

Decision of Minister of Industry- Chairman of the Board of  
Directors No. 13/2001 on  
Regulations of Special Rules and Procedures to Inspection and  
Check Processes for Local and Imported Goods and Products

Chairman of the Board of Directors: - After taking into consideration of the following:

- Republican Decree No. 35/1991 on entities, institutions and companies,
- Law No. 44/1999 on standardization, metrology and quality control,
- Republican Decree No. 52/2000 on establishing Yemen Standardization, Metrology and Quality Control Organization (YSMO),
- Republican Decree No. 46/2001 on appointing the cabinet and naming its members,
- Proposal of Director-General of the YSMO, and
- Approval of the Board of Directors,

"It has been decided that"

Article No. 1

This decision is to be named "Decision of Regulations of Special Rules and Procedures for Inspection and Check Processes for Local and Imported Goods and Products".

Article No. 2

The words and phrases to be dealt with here would be defined so as to apply this decision, unless definition is misguided.

**Quality:** Suitability of the product for use and the extent goods meet customers' desires.

**Inspector:** A representative assigned by YSMO to implement inspection duties as to be mentioned in this decision.

**Inspection:** The process of measuring, inspecting, examining and comparing products to suitable requirements and is considered one of the basic constituents of Quality Control

System by which evaluation of products and making sure of conformity of the product to related standards are carried out.

**Manufacturing Quality Control:** Specifying standard of the product, raw materials of manufacture and proportion of materials added.

**Raw Materials Quality Control:** Raw materials undergo inspection and necessary inspections of the quality of raw materials before the start of production.

**Production Quality Control:** A follow-up process for all the different production stages to avoid any sudden fault that could happen during production process and also to help the enterprise avert many losses by conducting a quick processing.

**Final Product Quality Control:** The process of inspecting and observing closing and typing data in a correct way, preparing the final product to last for sufficient periods to ensure no difficulties happen during distribution process and holding inspection and examination process for the product in its final stage in order to come out with a free of defects or harm product, in addition to knowing extent of conformity of the product to the special and related conditions and standards.

**Enterprise:** Any factory or production or import unit that produces goods and markets it, or imports and markets it.

**Goods (Product):** The product, locally manufactured or imported, needed to make sure of its consistency to accredited metrological standards to be consumed by humans or used according to its specifications.

**Consignment:** Any (specific) quantity of any imported product or goods either it is of one or many kinds.

### Article No. 3- Inspection General Goals:

Inspection aims at the following:

- 1- To get acquainted with explanatory data on locally manufactured or imported products' label to find out the extent of these products conformity with accredited metrological standards as well as general rules of health

- affairs followed in the enterprise and the degree of availability of suitable environment conditions.
- 2- To make sure of the extent of local and imported goods and products conformity to accredited metrological standards.
  - 3- To get acquainted with the process of quality control inside the enterprise, its level and its different stages.
  - 4- To protect consumers from using goods and products violating standards, whether those goods and products are locally manufactured or imported.
  - 5- To provide instructions for the enterprise workers and technicians and raise their awareness.
  - 6- To define the positive aspects in the product and its defects due to nonconformity of some inspection and examination results with conditions of the standard.
  - 7- To support the enterprise to resolve technical problems that could happen.
  - 8- To apply the annual field visit to national enterprises according to a plan and program prepared by Quality Confirmation Department with a defined purpose and kind; whether it is routine, abrupt, normal, strict or simple, or an inspection meant for correction or to solve some urgent problem...etc.
  - 9- To hold continuous inspection and observation on imported products, goods and materials in all the country's entry points or importers' warehouses so that not to be allowed entrance to the country or distribution in markets but after making sure of its validity and the extent of conformity to accredited metrological standards by examining a sample of the product.

Article No. 4- Conditions to Apply Observation and Inspection Procedures:

- 1- These procedures are applied on all locally produced goods and products with their different types and kinds, whether they are intended for local market or export,

according to a program and a periodical or abrupt field visit.

- 2- These procedures are applicable to all materials, products and goods continuously imported into the country except for those materials, products and goods with Conformity Certificate from the country of production according to the specified conditions in By-law of Organizing Procedures of Conformity Certificate Program from the Country of Production.

#### Article No. 5 – Basic Elements for Inspection Process:

Basic elements for inspection process consist of the following:

##### 1- Translation of Requirements:-

Inspection work is a translation for the requirements or standards and the inspector should know what is accepted and what is not according to accredited standardization and metrology or definite written down or agreed upon standards by the producer and consumer.

##### 2- Taking Samples:-

The inspector takes samples by statistic methods from the batch or consignment randomly and examines them.

##### 3- Inspection Methods:-

There are many and different methods for inspection process which differ from one industry to another.

##### 4- Comparison Process:-

The examined qualities are compared to the requirements and sometimes comparison is done directly with the accredited metrological standards such as colour, size, form and formation.

#### 5- Taking Decision:-

After inspection process, decision is taken over conformity or nonconformity of a product's standards to the definite prerequisites of accredited metrological standard.

#### 6- Procedure:-

In the light of the decision taken, the inspector takes a specific procedure regarding the locally manufactured product or imported consignment, which has been inspected, such as considering it useless or asking for re-manufacturing, re-inspecting , re-manufacturing to a lower degree or returning the imported product to the Country of Origin.

#### 7- Registering and Filing Information:-

Registering and filing information is regarded one of the basic issues and it is an integral part of Quality Control System.

#### Article No. 6- Inspection Planning:

Inspection planning is carried out according to the following steps:

- 1- Choosing the kind of inspection for the different manufacturing processes as well as the imported consignment.
- 2- Designing inspection points.
- 3- Preparing inspection instructions.
- 4- Preparing registers for filing inspection results.
- 5- Providing the special equipments and systems of inspection process and taking samples.

#### Article No. 7- Results of Inspection Planning:

Inspection planning usually starts with a comprehensive analysis for standards of the product and a study for the ways of manufacture to ascertain that inspection will be done in suitable places and with a high competence, in addition to being economically useful. Results of inspection planning are as follows:

- 1- A plan showing sites of inspection activities in the process of production and this plan could be in the form of Flow Chart.
- 2- Written documents such as the different inspection instructions and registers of filing inspection results.
- 3- A list of persons, systems and necessary materials for inspection process.
- 4- The following is to be taken into consideration while planning for inspection:
  - a- Risks of the increase of improper ingredients during the process of production.
  - b- Consequent results of movement of an improper product from one process to another or it reaches to consumers.

Article No. 8- Required Information for Inspection about the Product's Specifications:-

- 1- Demand of the consumer or beneficiary specifying the product they need and amendments requested in their standards.
- 2- Standards of the product that defines specifications that should be available.
- 3- A list of standards that should be made sure of their availability at the various inspection points.
- 4- Any other relevant standards to the local product or imported consignment.
- 5- Results of the previous inspections of the local or imported product which is needed to apply procedures on.
- 6- Information about the previous performance of the production.
- 7- General information that could be added to increase inspection competence like manufacture chart and previous information about complaints and troubles caused by the product.
- 8- Details of inspection and inspect ways which include some or all the following clauses:
  - a- Examinations which should be carried out with work process step by step.

- b- Measures which should be taken and equipment which should be used.
- c- Data which should be registered
- d- The size or weight of the sample for every test.
- e- The way of taking the sample.
- f- Required accuracy of inspect and examination systems.
- g- Surrounding conditions which should be available during inspection examination process:
- h- Acceptance and rejection cases are as follows:
  - 1- Maximum and minimum level allowed in every test.
  - 2- Number of defects allowed for the complete batch.
  - 3- The base referred to in order to stop or continue production process or reject the imported consignment to enter the country.
- i- The report which should be written.
- j- Procedure which should be taken in case rejection decision is made.
- k- Fields of using test samples.
- 9- Responsibility of the inspector when rejecting or accepting the product and informing the supervisor on increasing faults or request to stop production line.

Article No. 9- Required conditions in the inspector:

- 1- He/she should have enough experience in the nature of the manufacture, the service or products they will inspect to make sure of the way of manufacturing, materials used in the manufacture, surrounding conditions, storing situation, ways of handling, standards... etc.
- 2- He/she be with good manners with a good level of knowledge and understanding regarding the nature of his/her work.
- 3- He/she should be able to take decision in the light of correct scientific background and expertise.
- 4- He/she should be able to provide evidence in case of violations, issue reports on these violations with evidence in an organized and technical method and collect them when taking samples for special or periodical analysis.

- 5- He/she should be trained on ascertaining faults or deterioration aspects of the production or defects during inspection.
- 6- He/she should be trained on inspection different industrial or service enterprises according to his/her specialization to make sure of commitment to the accredited metrological standards, lab standards or standards of the company that granted privilege of manufacturing the product and respect for safety rules.
- 7- He/she should be familiar with standardization and metrology and quality control law and executive by-law.

Article No. 10- Tasks and Duties of the Inspector:

- 1- Inspecting industrial or service enterprises to make sure of conformity of products or services to the accredited metrological standards and commitment of the inspector to following up special inspection procedures as stated in this decision.
- 2- Registering and filing information for it is one of the basic matters and an integrated part of quality system.
- 3- Answering questions or inquiries raised by the enterprise's owners or representatives to the inspector.
- 4- Showing work ID when entering the enterprise or factory for inspection and making clear purposes of the visit or inspection to concerned personnel their to avoid any misunderstanding.
- 5- Commitment to courtesy when taking to the enterprise owners or representatives.
- 6- The inspector or inspection team prepare a complete report at the end of this procedure containing the following:
  - a- A comprehensive evaluation for the enterprise or the imported consignment with the assistance of forms prepared by the YSMO.
  - b- Determining conformity or nonconformity of the enterprise or goods under inspection to accredited metrological standards.



- c- Recommendations and suggestions that could help improve and boost competence and quality of the product under inspection.

Article No. 11- Defining Inspection Points:

One of inspection planning clauses is designing inspection points which are determined by the following:

- 1- A point for receiving primary materials which are part of manufacturing process whether they are basic, mediating or supportive raw materials and is called "Inspection on Primary Materials".
- 2- Manufacturing start point.
- 3- Points of product's movement from one process to another which are called "Inspection during Manufacture".
- 4- End point of final manufacturing process with its final form.
- 5- Inspection point of stores of the local or imported final product which is called "Inspection on Final Product".

Article No. 12- Operations Done by the Inspector in the Factory:

The inspector takes some information to help him identify risks and observation points as to come:

- 1- Information about the used raw materials and its specifications.
- 2- Information about the purchased materials.
- 3- Information about manufacturing the product and followed standards.
- 4- Information about empty packages of the final product, its specifications and adaptability with the product.
- 5- Information about filling, packaging, putting marks and transforming after manufacturing process.
- 6- Information about general conditions like site, design, surrounding environmental conditions, health conditions, professional health and safety rules, ventilation, lighting, level of sanitation... etc.
- 7- Information about the process of sterilization.

- 8- Information about workers, employees and their qualifications and expertise.
- 9- Information about the laboratory competence.
- 10- Information about conditions of the process of storing the final product whether it is local or imported.

Article No. 13- Ways of Inspection by Examination:

- 1- Inspection by the naked eye such as to inspect illustrative data for the product, the extent of its conformity to accredited metrological standards, the period of validation and the relative documents to imported products and its completion. The enterprise or factory's general conditions such as sanitation (workers or enterprise) and the level of lighting, ventilation... etc, are also examined through this procedure.
- 2- Inspection by required measurement tools and equipment.
- 3- Using sensual faculties such as seeing, smelling, tasting and touching to find out surface defects in the production or classification according to conditions of the standard.
- 4- Comparing specifications with requirements according to conditions of the standard.

Article No. 14- Kinds of Inspection:

- 1- Inspection on all units or products and is carried out as follows:**
  - a- Inspection according to the specified inspection ways in Article No. 13.
  - b- Inspection on the quality of raw and primary materials and conformity of their quality, standards with the purpose for which they are used, whether inspection done by watching or mechanical, natural or chemical test.
  - c- Inspection on competence of machines and equipment used and defining their work accuracy.
  - d- Inspection, acquaintance and follow-up of production with its different lines.
  - e- Inspection on parts or components of the final product and its nature.

- 2- **Inspection by taking samples** from the batch or consignment by using statistical methods according to the number of samples (single, repeated or compound samples) and noticing extent of their conformity to accredited metrological standards.
- 3- **Inspection by taking samples from a point or a specified part.** This kind of inspection depends on defining a fixed portion of samples or specified points for inspection and is used for only specified timely purposes.

#### Article No. 15

If any violation of this decision's rules committed, all measures, procedures and penalties stated in Law No. 44/1999 on standardization, metrology and quality control are applied on those accountable for this violation according to its nature.

#### Article No. 16

Director-General of YSMO has the right to take any measures and procedures suitable to control any violation.

#### Article No. 17

In case if any case erupted that rules of this decision does not deal with or any disagreement in applying it, this matter is to be raised to chairman of YSMO to issue a suitable decision to solve that case or the disagreement.

#### Article No. 18

This decision comes into effect from the date of issuance and be published in the official gazette.

YSMO  
9 July, 2001

Abdul-Rahman M. Othman  
Minister of Industry and Trade  
Chairman of the Board of Directors