

APPLICATION FOR CERTIFICATE OF APPROVAL

How to apply Certificate of Approval (COA) by Using Manual Application (Fallback procedure in case of system offline)

Walk in Customer:

- i. Consignee goes to SIRIM QAS (Civil and Construction Section (CCST)) at Building 22, SIRIM Complex, Shah Alam or SIRIM's Branch Office.
- ii. Consignee fills up Application For PP12 and attach with Bill of Lading, Packing List, Invoice and Mill Certificate.
- iii. SIRIM QAS Executive issues quotation to Consignee.
- iv. Consignee makes a payment at Customer Service Centre (CSC) at Building 25, SIRIM Complex, Shah Alam or SIRIM's Branch Office.
- v. SIRIM QAS Executive will inform date of verification & sampling at port of entry to Consignee.
- vi. Verification & Sampling shall be conducted by SIRIM QAS staff.
- vii. Testing shall be conducted by CCST Laboratory, Shah Alam or SIRIM's Branch Office Laboratory.
- viii. SIRIM QAS issues Certificate of Approval (COA) to Consignee.
- ix. Consignee collects the COA and submits to Custom for clearance of goods.

Application by Fax / Email:

- i. Consignee downloads [Application Form, PP12](#).
- ii. Consignee fax/email the Application Form, PP12 together with Bill of Lading, Packing List, Invoice and Mill Certificate to SIRIM QAS, Shah Alam or SIRIM's Branch Office.
- iii. SIRIM QAS Executive issues quotation to Consignee.
- iv. Consignee makes payment at Customer Service Centre (CSC) at building 25, SIRIM Complex, Shah Alam or SIRIM's Branch Office.
- v. SIRIM QAS Executive will inform date of Verification & Sampling at port of entry to consignee.
- vi. Verification & Sampling shall be conducted by SIRIM QAS staff.
- vii. Testing shall be conducted by CCST Laboratory, Shah Alam or SIRIM's Branch Office Laboratory.
- viii. SIRIM QAS issues Certificate of Approval (COA) to Consignee.
- ix. Consignee collects the COA and submits to custom for clearance of goods.