

INSPECTION OF GRAINS, FEED & THEIR PRODUCTS
WORK INSTRUCTION
UIS-I-34

1. SCOPE

This work instruction is covering loading / unloading of cereals.

2. DOCUMENTS REVIEW AND CHECKING

- 2.1 Review the inspector assignment, relevant documents (such as Contract, Letter of Credit, Pro-forma Invoice, Technical Specifications, approved sample, if any and any other special instructions, etc.). Inspector is also required to check for the safety & health instructions, work instructions, procedures, forms and sampling technique which are to be applied.
- 2.2 At the factory check all documents related with your inspection (records where the quantities for inspection are stored, calibration certificates, analysis certificates, method and standards used for production and analysis in the quality control laboratory.
- 2.3 At the port check the Vessel's documents (such as registry, load line, P&I, stability, calculation, tonnage certificate, etc.).
- 2.4 Check well any document you write before you convey it (such as the Daily Inspector's Report, Final Inspection Report, On-Spot Analysis, etc.)

3. INSPECTION AND TESTING

- 3.1 Check the fitness of the loading equipment (such as conveyor system, elevator, shore crane, etc.)
- 3.2 Check the weighing equipment (such as location, type, performing check-weight test, etc.) and record.
- 3.3 Go to check and record where the cargo is stored, and then at the control room check that with the computer as from time to time it needs unexpected intervals to the control room.

- 3.4 Check the place where the increment samples to be kept or analyzed.
- 3.5 Control and check all instruments to be used for on-site tests (such as fitness, calibration, accuracy, etc.)
- 3.6 Check the fitness (such as clean, dry, free from previous cargo residues, etc.) of the transport means, whether it is a Vessel, Train, Lorry, or Barges, etc.
- 3.7 Acceptance inspection tests to be carried during loading/unloading of the grain to ensure its conformity with the contractual specifications.
- 3.8 If there is non-conformity lot, you should:
 - 3.8.1 Identify the non-conformity lot and if requested, re-sample it, test it, check the results and give scientific evidence for the acceptance or rejection.
 - 3.8.2 Segregate the non-conformity lot (when practicable) to prevent unintended use of the non-conformity lot, until the appropriate disposition is decided.
 - 3.8.3 If the non-conformity lot is repaired, repeat steps 3.7 and 3.8
 - 3.8.4 Any quantity of the non-conformity lot, which was loaded or discharged before finding the non-conformity, should be sorted immediately before continuing the procedures.
 - 3.8.5 Avoid recurrence of such matter by analyzing the problem to eliminate the causes.
 - 3.8.6 Documented action for acceptance or rejection, with the reason doing so, should be done to prove the case and to avoid the repeaters.
- 3.9 Check gross and net weight of the packaging (such as bags, packets, etc.)
- 3.10 Check that the packing and marking of the bags, packets, etc. are in compliance with buyer's requirements.
- 3.11 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, when necessary to protect the cargo, only sound goods during loading operation and that loading is done under permissible weather conditions.

- 3.12 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 statutory and regulatory requirements for food hygiene and safety.

4. SUPERVISION LOADING/UNLOADING OPERATIONS

- 4.1 Visual inspection is to check the fitness (whether it is clean, dry, free from cargo previous residues, from insect/rotten infestation, etc.) of the transportation (Vessel holds, Lorries, Trains, etc.) designated to receive the grain.
- 4.2 To ensure the stowage, trimming, ballasting and the operation is done under permissible weather condition.

5. SAMPLING

- 5.1 Sampling Procedure No: UIS-P-10 is to be followed.
- 5.2 Agreed standard sampling technique (such as Gafta 124 Rules, MIL-STD-105D, Codex, etc.) to be applied to determine the sample size and acceptance level.
- 5.3 Sized increment samples, method of drawing them (from automatic sampler, conveyor, flat stores, grab, etc.) and sampling place (nearest point of loading/discharging) should be agreed between parties involved.
- 5.4 Use proper container for increment, bulk, contractual and analysis samples.
- 5.5 Always check the sample identification card (UIS-F-35A/B) and the sample seal are properly well done.
- 5.6 Contractual samples to be distributed as agreed; at least 3 of them are for UIS, 1 analysis sample and 2 reference samples.
- 5.7 Using an express courier, inspector must immediately send the analysis sample to the laboratory requested by the Technical Department.

6. **REPORTING AND RECORDING**

- 6.1 By using UIS-F-29, inspector must write a Daily Report to the Technical Department, including Inspection Progress, Non-conformity lots, used Seal Numbers, and any other remarks.
- 6.2 Cereal on-spot analysis report (UIS-F-03A) should be used and daily faxed/emailed to the Technical Department (signed and stamped by the inspector's own stamp).
- 6.3 Upon completion of loading/unloading, Final Inspection Report must be written within 24 hours and sent to the Technical Department, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector.