

Sampling at factory level: Checklist

Premises	
<i>A factory checklist is available on line</i> http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx	
<i>Other observations / comments:</i>	
Various controls	
<i>Quality of raw material are suitable for the production of the intended finished product?</i>	
<i>Expiry / Best Use Before Date of some ingredients are within their shelf-life?</i>	
<i>Raw materials are not infested?</i>	
<i>Raw materials are not moldy?</i>	
Fortification	
<i>Please follow the fortification SOP which is available on-line</i> http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx	
<i>Observations / comments:</i>	
Packaging	
<i>Bags are strong</i>	
<i>Bags are clean</i>	
<i>Bags are suitable for holding food</i>	
<i>The bag stitches can hold the food (a drop test has been performed)</i>	
<i>Bag sealing is complete (for FBF)</i>	
<i>Markings are per contract specifications</i>	
<i>Bags net weights are per contract specifications</i>	
<i>Empty bags are as per contract specifications</i>	
<i>Other observations:</i>	
Sampling	
<i>WFP's requirements in terms of frequency, number of sample and quantity to sample have been met.</i>	
<i>A retention sample has been kept (and sealed)</i>	
General	
<i>Pictures of the premises have been taken.</i>	

Name: _____

Signature: _____

Date: _____