prepare metrological standards related to systems and equipment of weight, measurement, gauging, gauging units and means of testing and inspection
- 2- Set up special rules and procedures to regulate the processes of inspection, testing and measurement to import, market, repair and restore systems and equipment of weight, measurement and gauge, and gauging references of precious jewelries and metals to make sure of their conformity to accredited metrological standards and legal terms of jewelries.
- 3- Approve the national basic gauging references of testing gauging equipment and hallmark them.
- 4- Inspect, test, hallmark, monitor and control all equipment of weight, gauging and measurement in the factories, production and service facilities and shops according to relevant systems and regulating procedures.
- 5- Approve and monitor legal standard set for precious jewelries and metals and inspect and hallmark them according to relevant systems, procedures and by-laws.
- 6- Register and grant work licence for who produces, repairs, services, sells or rents systems and equipment of weight, gauging and measurement or who installs them, as well as granting authorization to carry out inspection and testing works and approving the primary patterns of systems and equipment of weight, gauging and measurement in accordance with relevant systems and regulating procedures.
- 7- Register and grant work licence for who makes, sells and buys precious jewelries and metals according to relevant systems and regulating procedures.
- 8- Hold periodical and sudden inspection on systems and equipment of weight, gauging, measurement, precious jewelries and metal and specified quantities and take samples from shops, factories, warehouses and customs entry points to be inspected, verified and analyzed to make

sure of their conformity to accredited metrological standards.

- 9- Approve the special systems and equipment for weight, gauging and measurement used in testing labs in factories and others to inspect and examine goods and products in order to apply standards.
- 10- Provide concerned entities with relevant information to reference metrologies and its relevant laws and rules.
- 11- Participate in holding local and external symposiums and courses and grant training opportunities.
- 12- Support and develop general monitoring on systems of weight, gauging and measurement of gold jewelries.
- 13- Suggest annual and long-span plans and implementation method.
- 14- Report periodically on work process.
- 15- Implement any other talks assigned by YSMO Director-General which lie within its functions.