INSPECTION OF EDIBLE OILS
WORK INSTRUCTION
UIS-I-35

1. SCOPE

This work instruction is covering inspection during production, loading and unloading of Edible Oils.

2. DOCUMENTS REVIEW AND CHECKING

2.1 Review the inspector assignment, relevant documents such as (Contract, L/C, Pro-forma Invoice, Technical Specifications or any other international specifications referred to in the L/C or contract, any special instructions, etc.), the inspector's guide, health & safety instructions, procedures, work instructions, used forms and the sampling technique to be applied.

2.2 Review of the quality management system of the manufacturer and check all related quality documents.

2.3 Inspector has to make a Pre-inspection visit to the factory before production starts, in case inspection is to be carried out during production, packaging and loading and prepare his visit's report of findings which should include at least the following information:

- The condition of the refinery unit (in case checking on refinery is required).
- Type, capacity , temperature and condition of the refined oil's storage tanks and Sub-tanks
- Packaging unit and control of filter's conditions and review of reports on changes and cleaning of filters.
- Production rate of the packaging unit per hour to be able to determine the sample size during 24 hours and for the shipment in whole.
- Calibration status of all equipments, scales and instruments used for measurements and analysis.

2.4 At the factory check all documents related to your inspection (records where the quantities for inspection are stored, calibration certificates, method and standards used for production and analysis in the quality control laboratory).

2.5 At the port check the Vessel's documents (such as registry, load line, P&I, stability, calculation, tonnage certificate, etc.).

2.6 Check well any document you write before you forward it to any party (such as the Daily Inspector's Report, Final Inspection Report, On-Spot Analysis, Vessel's Conditions, Receipt of Samples, etc.)

3. INSPECTION AND TESTING

3.1 Check the fitness of the production line (such as tins or bottles cleaning system, filling machine, packaging machine, etc.)

3.2 Follow up production process on daily basis and report all findings in the daily report (Form UIS-F-29) especially the following:

- Quantity produced
- Type of packages used
- Total quantity produced to date
- Results of on-spot analysis or test
- Quantity shipped
- Total quantity shipped to date
- Any other remarks including rejected quantities and actions taken
- The sampling technique used

3.3 Check the weighing equipment in respect to parameters such as (location, type, calibration, performing check-weight test, etc.) and record everything.

3.4 Ensure that all equipments, scales and instruments used for measurements tests and analysis on-site are fit for the purpose, accurate and calibrated, and that calibration certificates are available.

3.5 After the production is completed final representative samples should be prepared carefully as per approved sampling techniques and the sample's label with all required information should be stamped & sealed to each sample and sent to the technical department and/or the laboratory as per instruction.

3.6 Check the place where the increment samples to be kept or analyzed. It is necessary to take into account the condition and suitability of the location (temperature, humidity, cleanness, safety, etc.) and to take all precautions to protect samples from being changed or falsified.

3.7 On-spot tests for parameters & characteristics such as (taste, colour, and smell) to be carried out during production and/or loading/unloading of the oil to ensure its quality and conformity with the contractual specifications.

3.8 If there is non-conformed lot, you should:

3.8.1 Identify the non-conformed 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-conformed lot (when practicable) to prevent unintended use of the non-conformed lot, until the appropriate disposition is decided.

3.8.3 Any quantity of the non-conformed lot, which was loaded or discharged before finding the non-conformity, should be sorted immediately before continuing the procedures.

3.8.4 Avoid recurrence of such matter by analyzing the problem to eliminate the causes.

3.8.5 Actions for acceptance or rejection, with the reasons of doing so, should be documented to prove the case and to avoid repetition.

3.8.6 If the non-conformity is corrected, repeat inspection & testing (where applicable) to ascertain that no more non-conformity exists.

3.9 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.

4. SUPERVISION OF LOADING/UNLOADING OPERATIONS

4.1 Visual inspection to check the fitness of the transportation designated to receive the oil (i.e. whether the transportation means is dry, free from previous cargo's residues, insects, rotten infestation, etc.) & review the vessel's documentation.

4.2 Supervise loading until its completion to ensure the stowage, trimming, ballasting and the operation are under permissible weather condition.

5. SAMPLING

5.1 Sampling Procedure No: UIS-P-10 is to be followed for the samples' withdrawal and samples' preparation.

5.2 Agreed standard sampling techniques such as (MIL-STD-105D, FAO Codex Alimentarius, FOSFA approved sampling technique ISO 5555 etc.) to be applied to determine the sample size and acceptance level.

5.3 Size of increment samples, method of withdrawing 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 and ensure that the sample identification card (UIS-F-35A/B) and the sample seal are properly & securely 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-conformed lots, used Seal Numbers, etc.

6.2 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.