



**STANDARDS ORGANISATION OF NIGERIA**

**SERVICES RENDERED**

S/NO	SERVICES RENDERED BY SON	LOCATION WHERE SERVICES ARE RENDERED	DOCUMENTS TO BE SUBMITTED BY CLIENTS TO ACCESS THE SERVICES	TIMELINES FOR DELIVERY OF THE SERVICES WHEN REQUIREMENTS ARE MET BY CLIENTS (WORKING DAYS)	CHARGES APPLICABLE FOR SERVICES TO BE RENDERED	WEBLINKS FOR FULL INFORMATION ON PROCEDURES AND SUPPORT ON SERVICES REQUESTED
<b>A) SERVICES RENDERED BY THE PRODUCT CERTIFICATION DEPARTMENT</b>						
1.	<b>SONCAP- (Standards Organisation of Nigeria Conformity Assessment Programme)</b> <ul style="list-style-type: none"> <li>Product Certificates;</li> <li>SONCAP Certificate</li> </ul>	Offshore-Processed by Product (s) Manufacturer (s)	<ul style="list-style-type: none"> <li>Manufacturing Facility Inspection report;</li> <li>Laboratory test report on Products (from Laboratories with ISO 17025 Accreditation);</li> <li>Proforma Invoices;</li> <li>Evidence of payment of Service charges</li> </ul>	<ul style="list-style-type: none"> <li>Product Certificate- 04 Days;</li> <li>SONCAP Certificate – 04 Days</li> </ul> (These Certificates are issued offshore).	1. Product Certificate 1 (Unregistered Status) = \$500 2. Product Certificate 2 (Registered Status) = \$1,000 3. Product Certificate 3 (Licensed Status) = \$2,000  4. The cost of new products is \$350.  5. Certificate of Conformity = \$350  6. Certificate amendment fee = \$100  7. Non-Conformity Report = \$350  Visit: <a href="https://son.gov.ng/soncapservice/">https://son.gov.ng/soncapservice/</a>	<ul style="list-style-type: none"> <li><a href="https://www.exports-to-nigeria.com/">https://www.exports-to-nigeria.com/</a></li> <li><a href="http://www.csicgroup.com.cn/">http://www.csicgroup.com.cn/</a></li> <li><a href="https://verigates.bureauveritas.com/">https://verigates.bureauveritas.com/</a></li> <li><a href="http://www.chic-global.com/">http://www.chic-global.com/</a></li> </ul>



2.	<b>Import Permit for Processing of “Form M”.</b>	In Nigeria- Processed by Importer/ Online	<ul style="list-style-type: none"> <li>• Completion of online application Form;</li> <li>• Proforma Invoice;</li> <li>• For Oil &amp; Gas Imports (<i>NMDPRA permit is required</i>)</li> <li>• For LPG Gas Cylinder/ accessories (<i>DG/CE, SON’s approval</i>);</li> <li>• For Donated items: Provide: <ul style="list-style-type: none"> <li>• MoU between receiver &amp; Donor;</li> <li>• Exemption of duties from Fed. Min. of Finance.</li> </ul> </li> </ul>	03 days	1.5% of FOB subject to a minimum of ₦550,000.00	<a href="https://son.gov.ng/soncapervice/">https://son.gov.ng/soncapervice/</a>
3.	<b>Import Permit for PAAR</b>	In Nigeria- Processed by Importer/ Online	<ul style="list-style-type: none"> <li>• Completion of online application Form;</li> <li>• Final /Commercial invoice</li> <li>• Bill of lading/ Airway Bill</li> <li>• CBN Form M</li> </ul>	03 days	Free	<a href="https://soncap.son.gov.ng/">https://soncap.son.gov.ng/</a>
4.	<b>MANCAP- (Mandatory Conformity Assessment Programme)</b> <ul style="list-style-type: none"> <li>• For certification of locally Manufactured products for local consumption or Export Nigeria</li> </ul>	In Nigeria- Processed by Manufacturer through SON State Offices	<ul style="list-style-type: none"> <li>• Completion of application Form;</li> <li>• CAC Certificate of incorporation;</li> <li>• List of Products;</li> <li>• Standards Operating procedures (if any).</li> <li>• SON payment receipt;</li> </ul>	60 days	<a href="https://son.gov.ng/wp-content/uploads/2024/03/MANCAP-ADMINISTRATIVE-CHARGES.pdf">https://son.gov.ng/wp-content/uploads/2024/03/MANCAP-ADMINISTRATIVE-CHARGES.pdf</a>	<a href="https://son.gov.ng/mancapervice/">https://son.gov.ng/mancapervice/</a>  <b>State Offices:</b>  <a href="https://son.gov.ng/branch-locator/">https://son.gov.ng/branch-locator/</a>
5.	<b>Product- Type Certification- Manufacturing to the</b>	In Nigeria- Processed by Manufacturer	<ul style="list-style-type: none"> <li>• Application letter to the DG/CE (SON);</li> <li>• CAC Certificate of incorporation;</li> </ul>	07 Days	<a href="https://son.gov.ng/wp-content/uploads/2024/03/MANCAP-">https://son.gov.ng/wp-content/uploads/2024/03/MANCAP-</a>	<a href="https://son.gov.ng/son-product-certification/">https://son.gov.ng/son-product-certification/</a>



	<b>specification of Export market or contract</b>	through SON State Offices	<ul style="list-style-type: none"> <li>List of Products;</li> <li>Export/ Contract Specifications;</li> <li>Standards Operating procedures (if any).</li> <li>SON payment receipt;</li> </ul>		<a href="https://son.gov.ng/mancapservice/">ADMINISTRATIVE-CHARGES.pdf</a>  <a href="https://son.gov.ng/son-product-certification/">https://son.gov.ng/son-product-certification/</a>	<a href="https://son.gov.ng/mancapservice/">https://son.gov.ng/mancapservice/</a>  <b>State Offices:</b> <a href="https://son.gov.ng/branch-locator/">https://son.gov.ng/branch-locator/</a>
6.	<b>Product Registration</b>	In Nigeria- Processed by importers, brand owners and distributors.	<ul style="list-style-type: none"> <li>CAC</li> <li>Trade Mark Certificate-Brand owner</li> <li>Suppliers/Franchise/Manufacturer's Agreement/letter of Authorization-Importers only</li> <li>Power of Attorney-Distributor</li> <li>Picture of Product</li> <li>SON Payment Receipt</li> <li>SON Laboratory Test Payment Receipt</li> <li>Product Certificate (PC)</li> </ul>	30 days	Service Charge for Product Registration	<a href="http://www.son.gov.ng">www.son.gov.ng</a>
7.	<b>Product Authentication Mark (PAM)</b>	In Nigeria – Processed by importers and manufacturers through the PAM division	<ul style="list-style-type: none"> <li>Registration of clients on SON PAM portal (<a href="https://pam.son.gov.ng/login">https://pam.son.gov.ng/login</a>) using TIN number</li> <li>After approval clients can order</li> </ul>	Three (03) days	Three (03) Naira per stamp	<a href="https://son.gov.ng">https://son.gov.ng</a> <a href="https://pam.son.gov.ng/login">https://pam.son.gov.ng/login</a>



			<p>for stamps using the SON PAM portal above using either SONCAP or MANCAP certificates</p> <ul style="list-style-type: none"> <li>• Pay for stamps</li> <li>• Select delivery location (Abuja, Lagos or courier)</li> <li>• Stamps are applied only to certified products before sale</li> </ul>			
<b>B) SERVICES RENDERED BY THE TRAINING SERVICES DEPARTMENT</b>						
8.	<p>Training Services on:</p> <ul style="list-style-type: none"> <li>• ISO Management System Standards for Commercial, industry-specific and Public institutions: <ul style="list-style-type: none"> <li>• ISO 9001;</li> <li>• ISO 14001;</li> <li>• ISO 27001;</li> <li>• ISO 45001;</li> <li>• ISO 22000;</li> <li>• ISO 5001;</li> <li>• ISO 22301;</li> <li>• ISO 21001;</li> <li>• ISO 41001;</li> <li>• ISO 37301;</li> <li>• ISO 37001;</li> <li>• ISO 13845;</li> <li>• HACCP;</li> </ul> </li> </ul>	In Nigeria/ Online	<ul style="list-style-type: none"> <li>• Send email requesting guidance- <a href="mailto:trainingservices@son.gov.ng">trainingservices@son.gov.ng</a>;</li> <li>• Completed Application form;</li> <li>• Evidence of Payment of Service charges.</li> </ul>	From 03- 5 Days (Depending on the training).	<p>View calendar for training type, schedule, cost and timeline:</p> <p><a href="https://drive.google.com/file/d/1PAGxLRRALAEd8maTU0WGyjRscGcJjR9/view">https://drive.google.com/file/d/1PAGxLRRALAEd8maTU0WGyjRscGcJjR9/view</a></p> <p><a href="https://son.gov.ng/training-services/">https://son.gov.ng/training-services/</a></p>	<p><a href="https://etraining.son.gov.ng/home/page/our-services">https://etraining.son.gov.ng/home/page/our-services</a></p> <p><a href="https://son.gov.ng/training-services/">https://son.gov.ng/training-services/</a></p> <p><a href="https://etraining.son.gov.ng/home/index">https://etraining.son.gov.ng/home/index</a></p>



	<ul style="list-style-type: none"> <li>• NIS 489:2020 Hotel and Serviced Apartments Management System and Requirements.</li> <li>• Quality Assurance courses</li> <li>• Etc</li> </ul>					
<b>C) SERVICES RENDERED BY LABORATORY SERVICES</b>						
9.	<p>Laboratory Services ensures the analysis of all categories of products to ascertain compliance to the Nigerian Industrial Standards (NIS) or others:</p> <ul style="list-style-type: none"> <li>• Food products;</li> <li>• Chemical products;</li> <li>• Electrical/electronic products;</li> <li>• Textile and Leather products,</li> <li>• Mechanical products;</li> <li>• Civil &amp; Building Products.</li> </ul>	In Nigeria by all Clients	<ul style="list-style-type: none"> <li>• Completed application form;</li> <li>• SON payment receipt;</li> <li>• Adequate Sample; size(in line with NIS);</li> <li>• Samples in Proper/ Adequate Packaging without defects;</li> <li>• Well Labelled Samples.</li> </ul>	07 working days	<p>Service charges:</p> <p><a href="https://docs.google.com/document/d/1LywDXw_kkrA3womOrNatCY1ROhpl9dkR/edit?usp=sharing&amp;oid=116008253100693960963&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1LywDXw_kkrA3womOrNatCY1ROhpl9dkR/edit?usp=sharing&amp;oid=116008253100693960963&amp;rtpof=true&amp;sd=true</a></p>	<p><a href="https://son.gov.ng/son-laboratory-services/">https://son.gov.ng/son-laboratory-services/</a></p> <p><a href="https://docs.google.com/document/d/1LywDXw_kkrA3womOrNatCY1ROhpl9dkR/edit">https://docs.google.com/document/d/1LywDXw_kkrA3womOrNatCY1ROhpl9dkR/edit</a></p>
<b>D) SERVICES RENDERED BY THE PORTS &amp; BORDERS</b>						
10.	The Ports and Borders Services ensures daily monitoring of the conformance of imported regulated products to applicable regulations, through the transparent Nigeria Customs Service (NCS).	In Nigeria/ Online	<ul style="list-style-type: none"> <li>• Physical examination report;</li> <li>• SONCAP Certificate;</li> <li>• Bill of Lading;</li> <li>• Packing List;</li> <li>• PAAR;</li> <li>• SGD;</li> </ul>	<ul style="list-style-type: none"> <li>• Compliant Cargo = real time</li> <li>• Non-compliant Cargo 01 Day.</li> </ul>	<p><a href="https://son.gov.ng/wp-content/uploads/2023/03/SERVICE-CHARGES-FOR-PORTS-AND-BORDERS-scaled.jpg">https://son.gov.ng/wp-content/uploads/2023/03/SERVICE-CHARGES-FOR-PORTS-AND-BORDERS-scaled.jpg</a></p>	<p><a href="https://son.gov.ng/ports-borders/">https://son.gov.ng/ports-borders/</a></p> <p><a href="https://eportsborders.son.gov.ng/">https://eportsborders.son.gov.ng/</a></p>



Process flow chart:  
<https://docs.google.com/document/d/1uEw1AUvCEssJp23Lbdb4AcgZY72-JkZI/edit>

**E) SERVICES RENDERED BY THE MANAGEMENT SYSTEM CERTIFICATION**

11.	The Management Systems Certification Services is a third-party certification for organisations that seek to establish, implement and maintain a Management system which conforms to the requirements of the applicable Management System Standards	In Nigeria/	<ul style="list-style-type: none"> <li>• Application form;</li> <li>• CAC Certificate of incorporation;</li> <li>• SON receipt;</li> <li>• No of Employees;</li> <li>• No of Sites;</li> </ul>	<a href="https://docs.google.com/document/d/1ALR6QDLeXwJitnHZArsMvm3QCQ3biyxo/edit">https://docs.google.com/document/d/1ALR6QDLeXwJitnHZArsMvm3QCQ3biyxo/edit</a>	<a href="https://docs.google.com/document/d/1GEIzmlPY2YxySqdlnXLAykiZWAQd3II3/edit">https://docs.google.com/document/d/1GEIzmlPY2YxySqdlnXLAykiZWAQd3II3/edit</a>	<a href="https://son.gov.ng/certification-enquiry/">https://son.gov.ng/certification-enquiry/</a>  <a href="https://son.gov.ng/management-system-certification/">https://son.gov.ng/management-system-certification/</a>
-----	--	-------------	--	---	---	--

**F) SERVICES RENDERED BY NATIONAL METROLOGY & INSTRUMENTATION DEPARTMENT**

12.	The National Metrology Institute Calibration services in various fields of metrology namely; mass, length, temperature and pressure etc.	In Nigeria	<ul style="list-style-type: none"> <li>• Email to request service- (<a href="mailto:nmienugu@son.gov.ng">nmienugu@son.gov.ng</a> / <a href="mailto:ayuba.samuel@son.gov.ng">ayuba.samuel@son.gov.ng</a>)</li> <li>• Details of Equipment to be calibrated;</li> <li>• Evidence of payment.</li> </ul> Flow chart: <a href="https://son.gov.ng/wp-content/uploads/2023/03/d-NMI-Service-Process-Flow-Chart.jpeg">https://son.gov.ng/wp-content/uploads/2023/03/d-NMI-Service-Process-Flow-Chart.jpeg</a>	14 Days	<a href="https://drive.google.com/file/d/1-sAZcZc9VN88s2pcv6pcoVPnrM-QJ-YG/view">https://drive.google.com/file/d/1-sAZcZc9VN88s2pcv6pcoVPnrM-QJ-YG/view</a>	<a href="https://son.gov.ng/metrology-instrumentation/">https://son.gov.ng/metrology-instrumentation/</a>
-----	--	------------	--	---------	---	---

**G) SERVICES RENDERED BY LIBRARY SERVICES**



13.	The Library of Standards is responsible for the Publication and Sales of the Nigerian Industrial Standards (NIS) and has access to other National and International Standards.	In Nigeria/ Online	<ul style="list-style-type: none"> <li>• Email to request Standards (<a href="https://son.gov.ng/library/?t=contact-opac;">https://son.gov.ng/library/?t=contact-opac;</a>)</li> <li>• Name of Standard;</li> <li>• Evidence of payment of charges.</li> </ul>	01 Day/ Real time	<a href="https://son.gov.ng/wp-content/uploads/2023/03/Library-Flow-Process.jpeg">https://son.gov.ng/wp-content/uploads/2023/03/Library-Flow-Process.jpeg</a>	<a href="https://son.gov.ng/library-services/">https://son.gov.ng/library-services/</a>  <a href="https://son.gov.ng/wp-content/uploads/2023/03/Library-Flow-Process.jpeg">https://son.gov.ng/wp-content/uploads/2023/03/Library-Flow-Process.jpeg</a>