

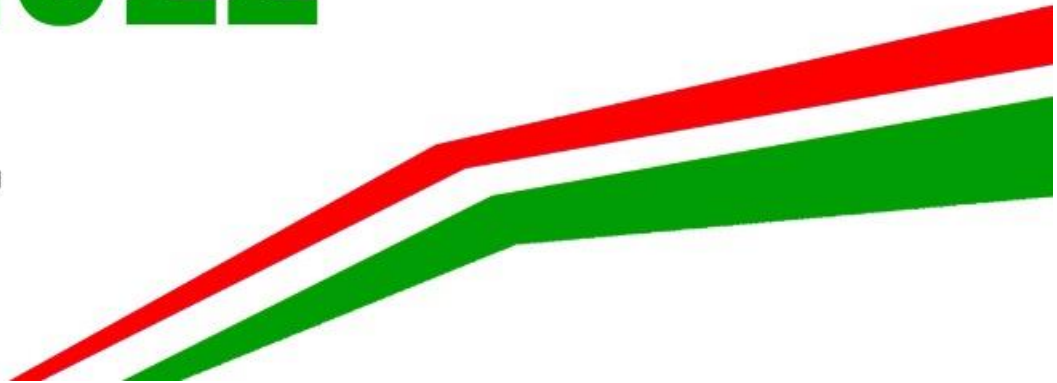
REPUBLIC OF SOMALILAND

SOMALILAND QUALITY CONTROL COMMISSION

# Annual Action Plans (AAP)

# 2022

Department of Policy, Planning, Information and Training  
Somaliland Quality Control Commission



## **Introduction**

Somaliland Quality Control Commission is envisioning to achieve these 10 Strategic Goals in 2022. These Strategic Goals are detailed in an attainable manner with Timeframes and key success factors, outputs, Targeted interventions and responsible departments. These are 10 Strategic Goals

1. Re-Engineer SQCC and National Quality Infrastructure to be consistent with International Quality Infrastructure setting
2. Develop and enforce Somaliland Standards
3. Develop and implement regulations to support SQCC services
4. Establish functional quality Testing and Metrology laboratories
5. Develop and operationalize four product and systems certification schemes
6. Streamline Industry, Market and Imports inspection activities
7. Develop and implement Industries and SMEs Training Programs
8. Recruit more staff to boost SQCC human capacity
9. Train SQCC staff to equip them with needed competence
10. Sign MoUs with at least six standardization bodies and Join ARSO, AFRIMTES, ISO and possibly IEC

## **ME& Strategies, Timelines and Reporting**

This Strategic Plan is a living document which will need updated strategies, timelines and reporting mechanisms, mainly to ensure that the performance of SQCC's products, services, processes and systems are continuously checked and forecasted. The following **strategies, timelines** and **reporting** shall be applicable to this SP at SQCC:

- Every month, all staff shall prepare and submit a progress report on the activities outlined in the AAP to their respective Heads of Sections (HoS);
- Every quarter, the heads of sections shall prepare a report of performance including activities and their corresponding outputs and submit it to their respective Head of Departments (HoD);
- Every after six months, the HoD shall prepare a departmental report including progress on activities, outputs and key success factors (KSF) and submit it to Director General (DG); To better understand and evaluate the level of achievement of KSF, strategies like field visits, focused surveys and analyzing different reports shall be used;
- Every year and before the elapse of the financial year, the DG shall prepare a comprehensive technical and financial report to the Chairman and other Commissioners. The technical section of the report will consist of: Activity, Output, KSF, the Strategic Goal and the resulting impact. The financial section will consist of the budget, how it was distributed between the departments and how the budget was used in the different departments.

***The following reports as well as the SQCC records shall inform the DG's report: Monthly, Quarterly, Bi-annual, Internal Audits, External Evaluations, Field visits, and Survey reports.***

Every level tasked with receiving reports shall evaluate the report against the set targets. If there is variance, explanations shall be provided, and remedial measures discussed, agreed and implemented.

This Strategic Plan shall be reviewed at the end of its third year and a final evaluation shall be completed after five years

Strategic Goal 1		Re-Engineer SQCC and National Quality Infrastructure to be consistent with International Quality Infrastructure setting.							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	SQCC top Management is revamping and streamlining existing departments in to more consistent way to perform mandated	1. Establish Department of Testing and Metrology	Department of Testing and Metrology was formed	Nomination made ToR's developed					Chairman Director General  Department of Human resource  Department of Admin and Finance
		2. Establish Department of human resources	Department of human resources was formed	Nomination made ToR's developed					Chairman Director General  Department of Human Resource  Department of Admin and Finance
		3. Develop the Human Resources Department TOR	Human Resources department TOR was develop	Number of TOR developed					Department of human resources  Department of Admin and Finance

Strategic Goal 2		Develop and enforce Somaliland Standards 2022							
Time frame									
No	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1	Standards of Edible Oils and of food, Fruits and Vegetable	1. Develop palm oil specification	Oil specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		2. Develop sunflower oil specification	sunflower oil specification was developed	Number of Standards developed  Number of Meetings held					Department of Standards Development  Department of Admin and Finance

				Number of reports submitted.				Department of Policy and Planning
		3. Develop olive oil specification	olive oil specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.				Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		4. Develop sesame oil specification	sesame oil specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.				Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning

		5. Develop fresh watermelon specification	Fresh Watermelon specification was developed	Number of Standards developed Number of Meetings held Number of reports submitted.					Department of Standards Development Department of Admin and Finance Department of Policy and Planning
		6. Develop maize specification	Maize specification was developed	Number of Standards developed Number of Meetings held Number of reports submitted.					Department of Standards Development Department of Admin and Finance Department of Policy and Planning
		7. Develop sorghum specification	Sorghum Specification was developed	Number of Standards developed					Department of Standards Development Department of Admin and Finance

				Number of Meetings held					Department of Policy and Planning
				Number of reports submitted.					
		8. Develop onion specification	onion specification was developed	Number of Standards developed					Department of Standards Development
				Number of Meetings held					Department of Admin and Finance
				Number of reports submitted.					Department of Policy and Planning



		9. Develop date specification	Date specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.				Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		10. Develop white sugar specification.	palm oil specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.				Department of Standards Development  Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning

		11. Develop honey specification	honey Specification was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.				Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
2	Standards of Constructions and building materials	12. Develop specification of Iron sheet	Iron specification was developed.	Number of Standards developed  Number of Meetings held  Number of reports submitted				Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		13. Develop iron bar specification	iron bar specification	Number of Standards developed				Department of Standards Development

			was developed	Number of Meetings held Number of reports submitted					Department of Admin and Finance Department of Policy and Planning
		14. Develop timber specifications	timber specification was available in Somaliland	Number of Standards developed Number of Meetings held Number of reports submitted					Department of Standards Development Department of Admin and Finance Department of Policy and Planning
		15. Develop specification of paintings	Paintings specification was developed	Number of Standards developed Number of Meetings held					Department of Standards Development Department of Admin and Finance

				Number of reports submitted					Department of Policy and Planning
		16. PVC insulation and Sheaths of electrical cables and cords – Specifications	Specifications PVC insulation and Sheaths of electrical cables and cords	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		17. Develop specification of Cement	specification of Cement was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
3	standards of electrical material	18. Develop Conduits for electrical purposes	Conduits for electrical purposes was developed	Number of Standards developed					Department of Standards Development

				Number of Meetings held					Department of Admin and Finance
				Number of reports submitted					Department of Policy and Planning
		19. PVC Insulated cables – Spark testing	specification PVC Insulated cables – Spark testing	Number of Standards developed					Department of Standards Development
				Number of Meetings held					Department of Admin and Finance
				Number of reports submitted					Department of Policy and Planning
		20. PVC insulation and Sheaths of electrical cables and cords – Specifications	specification PVC insulation and Sheaths of electrical cables and cords	Number of Standards developed					Department of Standards Development
				Number of Meetings held					Department of Admin and Finance
				Number of reports submitted					

									Department of Policy and Planning
		21. Develop plastic and rubber insulating material	plastic and rubber insulating material was developed and	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		22. Developed steel wires, wire robs specification	Steel wires, wire robs specification is available for the reference of steel wires, wire robs analysis.	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning
		23. Develop plastic and rubber	plastic and rubber insulating material	Number of Standards developed					Department of Standards Development

		insulating material	was developed	Number of Meetings held  Number of reports submitted					Department of Admin and Finance  Department of Policy and Planning
		24. Developed plugs and sockets-outlets	specification plugs and sockets-outlets was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Policy and Planning
4	Agriculture and animal feeds Standards	25. Develop fertilizers	Specification fertilizers was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.					Department of Standards Development  Department of Admin and Finance  Department of Policy and Planning

		26. Develop animal feeds	animal feeds was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted.					Department of Standards Development  Department of Policy and Planning
5	Transportation related standards	27. Develop Gasoline specification	specification Gasoline was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Admin and Finance



		28. Develop engine oil specification	Specification of engine oil was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Policy and Planning  Department of Standards Development  Department of Policy and Planning
		29. Develop road vehicle Tyrese	Specification of road vehicle was developed	Number of Standards developed  Number of Meetings held  Number of reports submitted					Department of Standards Development  Department of Policy and Planning

Strategic Goal 3		<i>Develop and implement regulations to support SQCC services</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	Developing statistics reports of Pharmaceuticals , Beverages and foodstuffs	Develop statistics report	Statistics reports of Pharmaceuticals, Beverages and Foodstuffs was produced.	Number of statistics reports produced Monthly reports submitted					Department of planning  Department of Admin and Finance
2.	Implementing complain management policy	Implement complaints management policy	Complaints management policy was implemented	Number of documents developed Number of Meetings held					Department of human resource  Department of Admin and Finance
3.	Developing National Quality Policy to support conformity assessment	Develop National Quality Policy	National Quality Policy was developed	Number of Meeting held Reports submitted Documents disseminated					Department of planning  Department of Admin and Finance

4.	SQCC's database system is being updated and redesigned.	Update and redesign database of SQCC	SQCC database was updated and redesigned	Number of reports submitted Number of training New version of database is available					Department of IT  Department of Admin and Finance
5.	Developing national Food safety policy	Develop national Food safety policy	national Food safety policy was Developed	Number of Reports submitted Number of meeting held					Department of planning  Department of Admin and Finance
6.	Developing Communication and Public Awareness Policy	Develop Communication and Public Awareness Policy	Communication and Public awareness policy was developed to reach Somaliland Public	Number of Policies developed Number of meeting held Number of reports submitted					Department of Policy and Planning  Department of Admin and Finance

7.	mass Media campaign	Organize (Billboards, drama, Tv program, radio)	Mass Media campaign was developed	Number of billboards fixed  Number of dramas broadcasted /telecasted					Department of ICT and awareness  Department of Admin and Finance
8.	Key figures meeting	Organize ( poets, Sheikhs, civil society leaders,	Meetings were done	Number of key figures interview  Number of reports submitted					Department of ICT and awareness  Department of Admin and Finance  Department of Policy and Planning
9.	Waste disposal guideline	Develop waste disposal guideline	Waste disposal guideline was developed	Number of guidelines developed  Number of training held					Department of Policy and Planning  Department of inspection and quality assurance  Department of Policy and Planning
10.	Developing empty containers	Develop empty containers guidelines	Empty containers guidelines	Number of guidelines developed					Department of Policy and Planning

	(bags, socks, cans) Guideline		were developed	Number of reports submitted Number of meeting held.					Department of Policy and Planning Department of inspection and quality assurance
11.	Initiation of SQCC lab accreditation process	-Negotiate preferential accreditation bodies	Accreditation progress was initiated	Number of meeting held Number of progress reports submitted Number of experts/companies hired					Chairman Director General  All department
12.	Managing employees' individual work plans for Employees' performance appraisal	To appraise Manage employees' individual work plans for Employees'	SQCC were appraisal	Number of meeting held  Attendance sheet					Department of human resources
13.	Developing Annual Action Plan Review	Develop Annual Action Plan Review	Annual Action Plan review was developed	Number of reports produced Number of meeting Held					Department of Policy, Planning and Information  All Departments

Strategic Goal 4		<b><i>Establish functional quality Testing and Metrology laboratories</i></b>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	Streamline all Quality testing facilities.	Develop clear policies and procedures for all quality testing facilities to adhere to the SQCC act.  Construct testing and metrology laboratory for SQCC	All quality testing facilities in Somaliland were streamlined	Number of samples analyzed  Monthly reports submitted					Chairman Director General  All Departments
2.	Installation and Operationalization of SQCC Food Lab in Berbera	Food Lab  -Install Food Lab  -Operationalize Food Lab	food lab in Berbera was installed and Operationalized	Number of Training held  -Number of equipment's purchased  -Number of testing conducted  Number of reports submitted					Chairman  Director General  Department of Policy, Planning, Information and Training

3.	Installation and Operationalization of SQCC drug and cosmetics lab	Develop drug and cosmetics lab	Drug and cosmetics lab was established	Number of equipment procured Number of training held					Chairman D G  Department of Policy, Planning, Information and Training
4.	Hands on Training Metrology mechanisms and SOP's	Develop Metrology mechanism and SOP's	Metrology mechanism and SOP's were Developed	Number of trainings conducted Training attendance sheet Reports submitted					Department of Policy, Planning, Information and Training

Strategic Goal 5		<i>Develop and operationalize four product and systems certification schemes</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	First Pilot of ISO 9001: Quality Management System	Issue certificate/mark of ISO 9001: Quality Management System	ISO 9001: Quality Management System Certificate/Mark was issued	Number of meeting held Number of certificates issued					Department of Standards and Certification  Department of Admin and Finance

				Number of marks issued					
2.	First Pilot of ISO 22000: Food Safety Management System	Issue certificate/mark of ISO 22000: Food Safety Management System	ISO 22000: Food Safety Management Certificate/Mark was issued	Number of meeting held  Number of certificates issued  Number of marks issued					Department of Standards and Certification  Department of Admin and Finance
3.	First Pilot SO 14001: Environment Management System	Issue certificate/mark of SO 14001: Environment Management System	SO 14001: Environment Management System Certificate/Mark was issued	Number of meeting held  Number of certificates issued  Number of marks issued					Department of Standards and Certification
4.	Compliance of ISO 17065	Comply of ISO 17065	ISO 17065 was compiled	Number of reports submitted Number of training					Department of Standards and Certification



5.	Development of SQCC product mark	Develop SQCC product mark	SQCC product mark was developed	Number of product mark Developed  Number of training conducted					Department of Standards and Certification
----	----------------------------------	---------------------------	---------------------------------	--	--	--	--	--	---

Strategic Goal 6		<i>Streamline Industry, Market and Imports inspection activities</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	Operationalization Wajaale Entry Point	Operationalize Wajaale Entry Point	Wajaale Entry Point were operationalized	Number of offices inaugurated  Number of reports submitted					Chairman  Director General  Department of Quality Assurance and Inspection  Department of admin and finance

2.	Operationalization Laasanood Entry Point	Operationalize Laasanood Entry Point	Laasanood Entry Point were operationalized	Number of Offices inaugurated  Number of reports submitted					Chairman  Director General  Department of Quality Assurance and Inspection  Department of admin and finance
----	--	--------------------------------------	--	--	--	--	--	--	---

Strategic Goal 7		<i>Develop and implement Industries and SMEs Training Programs</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	Training on Small and Medium enterprises for Mandatory Standards specifically food, Beverages and Cosmetics Standards	Develop training materials for priority sectors focusing mainly on mandatory standards	SMES was given to training on Mandatory standards	Number of Trainings conducted  Monthly reports submitted					Department of Standards and Certification  Department of Policy, Planning and Information  Department of Admin and Finance

2.	Training on SME's to General Requirement of labelling and Packaging	Develop General requirement of Labelling and Packaging  Train SME's to the requirement	SQCC developed the requirement of labelling and packaging for the products	Number of Meeting held  Number of documents developed  Number of reports submitted					Department of Standards and Certification  Department of Admin and Finance  Department of Planning
3.	Registration of industries in the food, beverage and other product	Industries of food, beverage and other product	Developed of registration form	Number of Meeting held  Number of documents developed  Number of reports submitted					Department of Standards and Certification

Strategic Goal 8		<i>Recruit more staff to boost SQCC human capacity</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	increase human capacity of SQCC Lab staff	Employ 27 staff in 2022	27 SQCC lab Staff	Number of staff hired.  Monthly reports submitted					Chairman Director General  Department of Human Resource  Department of Admin and Finance

Strategic Goal 9		<i>Train SQCC staff to equip them with needed competence</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	Training on inspector to waste (wet and Solid) disposals systems to protect the environment and the public.	Train waste disposals system	SQCC Inspectors were trained on waste disposal systems	Number of trainings conducted  Number of reports submitted  Number of field visits conducted					Department of Policy, Planning and Information  Department of inspection and assurance  Department of Admin and Finance
2.	Training of database system SQCC staff	Train database system	SQCC staff were trained database system	Number of trainings conducted  Number of reports submitted  Number of field visits conducted					Department of ICT awareness  Department of Admin and Finance

3.	Training on department of inspection and quality assurance for inspection forms and the ISO 17020: 2012	Train SQCC staffs (inspectors) on inspection form and ISO 17020 : 2012	SQCC staffs were trained on inspection forms and ISO 17020 : 2012 order to inspect effectively on inspection services	Number of trainings conducted Number of reports submitted Number of field visits conducted					Department of inspection and assurance Department of Policy, Planning and Information Department of Admin and Finance
4.	Training on ISO 9001:2015 Quality management system	Train SQCC staffs on ISO quality management system standard	SQCC staffs were trained on ISO quality management system standard in order to make to effectively audit both public and private institutions and improve their capacity	Number of trainings conducted Number of reports submitted Number of field visits conducted					Department of standards and certification Department of Policy, Planning and Information Department of Admin and Finance
5.	Train SQCC staffs (inspection and laboratory staff on ISO 45001:2018 occupational health and	Train SQCC staffs (inspectors and lab technicians) on ISO 45001:2018 occupational health and safety management	SQCC staffs were trained on ISO 45001:2018 occupational health and safety management in order to apply	Number of trainings conducted Number of reports submitted					Department of standards and certification

	safety management		safety and health procedures	Number of field visits conducted				Department of Policy, Planning and Information Department of Admin and Finance
6.	Training on TOR and job description	Train SQCC staff on TOR and job description in both the SQCC head quarter and other regions	SQCC staffs were trained on TOR and job description in order to fully understand their work responsibilities	Number of trainings conducted Number of reports submitted Number of field visits conducted				Department of human resource Department of standards and certification Department of Admin and Finance
7.	Training on Good manufacture practice (GMP)	Training SQCC staff on Good manufacture practice (GMP)	SQCC staffs were trained on Good manufacture practice (GMP)	Number of trainings conducted Number of reports submitted				Department of standards and certification Department of Policy, Planning and Information Department of Admin and Finance

8.	Good hygiene practices (GHP)	Training SQCC staff on Good hygiene practices (GHP)	SQCC staffs were trained on Good hygiene practices	Number of trainings conducted  Number of reports submitted				Department of standards and certification  Department of Policy, Planning and Information  Department of Admin and Finance
9.	Confidentiality in the Workplace training	Training SQCC staff on Confidentiality workplace	SQCC staff were trained Confidentiality	Number of trainings conducted  Number of reports submitted				Department of Policy, Planning and Information  Department of Human Resource  Department of Admin and Finance
10.	Training on Civil Servants' Code of Conduct for The SQCC staff	Training SQCC staff on Civil Servants' Code of Conduct	SQCC staff were trained Civil Servants' Code of Conduct	Number of trainings conducted  Number of reports submitted				Department of human resource  Department of Policy, Planning and Information  Department of Admin and Finance



11.	HACCP	Training SQCC staff on HACCP	SQCC staff were trained HACCP	Number of trainings conducted  Number of reports submitted					Department standards and certification  Department of Admin and Finance
-----	-------	------------------------------	-------------------------------	--	--	--	--	--	---

Strategic Goal 10		<i>Sign MoUs with at least six standardization bodies and Join ARSO, AFRIMTES, ISO and possibly IEC</i>							
Time frame									
NO	Activity	Targeted Intervention	Output	Indicators	Q1	Q2	Q3	Q4	Responsibility
1.	SQCC is signing MOU with Rwanda Bureau Board (RSB)	Sign MoU with RSB and start bi-lateral cooperation activities	Cooperation MOU is signed	Number of MOU's signed  Number of Meetings held  Monthly reports submitted					Chairman Director General  Department of Policy, Planning and Information  Department of Admin and Finance

2.	Strengthening MOU signed with Ethiopia.	Fast track implementations of agreed clauses in the MOU with Ethiopia	Strengthened and fast tracked the implementation of MOU with Ethiopia	Number of Meetings held  Number of reports submitted  The attendance sheet of the events					Chairman  Director General  Department of Policy, Planning and Information  Department of Admin and Finance
----	---	---	---	--	--	--	--	--	---

**List of activities on the work plan**