

	Procedure for inspection/sampling of consignments & issuing of conformity certificate QA_PR_7.1_08 Issue No: 01 Issue Date: 2023-01-02	Export Inspection Scheme Quality Assurance Division	Prepared by: DD
			Reviewed by: SDD(QA)
			Approved by: D(QA)
			Issued by: SM

SCOPE

This guideline is applicable for the inspection, sampling and testing of cinnamon consignments and issuing Pre Export Quality Certificate under the Export Inspection Scheme.

RESPONSIBILITY

Head-EQC Unit, Director (Quality Assurance Division)

PROCEDURE

- Exporter shall submit the duly filled Application Form (QA_FM_7.1_02) along with the required documents for the registration.
- The exporter shall inform Export Quality Certification (EQC) Unit of SLSI regarding the consignment to be exported by submitting the completed Inspection Request Form (QA_FM_7.1_01).
- Once the completed Inspection Request form is received, EQC unit shall enter the relevant information in the Export Certification Application Register (RG_FD_7.1_19).
- EQC unit shall contact the exporter to arrange the inspection and sampling as agreed by the exporter.
- SLSI shall arrange the sampling & inspection to collect the samples and to identify the consignment.
- EQC unit shall review the Inspection Request Form (QA_FM_7.1_03) and decide the number of samples to be drawn and number of officers required for the inspection and/ or sampling.
- Accordingly, the total cost of inspection, sampling and testing fees shall be calculated considering the fee Structure and inform the exporter by SLSI. In case, the exporter does not provide transport facilities, transport fee shall also be recovered.
- EQC unit shall appoint a team to carry out the inspection and/ or sampling and hand over all details to the team.
- EQC unit shall issue sample number/s to the inspection team according to the sample register and issued numbers shall record in the sample register.
- The inspection team shall identify the consignment of cinnamon to be exported using the invoice, packing list or any other documents available with the exporter and collect the samples for testing and tagged all bails related to that consignment by the inspection and/ or sampling team.
- Inspection and/ or sampling team shall identify the type of the product as cinnamon quills, cut quills, quilling, feathering or chips. If cinnamon quills are available in the consignment, the associated grades shall also be identified and recorded the details in the relevant inspection form.
- Inspection Team shall check the compatibility of available consignment quantitatively with associated documents, including the quantities from different grades and types and recorded any deviations.
- If the 100% consignment is not available for inspection, inspection and sampling shall not be carried out and the exporter shall be informed to complete the consignment before carrying out the inspection.
- If the inspection shall be re-arranged for another day the exporter shall have to pay an additional fee as per the Fees Structure issued by SLSI.
- Inspection team shall conduct inspection on each type/ grade of cinnamon on following requirements and part 1 of inspection report shall be completed.
 1. Marking available on each package/bale as follows.
 - a) Name of product
 - b) Commercial grade/type
 - c) The words “ Ceylon Cinnamon”, “ Cinnamomum Zeylanicum Blume”, “ Produce of lanka”

	Procedure for inspection/sampling of consignments & issuing of conformity certificate QA_PR_7.1_08 Issue No: 01 Issue Date: 2023-01-02	Export Inspection Scheme Quality Assurance Division	Prepared by: DD
			Reviewed by: SDD(QA)
			Approved by: D(QA)
			Issued by: SM

- d) Marking to identify exporter
- e) Serial number of packages/ bales
- f) Destination / Buyer

Note : Refer clause of SLS 81 : 2010

2. Hygienic condition of the place as per SLS 1327 where the product are being processed/ stored
3. Appearance of product as per clause 6.2.1 and 6.2.2 of SLS 81:2010.
4. Constitution of bale (if quills are available) as per clause 6.3 of SLS 81:2010 and with respect to the declared grades by the exporter.
5. Free from mould growth, living insects, dead insects, insect fragment, rodent contamination, availability of any sort of extraneous matters and foreign matters visible to the necked eye.
6. Odour and flavor as per clause 6.5 of SLS 81:2010.

Note: Select the sample for inspection as per the sampling table given in SLS 81:2010.

- If the inspection and / or sampling team observed any failure through visual inspection, the exporter shall be informed by providing Inspection Failure Report and at the same time part II of inspection report shall also be completed.
- The exporter shall be given a copy of the report to take appropriate actions and samples shall not be drawn for testing from the consignment.
- If the visual inspection is found satisfactory, sample shall be drawn from each type/ grade of cinnamon for testing.
- When selecting sample(s), inspection and/ or sampling team shall select packages/ bales randomly representing the consignment and sample table given in SLS 81:2010 shall be followed. From each selected package/bale of particular type/ grade of cinnamon, sample shall be drawn in such a way that the weight of composite sample of particular type/ grade.
- Inspection and/ or sampling team shall draw always a reference sample when drawing samples from the relevant consignments.
- The sample drawn from each type/ grade shall be stored in sealed container/sealed polythene bag with a code number and including type/ grade of cinnamon and sample bag(s) shall be sealed in front of the exporter.
- Inspection and/ or sampling team shall bring the samples safely to SLSI.
- SLSI shall make arrangements depending on the availability to test at SLSI or any identified laboratory and accordingly the samples shall be tested at the relevant laboratory.
- The inspection and test reports shall be prepared as per the approved formats and submit to the EQC unit.
- In case where the inspection or tests are performed by a nominated agency, the authorized person of that Institution shall send the approved reports by fax or through email. The authorized person shall use one of the email address eqc@slsi.lk and send the document in an acrobat document.
- Once the reports are received those are reviewed by the EQC unit and shall prepare the Quality Certificate accordingly as per the format for Certificate with the signature of Head-EQC Unit or Director (QA).

	Procedure for inspection/sampling of consignments & issuing of conformity certificate QA_PR_7.1_08 Issue No: 01 Issue Date: 2023-01-02	Export Inspection Scheme Quality Assurance Division	Prepared by: DD
			Reviewed by: SDD(QA)
			Approved by: D(QA)
			Issued by: SM

- **REFERENCE:**

Application Form QA_FM_7.1_02
 Inspection Request Form, QA_FM_7.1_03
 Sampling Inspection Report, QA_FM_7.3_01
 Inspection Failure Report, QA_FM_7.1_04
 Quality Certificate, QA_FM_7.4_01
 Export Certification Application Register, RG_FD_7.1_19
 Sample Register, RD_FD_7.1_18