

STEPS IN CASE OF RE-INSPECTION
WORK INSTRUCTION
UIS-I-21

In addition to the work instructions to be followed during the normal inspection, the following steps have to be followed in case of re-inspection of goods already inspected:

- a) The Technical Department in turn revises the shipment file and investigates the circumstances under which the inspection was performed.
- b) One inspector or more are assigned in co-ordination between the Technical Department and Tripoli Office to carry out the required re-inspection after being provided with all information and relevant documents.
- c) When applicable the inspector should check if containers and/or packages had been opened or mishandled & try to figure out the cause and the extent of damage or defect.
- d) If goods are found in the warehouses / silos, the inspector should ask the receiver to verify officially that the goods presented for re-inspection are those previously inspected by UIS abroad. The inspector is also expected to check cleans of silos or warehouse, codes, UIS stickers, seal...etc, himself.
- e) The inspector should check / verify the chief officer's records master file regarding the vessel during loading and throughout its voyage.
- f) If all or part of goods are not found to be according to specification in respect to quantity/quality, the type and extent of non-conformity should be precisely determined (workmanship, shortage, damages ...etc).
- g) A detailed Inspection Report should be promptly prepared signed and stamped by the inspector's own stamp and sent by fax immediately to Technical Department on the approved appropriate UIS form.
- h) Inspectors are kindly requested not to sign any documents with any other party unless authorized by Technical Department.