

STANDARD OPERATING PROCEDURE- SOP IC45 PRE-LOADING

TITLE: PROCEDURE FOR IDENTIFYING QUALITY, QUANTITY AND PACKAGING FOR VESSEL LOTS OF BULK 50 KG BAGS, ICUMSA 45 SUGAR PRIOR TO ENTERING THE PORT EXPORT AREA OR VESSEL

1.0 PURPOSE

This procedure will effectively provide a step-by-step method in accurately confirming quality, quantity and packaging for the Brazil origin sugar as per contract reference number _____.

2.0 SCOPE

This procedure encompasses the protocol for testing pre-loading that is the period between storage at the bonded export area warehouses in Brazil and onto the bulk dry cargo vessel . Equipment standardization, verification procedures and documentation are used to provide consistency of quality, packaging integrity and confirmation of availability by 3rd party, verifiable sources.

3.0 REFERENCE DOCUMENTS

1. Contract reference number _____
2. Brazil Government issued Certificate of Analysis
3. Government issued a document publication reference number ____ confirming packaging conformity to Brazil and international export standards.
4. Brazil Export Certificate
5. Ministry of Revenue for Brazil confirming that the cargo is free of all government liens

4.0 RESPONSIBILITIES

It is the responsibility of onsite Quality Assurance and third party internationally recognized laboratories with up to date calibration records of testing equipment.

5.0 DEFINITION

N/A

6.0 PROCEDURE

- 6.1.1 Gather 3 random digital photographs of from the first 10 percent of the cargo, 3 digital photographs or 25% of the cargo, 3 digital photographs of 50% of the cargo, 3 digital photographs 75% of the cargo and 3 digital

photographs of the final 10% of the cargo as the cargo is entering the export warehouse facility

- 6.1.2 Gather 10 random 1 kilogram sterile tamper proof bags samples, 2 from each of the 5 intervals: from the first 10 percent of the cargo, 25% of the cargo, 50% of the cargo, 75% of the cargo and the final 10% of the cargo as the cargo is entering the export warehouse facility. Note: bags must be provided by or approved by the laboratory performing the test.
- 6.1.3 At the time of drawing, the samples shall be labeled 1.0 with the contract reference number and the date that the sample was taken. For the second sample within the first 10% of the interval the label shall be marked 1.1 followed by the contract reference number and the date that the sample was taken. Samples from the next 4 intervals shall be labeled similarly encoded with the following identification code 2.0, 2.1, 3.0, 3.1, 4.0, 4.1, and 5.0, 5.1 respectively.
- 6.1.4 Samples shall be sent to the laboratory for immediate testing via DHL or equivalent secure courier service.
- 6.1.5 Courier pickup and delivery receipts must be retained for inclusion with the report documents.
- 6.1.6 Laboratory results shall be collected by the onsite inspector and sent via DHL to buyer designated by Agro Maritime Commodities senior management with scanned copies sent via electronic document transfer to Agro Maritime Commodities senior management.
 - 6.1.6.1 Couriered documents and scans therefore shall include the following: enter document list.

STANDARD OPERATING PROCEDURE

TITLE: PROCEDURE EQUIPMENT REQUIRED FOR TESTING ICUMSA 45 SUGAR CONSISTENT WITH THE

7.0 EQUIPMENT: equipment list to follow.

7.0.1

7.0.2

7.0.3

7.0.4

8.0 ATTACHMENTS

8.0.1

STANDARD OPERATING PROCEDURE

**TITLE: PROCEDURE FOR ESTABLISHING GRADE (ICUMSA 45), POLARITY,
GRANULATION**

