

## **ON-SITE INSPECTION PROCEDURE**

### **UIS-P-09**

#### **1. Purpose**

The purpose of this procedure is for UIS Inspector to perform inspection onsite as a third party inspector.

#### **2. Scope**

This procedure applies to all inspection orders assigned to UIS inspectors for execution at supplier's premises or at loading ports (as contractually required), from receiving the inspection assignment to delivery of the inspector's report to Technical Department.

#### **3. Responsibility**

UIS inspectors are responsible for operating this procedure.

#### **4. General**

4.1 Inspector starts inspection activities upon reception of inspection assignment from his technical section as per Form No. (UIS-F-28)

4.2 The client is able to monitor inspection performance if desired or agreed.

4.3 All received information such as manufacturing process; market information, volume of production, etc are considered confidential information. It is of the greatest importance that this confidentiality be understood and respected at all times.

4.4 Inspectors must observe the terms and conditions to provide for impartiality and confidentiality and security of their practices as required by clients.

4.5 All inspectors have access to the documents related to their duty, in the Quality Management System.

**5. Procedure**

- 5.1 The first and most important factor is that when inspectors arrive at inspection locations, they must ensure that the Technical Manager and Head of Section are aware of where they can be reached whenever necessary.
- 5.2 Inspectors must ensure that they contact the Technical Manager / Head of section before leaving the inspection location in case there might be a change of the plan at the last minute.
- 5.3 An opening meeting may take place prior to the in-field Inspection. During this meeting, if applicable, UIS inspector states his confidentiality commitment and explains the intended inspection procedures, sampling plan, acceptance criteria, and needed cooperation.
- 5.4 A daily report is recorded by each site inspector on form # (UIS-F-29) and sent to the Technical Department (Head Office) by fax or e-mail.
- 5.5 The inspectors must perform the requested inspection based on the information given to them by the Head of Section and the specific inspection instructions.
- 5.6 If samples are required, then they are drawn as per Procedure No. (UIS-P-10), (UIS-P-15) and sent to the laboratory for analysis after previously having taken a sample number and laboratory address through the technical section. It must be totally understood that improper handling of samples can invalidate analysis results. For example, samples can be damaged by contamination, corrosion or the application of stresses. Precautions to prevent such damage should be taken in all stages, packaging, transportation, handling and preservation of samples.
- 5.7 If it is necessary to proceed to use methods that are not as specified in UIS documentation system, additions or exclusions from the requirements should be commented to the Technical Department.
- 5.8 If during inspection minor discrepancies are found, the inspector must immediately inform the Technical Department in writing. E-mail, telex or fax is then sent by the Technical Department to the supplier to inform them of such discrepancies and ask them for clarification. If no acceptable clarification is submitted, Technical Department should take proper action to inform the inspector.

- 5.9 In case of major discrepancies, the inspector should immediately stop production / loading / inspection in writing. His decision should be communicated accordingly to the Technical Department who in return should inform the supplier and the buyer of such decision.
- 5.10 Any rejected quantities should be reported immediately by the inspector in his daily report form (UIS-F-29) and in his Final Inspection Report form (UIS-F-48 A-D)
- 5.11 UIS Inspector usually uses facilities and equipment provided by the Manufacturer
- 5.11.1 The Inspector is to review the documents and the traceability of calibration of any equipment provided by the Manufacturer and / or supplier, according to the following UIS Measurement Traceability Policy:
- 5.11.2 All calibrations and verifications of measuring and test equipment and reference standards will be conducted by:
- 5.11.3 Calibration laboratories accredited to ISO/IEC 17025 or Recognized National Metrology Institutes (NMI's)
- 5.11.4 When reference materials are to be employed these shall be obtained from:
- 5.11.4.1 Reference material producers accredited to ISO Guide 34 in combination with ISO/IEC 17025 recognized for accrediting reference material producers, or by a recognized National Metrology Institute (NMI).
- 5.11.4.2 Calibration certificates from accredited laboratories should display the accreditation mark of the relevant accreditation body and all calibration certificates should provide a statement of uncertainty (and / or compliance if appropriate)
- 5.12 Inspector is to review the witnessing of tests or analysis and shall be capable of evaluating the analysis and test results provided on-site by the Manufactures and / or Suppliers. The inspector is chosen according to his specialization as per UIS-SD-28 & UIS-SD-29.

5.13 Upon completion of the inspection, the Final Inspection Report as per procedure (UIS-P-11) together with the packing list, calibration certificate and any other document, **such as calculations or data obtained during the course of inspection**, related to the shipment, stamped, signed and dated by the inspector, must be sent to the Technical Manager, Head of Section and Section Secretary, and Technical Manager shall approves the Final Report after the initial review and signing of such report by the Head of Section.

**6. Records needed**

6.1 Copies of inspection assignment, daily inspection report, technical inspection report and shipment documents are maintained by the relevant technical section secretary within the buyer's file as per the technical section Filing System Work Instructions No. UIS-I-22 & UIS-I-23.

6.2 All the above mentioned documents should also be maintained by each inspector himself for three (3) years for future references.