

# THE MEMBER ANALYSTS SCHEME

## 1. FOSFA CONTRACTS - THE ANALYSTS CLAUSE

The Federation's contracts are governed by an Analysts Clause which states that "Reference in the contract to analysts shall mean analysts who are members of FOSFA International. The use of member analysts shall be mandatory except where the contract or national laws or regulations require the use of Government or other analysts". Thus, FOSFA members in the international trade have always relied upon a worldwide network of fully independent Member Analysts to provide accurate and up-to-date contractual analysis certificates on traded parcels of oils and fats and cargoes of oilseeds.

## 2. TERMS AND CONDITIONS OF MEMBERSHIP

Analyst members (Full Analyst Members or Associate Analyst Members) shall be laboratories or analysts not associated with any company, firm or organisation engaged in the trade in Federation commodities and restricted to laboratories or analysts recognised by the Federation for the purposes of analyses carried out under the terms of the Federation's contracts.

The Technical Committee will decide into which category of analyst membership an applicant laboratory shall be placed. Analysts cannot be recognised under any other category of membership except superintendent membership and any analyst wishing to apply for accreditation as a superintendent must do so on a separate basis.

Analyst members or their representatives shall have the right to attend Section Annual Meetings and General Meetings of the Federation. Each analyst member has the right to one vote at such meetings. They shall have the right to nominate as many representatives as they wish, but only one shall be included in the basic subscription.

## 3. STRUCTURE OF THE SCHEME

The FOSFA Standard Contractual Methods of Analysis are for use by Analysts accredited by the Federation when conducting contractual analysis on FOSFA contracts. The FOSFA Standard Contractual Methods of Sampling are for use by Superintendents accredited by the Federation when conducting contractual supervision on FOSFA contracts.

The FOSFA Technical Manual (Standard Contractual Methods of Analysis) is for use by Members whenever a particular commodity is to be sampled or tested. The relevant section in the Manual gives the appropriate FOSFA method to be used by an analyst who is accredited by the Federation to undertake the required analysis. The category of Membership (Full Analyst Members or Associate Analyst Members) and the declared analytical capabilities of Analyst Members are published on the FOSFA Website. In both of the Federation's commodity sections, each category of Member Analyst is accredited as being able to conduct particular standard contractual methods of analysis. In each section, all contractual analysis tests have been classified by the Technical Committee as either Mandatory or Optional.

Mandatory Tests are defined as those contractual analysis tests that all Member Analysts in a particular category are required by the Federation to be able to conduct at any time as a condition of their membership. The Federation reserves the right to require the accredited Member Analyst to demonstrate competence in any or all of the tests.

Optional Tests are defined as those contractual analysis tests that a Full Analyst Member has declared to the Federation that they are capable of conducting at any time as a condition of their membership. The Federation reserves the right to require the accredited Member Analyst to demonstrate competence in any or all of his declared tests. FOSFA Associated Analysts are not authorised to conduct any of the optional contractual analysis tests, with the exception of Determination of Lovibond colour and Determination of melting point in open capillary tubes (slip point) (Oils and Fats Section).

The Member Analysts Scheme has two categories of members, namely

- a. Full Analyst Member (L1)
- b. Associate Analyst Member (L2)

Full Analyst Member (L1): This category of analyst is required to be able to perform ALL the Mandatory Tests for oils and fats and oilseeds (as laid down in the FOSFA Technical Manual), depending on their section accreditation. They may also seek to be recognised/accredited for all or any of the Optional Tests for oils and fats and oilseeds (as laid down in the FOSFA Technical Manual).

Associate Analyst Member (L2): This category of analyst is restricted in their accreditation to perform only the appropriate mandatory FOSFA contractual analyses (with the exception of Determination of Lovibond colour and Determination of melting point in open capillary tubes (slip point) for Oils and Fats accredited laboratories). The authorised contractual analyses for each section (oils and fats and oilseeds) are laid down in the FOSFA Technical Manual.

The up-to-date category of every Member Analyst can be checked either by visiting the FOSFA Website ([www.fosfa.org](http://www.fosfa.org)) or by consulting the staff at the Federation's offices.

#### 4. APPLICATIONS FOR MEMBERSHIP OF THE SCHEME

Applicants may apply for membership in one or more of the commodity sections, namely, the Oilseeds Section and the Oils and Fats Section. On admission to membership, the sections in which they are recognised will be published on the FOSFA Website.

Applicants must be proposed by a trading member and seconded by either a trading member or a full broker member of the Federation. Circumstances may arise, however, when an applicant is seconded by a national trade association, liaison office or officer, government marketing authority or kindred association. As and when this situation arises, the Federation will consider each application on an individual basis.

Analyst members must agree to have an up-to-date and fully amended copy of the FOSFA Technical Manual (Standard Contractual Methods of Analysis) in their reference library and subscribe to its Amendment Service. They must agree to maintain, as a minimum requirement, all the laboratory equipment required for the methods for which they are accredited and appropriate to the two categories of Member Analysts in each section (Full Analyst and Associate Analyst Members).

Analyst members must agree to participate in all performance and accreditation tests in the Federation's annual programme for the commodities for which they are recognised, including an initial demonstration of competence (at their own expense) prior to admission to membership.

#### 5. SUBSCRIPTIONS

An annual subscription is payable and subscription rates are governed by the Council of the Federation. The Council has approved an early payment subscription discount scheme in which member analysts may participate. However, if the annual subscription payment has not reached the Federation's bank account by 31 March each year, membership will be put under review and may result in suspension, thereby removing the ability to issue FOSFA contractual analysis certificates. As it is the Federation's wish to avoid such circumstances occurring, prompt payment is advised.

Analyst members are also entitled to such discounts as the Council shall, from time to time, determine on services provided by the Federation.

## 6. ANALYSIS CERTIFICATES UNDER FOSFA CONTRACTS

Member Analysts complying with their Terms and Conditions of membership are permitted to issue analysis certificates relating to FOSFA contracts. The analysis certificate should only state matters of analytical fact and not opinions. Such a certificate shall carry a FOSFA analysis seal to show the contracting parties that the analysis to which it relates has been carried out by a Member Analyst using FOSFA approved methods. If the analyst has been asked to express an opinion, then this should form part of a separate statement and should not carry a FOSFA seal.

**Contractual Analyses:** Where a contract requires the shipping analysis certificate appropriate to a commodity from the country of origin, such a certificate shall be issued by a Full Analyst Member or Associate Analyst Member and shall carry a FOSFA analysis seal.

**Analysis Certificates/Government Agencies:** Where a contract requires an analysis certificate to be issued by a government agency in a country of shipment, such a certificate will NOT carry a FOSFA analysis seal but will be accepted as an official analysis certificate in case of dispute.

Other than the exception stated above, if an analysis certificate does not carry a FOSFA analysis seal and an authorised signature, it may be considered non-contractual.

## 7. MONITORING OF STANDARDS OF LABORATORY PERFORMANCE

The Federation monitors the standards of its Member Analysts in the following ways

- a. An annual self-audit questionnaire to be completed by each Member Analyst to confirm their status and capabilities.
- b. A performance and accreditation test programme (Mandatory/Optional Tests) in which Member Analysts are required to participate. The exact scope of each test is decided by the Committee and may require analysts to complete an additional questionnaire.
- c. Technical visits to both applicants and existing Member Analysts as appropriate.

## 8. POWERS OF THE COUNCIL

The Council has the authority to suspend or terminate the membership of any Member Analyst and requires that they accept that they may be called upon to demonstrate competence at their own expense at any time. The Council has empowered the Technical Committee to monitor the performance of analysts on their behalf and, from time to time, make recommendations to them.

## 9. COMPLAINTS AGAINST MEMBER ANALYSTS

The Council of FOSFA has directed that the Member Analysts Scheme be administered through the Technical Committee and be subject to a complaints procedure in the event of a complaint arising between principals and scheme members.

**Complaints Procedure:** A complaint must be made in writing, in the first instance, on headed company notepaper by an official representative of the company or organisation initiating the complaint. An urgent complaint may be investigated at once by an independent agent approved by the parties concerned and the facts transmitted to FOSFA.

If the Federation requires it, the Member Analyst shall provide copies of all relevant contractual documents. All complaints will be treated as confidential and the documentation will be kept under conditions of restricted access.

Where a complaint involves analysis or an analytical discrepancy, the complainant must immediately instruct the analyst to send the relevant samples to the Federation's consultant chemist for safekeeping, pending further instructions as to analysis or disposal. In notifying the respondent of the complaint, the Federation will request the respondent to likewise instruct their analyst or superintendent to send their relevant samples to the nominated consultant chemist.

Establishment of a Complaints Panel: A Complaints Panel will be convened and will make its findings known to the Technical Committee, in the first instance, which may then make a recommendation to the Council. A complaint may be dismissed by the Complaints Panel if, in the opinion of the Panel, there is no case to answer. The Panel for each case will comprise of the Chairman and/or Vice Chairman of the Technical Committee, a representative from the section concerned (commercial or technical, who is a member of the Technical Committee) and the Technical Manager.

Time Limits: As a guide, there are time limits for lodging a complaint. Parties making a complaint have 28 days from the arrival of the shipment to make an initial complaint and 40 days to provide the Federation with complete case details. The Federation will inform the respondent member as soon as the initial complaint has been received. The respondent member will have 40 days to provide a full written response from the date of receiving the complaint.

Treatment of Complaints - Malaysia: Special arrangements have been developed with the MPOB, whereby they will be invited to assist the Federation's investigation process should a complaint arise against one of their licensed analysts.

# TERMS AND CONDITIONS OF MEMBERSHIP

## ALL ANALYST MEMBERS

The following are the terms and conditions of membership to which ALL Analyst Members of the Federation must agree –

- a. To abide by the rules and regulations of the Federation, as amended from time to time.
- b. To be totally independent (with appropriate qualifications) and not associated with any company, firm or organisation engaged directly in the trade in Federation commodities.
- c. To pay an annual subscription on admission to membership and an annual subscription for every year of membership thereafter (such payment to be received by 31 March each year).
- d. To be subject to technical visits (which will be by arrangement with the analyst wherever possible) at the discretion of the Federation.
- e. To have in the laboratory all the usual, necessary and up-to-date equipment required to undertake FOSFA contractual analysis.
- f. To be in possession of a fully up-to-date and amended version of the FOSFA Technical Manual (Standard Contractual Methods of Analysis) and subscribe to its Amendment Service.
- g. To hold up-to-date standard contractual methods, such as those prepared by ISO, CEN, BSI, AOCS, etc, appropriate for the sections in which they are recognised, as required by the Technical Manual. (These methods are reviewed on a continuous basis (normally annually) with a two month lead period).
- h. To use the Standard Contractual Methods of Analysis appropriate to the commodities for which they are recognised.
- i. To conform to their own national regulations for health and safety and to follow accepted good laboratory practice.
- j. To participate in all performance and accreditation tests in the Federation's programme for the commodities for which they are recognised, including an initial demonstration of competence prior to admission to membership. (This includes taking all necessary steps to enable the timely delivery of the samples by the Service Provider for the tests).
- k. To accept that the Federation can suspend or terminate the membership of any analyst.
- l. To nominate representatives to each of the Federation's sections for which they are recognised.
- m. To complete and return promptly to the Federation, the Self-Audit Questionnaire sent to Member Analysts on an annual basis.
- n. To conform to the FOSFA rules controlling the security and issue of analysis certificates and the security of FOSFA analysis seals appropriate to the commodities for which they are recognised.

# FULL ANALYST MEMBERS

In addition to the terms and conditions of membership for ALL Analyst Members, Full Analyst Members must also agree –

- a. To satisfy the Federation that they can perform all the Mandatory Tests in the FOSFA Technical Manual (Standard Contractual Methods of Analysis) for the commodity sections for which they are recognised.
- b. To satisfy the Federation that they can perform all their stated Optional Tests in the FOSFA Technical Manual (Standard Contractual Methods of Analysis) for the commodity sections for which they are recognised.
- c. To NOT subcontract any optional methods except to other Full Analyst Member Laboratories which have notified the Secretariat of their ability to perform those optional methods, and to record such subcontracting on the certificate of analysis.
- d. To collaborate in achieving internationally accepted methods of analysis.
- e. To co-operate in research work on such terms, conditions and costings as the Technical Committee may, from time to time, determine.
- f. To conform to the Federation's rules controlling the security and issue of all analysis certificates and FOSFA analysis seals.
- g. To notify the Federation immediately if, for any reason, they are temporarily or permanently unable to continue analysis in one (or more) areas in which they are recognised, or in the event of a major change to the operation of the laboratory, such as a change of ownership, staff or equipment, new director or principal or relocation of premises, etc.

## General Conditions

FOSFA Analysts will be eligible to be a member of the Technical Committee and its sub-committees. They will **NOT**, however, have the right to vote upon or be present at any discussions affecting the application or professional conduct of any other FOSFA Member Analyst or Member Superintendent.

The FOSFA Technical Committee has agreed that it is good laboratory practice to retain samples for a period of three months following their analysis.

# ASSOCIATE ANALYST MEMBERS

In addition to the terms and conditions of membership for ALL Analyst Members, Associate Analyst Members must also agree –

- a. To satisfy the Federation, that they can perform the analysis appropriate to the contracts used for the commodities for which they are recognised.

For the analysis of Oilseeds, a FOSFA Associate Analyst Member will only be accredited for FOSFA contractual purposes as being able to perform all the following analyses –

- i. Determination of oil content.
- ii. Determination of free fatty acids on the oil.
- iii. Determination of content of impurities.
- iv. Determination of moisture and volatile matter content.

For the analysis of Animal, Vegetable and Marine Oils and Fats, a FOSFA Associate Analyst Member will only be accredited for FOSFA contractual purposes as being able to perform all the following analyses –

- i. Flashpoint limit test using Pensky-Martens closed cup flash tester.
- ii. Determination of free fatty acid content.
- iii. Determination of insoluble impurities content.
- iv. Determination of iodine value.
- v. Determination of conventional mass per volume (litre weight in air).
- vi. Determination of moisture and volatile matter content.
- vii. Determination of peroxide value – Iodometric (visual) endpoint determination.

Associate Analyst Members may determine Lovibond colour and melting point in open capillary tubes (slip point) being Optional Tests in the Oils and Fats Section.

To NOT subcontract any analyses of samples being traded on FOSFA contracts.

To notify the Federation immediately if, for any reason, they are temporarily or permanently unable to continue analysis in one (or more) areas in which they are recognised, or in the event of a major change to the operation of the laboratory, such as a change of ownership, staff or equipment, new director or principal or relocation of premises, etc.

## General Condition

The FOSFA Technical Committee has agreed that it is good laboratory practice to retain samples for a period of three months following their analysis.

# AVAILABILITY OF METHODS OF ANALYSIS

FOSFA International accredited laboratories carrying out FOSFA International contractual analysis are required to have in their technical libraries up-to-date copies of the various methods of analysis shown in the Standard Contractual Methods Lists, as applicable to their category of membership Full Analyst Member (L1) or Associate Analyst Member (L2).

Only the FOSFA International Official Methods of analysis are available from the Federation. All other methods of analysis, such as ISO, CEN, BSI, AOCS, and USDA/FGIS, are only available from the offices shown below or their authorised agents. ISO and CEN standards are available through National Standards Bodies of Member Countries of ISO and CEN.

The Federation, for reasons of copyright, is not permitted to issue other organisations' methods of analysis.

1. **ISO:**  
**International Standards Organisation**  
ISO Central Secretariat  
BIBC II  
Chemin de Blandonnet 8  
CP 401  
1214 Vernier, Geneva  
SWITZERLAND  
Tel: Int +41 22 749 01 11  
E-mail: [central@iso.org](mailto:central@iso.org)  
Web: [www.iso.org](http://www.iso.org)
2. **CEN:**  
**European Committee for Standardization**  
CEN-CENELEC Management Centre  
Rue de la Science 23  
B - 1040 Brussels  
BELGIUM  
Tel: Int + 32 2 550 08 11  
Fax: Int + 32 2 550 08 19  
Web: [www.cen.eu](http://www.cen.eu)
3. **BSI:**  
**British Standards Institution**  
389 Chiswick High Road  
London W4 4AL  
UK  
Tel: Int +44 20 8996 9000  
Fax: Int +44 20 8996 7400  
Web: [www.bsigroup.com](http://www.bsigroup.com)  
Standards and Customer Services:  
Tel: Int +44 20 8996 7000  
Fax: Int +44 20 8996 7001
4. **AOCS:**  
**American Oil Chemists' Society**  
(Mail Address)  
P O Box 17190  
Urbana  
IL 61803 – 7190  
USA  
Tel: Int +1 217 359 2344  
Fax: Int +1 217 351 8091  
E-Mail: [technical@aocs.org](mailto:technical@aocs.org)
5. **USDA/FGIS:**  
**US Department of Agriculture/Federal Grain Inspection Service**  
Headquarters Office  
1400 Independence Avenue SW  
Stop 3614, Washington DC 20250-3601  
USA  
Tel: Int +1 202 720 9170  
Fax: Int +1 202 481 5719  
Web: [www.gipsa.usda.gov](http://www.gipsa.usda.gov)
6. **FOSFA INTERNATIONAL:**  
**Federation of Oils, Seeds and Fats Associations Ltd**  
4-6 Throgmorton Avenue  
London EC2N 2DL  
UK  
Tel: Int +44 20 7374 2346  
Fax: Int +44 20 7374 8574  
E-Mail: [contact@fosfa.org](mailto:contact@fosfa.org)  
Web: [www.fosfa.org](http://www.fosfa.org)



# FOSFA REFERENCE METHODS

The definition of a "Reference Method of Analysis" is "**An analytical method that, for the determination of a given analyte, has a higher, more authoritative standing than other methods of analysis for the determination of the same analyte**". The higher authoritative standing may be derived from one or more of the following bases:

**a. Scientific**

The "Reference Method" gives a more accurate result than the other methods.

**b. Analytical**

The "Reference Method" is used to calibrate the other methods.

**c. Edict**

The "Reference Method" is defined as such by a regulatory or other authoritative body.

**d. Agreement**

The "Reference Method" is accepted as such by all the parties concerned with the analysis.

Since the Federation has already defined the methods of analysis to be used for contractual purposes, most of the standard contractual methods of sampling and analysis in the FOSFA Technical Manual can be considered as "Reference Methods" under Point (c) above.

When two or more methods of analysis are quoted in the Technical Manual for the same analytical determination, and listed in the standard contractual methods list, the "Reference Method" has been indicated by marking it.

**e. Annual Performance and Accreditation Tests**

The Technical Committee has agreed that analysts will use only the Reference Methods when participating in the annual performance and accreditation tests run by the Federation.

# FOSFA CONTRACTUAL ANALYSIS CERTIFICATES AND OFFICIAL SEALS

## FOSFA Contractual Analysis Certificates

To achieve the objective of reliability in relation to the results of FOSFA contractual analyses carried out on behalf of the trade and analysis certificates issued, the FOSFA Member Analyst must comply with strict conditions. When it has done so, it will be permitted to issue FOSFA Contractual Analysis Certificates relating to FOSFA contracts.

**The Analysis Certificate must only state matters of analytical fact and not any conclusions or opinions.** If the FOSFA Member Analyst is asked to express an opinion, conclusion or additional information, then such information must be given on a separate addendum. The addendum should carry the number of the Contractual Analysis Certificate, the subject matter and an authorised signatory of the laboratory. It must form part of a separate statement (not part of the Analysis Certificate). On the Contractual Analysis Certificate, the statement *"for my conclusions and additional information, see the addendum to this Certificate"* may be added.

**The FOSFA Contractual Analysis Certificate shall carry an Official FOSFA Contractual Analysis Seal** to show the contracting parties that the analysis to which it relates has been carried out by an accredited FOSFA Member Analyst using the FOSFA Standard Contractual Methods of Analysis.

**The FOSFA Contractual Analysis Certificates** should be designed to show the following details:

- a. The Analysis Certificate should be issued by an accredited FOSFA Member Analyst on their own headed stationery showing their logo, official name and full address details.
- b. The Analysis Certificate should include the following information -
  - i. The Analysis Certificate number.
  - ii. The date of issue (day, month and year).
  - iii. The full name of the commodity analysed (e.g. Chinese rapeseed).
  - iv. The date the sample was received (day, month and year).
  - v. The full name of the superintending company.
  - vi. The packaging material of the sample.
  - vii. The weight of the sample (to include the packaging material).
  - viii. Any marks as stated by the superintendent on the sample label (the analyst is not permitted to add to any information here).
  - ix. The seal numbers with which the samples have been provided and which are attached in such a way that the samples could not have been tampered with.
  - x. The individual holds/tanks numbers which are referred to.
  - xi. The full details of all the methods of analysis carried out on the sample and the analysis results that were obtained. (It is important to note that the date is part of the method reference and must be quoted as many standard methods have been revised and are now in the third or fourth editions).

- xii. The Official FOSFA Contractual Analysis Seal, signed by an authorised signatory of the laboratory. The date on the seal should match that of the certificate. Details of the seal number and laboratory to which it was issued are recorded by the Federation.
- xiii. The official name and signatory of the laboratory.

### **Official FOSFA Contractual Analysis Seals**

The Federation's contracts contain the provision that "*certificates shall bear the FOSFA International seal except where exempt by government regulation*". It follows that the failure of any such certificate to bear the appropriate seal could be viewed as being in breach of a special contractual requirement.

The Federation's guidelines lay down that Member Analysts should apply a seal at their own expense as certification that they have carried out the appropriate up-to-date analysis according to FOSFA's laid down methods of analysis and that they are properly authorised to carry out such contractual analyses on behalf of the Federation.

Clearly it continues to be the case that, in contractual terms, the onus has to be on the party presenting documents to ensure that they are contractually acceptable.

# **RULES FOR THE CONTROL OF OFFICIAL FOSFA CONTRACTUAL ANALYSIS SEALS**

These rules are for use in conjunction with the Member Analysts Scheme and are for the information and guidance of all Member Analysts

1. Each seal is individually numbered.
2. The seals are manufactured and sold in packs of one hundred at a cost of £75.00 per hundred.
3. Seals may only be purchased from the Federation.
4. The number of each seal, together with the name of the purchasing laboratory, is recorded in the Federation's records.
5. The seals will be sent to Member Analysts by recorded delivery service.
6. Member Analysts must not allow the seals to be used by a third party.
7. Member Analysts cannot use the seals on analysis certificates for analysis for which they are not recognised.
8. Member Analysts are recognised on a laboratory-by-laboratory basis. For those Member Analysts operating from more than one laboratory in any one country, the seals will only be sold to a laboratory that is recognised by the Federation.
9. Member Analysts that have been suspended from membership are not permitted to issue any analysis certificates bearing the FOSFA seal during the period of their suspension.
10. The Federation must be informed immediately of the numbers of any seals that become lost or damaged in any way. The trade will then be notified that these seals are non-contractual.
11. It is recommended that the seals are kept in a secure place.
12. Member Analysts relinquishing membership must return any seals in their possession to the Federation immediately.

# ACCREDITED FOSFA MEMBER ANALYST

## Model Analysis Certificate

LOGO and CONTACT DETAILS OF MEMBER LABORATORY  
(should be the address which is listed in the FOSFA Directory)

### REPORT OF ANALYSIS

Date of report: dd mmm yyyy

Laboratory sample number: XXXXX-XX

Analysis Number: YYYYYYYY

Instructions received from : AAAAAAAAAAAAA  
Date instructions received : dd mmm yyyy  
Samples sealed by : BBBBBBBBBBBBBB  
Sample seal numbers: : CCCCCCCCCCCC  
Product type : Sunflowerseed  
Samples packed : Plastic bottle  
Samples received : dd mmm yyyy  
Analysis started : dd mmm yyyy  
Sample size : z.zz kg  
Ship : MV VESSEL  
B/L date : dd mmm yyyy  
Samples labelled as : Composite sample ex Hold 3

### Results of Analysis on the Sample

The methods of analysis are those listed in the FOSFA Technical Manual of April yyyy

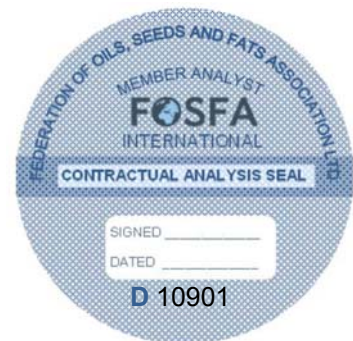
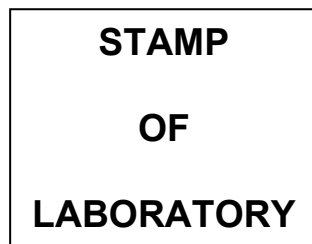
Oil content (ISO 659:2009)	43.7	%
Moisture content (ISO 665:2000)	6.3	%
Impurities (ISO 658:2002)	1.1	%
Free Fatty Acids on the extracted oil (ISO 660:2009) (as oleic acid)	0.52	%

Fatty acid composition on the extracted oil  
(ISO 12966-4:2015 and ISO 12966-2:2017)

C 18:1 Oleic Acid	78.1	%
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A N Other  
Chief Analyst



# ACCREDITED FOSFA MEMBER ANALYST

## Model Analysis Opinion

LOGO and CONTACT DETAILS OF MEMBER LABORATORY  
(should be the address which is listed in the FOSFA Directory)

Date: dd mmm yyyy

OUR REPORT OF ANALYSIS NUMBER YYYYYYYY

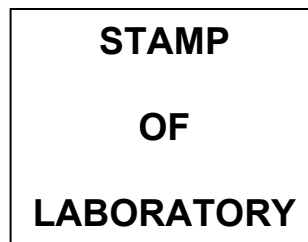
Date of report: dd mmm yyyy

Laboratory sample number: XXXXX-XX

With respect to the specification sent to me for this material (SSSSS XX-X), I can confirm that the seed meets the oil content requirement. However, the oleic acid content of the oil extracted from the seed does not meet the 80 % minimum to be classed as "high-oleic" as described in the specification.



A N Other  
Chief Analyst



# FOSFA INTERNATIONAL OFFICIAL METHOD

## HANDLING OF LABORATORY SAMPLES

This procedure shall be used by all laboratories carrying out analysis of samples drawn from commodities traded under FOSFA terms. It is for use in conjunction with the Federation's Standard Contractual Methods of Analysis.

### **1 Sequence of procedures**

The laboratory shall have a stipulated sequence for all the procedures listed below (plus any others) in order to ensure that the handling of each sample follows a clearly defined and co-ordinated programme for its administration and analysis.

### **2 Physical receipt of samples**

On receipt of a sample for analysis, the following visual checks should be carried out.

**2.1** Check the labelling to ensure that the sample is fully identifiable.

**2.2** Check that the seals are intact. If tampering is suspected, request a second sample.

**2.3** Check sample visually and any sample odour to assess condition and whether it is contaminated. Any unusual condition should be noted at this stage and further action taken accordingly. If any microbiological or insect activity is noted, the sample should be segregated to prevent contamination of other samples.

**2.4** Check that sufficient quantity of the sample has been received for analysis taking into account of the possible need to repeat analysis. The quantity should conform to minimum requirements for the analytical methods for all determinations requested as per the FOSFA current method for the packaging of oilseed samples or other commodities.

**2.5** Check that the sample received conforms to the description given in the instructions for analysis.

**2.6** When a second or duplicate sample is received, check that it satisfactorily conforms to the above visual checks and the original samples.

If any of the above criteria are not fulfilled, further samples should be requested from the parties to the contract. Laboratories may find it useful to compose a physical check list based on the above items.

### **3 Sample labelling**

All samples must be clearly labelled (including the labelling of both jar and lid if appropriate).

### **4 Identification during analysis**

Identification of each individual sample must be ensured throughout each stage of analysis. This identification might consist of simple number referencing of the sample and accompanying worksheets and does not need to carry full details of the sample's origin.

### **5 Worksheets**

Specially designed worksheets or notebooks should be used to enable information to be recorded at each stage of any determination, including details of the calculation of results. The design should also facilitate close supervision by senior personnel. The date of each stage of a determination should always be shown on the worksheet, as should the date the sample was received and analysis commenced.

## 6 Supervision

Analysis should be under the supervision of technically qualified senior personnel at all times. Only such personnel should be responsible for checking results and signing certificates. Additionally in signing certificates, they are responsible for ensuring that the correct methods are used in accordance with the FOSFA Analysis Certificate requirements and that, when analysis is being carried out under the terms of FOSFA contracts, these methods conform to the FOSFA Standard Contractual Methods of Analysis.

## 7 Handling of samples

Laboratory staff should take great care over the handling of samples at all times in order that they remain, as far as possible, in the same condition as they were when they arrived at the laboratory. All samples should be returned to the correct sample store when not in use in accordance with FOSFA Official Method of Storage. The melting and solidification of oil and fat samples should be kept to a minimum. Samples should not be allowed to stand on laboratory benches where they are subjected to direct sunlight or under heat, as this can lead to changes in the sample's properties (e.g. moisture and volatile matter, peroxide value or free fatty acid content of the oil).

## 8 Oilseed samples

When oil content analysis is requested, if no request for admixture separation is also received for the same sample, it is none the less recommended that this should still be done if visual inspection of the sample suggests that admixture exceeds 2 %. If it is more than 2 %, report this to the principal to the contract. The oil content is then calculated on a pure basis, with back calculation to a *tale quale* basis, taking account of the oil content of the admixture if necessary. This operation must be performed when using infra-red equipment. An approximate sorting test can be used to estimate whether admixture analysis is necessary.

## 9 Analysis in duplicate

Results of duplicate analyses are only acceptable if they are within the acceptable repeatability range quoted in the method, when it is normal to average the results to show the final result. If the duplicates are outside the acceptable repeatability range, then the entire determination should be repeated, preferably using a second analyst, to obtain two further results.

## 10 Time span of analysis

With several determinations (e.g. moisture, peroxide value), differences can arise in the results if there are delays in carrying out analysis. Duplicate determination should be carried out in rapid succession.

## 11 Dating of certificates

Analysis should be completed as near to the date of drawing a sample as practically possible. The certificates should show the date of analysis, any re-test and the date that they were issued.

## 12 Storage conditions

Samples shall be stored prior to examination and during the post-analysis retention period in a location that is dark and cool (less than 20 °C), dry and free of pests and rodents. It is recommended that the atmosphere of the store should contain a mild insecticide, when being used for the storage of oilseeds.

## 13 Retention of samples

In order to re-check samples and, in the event of any dispute arising, it is necessary to keep samples three months after the issue of certificates. When an arbitration or appeal is involved and this is notified to the analyst, the sample must be kept until further notice. In other circumstances, the analyst may also be requested to keep samples for longer than three months.