

INSPECTION OF FOOD & FEED PRODUCTS
WORK INSTRUCTION
UIS-I-28

1. Documents review

- 1.1 Review of inspector guide and safety & health instructions pertaining to production and loading sites.
- 1.2 Review of inspector assignment and relevant documents (Contract, L/C, Proforma Invoice, and Technical Specification and any special instructions).
- 1.3 Check ship's documents (registry, P&I, Class Certificateetc).
- 1.4 Check the on-site analysis results with contractual specifications to assure conformity.
- 1.5 Review records and certificates for calibration of the instruments & devices to be used for testing to assure their accuracy.
- 1.6 Check that buyer's approved samples are available to be used for comparison purposes.
- 1.7 Review the standards to be used for sampling to determine the sample size and sampling technique to be used.

2. Visual Inspection

- 2.1 Check the fitness of transport means (vessel, truck, container...etc.) to receive the goods.
- 2.2 Check if the goods are free from abnormal materials, alive insects, and diseases, and within the limits for foreign materials, dead insects and poisonous seeds, has good and normal colour, and odour, as stated in the contract.
- 2.3 Check gross and net weight of the bags, cans, boxes, or drums.
- 2.4 Check that the cans, cartons, bags, or drums are not damaged and have no leakage of the product.

- 2.5 Check for all averages, standard deviation (STDV) and coefficient variation (CO.VER) to be calculated in order to have real and clear averages.
- 2.6 Check, Control and Record in all your reports the sanitary and health condition making reference to UIS instructions in this regards and make sure that they meet the buyer's and the regulatory requirements for food hygiene and safety.

3. Production Control

- 3.1 Check the quality of the raw material used for production.
- 3.2 Check the production line and follow all steps jointly with Quality Control personnel or any responsible person at production site.
- 3.3 Take immediate corrective action in case of non-conformity and document it.
- 3.4 Laboratory samples must be sent or delivered immediately by rapid courier or by hand to an accredited laboratory assigned by the Technical Department.

4. Packing and Loading

- 4.1 Check that the label or information written on the packages are clear with no misprint and have no missing data (production date, expiry date, codesetc.).
- 4.2 Loading operation of the goods to be followed closely by the inspector to ensure the stowage, handling of slings or pallets, holds are covered by plastic sheets and/or craft paper to protect the cargo, only sound goods are loaded, no damage should happen to the goods during loading operation and that loading is done under permissible weather conditions.

5. Sampling & Testing

- 5.1 Sampling procedures and preparation as per (UIS– P-10).
- 5.2 Sample of the goods should be drawn according to the agreed standard.
- 5.3 Check and test the physical characteristics of the goods and its conformity to contract standard.
- 5.5 Laboratory sample must be sent immediately from the inspection site by the inspector using a rapid courier to an accredited laboratory nominated by UIS

Technical Department. UIS-F-39 is to be sent directly to the laboratory from the Technical Department, by email or fax.

6. Reporting to Technical Department:

6.1 Daily reporting to Technical Department shall be made on UIS-F-29 form and should include progress of inspection, non-conformity and any other remarks.

6.2 Upon the completion of any given inspection, daily and final inspection report, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector should be forwarded to the Technical Department as soon as possible but not later (24) hours of completion of inspection. Such reports are to be complete and clear and should be reviewed, signed and stamped by the inspector's own stamp before forwarded to the Technical Department.