

**Dear Exporter,**

We have received from our principal, KSO Sucofindo – Surveyor Indonesia the subject Verification Order (VO).

Please be informed that inspections of waste commodity for Non Hazardous and Non Toxic (Non B3) with destination Indonesia are subject to requirements from the Government of The Republic of Indonesia.

**An import of Non-B3 Waste as Industrial Raw Material must come from an exporter registered in its country of origin.**

Before the inspection starts, the exporter need to provide Baltic Control with loading details in order to arrange for the inspection.

**I. Exporter reverts to Baltic Control with scanned version of:**

- Verification Order (VO),
- Request For Inspection (RFI),
- Pro-forma Invoice,
- Pro-forma Packing list,
- Signed and stamped Exporter Written Statement,
- PI (import approval) of Non-B3 Waste as Industrial Raw Material,
- Proof of being a registered exporter issued by the competent authority in the country of origin (for example VAT no),
- Photos of goods to be inspected to be compared with photos from KSO.

**II. Weighbridge calibration Certificate**

Please note that valid scale calibration certificate of the yard/supplier's weighbridge must presented to our inspector before the loading/inspection starts. Otherwise we shall abort the loading. Enclosed please find a Request for Information Form (RFI) which should be provided along with listed above documents to Baltic Control i.e.: Latin & South American zone: [bc\\_usa@balticcontrol.com](mailto:bc_usa@balticcontrol.com); or for the UK & Ireland zone: [uk@balticcontrol.com](mailto:uk@balticcontrol.com) with all necessary information within a minimum of 3 working days prior to the inspection.

**III. Below, please see the step-by-step flow which explains the system:**

1. Importer contacts KSO and opens a VO (Verification Order)
2. KSO forwards the VO to Baltic Control
3. Baltic Control forwards to the exporter RFI (Request for Information) along with Exporter's Written Statement (EWS), Introduction Letter and Fee structure.
4. Exporter reverts to Baltic Control with all mention documents in point no. 1 along with any necessary information needed for proceeding with the physical inspection.

**Three working days' notice is required to schedule/coordinate an inspection accordingly.**

Exporter provides in the RFI form the total quantity of containers for the shipment. If the total containers quantity provided is preliminary, the updated information must be provided to our office once confirmed.

Baltic Control compare received from exporter photos of goods to be inspected with photos from KSO. After comparison, if the type of goods from exporter's photos are not the same as the importer's photos, the scheduling cannot be carried out.

5. Inspection on all X.13. Non-Toxic and Non-Hazardous waste will be executed basing on 100% of the total quantity.

**REMARK:**

Any container, that is exported to Indonesia **must be sealed by Baltic's bolt seal only**, otherwise it will not be accepted by customs in Indonesia.

Should custom in origin port break the seal then exporter must inform surveyor for rechecking and resealing. This is responsibilities of exporter to inform surveyor about it, in order to make sure that containers will be resealed and accepted at port of destination.

Inspection surveyor is obligated to take sampling of 10% of the total number of packages chosen randomly. The random selection of packaging is being left to the surveyor. Checked samples need to be marked by the inspector using the label or tape.

Note: If at the time of visual inspection the number of impurities is doubtful, impurities can be weighed. If the results of inspection do not meet General and Specific Provisions, the inspection is stopped.

In case the material is loaded from various locations, it will be treated as the separate partial, separate RFI must be submitted by the Exporter. In such situation Baltic Control will be issuing 1 LS draft per inspection location.

6. Basing on the inspection results and proforma documents, Baltic Control submits LS DRAFT to KSO Sucofindo. LS DRAFT is treated as our internal report and it is KSO Sucofindo, which issues the LAPORAN SURVEYOR (LS) for Customs purposes. Neither the exporter nor the importer needs to receive the copy of LS DRAFT, as this document cannot be used for any other purposes by any other parties but KSO.
7. KSO releases Customs documents through system to importer for customs clearance.
8. If exporter agrees to pay for certificate covering quality and quantity in addition to the KSO inspections requirement, BALTIC CONTROL will provide exporter with the necessary certificates.

**IV. COSTS FOR THE EXPORTER**

Please be advised that costs of an inspection as per KSO regulations are settled between KSO and Baltic Control with the below exceptions:

- Each inspection request is for max 25 FCL, covering only one location and consecutive days. Additional FCLs beyond 25&/or more than 1 location of inspection will require separate RFI to be submitted. Inspections to be completes as follows: a) 1-8 FCLs – to be completed in one working day,

b) 9-16 FCLs to be completed in two working days, c) 17-25 FCLs to be completed in three working days, d) bulk – max 3 working days.

- Max 3 days of loading per each location, thereafter additional fee per day to be charged,
- The inspector is not booked for 8 hours, after 8 hours overtime fee will be applied,
- Waiting time over 60 minutes to be charged additionally,
- In case of inspection cancellation due to lack of valid scale calibration and/or lack of goods' readiness without Baltic Control being notified, additional fees will apply.
- In case Baltic Control couriers invoices with security labels, courier fee will apply to receiving party.

Please be also advised that as of March 1st 2015, KSO-Sucofindo has implemented the new procedure of taking photos during the loading of shipments to Indonesia.

- The photo showing three objects: the inspector , the goods examined and reference VO number as outlined in 1 frame;
- The photo showing details of certain characteristics of the goods, labelling, packaging and shipping marks, if apply; For instance if the material is packed in bales – photo of bales
- The photo showing the inspector and container (empty, loading, full and container identity)

#### **IMPORTANT**

- Physical Inspection Report (PIR) validity is maximum 30 days starting from the date of inspection until B/L issuance date.
- If the PIR expired the goods are the subject to the re-inspection. The costs of the re-inspection to be covered by the Exporter/Supplier.
- Inspection might be cancelled without extra costs minimum 48 hrs before loading. Otherwise, the additional costs will apply.
- Exporter is responsible for the amount of the cargo loaded – weight in total can not exceed total weight mentioned in the Verification Order.
- It is the Exporter of Non B3 Waste commitment and duty to present for loading clean and homogenous cargo as waste paper, plastic, rubber, textiles, glass and/or metal scrap
- In case of loading of cargo loaded in bales exporter is obligated to open 10% of randomly choose by inspector bales.

We kindly ask you to do your utmost to make the cargo easily available to our inspector and assist, if needed, in order to perform his duties.

If above mention requirements are not followed by the exporter – additional fee will apply (as per additional charges attached)

In case of changing destination of the shipment from Indonesia – exporter has to cover all cost of the inspection taken by Inspection Company. (As per additional charges attached)

All work carried out as per our trading conditions available at our web page: [www.balticcontrol.com](http://www.balticcontrol.com)  
Should you have any question do not hesitate to contact us by e-mail: [bcuk@balticcontrol.com](mailto:bcuk@balticcontrol.com)

Kind Regards,  
Baltic Control A/S