



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia
Website: www.moci.gov.lr

TERMS OF REFERENCE
THE NATIONAL STANDARDS LABORATORY
REPUBLIC OF LIBERIA

CONTEXT

According to Chapter 29, Section 29.2(a) of the Executive Law mentioned supra, grants the Minister of Commerce and Industry the power to regulate commodity and trade standards thereby establishing it as lead ministry in charge of quality.

In 2008, the Ministry of Commerce and Industry (MoCI) signed a Memorandum of Understanding with United Nations Industrial Development Organization (UNDO) in 2008 as an ECOWAS Member States to participate in a the West Africa Quality Program funded by the EU. In 2010 the WAQP funded the construction of the facility of the National Standards Laboratory which was officially opened by the Government of Liberia on September 9th, 2011 for the purpose of providing trade facilitated services for enhancing competitiveness of goods and services at the national, regional and international levels and to strengthen the SPS regime of Liberia.

MISSION AND OBJECTIVES

The National Standards Laboratory has the following mission and objectives:

- Mission: *is to provide trade facilitation services i.e conformity assessment, metrology and technical related services to ensure safe and fair trade and improving the Sanitary-Phyto-Sanitary systems of Liberia.*
- The aforementioned will be achieved in the below objectives:
 - i. *to carry out measurement, testing, technical inspection, certification and market surveillance as means of assessing the conformity of products, processes, services and systems to standards, technical regulations and SPS systems;*

GROW: Good policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitating Work opportunities for the future.

- ii. *to ensure that the units of measurement used in the trade and commerce of Liberia are those of the International System of Units as defined by the General Business Law of Liberia and International Bureau of Weights and Measures (BIPM);*
- iii. *to ensure that the National Metrology System cover units of measurement, measuring instruments, measurement standards, their application and metrological control;*
- iv. *to be responsible for creating and keeping national primary and secondary measurement standards in Liberia;*
- v. *to provide technical services in areas of product certification, technical capacity development activities for industries, local establishments and SMEs*
- vi. *to carry out voluntary certification programs for quality promotion and enabling local industries and businesses, especially services creating value added services and products;*
- vii. *to provide technical expertise and actively participate in matters, activities, programs related to national standards and protocols at national, regional and international levels with regard to conformity assessment, metrology and quality assurance;*
- viii. *to perform other responsibilities that will be assigned to it from time to time by the Government.*

FUCNCTION, MANAGEMENT & ORGANIZATIONAL PROVISIONS

Functions

Whilst the MoCI, through the Bureau of Industrial Services (BIS) provides oversight responsibility to the NSL by ensuring that its overall administrative arrangement and management framework is in compliance with requisite national provisions; the National Standards Laboratory management establishes and maintains appropriate technical framework that is independent in the conduct of technical services that are in line with its objectives. This is to ensure that technical results, reports, decisions and judgment of the NSL in the delivery of conformity assessment and technical related services are not unduly influenced. The technical management system of the NSL is conducted in accordance to international best practices where applicable in order to ensure its competence and credibility in the dispense of its services. Therefore In performing its functions, NSL will apply principles of Good Conformity Practices (GCP), Good Laboratory Practice (GLP), ISO 9001 and ISO 17025:2015 including:

- a) Adhering to its Quality policy and objectives as spelt out its quality and technical manuals;
- b) Observing Code of Good Conduct and avoiding potential conflicts of interest;
- c) Any other national laws, regulations and standards that are in line with the principles of integrity, transparency and accountability.

Operating site

The National Standards Laboratory will have its main operation site in the Capital City of Monrovia and may establish sub-labs at regional or county level for outreach activities based on the direction of the Minister in accordance with national agenda, and will have mobile service stations to reach out to rural communities.

Functions and duties of NSL management

The functions and duties of the Management of NSL includes:

- a) to conduct conformity assessment on products, processes or systems as shall be indicative in technical regulations or standards or customer requirements;
- b) to issue test results and certificates of conformity assessments in accordance with its quality policies and standards operation procedures;
- c) to establish testing and calibration laboratories from time to time as fit to meet public and private sector demands;
- d) to meet the quality needs of local industries and SMEs through providing trainings based on national and international standards, guidelines and protocols;
- e) to conduct surveillance programs and activities to assess standards and technical regulation regime, and strengthen SPS system;
- f) to assist in the elaboration of standards regime of Liberia;
- g) to issue warnings based on surveillance reports and advice regulating authorities on compliance status of product, process and service;
- h) to prepare, keep and update or registry of metrology standards, instruments and devices;
- i) to develop, disseminate standard operating procedures and working instructions of products, process and system;
- j) to establish and collect charges or fees for services rendered by the NSL in accordance to appropriate legal provisions of the laws of Liberia;
- k) to prepare project proposals for the sourcing of materials and logistics for the upkeep and development of the NSL;
- l) to collaborate with other stakeholders both at national and international levels for the furtherance of its objective.

MANAGEMENT TEAM

- a) The management of NSL will have a senior technical managing team, which is composed of Administrator, Procurement officer, Managers, and Director as its Head.

- b) A Director is responsible for the overall running of the NSL and will be assisted by a quality manager, who oversees the quality management system and deputy to the Director, Administrator, who oversees the administrative functions and technical managers, who oversee the technical functions of NSL.

DUTIES OF THE DIRECTOR

The Director of the National Standards Laboratory:

- a) The Director will direct and administer the day-to-day activities of the NSL by carrying out the following duties:
- i. *Exercise the functions and duties of the NSL as specified in this terms of reference (TOR);*
 - ii. *Administer personnel matters of NSL consistent with the procedures set by the Ministry of Commerce and Industry related to Human Resource Management, principles of the Liberia Labor Law and ISO 9001 and ISO 17025:2005;*
 - iii. *Prepare and submit annual plans, budgets, regular reports and updates to the Senior Management Team of Ministry of Commerce and Industry through the Deputy Minister of Industry and Director General or designate, MoCI;*
 - iv. *Execute activities in accordance with approved work-plan and budget;*
 - v. *Establish technical working groups or committees for enhancing its functions and responsibilities;*
- b) The Director, in consultation with the Administrator will determine the levels of employees deemed required, and to establish positions in order to optimize the performance of the NSL. This has to meet the approval of the Senior Management Team of the Ministry.

FUNDING

Sources of funding

The funds needed for the management and operation of the National Standards Laboratory will be drawn from the following sources:

- a) Budget allocated by the Government;
- b) Dedicated 10% retained from fees collected from services provided; and
- c) Any other sources authorized by the MINISTER that are devoid of conflicts of interest.

The Management of NSL will maintain an operational bank account through MoCI with the approval of Ministry of Finance and Development Planning.

Procurement

The National Standards Laboratory will follow the Public Procurement and Concession Committee (PPCC) regulation and procedures for its procurement activities. Therefore, NSL will maintain a focus person on procurement for executing its procurement plan and activities.

Financial Management:

The Management of the National Standards Laboratory is obligated to keep complete and accurate books of accounts in accordance with any applicable financial laws of Liberia and general acceptance accounting principles (where applicable) and a quarterly report should be made through the controller of the finance section of the Ministry of Commerce and Industry. Therefore:

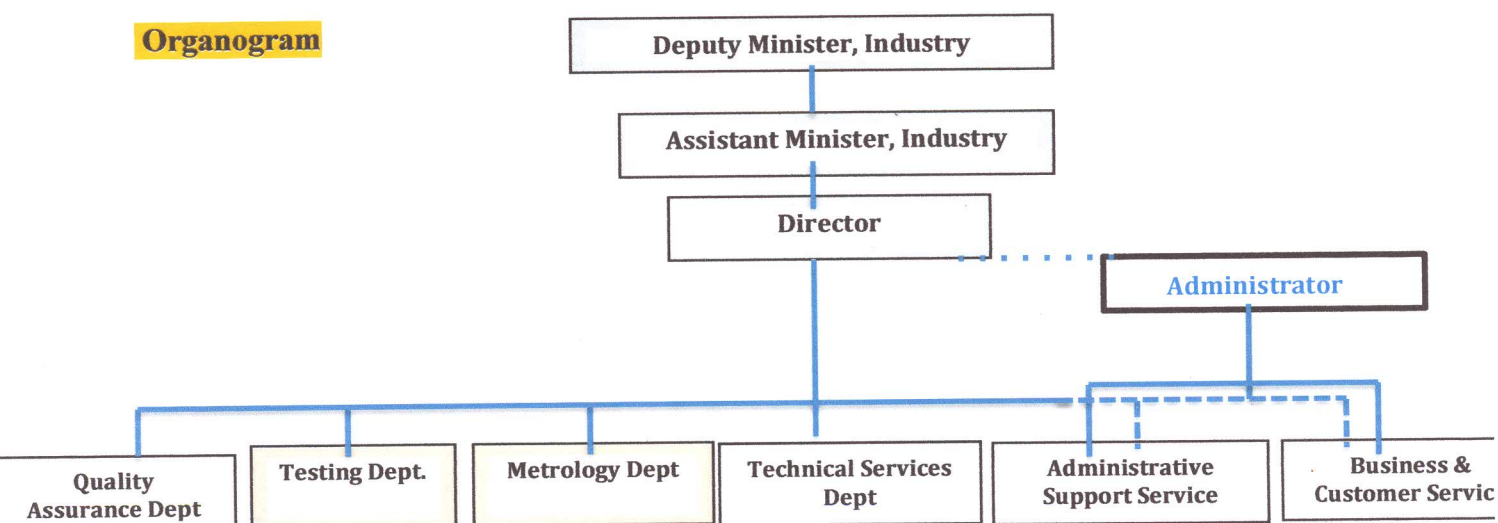
- a) NSL will maintain an Administrator with prime responsibilities of ensuring that NSL administrative activities including personnel, financial transaction, budgeting, procurement and logistics are in-line with MoCI administrative procedures and financial control measures along with national financial laws and accounting principles;
- a) The Administrator will also ensure that the ***Internal Audit Unit*** of MoCI conducts regular audits to ensure that NSL is in compliance with the Government of Liberia financial control measures, financial laws and accounting principles.

Organization and Management Arrangement

The National Standards Laboratory has six basic departments:

1. *Administrative Support*
2. *Testing*
3. *Metrology*
4. *Quality Assurance*
5. *Technical Services*
6. *Business and Customer Service*

Organogram



Services

Chemical Testing Services

Proximate analysis, food colors, food preservatives, food contaminants and metals, and water and waste water analysis

Microbiological Testing Services

Enumeration of total colony count in food and water; Enumeration/detection of total coliforms in food and water; Enumeration/detection of fecal coliforms in food and water; Enumeration/detection of *Escherichia coli* in foods and water; Enumeration/detection of *Staphylococcus aureus* in foods and water; Detection/detection of salmonella in fish, meat and poultry products; Enumeration/detection of yeast and molds in food products;

Metrology Calibration Services

1. Calibration of temperature measuring instruments. Thermometers in range of (-200 degree Celsius to +2315 degree Celsius).
2. Verification of heating and cooling equipment (autoclaves, freezers, refrigerators, hot plates, ovens, furnaces, boilers, etc.)
3. Calibration of volumetric instruments such as, burettes, pipettes, beakers, graduated cylinders, volumetric flasks, standard measuring cans (visual gauge).
4. Verification of dispensing pumps;
5. Calibration of balances and scales in range of (1mg-5kg)
6. Calibration of standards weights in range of (1mg-5kg)
7. Verification of commercial scales
8. Verification of pre-package goods

Enhancing trade, health and safety through quality laboratory services.

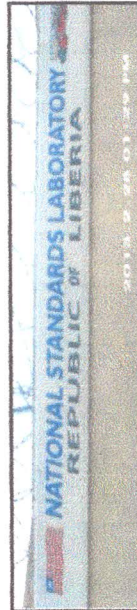
Customers

Customers

Government ministries and agencies, importers, exporters, NGOs, local industries and businesses, petrol stations, supermarkets, small and medium scale enterprises, projects, hospitals, clinics, universities, cool storage, consumers etc.

Our services to customers are guaranteed by:

1. the use of a quality management system based on ISO 17025:2005 international standards
2. the use of international test and calibrations methods
3. the use of quality control and reference materials on routine analysis
4. highly trained and qualified professional staff
5. commitment to our core values -customer focus, integrity, innovation, excellence, team work, confidentiality and sound scientific testing and calibration activities



We can offer long term services to entities through contracts and memorandum of understanding just to serve you better.

For more information on our services, contact :

1. Mr. S. Edward Liberty/Administrator
+231-886-514-557, 0777/415557
2. Yeato Sway/ Customer /Service Provider
+231-886-879-836, 077-087-9836
3. Lord Ernest Benjamin, /Sample Receptionist +231-886327924,
0777514557

Office hours: 8:00am-4:00pm from Monday to Friday

The National Standards Lab



Ministry of Commerce and Industry
Republic of Liberia

Office address: Ministry of Public Works Compound
Lynch Street, Monrovia-Liberia

*...Enhancing trade, health and safety
through quality laboratory services..*

Checking....

- ..if your exports or imports meet product standards and regulations?
- ..for quality status of food or agricultural product?
- .. the certainty of your equipment volume, weight, temperature and pressure measurements?
- ..if what you buy worth the value of your money?
- ... for technical services to help meet your business/ industry quality needs?



NSL's gives you the

quality answer that adds **value** to your business, industries, projects and concerns...

...Enhancing trade, health and safety through quality laboratory services..



Services

Services

Know our background

National Standards Laboratory (NSL) of Liberia, as a quality infrastructure, is linked to Liberia's initiative and processes to enabling the country to prevent importation of sub-standard products that may threaten public, plant or animal health, and assuring food and agriculture exports from Liberia meet international standards. The NSL facility was formally dedicated by H.E. Madam Ellen Johnson-Sirleaf, President of the Republic of Liberia on 9th September 2011.

Know our Mission:

... to provide quality services in the areas of product testing and calibration for the purpose of improving the sanitary and phyto-sanitary (SPS) system of Liberia, meeting food and basic commodities quality and control and facilitating trade.

Know how we see ourselves:

The National Standards Laboratory of Liberia is the premier quality infrastructure of Liberia that is meeting customer's satisfaction while maintaining international standards



Conformity services (chemical and microbiology testing)

NSL provides conformity services for the purpose of :

1. Determining whether food and agricultural products meet specification in order to protect the consumers economic interest;
2. Verifying claims on labels and identity of sample in order to determine quality or wholesomeness of product and;
3. Making sure that food does not contain potentially harmful chemicals and microbes in concentration higher than the permissible limit.

Metrological Services

NSL provides calibration services to businesses and laboratories for ensuring the safety of consumers and that they receive a fair value of their money spent;

Quality Assurance Services

NSL provides quality assurance services to Liberian businesses (especially small and medium scale enterprises) on an arranged basis to improve businesses quality outlook and provide nutritional facts for labeling of local food products.

Technical Services

1. Guidance on food product standards to importers and exporters
2. assistance in food product sampling and food storage monitoring
3. training for staffs of food producing industries on the principles and applications of Food Safety Management and ISO 22000:2005 & HACCP principles
4. training of industries and entities on GMP and building the quality management
5. training for inspectors of regulatory bodies(Ministries and agencies) on food sampling and sample management

