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Komite Akreditasi Nasional

KAN TECHNICAL NOTES FOR THE ACCREDITATION OF INSPECTION BODIES IN THE SCOPE OF AGRICULTURAL PRODUCTS

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LIST OF AMENDMENT

No.	Date	Part Number Revised	Brief Description of Changes	Part Revision Number
1	12/06/08	Identification document DPLI 03	Identification document changed to KAN-R-LI 01	2
2	07/04/16	Identification document KAN-R-LI 01	Identification document changed to KAN-TN-LI 01	2
3	07/04/16	All	Replace "SNI 19-17020-1999" into "SNI ISO/IEC 17020:2012"	1

KAN TECHNICAL NOTES FOR THE ACCREDITATION OF INSPECTION BODIES IN THE SCOPE OF AGRICULTURAL PRODUCTS

1 INTRODUCTION

- 1.1 These technical notes describe the notes to be complied by inspection bodies that work in the scope of agricultural products before they can be accredited.
- 1.2 These technical notes shall be studied in conjunction with the requirement in standard SNI ISO/IEC 17020:2012 Conformity assessment – Requirements for the operation of various types of bodies performing inspection.
- 1.3 This technical note document covers the inspection of agricultural products, including:
 - a) Cereals, defined as edible grains and their by-products, such as wheat, maize or corn, oats, rice, sorghum, barley, rye, flour, bran, etc.
 - b) Pulses, defined as edible seeds of leguminous plants and their by-products such as beans, lentils, chick peas, etc.
 - c) Oil seeds, defined as seeds producing oils, and their by-products, such as flax seeds, lin seeds, palm kernels, rape seeds, soy beans, sunflower seeds, etc.
 - d) Vegetable and animal oils and fats, both edible and technical, defined as oils and fats obtained from oilseeds or animals such as coconut oil, corn or maize oil, groundnut or peanut oil, linseed oil, olive oil, palm oil and palm products, rape seed oil, soy bean oil, sunflower seed oil, tallow, tung oil, fish oil, etc.
 - e) Sugar, defined as the sweet crystalline product of plant juices, particularly of sugar cane or sugar beet.
 - f) Fertilizers 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 such as: teas, coffees, cocoa, and by-products, wine, alcohols 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.

2 SCOPE OF ACCREDITATION

- 2.1 The scope of accreditation is the formal statement of the range of activities for which the inspection body has been accredited.
- 2.2 The scope is recorded on an accreditation schedule, which is issued together with the accreditation certificate.
- 2.3 The scope should be defined as precisely as possible so that all parties concerned know accurately and unambiguously the range of inspection methods and type of products covered by the inspection bodies accreditation.

2.4 KAN will only accredit inspection bodies for inspections, which have been fully documented and validated. These may include national and international standard methods, client and in-house methods.

2.5 The validation of methods should not be taken for granted and the inspection bodies shall satisfy itself that the degree of validation of a particular technique is adequate for its purpose.

3 REQUIREMENT FOR INSPECTOR

3.1 The inspection body management should ensure the integrity of inspector and that inspector is free from all pressures, which might affect their impartiality and affect their judgment.

3.2 The inspection body management shall have regulation, policy or procedures for: a code of ethic to inspector, supervision or monitoring of inspector on-site inspection, taking legal sanction to mal practices of inspector, maintenance of detail inspection record on site by inspector. Supervision of inspection body personnel, client feedback and or complaints for performance inspector. Annual review of inspector performance in conducting inspections by inspection body.

3.3 Inspector shall have possessing a minimum formal academic qualification not less than bachelor or diploma in the agricultural, biological or science field or equivalent from accredited university, institution nor college.

3.4 Signatory approval for KAN endorsed inspection certificates shall have minimum experience in agricultural product inspection not less than 3 years and approval by KAN based on recommendation of KAN lead assessor.

3.5 Inspector shall have possessing the technical and professional expertise necessary to perform the inspections. Personnel used may be full or part time or freelance inspectors.

3.6 Inspector shall have sound knowledge of:

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

3.7 When in the site inspection, inspector shall carry an Inspector Identity Card. Such identity card that will usually bear the name of the inspection bodies and its logo, the name of the inspector, his photo and signature, the date of issue and date of expiration of the card.

4 QUALITY SYSTEM AND MANAGEMENT

- 4.1 The inspection bodies shall perform the services that is rendered with due care and skill and shall apply appropriate technical and professional standards to all aspects of its work.
- 4.2 The inspection bodies shall perform the services agreed upon with its client in an independent and impartial manner.
- 4.3 The inspection bodies will inform its client in a timely manner of the execution of the instructions.
- 4.4 The inspection bodies will usually inform the client of the observations that have been made by means of a certificate, report or other similar document.
- 4.5 The inspection bodies will inform their client in a timely manner if any parts of the agreed upon services cannot be performed for any reasons. The inspection bodies shall establish procedures for handling complaints received from clients and from third parties.
- 4.6 The inspection bodies shall have due regard for relevant health and safety regulations.
- 4.7 The inspection bodies shall keep records of the inspection.

5 EQUIPMENT AND MAINTAINING

- 5.1 The inspection bodies possess equipment necessary for effecting agricultural inspections.
- 5.2 The inspection bodies will take provide equipment that is properly identified and restrict access and use of specialized equipment to trained personnel.
- 5.3 Maintain its equipment in proper working order in accordance with relevant procedures and regulations.
- 5.4 Carry out regular recalibration of calibrated equipment in accordance with recommended or regulated timetables and national and/or international regulations if any.
- 5.5 Ensure where its computerized or automated equipment is used, that computer software is adequate and that the integrity of the data is protected.
- 5.6 Remove defective equipment from service, which shall be segregated until care of its own equipment as follows: Repaired or destroyed.

6 INSPECTION METHODS/PROCEDURES

- 6.1 Inspection procedures should contain, or refer to, other documents containing the following, and supplemented by any further information necessary to fully specify the examination:

- a) title, unique reference number, issue or revision status and date of issue;
 - b) unique identification of inspection body producing the procedure;
 - c) on each page, the page number, the total number of pages in the procedure and the unique reference number;
 - d) preparation and approval signature, such that the author and the approval authority can be readily identified.
- 6.2** The inspection bodies will perform inspections according to the procedures, methods, rules and regulations of such associations when so requested by the client in the instructions.
- 6.3** Methods, procedures and standards published by national, international, or trade organizations and frequently encountered in the agricultural field can used, such as Indonesian National Standards (SNI), International Organization for Standardization (ISO), Federation of Oils, Seeds and Fats Association (FOSFA), National Oilseed Producers Association (NOPA), National Institute of Oilseed Products (NIOP), National Cottonseed Producers Association (NCPA), Grain and Feed Trade Association (GAFTA), etc.
- 6.4** For loading/discharge inspection
- a) Inspector shall check that cleanliness of receptacles, cleanliness of loading/discharge equipment, collection and removal of previous cargoes in accordance with the cleanliness Inspections of agricultural products.
 - b) Inspector 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.
- 6.5** For cleanliness inspections
- a) The purpose of a cleanliness inspection is for the inspector to assess using visual means whether a receptacle or transmitting conveyance is in a clean condition.
 - b) The inspector shall report on condition of receptacles, of their walls, on presence of residues and shall report on the existence of any foreign odors if noticed.
 - c) An inspector whose inspection 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, 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.
 - d) Where instructions call for examination of vessel's logbooks for previous cargoes, the inspection bodies shall state whether it has sighted the logbook in question and whether it was presented in a language intelligible to the inspection body inspector.
 - e) Inspection bodies shall not assess or certify the fitness of a receptacle to contain or carry the goods except with regards to the fact that the receptacles are visually clean.

6.6 For packing inspections

When called upon to inspect packing, the inspector will report on the condition and the markings of the packing.

6.7 For stock taking and tallying inspections

The inspector should check existing stocks from a qualitative or quantitative point of view or record the number of packages on an information only basis at time of intervention.

6.8 For monitoring inspections

When the inspector is requested to monitor a loading, discharge, transport, handling or other such operation, the inspector shall observe the proceedings in a reasonable manner so as to safeguard the client's interest, reporting to the client accordingly.

6.9 For disinfestations, fumigations and pest controls inspections

- a) When requested by the client, the inspection bodies will attend during loading or discharge and report on measures taken, by whom these measures were taken and the circumstances surrounding the intervention in view of disinfestations and pest controls.
- b) In cases of fumigation, the inspector of inspection bodies will attend the application of the fumigant and/or gas proofing after completion of loading or before discharge and will report on the measures taken, by whom these measures were taken and the circumstances surrounding the intervention.

6.10 For denaturing inspections

The Inspection bodies will, if requested, attend coloration of grains or application of fish oil to grains, 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.

6.11 For weight ascertainment inspections

- a) When an inspection bodies are requested to report quantity determinations, the inspector shall check the weight ascertainment and verify relevant documentation.
- b) The inspection bodies 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.
- c) The choice of the method used in the weight ascertainment shall be specified in the instructions remitted by the client, failing which the method shall be in accordance with local custom or practice.

6.12 For sampling and sample inspection

- a) The object of sampling is to obtain a small quantity from all or part of a larger parcel representative of the whole or a designated part and of the properties corresponding there to or informative of a condition, status or

- particular characteristic.
- b) The instructions given by the client shall determine the purpose for which the sample is being drawn (such as, for determination of quality, condition, contamination, density, mass per volume, example, etc.).
 - c) The method and means of drawing the sample shall likewise be specified in the instructions. Distribution and conservation of samples shall be determined by the instructions or by relevant trade code.
 - d) Samples shall be labeled 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.
 - e) Samples shall be sealed and seals identified so as to prevent any opening of the sample unless breaking or removing the seals obtain such opening.
 - f) Where sampling is to be done jointly, the sealing of the samples must bear the identity seals of all interested parties. If an interested party is not equipped to perform such sealing, his signature on labels maybe accepted.
 - g) In the absence of special instructions, samples drawn by the inspection bodies will normally be retained for three months.

7 CERTIFICATES/REPORTS

- 7.1 Unless otherwise specified, certificates and reports are issued to the order of the client and pursuant to its instructions.
- 7.2 Any data or material obtained from third parties shall be so indicated and shall be reproduced for information purposes only.
- 7.3 The findings and observations of the Inspection Bodies are valid for time and place of inspection only.
- 7.4 The Inspection Bodies is under no obligation to refer to or report upon any facts or circumstances, which are outside the specific instructions received. Where an Inspection Bodies is called up onto 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 inspection bodies.
- 7.5 Standard information on any certificates or reports will be:
 - a) Inspection body name, address and logo, if applicable
 - b) Certificate or report number or other identification
 - c) Date and place of issue
 - d) Type of report or certificate (e.g. weight certificate, quality report, etc.)
 - e) Name and address of client
 - f) Summary of client's instructions in case of any special services
 - g) Description of means of transport origin/destination (if known)
 - h) Commodity
 - i) Packing
 - j) Declared quantity
 - k) Applicable standards, if any
 - l) Findings and observations
 - m) Date and place of intervention
 - n) Authorized signature
 - o) Incorporation of applicable conditions of business