

# 9 STEPS TO REGISTER

## A MEDICAL DEVICE

**bioaccess.**

CRO . REGULATORY . COMMERCIALIZATION

# 1 Classification

Instituto Nacional de Vigilancia de Medicación y Alimentos (INVIMA) is the medical device regulator in Colombia. Colombia follows a four-tiered risk model (Class I, Class IIa, Class IIb and Class III) that is similar to the classification scheme used in Europe.

# 2 Registered Agent

Appoint a local registered agent as your legal representative who will submit your registration to INVIMA on your behalf. If you appoint a distributor, it may list itself as the owner of the registration for 10 years (not good). Your registered agent will manage your registration process from A to Z, and you will retain ownership and maintain control of the registration.

# 3 Certificate of free sale

Provide a Certificate of Free Sale (CFS) or Certificate to Foreign Government (CFG) to demonstrate that your device can be legally sold in your home market or Australia, Canada, the European Union, Japan or the U.S.

# 4 Quality System

Provide proof of quality system compliance, such as an ISO 13485 certificate or proof of FDA QSR compliance. Have your prepare registration application dossier including detailed device information.

# 5 Test reports

Provide proof of quality system compliance, such as an ISO 13485 certificate or proof of FDA QSR compliance. Have your prepare registration application dossier including detailed device information.

## 6 Translations & Submission

Your Colombia registered agent will translate all legal and technical documents to Spanish, will submit your application and dossier file to INVIMA, and will manage your medical device registration in Colombia.

## 8 Registration Certificate

Once approved, INVIMA will issue your registration certificate.

## 7 Approval

INVIMA automatically approves Class I and IIa applications, so you can begin selling right away (you will receive your certificate in about eight (8) days). For class IIb and Class III, INVIMA must review and approve your application before you can begin selling the review takes about three (3) months.

## 9 Market

You may begin marketing your device in Colombia. Registrations are valid for 10 years. Application renewals are due to INVIMA three (3) months before the expiration of your registration certificate.

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### NOTES:

You must appoint a) an INVIMA-licensed storage company in your INVIMA application, and b) an importer of record. This is a simplified overview of the process. INVIMA may choose to audit your submission and request more documents, which will add time to your approval. The time frames shown above are typical for the majority of medical device submissions and assume that your medical device does not contain animal tissue, medicinal substances or employ entirely novel technology. Your length of approval will depend on the quality and completeness of your technical documentation and how much time you take to address additional information requests from INVIMA after submission. YOUR SUBMISSION(S) MAY TAKE MORE TIME THAN WHAT IS SHOWN ABOVE. Registrations remain valid for the time specified as long as you do not make physical changes to the medical device, intended use or indications for use. Renewal documents are due to INVIMA three months prior to the expiration of the current registration certificate. We recommend starting the re-registration process no later than the time period specified above to avoid any lapse in your registration. More information at [www.latammarketaccess.com](http://www.latammarketaccess.com).