

Standard Operating Procedure (SOP) for Implementation of the Notification on Import of only BSB-Certified Products

1. Purpose and Scope

This Standard Operating Procedure (SOP) outlines the processes and responsibilities for implementing the Royal Government of Bhutan's notification, which requires the import of only products certified by the Bhutan Standards Bureau (BSB), Ministry of Industry, Commerce, and Employment (MoICE).

This SOP applies to:

- All government agencies involved in regulating or clearing imports;
- Importers, manufacturers, and authorized dealers; and
- Private individuals importing products for self-consumption.

2. Legal Basis

- Bhutan Standards Act 2010, Section 11(g), 4(f) and 4(h); and
- Notification Ref. No. MoICE/BSB/ADM/04/2024-2025/962 dated 16th June 2025

3. Definitions

- **BSB-Certified Products:** A product that has been certified by the BSB under its Product Certification Scheme, which is based on ISO/IEC 17065:2012 and ISO/IEC 17067:2013, as conforming to applicable Bhutan Standards, or determined to meet higher standards.
- **Import for Sale:** Import of products intended for resale, distribution, commercial use, or incorporation into works.
- **Self-Consumption Import:** Import of products solely for personal or private use, not for resale or distribution.
- **Higher Standards:** Standards that exceed the requirements of Bhutan Standards, subject to verification and certification by BSB.
- **Authorized Dealer:** A business entity registered and recognized by BSB, holding a valid Trade Wholesale License specifying the manufacturer's details and authorized to import and distribute BSB-certified products.

4. Products Covered

The following products are covered under the notification, effective 1st January 2026:

1. PIPES: uPVC/HDPE/DI - 25
2. REINFORCEMENT STEEL (TMT) - 4
3. ROOFING SHEETS - 6
4. MECHANICALLY WOVEN WIRE PRODUCTS -19
5. CEMENT – OPC/PPC/PSC - 4
6. CONCRETE BRICKS - 27

7. AUTOCLAVED AERATED CONCRETE (AAC) BLOCKS - 4
8. BITUMEN - 11
9. DOMESTIC WIRES & CABLES - 17
10. LOW TENSION PVC CABLES/XLPE CABLES -7
11. SWITCHES AND SOCKETS - 3
12. LV CIRCUIT BREAKERS - 5
13. LIGHTING DEVICES - 13
14. WATER HEATING (GEYSERS) -3
15. WATER TANKS - 7

The BSB shall maintain and publish the list of these products along with their applicable Bhutan Standards and Dealership details on its official website www.bsb.gov.bt.

5. Roles and Responsibilities

5.1 Bhutan Standards Bureau (BSB), MoICE

- Certify products under mandatory standards;
- Determine if foreign standards are higher than Bhutan Standards through certification;
- Maintain and publish lists of certified products and authorized dealers on the BSB website;
- Provide capacity building and training to implementing agencies; and
- Serve as Secretariat for coordination mechanisms under the Notification.

5.2 Department of Revenue and Customs (RDC), Ministry of Finance (MoF)

- Check all import consignments at entry points for BSB certification documentation, including authorized dealership license, through the BSB website;
- Permit entry for only BSB-certified products and through authorized dealers; and
- Issue written denials for non-compliant consignments, informing importers of the appeals process.

5.3 Competition and Consumer Affairs Authority (CCAA), MoICE

- Conduct market surveillance to detect uncertified products; and
- In the event uncertified products are found to be in circulation or offered for sale in the market, the CCAA may prohibit sale and/or initiate a product recall in accordance with the powers conferred under the prevailing Consumer Protection Act (CPA).

5.4 Department of Trade (DoT), MoICE

- Review and manage licensing conditions for authorized dealers and wholesalers.

5.5 Bhutan Construction and Transport Authority (BCTA), MoIT

- Promote awareness and enforce regulations regarding the use of BSB-certified products, particularly in construction and infrastructure.

5.6 Department of Infrastructure Development (DoID), MoIT -

- Align public infrastructure projects with the requirements for BSB-certified materials.

5.7 Department of Procurement and Properties (DPP), MoF

- Incorporate requirements for BSB-certified products into government procurement processes.

6. Certification Process

6.1 All manufacturers, foreign or domestic, seeking BSB certification shall:

- Comply with the BSB Product Certification Scheme;
- Follow the BSB SOP for Product Certification; and
- Abide by the Revised Rules Governing Product Certification 2016.

6.2 Manufacturers claiming “higher standards” shall:

- Submit supporting evidence, such as test reports, technical data sheets, and certifications from recognized bodies; and
- Undergo assessment by BSB for equivalence or superiority over Bhutan Standards.

6.3 Certified manufacturers shall:

- Appoint authorized dealers in Bhutan to ensure product traceability; and
- Ensure authorized dealers obtain a trade license and an appointment letter from the principal company.

7. Import Clearance Process

Apart from normal import requirements, the following shall apply:

7.1 Documentary Requirements

All consignments of covered products shall be accompanied by:

- BSB Certificate of Conformity; and
- A trade license and an appointment letter from the principal company.

7.2 Procedure at Entry Points

DRC Officers shall verify:

- Certificates against the BSB online list of certified products; and
- Authorized dealership details.

Consignments failing compliance shall be denied entry.

7.3 Denial of Entry

DRC shall:

- Issue a written notice stating the reasons for denial; and
- Inform the importer of their right to appeal under the Appeals Mechanism.

8. Authorized Dealers

8.1 There shall be no numerical cap on the number of authorized dealers.

8.2 Authorized dealers shall:

- Maintain accurate records of imports and sales; and
- Display product rates online or physically in-store as applicable.

8.3 In cases of non-compliance:

- BSB shall inform the Department of Trade, which may suspend or revoke the trade license.

9. Market Surveillance

9.1 CCAA shall:

- Conduct regular market inspections to identify uncertified products.
- In the event uncertified products are found to be in circulation or offered for sale in the market, the CCAA may prohibit sale and/or initiate a product recall in accordance with the powers conferred under the prevailing Consumer Protection Act (CPA).

10. Capacity Development

BSB shall:

- Develop and execute a training plan for DRC, CCAA, and other implementing agencies, where applicable, before 1st January 2026.

11. Records and Reporting

11.1 All agencies shall maintain records, as applicable, on:

- Cleared imports;
- Denied consignments; and
- Market surveillance findings.

11.2 Quarterly reports shall:

- Be submitted to the BSB Governing Body for review and oversight.

12. Appeals

- Importers and stakeholders have the right to appeal decisions under this SOP as per the separate Appeals Mechanism document.

13. Effective Date

This SOP shall come into effect on 1st January 2026.