MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY

SIRIM

SIRIM QAS INTERNATIONAL

GUIDELINES FOR

MATERIAL RECOVERY FACILITY (MRF)



JULY 2025

EDITION 2

sirim-qas.com.my

CONTENT **JULY 2025**

CLAUSE	TOPIC	PAGE
1.0	INTRODUCTION	2
2.0	SCOPE OF APPLICATION	2
3.0	ELIGIBILITY CRITERIA	3
4.0	PROCEDURES TO BECOME A SIRIM APPROVED MRF	3
5.0	REQUIREMENTS TO BECOME A SIRIM APPROVED MRF	4
6.0	RESPONSIBILITIES AS A SIRIM APPROVED MRF	7
7.0	NON-COMPLIANCE OF SIRIM APPROVED MRF	8
8.0	SCHEDULE OF FEES	8
9.0	CLIENT CHARTER	9
10.0	GLOSSARY OF TERMS	9
11.0	REFERENCES	10
Annex 1	PROCESS FLOW TO BE A SIRIM APPROVED MRF	11
Annex 2	FLOW PROCESS OF INSPECTION AT FACTORY STORAGE YARD FOR METHOD TYPE 2	12

1 INTRODUCTION

1.1 The ***Guidelines for SIRIM Material Recovery Facility Scheme*** ("Guideline") provide explanation and guidance on the processes and requirements for all Material Recovery Facility (MRF) operators intending to qualify as a SIRIM Approved MRF.

1.2 As a SIRIM Approved MRF, the MRFs involved in the processing of recovered materials may issue inspection reports as stated in this Guideline together with their supplied wastes or recovered materials to the importers. The inspection report shall be submitted to SIRIM as a pre-requisite for the issuance of a Certificate of Approval (COA) as per the Customs (Prohibition of Imports) (Amendment) Order 2025.

1.3 This allows importers to import the waste or recovered materials to Malaysia subject only to inspection by SIRIM at their factory storage yard as to ensure compliance of the relevant requirements.

1.4 Therefore, the Guideline shall be read together with all other applicable guidelines, policies, laws, or regulations with regard to importation of wastes and recovered materials into Malaysia.

1.5 This Guideline shall be reviewed from time to time to accommodate changes in policies, law, or regulations involving the importation of wastes and recovered materials.

2 SCOPE OF APPLICATION

2.1 This Guidelines covers the requirements to become SIRIM Approved MRF for the importation of recovered industrial materials into Malaysia. MRFs provide waste and recovered materials to importers in Malaysia by conducting a self-pre-shipment inspection at the country of origin.

Refer Annex 1 on the Overview of the Procedure for Importation and Inspection of Industrial Waste into Malaysia.

2.2 Parties eligible to apply for MRF are as follows:

(i) Foreign MRF that have a valid and relevant license or permit from relevant local authorities; or

(ii) Local manufacturers with a valid Manufacturing License (ML) approved by MITI or Manufacturers issued with a Confirmation Letter for a Company Exempted from the Manufacturing License (ICA 10) ("ICA 10") issued by MIDA.

(iii) Trading Arm Company on behalf of their respective manufacturers or MRFs that fulfill Clause 2,2(i) or 2.2(ii).

2.3 The importation is permitted via sea and land transport at all ports of entry in Malaysia.

2.4 Refer to Clause 3 for the Eligibility Criteria for SIRIM Approved MRF.

3 ELIGIBILITY CRITERIA

The following outlines the pre-conditions to be fulfilled before applying to become SIRIM Approved MRF.

3.1 Shall fulfill the requirements under Clause 4.

3.2 Shall possess a valid and relevant operation license or permit from the local authority.

3.3 Shall have the capability to perform sorting and quality check activities at the MRF in the country of origin.

3.4 Shall ensure that the applied recovered material volume is relevant to the HS Code.

4 PROCEDURES TO BECOME A SIRIM APPROVED MRF

The party that applied as an Approved MRF shall fulfill Clause 3.

4.1 The applicant shall submit the MRF application form with relevant supporting documentation. SIRIM reviews the application form and supporting documents.

4.2. SIRIM issues a quotation to the applicant. The applicant makes a payment based on the quotation.

4.3 SIRIM arranges for the inspection.

4.4 SIRIM's inspector completes inspection for compliance.

4.5 SIRIM's inspector issues an inspection report and certificate. MRF becomes the SIRIM Approved MRF.

4.6 MRF conducts self-pre-shipment inspections before unloading into the vessel and provides the report to the importer for COA application under Type 2 method.

4.7 The importer applies COA and obtains clearance at the points of entry.

4.8 The imported materials shall be transported directly from the port of entry to the manufacturer's yard.

4.9 The importer shall notify SIRIM of the time and date for the inspection at least three (3) days in advance.

4.10 The post-shipment inspection shall be performed by SIRIM's authorized inspector in the factory yard before opening any imported containers and unloading the recovered materials.

4.11 SIRIM's inspector issues a post-shipment inspection report that is signed and approved by an approved signatory by SIRIM.

4.12 The Flow Process Chart is provided in Annex 2.

5 REQUIREMENTS TO BECOME A SIRIM APPROVED MRF

5.1 General requirements

5.1.1 The MRF shall possess a valid and relevant operation license or permit from the relevant local authorities.

5.1.2 The MRF shall provide Personal Protective Equipment (PPE) to its personnel for safety protection during operation.

5.2 Facility Capacity

5.2.1 The MRF shall have the process capabilities (i.e. material handling, segregation etc.) to recover the intended recovered materials.

5.2.2 The MRF shall have an adequate storage capacity within the premise area for receiving, sorting, baling and storage to maintain the quality and quantity of recovered materials.

5.2.3 The MRF shall have designated areas for receiving, segregation and storage according to the waste type.

5.3 Machinery & Equipment

The MRF shall maintain a list of critical machinery and equipment used in the facility and ensure it is updated and readily available. The list is divided into two (2) categories as follows:

a) Test Equipment
b) Process Equipment

5.2.1 Test Equipment

This includes all relevant test equipment used for inspection, measurement, and testing of the wastes and recovered materials, such as platform scale, weighing balance, moisture meter, radiation meter etc.

The test equipment shall be:

(i) Calibrated and/or verified against measurement standards traceable to international or national measurement standards at specified intervals or prior to use. If no such standards exist, MRF shall record the basis used for such calibration and/or verification. All calibration and/or verification shall be properly recorded and maintained;

(ii) Adjusted or re-adjusted as necessary;

(iii) Safeguarded from adjustments that would invalidate the measurement result; and

(iv) Protected from damage and deterioration during handling, maintenance and storage.

5.2.2 Process Equipment

(i) This includes all process equipment, such as but not limited to conveyor belts, shredders, grinders, forklift, material baling machine, trucks, loaders, separation equipment, etc.

(ii) The MRF shall establish a scheduled maintenance service for all process equipment based on the equipment manufacturer's recommended maintenance schedule. If the maintenance service schedule is inadequate for the operation needs, the schedule shall be adjusted accordingly to reflect the equipment wear and tear rate.

5.3 Relevant training and instructions

The MRF shall provide appropriate training and instructions to relevant personnel. Records of training and instructions shall be provided upon inspection. The training and instructions shall cover the following minimum requirements:

(i) Input material handling

(ii) Types of input material and their respective grades

(iii) Use of equipment and its maintenance

(iv) Sorting process

(v) The relevant guidelines for importation and inspection into Malaysia or any other applicable guidelines or regulations for importation of wastes and recovered materials into Malaysia as may be in force from time to time.

5.4 Recovered materials

The MRF shall ensure that:

(i) All recovered materials should be properly stored, secured and safe to prevent any occurrence of contamination; and

(ii) All recovered materials should be delivered from the storage area to their intended destination as soon as possible, within a short period to avoid degradation and contamination.

5.5 Housekeeping

The MRF should:

(i) Maintain housekeeping records
(ii) Establish and implement cleaning schedules where applicable.
(iii) Ensure all machinery and equipment are kept clean and free from oil leaks.
(iv) Ensure trucks/containers used for shipment are inspected and kept clean from any potential contaminants.

5.6 Input materials

The MRF shall maintain a list of registers of the input materials sources, quantities, types and the intended buyers in Malaysia.

5.7 Processes

5.7.1 Recovery process

(i) The MRF shall establish a Process Flow for the major processing activities which include:

a) Pre-sorting
b) Segregation/sorting
c) Inspection/measurement and reporting
d) Baling/packing

(ii) The MRF shall provide necessary documents including procedures, specifications, work instructions, etc.

(iii) The MRF shall ensure all activities are implemented according to the Process Flow and other relevant documents as stated in clause 5.7.1 (b) above.

5.7.2 Process record

The MRF shall establish and maintain all records of recovery process parameters and the details of any of its changes pursuant to Clause 5.9.

5.8 Residual waste

Residual waste shall be handled, managed according to regulations from relevant local authorities.

5.9 Records

The MRF shall establish, maintain proper records as evidence of conformity to the requirements of this Guideline, and of the effective operation of its quality control system. Records shall be legible, identifiable, stored, protected, readily retrievable and retained for a minimum period of five (5) years.

6 RESPONSIBILITIES AS A SIRIM APPROVED MRF

6.1 Issuance of MRF Inspection Report

6.1.1 The SIRIM Approved MRF shall conduct a pre-shipment inspection. The pre-shipment inspection report shall be completed for each delivery or shipment of recovered materials to the parties importing recovered materials into Malaysia.

6.1.2 The SIRIM Approved MRF shall ensure that the supply of recovered materials to the importers complies with the latest relevant guidelines, policies, law or regulations with regard to importation of recovered materials into Malaysia.

6.1.3 The SIRIM Approved MRF shall not supply any recovered materials to the importers if the requirements in this Guideline are not met.

6.1.4 The MRF Inspection Report shall refer to the template of Pre-Shipment Inspection Report.

7 NON-COMPLIANCE OF SIRIM APPROVED MRF

7.1 When a non-compliance arises during MRF inspection:

(i) The Non-Conformance Report (NCR) will be issued.
(ii) To rectify, the MRF shall:
   a. Identify the possible root cause
   b. Implement any action needed
   c. SIRIM may conduct a special inspection to address the corrective action(s).

7.2 For non-compliance due to the presence of scheduled or hazardous waste:

a) The importer is required to return the non-compliant recovered materials to the country of origin, as per Article 9 of the Control of Transboundary Movements of Hazardous Wastes under the Basel Convention.

7.3 Other non-compliance apart from the scheduled waste or hazardous waste:

a) The recovered material is required to be returned to the country of origin or appropriately disposed of in an environmentally sound manner.

7.4 In the event that the contents of the pre-shipment inspection report are found to be falsified or inaccurate, SIRIM reserves the right to take appropriate action(s).

7.5 SIRIM reserves the right to conduct a spot inspection at the SIRIM Approved MRF.

7.6 SIRIM reserves the right to suspend any MRF with any non-compliances above. A notification of non-conformance will be issued and may be followed by a Suspension Letter.

7.7 SIRIM reserves the right to disqualify any MRF certificate in the case of repetitive non-compliance of more than two (2) times by the same MRF.

8 SCHEDULE OF FEES

No.	Description	Fee (RM)
1.	Application & Document Evaluation	2,500/ application (One-off)
2.	Initial Inspection Fee	2,000 /site (One-off)

3.	SIRIM Approved MRF Certificate (Validity: 3 years)	1,800
5.	Annual Surveillance Inspection	2,000
7.	Flight ticket & Accommodation	As per charged
8.	Other incidental charges	As per SIRIM standard rate

9 CLIENT CHARTER

The Client Charter to become a SIRIM Approved MRF is as below:

Activity	**Working day(s)**
Receiving application & document evaluation	1 - 2 working days
Issuing of quotation	3 - 5 working days
Scheduling for inspection	Upon discussion with the applicant
MRF inspection	1 - 2 working days
Issuance of inspection report & certificate	1 - 2 working days
Total	6 – 11 working days[1]

1 – dependent on the factors affecting the approval process i.e. readiness of MRF, onsite arrangements, compliance with the requirements etc.

10 GLOSSARY OF TERMS

For the purposes of this document, the following terms and definitions apply.

10.1 Input material: Mixed dry recovered waste received at the facility for sorting and/or separately collected dry recovered waste received at the facility for sorting (e.g. to remove contamination).

10.2 Importer: Manufacturer or trading arm company who applies for the importation of wastes or recovered materials into Malaysia.

10.3 Materials Recovery Facility (MRF): A facility where dry recovered waste is treated in order to separate them into dry waste streams to be sold or sourced to end buyers.

10.4 Recovered material: Materials that would have otherwise been disposed of as waste or used for energy recovery but have instead been collected and recovered as material input, in lieu of new primary material, for recycling or manufacturing process.

10.5 Residual waste: Waste materials with no commercial value that are left out after the segregation process by the MRF. These include broken glass, textile, rubber, ceramics, worn-out plastics, concrete fragments, and soil among others.

10.6 Scheduled waste: Any waste within the categories of waste listed in the First Schedule of Malaysian Environmental Quality (Scheduled Wastes) Regulations 2005.

11 REFERENCES

The following reference documents are used for establishing the Guidelines for Importation and Inspection of Waste Plastic. For undated references, the latest edition of the reference document (including any amendment) applies.

1. *Best Operational Practices Manual for Materials Recovery Facilities and Recycling Drop-off Facilities* - Illinois Recycling Association, November 2010

2. *Environmental Quality (Scheduled Wastes) Regulations 2005.*

3. ISO 14021: 2016*, Environmental labels and declaration – Self-declared environmental claims (Type II environmental labelling)*

4. ISO 9001: 2015, *Quality management systems — Requirements*

5. *Materials Recovery Facilities - Testing and reporting guidance* - Scottish Environment Protection Agency, August 2015

6. *Materials Recovery Facility Tool Kit* - Asian Development Bank, 2020

7. NR 544.16*, Materials recovery facilities used as part of an effective recycling program* - Wisconsin State legislature

8. PAS 105:2007*, Recovered paper sourcing and quality for UK end markets*

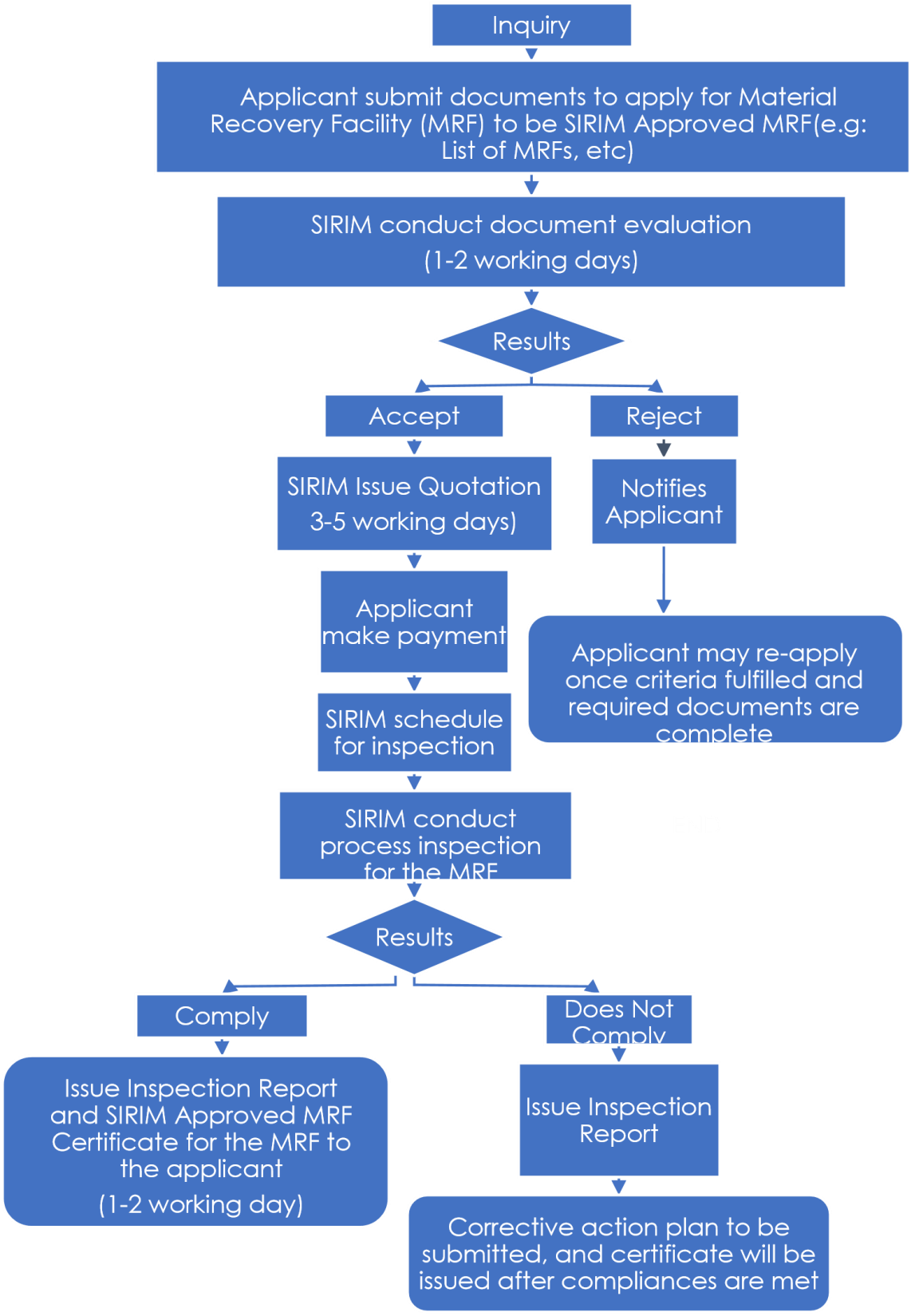
9. SIRIM Guidelines for Importation and Inspection of Metal Scrap

10. SIRIM Guidelines for Importation and Inspection of Waste Paper

11. SIRIM Guidelines for Importation and Inspection of Waste Plastic

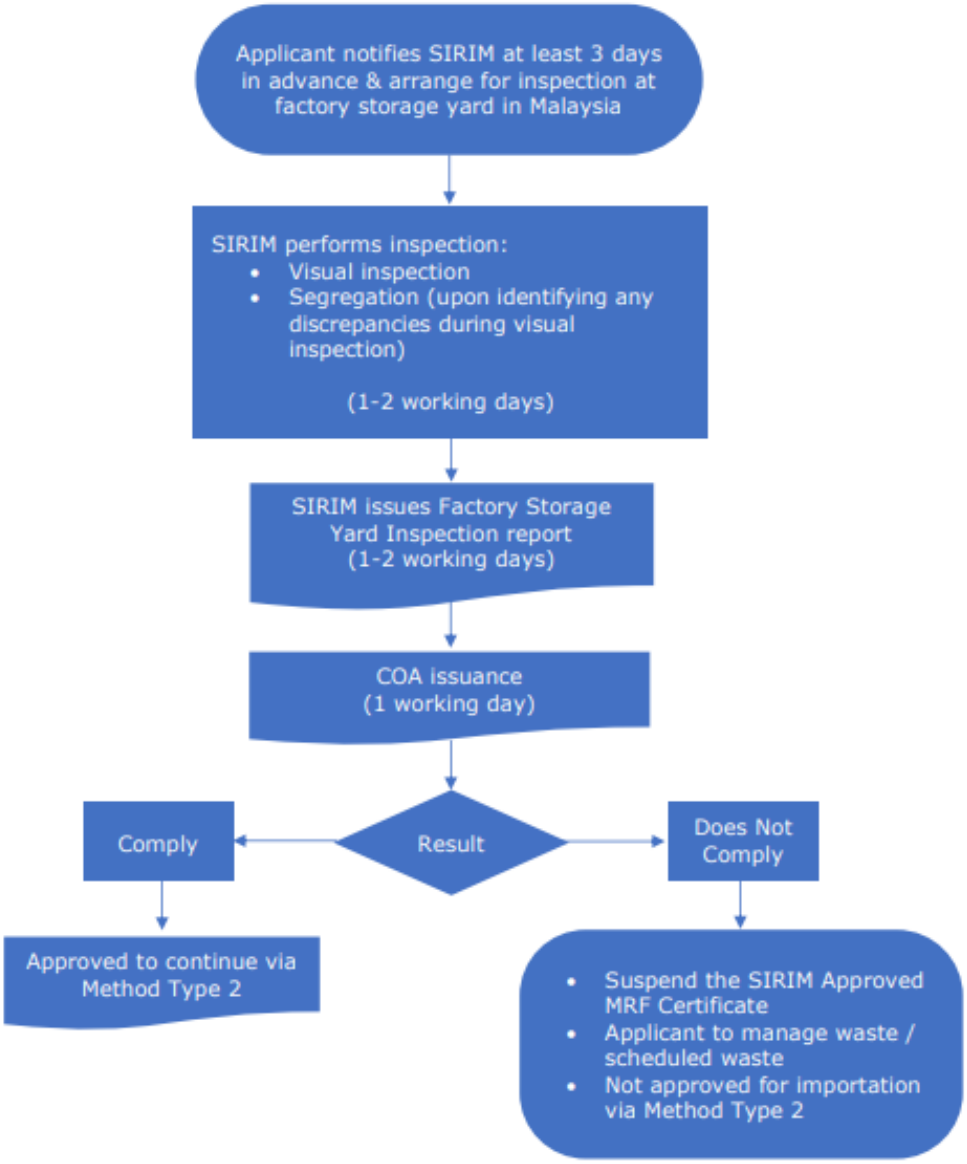
ANNEX 1

PROCESS FLOW TO BE A SIRIM APPROVED MRF



Annex 2

FLOW PROCESS OF INSPECTION AT FACTORY STORAGE YARD FOR METHOD TYPE 2



MINISTRY OF
INVESTMENT, TRADE AND INDUSTRY

SIRIM

SIRIM QAS INTERNATIONAL

GUIDELINES FOR

MATERIAL RECOVERY FACILITY (MRF)

JULY 2025
EDITION 2

sirim-qas.com.my

Tel:603 5544 6000
Email: cserviceqas@sirim.my
Website: sirim-qas.com.my