

Factory Audit Report for Charcoal and Carbon Customers

Purpose:

Maersk is committed to ensuring the overall safety of maritime transportation. Therefore, we have implemented a Factory audit process for Charcoal and Carbon producing customers.

Commodity:

This procedure applies to Customer producing Charcoal and Carbon.

Procedure and Details:

A factory audit report needs to be generated at the end of the audit by the Maersk-appointed surveyor, and the surveyor needs to forward it to CENCGOREA@maersk.com with a Cc to the Country Business Address (Example: For Indonesia = id.export@maersk.com)

A	Method
B	Company Profile
C	Factory Organization
D	Production
D1	Process Flow Chart
D2	Production Process Overview
D3	Types and grads of commodity produced/acquired (particle size in Millimetre)
D4	Weathering Process and Procedures with atmospheric Conditions (sheltered/unsheltered) (all seasons)
D5	Packaging (Size/type/material/weight)
D6	Kindly keep the record of the temperatures at each stage of production.
D7	Kiln temperature and duration details
E	Control
E1	Document Control
E2	Incoming Material Control (Raw Product)
E3	Final Inspection & Testing (Quality Control)
E4	Control of Non-Conforming Product (Quality Control)
F	Storage and Packaging
F1	Customer stuffing cargo on pallet? Also advise customer is doing any shrink wrapping?
F2	Preparation and Stuffing Pattern / Adherence to safety standard of CTU code and IMDG code)/ Vanning
F3	Familiarization of Maersk acceptance policy for this commodity
G	Sampling and Testing
G1	Lab Testing – Proximate Analysis test (COA). (Moisture/Ash/ Volatile matter / Fixed Carbon)

H	Details
H1	factory location (Geo location with GPS details)
H2	Stuffing location (Geo location with GPS details)
H3	Inspect for any additional adhesives mixed during saw dust charcoal production?
H4	Please check and advise if the customer has their own lab or not?
H5	Kindly advise if the customer is performing a moisture test?
H6	Please advise the customer is using the temperature gun for checking the temperature of the product at each stage?
I	Other Details:
I1	Audit report number (Special reference number from Audit company)
I2	Auditee:
I3	Auditor:
I4	Audit Date:
I5	Expiry Date: 3 years from the date of audit.
I6	The Validity of the Factory Audit report is three years.
I7	Auditor's Opinion Statement

Summary of Audit Findings:

Provide ratings or score on the audit findings as shown in below sample.

The final score (overall Compliance) must be 8 and above to keep high quality product

Factory Audit Scoring	Score out of 10
Management Structure and Responsibility	8
Document Control	9
Production process flow	8
Incoming Material Control (Raw Product)	9
Final Inspection and testing (Quality Control)	8
Packing & Storage	9
Safety Compliance	8
Lab Testing - Moisture and Ash Content	9
Overall Average score	8.5

Contact details:

CENCGOREA@maersk.com Questions related to this procedure.