

INSPECTION OF CHEMICAL PRODUCTS
WORK INSTRUCTION
UIS-I-27

An inspection plan should be agreed upon prior to inspection, loading and shipping with the seller's representative.

Hereafter an outline of main inspection steps, which can be followed to conduct a normal inspection for Chemicals, such as: Fertilisers, Polymers, Vaccines, Medicinesetc

1. Documents review

- 1.1 Review of inspector assignment and relevant documents (Contract, L/C, Proforma Invoice, and Technical Specification and any special instructions).
- 1.2 A meeting is to be held with the supplier representative at the inspection site in order to review together the documents needed and to discuss the inspection plan and to request any assistance, if necessary.
- 1.3 Inspector is to be informed by the supplier on main quality system & standards applied for production and testing.
- 1.4 Check the daily test result records of the routine and daily chemical analysis done by quality control personnel at production facilities on each batch or lot of the product.
- 1.5 Review records and certificates for calibration of the instruments & devices to be used for testing to assure their accuracy.
- 1.6 Check technical specifications and certificates of raw materials imported from sub suppliers to producer.

2. Visual Inspection:

- 2.1 Check the appearance of goods (liquid, powder, granules..... etc). Is it homogeneous? Are there any foreign materials? Unexpected Odors?..... etc. Inspector should record all his observations.
- 2.2 Check of packages for newness, leaks, rust, proper sealing, proper wrap on pallets....etc, and their conformity with contract.
- 2.3 Check weight of packaging (weight, volume, dimensions...etc).

3. Sampling & Testing

- 3.1 Random samples of the product should be obtained according to the contract standards (if mentioned) or as per U.I.S. Sampling Procedure No. UIS-P-10. Technical Department is to be informed immediately when it is hazardous to take samples.
- 3.2 The sample should be packed properly and sent immediately from the inspection site by the inspector using a rapid courier to an accredited laboratory nominated by U.I.S. Technical Department. A fax/letter form UIS-F-39 is to be sent directly to the lab from Technical Department.
- 3.3 Parameters are to be analyzed for as per requested specifications when carrying out on spot analysis & tests and the results to be clearly recorded on proper forms or sheets which in turn to be jointly signed by inspector and seller's representative.

4. Packing and Loading Inspection

- 4.1 The inspector shall follow UIS common practice to supervise loading.
- 4.2 The inspector shall make sure that the packaging is suitable for the transported chemicals through out the voyage to buyer's warehouses.
- 4.3 The labeling, markings and Logos shall be checked by the inspector to assure its conformity to contract / Letter of Credit and that they are clear with no misprints.
- 4.4 Handling markings and instructions should also be checked, (e.g. Marking of toxic or flammable materials.... etc.)

5. Reporting To Technical Department

- 5.1 Daily reporting directly to Technical Department shall be made on UIS-F-29 form and should include progress of inspection, non- conformities and any other remarks. The inspector shall follow UIS common practice to supervise loading.
- 5.2 Upon completion of any given inspection, final inspection reports should be forwarded to the Technical Department by fax or email, as soon as possible but not later than (24) hours of inspection completion, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector.