

I. <u>PURPOSE</u>

- Assuring the final products be compliance with quality, specification as signed contracts and approved for loading / shipping

SEABINA INSPECTION MANUAL

- Having the basic datas of the lot for reporting to customers and keep records at enterprises and SEABINA office

II. SCOPE OF APPLICATION

- All cargoes before loading
- Apply for SEABINA' QC and manufactures' QC
- Due to be unable to inspect all the quantity, randomly sampling a few quantity on total lot → the result is just valuable on samples. If having complaints from customers / destination country's authorities, the manufactures have to bear the responsibility to trace back reasons and both the manufacture and the buyer should agreeably settle down together

III. INSPECTION PROCEDURE

> Time

Inspection is carried out when the lot is finished and the manufacturers have to report to SEABINA or the direct buyers at least 3 days before loading.

> Place

Inspection has to be carried out at cold storages that contain the full lot. If final products are kept in two cold storages more \rightarrow inspection and sampling are also carried out at all cold storages

> Method

- Sampling randomly
- Representative samples
- Checking appearance by eyes, checking smell & taste, weighing, counting
- Biochemistry & microorganism, and sending samples to the external labs if needed

> Steps

1. Overall checking

Basing on the signed contracts, specification sheet, packing list & production lot code / traceability list, cargo will be checked:

- If quantity / size & grade assortment...in the packing list is compliance with contracts.

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- If quantity in cold storage is adequate with the packing list.
- Temperature of cold storage, arranging of cargoes in cold storage is tidy, clean and in order...

2. Taking samples to inspect overall appearance & packages

- Quantity of samples: 1 2%/ total lot
- Samples have to represent for
 - + All production dates
 - + All sizes
 - + All raw material sources
 - Ex: the lot 1.000 cartons

Size (1): 500ctns	\rightarrow	10ctns. There are three production dates 05-Jan: 300ctns \rightarrow 6ctns 06-Jan: 150ctns \rightarrow 3ctns 07-Jan: 50ctns \rightarrow 1ctns
Size (2): 300ctns Size (3): 200ctns	\rightarrow \rightarrow	6ctns 4ctns

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- Checking outside:

- Carton: conditions, labels, taking photos (full carton, front side, black side, left & right sides)
- Bags & riders / stickers: conditions, contents on labels, sealing..., taking photos (full bag, up side & down side)
- For bulk packing: check conditions & labels of cartons, products inside, big PE bags to cover products...and taking photos
- **3.** Taking samples to inspect gross & net weight, size, smell & taste, color, meat texture... Taking 2% of the samples from the section (2) above
- 3.1.1. Checking products before defrosting
 - + Gross weight
 - + Gross sizes if necessary
 - + Glazing status
 - + Foreign matters
- 3.1.2. Defrosting & draining
 - + Prepare the defrosting water (temperature is about 15+/-5oC)
 - + Defrosting in water directly or indirectly (products are covered by plastic bags) be depended on freezing type
 - + Defrost completely till soft
 - + Keep draining within 3-5 minutes according to product types.
- 3.1.3. Checking products after defrosting
 - + Net weight \rightarrow % glazing = (GW NW)/GW * 100
 - + Size & counting per bag/box/block or carton and per kilo
 - + Color, smell, freshness
 - + Meat texture
 - + Foreign matters
- 3.1.4. Checking taste of products



Taking some products after defrosting and put in plastic bag and sealing completely, then boiling or steaming to test smell & taste to be sure natural and not have any abnormalities

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4. Checking the analyses of anti-biotic & microorganism

Checking the analyzing results of anti-biotic & microorganism that done by manufactures / authorities are in compliance with customers / markets requirements.

5. Extra inspection

If having doubts that products soaked by the prohibited chemicals or residues exceeded the allowed concentrations during inspection, then sealing off the samples and sending to external labs for more inspection

IV. APPRAISAL & COMMENT

4.1. Packages

- Contents: right or wrong \rightarrow if wrong \rightarrow do corrective actions accordingly
- 4.2. Weight (GW, NW), size: comparing with standards to conclude:
 - >/= standards: OK
 - < standards: reject or do corrective actions (if not serious)
- **4.3. Quality**: color, smell & taste, meat texture, foreign matters...: comparing with the standard sample to conclude:
 - Similar to standard sample: OK
 - Very different with standard sample: reject

4.4. Anti-biotic & microbiological results

Compare with customers' & markets' requirement to conclude:

- </= Standards & negative: OK
- > Standards & positive: reject

V. <u>REPORT & RECORDING</u>

1. Photos

> The compulsory photos for each the lot

- Carton:
 - + Full carton (with product and banding)
 - + Long sides
 - + Short sides
 - + Top & bottom sides if having information
- Bag/Box/Block and rider & sticker
 - + Full photo (with product and rider/sticker)
 - + Up side
 - + Down side
 - + Rider/sticker/Label...
- Products before defrosting
 - + Gross weight (2 photos at least)



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- + Glazed appearance (5 photos at least)
- Products after defrosting
 - + Net weight (2 photos at least)
 - + Weight per piece
 - + Defrosted appearance (5 photos at least)

▶ **Besides**, If the lots have any abnormalities such as openned seal, unseperated IQF, burned freezing... These faults must be clearly shown & taken pictures in a separate section – "Other comments"

2. Data

All data has to be writen in the INSPECTION FORM. Inspection report must be presented:

2.1 Inspecting date / inspectors (SEABINA & packers QC)

2.2. Product lot information: contract number / products / quantity / customer / Packing list number issued by packer / lot number / estimated loading date / destination port.

3. Forms

INSPECTION FORM (SEABINA/QA2)

4. Sending reports and save:

Reports / inspection form / pictures must be sent to customers for LOADING APPROVAL before shipment

Reports / inspection form / pictures must be filed in SEABINA Filing record system for traceability and use later

VI. <u>REFERENCE</u>

CODEX STAN 92-1981: STANDARD FOR QUICK FROZEN SHRIMPS OR PRAWNS

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