



**FEDERATION OF
COCOA COMMERCE**

**MEMBER SUPERINTENDENTS SCHEME
Terms and Conditions of Membership
&
Code of Practice**

**FEDERATION OF COCOA COMMERCE LTD
2nd Floor, 30 Watling Street
London, EC4M 9BR**

Tel: +44 (0) 20 3773 6200

Fax: +44(0) 20 7489 4845

E-mail: fcc@cocoafederation.com

Web: www.cocoafederation.com

CONTENTS

PART 1: GENERAL INFORMATION	1
1. INTRODUCTION TO THE CODE OF PRACTICE FOR FCC MEMBER SUPERINTENDENTS	1
1.1 FCC Contract Rules – The Superintendents Clause	1
1.2 Scope of the Code of Practice	1
1.3 Objectives of the Code of Practice	2
1.4 Application of the Code of Practice	2
2. THE FCC MEMBER SUPERINTENDENTS SCHEME	2
2.1 Terms and Conditions of Membership of the FCC Member Superintendents Scheme	2
2.2 Application for Membership of the FCC Member Superintendents Scheme	3
2.3 Administration Fee	3
2.4 Powers of the Council – Regulation of FCC Member Superintendents by the FCC	3
2.5 Complaints against FCC Member Superintendents	4
2.5.1 Complaints Procedure	4
2.5.2 Time Limits	5
2.5.3 Establishment of a Complaints Tribunal	5
2.5.4 Costs and Expenses	6
3. TERMS AND CONDITIONS OF MEMBERSHIP - MEMBER SUPERINTENDENTS	6
PART 2: COCOA BEANS IN BAGS AND OR BULK (BREAK BULK OR MEGABULK SHIPMENT)	8
4. FUNCTIONS OF SUPERINTENDENTS	8
4.1 General	8
4.2 Contract Parties	8
4.3 Scope of Intervention	8
5. AUTHORISATION	8
6. MAIN OPERATIONS	8
7. CONDITION OF VESSELS AND STOWAGE	8
7.1 Shipment in break bulk or megabulk	8
7.2 Damage/Contamination/Infestation and other Irregularities	9
8. WEIGHING	9
9. SAMPLING	9
9.1 Procedure	9
9.2 Equipment	9
9.2.1 Sample Equipment Diagrams	9
9.2.2 Sampling	10
9.3 Mixing and Dividing Samples	10
10. MOISTURE DETERMINATION	10
11. ISSUING OF CERTIFICATES AND REPORTS	10
PART 3: COCOA BEANS IN BAGS AND OR BULK IN CONTAINERS	11
12. FUNCTIONS OF SUPERINTENDENTS	11

12.1	General	11
12.2	Contract Parties	11
12.3	Scope of Intervention	11
13.	AUTHORISATION	11
14.	MAIN OPERATIONS	11
15.	CONDITION OF CONTAINERS AND STOWAGE	11
15.1	Shipment in containers	11
15.1.1	Ventilated Containers	12
15.1.2	Bolsters	12
15.2	Damage/Contamination/Infestation and other Irregularities	12
16.	WEIGHING	13
17.	SAMPLING	13
17.1	Procedure	13
17.2	Equipment	13
17.2.1	Sample Equipment Diagrams	13
17.2.2	Sampling	13
17.3	Mixing and Dividing Samples	13
18.	MOISTURE DETERMINATION	13
19.	ISSUING OF CERTIFICATES AND REPORTS	14
PART 4:	LIQUID COCOA PRODUCTS	15
20.	FUNCTIONS OF SUPERINTENDENTS	15
20.1	General	15
20.2	Contract Parties	15
20.3	Scope of Intervention	15
21.	AUTHORISATION	15
22.	MAIN OPERATIONS	15
23.	CONDITION OF VESSELS/TANKS OR TANKERS AND STOWAGE	15
23.1	Shipment of Liquid Cocoa Products	15
23.2	Damage/Contamination/Infestation and other Irregularities	16
24.	WEIGHING	16
25.	SAMPLING	16
25.1	Procedure	16
25.2	Equipment	16
26.	ISSUING OF CERTIFICATES AND REPORTS	16
PART 5:	PACKED COCOA PRODUCTS	17
27.	FUNCTIONS OF SUPERINTENDENTS	17
27.1	General	17
27.2	Contract Parties	17
27.3	Scope of Intervention	17
28.	AUTHORISATION	17
29.	MAIN OPERATIONS	17

30. CONDITION OF VESSELS AND/OR CONTAINERS AND STOWAGE	17
30.1 Shipment of Packed Cocoa Products	17
30.1.1 Vessel's hold	17
30.1.2 Containers	18
30.1.3 Bolsters	18
30.2 Damage/Contamination/Infestation and other Irregularities	19
31. WEIGHING	19
32. SAMPLING	19
32.1 Procedure	19
32.2 Equipment	19
32.2.1 Sample Equipment Diagrams	19
32.2.2 Sampling from Packed Cocoa Products	19
33. ISSUING OF CERTIFICATES AND REPORTS	19
Annex 1 - FCC Checklist for the inspection of cargo holds prior to loading	20
Annex 2 – FCC Bulk Container	21
Annex 3 – FCC Bulk Vessel	22
Annex 4 – FCC Analysis, Bean Count and Cut Test	23
Annex 5 – FCC Bulk Humidity	24
Annex 6 – FCC Bags	25
Annex 7 - FCC Products	26
Annex 8 – FCC Container Inspection Report	27
Annex 9 – Sample Combined Masters Certificate	28
Annex 10 - Sample Certificate of Compliance, Cleanliness and Suitability of Ship's Tank	30
Annex 11 - FCC Inspection Report Form - Incoming Tanker (loaded)	32
Annex 12 - FCC Inspection Report Form - Incoming Tanker (empty)	33
Annex 13 A - FCC Certificate of Loading / Stuffing of Container	34
Annex 13 B - FCC Certificate of Unloading / Unstuffing of Container	35
Annex 14 - FCC Supervision Loading Report / Part A - General	36
Annex 14 - FCC Supervision Loading Report / Part B - Details	38

RECORD OF AMENDMENTS

Section no.	Title	Date of amendment	Brief Description of Amendment
1.2	Scope of the Code of Practice	01 October 2015	Updated Rule references
2.5.1	Complaints Procedure	01 October 2015	Updated address of Grading Room
3 (a)	Terms and Conditions of Membership – Member Superintendents	01 October 2015	Updated Rule references
3 (g)	Terms and Conditions of Membership – Member Superintendents	01 October 2015	Updated Rule references
4.3	Scope of Intervention	01 October 2015	Updated Rule references
5.	Authorisation	01 October 2015	Updated Rule references
7.1	Shipment in break bulk or megabulk	01 October 2015	Added reference to loose or pre-slung units for stow of bags
7.2	Damage/Contamination/Infestation and other Irregularities	01 October 2015	Added clarification for Superintendent to report on segregation of damaged cocoa as per the FCC rules
9.1	Sampling Procedure	01 October 2015	The term “should” replaced with “must”
9.2.1	Sample Equipment Diagrams	01 October 2015	Added clarification for Superintendent to report on segregation of damaged cocoa as per the FCC rules
12.3	Scope of Intervention	01 October 2015	Updated Rule references
13.	Authorisation	01 October 2015	Updated Rule references
15.1	Shipment in containers	01 October 2015	Amended to highlight the use of dressing materials and desiccant bags as per the FCC guidelines
15.2	Damage/Contamination/Infestation and other Irregularities	01 October 2015	Added clarification for Superintendent to report on segregation of damaged cocoa as per the FCC rules
17.1	Sampling Procedure	01 October 2015	The term “should” replaced with “must”
20.3	Scope of Intervention	01 October 2015	Updated Rule references
21.	Authorisation	01 October 2015	Updated Rule references
25.1	Procedure	01 October 2015	Added reference to Sampling Rules for Liquid Cocoa Products (CP1). The term “should” replaced with “must”
27.3	Scope of Intervention	01 October 2015	Updated Rule references
28.	Authorisation	01 October 2015	Updated Rule references
30.1.2	Containers	01 October 2015	Deleted part of reference to preparation of container and deleted section on ventilated containers
30.1.3	Bolsters	01 October 2015	Renumbered
32.1	Procedure	01 October 2015	Added reference to latest Sampling Rules for Packed Cocoa Products (CP3 or CP4). The term “should” replaced with “must”
32.2.1	Sample Equipment Diagrams	01 October 2015	Deleted text – section left blank intentionally
Annex 4	FCC Analysis, Bean Count & Cut Test	01 October 2015	Updated to reflect new quality definitions and standards
3	Terms and Conditions of Membership – Member Superintendents	September 2018	Updated to ensure subcontractors are working in compliance with the FCC Member Superintendents Scheme Code of Practice
3 (j)	Terms and Conditions of Membership – Member Superintendents	September 2018	Correction of cross reference to 1.1 (b) or (c)

PART 1: GENERAL INFORMATION

1. INTRODUCTION TO THE CODE OF PRACTICE FOR FCC MEMBER SUPERINTENDENTS

1.1 FCC Contract Rules – The Superintendents Clause

The FCC Contract Rules contain a Superintendents clause as follows:

Any Party may appoint a person to carry out the duties of a Superintendent in relation to weighing and/or sampling and/or otherwise. The Party must inform his Counterparty of such appointment in accordance with the appropriate provisions of the FCC Sampling Rules and/or FCC Weighing Rules and/or other provisions of the contract.

The appointed person, whether described as Superintendent, Supervisor, Surveyor, Representative or otherwise must be an FCC Member Superintendent except where:

- (a) no FCC Member Superintendent(s) is/are available or proximate to the port(s) concerned;
- (b) there is only one FCC Member Superintendent proximate to the port concerned and that Member Superintendent has been retained by the other Party to the contract;
- (c) the national laws or regulations require the exclusive use of governmental or other agencies not recognised by the FCC.

1.2 Scope of the Code of Practice

This Code of Practice sets out the detailed functions and operational practices to be adhered to by FCC Member Superintendents in fulfilling their duties and responsibilities to their Principals in the trade in cocoa beans and cocoa products in accordance with the FCC Contract Rules for Cocoa Beans, the FCC Contract Rules for Cocoa Products, the FCC Quality Rules, the FCC Sampling Rules, the FCC Weighing Rules, the FCC Guidelines for Shipment of Cocoa Beans in Containers, the Guidelines for Shipment of Cocoa Products in Containers and the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products.

1.3 Objectives of the Code of Practice

The Code's objectives are:

- a) to provide FCC Member Superintendents with the detailed functions and operational practices to be adhered to and reported upon as applicable when fulfilling their duties and responsibilities to their Principals;
- b) to inform Principals and others involved in the trade in cocoa beans and cocoa products about the role of FCC Member Superintendents when fulfilling their duties and responsibilities to their Principals;
- c) to ensure that the superintendence of commodities traded under contracts which incorporate FCC Contract Rules is performed in a professional, honest, safe and accountable manner, having regard to the factors that may cause deterioration, damage and downgrading of the commodity within the supply chain.

1.4 Application of the Code of Practice

This Code of Practice applies to all FCC Member Superintendents and adherence to it constitutes part of their terms and conditions of membership. The extent to which the Code must be adhered to by an FCC Member Superintendent is always subject to instructions from the Principal, and an FCC Member Superintendent's duties and responsibilities shall be interpreted accordingly and taking into account all the circumstances of the case, trade practices, and applicable legislation and regulations, including but not limited to Statutory Health and Safety and Dock Regulations applicable in the port(s) concerned.

FCC Member Superintendents must issue their own Check Lists, Certificates and/or Reports (examples of which are set out in Annexes 1-14) which shall be deemed to be subject to this Code.

Where for any reason the Code is not adhered to by an FCC Member Superintendent he shall give explanatory reasons in a separate Report. All reports and contractual documents required of an FCC Member Superintendent by his Principals shall be issued only by that FCC Member Superintendent, except as provided for in paragraph 1.1 above.

2. THE FCC MEMBER SUPERINTENDENTS SCHEME

2.1 Terms and Conditions of Membership of the FCC Member Superintendents Scheme

Membership of the FCC Member Superintendents Scheme shall be restricted to independent Superintendents who are:

- (i) Non-Voting Members of the FCC or
- (ii) Group Members of the FCC whose membership of the FCC was nominated by a Non-Voting Member. In the case of Group Members of the FCC an application for membership of the FCC Member Superintendents Scheme must be supported by a declaration by the Nominating Non-Voting Member in the following terms:

“We (Company Name) confirm that we nominated the applicant for Group Membership of the Federation. We undertake to the Federation to ensure that the applicant is and, if accepted for membership, shall at all times be fully aware of the Terms and Conditions and Code of Practice of the FCC Member Superintendents Scheme and hereby acknowledge our responsibility for the same to the Federation. We undertake promptly to communicate to the applicant, if accepted for membership, all notices from the Federation relating to the FCC Member Superintendents Scheme. We undertake that we shall be responsible for paying any annual administration fee which may be imposed from time to time by the Council in respect of the FCC Member Superintendents Scheme.”

Members of the FCC Member Superintendents Scheme shall be deemed to have been recognised by the FCC for the purpose of superintending in accordance with contracts incorporating the FCC Contract Rules.

FCC Member Superintendents shall have the right to attend any FCC meetings relating to the FCC Member Superintendents Scheme. Each FCC Member Superintendent shall have the right to one vote at such meetings. FCC Member Superintendents may be elected to the Technical Committee and to any of its sub-committees. The Technical Committee shall report to the Contracts & Regulations Committee and the Chairman of the Technical Committee shall be a member of the Contracts & Regulations Committee. A sub-committee of the Technical Committee may be convened as and when the need arises.

2.2 Application for Membership of the FCC Member Superintendents Scheme

The FCC Member Superintendents Scheme has two sections, namely, the Cocoa Beans Section and the Cocoa Products Section. Applicants may apply for membership in one or both of the sections. Applications must be proposed by a Voting Member and seconded by either a Voting Member or a Non-Voting Member of the FCC. On admission to membership of the Scheme, an FCC Member Superintendent's details will be published on the FCC website.

Membership may in certain circumstances be suspended or terminated (please see 2.4 below) in which circumstances such a party will not be recognised as an FCC Member Superintendent and will not be capable of accepting appointments as such under contracts incorporating the FCC Superintendents clause.

2.3 Administration Fee

The Council reserves the right in its absolute discretion to impose an annual administration fee in respect of the Scheme in an amount to be fixed by the Council from time to time.

2.4 Powers of the Council – Regulation of FCC Member Superintendents by the FCC

The Council has directed that the FCC Member Superintendents Scheme shall be administered through the Technical Committee. The Council has authorised the Technical Committee to monitor the performance of FCC Member Superintendents on its behalf.

The Council has directed that the FCC Member Superintendents Scheme be subject to a Complaint's Procedure in the event of a complaint arising against an FCC Member

Superintendent. The Complaint's Procedure and sanctions which may be imposed under it shall not affect the legal rights of FCC Member Superintendents, Principals and third parties.

In the event of a complaint being upheld, the Council may post notification to that effect upon the Federation's Website, as well as circularizing members and any other organizations, in any such way the Councils sees fit.

The Council has the authority in its absolute discretion to suspend or terminate with immediate effect the membership of the FCC Member Superintendent Scheme of any FCC Member Superintendent.

2.5 Complaints against FCC Member Superintendents

2.5.1 Complaints Procedure

If either or both principals to a contract consider that an FCC Superintendent appointed under that contract has failed to adhere to

- (a) this Code of Practice and/or
- (b) the Terms and Conditions of Membership of the FCC Member Superintendents Scheme

then either or both principals ("the Complainant(s)") shall be entitled to make a complaint against that FCC Member Superintendent in accordance with this Complaints Procedure.

All complaints shall be treated as confidential and details of a complaint shall not be published by the FCC to the membership of the FCC pending the outcome of the Complaints Procedure.

A Complainant shall deliver its complaint in the first instance to the Secretary of the FCC together with a deposit on account of the fees, costs and expenses of the FCC in an amount in accordance with Rule 2.5.4 below. The Secretary may in his absolute discretion order the Complainant and/or Respondent to make one or more additional deposits on account of the fees, costs and expenses of the FCC in such amount as he deems appropriate. A complaint shall be in writing and shall consist of the following: the name of the Complainant, the name of the FCC Member Superintendent against whom the complaint is being made ("the Respondent"), a clear and concise statement of the nature of the complaint, and any supporting documents on which the Complainant wishes to rely.

The FCC will inform the Respondent member as soon as the complaint is received and shall without delay deliver to the Respondent a copy of the complaint.

The Respondent shall have the right to reply to the complaint. The Respondent shall deliver its reply in the first instance to the Secretary of the FCC. The reply shall be in writing and shall consist of the following: a clear and concise statement of the nature of the Respondent's defence to the complaint, and any supporting documents on which the Respondent wishes to rely.

Where a complaint involves alleged supervision or analytical discrepancy:
in the case of cocoa beans, all relevant sample/s must be sent to the ICE Futures Europe
Grading Room at the address below.

Coffee & Cocoa Grading Room
c/o IMPERIUM 315
Gardiners Lane South
Basildon
Essex
SS14 3AP

marked for the attention of the Federation of Cocoa Commerce Ltd for safekeeping,
pending further instructions as to analysis or disposal

- (i) by the Complainant at the same time as it delivers its complaint to the
Secretary of the FCC or
- (ii) by the Respondent immediately after being informed by the Secretary of the
FCC that a complaint has been made against it.

In the case of cocoa products, all relevant sample(s) must be sent by the Complainant and
by the Respondent respectively to an independent analyst for safekeeping, pending further
instructions as to analysis or disposal. The independent analyst must be mutually agreed
upon by the Complainant and Respondent immediately after the Respondent being
informed by the Secretary of the FCC that a complaint has been made against it. In the
event that such agreement cannot be reached such analyst will be selected by the
Complaints Tribunal.

2.5.2 Time Limits

A Complainant must deliver its complaint to the Secretary of the FCC as soon as possible
and in any case no later than 42 days from the earliest date on which the Complainant had
a reasonable opportunity to discover the event giving rise to the complaint.

The decision of the Complaints Tribunal in assessing the date of the event giving rise to
the complaint shall be final.

The Respondent must deliver its reply to the Secretary of the FCC as soon as possible and
in any case within 28 days from the date upon which a copy of the complaint is delivered
to him by the Secretary of the FCC.

2.5.3 Establishment of a Complaints Tribunal

Immediately upon receipt by the Secretary of the FCC of a complaint, a Complaints
Tribunal will be convened and will comprise of three members of the FCC (one of which
will be an FCC Member Superintendent) selected by the Secretary of the FCC in
consultation with the Officers of the Federation, The Tribunal will appoint its own
Chairman.

The Complaints Tribunal will present its findings to the Technical Committee in the first
instance. The Complaints Tribunal will report its findings within 56 days after the date of
the Respondent's Reply unless the Complaints Tribunal advises the parties otherwise.

The Technical Committee may then make recommendations to the Council.

A complaint may be dismissed by the Complaints Tribunal if, in the opinion of the Tribunal, there is no case to answer.

2.5.4 Costs and Expenses

The Council will from time to time publish a schedule of the FCC's deposits, fees, costs and expenses applicable to the Complaints Procedure. The liability of any Complainant and/or Respondent to the FCC for the FCC's deposits, fees, costs and expenses of a Complaints Procedure shall be determined in the absolute discretion of the Complaints Tribunal.

3. TERMS AND CONDITIONS OF MEMBERSHIP - MEMBER SUPERINTENDENTS

The following are the terms and conditions of membership of the FCC Member Superintendents Scheme. FCC Member Superintendents agree as follows:

- a) To be in possession of and to abide by all the applicable Rules and Regulations of the FCC as amended from time to time including but not limited to the following: the FCC Contract Rules for Cocoa Beans, the FCC Contract Rules for Cocoa Products, the FCC Quality Rules, the FCC Sampling Rules, the FCC Weighing Rules, the FCC Guidelines for Shipment of Cocoa Beans in Containers, the FCC Guidelines for Shipment of Cocoa Products in Containers and the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products and these Terms and Conditions of Membership and Code of Practice.
- b) Without the written agreement of all the Principals concerned an FCC Member Superintendent shall not act or continue to act if his own interests conflict with his Principal's interests or if there is a conflict of interest between the interests of two or more of his Principals.
- c) An FCC Member Superintendent shall at all times be independent and objective and shall not act or continue to act if to do so would compromise this independence and objectivity or give the appearance to a reasonable third party that this independence and objectivity had been compromised.
- d) An FCC Member Superintendent shall be absolutely independent and free from any control or influence of any body corporate, unincorporated association, individual or other legal entity engaged directly in the trade in cocoa beans or cocoa products.
- e) To pay the administration fee in accordance with the provisions of paragraph 2.3.
- f) To be subject to technical visits and/or inspections at any time at the discretion of the FCC. The inspections and technical visits shall be made by personnel appointed on behalf of the FCC the identities of whom shall be at the discretion of the FCC. The FCC Member Superintendent shall allow such personnel to inspect its premises and facilities. The FCC Member Superintendent shall allow such personnel to inspect its records relating to its activities as an FCC Member Superintendent and

shall allow such personnel to make copies of such records and comply promptly with requests from such personnel for copies of such records to be made available.

- g) To be equipped with the correct equipment as laid down in the FCC Rules, the FCC Guidelines for Shipment of Cocoa Beans in Containers, the FCC Guidelines for Shipment of Cocoa Products in Containers and the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products and relevant international standards.
- h) To conform to all applicable national health and safety regulations.
- i) To provide a service to the trade when required.
- j) To agree not to sub-contract superintending duties to any other party other than to an FCC Member Superintendent in the relevant Commodity Section, unless the provisions of paragraphs 1.1 (b) or (c)” of this code of Practice apply but only then with the written agreement of the Principals.
- k) FCC Member Superintendents should ensure at all times that their subcontractors are working in compliance with the FCC Member Superintendents Scheme Code of Practice and that as the principal/contracting party they remain responsible at all times for the actions of their subcontractors.
- l) To keep an up to date list of all individual persons which it has authorised to carry out superintending duties on its behalf. This list should be available at the main office of the FCC Member Superintendent and be provided promptly on request to FCC Members and to the FCC.
- m) To ensure that all individual persons responsible for superintending are fully trained and equipped to carry out their duties
- n) To ensure that where certificates, reports and other documents are signed by or on behalf of an FCC Member Superintendent, there is clear record keeping to enable identification of the individual responsible for carrying out the superintending function on behalf of the Principal and the signature or other authorisation of such certificates, reports and other documents.

PART 2: COCOA BEANS IN BAGS AND OR BULK (BREAK BULK OR MEGABULK SHIPMENT)

4. FUNCTIONS OF SUPERINTENDENTS

4.1 General

To act on the Principals' instructions in a professional manner, performing in person those operations required of him, observing conduct of operations by others and protecting the interests of his Principal. The superintendent should report any departures from normal and/or specified practice to his Principal.

4.2 Contract Parties

Within the FCC Rules, a Superintendent(s) may be appointed by either the Buyer, the Seller or both.

4.3 Scope of Intervention

The Superintendent must be fully familiar and compliant with the Code of Practice for FCC Member Superintendents and the relevant FCC Contract Rules for Cocoa Beans, the FCC Quality Rules, the FCC Sampling Rules, the FCC Weighing Rules, the FCC Guidelines for Shipment of Cocoa Beans in Containers and the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products and should not assume responsibilities which are not covered by the Principals' instructions.

5. AUTHORISATION

The Superintendent should ensure that Principals' instructions are clearly received and understood and that the appointment is in accordance with the FCC Contract Rules for Cocoa Beans.

6. MAIN OPERATIONS

The Superintendence of loading or discharging of cocoa beans to or from, but not limited to, ships, barges, river craft, lorries, trailers or railway wagons, bolsters or containers including the reporting of the facilities available.

Any material in direct contact with cocoa beans should be suitable for food contact use and must not cause contamination by odours or flavours or by dust from other products.

7. CONDITION OF VESSELS AND STOWAGE

7.1 Shipment in break bulk or megabulk

The holds of the vessels should always be clean and dry being free from previous cargo residues which may harbour infestation, free from visible infestation and free from previous cargo taint.

Where applicable, the stow of bags (whether loose or in pre-slung units) should be arranged such that the cargo would be stowed more or less in blocks in order that there be adequate space in channels between the blocks (both fore to aft and athwart (across the hold) ships and between the sides of the stow and the sides of the hold). In areas where the stow of bags would be in contact with the sides of the hold or indeed other steel work of the vessel this steel work should be covered with cardboard to prevent chafing and tearing and/or the effects of condensation wetting directly to the bags.

The Superintendent should as far as is possible verify that hatch covers are in good working order without evidence of defect in either structure or operation and report any non compliance to the Principal and, where applicable and reasonable, any other relevant parties.

The Superintendent should endeavour to verify that adequate ventilation of the cargo holds can be maintained when weather conditions permit.

7.2 Damage/Contamination/Infestation and other Irregularities

The Superintendent should note and report any/all instances of damage and/or contamination and/or infestation and/or other irregularities which is/are observed by him or reported to him. The Superintendent should report on whether the segregation of damaged cocoa has been carried out in accordance with the FCC Rules.

8. WEIGHING

The Superintendent should ensure that weighing is to be carried out as per the latest FCC Weighing Rules but always with regard to the custom of the Port and the contractual requirements. Also that weighing apparatus has been calibrated regularly and records maintained. Test weighing, if required by the Principals should be carried out if possible. Any Weighbridge used must have a current recognised certificate issued by a competent authority.

9. SAMPLING

9.1 Procedure

The Superintendent must ensure that sampling is carried out as per the latest FCC Sampling Rules and in accordance with contractual requirements.

9.2 Equipment

Sampling equipment should be clean, serviceable and dry before use. It should not be used for any other purpose other than cocoa bean sampling.

9.2.1 Sample Equipment Diagrams

Examples of equipment which are suitable for sampling and dividing can be found in ISO 2292 (1973.02.15) and 542 (1990). The Superintendent should report on whether the segregation of damaged cocoa has been carried out in accordance with the FCC Rules.

9.2.2 Sampling

Samples will be taken from bags using sack-type spears or triers, and from bulk using manual and/or automatic cylindrical or conical samplers or hand scoops or cylindrical sampler (divided bulk probe) or other suitable equipment which is in accordance with paragraph 9.2.1.

9.3 Mixing and Dividing Samples

Samples will be divided using quartering irons and other recognized dividing apparatus.

10. MOISTURE DETERMINATION

Moisture will be determined using recognized apparatus (e.g. Aqua Boy, Dicky John and Sinar and MB45) calibrated, compared and evaluated in accordance with the manufacturer's recommendations.

11. ISSUING OF CERTIFICATES AND REPORTS

The Superintendent should ensure that all information and facts required by the Principals are clearly and concisely indicated in the final report and or any certificates.

For examples of Certificates and Reports see Annex Nos. 1, 3, 4, 5 and 6.

PART 3: COCOA BEANS IN BAGS AND OR BULK IN CONTAINERS

12. FUNCTIONS OF SUPERINTENDENTS

12.1 General

To act on the Principals' instructions in a professional manner, performing in person those operations required of him, observing conduct of operations by others and protecting the interests of his Principal. The superintendent should report any departures from normal and/or specified practice to his Principal.

12.2 Contract Parties

Within the FCC Rules, a Superintendent(s) may be appointed by either the Buyer, the Seller or both.

12.3 Scope of Intervention

The Superintendent must be fully familiar and compliant with the Code of Practice for FCC Member Superintendents and the relevant FCC Contract Rules for Cocoa Beans, the FCC Quality Rules, the FCC Sampling Rules, the FCC Weighing Rules, the FCC Guidelines for Shipment of Cocoa Beans in Containers and the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products and should not assume responsibilities which are not covered by the Principals' instructions.

13. AUTHORISATION

The Superintendent should ensure that Principals' instructions are clearly received and understood and that the appointment is in accordance with the FCC Contract Rules for Cocoa Beans.

14. MAIN OPERATIONS

The Superintendence of loading or discharging of cocoa beans to or from containers or bolsters and also, but not limited to, ships, barges, river craft, lorries, trailers or railway wagons, bolsters or containers including the reporting of the facilities available.

Any material in direct contact with cocoa beans should be suitable for food contact use and must not cause contamination by odours or flavours or by dust from other products.

15. CONDITION OF CONTAINERS AND STOWAGE

15.1 Shipment in containers

Prior to accepting containers for stuffing of cargo (i.e. in the case of FCL shipments) the container should be thoroughly externally inspected, not only for structural damage but

also for the presence of labels which may indicate the carriage of a hazardous, toxic or dangerous cargo.

A thorough internal examination of the container should be made checking for visible daylight with the doors shut, such visible daylight indicating that there is a hole or perforation or structural defect in the container which may allow the ingress of rain water. The interior of the container should be carefully examined for the effects of corrosion/adverse wear and tear and also areas of weak structure.

The condition of the container floor (which is either of a timber board or plywood construction) should be carefully examined to ensure that it is clean and stain and odour free. Overall the container should be verified to be odour free and not to in any way be found to contain previous cargo residues which may harbour infestation.

In order to reduce the effects of condensation, the use of dressing materials and desiccant bags as per the FCC Guidelines for Shipment of Cocoa Beans in Containers is to be recommended.

15.1.1 Ventilated Containers

Such containers are fitted with ventilation grilles along both side walls, normally located underneath the top rail and above the bottom rail. It is therefore imperative that bags are not stowed tightly against these ventilators on the inside of the container so as to obstruct any potential for airflow.

15.1.2 Bolsters

A flat-rack or bolster essentially comprises a container without side walls or roof. The bags are stacked upon the base of these containers to which are secured by means of lengths of timber held in place by steel bands around the girth of the stow.

The following should be noted:

- (i) that the bags are well stowed on the flat-rack container or bolster
- (ii) that the securing timber is clean and dry
- (iii) that the securing steel bands do not cut into any bags
- (iv) that bags do not overhang the base section of the container
- (v) that there are tarpaulin covers available at both the load-port and the discharging port which may be used to cover the fully laden bolster or flat-rack container at times when rainfall is experienced.

15.2 Damage/Contamination/Infestation and other Irregularities

The Superintendent should note and report any/all instances of damage and/or contamination and/or infestation and/or other irregularities which is/are observed by him or reported to him. The Superintendent should report on whether the segregation of damaged cocoa has been carried out in accordance with the FCC Rules.

16. WEIGHING

The Superintendent should ensure that weighing is to be carried out as per the latest FCC Weighing Rules but always with regard to the custom of the Port and the contractual requirements. Also that weighing apparatus has been calibrated regularly and records maintained. Test weighing, if required by the Principals should be carried out if possible. Any Weighbridge used must have a current recognised certificate issued by a competent authority.

17. SAMPLING

17.1 Procedure

The Superintendent must ensure that sampling is carried out as per the latest FCC sampling rules and in accordance with contractual requirements.

17.2 Equipment

Sampling equipment should be clean, serviceable and dry before use. It should not be used for any other purpose other than cocoa bean sampling.

17.2.1 Sample Equipment Diagrams

Examples of equipment which are suitable for sampling and dividing can be found in ISO 2292 (1973.02.15) and 542 (1990).

17.2.2 Sampling

Samples will be taken from bags using sack-type spears or triers, and from bulk using manual and/or automatic cylindrical or conical samplers or hand scoops or cylindrical sampler (divided bulk probe) or other suitable equipment which is in accordance with paragraph 9.2.1.

17.3 Mixing and Dividing Samples

Samples will be divided using quartering irons and other recognized dividing apparatus.

18. MOISTURE DETERMINATION

Moisture will be determined using recognized apparatus (e.g. Aqua Boy, Dicky John and Sinar and MB45) calibrated, compared and evaluated in accordance with the manufacturer's recommendations.

19. ISSUING OF CERTIFICATES AND REPORTS

The Superintendent should ensure that all information and facts required by the Principals are clearly and concisely indicated in the final report and or any certificates.

For examples of Certificates and Reports see Annex Nos. 2, 4, 5, 6, 8, 9 and 13.

PART 4: LIQUID COCOA PRODUCTS

20. FUNCTIONS OF SUPERINTENDENTS

20.1 General

To act on the Principals' instructions in a professional manner, performing in person those operations required of him, observing conduct of operations by others and protecting the interests of his Principal. The superintendent should report any departures from normal and/or specified practice to his Principal.

20.2 Contract Parties

Within the FCC Rules, a Superintendent(s) may be appointed by either the Buyer, the Seller or both.

20.3 Scope of Intervention

The Superintendent must be fully familiar and compliant with the Code of Practice for FCC Member Superintendents and the relevant FCC Contract Rules for Cocoa Products, the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products, if applicable and should not assume responsibilities which are not covered by the Principals' instructions.

21. AUTHORISATION

The Superintendent should ensure that Principals' instructions are clearly received and understood and that the appointment is in accordance with the appropriate FCC Contract Rules for Cocoa Products.

22. MAIN OPERATIONS

The Superintendence of loading or discharging of liquid cocoa products to or from tanks or tankers including the reporting of the facilities available.

23. CONDITION OF VESSELS/TANKS OR TANKERS AND STOWAGE

23.1 Shipment of Liquid Cocoa Products

Prior to accepting tanks or tankers they should be thoroughly externally inspected, not only for structural damage but also for the presence of labels which may indicate the carriage of a hazardous, toxic or dangerous cargo as specified in The Federation of Oils, Seeds and Fats Associations (FOSFA) List of Banned Previous Cargoes.

A thorough internal examination of the tank or tankers should be made checking for the effects of corrosion/adverse wear and tear and also areas of weak structure.

The condition of the tank or tankers should be carefully examined to ensure that it is clean and stain and odour free. Overall the tank or tankers should be verified to be odour free and not to in any way be found to contain previous cargo residues.

23.2 Damage/Contamination/Infestation and other Irregularities

The Superintendent should note and report any/all instances of damage and/or contamination and/or infestation and/or other irregularities which is/are observed by him or reported to him.

24. WEIGHING

The Superintendent should ensure that weighing is to be completed according to the contractual requirements. Also that weighing apparatus has been calibrated regularly and records maintained. Test weighing, if required by the Principals should be carried out if possible. Any Weighbridge used must have a current recognised certificate issued by a competent authority.

25. SAMPLING

25.1 Procedure

The Superintendent must ensure that sampling is carried out as per the latest Sampling Rules for Liquid Cocoa Products (CP1) and in accordance with contractual requirements.

25.2 Equipment

Sampling equipment should be clean and sterile, serviceable and dry before use. It should not be used for any other purpose other than liquid cocoa product sampling.

26. ISSUING OF CERTIFICATES AND REPORTS

The Superintendent should ensure that all information and facts required by the Principals are clearly and concisely indicated in the final report and or any certificates.

For examples of Certificates and Reports see Annex Nos. 9, 10, 11 and 12.

PART 5: PACKED COCOA PRODUCTS

27. FUNCTIONS OF SUPERINTENDENTS

27.1 General

To act on the Principals' instructions in a professional manner, performing in person those operations required of him, observing conduct of operations by others and protecting the interests of his Principal. The superintendent should report any departures from normal and/or specified practice to his Principal.

27.2 Contract Parties

Within the FCC Rules, a Superintendent(s) may be appointed by either the Buyer, the Seller or both.

27.3 Scope of Intervention

The Superintendent must be fully familiar and compliant with the Code of Practice for FCC Member Superintendents and the relevant FCC Contract Rules for Cocoa Products, the FCC Guidelines for Shipment of Cocoa Products in Containers, the FCC Guidelines for Storage of Cocoa Beans and Cocoa Products and should not assume responsibilities which are not covered by the Principals' instructions.

28. AUTHORISATION

The Superintendent should ensure that Principals' instructions are clearly received and understood and that the appointment is in accordance with the FCC Contract Rules for Packed Cocoa Products (CP2, CP3 or CP4, as appropriate).

29. MAIN OPERATIONS

The Superintendence of loading or discharging of packed cocoa products to or from containers or bolsters or vessels' holds and also, but not limited to, barges, river craft, lorries, trailers or railway wagons, including the reporting of the facilities available.

Any material in direct contact with packed cocoa products should be suitable for food contact use and must not cause contamination by odours or flavours or by dust from other products.

30. CONDITION OF VESSELS AND/OR CONTAINERS AND STOWAGE

30.1 Shipment of Packed Cocoa Products

30.1.1 Vessel's hold

The holds of the vessels should always be clean and dry being free from previous cargo residues which may harbour infestation, free from visible infestation and free from previous cargo taint.

The stow of products would be arranged such that the cargo would be stowed more or less in blocks in order that there be adequate space in channels between the blocks (both fore to aft and athwart (across the hold) ships and between the sides of the stow and the sides of the hold). In areas where the stow of products would be in contact with the sides of the hold or indeed other steel work of the vessel this steel work should be covered with , cardboard to prevent chafing and tearing and/or the effects of condensation wetting directly to the bags/cartons. Products must be stowed away from any heat source.

The Superintendent should as far as is possible ensure that hatch covers are in good working order without evidence of defect in either structure or operation.

The Superintendent should endeavour to ensure that adequate ventilation of the cargo holds can be maintained when weather conditions permit.

30.1.2 Containers

Prior to accepting containers for stuffing of cargo (i.e. in the case of either FCL or LCL shipments) they should be thoroughly externally inspected, not only for structural damage but also for the presence of labels which may indicate the carriage of a hazardous, toxic or dangerous cargo.

A thorough internal examination of the container should be made checking for visible daylight with the doors shut, such visible daylight indicating that there is a hole or perforation or structural defect in the container which may allow the ingress of rain water. The interior of the container should be carefully examined for the effects of corrosion/ adverse wear and tear and also areas of weak structure.

The condition of the container floor (which is either of a timber board or plywood construction) should be carefully examined to ensure that it is clean and stain and odour free. Overall the container should be verified to be odour free and not to in any way be found to contain previous cargo residues which may harbour infestation.

30.1.3 Bolsters

A flat-rack or bolster essentially comprises a container without side walls or roof. The products are stacked upon the base of these containers to which are secured by means of lengths of timber held in place by steel bands around the girth of the stow.

The following should be noted:-

- (i) that the products are well stowed on the flat-rack container or bolster
- (ii) that the securing timber is clean and dry
- (iii) that the securing steel bands do not cut into any bags or cartons
- (iv) that products do not overhang the base section of the container
- (v) that there are tarpaulin covers available at both the load-port and the discharging port which may be used to cover the fully laden bolster or flat-rack container at times when rainfall is experienced.

30.2 Damage/Contamination/Infestation and other Irregularities

The Superintendent should note and report any/all instances of damage and/or contamination and/or infestation and/or other irregularities which is/are observed by him or reported to him.

31. WEIGHING

The Superintendent should ensure that weighing is to be completed according to the custom of the Port and the contractual requirements. Also that weighing apparatus has been calibrated regularly and records maintained. Test weighing, if required by the Principals should be carried out if possible.

32. SAMPLING

32.1 Procedure

The Superintendent must ensure that sampling is carried out as per the latest Sampling Rules for Packed Cocoa Products (CP2, CP3 or CP4 as appropriate) and in accordance with contractual requirements.

32.2 Equipment

Sampling equipment should be clean and sterile, serviceable and dry before use. It should not be used for any other purpose other than cocoa product sampling.

32.2.1 Sample Equipment Diagrams

[to be reviewed]

32.2.2 Sampling from Packed Cocoa Products

Samples will be taken using appropriate recognized equipment.

33. ISSUING OF CERTIFICATES AND REPORTS

The Superintendent should ensure that all information and facts required by the Principals are clearly and concisely indicated in the final report and or any certificates.

For examples of Certificates and Reports see Annex Nos. 1, 7, 8 and 13.

Annex 1 - FCC Checklist for the inspection of cargo holds prior to loading

Tick off the cell if compliant with Charter Party: √

Mark cell when not in compliance with Charter Party: X

Name of vessel
Year built
Tonnes
Previous cargo

Type of cargo
UN No./IMDG class
Loading port
Destination

Type of holds: Single deck ☐ Twin deck ☐ Box shaped ☐

Type of hatch covers: Steel folding ☐ Steel pontoons ☐ Other ☐

Type of tank top: Steel ☐ Other ☐

The following holds have been inspected		Hold no.	Hold no.	Hold no.	Hold no.	Hold no.
A	Condition of rubber gaskets					
B	Condition of compression bars					
C	Condition of draining canals/holes/pipes					
D	Condition of wedges/cleats					
E	Condition of hatch covers					
F	Condition of trimming holes on hatch covers					
G	Condition of hatch coating					
H	Condition of hold					
I	Condition /Tightness of moveable bulkhead					
J	Hold ventilation					
K	Condition of entrance hatches/ladders					
L	Bilges empty					
M	Heat sources (lights, engines/pipelines etc.)					
N	Availability of stevedores platform					
O	Electric circuits/lights in holds turned off					
P	Ultrasound leak detector (ULD) test					
Q	Cleanliness					
R	Odourless					
S	Dryness					

The following deficiencies must be rectified in order to comply with the terms agreed in the Charter Party

	Name	Signature	Date	Time
Inspector				
Master				
Holds accepted for loading				

Annex 2 – FCC Bulk Container**Name Client****Address client****Address client**

In accordance with latest FCC rules and as per your instructions, the below mentioned parcel was supervised by us in bulk as follows:

Vessel	REF: 06/80.040
From port	
Destination	
B/L + date	
Quality	
Tonnage	kg nett.
Marks	
Lot no's	
Seller	
Buyer	
Your contract no	
Analysis	

In accordance with your instructions, we proceeded to the supervision upon weighing/storage of the above parcel into

stored in bulk into warehouse section no.

Results:

ex containers		Seal SL	Oth.Seals	weight full	weight empty	nett weight
GATU	004179-7	197841		33,460	16,760	16,700
NDSU	211514-8	197887		26,300	9,360	16,940
CRXU	101990-3	197863		25,800	9,340	16,460
NDSU	212097-8	197917		34,040	16,840	17,200
GSTU	346877-3	197860		34,100	16,840	17,260
CLHU	325348-9	197899		26,420	9,900	16,520

Date arrival vessel 09.12.2005
 Date of arrival lighter -/-
 Date of weighing 15/16.12.2005
 Date of storage 15.16.12.2005
 Last day discharge 09.12.2005

Tot BL quant.	101,080
samples	6
total stored	101,074

Moisture (%) : 7,8%

Determination : Dicky John

Remarks:

Annex 3 – FCC Bulk Vessel

Note: When more than one shipper is concerned with the commodities in one ship's hold then complete details must be recorded.

In accordance with latest FCC rules and as per your instructions, we proceeded to the supervision during discharge of the following parcel(s):

Job number File number Ex. M.V. From B/L no. B/L date Marks Lot nos. Client Client's ref. Client's C/O	Seller(s) Date of arrival vessel Date of weighing Date of storage Last day of discharge		
	Total B/L Nett weight shipped Actual Nett weight discharged	6,300.500 6,202.286	MT MT

Warehouse	Nett weight kg	Samples kg	Total stored kg
	6,202.286		6,202.286
	6,202.286	0	6,202.286

Remarks :

Samples:

Total B/L Nett weight shipped	6,300.500	MT
Actual Nett weight discharged	6,202.286	MT

Your ref.	B/L nos. shipped	Short shipped	B/L Nett weight	% of the total volume	Actual Nett weight
23610	001		1,000.000	15.87%	984.412
23610	002		1,000.000	15.87%	984.412
23610	003		1,000.000	15.87%	984.412
23610	004		1,000.000	15.87%	984.412
23610	005		500.000	7.94%	492.206
23610	006		500.000	7.94%	492.206
23610	007		500.000	7.94%	492.206
23610	008		500.000	7.94%	492.206
23610	009		300.500	4.77%	295.816
TOTAL			6,300.500	100.0%	6,202.286

Annex 4 – FCC Analysis, Bean Count and Cut Test

ANALYSIS REPORTFile: 

Parcel Number		
Origin/Mark		
Vessel Name/Arrival Date		
Name of shed/Compartment		
B/L + Date		
Parcel		Probe Length = 40
Container/Warrant		Diameter (In) = 28
Seller		Degrees = 20
Sampling date		

A Sample of (minimum) 2 kgs (exact weight of sample), unmanipulated, via 5 mm sieve (round holes) contains:

gr. total sample	=	% of sievings
gr of sievings		
gr. flat beans	=	% (in weight)

Cocoa Related Matter (CRM)

gr. bean cluster	=	% (in weight)
gr. broken beans	=	% (in weight)
gr. fragments / shell	=	% (in weight)
gr. subtotal CRM	=	% (in weight)

Foreign Matter (Husk and Placenta to be included)

gr. foreign matter (*)	=	% (in weight)
------------------------	---	---------------

BEANCOUNT (600 gr):

600	grammes	taken from sieved sample consists of : =	beans
		Therefore: 100 gr. equals : =	beans

CUTTING TEST 300 beans (3 x 100):

		1. cut	2. cut	3. cut	Total	Average
1	mouldy beans (%)					
2	insect damaged beans (%)					
3	slaty beans (%)					
4	germinated beans (%)					
5	violet beans (%)					
6	white spots (%)					

Moisture:**Type of device:**Moisture (%) =  _____**Contamination (Sensory): please highlight correct box with a X**

<input type="checkbox"/>	Typical cocoa smell, no contamination detected
<input type="checkbox"/>	Contamination detected (Hammy, Smoky or other smell not typical to cocoa)

Others

Add here any other comments related to quality: uniformity, homogeneity, infestation, etc:

--

NAME + SIGNATURE

NAME + SIGNATURE

DATE

Annex 5 – FCC Bulk Humidity

Job no.
Our ref. no.
Discharging in

Vessel
Port of loading
B/L no. + date
Marks
Lot nos.

Client
Client's ref.

Client's C/O

Buyer(s)
Origin
Tonnage
Seller(s)

**Bulk
Shipment**

Date of humidity
check :
Type of
determination :

(to be filled in: Aqua Boy, Dicky John, MB 45)

Hold		Hold		Hold	
time	% of humidity	time	% of humidity	time	% of humidity
07h00	7.30	10h00	7.50	17h00	7.10
07h15	7.50	10h15	6.10	17h15	6.80
07h30	6.80	13h00	6.30	17h30	6.20
07h45	6.90	13h15	5.80	18h00	6.50
08h00	6.80	13h30	6.30	18h15	6.20
08h15	6.50	13h45	6.40	18h30	7.20
08h30	6.50	15h30	6.20	18h45	6.60
08h45	6.10	15h45	6.20	19h30	5.90
09h00	6.30	16h00	5.80	19h45	6.20
09h15	6.30	16h30	6.20	20h00	6.50
09h30	6.10	16h45	6.30	20h15	6.60

Annex 6 – FCC Bags

Name client
Address client
Address client

[Location], [Date]

In accordance with latest FCC Rules and as per your instructions, we proceeded to the supervision of the following lots:

Job no.	Buyer(s)
Discharging in Vessel	
Port of loading	Arrival date of vessel
B/L no.	Date of weighing
B/L date	Date of confirmation
Marks	Final date of discharge
Lot nos.	
	Total theoretical gross weight B/L's kg
Client	Total theoretical nett weight B/L's kg
Client's ref.	
Client's C/O	BAGS

953	bags sound / full	62,922.00	kg
360	bags damaged / full	23,771.30	kg
204	bags sound / slack (loss 1,466.14 / weight ascertained 12,003.00)	13,469.14	kg
	bags damaged / slack (loss / weight ascertained)		kg
23	bags shortlanded, based on average weight sound bag	1,518.58	kg
	samples drawn by the receivers	6.00	kg
1,517	bags, weighing gross	101,687.02	kg
	Real tare per 10 bags : 8.00 kg 1.540 bags	1,213.60	kg
	Real tare per 10 bags :		kg
	Real tare per 10 bags :		kg
1,517	bags, weighing nett	100,473.42	kg

<u>Sampling</u>	Drawn by the receiver / buyer	Average sample from not less than 30% of the sound bags
	sealed	
	2 samples of	2 kg each
	open	
	1 samples of	2 kg each
	Drawn by [Spv] for your account	Average sample from not less than 30% of the sound bags
	sealed	
	2 samples of	2 kg each
	open	
	1 samples of	2 kg each

In accordance with latest FCC Rules samples were drawn and sealed jointly with buyers' representatives.

Condition :
Remarks :

The receiver has held the shipowners liable for any irregularity and they have called for the intervention of the Insurance Surveyor to establish the damage / loss.

All operations executed in accordance with Contract conditions and jointly with buyers' representatives.

Annex 8 – FCC Container Inspection Report

Container No.

Front

- Hole/Tear	
Other	
Heavy Damage to:	
- Panels	
- Bows	
- Bottom Rail	
- Top Rail	

Rear

- Hole/Tear	
Other	
Heavy Damage to:	
- Left Door	
- Right Door	
- Bottom Rail	
- Fastenings	
- Door Gaskets	

Side 1 (Left)

- Hole/Tear	
Other	
Heavy Damage to:	
- Panels	
- Bows	
- Bottom Rail	
- Top Rail	
- Corner Post Front	
- Corner Post Rear	

Side 2 (Right)

- Hole/Tear	
Other	
Heavy Damage to:	
- Panels	
- Bows	
- Bottom Rail	
- Top Rail	
- Corner Post Front	
- Corner Post Rear	

Roof

- Hole/Tear	
Other	
Heavy Damage to:	
- Panels	
- Bows	
- Manholes	

Bottom

- Hole/Tear	
Other	
Heavy Damage to:	
- Floor	
- Cross Members	
- Forklift Pockets	

Exterior

- Used	
Normal Wear and Tear	
- Heavy Damage	
- Seal Line/Eyes	
Damaged/Missing	
- Tarpaulin	
Damaged/Missing	
- Rust	
- Refrigerator	
Unit disordered	
- Leaking	
- Temporarily Rep.	

Interior

Empty Containers	
- Hole/Tear	
- Dirty/Smell/Wet	
Other	
Heavy Damage to:	
- Roof Bows	
- Lashing Points	
- Inner Lining	
- Threshold Plate/ Floor	
- To Sweep	
- Washing	

Location:

Date:

Signed:

Annex 9 – Sample Combined Masters Certificate

Ship	Voyage No
.....
Year Built	Official No
.....
Owners	Operator
.....
In respect of carriage of (tonnage)	Description
.....
Loaded/Ex Transhipment at	For shipment to
.....
(Load Port)	(Discharge Port)

In Ships Tanks No(s)

.....

*Shippers/Charterers

.....

I state that –

1. The above named vessel is classed with –

(Society)

.....

Certificate No. Issued at

Dated which currently remains in force. The oil tight integrity of all cargo compartments is a condition of such classification.

2. The named ship complies with the e.g. FOSFA Qualifications and Operational Procedures.
3. Tank heating is by *immersed coils/heat exchanger. Coils, tubes and shell as applicable are of stainless steel construction, and were tested on (date) to not less thanKpa bars for a period of and found tight.
4. Copper and its alloys such as brass, bronze or gun metal are not present in any part of the system installation and means of transport that has contact with the oils or fats.
5. Tanks access/cleaning hatches are staunch and tight with suitable packing and gaskets compatible with the cargo.
6. All internal structural members are self-draining.
7. Tank(s) is (are)* mild steel/mild steel coated/stainless steel construction.

8. Where applicable tank coating(s) is (are) which is (are) fit for food grade products/carriage of oils and fats.
9. In the tank heating system, heating medium is *hot water, steam, thermal heating fluid.
10. Where medium is thermal heating fluid, this is
11. Cargo lines are *stainless steel/mild steel with sufficient drain valves to ensure complete clearing and draining of the system.
12. The tank(s) has (have) not contained, as the last three cargoes, any leaded products.
13. The three previous cargoes were as follows:

Ships Tanks No.

Last Cargo
Second Last Cargo
Third Last Cargo

In each tank the percentage of the immediate previous cargo was not less than 60 percent by volume of the tank.

14. Subject tanks have been cleaned after immediate previous cargoes using cleaning methods as noted below:
.....
15. Subject tanks were/were not *re-coated/passivated prior to loading

Signed * Captain/Chief Officer

Ship

Date

* Delete what is not applicable

Annex 10 - Sample Certificate of Compliance, Cleanliness and Suitability of Ship's Tank

Ship Ship's Tank

Owner Operator

Inspected for cleanliness at port Berth

on (Date) At (Time)hours

1. We have sighted a statement in the form of the e.g. FOSFA Combined Master's Certificate signed by the *Captain/First Officer or an equivalent statement signed by the *ship's owners/authorised agent certifying that the above named ship complies with the e.g. FOSFA Qualifications and Operational Procedures.

2. Prior to inspection we were informed by ship's *Captain/First Officer that the tank was
 *Stainless steel
 *Mild steel coated with (description of coating)
 *Mild steel

3. We received a copy of a statement signed by ship's captain, owners or authorised agent certifying that:

*a. The immediate previous cargo in the tank was not a substance appearing on the e.g. *FOSFA List of Banned Previous Cargoes* in force at the date of the Bill/s of Lading and the tank has not contained any leaded products as the three previous cargoes carried, stated to have been:

Last Cargo:
 Second Last Cargo:
 Third Last Cargo:

*b. The immediate previous cargo in the tank was a substance on the e.g. *FOSFA List of Acceptable Previous Cargoes* in force at the date of the Bill/s of lading and the tank has not contained leaded products as the three previous cargoes carried, stated to have been:

Last Cargo:
 Second Last Cargo:
 Third Last Cargo:

*c. Applicable to mild steel tanks only – The three previous cargoes were oils and fats for edible and oleo-chemical use and/or molasses and were stated to have been:

Last Cargo:
 Second Last Cargo:
 Third Last Cargo:

4. We sighted ship's log which confirmed the above information as to the last three cargoes and the percentage of the immediate previous cargo in the tank, which was not less than 60 percent by volume of the tank.
5. We were informed by ship's that the tank had been cleaned after the last cargo by using the following cleaning procedure:
.....
6. Tank was examined internally for cleanliness and as far as could be seen was found to be clean and dry and free from harmful material and, in our opinion, in this respect based on our visual inspection and at the time of our inspection, was in a fit state to receive a cargo of in bulk.
7. From our inspection we found the tank construction was:
 - *a. Stainless steel
 - *b. Mild steel coated and as far as could be seen the coating appeared to be in sound condition with minimal mild steel exposure, without loose scale or closed blisters.
 - *c. Mild steel and as far as could be seen appeared to be in sound condition without loose scale.
8. Ship's cargo pumps and fixed pipelines were inspected as far as possible in-situ and based on visual inspection found to be clean and dry with no significant odour.
9. We witnessed an application of *live steam/hot water/thermal heating fluid to tank coils and/or heat exchangers to not less thankpa..... bars for a period ofand were found tight.
10. As far as could be seen from our visual inspection, the hatch covers and jointing appeared to be in sound condition, the seals and packing did not appear to contain copper or copper alloy and there was no copper or copper alloy in the pipelines, pumping system or tank internal fittings where they were in contact with the cargo.

Issued by : (FCC Member Superintendent)

Signed :

Inspection completed at hours on(Date)

NB ONE REPORT PER TANK TO BE COMPLETED.

*Delete what is not applicable.

Annex 11 - FCC Inspection Report Form - Incoming Tanker (loaded)

C. Vehicle Identification

Tractor Identification: _____ Tanker Identification: _____ Date Inspected: _____
Name of Carrier: _____ Name of Inspector: _____ Cargo: _____
Shipper: _____ Drivers: _____
Bill of Lading: _____ Identification: _____ Cargo Verified: _____

1. Is the outside of the carrier clean? If not, (describe):

2. Is there written documentation on previous loads? Yes _____ No _____ If no, notify appropriate management immediately
3. Source of previous load written documentation: Driver _____ Truck Company _____ Broker _____ Shipper _____
Other _____
4. Are all major points of entry and discharge seals? Yes _____ No _____
5. Are seals numbered and recorded on the wash ticket/bill of lading? Yes _____ No _____
6. Do seal numbers correspond to the numbers on the wash ticket/bill of lading? Yes _____ No _____
7. Are seals intact with no evidence of tampering? Yes _____ No _____
If no to nos. 3, 4, 5, 6 or 7, notify appropriate Management immediately
8. As you open the tanker lid, do you smell off-odours? Yes _____ No _____ If Yes, identify if possible:
Describe: _____

9. Appearance of the product: Does the product appear normal (colour, consistency)?

Do you observe evidence of foreign material (identify if possible)?
° Surface _____
° Particles _____
10. Samples taken for testing: Yes _____ No _____
11. Is the following auxiliary equipment clean and in good repair?
Hoses: Yes _____ No _____ Gaskets and seals: Yes _____ No _____
Pump(s): Yes _____ No _____ Fittings: Yes _____ No _____
12. Add any other comments or remarks that you may wish regarding what you observed during the inspection:

Annex 12 - FCC Inspection Report Form - Incoming Tanker (empty)

A. Vehicle Identification

Tractor Identification: _____ Tanker Identification: _____ Date Inspected: _____
 Name of Carrier: _____ Name of Inspector: _____ Cargo: _____
 Shipper: _____ Drivers: _____
 Bill of Lading: _____ Identification: _____ Cargo Verified: _____

13. Is the outside of the carrier clean? If not, (describe):

14. Is there written documentation on previous loads? Yes _____ No _____ If no, notify appropriate management immediately
 Previous Loads:

- 1.
- 2.
- 3.

15. Source of your load written documentation: Trucker _____ Truck Company _____ Broker _____ Other _____

16. Is there a valid wash ticket provided with the tanker?

Yes _____ No _____ If No to no. 4, notify your supervisor immediately

17. Wash Station _____ Date of Wash _____

18. Are all major points of entry and discharge sealed? Yes _____ No _____

19. Are seals numbered and recorded on the wash ticket? Yes _____ No _____

20. Do seal numbers correspond to the numbers on the wash ticket? Yes _____ No _____

21. Are seals intact with no evidence of tampering?

If No to nos. 6, 7, 8 or 9, notify your Supervisor immediately

22. As you open the tanker lid:

Does it smell clean _____ Do you smell off-odours _____

23. Condition of inside of Tanker:

Describe as appropriate: _____

*Remember, this surface will come in contact with your product, and any residue could contaminate the shipment.

Is clean and in good shape _____

Is dirty (describe) _____

Is damaged (describe) _____

24. Is the following auxiliary equipment clean and in good repair?

Hoses: Yes _____ No _____ Gaskets and seals: Yes _____ No _____

Pump(s): Yes _____ No _____ Fittings: Yes _____ No _____

Add any other comments or remarks that you may wish regarding what you observed during the inspection:

Recommendation: Accept _____ Reject _____ tanks. Inspector: _____

Annex 13 A - FCC Certificate of Loading / Stuffing of Container

File No:
 Applicant:
 Shippers Ref / Order No:
 Agent:

We the undersigned acting on behalf of _____ have controlled and supervised the loading operation of _____ bags coming from lot number(s) _____ and _____ being a part of shipment of _____ bags of Cocoa of mark _____ in bags (or in bulk) weighing _____ MT in _____ containers and to be loaded on board M.V. _____ or substitute with destination _____.

CONTAINER NUMBER	TYPE (20/40)	DRY/FULLY VENTILATED	No. VENTS	No. LOTS	No. BAGS
------------------	-----------------	-------------------------	--------------	-------------	-------------

CONDITION OF CONTAINER

EXTERIOR	REMARKS	FLOOR	ROOF	WALLS
Dented		Good	Good	Good
Distorted		Wet	Wet	Wet
Pushed In		Stained	Stained	Stained
Torn		Odour	Odour	Odour
Holed		Rusted	Rusted	Rusted
✓		✓	✓	✓

DRESSING:

Single/Double corrugated carton/card	Flat carton/card	Kraft paper	Sheet	Plywood lined	Floor	Sides	Door	Bags of Desiccant
--	---------------------	----------------	-------	------------------	-------	-------	------	----------------------

Desiccant if any: no. of bags, type - calcium chloride; silica gel etc.

GENERAL INFORMATION

Place of stuffing:	Date:
Date of delivery to carrier:	Weather:
Date of fumigation:	Moisture content:

Seal numbers:

% % %

Gross weight:
 Date:

Nett Weight:
 Date:

Annex 13 B - FCC Certificate of Unloading / Unstuffing of Container

File No:
 Applicant:
 Shippers Ref / Order No:
 Agent:

We the undersigned acting on behalf of _____ have controlled and supervised the unloading operation of _____ bags coming from lot number(s) _____ and _____ being a part of shipment of _____ bags of Cocoa of mark _____ in bags (or in bulk) weighing _____ MT in _____ containers and to be unloaded from M.V. _____ or at destination _____.

CONTAINER NUMBER	TYPE (20/40)	DRY/FULLY VENTILATED	No. VENTS	No. LOTS	No. BAGS
------------------	-----------------	-------------------------	--------------	-------------	-------------

CONDITION OF CONTAINER

EXTERIOR	REMARKS	FLOOR	ROOF	WALLS
Dented		Good	Good	Good
Distorted		Wet	Wet	Wet
Pushed In		Stained	Stained	Stained
Torn		Odour	Odour	Odour
Holed		Rusted	Rusted	Rusted
✓		✓	✓	✓

DRESSING:

Single/Double corrugated carton/card	Flat carton/card	Kraft paper	Sheet	Plywood lined	Floor	Sides	Door	Bags of Desiccant
--	---------------------	----------------	-------	------------------	-------	-------	------	----------------------

Desiccant if any: no. of bags, type - calcium chloride; silica gel etc.

GENERAL INFORMATION

Place of unstuffing:

Date:

Date of delivery to
receiver:

Weather:

Date of fumigation:

Moisture content:

% % %

Seal numbers:

Gross weight:

Nett Weight:

Date:

Date:

Annex 14 - FCC Supervision Loading Report / Part A - General

Superintendent Full name & address

Note:

When more than one shipper is concerned with the commodities in one's hold then complete details must be recorded.

In accordance with the latest FCC rules and as per your instructions, we proceeded to the supervision during loading of the following parcel(s)

Name Vessel :
 Destination :
 First date of loading :
 Last date of loading :
 No. of lots loaded :
 Theoretical weight :
 Name exporter / marks :
 O/Ref. :
 Y/Ref. :

Full

No. of big-bags	:	For no. of completed lots	_____	Completed lots
			_____	Balance big-bags
No. of cut jute bags	:	For no. of completed lots	_____	Completed lots
			_____	Balance jute bags
No. of empty pallets	:	For no. of completed lots	_____	Completed lots
			_____	Balance jute bags

Empty

No. of big-bags	:	For no. of completed lots	_____	Completed lots
			_____	Balance big-bags
No. of cut jute bags	:	For no. of completed lots	_____	Completed lots
			_____	Balance jute bags
No. of empty pallets	:	For no. of completed lots	_____	Completed lots
			_____	Balance jute bags

Remarks:

Loading Details	
-----------------	--

[illegible]

Page 2

When more than one shipper is concerned with the commodities in one's hold then complete details must be recorded.

Lot no.	Type of bags	B/L no.	NW pallets (usine)	NW bags (usine)	USINE	Weighing details						Lot No.	Type of Bags	USINE	Warehouse			
						Date	Truck ID	Weighing Bridge/device	GW loaded truck	Tare	NW cocoa				Time intake	No. of bags	Sample	
								Totals										

↓
"onwards"