

# **IFIA Guidelines**

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**INTERNATIONAL FEDERATION OF INSPECTION AGENCIES**

## **OUTLINE OF CONTENTS**

**Chapter 1: General**

**Chapter 2: Operating Guidelines of the IFIA Member Company**

**Chapter 3: Agricultural Commodities**

**Chapter 4: Petroleum / Petrochemical Commodities**

**Chapter 5: Mineral Commodities**

**Chapter 6: Environmental Services**

**Chapter 7: Consumer Products**

**Chapter 8: Industrial Products**

# CHAPTER 1

## GENERAL

<b>Section</b>	<b>Page</b>
<b>1.1 Scope</b>	<b>1-1</b>
<b>1.2 Definitions</b>	<b>1-1</b>
<b>1.2.1 IFIA Member Company</b>	<b>1-1</b>
<b>1.2.2 Principal</b>	<b>1-1</b>
<b>1.2.3 Inspection</b>	<b>1-2</b>
<b>1.2.4 Categories of Commodities or Products</b>	<b>1-2</b>
<b>1.3 Technical Committees</b>	<b>1-2</b>
<b>1.3.1 Titles</b>	<b>1-2</b>
<b>1.3.2 Objectives</b>	<b>1-2</b>
<b>1.4 Nature of Engagement</b>	<b>1-2</b>
<b>1.4.1 Type of Service</b>	<b>1-3</b>
<b>1.4.2 Assignment and Inspection Instructions</b>	<b>1-3</b>
<b>1.4.3 Methods, Procedures and Standards</b>	<b>1-3</b>
<b>1.4.4 Duties of Principal</b>	<b>1-4</b>
<b>1.4.5 Fitness for a Particular Purpose/Merchantability</b>	<b>1-4</b>
<b>1.5 Limited Warranty</b>	<b>1-4</b>

# CHAPTER 1

## GENERAL

### 1.1 Scope

These Guidelines are intended to outline the working procedures and professional standards normally applied by International Federation of Inspection Agencies (IFIA) Member Companies when providing services. This document is divided into chapters relating to the various categories of commodities or products. This document is provided for general information only. Adhesion to the provisions is not mandatory and does not form part of any contract entered into by an IFIA Member Company unless expressly incorporated into such contract.

Nothing in these Guidelines shall take precedence over, replace or supersede any terms and conditions or contract terms which may be in use between IFIA Member Companies and their Principals. The scope of work described herein is not intended to replace or take precedence over any scope of work agreed between any IFIA Member Company and its Principals and it should be understood that many nominations for service are very limited in their nature.

### 1.2 Definitions

#### 1.2.1 IFIA Member Company:

An IFIA Member Company is a legally constituted business engaged in the trade of inspection and capable of performing inspections in one or more categories of commodities and products outlined in Chapter 1.2.4 of this document and admitted as a Member of IFIA.

#### 1.2.2 Principal:

The Principal is a person or body who contractually requests an inspection from the IFIA Member Company. The Principal gives instructions to the IFIA Member Company regarding the nature and scope of the inspection. No other party may normally give instructions regarding either the inspection or delivery of a report or certificate unless so authorised by the Principal.

### 1.2.3 Inspection:

Inspection is the process whereby the IFIA Member Company, using its knowledge and expertise, examines or observes commodities, products, services, procedures, or operations for the purpose of providing information to the Principal and/or the Principal's designees.

### 1.2.4 Categories of Commodities or Products:

The different nature of the goods to be inspected necessitates that the inspectors be familiar with the inspection methods and relevant product characteristics inherent to the goods being inspected. IFIA Member Companies may be active in the inspection of a single category or multiple categories of commodities or products. IFIA Member Companies shall create within their organisations expertise in inspection in each field in which they are active.

## 1.3 Technical Committees

### 1.3.1 Technical Committees have been formed with regard to the following activities:-

- Agricultural products and vegetable oils
- Industrial
- Minerals
- Petroleum and Petrochemical
- Environment, including hazardous wastes
- Consumer Products

### 1.3.2 Technical Committees Objectives:

The function of the IFIA Technical Committees is to outline working procedures and professional standards relevant to given product categories within the field of activity of each Technical Committee.

## 1.4 Nature of Engagement

The relationship between the IFIA Member Company and its Principal is purely contractual. All inspections are carried out pursuant to agreement with the Principal. All Reports and Certificates are for the benefit of the Principal only unless otherwise expressly agreed by the Principal and the IFIA Member Company.

Delivery by the Principal of any Report or Certificate to a third party does not create a contractual relationship or duty of any kind between the IFIA Member Company and the third party.

The Principal shall give whenever feasible written instructions to the IFIA Member Company as to the type of service to be performed, relevant details of the particular assignment and the procedure, methods or standards the Principal wishes to see applied to the inspection.

#### 1.4.1 Type of Service:

The standard services which the IFIA Member Company typically will agree to provide are:-

- (a) inspections for quantity
- (b) inspections for quality
- (c) inspection for condition of goods, packing, containers and carriers
- (d) inspection of loading or discharging
- (e) sampling
- (f) laboratory analysis or other testing services
- (g) certification of products
- (h) certification of management systems.

Other services may be specially agreed between the IFIA Member Companies and the Principal.

IFIA Member Companies are providers of inspection, testing and certification services. They are not insurers or guarantors of either the quantity or quality of goods or the contractual performance of any party. All persons including Principals desiring such insurance or guarantees should arrange and pay for such insurance or guarantees separately.

#### 1.4.2 Assignment and Inspection Instructions:

The instructions for each inspection assignment should include sufficient details to enable the IFIA Member Company to perform the inspections such as commodity or product descriptions, quantity, quality specifications, time and place of inspections, vessel or other means of transportation, packing, stowage, contract partners, documentary details (eg letter of credit numbers, bill of lading numbers, etc.), contact persons (eg vessel agents, supplier contacts, receiver contacts).

It is also recommended that the Principal inform the IFIA Member Company as to whether he is buyer, seller, receiver, shipper, supplier, etc and also to whom copies of reports should be distributed in addition to the Principal.

#### 1.4.3 Methods, Procedures and Standards:

The methods, procedures, and standards to be applied during an inspection shall be those agreed upon between the Principal and the IFIA Member Company, provided such instructions are considered appropriate on technical and financial grounds by the IFIA Member Company at the time and place of performance.

In the event that no method, procedure or standard is specified, the IFIA Member Company shall be free to perform the inspection according to relevant international or trade standards, if any, otherwise inspection shall be performed according to such customs, usages or practices of the trade as the IFIA Member Company deems relevant at the time and the place of inspection.

When methods, procedures and standards of another body are incorporated by reference into the inspection contract, the methods, procedures and standards used shall be those in force at the time of the instruction, unless otherwise agreed between the IFIA Member Company and the Principal.

#### 1.4.4 Duties of Principal:

The Principal will ensure that the instructions are given in due time to enable the required services to be performed effectively and will procure all necessary access for the IFIA Member Company's representatives to the goods, premises, installations and transport. The Principal will supply, if required, any special instrument necessary for the performance of the required services. The Principal will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of the services. The Principal will take all necessary steps to eliminate or remedy any obstruction to or interruptions in the performance of the required services.

#### 1.4.5 Fitness for a Particular Purpose/Merchantability:

No statement contained in any certificate, report or document issued by an IFIA Member shall relieve parties to a contract from any obligations to provide goods fit for a particular purpose or of merchantable quality.

In the absence of any specific broader undertaking by the IFIA Member Company any statement by an IFIA Member Company relating to an analysis or test result shall refer only to the specific sample analysed or tested. Likewise any statement with regard to the quality of goods or commodities inspected shall refer to the visible condition only of the goods or commodities inspected.

### **1.5 Limited Warranty**

IFIA Member Companies warrant that their work will be performed with due care and skill. They make no other or further warranties, express or implied, and may limit their exposure to damages by express conditions that are reasonable.

**CHAPTER 2**

**OPERATING GUIDELINES OF THE**

**IFIA MEMBER COMPANY**

<b>Section</b>	<b>Page</b>
<b>2.1 Due Care and Skill</b>	<b>2-1</b>
<b>2.2 Independence and Impartiality</b>	<b>2-1</b>
<b>2.3 Reporting</b>	<b>2-1</b>
<b>2.4 Reporting Damage, Contamination or Loss</b>	<b>2-1</b>
<b>2.5 Health and Safety Regulations</b>	<b>2-2</b>
<b>2.6 Record Keeping</b>	<b>2-2</b>
<b>2.7 Staff</b>	<b>2-2</b>
<b>2.7.1 Qualifications</b>	<b>2-2</b>
<b>2.7.2 Training</b>	<b>2-2</b>
<b>2.7.3 Identity Cards</b>	<b>2-2</b>
<b>2.8 Equipment</b>	<b>2-3</b>
<b>2.9 Quality Management System</b>	<b>2-3</b>
<b>2.10 Complaints</b>	<b>2-3</b>
<b>2.11 Issuance of Certificates and / or Reports</b>	<b>2-3</b>
<b>2.12 Guidelines for Standard Services</b>	<b>2-4</b>



## **CHAPTER 2**

# **OPERATING GUIDELINES OF THE IFIA MEMBER COMPANY**

### **2.1 Due Care and Skill**

The IFIA Member Company shall perform the services it renders with due care and skill and shall apply appropriate technical and professional standards to all aspects of its work.

The IFIA Member Company does not provide qualitative or quantitative guarantees as part of its inspection services. Parties requiring such guarantee may obtain them by separate arrangements made in advance.

### **2.2 Independence and Impartiality**

The IFIA Member Company shall perform the services agreed upon with its Principal in an independent and impartial manner.

### **2.3 Reporting**

2.3.1 The IFIA Member Company will inform its Principal in a timely manner of the execution of the instructions.

2.3.2 The IFIA Member Company will usually inform the Principal of the observations it has made by means of a certificate, report or other similar document.

2.3.3 The IFIA Member Company will inform its Principal in a timely manner if any part of the agreed upon services cannot be performed for any reason.

### **2.4 Reporting Damage, Contamination or Loss**

2.4.1 In an instance when it becomes aware of damages, contamination, or loss to the subject matter of the service, the IFIA Member Company shall advise its Principal.

2.4.2 At the request and on behalf of the Principal, the IFIA Member Company may issue letters of protest seeking to hold responsible parties liable.

2.4.3 At the request and on behalf of the Principal, the IFIA Member Company may summon average agents or other representatives of underwriters and may attend damage surveys performed by those parties.

## **2.5 Health and Safety Regulations**

The IFIA Member Company shall have due regard for relevant health and safety regulations.

## **2.6 Record Keeping**

The IFIA Member Company shall keep records of the inspection in accordance with any legislation of the country of its domicile.

## **2.7 Staff**

### **2.7.1 Qualifications:**

The IFIA Member Company shall engage staff possessing the technical and professional expertise necessary to perform the inspections. Staff used may be full or part time or freelance inspectors.

### **2.7.2 Training:**

The IFIA Member Company shall institute and document a training system to prepare its personnel for the tasks it undertakes.

The training programme of full-time personnel should normally comprise an initiation phase, a period of practical instruction under the guidance of experienced inspectors, continuous training throughout employment, and periodic updating of the inspectors' knowledge of the evolution of technology and of trade developments.

IFIA Technical Committees may make training proposals but the adoption and institution of training programmes is the responsibility of each IFIA Member Company. Training should generally include:

- the fundamentals of inspection
- inspection techniques for weighing, measuring, sampling, cleanliness inspections, analysing, testing, etc.
- product characteristics and uses
- inspection hazards and safety regulations
- safe and correct use of equipment
- certification and reporting
- compliance

### **2.7.3 Identity Cards:**

When in the field, all inspectors of the IFIA Member Company shall carry an Inspector's Identity Card. Such Identity card will usually bear the name of the IFIA Member Company and its logo (if applicable), the name of the inspector, his photo and signature, the date of issue and date of expiration of the card.

## **2.8 Equipment**

The IFIA Member Company will take care of its own equipment as follows:-

- provide equipment that is properly identified and restrict access and use of specialised equipment to trained staff.
- maintain its equipment in proper working order in accordance with relevant procedures and regulations.
- carry out regular recalibration of calibrated equipment in accordance with recommended or regulated timetables and national and/or international regulations if any.
- ensure where its computerized or automated equipment is used, that computer software is adequate and that the integrity of the data is protected.
- remove defective equipment from service which shall be segregated until repaired or destroyed.

## **2.9 Quality Management System**

Whenever appropriate and feasible, the IFIA Member Company shall apply the principles of ISO 9001 or equivalent to its activities.

## **2.10 Complaints**

The IFIA Member Company shall establish procedures for handling complaints received from Principals and from third parties.

## **2.11 Issuance of Certificates and / or Reports**

Unless otherwise specified, certificates and reports are issued to the order of the Principal and pursuant to its instructions. Certificates and reports shall only record facts ascertained by the IFIA Member Company. Any data or material obtained from third parties shall be so indicated and shall be reproduced for information purposes only.

The findings and observations of the IFIA Member Company are valid for time and place of inspection only.

The IFIA Member Company is under no obligation to refer to or report upon any facts or circumstances which are outside the specific instructions received.

Where an IFIA Member Company is called upon to reproduce the statements or declarations made by third parties, such as official entities, laboratories, vessels etc, such reproduction shall be for information purposes only without responsibility of the IFIA Member Company.

Standard information on any certificate or report will be:

- (1) IFIA Member Company name, address and logo, if applicable
- (2) Certificate or report number or other identification
- (3) Date and place of issue
- (4) Type of report or certificate (eg weight certificate, quality report etc)
- (5) Name and address of principal
- (6) Summary of principal's instructions in case of any special services
- (7) Description of
  - (a) means of transport
  - (b) origin / destination (if known)
  - (c) commodity
  - (d) packing
  - (e) declared quantity
  - (f) applicable standards, if any
- (8) findings and observations
- (9) date and place of intervention
- (10) authorized signature
- (11) incorporation of applicable conditions of business

Issuance of the certificate or report does not relieve the parties to the contract of sale from exercising all their rights or discharging all their liabilities thereunder.

## **2.12 Guidelines for Standard Services**

Findings and observations will vary depending on the category of commodity, circumstance and extent of the inspections performed. Each committee has established guidelines for standard services for its category of commodities or products.

# **CHAPTER 3**

## **AGRICULTURAL COMMODITIES**

<b>Section</b>	<b>Page</b>
<b>3.1 Scope</b>	<b>3-1</b>
<b>3.2 Agricultural Commodities</b>	<b>3-1</b>
<b>3.3 Qualifications of an IFIA Member Company in Agricultural Commodities Field</b>	<b>3-2</b>
<b>3.4 Methods Procedures and Standards</b>	<b>3-2</b>
<b>3.5 Loading / Discharge</b>	<b>3-3</b>
<b>3.6 Sampling and Samples</b>	<b>3-3</b>
<b>3.7 Weight Ascertainment</b>	<b>3-4</b>
<b>3.8 Cleanliness Inspections</b>	<b>3-4</b>
<b>3.9 Packing Inspections</b>	<b>3-5</b>
<b>3.10 Monitoring</b>	<b>3-5</b>
<b>3.11 Stock-taking and Tallying</b>	<b>3-5</b>
<b>3.12 Fitness for a Particular Purpose / Merchantability</b>	<b>3-6</b>
<b>3.13 Quality Assessment</b>	<b>3-6</b>
<b>3.14 Health / Sanitary / Phytosanitary / Veterinary / Origin / Radioactivity</b>	<b>3-6</b>
<b>3.15 Sealing of Tanks, Containers, Storage Areas</b>	<b>3-6</b>
<b>3.16 Disinfestations, Fumigations, Pest Controls</b>	<b>3-7</b>
<b>3.17 Denaturing</b>	<b>3-7</b>

## CHAPTER 3

# AGRICULTURAL COMMODITIES

### 3.1 Scope

The purpose of this chapter is to provide a general indication of the working procedures normally followed and professional standards normally applied by the IFIA Member Companies when providing services related to the inspection of agricultural commodities.

### 3.2 Agricultural Commodities

These Guidelines are applicable to inspections of agricultural commodities, including commodities resulting from a cultivation of the ground, the rearing of livestock, fishing, fish farming and also including fertilisers.

Such commodities can be divided into the following categories:

Cereals, defined as edible grains and their by-products, such as wheat, maize or corn, oats, rice, sorghum, barley, rye, flour, bran etc.

Pulses, defined as edible seeds of leguminous plants and their by-products such as beans, lentils, chick-peas, etc.

Oilseeds, defined as seeds producing oils, and their by-products, such as flaxseeds, linseeds, palm kernels, rapeseeds, soyabeans, sunflowerseeds etc.

Vegetable, marine and animal oils and fats, edible and technical, defined as oils and fats obtained from oil-bearing fruits and seeds of vegetables including oil oil, palm oil, coconut oil, corn oil, groundnut oil, linseed oil, palm kernel oil, rapeseed oil, soyabean oil, sunflowerseed oil, tung oil, etc and from animal carcass including lard, tallow etc and from fish including herring oil, menhaden oil, etc.

Sugar, defined as the sweet crystalline product of plant juices, particularly of sugar-cane or sugar-beet and by-products

Fertilisers, including mineral commodities, phosphates, potash, etc.

Fruits, defined as edible products of plants and trees, and their by-products

Vegetables, defined as plants or roots cultivated for food and their by-products

Herbs, defined as plants whose stem does not become woody and are used for food or medicine

Spices, defined as aromatic substances of vegetable origin obtained from plants

Teas

Coffees

Cocoa and by-products

Wine

Alcohols declared to be of agricultural origin

Canned foods

Frozen foods

Meat, defined as the flesh of animal or birds used for food

Dairy products

Wood

Rubber

Cotton

Fish and crustaceans and their by-products

Biomass

Biofuels

### **3.3 Qualifications of an IFIA Member Company in Agricultural Commodities Field**

To act as an IFIA Member Company in the field of agricultural inspections, the IFIA Member Company shall comply with the following criteria:

- be a member of IFIA and have satisfied all membership requirements including adoption of the IFIA Compliance Code
- not be related to or owned by any trading/brokerage company active in dealing with agricultural products
- engage actively in inspections of agricultural commodities as defined herein
- employ staff trained for agricultural inspections
- possess equipment necessary for effecting agricultural inspections
- conduct a training program meeting IFIA agricultural committee requirements embracing the requirements of relevant trade associations or regulatory bodies etc...
- perform its duties in an impartial, independent and professional manner.

### **3.4 Methods Procedures and Standards**

- 3.4.1 The IFIA Member Company will perform inspections according to the procedures, methods, rules and regulations of regulatory bodies and trade associations when so requested by the Principal in the instructions.

Such methods and standards include:

Grain and Feed Trade Association (GAFTA), Federation of Oils, Seeds and Fats Association (FOSFA), National Oilseed Producers Association (NOPA), National Institute of Oilseed Products (NIOP), National Cottonseed Producers Association (NCPA), International Organisation for Standardisation (ISO), the Sugar Association of London (SAL) the Refined Sugar Association (RSA) etc...

- 3.4.2 The IFIA Member Company will have regard to the Guidelines of Chapter 2 when executing the instructions of the Principal in the performance of the

standard and special services during inspections of agricultural commodities as listed 3.2 above. The following additional guidelines set out in this chapter are specific to the IFIA Members rendering agricultural services.

### **3.5 Loading / Discharge**

The IFIA Member Company shall check that cleanliness of receptacles, cleanliness of loading / discharge equipment, collection and removal of previous cargoes in accordance with the guidelines outlined in 3.8 Cleanliness Inspections below.

The IFIA Member Company shall visually verify as far as is reasonable that all goods are loaded / discharged, that conveying carriers / equipment are empty and shall visually check for spillages or losses during operations and for abnormalities in packing.

### **3.6 Sampling and Samples**

The object of sampling is to obtain a small manageable quantity from all or part of a larger parcel representative of the whole or a designated part and of the properties corresponding thereto or informative of a condition, status or particular characteristic.

The instructions given by the Principal shall determine the purpose for which the sample is being drawn (such as, for example, for determination of quality, food hygiene, condition, contamination, temperature, density, mass per volume, etc...). The method and means of drawing the sample shall likewise be specified in the instructions, or, where applicable, by local regulations or Trade Associations rules.

Where automatic or semi-automatic samplers are employed, the IFIA Member Company shall sight relevant documentation of the apparatus and where possible shall check visually that it is in apparent good working order.

Distribution and conservation of samples shall likewise be determined by the instructions or by relevant trade custom or local or international rules.

The receptacle of the sample should be such that it protects the contents against external elements, yet does not react with the contents.

Samples shall be labelled so as to give the particulars of the company who drew the sample, where and when the sample was drawn, as well as the purpose of the sample.

Samples shall be sealed and seals identified in a manner to prevent any opening of the sample unless such opening is obtained by breaking or removing the seals.



Where sampling is to be done jointly, the sealing of the samples must bear the identity seals of all interested parties.

In the absence of special instructions, samples drawn by the IFIA Member Company will normally be retained for three months.

### **3.7 Weight Ascertainment**

When an IFIA Member Company is requested to report quantity determinations, it shall check the weight ascertainment and sight relevant documentation. In the case of draught surveys, the IFIA Member Company's inspector should be allowed free access to the ship including tanks, deadweight records including structural and hydrostatic charts. The IFIA Member Company accepts no responsibility for the ship's condition and suitability of the ship for draught surveys. The IFIA Member Company shall note the method used for ascertaining the quantity, the parties participating in the ascertainment, the apparatus used, calibration dates, as well as any pertinent particulars or influencing factors which may be observed.

The choice of the method used in the weight ascertainment shall be specified in the instructions remitted by the Principal, failing which the method shall be in accordance with local custom or practice.

### **3.8 Cleanliness Inspections**

The purpose of a cleanliness inspection is for the IFIA Member Company to assess using visual means whether a receptacle or transmitting conveyance is in a clean condition. The cleanliness inspection shall be done only as far as is accessible, and safe and does not relieve the parties to the contract of sale nor those to the contract of carriage from their obligations, notably those pertaining to the presentation of a receptacle fit for carrying or containing the goods.

The IFIA Member Company shall report on condition of receptacles, of their walls, on presence of residues and shall report on the existence of any foreign odours if noticed.

An IFIA Member Company's responsibility for visual inspection is strictly limited to a determination that the designated vessel, receptacle or transmitting conveyance, as seen by the naked eye from reasonably accessible and safe vantage points, appears to be clean.

Such inspections are not meant to and do not include advice on or determinations such as, (without limitation) compatibility of previous cargoes or tank coatings, suitability of cleaning methods or storage of adjacent cargoes, presence or absence of trace residues, or general fitness or suitability to contain or carry a specific cargo.

If requested, the IFIA Member Company may reproduce for information purposes only and without responsibility the carrier's declaration on the cleaning method applied.

Advice or recommendations on the compatibility of adjacent stowage, previous cargoes and tank coatings are not duties of the IFIA Member Company.

Where instructions call for examination of vessel's log-books for previous cargoes, the IFIA Member Company shall state whether it has sighted the log-book in question and whether it was presented in a language intelligible to the IFIA Member Company's inspector. Any reproduction made from the log-book shall be done without responsibility of the IFIA Member Company and shall be for information purposes only.

Where so required, IFIA Member Companies may state that “based on the above visual inspection and at the time of our inspection, the tank was in a fit state to receive a cargo of.....in bulk.”

### **3.9 Packing Inspections**

When called upon to inspect packing, the IFIA Member Company will report on the condition, the markings and the type of packing.

### **3.10 Monitoring**

When the IFIA Member Company is requested to monitor a loading, discharge, transport, handling or other such operation, the IFIA Member Company shall observe the proceedings as may be reasonably necessary in a manner so as to safeguard the Principal's interest, reporting to the Principal accordingly.

### **3.11 Stock-taking and Tallying**

The IFIA Member Company will check existing stocks from a quantitative point of view or record the number of packages on an information only basis at time of intervention.

Tallying, where authorised by local rules and customs, will be performed without assumption or responsibility for the contents of the packages.

### **3.12 Fitness for a Particular Purpose / Merchantability**

No statement contained in any certificate, report or document shall relieve the parties to the contract of sale from any obligations to provide goods fit for a particular purpose or of merchantable quality.

In the absence of any specific broader undertaking by the IFIA Member Company, any statement by the IFIA Member Company relating to an analysis or test result will only refer to the specific sample analysed or tested. Likewise any statement with regard to the condition / merchantability of goods or commodities inspected shall, unless otherwise expressly stated, only refer to the visible characteristics of the goods or commodities inspected.

Any statement with regard to fitness for a particular purpose should be based on relevant analysis.

### **3.13 Quality Assessment**

It is the responsibility of the Principal to provide details of quality specifications and relevant methods to be applied. No statement contained in any certificate, report or document shall relieve the parties to the contract of sale from any obligations to provide goods fulfilling contractual requirements.

In the absence of any specific broader undertaking by the IFIA Member Company, any statement by the IFIA Member Company relating to an analysis or test result will only refer to the specific sample analysed or tested.

### **3.14 Health / Sanitary / Phytosanitary / Veterinary / Origin / Radioactivity**

When the above mentioned documents are issued by national or governmental authorities, the IFIA Member Company may be requested to provide samples so as to permit performance of tests or analyses by these national or governmental authorities. If called upon to reproduce findings of the national or governmental authorities, such reproduction shall be for information purposes only and without responsibility of the IFIA Member Company.

### **3.15 Sealing of Tanks, Containers, Storage Areas**

When hatches, tanks, containers, storage areas, etc. are security sealed by an IFIA Member Company, the point of application of the seals shall be stated. Such sealing shall not be considered as proof of inviolability and does not entail any responsibility by the IFIA Member Company outside the place and beyond the time of such sealing.

### **3.16 Disinfestations, Fumigations, Pest Controls**

Upon specific instructions of the Principal, the IFIA Member Company will supervise the operations of disinfestations, fumigation and pest controls, during loading, discharge or storage and will report on measures taken, by whom these measures were taken and the circumstances surrounding the intervention.

### **3.17 Denaturing**

The IFIA Member Company will, if requested, attend the denaturing process, will draw samples of same and will report on the results obtained but will not be responsible for the conduct of the operation or its effectiveness.

## **CHAPTER 4**

### **PETROLEUM/PETROCHEMICAL COMMODITIES**

<b>Section</b>	<b>Page</b>
<b>4.1 Scope</b>	<b>4-1</b>
<b>4.2 Petroleum / Petrochemical Commodities</b>	<b>4-1</b>
<b>4.3 Qualification of an IFIA Member Company in the Petroleum/Petrochemical Field</b>	<b>4-2</b>
<b>4.4 Methods, Procedures and Standards</b>	<b>4-2</b>
<b>4.5 Inspection Nomination</b>	<b>4-3</b>
<b>4.6 The Inspection Service</b>	<b>4-4</b>
<b>4.7 Performance of Inspection and Testing Services</b>	<b>4-4</b>
<b>4.8 Sampling and Samples</b>	<b>4-5</b>
<b>4.9 Quantity Determination</b>	<b>4-6</b>
<b>4.10 Cleanliness Inspections</b>	<b>4-6</b>
<b>4.11 Heating, Cooling, Separation and Other Instructions</b>	<b>4-7</b>
<b>4.12 Monitoring</b>	<b>4-8</b>
<b>4.13 Stocktaking</b>	<b>4-8</b>
<b>4.14 Fitness for a Particular Purpose / Merchantability</b>	<b>4-8</b>
<b>4.15 Sealing of Tanks, Containers, Storage Areas</b>	<b>4-9</b>
<b>4.16 Test Observation in Third Party Laboratories</b>	<b>4-9</b>
<b>4.17 Laboratory Testing</b>	<b>4-9</b>
<b>4.18 Reporting</b>	<b>4-10</b>
<b>4.19 Qualification of Personnel and Training</b>	<b>4-10</b>

# CHAPTER 4

## PETROLEUM / PETROCHEMICAL COMMODITIES

### 4.1 Scope

The purpose of this chapter is to provide a general indication of the working procedures normally followed and the standards normally applied by IFIA Member Companies when providing services related to the inspection of petroleum/petrochemical commodities.

Nothing in this document shall take precedence over, replace or supersede any terms and conditions or contract terms which may be in use between IFIA Member Companies and their Principals. The scope of work described herein is not intended to replace or take precedence over any scope of work agreed as between any IFIA Member Company and its Principals and it should be understood that many nominations for service are very limited in their nature.

### 4.2 Petroleum / Petrochemical Commodities

These Guidelines are applicable to inspection of petroleum/petrochemical commodities, defined as being commodities resulting from extractions and or distillations of crude oil, minerals and natural gas. Such commodities can be divided in the following categories:

*Petroleum*, defined as being crude hydrocarbon oils;

*Petroleum Products*, defined as being the derivatives of Petroleum, e.g. kerosene, naphtha, fuel oil, gasoline;

*LPG*, Liquefied Petroleum Gas;

*Petrochemical Products*, defined as being chemicals ultimately derived from petroleum or natural gas, e.g. ethylene glycol, vinyl acetate monomer;

*Natural Gas*, defined as being a mixture of gaseous hydrocarbons used for fuel, e.g. methane, ethane;

*Organic Liquids*, defined as being compound chemical liquids containing carbon e.g. ethyl alcohol, benzene, toluene;

Also included are:

*Inorganic Liquids*, (compound chemical liquids) e.g. sulphuric acid, phosphoric acid, caustic soda.

### **4.3 Qualifications of an IFIA Member Company in the Petroleum/Petrochemical Field**

To act as an IFIA Member Company in the field of petroleum/petrochemical inspection the IFIA Member Company shall comply with the following criteria:

- be a member of IFIA and have satisfied all membership requirements, including adoption of the IFIA Compliance Code;
- engage actively in inspections of petroleum/petrochemical commodities as defined herein;
- employ a staff trained for petroleum/petrochemical commodity inspections containing senior management personnel with a minimum of five years experience in petroleum/petrochemical inspection;
- have experience in inspection of one or more of the petroleum/petrochemical commodities referred to in 4.2 above.
- operate an inspector training and assessment system that meets the syllabus examples of the IFIA petroleum/petrochemical committee for one or more of the commodities referred to in 4.2 above;
- possess equipment necessary for effecting petroleum/petrochemical inspections;
- operate or control laboratories specialized and capable of performing analyses and testing of petroleum/petrochemical commodities.

Where IFIA Inspector Certification Programmes are in place members are expected to fully support the scheme by preparing staff for certification and making maximum use of certified inspectors.

### **4.4 Methods, Procedures and Standards**

Methods or standards most frequently referred to in the petroleum/petrochemical field are those published by standards organisations or trade associations such as: ISO, IP (Energy Institute), ASTM, API, IFIA or National or Military Standards.

The IFIA Member Company will perform inspections in accordance with the procedures, methods, rules and regulations of such organisations or associations or other recognised bodies where such rules and regulations apply on each occasion that they are nominated by the Principal

The IFIA Member Company will have regard to Chapter 2 of these Guidelines when executing the instructions of the Principal in the performance of standard or special services during inspections of petroleum/petrochemical commodities. The following additional guidelines are specific to the IFIA Member Company when providing services in the Petroleum or Petrochemical fields of activity.

Attention is drawn to Technical Bulletins and Member Advisories, which are issued from time to time by the IFIA Petroleum and Petrochemical

Committee. These provide more detailed topical guidance relating to various aspects of petroleum inspection.

## **4.5 Inspection Nomination**

The IFIA Member Company is not an agent for its Principal, but acts under a mandate from its Principal. This mandate is herein referred to as a Nomination.

Wherever possible a Nomination should be received from the Principal in writing setting forth the details of the Nomination or contract. Engagements undertaken on the basis of oral communications from the Principal or third party should be documented by the IFIA Member Company as soon as practicable. The Principal should be aware of any terms and conditions of service which may apply. The IFIA member should satisfy itself that the Principal is aware of applicable terms and conditions.

A Nomination for inspection must be sent by the Principal in sufficient time and in sufficient detail prior to the inspection to allow the IFIA Member Company to comply with this Guideline. Any subsequent Nominations in relation to that contract Nomination are a subject for agreement between the Principal and the IFIA Member Company as to timing.

In those locations where in accordance with industry custom and practice Nominations are communicated to the IFIA Member Company by some person other than the Principal, and circumstances do not permit direct communication with the Principal prior to executing all or part of the engagement, the IFIA Member Company should use its discretion as to the scope of the inspection required and, to protect its interests:

- May inform the instructing party in writing that the IFIA member accepts no Liability for the scope of work undertaken
- Will expect full and prompt payment for all and any services provided
- May require an indemnity from the instructing party in the absence of full Nomination details
- May hold the instructing party liable for any error or omission in instruction, late instruction or failure to pay by the principal
- May hold the instructing party as liable should he not communicate with the person on whose behalf he is acting, at the time of instruction and before the inspection commences, that Terms and Conditions of Service will apply.



## **4.6 The Inspection Service**

The standard services of an IFIA Member Company are as follows:-

- quantitative inspection
- qualitative inspection
- inspection for condition of goods, packing and container cleanliness
- sampling
- laboratory testing
- measuring, sampling, testing and inspection within the limits of the Nomination
- reporting the facts, events and figures obtained by its inspectors at intervals before, during and after the inspection as detailed in the Nomination
- monitoring of the operations as specified in the Nomination.

Other services may be specially agreed between the IFIA Member Company and the Principal.

The IFIA Member Company will not undertake control over any operation and will only report that each stage of an operation is complete, unless otherwise specifically agreed with the Principal.

The IFIA Member Company shall use its best efforts to establish and maintain lines or channels of communication with the Principal/s, vessels agents and terminal personnel in order to provide timely inspection services.

## **4.7 Performance of Inspection and Testing Services**

The IFIA Member Company shall provide inspection and testing services as detailed by the Nomination procedures above.

The IFIA Member Company, if given adequate notice, shall delegate inspectors to meet the requirements for work undertaken for a Principal within the time scale specified by the Principal.

The IFIA Member Company and the Principal/s shall exchange such information as is necessary for the success of the inspection. This by way of example should include:

- contact names and telephone numbers
- requirements for inspection updates on latest events from the IFIA Member Company
- requirements for inspection documentation and distribution
- requirements for testing
- quantitative and qualitative specifications and tolerances.

Additionally, the Principal should provide any safety related information such

as MSDS or equivalent documentation

Both the IFIA Member Company and the Principal should bear in mind the need for out of office hours communication.

## **4.8 Sampling and Samples**

The object of sampling is to obtain a small manageable quantity from all or part of a larger parcel which is representative of the whole parcel or a designated part. For definition of the various types of samples and sampling techniques IFIA Member Companies should refer to relevant international standards.

The process is technically challenging and the drawing of manual samples may be subject to limitations such as time or access restrictions which are beyond the control of the IFIA Member Company and may affect the quality of the sample. The Principal should provide clear instructions concerning the sample required and the conditions under which samples will be drawn.

The instructions given by the Principal should state the purpose(s) for which the sample is being drawn (such as, for example, for determination of quality, condition, contamination, specific gravity, density, RVP, etc.). The method and means of drawing the sample should also be specified in the instructions or by reference to international standards.

Where automatic or semi-automatic samplers are employed, the IFIA Member Company shall check relevant documentation, which should confirm that the apparatus has functioned correctly. Where no such information is available the IFIA Member should seek a reason as to why this is so and report to the Principal.

Distribution and retention of samples should be specified in the instructions from the Principal. In the absence of special instructions, liquid samples drawn by the IFIA Member Company will normally be retained for a period according to individual IFIA Member Company policy. Gas samples are not normally retained.

Samples shall be individually labelled so as to give relevant particulars of the sample, including; who drew the sample, where and when the sample was drawn, the identity of the sample, safety information, etc.

Designated samples given to third parties shall be sealed so as to deter and to indicate any unauthorised access to the sample. Samples drawn by an IFIA Member Company and maintained under their control are not normally sealed.

Where sealed sampling is to be done jointly, the sealing of the samples must bear the seals of all interested parties. If an interested party is not equipped to perform such sealing, his signature on labels may be accepted.

## **4.9 Quantity Determination**

When an IFIA Member Company performs quantity determinations, it shall note the method used for determining the quantity, the parties participating in the operation, the apparatus used, calibration dates, and other relevant factors which may be observed.

The choice of the method used in the quantity determination should be specified in the instructions from the Principal, failing which the method used shall be in accordance with local industry practice.

## **4.10 Cleanliness Inspections**

The purpose of a cleanliness inspection is for the IFIA Member Company to assess using visual means whether a tank or other container is in a substantially clean condition. The cleanliness inspection does not relieve the parties to the contract of sale nor those to the contract of carriage from their obligations; notably those pertaining to the presentation of a receptacle fit for carrying or containing the goods.

The IFIA Member Company shall record, so far as reasonably possible, the condition of tanks, the presence of residues and the existence of any foreign odours. It must be noted that:

- The IFIA Member will not risk the safety health and well being of its inspectors. For inspection of tanks to take place proper arrangements must be made for the safety of inspectors. These include but are not limited to; enclosed space precautions, gas free certification and hazardous substances precautions. Each IFIA Member will have his own Health and Safety requirements as will differing Nations and locations. The IFIA Member respects such requirements and will not breach them.
- When working on tanks subject to closed or restricted operation the IFIA Member may be limited to performing inspection by soundings. The results of such inspections will be less reliable than visual inspection and the IFIA Member Company should report when inspection is limited to soundings.

An IFIA Member Company's responsibility for visual inspection is strictly limited to a determination that the designated tank, as seen by the naked eye from reasonably accessible and safe vantage points, appears to be substantially clean.

Such inspections are not intended to and do not include advice on or determinations such as, (without limitation) compatibility of previous cargoes or tank coatings, suitability of cleaning methods, storage of adjacent cargoes, presence or absence of trace residues, or general fitness or suitability to

contain or carry a specific cargo. Advice or recommendations on such matters will only be given when specifically agreed in advance.

If requested, the IFIA Member Company may record the carrier's declaration on the cleaning method applied. This will be for information purposes only and without responsibility.

Advice or recommendations on appropriate cleaning methods are not duties of the IFIA Member Company. On request such consultancy services may be contracted separately.

Where instructions call for examination of a vessel's log-books for previous cargoes, the IFIA Member Company shall state whether it has sighted the log-book in question and whether it was presented in a language intelligible to the IFIA Member Company's inspector. Any reproduction made from the log-book shall be done without responsibility of the IFIA Member Company and shall be for information purposes only.

IFIA Member Companies shall not assess or certify the fitness or suitability of a tank to contain or carry the goods except with regards to the fact that the tanks are visually clean or, for closed systems, have been sounded and are considered to be clean within the limitations of this method.

The IFIA Member Company, unless separately contracted, shall not be deemed to be responsible for deciding upon or supervising any operations of the terminal or vessel including but not limited to the following:

- Line cleaning methods
- Pigging procedure
- Choice of type of pig
- Length of time steaming lines
- Use and Non use of empty tank inspection
- Hose selection
- Line selection

#### **4.11 Heating, Cooling, Separation or Other Instructions**

If requested by the Principal, the IFIA Member Company will relay to the carrier, without liability, heating, cooling, separation or other instructions received from the Principal in good time prior to transfer. The IFIA Member Company must assume that such instructions have been previously stipulated in the contract of carriage.

The IFIA Member Company will transmit such instructions but will accept no liability for any consequences arising from:

- The late or incorrect transmission of instruction
- The consequences of the correct or incorrect transmission of instruction

- Any dispute arising out of the right of any party to instruct
- The duty of any party to follow such instruction.

#### **4.12 Monitoring**

When the IFIA Member Company is requested to monitor a loading/discharge, transport, handling or other such operation, the IFIA Member Company shall observe the proceedings in a reasonable manner, reporting to the Principal as may be reasonably feasible.

#### **4.13 Stocktaking**

The IFIA Member Company will check existing physical stocks (including relevant pipelines, drums, slops, preloaded vehicles remaining on-site, etc. which make up the total stock of any one product) from either a qualitative or quantitative point of view as instructed by the Principal.

Unless agreed in writing an IFIA Member Company shall not assume control, custody or responsibility for any physical stock or cargo irrespective of the wording contained in documents relating to credit, storage, shipping or any other commercial transaction involving such stock or cargo.

Where limitations as to accurate measurement exist, such as unmeasured pipeline content, the IFIA Member Company shall report such limitations and indicate that the measurements are unreliable.

#### **4.14 Fitness for a Particular Purpose / Merchantability**

No statement contained in any report or document shall relieve the parties to the contract of sale from any obligations to provide goods fit for a particular purpose or of merchantable quality.

In the absence of any specific broader undertaking by the IFIA Member Company, any statement by an IFIA Member Company relating to an analysis or test result will only refer to the specific sample analysed or tested. Likewise any statement with regard to the quality of commodities inspected shall only refer to the visible characteristics of the commodities inspected unless otherwise expressly agreed.

IFIA Member Companies will not be responsible for determining fitness for purpose of tanks, pipelines or other equipment relating to storage or movement of cargo.

#### **4.15 Sealing of Tanks, Containers, Storage Areas**

Where the IFIA Member Company is called upon to seal tanks, containers, storage areas etc., such sealing shall be considered as proof of the IFIA Member Company's attendance, but shall not be considered a proof of inviolability.

#### **4.16 Test Observation in Third Party Laboratories**

IFIA Member Companies recommend that testing is carried out where possible in their own laboratories.

Where tests are performed by persons other than the personnel of the IFIA Member Company and the IFIA Member Company is contracted to observe the testing, the IFIA Member Company will pass on to the Principal the results received without any responsibility for the accuracy of the results.

In these circumstances the test observation is performed on the basis (and the report of testing will normally be so endorsed) that:-

- all apparatus, instrumentation and measuring devices are assumed to be in calibration and in good working order
- reagents and standards are accepted as utilized
- the laboratory technicians are assumed to be qualified
- the responsibility of the IFIA Member Company is limited to its representative attending during the testing and ascertaining that in his opinion the tests were carried out on the correct sample.

In the event that the Principal requires a more detailed observation of the performance of the testing, with regard to adherence to the required test methodology, standardization of instruments, traceability of standards, observation of good laboratory practice, etc., the IFIA Member Company can be contracted to supply such a service by special arrangement.

If an IFIA Member Company is contracted to observe testing in a third-party (eg terminal) laboratory, which is operated by that same IFIA Member Company, the IFIA Member Company will advise the Principal immediately of the situation.

#### **4.17 Laboratory Testing**

Where the IFIA Member Company performs its own laboratory testing, it shall take care to ensure that equipment and apparatus is in appropriate working condition, that health and safety regulations are respected, that testing procedures are followed correctly and that the Principal's instructions are executed in a professional manner.

The IFIA Member Company shall operate a laboratory capable of performing analysis work accepted by that Company. The laboratory should normally be available to provide analytical services on a 24 hour per day basis. Laboratory testing shall be carried out to recognised and agreed standards. The test method shall be quoted on the quality documents.

Prior to commencement of sampling or testing the IFIA Member Company shall obtain information relating to the cargo, including:

- product specifications and hazards
- measurement
- transportation safety aspects
- handling procedures.

The Principal shall be prepared to supply the above data to IFIA Member Company on request.

#### **4.18 Reporting**

The IFIA Member Company shall record and transmit to its Principal the inspection findings which may include reports on some or all of the following:-

- quantities
- quality
- ullages
- time log
- tank inspection
- sample inventory
- any letters of protest or apparent discrepancies.

#### **4.19 Qualification of Personnel and Training**

IFIA Member Companies are expected to qualify their inspectors through the IFIA Inspector Certification scheme. This demonstrates a basic level of proficiency in petroleum inspection.

Certification involves completion of a specified set of training tasks which must be attested to by the inspector's company. This is recorded in an official IFIA Training Record Book, which must be maintained by each inspector.

Each inspector is also required to sit and pass an examination comprising 100 multiple choice questions which are selected from a set of around 500 questions on key topics. The pass mark is 75%. Test Question Books containing the full question set, with answers, are available from IFIA for study purposes.

The training tasks and test questions are reviewed and updated periodically and both are overseen by Technical Advisory Boards, which include representatives from client organisations and from other interested parties (e.g. US Customs, Energy Institute).

The operation of the examinations, marking of test papers and issuing of certificates is run independently of IFIA, normally by the Energy Institute.

The certification scheme will be made available worldwide with local examinations arranged as required. Members are advised to contact IFIA for details of examinations or to arrange examinations in their region.



# **CHAPTER 5**

## **MINERAL COMMODITIES**

<b>Section</b>	<b>Page</b>
<b>5.1 Scope</b>	<b>5-1</b>
<b>5.2 Mineral Commodities and Fertilizers</b>	<b>5-1</b>
<b>5.3 Qualifications of an IFIA Member Company in the Minerals Field</b>	<b>5-1</b>
<b>5.4 Definitions</b>	<b>5-1</b>
<b>5.5 Methods, Procedures and Standards</b>	<b>5-2</b>
<b>5.6 Inspection Nomination</b>	<b>5-3</b>
<b>5.7 Visual Inspections</b>	<b>5-3</b>
<b>5.8 Weighing</b>	<b>5-4</b>
<b>5.9 Sampling, Sample Preparation and Samples</b>	<b>5-5</b>
<b>5.10 Testing / Analysis</b>	<b>5-6</b>
<b>5.11 Packing Inspections</b>	<b>5-7</b>
<b>5.12 Sealing of Tanks, Containers, Storage Areas</b>	<b>5-7</b>
<b>5.13 Reporting</b>	<b>5-7</b>
<b>Annex 1 Mineral Commodities</b>	<b>5-9</b>

# **CHAPTER 5**

## **MINERAL COMMODITIES**

### **5.1 Scope**

The purpose of this chapter is to provide a general indication of the working procedures normally followed and the professional standards usually adopted by IFIA Member Companies when providing services related to the inspection of mineral commodities at each of the major stages of the minerals industry, namely exploration, development, production, transportation and ultimate utilisation of mineral commodities listed in Annex 1 to this Chapter.

### **5.2 Mineral Commodities and Fertilizers**

These Guidelines are applicable to the list in Annex 1 of Minerals Raw Materials, Semi-manufactured Metals, Refined Metals, Recycled Commodities and Fertilizers. This list cannot be considered totally comprehensive.

### **5.3 Qualifications of an IFIA Member Company in the Minerals Field**

An IFIA Member Company in the field of Minerals services shall have regard to the following criteria:

- be a member of IFIA and have satisfied all membership requirements.
- engage in inspections of minerals commodities as defined herein;
- employ a staff trained for mineral commodity inspections, including supervisory staff with a minimum of 5 years experience;
- conduct a training program meeting any relevant IFIA syllabus requirements;
- possess equipment necessary for effecting mineral inspections;
- operate laboratories specialized and capable of performing analyses and testing of mineral commodities.

### **5.4 Definitions**

"Qualitative Inspections" encompass inspections with regard to the quality of the commodity, the handling and the means of transport and implies observation during handling of a commodity or a commodity in stock. Handling is the loading or unloading of a commodity in a port, terminal, mine or works. Means of transport include all possible means, like conveyor-belt, storage area, warehouse. These inspections exclude weighing, sampling and testing.

"Weighing" covers actual determination of the weight by the IFIA Member

Company or witnessing by the IFIA Member Company of the weighing operations executed by other parties. It applies to weighing systems for determining, indicating or printing weight and include also calibration of scales against standard weights. Draught surveys of ships are included in this group of services.

"Sampling" covers actual sampling by the IFIA Member Company or witnessing by the IFIA Member Company of the sampling executed by other parties. Sampling can be performed manually or utilizing mechanical sampling installations automated to different extents. The object of sampling is to obtain a representative quantity from all or part of a consignment as required. The final prepared sample should be suitable for analysis.

"Testing" is intended to validate various parameters with regard to the original commodity. Testing may be either chemical or physical in nature and may include further sample preparation. Tests are normally conducted on samples that have been produced as a result of a quantitative inspection or sampling exercise.

"Reporting" is to relate the facts, events and figures observed by the IFIA Member Company at intervals before, during and after the inspection as detailed in the mandate. The reports must enable the Principal to identify without ambiguity the consignment to which the document refers. It also will differentiate between inspections, sampling, weighing, moisture determination (where applicable) and testing.

## **5.5 Methods Procedures and Standards**

Methods or standards most frequently referred to in the minerals field are those based on the following standard organisations: ISO, National Standards, EN.

The IFIA Member Company will perform inspections according to the procedures, methods, rules and regulations of such associations when so requested by the Principal in the instructions.

The IFIA Member Company will have due regard to the guidelines of Chapter 2 when executing the instructions of the Principal in the performance of standard and special services during inspection of mineral commodities. The following additional guidelines are specific to the activities of an IFIA Member Company in the inspection of mineral commodities.

## 5.6 Inspection Nomination

The IFIA Member Company must have a clear mandate given by the Principal. A nomination may be received for:

- Visual Inspections
- Weighing
- Sampling
- Testing/Analysis
- Packing Inspections
- Sealing of tanks, containers, storage areas

## 5.7 Visual Inspections

An IFIA Member Company may receive a nomination for Visual Inspections only or for attendance during services, such as Sampling, which includes Visual Inspection. This may depend on the nature of the commodity, custom of the port, stipulations in a contract.

Visual Inspections will take place either during handling of the commodity or in static situation. The IFIA Member Company will check existing stocks on an information basis only.

Visual Inspections may comprise:

- visual condition of commodity
- handling facilities, like storage-area or grab inspection
- means of transport to judge their suitability, like hold/hatch survey, general state, like age/rust/residues/odour/cleanliness/dryness
- spillage
- weather conditions
- irregularities

Advice or recommendations on the compatibility of previous cargoes are not duties of the IFIA Member Company, who shall not assess or certify the fitness of a receptacle to contain or carry the commodity except with regards to the fact that the receptacles are visually clean.

An IFIA Member Company's responsibility for visual inspection is strictly limited to a determination that the designated cargo holds, as seen by the naked eye from reasonably accessible and safe vantage points, appears to be clean.

Where instructions call for examination of vessel's log-books, the IFIA Member Company shall state whether it has sighted the log-book in question and whether it was presented in a language intelligible to the IFIA Member Company's inspector. Any reproduction made from the log-book shall be made without responsibility of the IFIA Member Company and shall be for

information purposes only.

If requested by the Principal, the IFIA Member Company shall transmit the Principal's instructions to the terminal, operator or carrier. Such instructions will have been previously stipulated in the contract. The IFIA Member Company will transmit such instructions if received in good time but shall not be responsible for the accuracy, applicability or execution of such instructions. If requested by Principal, the IFIA Member Company shall seek evidence of the execution of such instructions from the carrier upon arrival.

In case of problems or irregularities the IFIA Member Company's inspector will inform the Principal and seek his instruction when feasible to do so.

When the IFIA Member Company is requested to observe a loading, discharge, transport, handling or other such operation, the IFIA Member Company shall provide a reasonable presence during the procedure and shall observe and watch over the proceedings reporting to the Principal as may be reasonably necessary.

If a proper Visual Inspection was not possible due to adverse circumstances this must be reported.

## **5.8 Weighing**

When an IFIA Member Company is requested to report on quantity determinations, it shall attend the weight ascertainment, check relevant documentation and use its best endeavours to ensure the functioning and accuracy of the apparatus.

The choice of the method used in the weight ascertainment shall be specified in the instructions remitted by the Principal, failing which the method shall be in accordance with local usage or custom.

Depending on the commodity, method used and the Principal's instructions, the IFIA Member Company may be required to note advised wet and dry weights, gross and net weights, initial, intermediate and final readings, moisture contents, etc. advised by a third party. Such information shall be passed on but without responsibility of the IFIA Member Company.

Normally the following information of a weight ascertainment should be recorded: place of weighing, dates of weighing, weighing system and whether/when it was last inspected/calibrated, conditions of weighing, if applicable packaging, marks and any irregularities.

The weight should be the net wet weight of the specified commodity, free of contamination. If contaminants are present and can be separated (economically) this weight will be recorded if possible. If separation is impossible an estimate of such contamination must be reported. If material is

in a packaged form, separate types of packages must be weighed and reported separately.

In case of draught surveys, the IFIA Member Company's inspector should be allowed free access to the ship including tanks, deadweight records including structural and hydrostatic charts. The IFIA Member Company accepts no responsibility for the ship's condition and suitability of the ship for draught surveys.

Tallying, where authorised by local rules and customs, shall be effected without checking the contents of the packages.

In case weighing is done in conjunction with other personnel each recorded weight and totals are to be checked and agreed by the parties before leaving the premises.

Reports should contain any comments having a bearing on the weight ascertainment of the commodity or the witnessing thereof.

In case of problems or irregularities the IFIA Member Company will report to the Principal where feasible.

## **5.9 Sampling, Sample Preparation and Samples**

The instructions given by the Principal shall state the purpose for which the sample is being drawn, such as determination of quality, condition, contamination, specific gravity, density, etc. The method and means of drawing the sample shall likewise be specified in the instructions, or, where applicable, by local regulations.

Generally sampling will take place during handling of the commodity. Where this is not possible, stockpile sampling techniques can be used but such techniques will not produce a representative sample.

In case of mechanical sampling of bulk materials the IFIA Member Company shall check relevant documentation of the apparatus (e.g. bias tests) and shall check visually that it is in apparent good working order. ISO procedures should be applied where feasible in the circumstances. However local practice which is similar to ISO procedures will be acceptable. Mechanical sampling followed by manual manipulation of the increments is also acceptable providing that the manual aspect is conducted to ISO standard or a local practice similar to ISO standard.

For manual sampling ISO procedures should be applied. Local practices which are similar to ISO procedures or conducive to good and proper sampling may be applied.

Bagged or drummed materials require specialized procedures and in many

cases there are recognized methods depending on the commodity. The IFIA Member Company's inspector has discretion to decide the actual procedure to be adopted.

For material in ingots/pieces a selection of ingots/pieces by random number allocation should be made.

The bulk sample should be reduced in weight and particle size to maintain original quality parameter according to ISO standards to produce a final sample of assay particle size. This stage of the process should take place at the location of bulk sampling though may be carried out at the premises of the IFIA Member Company by prior arrangement with parties concerned.

Moisture sampling should be performed at the same time as weighing. Sampling and determination of moisture should follow ISO standards wherever possible.

Distribution and conservation of samples shall likewise be determined by the instructions or by relevant trade custom or practice. The receptacle of the sample should be such that it protects the contents against external elements, yet does not react with the contents. Samples shall be labelled so as to give the particulars of who drew the sample, where and when the sample was drawn, as well as the purpose of the sample.

Samples shall be sealed so as to prevent any access to the sample unless such access is obtained by breaking or removing the seals. Where sampling is to be done jointly, the sealing of the samples must bear the seals of all interested parties.

## **5.10 Testing / Analysis**

Where the IFIA Member Company performs its own laboratory testing and analyses, it shall take due care to ensure that all equipment and apparatus are in working condition and that all health and safety regulations are respected. Testing will be conducted in carefully controlled conditions.

For this purpose an IFIA Member Company's laboratory should ideally conform to ISO/IEC 17025 entitled "General requirements for the competence of testing and calibration laboratories".

Accreditation and ISO/IEC 17025 ensure for a laboratory:

- (1) its viability
- (2) the existence of quality systems
- (3) the existence of quality staff
- (4) the quality of the work
- (5) the traceability of methods
- (6) the preservation of records and samples

- (7) responsible reporting procedures

The IFIA Member Company's Testing Laboratory should be able to demonstrate the conformity to ISO/IEC 17025 preferably by means of accreditation by a national or international accreditation service or by the availability of an independent audit.

### **5.11 Packing Inspections**

When called upon to inspect packing, the IFIA Member Company will report on the condition and the markings of the packing, but will not advise on the suitability thereof.

### **5.12 Sealing of Tanks, Containers, Storage Areas**

Where the IFIA Member Company is called upon to seal tanks, containers, receptacles, storage areas, etc., such sealing shall be considered as proof of the IFIA Member Company's attendance.

Such sealing, however, shall not be considered a proof of inviolability, except in cases where the sealed tank, containers, receptacles, storage area etc. remain under the control and constant supervision of the IFIA Member Company.

### **5.13 Reporting**

The IFIA Member Company's report will usually differentiate between:

- Visual Inspections.
- Weighing
- Sampling
- Testing/Analysis
- Packing inspections
- Sealings.

In case of problems or irregularities during the inspection the IFIA Member Company will inform the Principal as soon as practical and seek its instructions.

All reports must enable the recipient to identify without ambiguity the cargo to which the document refers.

For visual inspections the IFIA Member Company's report should clearly state the relevant items mentioned under 5.7.

The IFIA Member Company's report should contain the details of weighing as relevant:



- Advised wet and dry weights
- Methods of weighing used
- If done in increments by road or railwagons a copy of all weighings, gross and net, should be available but not necessarily be included as part of the weighing and sampling report
- The units of weight, i.e. short tons, long tons or metric, should be clearly and obviously listed.
- For draught surveys initial, final and intermediate, if any, draught readings should be specified, together with facts about weather conditions, swell, state of ship and tables.

The IFIA Member Company's report should convey in layman's terms the details of sampling as relevant,

- Prevailing conditions and how the bulk sample is taken
- How the bulk is stored prior to reduction and handling
- The processes used in weight and size reduction of the sample
- The final procedures used to contain (i.e. packet) the final assay sample.
- Adequate detail to identify the sample and the identification of the seals on the packets.

The reporting format for testing has been covered by the relevant National and International Standards. The IFIA Member Company's report should contain details of Moisture determination where relevant:

- Weight taken for moisture should take into account particle size.
- All moistures should be carried out in duplicate, normally the average only is to be reported.
- The temperature and time of residence in the oven should be recorded.

For Packing inspections and Sealing of tanks, containers, receptacles, storage areas the IFIA Member Company's report should record the condition and the markings of the packing, the identification and number of the seals, together with the condition and suitability for sealing of the tanks, containers, storage areas.

Under normal circumstances the IFIA Member Company's report should contain a statement of facts, witnessed or determined by the IFIA Member Company.

In special situations the report may contain a statement of opinion, this should be clearly indicated.

If subcontracting did take place, this should be clearly indicated.

# CHAPTER 5 - ANNEX 1

## MINERAL COMMODITIES

Following list of Minerals Raw Materials, Semi-manufactured Metals, Refined Metals and Recycled Commodities cannot be considered totally comprehensive.

<b>Main Heading</b>	<b>Sub Heading</b>	<b>Commodity Examples</b>
1. Steel Industry Ores	Iron Ore	Ferruginous Manganese Ore, Hematite, Iron Nickel Ore, Iron Ore Concentrate, Iron Ore Pellets, Limonite, Magnetite, Pellet Feed, Siderite, Sinter Feed, Direct Reduced Iron.
	Manganese Ore	Agglomerated Manganese Ore, Manganese Dioxide, Manganese Ore, Pyrolusite.
	Chrome Ore and Concentrates	Chrome Concentrate, Chrome Ore, Chrome sand, Chromite
2. Energy Minerals or Materials	Coal	Steamcoal, Coking coal
	Other Solid Fuels	Anthracite
	Coke	
	Petroleum Coke	
3. Fertilizers	Phosphate Rock and Potassium Minerals	Apatite, Muriate of Potassium, Phosphates, Phosphate Rock, Potash
	Fertilizers	Ammonium Nitrate, Ammonium Sulphate, Basic Slag, Calcium Ammonium Nitrate, Calcium Nitrate, Compound Fertilizers (NPK), DAP Diammonium Phosphate, Guano, MAP Mono Ammonium Phosphate, Superphosphates, Triple Superphosphates, Urea
	Sulphur	Sulphur prilled.

Sulphur (other)

<b>Main Heading</b>	<b>Sub Heading</b>	<b>Commodity Examples</b>
4. Non-Ferrous Metallic Ores and Concentrates	Bauxite and Alumina	Alumina, Calcined Bauxite, Non-Calcined Bauxite.
	Copper Ore, Concentrates and Matte	Chalcopyrite, Copper Cement, Copper Concentrate, Copper Matte, Copper Ore, Cupreous Pyrite.
	Zinc/Lead Ores and Concentrates	Lead Concentrate, Lead Ore, Lead/Zinc Concentrates, Smithsonite, Sphalerite, Zinc Calamine, Zinc Concentrate, Zinc Ore, Zinc Sulphide.
	<i>Minerals of Boron</i>	
	<i>Fluorine, Lithium and Beryllium</i>	
	Boron	Boracite, Borax or Tincal, Colemanite, Ulexite.
	Beryllium	Beryl.
	Caesium/Rubidium	Pollucite.
	Fluorine	Cryolite, Fluorite, Fluorspar.
	Lithium	Lepidolite, Petalite, Amblygonite.
	Rare Earths	Bastnaesite, Monazite, Xenotime, Yttrialite.
	Uranium	Yellow Cake.
	Zirconium/ Hafnium	Zirconium Sand.
	<i>Speciality Non-Ferrous Metallic Ores</i>	
Molybdenum	Antimony concentrates, Antimony Ore.	
Nickel	Molybdenite.	
Niobium/Tantalum	Nickel Concentrate, Pentlandite.	
Tin	Columbite, Microlite, Niobite, Pyrochlore, Tantalite, Struverite.	
Tungsten	Cassiterite.	
Mineral Sands	Tin Concentrate (various) Tin Ore (various). Ferberite, Hubnerite, Scheelite, Wolframite.	
	Zircon, Rutile, Ilmenite.	

<b>Main Heading</b>	<b>Sub Heading</b>	<b>Commodity Examples</b>
5. Industrial Non-Metallic Minerals and Products	<i>Rocks, Clays Carbonates, Graphite and Sulphates</i>	Barite.  Calcite, Dolomite, Limestone, Magnesite, Wollastonite.
	Barium Minerals Carbonates and Related Minerals	
	Clays	Atapulgitite, Bentonite, Kaolin, China Clay, Kieselguhr (Diatomite).
	Rocks	Granite, Pumice, Marble, Soap-Stone (Steatite). Celestite, Gypsum.
	Sulphates	
	Cement	Cement, Clinker.
	Pyrites	Iron Pyrite.
	Salt	Salt (Marine) Salt (Mineral)
	<i>Silicates</i>	
	Aluminosilicates	Andalusite, Kyanite, Pirophillite, sillimanite.
	Feldspars	Nefeline, Potassium Feldspar, Sodium Feldspar.
	Phylosilicates	Asbestos, Biotite, Micas, Muscovite, Talc.
	Sands Quartz	QQuartz.
6. Metallurgical Products	Ingot and Refined Non-Ferrous Metals	Aluminium, Cadmium, Cobalt, Copper, Gold, Lead, Nickel, Silver, Tin.
	Non-Ferrous Residues and Scrap	Scraps and residues of many different types are generated from most non-ferrous metals or their alloys and products. In addition many rarer metals have secondary commodities which come under this heading. This refers to a wide range of materials variously classified by International Organisations such as I.R.I. and B.I.R.

<b>Main Heading</b>	<b>Sub Heading</b>	<b>Commodity Examples</b>
6. Metallurgical Products (Continued)	Ferrous Scrap	Cobble Plates Heavy Melting Scrap, Re-rolling Scrap, Shredded Scrap.
	Pig Iron and Sponge Iron	Hot Briquetted Iron, Pig Iron, Sponge Iron.
	Ferro-Alloys and Related Products	Calcium Silicon, Ferro- Chrome, Ferro-Manganese, Ferro-Molybdenum, Ferro- Nickel, Ferro-Niobium, Ferro-Phosphorus, Ferro- Silicon, Ferro-Silicon- Manganese, Ferro-Silicon- Tungsten, Ferro Vanadium, Metallic Silicon, Silicon Carbide.
	Steel Products	Billets (Blooms, Blocks), Coils Cold Rolled, Coils Galvanized, Coils Hot Rolled, Reinforcing Bars, Plates, Sheets, Tin Plate.
	Electronic Metals	Gallium, Germanium, Indium, Mercury, Rhenium, Selenium, Tellurium.
	Precious Metal Materials	Gold Ore, Silver Ore, Catalysts (can contain Silver, Platinum, Palladium, Rhodium, Ruthenium, Iridium - with or without other metals), Bullions, Anode Slimes, Precious Metal Bearing Residues, Computer Scrap, Boards, Terminals etc, Telephone Scraps ( can be in various stages of up-grade), Sweeps, Slags

# **CHAPTER 6**

## **ENVIRONMENTAL SERVICES**

<b>Section</b>	<b>Page</b>
<b>6.1 Scope</b>	<b>6-1</b>
<b>6.2 Environmental Services</b>	<b>6-1</b>
<b>6.3 Qualifications of an IFIA Member Company in the Environmental Services Field</b>	<b>6-2</b>
<b>6.4 Scope of Services</b>	<b>6-2</b>
<b>6.5 Methods, Procedures and Standards</b>	<b>6-3</b>

# CHAPTER 6

## ENVIRONMENTAL SERVICES

### 6.1 Scope

The purpose of this Chapter is to provide a general indication of the relevant working procedures normally followed and the professional standards adopted by IFIA Member Companies when providing services related to environmental analysis, control and the wider issues of consultancy, including identification, classification, transportation, recycling, reuse or ultimate disposal of hazardous wastes.

### 6.2 Environmental Services

These Guidelines are applicable to the provision of environmental analysis, control and consultancy services including:-

- Advisory, consultancy and, where appropriate, certification services on the investigation, assessment, control and remediation of health, safety and environmental hazards at sites, including industrial, residential, commercial, agricultural and recreational.
- Advice, recommendation and, if appropriate, certification relating to the movements of hazardous, potentially hazardous and/or waste designated for disposal, recovery operations or recycling, within the frameworks of EC Regulation, incorporating the Basel Convention, fourth Lome Convention, OECD Decision and any other relevant international or national regulation and legislation.
- Advisory and consultancy services provided on any environmental issue, including those specifically involved with Environmental Impact Assessment, Environmental Audit, Environmental Management Systems and other environmental investigation, assessment and monitoring, all in accordance with international and national legislation, guidance and recognised or recommended good practices.
- The testing and analysis of media (including air, water, soil and other wastes material) or the presence of pollutants and/or other physical and chemical characteristics, all in accordance with appropriate international and national standards and methodologies.



### **6.3 Qualifications of an IFIA Member Company in the Environmental Services Field**

An IFIA Member Company in the field of Environmental Services shall comply with the following criteria:-

- be a member of IFIA and have satisfied all membership requirements
- be actively engaged in the provision of environmental services
- employ adequately trained and experienced staff able to provide a proper service
- provide advice, recommendation and certificate which is consistent with all relevant international and national regulation, directive, legislation and recognised guidance or good practice
- operate to or be making satisfactory progress towards operating to a quality management system, such as ISO 9001 or equivalent, which addresses the critical aspects of the service being provided, including staff training, health and safety, use of recognised and accepted methodologies, and the correct repair, maintenance and calibration of analytical and measurement equipment.

### **6.4 Scope of Services**

"Sampling and Testing" activities involve the taking of representative samples of material, by manual or mechanical means, and their subsequent testing for the required characteristic or parameter. Analytical testing usually involves the application of an agreed method and the use of suitable instrumentation.

"Monitoring" is the performance of sampling and testing to an agreed schedule or pattern in the field or during a controlled laboratory test, followed by the reporting and interpretation of results.

"Environmental Consultancy and Advice" is defined as the provision of an environmental service, which incorporates the giving of an opinion or professional interpretation and judgment, at the specific request of the Principal. At all times the instructions of the Principal will be carefully followed, provided that such instructions are consistent with good professional practice, and work will be undertaken in accordance with the contractual terms agreed.

Factual and objective advice will be given in full accordance with all relevant environmental legislation, and where this differs from current or new standards of best practice or interpretation, the Principal should be advised of this.

"Environmental Assessment" is the appraisal and determination of a set of environmental issues, parameters or aspects. It can include the activities of sampling, analysis and other monitoring, as well as the gathering of pertinent

historic information to allow an overall evaluation of environmental matters to be undertaken.

"Environmental Impact Assessment" is the determination by assessment of the relevant environmental baseline information and the subsequent evaluation of the impacts, both positive and negative, which will be exerted as a result of a change to the baseline environment. Such assessment is normally carried out as a requirement of legislation and in accordance with the relevant guideline (for example EC Directive 85/337).

"Environmental Audit" is the environmental appraisal of an activity as measured against a predetermined set of circumstances or parameters. It may involve the appraisal of company activities in comparison with an adopted environmental management and auditing system. It can also be a term applied to an environmental assessment which incorporates some degree of review and measurement. Environmental Audit can involve certification and/or formal confirmation.

## **6.5 Methods, Procedures and Standards**

A variety of methods, procedures and standards are commonly used when performing the different environmental services outlined above. These will include those provided by standard organisations (for example ISO & National Standards), international bodies and government (for example WHO, UN, EC) and other relevant international and national expert institutes, federations and bodies.

The IFIA Member Company will provide Environmental Services in accordance with any relevant legal requirements and recognised guidelines, and ensure that the specific requests of the Principal are observed and undertaken so far as practical and circumstances permit.

The IFIA Environmental Committee Member will have due regard to the Guidelines of Chapter 2 when executing the instructions of the Principal in the performance of Environmental Services as requested by the Principal.

# **CHAPTER 7**

## **CONSUMER PRODUCTS**

<b>Section</b>	<b>Page</b>
<b>7.1 Scope</b>	<b>7-1</b>
<b>7.2 Consumer Products</b>	<b>7-1</b>
<b>7.3 Qualifications of an IFIA Member Company in the Consumer Products Field</b>	<b>7-2</b>
<b>7.4 Methods, Procedures and Standards</b>	<b>7-2</b>
<b>7.5 Limitation on Services</b>	<b>7-2</b>
<b>7.6 Services</b>	<b>7-3</b>
<b>7.6.1 Final Random Inspection</b>	<b>7-3</b>
<b>7.6.2 Laboratory Testing</b>	<b>7-3</b>
<b>7.6.3 Factory Assessment</b>	<b>7-4</b>
<b>7.6.4 Pre-Production Inspection</b>	<b>7-4</b>
<b>7.6.5 In-Process Inspection</b>	<b>7-4</b>
<b>7.6.6 Container Stuffing</b>	<b>7-4</b>
<b>7.6.7 Attestation by a Public Authority</b>	<b>7-4</b>

# CHAPTER 7

## CONSUMER PRODUCTS

### 7.1 Scope

The purpose of this chapter is to provide a general indication of the working procedures normally followed and professional standards normally applied by IFIA Member Companies when providing services related to the inspection of consumer products.

### 7.2 Consumer Products

These Guidelines are applicable for services for non food (\*1) Consumer Products destined for consumer distribution.

Such products can be divided into the following categories. The list below is not exhaustive and some clarifications are indicated under "Remarks".

- textiles
- footwear
- toys, nursery products
- household products
- hardware, tools, do-it-yourself products (\*2)
- furniture, wooden products
- glassware, ceramics
- pharmaceuticals, cosmetics
- passenger cars, spare parts
- sports goods and equipment
- electrical, electronic products covered by low voltage directive (\*3)
- audio-video equipment
- office equipment, computers, telephone sets (\*4)
- including components for the above products

Remarks:

\*1 Food, including processed food, packed for retail distribution is covered by the IFIA Agricultural Committee

\*2 Construction material to be used by contractors is covered by the IFIA Industrial Committee

\*3 Heavy duty electrical equipment and machinery is covered by the IFIA Industrial Committee

\*4 Industrial telecommunication and computer installations are covered by the IFIA Industrial Committee

### **7.3 Qualifications of an IFIA Member Company in the Consumer Products Field**

To act as an IFIA Member Company in the field of consumer products, the IFIA Member Company shall comply with the following criteria:

- be a member of IFIA and have satisfied all membership requirements
- engage actively in services related to consumer products
- utilize personnel competent for consumer products services
- have access to equipment necessary for effecting consumer products inspection
- where testing is offered, laboratories meeting the requirements of ISO/IEC 17025 (General requirements for the competence of testing and calibration laboratories) will be utilized wherever reasonably practicable.

### **7.4 Methods, Procedures and Standards**

The IFIA Member Company will have regard to the guidelines of Chapter 2 when executing the instructions of the Principal in the performance of standard or special services during inspection of consumer products. The services are conducted in accordance with the instructions and documents provided by the Principal, which should include the agreed sampling method, acceptable quality level and/or test standard.

The services for Consumer Products are generally conducted on a random basis and the respective reports reflect the findings made at the time and place of the service.

### **7.5 Limitation on Services**

The services provided by the IFIA Member Company do not relieve the manufacturers, suppliers, buyers and other parties involved in the transaction from their contractual responsibilities.

The IFIA Member Company is not responsible for hidden defects and deficiencies occurring after execution of the service or consequences due to unusually heterogeneous quality levels within the consignment inspected.

Transcriptions of markings, labels, hangtags, etc. are given in the report and/or certificate for information only, unless their content has been tested or verified on the Principal's specific instructions.

## 7.6 Services

The following summarized definitions of the principal inspection, testing and other related technical services are not exhaustive and are offered by the respective IFIA Member Company according to its available capabilities and facilities.

Differentiation is made between

- inspection which entails visual assessment of products on a random basis and
- testing, through laboratory facilities, of product characteristics which are not normally determined by visual inspection.

### 7.6.1 Final Random Inspection

The final inspection is carried out when the total consignment is available, preferably fully packed and ready for shipment.

This visual inspection is usually conducted on samples selected at random according to the international inspection method ISO 2859-1 equivalent to MIL-STD 105 E or another inspection method appropriate for the product involved.

Dependent on the required inspection criteria, the Principal should provide the relevant documents such as copies of the Purchase Order, Proforma Invoice, Letter of Credit, reference sample, product and packing/marketing specifications.

When called upon to inspect packing, the IFIA Member Company will report on the conformity to specifications of the packing but will not advise on the suitability thereof.

### 7.6.2 Laboratory Testing

Testing of materials, components and finished products in relation to specifications, performance and/or safety requirements will be performed according to applicable standards as agreed with the Principal.

Reports or certificates issued following testing or analysis of samples will contain the IFIA Member Company's specific opinion on those samples only but will not express any opinion upon a total consignment from which the samples have been drawn.

### 7.6.3 Factory Assessment

Operational evaluation of a specific factory may be undertaken as requested by the Principal. Factory assessment reports are for the Principal's information only and actions undertaken thereafter are at their own risk.

In particular, any liability of the IFIA Member Company with respect to products manufactured and delivered by the factory assessed is excluded.

### 7.6.4 Pre-Production Inspection

Random inspection of raw materials and components before production may be undertaken.

### 7.6.5 In-Process Inspection

Random inspection may be undertaken during the manufacturing process of semi-finished and/or finished products, as far as available, in order to inspect products in accordance with instructions received.

### 7.6.6 Container Stuffing

Where Consumer Products are shipped in containers, the attendance can only cover the stuffing of the container. Where the IFIA Member Company is called upon to seal the containers, such sealing, whilst evidencing its attendance, shall not be considered a proof of inviolability.

### 7.6.7 Attestation by a Public Authority

When the condition and compliance of a product with the relevant regulations or standards of a country has been attested or verified by a public authority in that country, the IFIA Member Company shall be entitled to rely on that public authority's findings so far as concerning the condition, characteristics and compliance with applicable regulation and/or standards which have been taken into consideration in the official attestation or verification.

# **CHAPTER 8**

## **INDUSTRIAL PRODUCTS**

<b>Section</b>	<b>Page</b>
<b>8.1 Scope</b>	<b>8-1</b>
<b>8.2 Industrial Products</b>	<b>8-1</b>
<b>8.3 Qualifications of an IFIA Member Company in the Industrial Field</b>	<b>8-1</b>
<b>8.4 Methods, Procedures and Standards</b>	<b>8-2</b>
<b>8.5 Services</b>	<b>8-3</b>
<b>8.6 Qualification of Personnel and Training</b>	<b>8-3</b>
<b>8.7 Reporting</b>	<b>8-4</b>



## **CHAPTER 8**

### **INDUSTRIAL PRODUCTS**

#### **8.1 Scope**

The purpose of this Chapter is to provide a general indication of the working procedures normally followed and professional standards normally applied by the IFIA Member Companies when providing services related to the inspection of industrial products (excluding statutory inspections).

#### **8.2 Industrial Products**

These guidelines are applicable for manufactured products intended for the production of goods and services. Such products can be divided into the following categories. The list below is not exhaustive and is indicative only.

- Mill and foundry products
- Mechanical equipment
- Rotating equipment
- Pressure vessels and storage tanks
- Electrical equipment
- Electronic instrumentation
- Telecommunication
- Process equipment
- Construction and lifting equipment
- Transportation equipment

#### **8.3 Qualifications of an IFIA Member Company in Industrial Field**

To act as an IFIA Member Company in the field of industrial products, the IFIA Member Company shall comply with the following criteria:

- be a member of IFIA and have satisfied all membership requirements
- engage actively in services related to industrial products
- utilize qualified personnel for industrial products services (as indicated in chapter 7.6)
- have access to the relevant testing, verification or measurement equipment as required for effecting industrial product inspections
- where testing is offered, laboratories meeting the requirements of ISO/IEC 17025 (General requirements for the competence of testing and calibration laboratories) will be utilized where reasonably practicable.

## 8.4 Methods, Procedures and Standards

The IFIA Member Company will have due regard to the duties and guidelines of Chapter 2 when executing the instructions of the Principal for inspection, laboratory testing or other related technical industrial services. The services are conducted in accordance with the instructions and documents provided by the Principal, which should normally include an agreed inspection programme or plan in conjunction with any applicable quality plan and specifications.

Such services are generally conducted according to the witness points and hold points of the inspection programme or plan or as otherwise agreed with the Principal, Reports will reflect the findings made at the time and place of inspection. The services provided by the IFIA Member Company do not relieve manufacturers, suppliers, buyers and other parties involved in the transaction from their contractual responsibilities.

- It is incumbent on the IFIA Member Company only to decide whether the assessment of compliance of the product to be inspected with the relevant regulation, standards or specifications should be supported by tests or laboratory analysis. Tests, if any, are to be carried out by the Principal and witnessed by the IFIA Member Company.
- Unless otherwise specifically required or imposed by the scope of the verification to be performed, inspections are made at random and should not then be expected to be exhaustive.
- The IFIA Member Company will normally be entitled to decide which items or parts of the equipment will be specifically examined or tested.
- Whenever it is feasible and advisable, the IFIA Member Company will propose to complete the product inspection, or even, sometimes, to replace it by an assessment of the quality assurance system of the product manufacturer or user in view of the relevant standards or rules of practice.
- The purpose of the service supplied by the IFIA Member Company is to advise the principal as regards the condition of the product and its compliance with the relevant regulations standards or specification.

This advice is expressed in the form of a report, certificate, release note or any other type of equivalent document issued to the Principal. The IFIA Member Company is not authorized to give instructions to anyone during the course of its mission concerning the manufacturing, the use or the maintenance of the product.

- Unless otherwise specifically required or instructed, the IFIA Member Company does not check the accuracy of the information concerning the characteristics or performances of the product surveyed but relies for that on the data provided by the supplier or given to it by the Principal.

- All relevant information and precisions about the destination of the product and the particular conditions in which it is intended to be operated have to be provided by the Principal to the IFIA Member Company so as to enable it to carry out its mission in the most proper and comprehensive manner.

## **8.5 Services**

The services of an IFIA Member Company may include:

- Design review
- Examination of a product design in conjunction with relevant specifications and any applicable codes or standards
- Shop and site inspection including non destructive examination
- Inspection of a product or its installation

Inspection may take three forms:

- review of documents (to review the contents of documents with reference to relevant contracts standards and specifications and applicable codes and standards)
- attendance at manufacturing and quality control operations (to observe and report on the supplier's manufacturing and quality control operations)
- witnessing testing by the supplier
- Vendor audit - assessment of the vendor quality system and its implementation
- Preventive maintenance inspection - regular inspection of equipment during the production of a life of a plant
- Progress reporting - regular inspection during manufacturing and report on progress
- Packing and marking inspection - visual examination of and report on the packing and marking of a product
- Laboratory analysis and non destructive tests

## **8.6 Qualification of Personnel and Training**

The IFIA Industrial Committee Members shall as indicated in Chapter 2.7, engage staff possessing the technical and professional expertise necessary to perform the inspections and shall institute and maintain a documented qualification and training system to the appropriate level.

## 8.7 Reporting

The IFIA Industrial Committee Member shall record and transmit to its Principal the inspection findings.

The various types of documents to be issued are stated in the contract, order, or one of the contractual specifications.

The following printed forms are normally used:

- Certificate of inspection. This document marks the completion of an inspection assignment. Its issue confirms that the specific inspection provisions have been complied with and that conformity has been determined from the results of the inspection performed.
- Inspection completion notice otherwise known as "Release Note". This document provides evidence of the completion of the inspection of all or part of the goods. Such a note may be required to authorise dispatch of goods, or initiate payment.
- Inspection report. This document is the concise report on one or more inspections performed. The purpose is to provide a record of inspection operations, and of the results.
- Non-conforming report otherwise known as "Certificate of non-compliance". This document is to inform the Principal of any non-conformity involving the quantity, characteristics of quality of the equipment, product, services.

As indicated in Chapter 2:

1 Unless otherwise specified, certificates and reports are issued to the order of the Principal and pursuant to its instructions. Certificates and reports shall only record facts ascertained by the IFIA Member Company.

2 The findings and observations of the IFIA Member Company are valid for time and place of inspection only.

3 Issuance of the certificate or report does not relieve the parties to the contract of sale from exercising all their rights or discharging all their liabilities thereunder.