

# **INSPECTION REQUIREMENTS PROCEDURE**

## **UIS-P-08**

### **1. Purpose**

The purpose of this procedure is to recognize, review, schedule, plan for and follow up inspection requests and orders.

### **2. Scope**

This procedure applies to all inspection inquiries, requests or orders received at UIS premises.

### **3. Responsibility**

Technical Manager, Head of Sections and inspectors are responsible for operating this procedure.

### **4. General**

4.1. UIS provides Inspection services in the following scope of work:

- a. Feed and Foodstuff
- b. Industrial, construction & materials and equipment.
- c. Oil & Gas products and equipment (such as pipes, casing... etc)
- d. Technical Services such as NDT, Lift Inspection, Damage Assessing, Risk based Assessments, etc.

4.1.1 UIS is using a-tailor made software (Inspection Management System)

4.2 UIS has its own staff for the various fields who are adequately qualified, trained and experienced in their assigned tasks of work. Moreover, UIS depends on its trusted and approved inspection subcontractors to perform specified inspection orders, in exceptional cases. The decision to assign UIS inspector or approved subcontractor is taken on feasibility, availability and/or importance basis.

## 5. **Procedure**

### 5.1 **Technical Manager Activities:**

- 5.1.1 Request for inspection is received by the Technical Manager. All company functions are required to transfer received inspection requests to Technical Manager.
- 5.1.2 Each new contract or request should be reviewed by Technical Manager and Head of Sections, to ensure that:
  - 5.1.2.1 The client's requirements are adequately defined, documented and understood, otherwise client to be informed of needed information.
  - 5.1.2.2 UIS has the capability to meet the client's requirements
  - 5.1.2.3 Inspection Contract conditions and / or Inspection Scope or Level are clear and agreed upon. In case the Client does not provide any inspection scope, UIS informs the Buyer with the proposed inspection scope for their information, consideration and comments, if any, as per UIS-P-09.
  - 5.1.2.4 Special equipments needs, Personnel training needs, statutory requirements, special safety requirements, the extent of sub contracting arrangements required, documentation needs are identified.
  - 5.1.2.5 The Inspection Contract or Request terms and conditions are not in conflict with the original main contract or purchase order.
- 5.1.3 The following is the basic criteria taken into consideration when calculating the cost of an inspection:
  - 5.1.3.1 Level of inspection
  - 5.1.3.2 Location of Inspection
  - 5.1.3.3 Duration of Inspection
  - 5.1.3.4 Total Order Value, if available
- 5.1.4 Once the inspection request is accepted, form # UIS-F-64 (Terms and Conditions of Business) is to be sent to the Supplier if they request it.

5.2 Head of Section activities:

5.2.1 All jobs are to be documented, monitored and reported.

5.2.2 Selecting an inspector is to be made by the Technical Manager in strict cooperation with the Head of Sections based on the following information:

- .. Time of advance notification and date of inspection and availability of inspector (including visa, flight, etc)
- .. Location of inspection, duration, location of inspector, type of commodity & scope of inspection required (simple visual inspection / testing witnessing)
- .. Inspector's availability (visa, flights, transportation...)
- .. All according to UIS-SD-28 & UIS-SD-29

5.2.3 When date of inspection is confirmed an inspector is assigned to the location by the Technical Manager and Head of Section on form UIS-F-28.

5.2.4 In addition to the criteria of acceptance mentioned in 5.2.2 above, the Head of Section should request and assures that all required information, related documents, such as the main letter of credit, technical specifications, the approved Proforma invoice, the contract, approved sample if applicable, inspection address, date of inspection and the name of the person to contact, are available. All necessary information together with the Inspection scope should be included in the Inspector's Assignment, to enable the inspector to perform the requested inspection.

5.2.6 If the buyer sends the approved sample directly to the head office, then it must be the responsibility of the Technical Department to ensure that Inspector receives it through Section Secretary before inspection is commenced.

5.2.7 Head of Section directly or through the Section Secretary sends a confirmation to the supplier informing them about the name of the inspector who will be carrying the inspection, with the necessary details (flight information, contact number) (UIS-F-45).

5.2.8 Inspector starts to prepare for inspection activities upon receiving the inspection assignment as per UIS-P-09 & UIS-P-10.

5.2.9. Any information supplied by any other party as part of an inspection process, if such information effects the main process / procedure such as sampling, testing, it shall not be used. In case such information is minor, information is verified with the source.

5.2.10 As soon as all the required documents are present, then a commercial form will be prepared by the Section Secretary and signed by Head of Section and Technical Manager, then sent/ handed over to the Financial Department.

## 6 **Subcontracting activities:**

Subcontractor could be assigned for inspection or testing when deemed necessary. A file with all the approved subcontractors is to be kept.

### 6.1 Subcontractor for testing:

*UIS is to send a sample to an approved laboratory in accordance with UIS process flow UIS-PF-07B and procedure UIS-P-07, UIS-P-09 & UIS-P-10.*

### 6.2 Subcontractor for inspection:

Only Subcontractors accredited to ISO 17020 requirements or assessed and approved are used, subcontractors are only used in cases such as:

- An unforeseen or abnormal overload of inspection jobs;
- Key inspection staff members are incapacitated to perform such inspection or lack of good means of travel to inspection location in time;
- Small part of the contract from the client involves inspection not covered by UIS;
- Capability or resources of UIS not available at that time or job being not economically feasible.

To perform the requested inspection, the Technical Manager then instructs the Head of Section to start the procedure to assign a sub contractor to carry out the inspection on behalf of UIS. The selection of subcontractor is carried out according to UIS-P-07.

**Note:** *It is UIS policy that serial subcontracting for inspection is not allowed. When contractually required, UIS must inform the Buyer before a sub-contractor is assigned.*

- 6.2.1 Technical Manager after receiving an authorization number prepares the Authorization Form # UIS-F-27 to the Vice-Chairman and Managing Director. An authorization number is then given a consecutive number upon approval, which is then kept in the shipment file and in a separate file as reference.
- 6.2.2 Head of Section after receiving the Authorization Form, requests the subcontractor to send a copy of the CV of the assigned inspector prior to the issuing of the Inspection Application Form Number UIS-F-28 which is to be sent to the assigned sub contractor. The Inspection Application must include commodity, letter of credit number, inspection location, complete address, telephone, fax number, e-mail address and the name of the person to contact and detailed scope of inspection, and all necessary information relating to the inspection. Head of Section must assure that the Inspection Application includes a copy of the Proforma invoice if applicable, a copy of the technical specifications and information about approved samples (if applicable).
- 6.2.3 The assigned sub contractor is to send an email or fax to confirm that the Inspection Application has been received and that the inspection will be carried out on the requested date.
- 6.2.4 Head of Section writes a confirmation to the supplier informing them that UIS have assigned a sub-contract to perform the inspection on their behalf, giving them the sub contractors telephone number and address should they need to contact them (UIS-F-45).
- 6.2.6 UIS has the right to make the necessary arrangements to carry out surveillance audit on inspection subcontractor or laboratory to ensure that they comply with the applicable standard requirements. This could be done either by UIS staff or by a third party qualified in this field. In both cases the assessor has to meet the criterion which is mentioned in Procedure No. UIS-P-07 (Annex A).
- 6.2.7 It is the responsibility of UIS not the subcontractor; to provide the client with inspection findings and certificates according to UIS procedure.
- 6.2.8 The name and address of the referring inspection body or laboratory responsible for the examination result is provided to the client, if required. A copy of the inspection report is retained in the permanent file of the referring inspection body or laboratory as well as shipment file.

- 6.2.9 Should the result of the witnessing audit on the inspection sub contractor or laboratory determines that there are non conformities to the requirements, UIS gives a maximum period of 6 weeks in order to enable the inspection sub contractor or laboratory to implement the corrective action which should also be accepted by UIS. If this is not the case, then UIS is to stop dealing with such inspection sub contractor or laboratory.
- 6.2.10 Once a job is assigned to a subcontractor (inspection), it is the responsibility of the subcontractor himself to guarantee that he will not sub contract another company / freelancer to carry out the job. It is to be made sure to the assigned subcontractor, i.e. that further subcontracting is not allowed.
- 6.2.11 For those parameters which the assigned Laboratory is not able to carry out, the samples will be sent to another accredited laboratory after getting the approval from UIS.
- 6.2.12 The evaluation of Sub contractor (Inspection / Laboratory) is carried out according to evaluation sheets UIS-F-102 & UIS-F-103 respectively, on a yearly basis.

## **7. Records needed**

All records of this procedure are maintained by relevant technical section secretary in a separate file according to Record Control procedure.