FOOD QUALITY AUDIT REPORT

For: ***The United Nations World Food Programme***

Report Date:

Audit by:

This document sets forth the guidelines WFP requires of those with whom WFP purchases raw materials for food distribution, or production, those who manufacture products for WFP. The food traders, vendors, and processors with whom WFP performs business must at all times adhere to the guidelines listed within this document.

This document is also to be utilized as an audit report for determining a facility's compliance to WFP's standards and requirements as set forth in this document and other supporting documents.

_____ sets forth our findings and recommendations on the enclosed report as of the date herein. _____ does not assume any responsibility for the programs and/or facility being audited nor for events or actions occurring prior or subsequent to this audit. _____ does not accept any responsibility or liability as to whether or not the plant carries out the recommendations, if any, as contained in this report. _____does not purport that this audit assesses the adequacy of the HACCP plan used by this facility nor does its brief review of some aspects of the HACCP plan as part of section I, food safety systems, represent a complete HACCP verification audit.

This report is furnished solely for the benefit of the above named associate in connection with the auditing services indicated, and this report may not be reproduced or published in full or in part, altered, amended, made available to or relied upon by any other person, firm or entity without the prior written consent of _____.

The name of _____ or its affiliates or any of its employees may not be used in connection with any marketing or promotion of the products or in any publication concerning or relating to the aforementioned and/or their products without the prior written consent of _____

Company Information

Company:		**Audit date:**	
Plant address:		**Auditor:**	
Plant phone & fax numbers **Email:**		**Company associate(s) accompanying auditor (name & title)**	
Customer audit was completed for:		**Products produced by plant:**	

Audit Summary

Audit score:		**Rating:**	
Date of last audit:		**Score of last audit:**	
Follow-up audit required:		**Timing for follow-up audit:**	
Reason (MAJOR issues):		**Reason (Minor issues)**	

Audit Review

Company associate(s) with whom audit findings were reviewed:	

Auditor Signature: _____

Summary of Audit Findings

I. Issues/Areas Requiring Significant Improvement (core food safety issues)

Category	Findings	Improvement Path	Date to be Completed

II. Other Opportunities for Improvement

Category	Findings

Food Safety/GMP Rating Analysis

	Category	#Points Received	# Points possible		Percentage (%)
			Processed foods	Grains & Pulses	
I	**FOOD SAFETY SYSTEMS**		141	63	
II	**QUALITY SYSTEMS**		345	279	
III	**GROUNDS, BUILDING, AND EQUIPMENT**		135	135	
IV	**PEST CONTROL**		65	65	
V	**EMPLOYEE PRACTICES**		50	25	
VI	**RECEIVING, STORAGE, AND SHIPPING**		105	91	
VII	**PLANT SANITATION**		65	0	
VIII	**PROCESSING**		94	42	
	OVERALL SCORE		1,000	700	

Processed food manufacturers are rated on 1,000 points (all questions)

Cereals and Pulses suppliers are rated on 700 points (only grey shaded cells should be answered).	

I. Food Safety Systems

(Assessed by observation and review of records)

A.	HACCP	Rating
1.	A HACCP team, comprised of members representing Operations, Quality Control, R & D, and other functional areas, has been established and meets on a routine basis. The team includes a person trained in HACCP.	2
2.	A documented HACCP program, detailing the 7 principles, is established, up-to-date, and available. A hazard analysis has been completed.	10
3.	Each product has been described, and current process flow diagrams are available.	5
4.	Critical control points have been identified and are listed on the product flow sheets.	10
5.	Critical limits have been scientifically established and are documented.	10
6.	CCPs are monitored at regularly scheduled intervals. Monitoring procedures are documented and monitoring records are maintained.	10
7.	Corrective action procedures have been identified, are taken and are documented, when critical limits are not met. Corrective action records are maintained. Product disposition is documented.	5
8.	Appropriate verification procedures have been established. They are documented, and verification records are maintained.	5
9.	All records are appropriately signed/initialed and dated.	3
10.	Audits of the HACCP plan are performed on a regular basis by someone independent of the development of the plan. Audit results are maintained. The last HACCP program audit was: _____	5

B.	Food Safety Practices	
1.	Proper employee and equipment traffic flows are used to minimize contamination between raw products and finished products. Food processing areas are organized to minimize the risk of cross-contamination through adequate separation of raw materials, finished product, and storage and distribution areas.	3
2.	Employees with obvious sores, infected wounds, or other infectious illnesses shall not be allowed to have direct contact with exposed food products or production/storage areas.	3
3.	Employees are observed washing their hands after activities that may have contaminated them. Activities can include, but are not limited to: using the restrooms; after breaks; prior to entering production and product packaging areas; prior to handling product; prior to touching product contact and non-food contact surfaces; after handling garbage.	5

C.	Product Contamination	
1.	No actual product contamination is observed. Product contamination must not occur, including the possible cross contamination of GMO with non-GMO, etc. Steps must be taken to insure that this does not occur and documentation of these steps must be maintained.	5
2.	No equipment used has the potential to contribute to the contamination / adulteration of product with physical, chemical, or microbial contaminants.	5
3.	No sanitation practices are observed which could potentially cause product contamination: All food, food-contact surfaces and packaging are adequately protected from contamination during clean-ups.	5

4.	The use of hoses during production or mid-shift clean-ups is accomplished without contaminating food, food-contact surfaces and packaging materials with water droplets and aerosols or without direct contact. High-pressure hoses are not used during production or where food is stored.	5
5.	**Glass/Plastic/Wood Program:** A written program outlining the management of glass, hard plastic and wood is available and enforced. Glass is excluded; hard plastic and wood are managed.	5

D. Food Safety Training

1.	Procedures for conducting ongoing food safety and GMP training for all employees, including new employees, have been established and are documented. Responsibility for the food safety and GMP training programs is assigned. The programs include evaluation criteria for knowledge learned. Completion of this food safety and GMP training is documented as to date(s) given and is a part of the employee's records.	5
2.	Employees have been trained and are aware of the HACCP-related activities in their immediate work areas. This training is documented as to date(s) given and is a part of the employee's records.	5
3.	Procedures for conducting ongoing training on cleaning and sanitation procedures for sanitation employees, including new sanitation employees, have been established and are documented. Responsibility for the sanitation training program is assigned. The program includes evaluation criteria for knowledge learned. Completion of this sanitation training is documented as to date(s) given and is a part of the employee's records. (Applicable even if the facility uses an outside service for sanitation. The sanitation company must provide appropriate documentation.)	5
4.	Refresher training programs are provided to all employees at least annually. Completion of this training is documented as to date(s) given and is a part of the employee's records.	5

E. Security Program

1.	A written program to manage all security concerns relating to the building is available and supported by management.	5
2.	All visitors must show identification and sign in before gaining access to the facility. All non-employees must be escorted within the facility at all times.	5
3.	Access to the facility is contained through the use of double doors, card readers and/or other means.	5
4.	The facility parameter is adequately contained through the use of fences or other control devices.	5

F. GMO

1.	Do any of your ingredients and/ or products contain, or have the potential to contain, genetically modified organisms (GMOs)? If yes, which ones?	Yes	No

Possible points for processed food manufacturers	**141**
Actual points	
Percentage	
Possible points for grains and pulses providers	**63**
Actual points	
Percentage	

COMMENTS:

CERTIFICATIONS:

(List all that are current)

II. Quality Systems

(Assessed by review of records)

A. QA/QC Program

		Rating
1.	**Program:** A written program, which details policies and procedures for the operation of the QA / QC programs, is established, organized, and maintained.	5
2.	**Org. Chart:** A current organization chart is available.	2
3.	**Product Specifications:** There are written standards and specifications for raw and finished food products and packaging materials that come in contact with food. Any rework used in products must be defined.	5
4.	**Defective Material Program:** Procedures and criteria have been established for all hold and release programs. Documentation and records are maintained.	10
5.	**Positive Release Program:** A positive release system is used for all products produced.	5
6.	**Record Retention Program:** Records of all QC results and actions are documented, and initialed. There is a record retention policy for all QC results.	5
7.	**QA Program Verification Program:** Self-audits are performed at least monthly. Copies are maintained for at least 12 months. The audits include all areas of the facility. Personnel from all departments participate. Corrective actions include what is to be done, when, and by whom.	5
8.	**Shipping/Receiving Program:** a documented shipping and receiving program is available. This includes inspection, adequate labeling, documentation, verification and record retention.	5
9.	**Weight Control Program:** there is a documented system of weight or volume control for all products and lines.	5
10.	**Regulatory Inspection Program:** there is a documented program regarding how to handle regulatory inspections. This will include responsibility, samples, photographs, supplier or customer notification and other procedures.	5
11.	**Internal Inspection Program:** there is a documented program outlining quality, maintenance, GMP and sanitation issues within the plant. This program will include responsibility, frequency and follow-up. These records are available for viewing.	10

B. Good Manufacturing Practices (GMP's)

1.	A documented GMP program has been established. It complies with all applicable regulations. Responsibility for managing the program is specified.	5
2.	GMPs include a section on employee hygiene practices. GMPs include a procedure for uniforms and outer garments. Appropriate signage on GMPs is posted for employees and visitors. Visitors are given a copy of the facility's GMPs.	4
3.	Corrective action procedures have been established for deviations, and appropriate records are maintained.	5
4.	GMP's are audited on a routine basis. These audits are documented.	5

C. Pest Control Program

1.	A written pest control program has been established. It must include a designated pest control operator (internal or an outside service); scheduled frequency of service; types of pesticides used and location of application, and a current map showing the location and type of all devices (internal and external). All records and documents must be readily accessible.	20
2.	The pest control book includes copies of all business licenses, proof of indemnity insurance and certification for all pest control operators. The file is accurate, up-to-date and complete.	5

3.	All pesticides, chemicals and compounds used meet applicable regulations and approvals. Labels and MSDS must be provided for all products used.	5
4.	Service reports must be up-to-date and available for review. They must show the service performed, chemicals used and amount, signs of activity, and applicable follow-up actions.	5

D. Cleaning and Sanitation Program

1.	A written master cleaning schedule lists all areas in the plant that require cleaning (including processing and non-processing areas and equipment) and the frequency of cleaning. Documentation of compliance is maintained, and these records are available for review.	6
2.	Current MSDS and labels are on file for all cleaners and sanitizers being used in the facility. Facility maintains the system so that it is organized, accessible, and easy to use.	2
3.	Sanitation SOPs are established, documented, and implemented. All necessary content, including responsibility, task to be performed, chemicals and equipment used, required signatures/sign-off is included. Halal procedures are included and documented as necessary.	9
4.	A pre-operational sanitation inspection program is established. A visual inspection is conducted to assess sanitation prior to the start of production. Environmental monitoring using rapid methods and/or microbiological swabbing is used to verify sanitation on a pre-defined basis.	15
5.	Corrective action procedures are established and documented for incomplete or inadequate sanitation.	3
6.	Appropriate records are kept to verify SSOPs, including pre-operational and operational SSOP assessments. CIP records are accurate and retained.	10
7.	The water and plumbing are adequate for the intended operations, and the water is from a potable source. Potability is checked at least annually with a sample taken at the plant location, and proper records are maintained.	2

E. Supplier Certification Program

1.	A documented system has been established for approving and monitoring suppliers of raw materials and packaging.	5
2.	A documented inbound inspection program is required for all materials. Appropriate procedures for monitoring methods are used to document trailer condition and to examine incoming materials for evidence of contamination (pest, microbiological, chemical and physical), temperature abuse, damage, quality and condition, and conformance to specifications and standards. Letters of guarantee are required where appropriate. Inspection records are documented and filed, including disposition of any rejected product.	5
3.	A system for identifying and labeling all ingredients and materials, including lot and date codes, has been established for traceability.	5

F. Process Control Measures for Achieving Product Quality

1.	Process control points have been identified. These match the HACCP program. There are written procedures for the monitoring of these control points and appropriate records are kept. This include mills, sortex, bagging equipment.	10
2.	Corrective action procedures have been established. There are adequate back-up systems in the event equipment in place does not operate properly.	5

3.	All measurement equipment for monitoring process control points (e.g., thermometers) is calibrated according to a schedule. The results are documented.	5
4.	A metal detector is on each line and is working. Procedures are in place and documented for testing whether the metal detector is operating and has compliant sensitivity.	15
5.	Procedures are documented on how to handle product when the metal detector is non-working or non-compliant.	5
6.	Procedures on how to handle product rejected by the metal detector, and calibration of the detector, must be established. Records of calibration checks are maintained. Sensitivity of metal detectors is: SS_____: FE:_____: non-FE:_____	5

G. Maintenance

1.	A written program exists for the proper preventive maintenance of all equipment and appropriate areas of the facility in accordance with an established schedule.	5
2.	A program exists for employees to identify items that need maintenance. A system for reconciliation that maintenance has been completed is in place.	5
3.	Only approved food-grade lubricants are used, and they are appropriately stored.	5
4.	Equipment, which has undergone repairs, maintenance or re-assembly is cleaned and sanitized before being used in processing. Responsibility for monitoring this process is assigned. Documentation of the sanitation is required, and records are maintained.	5
5.	Procedures are in place to ensure product protection in all maintenance activities. Activities are specific to include repairs when product is exposed versus repairs when product is not exposed.	5
6.	Procedures are established to ensure tool and part control when repairs are taking place. These should include proper placement of nuts and bolts, tools used in raw areas versus finished product areas, etc.	5

H. Good Laboratory Practices

Check here if no internal lab exists _____ and rate this section as NA Only labs with micro or chemical analysis should be evaluated.

1.	A documented GLP program has been established. It includes written SOPs, including internal calibration and control procedures, for all tests or analyses performed. Lab results are documented and initialed. Responsibility for managing the program is specified. There is a documented verification program for internal proficiency, and records are available for review.	5
2.	All appropriate lab equipment is calibrated as scheduled or as necessary and is functioning properly on a continuing basis. The calibration results are documented. Verification procedures of calibration have been established.	5
3.	If the laboratory is testing for pathogens, the laboratory must be physically isolated from production areas. Controls to prevent pathogen and contamination need to be in place. There must be a program for running positive controls/cultures with documented records for all analyses.	5

I. Customer Compliant, Product Tracking and Recall Programs

1.	**Lot Code Program:** A documented, product recovery program that can trace the distribution of specific production lots and the source of all raw materials and ingredients used therein has been established and is maintained. Contact lists for responsible employees and customers are current. Responsibility for managing the recall program is assigned. (collect an emergency contact list)	10
2.	**Recall Program:** Mock recalls are conducted at least every 6 months to assess the effectiveness of the program. Mock recalls are performed using lot numbers from ingredient vendors as well as finished goods. The results of the mock recall are on file and available for review. Date of last mock recall _____	7
3.	**Product Tracking:** All finished products shall be properly coded for traceability. Lot or batch number records of ingredients can be linked to the finished products, including traceability for reworked product. Coding system for finished product is date of mfg. _____ or use by/best by date _____. (Check which system is used) (collect an example and an explanation of coding system)	5
4.	**Customer Complaint Program:** A documented, formal program on how to evaluate customer complaints, especially those related to food safety, has been established. Food safety/QA personnel are notified of applicable customer complaints. Investigation and documentation is part of the program	10

J. Product Testing

1.	All finished goods have a written specification. This is available in the production area and is used to determine if the product during processing is being manufactured correctly.	5
2.	Finished goods and intermediate products are tested to determine if they conform to written specifications. The results of these tests are documented and reviewed by upper management before the product is released.	15
3.	Are microbiological tests are required on the product? If so, is there a written microbiological program which includes, sampling method, sample size, tests conducted exception procedures and responsibility. Are the results kept in a central location?	5
4.	Products which require microbiological clearance are held in a separate area until clearance.	10
5.	All outside laboratories are certified. A copy of the certification is available.	5

K. Record Keeping

1.	All records for a day's production are kept together in a central, easily accessible location. These include both quality and production records.	10

Possible points for processed food manufacturers	**345**
Actual points	
Percentage	
Possible points for grains and pulses providers	**279**
Actual points	
Percentage	

COMMENTS:

III. Grounds, Building and Equipment

(Assessed by observation and review of records)

A.	Plant Grounds	Rating
1.	Roads, yards, grounds, and parking lots are maintained in neat and good condition, and free of trash and litter. Grass and weeds are cut to minimize harborage areas for pests and are not within 1 m of the building.	5
2.	Plant grounds have adequate drainage to prevent pooling water which can serve as source of contamination by seepage, foot-borne filth, or provide a breeding place for pests.	5
3.	Equipment stored on plant grounds is at least 1m away from the buildings, at least 15 cm above the ground and in an organized manner to prevent breeding areas and harborage for pests. Any pipes within 20 cm of the building must have closed ends.	5
4.	Litter and waste are properly stored in enclosed containers. All waste is removed from the premises at appropriate intervals and in such a manner as to prevent spillage and litter. The dumpster areas are cleaned on a regularly scheduled basis and clear of debris and spilled product.	5
5.	The loading dock areas are clear of debris and spilled products. All bumpers, levelers, and shelters are in good repair and clean.	5

B.	Plant Facilities	
1.	Plant buildings and roofs are suitable in construction and design to facilitate maintenance and sanitary operations. There are no roof leaks.	5
2.	Interior floors, walls and ceilings are constructed of materials which can be adequately cleaned and maintained in good repair. Adequate floor drainage is provided in all areas to prevent contamination.	5
3.	Adequate screening or other protection is provided as necessary for protection against pests. Doors and windows should be closed or screened with no gaps greater than 0.5 cm. Cracks and crevices have been sealed to prevent entrance or harborage of pests. Drains protruding from outer building walls must be screened.	5
4.	Processing areas must be free of overhead condensation.	5
5.	Aisles or workspaces between processing equipment and walls are unobstructed and of adequate width to permit employees to perform their duties and protect against contamination.	5
6.	All lights in receiving, shipping, production, and storage areas of the facility are to be shielded or protected against breakage.	5
7.	There is adequate lighting in all areas of the facility, including processing, storage, receiving, shipping, locker rooms, restrooms, and breakrooms	5

8.	Adequate ventilation or control equipment is in place to minimize odors and vapors. Fans and other air-blowing equipment are operated in a manner that minimizes the potential for contaminating food, equipment or materials.	5
9.	All water lines are protected against backflow or cross-connections between potable and waste water systems.	5
10.	Hand wash / sanitize stations are appropriately located in the processing areas. Hand washing stations have hands-free operations and are provided with antibacterial soaps, hot water and sanitary towels or suitable drying devices at all times. Signs in the appropriate languages direct employees to wash and sanitize their hands before they start work, after each absence from their workstation and at any time their hands may become soiled or contaminated.	10
11.	Break areas, locker rooms, and restrooms are maintained in a clean and sanitary condition. They are equipped with proper ventilation, self-closing doors, and sinks that minimize contamination of employees' hands and garments. Drains function properly and are free of standing water. Lunchrooms are separated from the food processing areas and are free of plant garments, aprons, etc. Ladies' restrooms must have covered trash receptacles. Hand-wash signage is posted in all of these areas.	10
12.	Ladders and walkways over exposed product lines are protected to prevent potential contamination. Appropriate kick plates are installed as necessary.	5

C. Equipment

1.	Equipment design: All plant equipment and utensils are designed and constructed to prevent contamination of food products. Food contact surfaces and seams are smoothly bonded. Wooden equipment and / or wooden food surfaces are not used in food processing areas.	10
2.	Equipment maintenance: Equipment is in good repair and is being used for the task for which it was intended. Contact surfaces are corrosion resistant and able to withstand their processing environment. No mold or rust is observed on equipment.	10
3.	Temporary repairs of equipment will not inhibit proper sanitation or be made with materials, which contribute in any way to the contamination of the product or environment.	10
4.	Soiled or broken pallets are not used. Empty pallets are not stored near raw material, in food processing, or food storage areas.	5
5.	Vehicles and equipment used for moving raw materials, finished products and packaging throughout the facility are cleaned and maintained in good condition.	5

Possible points for processed food manufacturers	**135**
Actual points	
Percentage	
Possible points for grains and pulses providers	**135**
Actual points	
Percentage	

COMMENTS:

14. Pest Control

(Assessed by observation)

		Rating
1.	There are an adequate number of interior pest control devices, spaced at consistent intervals (typically 10 m) around the interior perimeter of the facility, including mechanical stations within 1m of both sides of doors leading to the exterior, including dock doors. Pest control devices must also be used in dry storage areas, coolers, locker rooms, restrooms, and lunchrooms. These devices must be located so that they do not contaminate product, packaging or equipment. The proper number and color code to correspond with the master identification map should be used. Neither Toxic bait nor glue boards are to be used inside the facility.	10
2.	There are an adequate number of tamper-resistant exterior pest control stations spaced at appropriate intervals (usually 10 – 15m) around the building's exterior perimeter. Stations are secured in place next to the building, closed, and a key, A tool (e.g., Allen wrench) is required to open. Bait must be anchored inside the stations to avoid being removed by a rodent or floating away during heavy rains. These devices must be located so that they do not contaminate product, packaging or equipment. The proper number and color code to correspond with the master identification map should be used.	10
3.	Adequate inspection of all pest control devices Live catch devices are checked at least monthly by an outside contractor and twice monthly by an in-house inspector. Exterior bait stations are checked at least monthly. The pest control operator must sign and date the labels on all traps. These labels should be on the inside of the devices.	10
4.	All pest control devices are functioning properly; i.e., are properly wound, have bait as appropriate, are of sound construction and working as intended. Bait in the stations has a fresh appearance.	5
5.	There is no evidence of decomposed rodents in the interior or exterior pest control devices.	5
6.	There is no evidence of insects, flies, rodents, or birds inside the facility. There is no evidence of rodents or birds around the exterior perimeter of the facility.	5
7.	There is no evidence of insects, flies, rodents or birds on or in any food products.	5
8.	Insect control devices may be used, as needed at all exterior entrances. They must be at least 3 m from covered/protected products or packaging and at least 10 m from exposed product, packaging, or equipment. They must be cleaned and maintained on a scheduled basis. They must be located to prevent attraction of insects from outside of the building.	5
9.	Avicides are prohibited inside the plant's facilities and are used appropriately (as designated) if used on the exterior.	5
10.	All pesticides, chemicals and other compounds stored on site for pest control are properly labeled and kept in locked, secured areas away from any food storage or processing areas.	5
	Possible points for processed food manufacturers	**65**
	Actual points	
	Percentage	
	Possible points for grains and pulses providers	**65**
	Actual points	
	Percentage	

COMMENTS:

14. Employee Practices

(Assessed by observation)

		Rating
1.	Employees follow written programs on employee hygiene practices. Employees maintain personal cleanliness and hygienic practices are followed.	5
2.	Exposed jewelry, other than a plain wedding band, and other objects that might contaminate a product, such as artificial nails, are not worn. Objects, such as pens, thermometers, etc., which might fall into food, equipment or containers are not carried in above- the-waist pockets.	5
3.	Hairnets or other appropriate restraints are properly worn in food processing areas.	5
4.	All employees with facial hair that work in production areas must wear beard covers.	5
5.	Outer garments (aprons, smocks, lab coats, etc.) are clean and suitable to the operation.	5
6.	Uniforms do not contribute to potential product contamination. They are not worn outside of the facility. Employees adhere to traffic flows when moving through the facility by changing uniforms or smocks to minimize cross-contamination.	5
7.	Gloves worn in the food processing areas are maintained in intact, clean and good condition. Gloves must be used where there is direct hand contact with ready-to-eat products. Procedures for the proper handling and usage of gloves are established, implemented, and verified where required.	5
8.	Eating, chewing gum, drinking and smoking are confined to designated areas outside of the processing areas.	5
9.	Employees have a separate area away from the processing areas for storing their personal items. This area is kept in a neat and clean condition and is well maintained.	5
10.	Food should not be stored in lockers or consumed in locker rooms.	5
	Possible points for processed food manufacturers	**50**
	Actual points	
	Percentage	
	Possible points for grains and pulses providers	**25**
	Actual points	
	Percentage	

COMMENTS:

VI. Receiving, Storage and Shipping

(Assessed by observation and review of records)

A.	**Receiving and Shipping**	**Rating**
1.	All ingredients and materials are observed to be properly identified and labeled, including date of receipt and lot and/or date codes for traceability. All materials are to be labeled and separated to prevent the possible cross-contamination of Halal/Vegetarian with non-Halal/Vegetarian products.	5

2.	Products are not stored in the shipping and receiving areas, unless proper controls are used, to prevent degradation of the products (infestation, contamination, etc).	5
3.	Shipping and receiving areas are clean, organized, and free of debris and spilled products.	5
4.	Conditions of premix of minerals and vitamins are documented at the time of receiving and shipping. They are store in a cold, dry and clean place.	5
5.	Transport vehicles used (incoming or shipping) are clean and free of any pest contamination. They are inspected before and after unloading. They are capable of maintaining proper product temperatures and preventing any product contamination.	5
6.	If ingredients are received in bulk (tanker, rail, etc.), transfer procedures must protect the product from contamination. Hoses must be clean, capped and stored off the ground, and connection ports into the building must be capped when not in use.	5
7.	A Receiving log is kept at the receiving area and is used as a tool for receipt documentation.	10
8.	Inbound containers are required to be sealed. These seal numbers are recorded on the receiving log.	5
9.	Outbound containers are required to be sealed. These seal numbers are recorded on the bill of lading. The correct quantity of desiccant must be used (See WFP SOP on container loading)	5

B. Storage

1.	Sufficient space (typically 1 m) is maintained along all walls to permit proper cleaning and inspection for pest activity. This space is clearly marked. Typically painted white. No materials are stored within this space. All materials are stored at an adequate height above the floor. Easy access to all areas around the walls for cleaning and inspections is provided.	7
2.	All materials are to be labeled and separated to prevent the possible cross-contamination or infestation of different products.	4
3.	First in/first out (FIFO) rotation practices are used and documented for all raw materials, in-process materials, finished products and packaging. Products which have been partially utilized are labeled as such and are properly rotated to the front of the inventory for immediate use. Products which have been exposed to warm temperatures and then are returned to storage are appropriately labeled and rotated for immediate use.	5
4.	All stored ingredients, materials, and packaging are clean, dry and intact, and are properly packaged or covered to prevent contamination of other products. They are in good condition and free from contamination and spoilage. They are stored under appropriate conditions (e.g., dry, cool, clean).	5
5.	Any damaged cases or packages are immediately segregated and repackaged or properly discarded. All materials rejected or on hold are properly identified, adequately segregated, clearly tagged with product name and original lot number and protected from contamination. Hold areas are clearly identified.	5
6.	Ingredient containers are not reused, unless they are adequately sanitized or have protective liners. Single-use containers from microbiologically sensitive products are not reused.	5
7.	Dry storage areas are maintained in a clean and sanitary manner. All spills are immediately cleaned up; i.e., the floors and racks are not dirty and there is no evidence of spills, trash or other litter.	5
8.	Restricted chemicals for use in processing or as an ingredient are stored in separate, locked areas away from food and packaging supplies.	5

9.	Floors, walls and ceilings of coolers and freezers are maintained in a clean and sanitary condition. There is no evidence of spills, trash or clutter. Floors are kept dry and free of water.	5
10.	Coolers show no sign of condensation. Products stored in coolers (e.g. minerals and vitamins, RUSF, etc.) should be free from condensation.	4
11.	Temperatures of coolers are maintained below the maximum temperatures. Monitoring systems include checking temperatures manually twice a day or via continuous recording devices.	5
	Possible points for processed food manufacturers	**105**
	Actual points	
	Percentage	
	Possible points for grains and pulses providers	**91**
	Actual points	
	Percentage	

COMMENTS:

VII. Plant Sanitation

(Assessed by observation and review of records)

A.	**Cleaning Equipment and Chemicals**	**Rating**
1.	All chemicals used for cleaning and sanitizing are approved in the country of use, are properly labeled, used for their intended purposes and stored in secure, locked areas away from any food processing or storage. Chemicals that are connected to dilution devices do not have to be in a locked area, if their location does not pose a contamination risk to food, packaging, or equipment.	5
2.	Test kits or sanitizer strength strips are routinely used to monitor chemical concentration in sanitizing hand dips, foot baths, and sanitizing solutions. Procedures for these checks have been established, and records of the checks are documented.	5
3.	Containers, brushes and applicators used for cleaning and sanitizing are color coded or labeled to properly identify them for their intended use.. If a color coding system is used, appropriate signage on use of the containers and equipment is posted.	5
4.	Cleaning equipment is properly stored (when not in use) and is not stored in food processing areas	5
5.	Cleaning equipment is non-porous and in good repair	5

B.	**Cleaning, Sanitation and Housekeeping Procedures**	
1.	Cleanliness is maintained in all non-processing and non-food contact areas.	5

2.	Cleanliness is maintained on all food contact surfaces.	5
3.	The cleanup of spills and accumulation of materials is conducted on a continuing basis during production	5
4.	Proper cleaning and sanitizing procedures are followed. Equipment is disassembled as necessary for thorough cleaning.	5
5.	No gross product build-up is present during production	5
6.	Excess moisture, pools of water and condensation is removed from equipment and the environment prior to the start of operations.	5
7.	Knives, saws, trimmers, and other tools used in processing are adequately cleaned and sanitized during processing.	5
8.	Equipment not used for 4 hours is sanitized again prior to use in wet processing environments (e.g. for RUSF production).	5

Possible points for processed food manufacturers **65**

Actual points

Percentage

COMMENTS:

VIII. Processing

(Assessed by observation and review of records)

A. Raw Materials and Other Ingredients

		Rating
1.	Sensitive Raw Material are handled & stored properly (e.g. minerals, vitamins, milk powder, etc)	10

B. Process Control

1.	Appropriate process control points and limits are monitored on a regular basis. Monitoring results and corrective actions are being taken and documented on line.	5
2.	All processing operations (such as cleaning, sorting, sotexing, extruding, bagging, etc.) are performed to protect the food against contamination, including adequate physical protection from contaminants that could drip, drain, or be drawn into the food. Product contamination must not occur and this includes the possible cross contamination of Halal with non-Halal, and/ or GMO contamination, etc. Steps must be taken to insure that this does not occur and documentation of these steps must be maintained.	5
3.	Heated ingredients and finished products are rapidly cooled to prevent the growth of harmful bacteria or are used in subsequent processing steps without delay.	5
4.	Breakdowns or line shutdowns are monitored to insure that time delays, temperature fluctuations and other factors do not contribute to contamination or alteration of the food.	5

5.	All perishable product processing rooms have an easy to read, calibrated thermometer to monitor ambient temperature. The temperatures of products being processed or ingredients to be used in the process are maintained in their appropriate range.	5
6.	Ingredient containers are properly labeled and/or color coded and covered as appropriate. If a color coding system is used for labeling ingredient containers, appropriate signage on use of the containers and equipment is posted. This includes steps to prevent the possible cross contamination of Halal with non-Halal, and/ or GMO contamination, etc	5
7.	An adequate kill step is utilized in the processing area. This is monitored, documented and employees are trained to watch for, correct and document any deviations.	15
8.	Packaging materials are kept clean, dry and free from contamination during processing.	2
9.	Magnets, screens, sieves, etc. are used in the processing lines as necessary and are inspected on a routine basis to insure proper performance. Inspection records are documented & maintained.	5
10.	Any compressed air or other gases (e.g., carbon dioxide, nitrogen) used in processing, packaging or cleaning are treated in such a way to prevent contamination.	3
12.	Floors are free of standing water.	2
13.	Maintenance tools, gloves, rags and other miscellaneous materials are not found on or near processing equipment to prevent potential contamination.	3
14.	Fortification programme: Coefficient of variation for fortification of flours, or fortified blended food is known (please attached a copy)	10
15.	Fortification programme: Procedure to fortify food product (Flour, Fortified Blended Foods, Salt, Oil, Biscuits) is written and followed – please provide a copy as well as copy of records.	10
16.	Fortification programme: The premix in use has been purchased from DSM, Fortitech, Nicholas Piramal or Hexagon nutrition or their authorized dealer, a COA of the premix (not individual mineral / vitamins) is available, a copy is attached to this report.	4
	Possible points for processed food manufacturers	**94**
	Actual points	
	Percentage	
	Possible points for grains and pulses providers	**42**
	Actual points	
	Percentage	

Comments:

IX. Other Programs

A. Other Program Information and Questions

1.	Does the plant have a documented and maintained Halal program? If yes, who is the Halal certification body? _____	yes	no
2.	Does the plant have a documented and maintained non-GMO program? If yes, who is the certifying body? _____	yes	no
3.	Has the plant had a third party audit within the last year? If yes, by whom _____ Date: _____ Score: _____	yes	no
4.	Does the maintain Vegan Certification? If yes, who is the certifying body?	yes	No

Food Safety and GMP Assessment Rating System

This rating system describes a food plant's level of compliance with recognized food safety and Good Manufacturing Practices. The point system and definitions are objective guidelines for evaluating the plant's compliance with the assessed standards and are intended to assure consistency in rating.

This rating system is an objective guideline. Auditors may use their discretion regarding scoring considering the severity of food safety issues and numbers of observations of issue noted.

Each plant will receive a total overall score based on the ratings of the individual standards in the audit form. ***The minimum acceptable numerical score may vary depending upon the company requiring the audit.***

The base score is prorated based on the types of products manufactured, and systems needed to produce them in accordance to National regulations.

Rating	Numerical Score
Excellent	**95% or higher**
Good	**90 – 94%**
Fair	**85 – 89%**
Poor	**< 85%**