

CMM PROC 11:2014

Approval of plastic carrier bags and flat bags

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Approved by:	N.T. Madzivhe General Manager: CMM	Signature:	
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This document cancels and replaces Revision 1 of Departmental Procedure No. 5337 E011 that was implemented on 05/12/2007.			

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1 Scope

1.1 This document sets out the procedures that shall be used by CMM for the approval of plastic carrier bags and flat bags pursuant to VC8087:2013 (see paragraph 5.2).

1.2 This document applies to the following:

- a) All staff members of CMM involved in the approval of plastic carrier bags and flat bags;
- b) All plastic carrier bags and flat bags as covered by the scope of VC8087:2013.

1.3 This document covers the following:

- a) General requirements for the approval of plastic carrier bags and flat bags;
- b) Application for the approval of plastic carrier bags and flat bags;
- c) Type-examination of plastic carrier bags and flat bags;
- d) Refusal of approval for plastic carrier bags and flat bags;
- e) Approval granted for plastic carrier bags and flat bags;
- f) Extension of approval for plastic carrier bags and flat bags;
- g) Withdrawal of approval for plastic carrier bags and flat bags.

2 Normative references

This document incorporates by dated or undated reference, provisions from other publications. These normative references are cited at the appropriate places in the text. For dated references, subsequent amendments to or revisions of any of these publications apply to this document only when incorporated in it by amendment or revision. For undated references the latest edition of the publication referred to applies.

Compulsory Specification for plastic carrier bags and flat bags (herein referred to as VC8087:2013) as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013

Divisional Manual No. CMM MAN 3: *'Divisional management system'*

Divisional Procedure No. CMM PROC 35: *'Surveillance inspection of plastic carrier bags and flat bags'*

SANS 695: *'Plastic carrier bags and flat bags'*

SANS 4591: *'Plastics — Film and sheeting — Determination of average thickness of a sample, and average thickness and yield of a roll, by gravimetric techniques (gravimetric thickness)'*

SANS 4593: *'Plastics — Film and sheeting — Determination of thickness by mechanical scanning'*

SANS 17025: *'General requirements for the competence of testing and calibration laboratories'*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in VC8087:2013 and the following apply.

inspector

A staff member of CMM responsible for the type-examination of plastic carrier bags and flat bags.

type-examination

is the procedure whereby CMM establishes whether a type of plastic carrier bag or flat bag satisfied the requirements of an applicable VC.

4 Symbols and abbreviated terms

CMM

NRCS Chemicals, Mechanical & Materials Division

IT

information technology

LOA

Letter of Authority

VC

compulsory specification

5 General requirements

5.1 Facilities and equipment

5.1.1 *Technical File Database – Environmental protection* is stored on the NRCS IT network and shall be maintained by the Manager: Approvals.

5.1.2 *Approvals Database – Plastic carrier bags & flat bags* is stored on the NRCS IT network and shall be maintained by the Manager: Approvals.

5.2 Inspection methods and procedures

5.2.1 The Division shall grant approval per type of bag per manufacturing plant.

5.2.2 Any modification to the construction (textured or non-textured) of the bag or its manufacturing plant shall require a new application for a new NRCS Letter of Authority APPROVAL GRANTED certificate (see paragraph 6).

5.2.3 Every modification and/or addition to the thermoplastic material/s of the type of bag and its control of conformity of production shall require an application for a NRCS Letter of Authority APPROVAL EXTENDED certificate (see paragraph 10).

5.3 Inspection records

5.3.1 A NRCS form No. AA33 shall be completed and issued to the applicant or his agent for the following:

- a) When the applicant or his agent submits application documents and technical files to CMM by hand;
- b) When the applicant or his agent collects application documents, technical files, and Letter of Authority certificates from CMM.

5.3.2 A copy of the NRCS form No. AA33 shall be kept in the relevant client file (see paragraph 5.4) or product file (see paragraph 5.3.3).

5.3.3 Product files shall be kept in room C314A until withdrawal of approval (see paragraph 11). The Manager: Approvals shall be responsible for the maintenance of such product files.

5.3.4 All records pertaining to the approval of a type of bag shall be kept in the applicable type-examination file. Records shall be kept for all documentation generated and received during the execution of the procedures in this document.

5.4 Control of records

Client files for plastic carrier bags and flat bags are kept in room C314A and shall be maintained in accordance with the requirements of paragraph 8.4.2.2 of Divisional Manual No. CMM MAN 3.

6 Application for approval

6.1 An applicant may request for the approval of a type of plastic carrier bag or flat bag verbally, telephonically, electronically or in writing.

6.2 Scope of VC8087:2013

6.2.1 Manufacturers

6.2.1.1 When the applicant is a manufacturer, an inspector shall determine if the product is covered by the scope of VC8087:2013.

6.2.1.2 When it is found that the product is not covered by the scope of VC8087:2013, the inspector shall inform the applicant accordingly (electronically or in writing). The inspector shall file the following information in the relevant client file (see paragraph 5.4):

- a) A copy of the abovementioned communication to the applicant;
- b) Documented evidence (e.g. technical specifications, reference sample, marketing material, etc.) that indicates that the product is not covered by the scope of VC8087:2013.

6.2.2 Importers

6.2.2.1 An inspector shall determine if the product is covered by the scope of VC8087:2013 by means of a surveillance inspection at the port of entry in accordance with Divisional Procedure No. CMM PROC 35.

6.2.2.2 When it is found that the product is not covered by the scope of VC8087:2013, the inspector shall stamp the Bill of Entry by means of the example in figure 1.



Figure 1 — “GOODS RELEASED” stamp

6.3 Plastic carrier bags and flat bags covered by VC8087:2013

When it is found that the bag is covered by the scope of VC8087:2013, the inspector shall issue the following application forms to the applicant:

- a) NRCS form No. CMM FM 8087-1;
- b) NRCS form No. CMM FM 8087-2;
- c) NRCS form No. CMM FM 8087-3;
- d) NRCS form No. CMM FM 8087-4;
- e) NRCS form No. CMM FM 8087-5.

6.4 The applicant shall submit the items as communicated to him by means of NRCS form No. CMM FM 8087-1 to CMM.

6.5 Upon receipt of an application by a staff member (see paragraphs 5.3.1 and 5.3.2), the application shall be forwarded to the inspector who has been nominated by the Manager: Approvals to examine the application.

6.6 Registration of application

On receipt of the application, the inspector shall take the following actions:

6.6.1 The application shall be registered in the *Technical File Database – Environmental protection* (see paragraph 5.1.1).

6.6.2 A type-examination file shall be opened (see paragraph 5.3.4). The type-examination file and all relevant documentation in the technical file shall be marked with the allocated technical file number.

6.7 Financial check

The inspector shall check for the following:

- a) If the applicant has included proof of payment of the non-refundable application fee for the approval of the type of bag;
- b) If the applicant owes any outstanding fees to the NRCS (check with the Finance Division of the NRCS).

6.8 When it is found that the applicant has not met his financial obligations towards the NRCS as set out in paragraph 6.7, the inspector shall take the following actions:

6.8.1 Application without proof of payment

The inspector shall request the Finance Division to invoice the applicant for the due application fee for approval. A copy of the invoice shall be filed in the type-examination file.

6.8.2 The inspector shall inform the applicant electronically or in writing of the following:

- a) The application for the approval of the type of bag shall not be considered, because of the outstanding proof of payment of the non-refundable application fee or other outstanding fees;
- b) The application may be rejected if no proof of payment of the outstanding fee/s has been received within three (3) weeks from the date of notification.

6.8.3 The inspector shall file a copy of the notification in the relevant type-examination file.

6.8.4 The actions as set out in paragraph 8 may be taken when no proof of payment of the outstanding fee/s has been received within the three (3) week notification period.

6.9 When it is found that the applicant has met his financial obligations towards the NRCS, the inspector shall take the following actions:

6.9.1 The inspector shall request the Finance Division to invoice the applicant for the received proof of payment of the non-refundable application fee.

6.9.2 The inspector shall file a copy of the invoice indicating full payment of the application fee in the relevant type-examination file.

7 Type-examination of plastic carrier bags and flat bags

7.1 Examination of technical file

The inspector shall do the following:

- 7.1.1 The application shall be examined to establish whether the applicant has submitted the items as communicated to him by means of NRCS form No. CMM FM 8087-1.
- 7.1.2 The technical file and its contents shall be examined for completeness and correctness in accordance with the requirements of NRCS form No. CMM FM 8087-2.
- 7.1.3 The technical file and its contents shall be examined to establish its suitability with respect to demonstrating compliance with the requirements of paragraphs 3.1, 3.3 and 4 of VC8087:2013.
- 7.1.4 The results of the examination shall be recorded in a NRCS Inspection Report for plastic carrier bags and flat bags as attached to this document.

7.2 Unacceptable technical file

The inspector shall take the following actions when the technical file and its contents do not meet the criteria as set out in paragraph 7.1:

- 7.2.1 The inspector shall notify the applicant electronically or in writing of the following:
 - a) The non-conformances of the technical file;
 - b) A request to resubmit a corrected file within four (4) months from the date of notification;
 - c) The technical file shall be collected at the NRCS premises for correction purposes (see paragraphs 5.2.1 and 5.2.2).
- 7.2.2 The inspector shall file copies of the notification and technical file in the type-examination file.
- 7.3 The actions as set out in paragraph 8 may be taken when the applicant fail to resubmit the corrected technical file within the four (4) month period.
- 7.4 The following actions shall be taken when it is found that the resubmitted technical file still did not meet the criteria as set out in paragraph 7.1:
 - 7.4.1 One copy of the technical file shall be made and kept in the type-examination file.
 - 7.4.2 The inspector shall invite the applicant to a meeting at the NRCS premises. The purpose of the meeting shall be the following:
 - a) Explanation of the non-conformances on the technical file;
 - b) The applicant shall be supplied with a copy of the non-conformances;
 - c) The inspector shall return the technical file to the applicant during the meeting for correction purposes (see paragraphs 5.2.1 and 5.2.2);
 - d) The applicant shall be requested to resubmit a corrected technical file within three (3) weeks from the date of the meeting.
 - 7.4.3 The actions as set out in paragraph 8 may be taken when:
 - a) the applicant fails to resubmit the corrected technical file within the three (3) week period after the meeting date, or;
 - b) when it is found that the resubmitted technical file still did not meet the criteria as set out in paragraph 7.1.

7.5 Acceptable technical file

- 7.5.1** The actions as set out in paragraph 9 shall be taken when the technical file meets the criteria as set out in paragraph 7.1.

8 Refusal of approval

- 8.1** The inspector shall complete and sign the inspection report and include it in the type-examination file.
- 8.2** The inspector shall prepare an APPROVAL REJECTED letter as set out in Annexure B and include it in the type-examination file.
- 8.3** The inspector shall forward the type-examination file to the Manager: Approvals for review.
- 8.4** Once satisfied with the contents of the inspection report and letter, the Manager: Approvals shall sign the aforementioned documents.
- 8.5** The inspector shall file copies of the following documents in the type-examination file:
- a) The signed letter in paragraph 8.4;
 - b) NRCS Inspection Report;
 - c) Technical file (when available).
- 8.6** The inspector shall ensure that the signed letter in paragraph 8.4 is forwarded to the applicant electronically or by mail.
- 8.7** The inspector shall file the type-examination file in the relevant client file (see paragraph 5.4).

9 APPROVAL GRANTED

9.1 The inspector shall complete and sign the inspection report. The inspection report shall be filed in the type-examination file.

9.2 The inspector shall register the type of bag in the *Approvals Database – Plastic carrier bags & flat bags* (see paragraph 5.1.2) and shall allocate an approval number. The approval number shall consist of the following:

- a) The first two digit groupings of the approval number shall indicate “NRCS/8087”;
- b) The third digit grouping of the approval number shall be the Customer Account Number as allocated to the applicant by the NRCS Finance Division;
- c) The last digit grouping of the approval number shall be a sequential number.

An example of the arrangement of the approval number for plastic carrier bags and flat bags is set out in Annexure A.

9.3 Approval certificate

9.3.1 The inspector shall compile a NRCS Letter of Authority APPROVAL GRANTED certificate as attached to this document.

9.3.2 The inspector shall mark the following documents with the allocated type approval number, his signature and date:

- a) Information on where the NRCS approval number shall be applied on the type of bag;
- b) NRCS form No. CMM FM 8087-5.

The documents shall be described in the NRCS Letter of Authority APPROVAL GRANTED certificate.

9.3.3 The inspector shall emboss the golden star on the certificate with the NRCS emblem embossment machine.

9.3.4 The inspector shall sign the NRCS Letter of Authority APPROVAL GRANTED certificate and include it in the type-examination file.

9.4 The inspector shall forward the type-examination file to the Manager: Approvals for review.

9.5 Once satisfied with the contents of the inspection report and NRCS Letter of Authority APPROVAL GRANTED certificate, the Manager: Approvals shall sign the aforementioned documents.

9.6 The inspector shall compile the following:

<p>ORIGINAL NRCS Letter of Authority APPROVAL GRANTED certificate</p> <p style="text-align: center;">↓</p> <p>Attach to ORIGINAL certificate: COPIES of marked documents in paragraph 9.3.2.</p> <p style="text-align: center;">↓</p> <p>Submit to applicant.</p>	<p>COPY of NRCS Letter of Authority APPROVAL GRANTED certificate</p> <p style="text-align: center;">↓</p> <p>Attach to COPY of certificate: ORIGINAL marked documents in paragraph 9.3.2.</p> <p style="text-align: center;">↓</p> <p>File in type-examination file.</p>
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- 9.7** The inspector shall notify the applicant electronically or in writing that the approved NRCS Letter of Authority APPROVAL GRANTED certificate shall be collected at the NRCS premises (see paragraphs 5.3.1 and 5.3.2).
- 9.8** The inspector shall file a copy of the notification in the type-examination file.
- 9.9** The inspector shall open a product file for the approved type of bag and mark it with the allocated type approval number.
- 9.10** The inspector shall file the type-examination file in the product file for the approved type of bag.
- 9.11** The inspector shall store the product file in room C314A (see paragraph 5.3.3).

10 Extension of approval

10.1 Notification

10.1.1 In accordance with the requirements of paragraph 3.4 of VC8087:2013 and the terms and conditions of issue of a NRCS Letter of Authority APPROVAL GRANTED certificate, the holder of an approval shall notify the NRCS of any modification and/or addition to the thermoplastic material/s of the type of bag and its control of conformity of production prior to implementation.

10.1.2 The inspector shall establish the nature of the modifications and/or additions that will be made to the approved type of bag, and request electronically or in writing the following from the holder of the approval:

- a) NRCS form No. CMM FM 8087-6;
- b) Proof of payment of the latest non-refundable application fee for the extension of approval of a type of bag as published in the Government Gazette in terms of section 14(3)(b) of Act No. 5 of 2008;
- c) Documented evidence as per NRCS form No. CMM FM 8087-2 indicating such modifications and/or additions.

10.2 Upon receipt of an application by a staff member (see paragraphs 5.3.1 and 5.3.2), the application shall be forwarded to the Administration Officer: Approvals for registration and a financial check.

10.3 Registration of application

On receipt of the application, the Administration Officer: Approvals shall take the following actions:

10.3.1 The application shall be registered in the *Technical File Database – Environmental protection* (see paragraph 5.1.1).

10.3.2 A type-examination file shall be opened (see paragraph 5.3.4). The type-examination file and all relevant documentation in the technical file shall be marked with the allocated technical file number.

10.4 Financial check

The Administration Officer: Approvals shall check for the following:

- a) If the holder of the approval has included proof of payment of the non-refundable application fee for the extension of approval for the type of bag;
- b) If the holder of the approval owes any other outstanding fees to the NRCS (check with the Finance Division of the NRCS).

10.5 When it is found that the holder of the approval has not met his financial obligations towards the NRCS as set out in paragraph 10.4, the Administration Officer: Approvals shall take the following actions:

10.5.1 Application without proof of payment

The Administration Officer: Approvals shall request the Finance Division to invoice the holder of the approval for the due application fee. A copy of the invoice shall be filed in the type-examination file.

10.5.2 The holder of the approval shall be informed electronically or in writing of the following:

- a) The application for the extension of approval of the type of bag shall not be considered, because of the outstanding proof of payment of the non-refundable application fee or other outstanding fees;

- b) The application may be rejected if no proof of payment of the outstanding fee/s has been received within three (3) weeks from the date of notification.

10.5.3 The Administration Officer: Approvals shall file a copy of the notification in the relevant type-examination file.

10.5.4 The actions as set out in paragraph 8 may be taken when no proof of payment of the outstanding fee/s has been received within the three (3) week notification period.

10.6 When it is found that the holder of the approval has met his financial obligations towards the NRCS, the Administration Officer: Approvals shall take the following actions:

10.6.1 The Administration Officer: Approvals shall request the Finance Division to invoice the holder of the approval for the received proof of payment of the application fee. The Administration Officer: Approvals shall file a copy of the invoice indicating full payment of the application fee in the relevant type-examination file.

10.6.2 The Administration Officer: Approvals shall forward the type-examination file to the inspector who has been nominated by the Manager: Approvals to examine the application.

10.7 Examination of technical file

10.7.1 The inspector shall examine the technical file and its contents to establish its suitability with respect to demonstrating the following:

- a) Modification and/or addition to the thermoplastic material/s of the type of bag and its control of conformity of production;
- b) Compliance with VC8087:2013 as a result of the modifications and/or additions made.

10.7.2 The results of the examination shall be recorded in a NRCS Inspection Report for plastic carrier bags and flat bags as attached to this document.

10.8 Unacceptable technical file

The inspector shall take the following actions when the technical file and its contents did not meet the criteria as set out in paragraph 10.7.1:

10.8.1 The inspector shall notify the holder of the approval electronically or in writing of the following:

- a) The non-conformances of the technical file;
- b) A request to resubmit a corrected file within four (4) months from the date of notification;
- c) The technical file shall be collected at the NRCS premises for correction purposes (see paragraphs 5.3.1 and 5.3.2).

10.8.2 The inspector shall file copies of the notification and technical file in the type-examination file.

10.8.3 The actions as set out in paragraph 8 may be taken when the holder of the approval fail to resubmit the corrected technical file within the four (4) month period.

10.8.4 The following actions shall be taken when it is found that the resubmitted technical file still did not meet the criteria as set out in paragraph 10.7.1:

10.8.4.1 One copy of the technical file shall be made and kept in the type-examination file.

10.8.4.2 The inspector shall invite the holder of the approval to a meeting at the NRCS premises. The purpose of the meeting shall be the following:

- a) Explanation of the identified non-conformances of the technical file;

- b) The holder of the approval shall be supplied with a copy of the identified non-conformances;
- c) The inspector shall return the technical file to the holder of the approval during the meeting for correction purposes;
- d) The holder of the approval shall be requested to resubmit a corrected technical file within three (3) weeks from the date of the meeting.

10.8.4.3 The actions as set out in paragraph 8 may be taken when:

- a) the applicant fails to resubmit the corrected technical file within the three (3) week period after the meeting date, or;
- b) when it is found that the resubmitted technical file still did not meet the criteria as set out in paragraph 10.7.1.

10.9 Acceptable technical file

The actions as set out in paragraph 10.10 shall be taken when the technical file meets the criteria as set out in paragraph 10.7.1.

10.10 APPROVAL EXTENDED

10.10.1 The inspector shall complete and sign the inspection report. The inspection report shall be filed in the type-examination file.

10.10.2 The inspector shall register the extension of approval of the type of bag in the *Approvals Database – Plastic carrier bags & flat bags* (see paragraph 5.1.2) and shall assign a sequential “Extension No.”. The Extension Number shall be in Roman numerals, e.g. I, II, III, IV, V, VII, etc.

10.11 Extension of approval certificate

10.11.1 The inspector shall compile a NRCS Letter of Authority APPROVAL EXTENDED certificate for plastic carrier bags and flat bags as attached to this document.

10.11.2 When relevant, the NRCS Letter of Authority APPROVAL EXTENDED certificate shall indicate the modification and/or addition to the thermoplastic material/s of the type of bag.

10.11.3 When relevant, the inspector shall mark NRCS form No. CMM FM 8087-5, demonstrating the modifications and/or additions to the control of conformity of production for the type of bag, with the applicable type approval number, his signature and date. The aforementioned form shall be described in the NRCS Letter of Authority APPROVAL EXTENDED certificate.

10.11.4 The inspector shall emboss the golden star on the NRCS Letter of Authority APPROVAL EXTENDED certificate with the NRCS emblem embossment machine.

10.11.5 The inspector shall sign the prepared NRCS Letter of Authority APPROVAL EXTENDED certificate and include it in the type-examination file.

10.12 The inspector shall forward the type-examination file to the Manager: Approvals for review.

10.13 Once satisfied with the contents of the inspection report and NRCS Letter of Authority APPROVAL EXTENDED certificate, the Manager: Approvals shall sign the aforementioned documents.

10.14 The inspector shall compile the following:

<p>ORIGINAL NRCS Letter of Authority APPROVAL EXTENDED certificate</p> <p style="text-align: center;">↓</p> <p>When relevant, attach to ORIGINAL certificate: COPY of marked document in paragraph 10.11.3.</p> <p style="text-align: center;">↓</p> <p>Submit to applicant.</p>	<p>COPY of NRCS Letter of Authority APPROVAL EXTENDED certificate</p> <p style="text-align: center;">↓</p> <p>When relevant, attach to COPY of certificate: ORIGINAL marked document in paragraph 10.11.3.</p> <p style="text-align: center;">↓</p> <p>File in type-examination file.</p>
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- 10.15** The inspector shall notify the holder of the approval electronically or in writing that the approved NRCS Letter of Authority APPROVAL EXTENDED certificate shall be collected at the NRCS premises (see paragraphs 5.3.1 and 5.3.2).
- 10.16** The inspector shall file a copy of the aforementioned notification in the type-examination file.
- 10.17** The inspector shall file the type-examination file in the appropriate product file for the type of bag.
- 10.18** The inspector shall store the product file in room C314A (see paragraph 5.3.3).

11 Withdrawal of approval

The Manager: Approvals shall ensure the following when the approval of a type of bag is withdrawn:

11.1 The approval of a type of bag may be withdrawn during the following conditions:

- a) When a CMM operations section responsible for surveillance inspections has submitted a written request for the withdrawal of approval. The written request shall include identified non-conformance/s of the bag type with the requirements of VC8087:2013;
- b) When the holder of the approval has failed to comply with the terms and conditions of issue of the NRCS Letter of Authority APPROVAL GRANTED/EXTENDED certificates that were issued for the bag type.

11.2 All entries of the type of bag shall be crossed out in the *Approvals Database – Plastic carrier bags & flat bags* (see paragraph 5.1.2).

11.3 APPROVAL WITHDRAWN certificate

11.3.1 A NRCS Letter of Authority APPROVAL WITHDRAWN certificate for plastic carrier bags and flat bags as attached to this document shall be prepared.

11.3.2 The red star on the NRCS Letter of Authority APPROVAL WITHDRAWN certificate shall be embossed with the NRCS emblem embossment machine.

11.3.3 The Manager: Approvals shall sign the NRCS Letter of Authority APPROVAL WITHDRAWN certificate.

11.4 The following shall be submitted to the holder of the approval:

11.4.1 The **original** of the NRCS Letter of Authority APPROVAL WITHDRAWN certificate;

11.4.2 An electronic or written notification containing the following information as a minimum:

- a) The approval of the type of bag has been withdrawn in terms of paragraph A2.4 of the Compulsory Specification for plastic carrier bags and flat bags as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013;
- b) The reasons for the withdrawal of the approval;
- c) It will be an offence in terms of the requirements of sections 14(1) and (2) of the National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008) to import, sell or supply the type of bag as identified in the NRCS Letter of Authority APPROVAL WITHDRAWN certificate;
- d) An instruction that the holder of the approval shall return all originals of the NRCS Letter of Authority APPROVAL GRANTED and/or EXTENDED certificates that were issued for the bag type, to the NRCS within fourteen (14) days from the date of notification.

11.5 The following shall be filed in the appropriate product file (see paragraph 5.3.3) and client file (see paragraph 5.4):

- a) The written request for the withdrawal of the approval for the type of bag;
- b) A **copy** of the NRCS Letter of Authority APPROVAL WITHDRAWN certificate;
- c) A copy of the notification in paragraph 11.4.2.

12 Forms

12.1 The following form is available at the following network location:

<H:\NRCS\CorpDocs\FORMS\Valid>

AA33: *'Goods dispatch and receipt note'*

12.2 The following forms are available at the following network location:

<L:\REGULAT\Electro LOA correspondance\HEPS\Controlled documents\Forms>

CMM FM 8087-1: *'Items required for the approval of plastic carrier bags and flat bags'*

CMM FM 8087-2: *'Technical file for plastic carrier bags and flat bags'*

CMM FM 8087-3: *'Application for the approval of a type of bag'*

CMM FM 8087-4: *'Test reports'*

CMM FM 8087-5: *'Conformity of production and routine tests'*

CMM FM 8087-6: *'Application for the extension of approval of a type of bag'*

Annexure A

Arrangement of approval number.

Example of the arrangement of an approval number for a type of bag:

NRCS/8087/281384/0001

The above approval mark affixed to a plastic carrier bag or flat bag shows that the type of bag concerned has been approved under approval number NRCS/8087/281384/0001. The approval number shows that this approval was granted to Tuffy Promotions Pty Ltd (whose Customer Account Number with the NRCS Finance Division is 281384) with unique sequential number 0001 for the type of bag.

Annexure B

APPROVAL REJECTED letter



Your ref.:

Our ref.: VC8087 - APPROVAL REJECTED.docx

Enquires:



Technical file No.:

Date: 28/03/2014

Page: 1 of 1

«Company»
Attention: «Title» «First» «Last»
«Address»
«City»
«ZipPostal_Code»
«Country»

Dear Sir/Madam

APPROVAL REJECTED

You are hereby notified that the application for the approval of the following type of bag has been rejected:

[Type of bag]

Manufacturing plant: [Name of manufacturing plant]

Please refer to the following NRCS Inspection Report for the type-examination results:

NRCS Inspection Report No. XXX

The NRCS Inspection Report must be collected at the following premises:

NRCS Head Office
SABS Campus
1 Dr. Lategan Road
Groenkloof
Pretoria

The NRCS Inspection Report will be disposed of if not collected within six (6) months from the date of this notification.

Yours faithfully,

T. Magolego (Mrs.)
MANAGER: APPROVALS
NRCS Chemicals, Mechanical & Materials Division

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"Protecting health, Safety, the Environment and ensuring Fair Trade"

Revision record

Page/Paragraph/ Annexure/Appendix/ Figure/Table	Nature of revision
Page 1	Renumbering of document from 5337 E011 to CMM PROC 11.
Paragraph 1	<ul style="list-style-type: none"> • Changed layout and compilation of document to be in line with the requirements of 8.1 of Divisional Procedure No. CMM PROC 5:2012; • Removal of an expiry date on a LOA for plastic carrier bags and flat bags.
Paragraph 2	<p>Inclusion of the following new normative references in the document:</p> <ul style="list-style-type: none"> • VC8087:2013; • Divisional Manual No. CMM MAN 3; • Divisional Procedure No. CMM PROC 35; • SANS 695; • SANS 4591; • SANS 4593.
Paragraph 3	<ul style="list-style-type: none"> • Removal of the following normative references from the document: <ul style="list-style-type: none"> ○ Departmental Procedure No. 5337 E006: "Surveillance inspections"; ○ Compulsory Specification for plastic carrier bags and flat bags (herein referred to as VC8087:2003) as published by Government Notice No. R. 867 (Government Gazette No. 25082) of 20 June 2003; • Removal of the following terms from the document: <ul style="list-style-type: none"> ○ Applicant; ○ Homologation; ○ ILAC-accredited testing authority; ○ Type of plastic carrier bag or flat bag; • Changed the term <i>homologation officer</i> to <i>inspector</i>.
Paragraph 4	<ul style="list-style-type: none"> • Inclusion of a new paragraph for symbols and abbreviated terms; • Change of CMM title from <i>SABS Regulatory Chemicals, Mechanical & Materials Department</i> to <i>NRCS Chemicals, Mechanical & Materials Division</i>; • Removal of the abbreviated term ILAC; • Inclusion of the abbreviated term IT.
Paragraph 5	<ul style="list-style-type: none"> • Inclusion of a new set of general requirements for facilities and equipment, inspection methods and procedures, inspection records and control of records; • Removal of the general rules for communications, inspection safety and tariff codes; • Removal of the validity period of one year for a LOA.
Paragraphs 6 to 9	<p>Complete revision of the following procedures:</p> <ul style="list-style-type: none"> • Application for approval of plastic carrier bags and flat bags; • Type-examination of plastic carrier bags and flat bags; • Refusal of approval for plastic carrier bags and flat bags; • Approval granted for plastic carrier bags and flat bags.
Paragraphs 10 & 11	<p>Inclusion of new procedures for the following activities:</p> <ul style="list-style-type: none"> • Extension of approval for plastic carrier bags and flat bags; • Withdrawal of approval for plastic carrier bags and flat bags.

Page/Paragraph/ Annexure/Appendix/ Figure/Table	Nature of revision
Paragraph 12	Implementation of the following new forms: <ul style="list-style-type: none"> • CMM FM 8087-1: 'Items required for the approval of plastic carrier bags and flat bags'; • CMM FM 8087-2: 'Technical file for plastic carrier bags and flat bags'; • CMM FM 8087-3: 'Application for the approval of a type of bag'; • CMM FM 8087-4: 'Test reports'; • CMM FM 8087-5: 'Conformity of production and routine tests'; • CMM FM 8087-6: 'Application for the extension of approval of a type of bag'.
Annexure A	<ul style="list-style-type: none"> • Removal of the following forms: <ul style="list-style-type: none"> ○ VC8087-A.1; ○ VC8087-A.2; ○ VC8087-A.3; • Inclusion of an example of the arrangement of an approval number for a type of bag.
Annexure B	Inclusion of an example of an APPROVAL REJECTED letter.
Figure 1	Replaced old SABS "Release of goods" stamp with new NRCS "GOODS RELEASED" stamp.

No.: TF8087/
 Date: 11/06/2014
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1 Type of bag

- Type A: plastic carrier bags and flat bags made from non-textured film (film that has a smooth surface and does not contain post-consumer recyclate).
- Type B: plastic carrier bags and flat bags made from textured film (film that has a mechanically altered surface, or film that is manufactured from any percentage of post-consumer recyclate).

Thermoplastic material/s of the type of bag: _____

2 Applicant

Applicant's name: _____

3 Inspection method

- Type-examination of an application for the approval of a type of bag in accordance with the latest edition of Divisional Procedure No. CMM PROC 11.
- Type-examination of an application for the extension of approval of a type of bag in accordance with the latest edition of Divisional Procedure No. CMM PROC 11.
- Type-examination of an application for a Sales Permit for a type of safety footwear in accordance with Divisional Procedure No. REG 003.

4 Items required

	Included		Acceptable	
	Yes	No	Yes	No
<u>Application for approval</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Applicant has submitted the items as set out in NRCS form No. CMM FM 8087-1.				
Remarks:				

5 Technical file

Technical file No.: _____ TF8087/
 Inspection date/s: _____

5.1 Completeness and correctness of technical file in accordance with NRCS form No. CMM FM 8087-2

	Included		Acceptable	
	Yes	No	Yes	No
1 Application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application for approval

NRCS form No. CMM FM 8087-3.

NOTE The applicant shall be the manufacturer or importer of the type of bag. The manufacturer or importer shall be an established legal entity within the Republic of South Africa.

Application for extension of approval

NRCS form No. CMM FM 8087-6.

Application for a Sales Permit

Sales Permit application form as set out in Divisional Procedure No. REG 003.

Remarks:

2 Approval number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Information on where the NRCS approval number as required by paragraph 4 of VC8087:2013 shall be applied on the type of bag.

Remarks:

3 Proof of compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Copy/Copies of test report/s demonstrating compliance with the requirements of paragraph 4 of the latest edition of SANS 695, ensuring that all material variations have been covered.

NOTE Test reports shall satisfy the requirements as set out in NRCS form No. CMM FM 8087-4.

Conformity assessment body:

Test Report No.:

Remarks:

4 Conformity of production and routine tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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NRCS form No. CMM FM 8087-5.

Remarks:

5 Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Any other materials that the applicant has included in the technical file and that were considered for the type-examination process.

Remarks:

5.2 Suitability of technical file with respect to demonstrating compliance with paragraph 3.1 of the Compulsory Specification for plastic carrier bags and flat bags (herein referred to as VC8087:2013) as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013

SANS 695:2011 Requirements	Compliance criteria	Examination results	Acceptable	
			Yes	No
4.1	<p>Construction and materials</p> <p>The type of bag information in submitted NRCS form No. CMM FM 8087-3 shall indicate the following required information:</p> <ul style="list-style-type: none"> Type of bag; Thermoplastic materials used in the construction of the type of bag. 		<input type="checkbox"/>	<input type="checkbox"/>
4.2	<p>Film thickness</p> <p>Acceptable test report/s shall satisfy the following requirements:</p> <ul style="list-style-type: none"> Correct test standard and test method as set out in paragraph 5 of SANS 695:2011 were used to determine film thickness for the type of bag as specified in submitted NRCS form No. CMM FM 8087-3; No individual thickness measurement shall be less than 24 µm. 		<input type="checkbox"/>	<input type="checkbox"/>

5.3 Suitability of technical file with respect to demonstrating compliance with paragraph 3.3 of VC8087:2013

VC8087:2013 Requirements	Compliance criteria	Examination results	Acceptable	
			Yes	No
Annexure B	Conformity of production and routine tests			
B.1.1	<p>a) The body that will undertake control of conformity as specified in part B of NRCS form No. CMM FM 8087-5 shall be the applicant or a conformity assessment body;</p> <p>b) A conformity assessment body can be accredited and may form part of the applicant or the manufacturing plant.</p>		<input type="checkbox"/>	<input type="checkbox"/>
B.3.3	The information as recorded in part C of NRCS form No. CMM FM 8087-5 shall satisfy the requirement.		<input type="checkbox"/>	<input type="checkbox"/>

5.4 Suitability of technical file with respect to demonstrating compliance with paragraph 4 of VC8087:2013

VC8087:2013 Requirements	Compliance criteria	Examination results	Acceptable	
			Yes	No
4	Marking The submitted information on where the NRCS approval number shall be applied shall satisfy the requirement.		<input type="checkbox"/>	<input type="checkbox"/>

6 Remarks

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7 Conclusion

	Yes	No	N/A ¹
Technical file complete and correct in accordance with NRCS form No. CMM FM 8087-2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical file satisfied the requirements of paragraphs 3.1, 3.3 and 4 of VC8087:2013:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

Type of bag recommended for approval in accordance with paragraph 3.2 of VC8087:2013:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of bag recommended for an extension of approval in accordance with paragraph 3.4 of VC8087:2013:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of bag recommended for a Sales Permit in terms of section 14(4) of the National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

Inspected by:

Name:

Designation:

NRCS CMM Division

Signature:

Reviewed by:

Name:

Designation:

Manager: Approvals
NRCS CMM Division

Signature:

¹ Not applicable



Page: **1 of 2**

Concerning: **APPROVAL GRANTED**

of a type of bag pursuant to the Compulsory Specification for plastic carrier bags and flat bags as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013.

Type approval number: **NRCS/8087/**

Extension number: **-**

1 Type of bag

- Type A: plastic carrier bags and flat bags made from non-textured film (film that has a smooth surface and does not contain post-consumer recycle).
- Type B: plastic carrier bags and flat bags made from textured film (film that has a mechanically altered surface, or film that is manufactured from any percentage of post-consumer recycle).

Thermoplastic material/s of the type of bag:

2 Holder of the approval

Name:

SARS Importers Code:

Address:

3 Terms and conditions of issue

- 3.1 This Letter of Authority certificate is applicable only to the type of bag as identified herein.
- 3.2 The holder of the approval shall ensure that the type approval number is marked on every plastic carrier bag and flat bag conforming to the type identified in this certificate, in the following format: **NRCS Approval NRCS/8087/**
- 3.3 Every modification and/or addition to the thermoplastic material/s of the type of bag and its control of conformity of production shall be formally notified accordingly to the NRCS prior to implementation.
- 3.4 This Letter of Authority certificate remains the property of the NRCS and may be withdrawn at any time after the holder of the approval has been notified in writing if compliance with the requirements of the Compulsory Specification has not been maintained.

4 Approval granted

Place: **Pretoria**

Date: **10/06/2014**

T. Magolego (Mrs.)
Manager: Approvals
NRCS CMM Division

NRCS CMM Division



Head Office

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5 **Manufacturer**

Name:

Address:

6 **NRCS inspection report applicable to this Letter of Authority certificate**

NRCS Inspection Report No.:

7 **Attachments**

The following documents, bearing the type approval number shown below, are attached to this Letter of Authority certificate and form part of this Letter of Authority certificate:

- **Details on where the type approval number shall be applied on the type of bag;**
- **Details of conformity of production and routine tests for the type of bag.**

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Page: **1 of 2**

Concerning: **APPROVAL EXTENDED**

of a type of bag pursuant to the Compulsory Specification for plastic carrier bags and flat bags as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013.

Type approval number: **NRCS/8087/**

Extension number: _____

1 Type of bag

- Type A: plastic carrier bags and flat bags made from non-textured film (film that has a smooth surface and does not contain post-consumer recycle).
- Type B: plastic carrier bags and flat bags made from textured film (film that has a mechanically altered surface, or film that is manufactured from any percentage of post-consumer recycle).

Thermoplastic material/s of the type of bag:

2 Holder of the approval

Name:

SARS Importers Code:

Address:

3 Terms and conditions of issue

- 3.1 This Letter of Authority certificate is applicable only to the type of bag as identified herein.
- 3.2 The holder of the approval shall ensure that the type approval number is marked on every plastic carrier bag and flat bag conforming to the type identified in this certificate, in the following format: **NRCS Approval NRCS/8087/** .
- 3.3 Every modification and/or addition to the thermoplastic material/s of the type of bag and its control of conformity of production shall be formally notified accordingly to the NRCS prior to implementation.
- 3.4 This Letter of Authority certificate remains the property of the NRCS and may be withdrawn at any time after the holder of the approval has been notified in writing if compliance with the requirements of the Compulsory Specification has not been maintained.

4 Approval extended

Place: **Pretoria**

Date: **10/06/2014**

T. Magolego (Mrs.)
Manager: Approvals
NRCS CMM Division

NRCS CMM Division



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5 Manufacturer

Name:

Address:

6 NRCS inspection report applicable to this Letter of Authority certificate

NRCS Inspection Report No.:

7 Attachments

The following documents, bearing the type approval number shown below, are attached to this Letter of Authority certificate and form part of this Letter of Authority certificate:

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Concerning: **APPROVAL WITHDRAWN**

of a type of bag pursuant to the Compulsory Specification for plastic carrier bags and flat bags as published by Government Notice No. R. 651 (Government Gazette No. 36808) of 6 September 2013.

Type approval number: **NRCS/8087/**

Extension number: **-**

1 Type of bag

- Type A: plastic carrier bags and flat bags made from non-textured film (film that has a smooth surface and does not contain post-consumer recycle).
- Type B: plastic carrier bags and flat bags made from textured film (film that has a mechanically altered surface, or film that is manufactured from any percentage of post-consumer recycle).

Thermoplastic material/s of the type of bag:

2 Holder of the approval

Name:

SARS Importers Code:

Address:

3 Terms and conditions of issue

3.1 This Letter of Authority certificate is applicable only to the type of bag as identified herein.

3.2 It will be an offence in terms of the requirements of sections 14(1) and (2) of the National Regulator for Compulsory Specifications Act, 2008 (Act No. 5 of 2008) to import, sell or supply the type of bag as identified in this Letter of Authority certificate.

4 Approval withdrawn

Place: **Pretoria**

Date: **22/10/2014**

T. Magolego (Mrs.)
Manager: Approvals
NRCS CMM Division

APPROVAL WITHDRAWN



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Manufacturer

Name:

Address:

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APPROVAL WITHDRAWN