

Commodity Purchase

General Information

A. The WFP quality program is based on the organization wide desire to provide a good and safe product for our beneficiaries each and every time. To meet this goal, WFP has established programs, procedures and policies to ensure regulatory compliance, consistent products and beneficiary's satisfaction. The cornerstone of the quality assurance program is selection of foods, suppliers, inspection companies, laboratories, well defined specifications, implementation of Good Manufacturing Practices, and Hazard Analysis Critical Control Point plan (HACCP) for food safety, a Quality Control Program. The underlying regulatory statute that drives many of these programs is found in **WFP's Food Quality Management Manual**.

Food Purchase

B. Make sure that the WFP food procurement guidelines, rules and regulations are properly followed, the questions hereunder are meant to help you to check that 'quality' related parameters are also under control:

Commodity Purchase

1. Did the procurement officer pre-select suppliers according to procedure AUD_SUP?
2. Did the procurement officer pre-select inspection company according to procedure EVA_INS?
3. Did the procurement officer pre-select lab according to procedure AUD_LAB?
4. Are you sure that all questions in form FOO_CHO_CHE have been answered at the time of food choice?

Yes	No

Pipeline and shelflife

5. Are you sure the quantity ordered will stand harsh conditions of storage for a long period of time?
6. Have you consider to order the same quantity but to ask for split shipments / deliveries?
7. **Local purchase**
8. Does the procurement officer regularly visit her/his different suppliers?
9. Does the procurement officer regularly get in touch with the inspection company?
10. Did you ask for copies of the Certificate of Analysis of the food provided by the lab, check its validity, and check that it corresponds to the right sample and to the right lot?

- 11. Did you verify the proof of purchase of the premix for fortified food and making sure that the premix is supplied by a WFP authorised dealer?
- 12. Is the fortified food purchased with a Certificate of Analysis of the premix?

Reminder of (some) document needed

- 13. Health certificate and check for its validity (which includes lot/batch number and clear identification of the marking)
- 14. certificate of origin
- 15. B/L
- 16. Packing list
- 17. SI
- 18. Sailing advise
- 19. Invoice
- 20. No charge invoice
- 21. Taking Over Certificate (in case of DDU purchase)
- 22. Fumigation certificate (if asked in the contract)
- 23. Halal certificate and check for its validity (if asked for in the contract)
- 24. (for processed food) the HACCP certificate or HACCP compliance (as check for by the inspection company)

Comments: _____

C. WFP specifications are precise and take into account regulatory requirements (e.g. Government, Codex Alimentarius, and International regulations), composition of food, method of food analysis, bagging and marking requirement. The programme enable regular revision, update of the specifications – please inform Procurement if some parameters are difficult to meet in your country of operations.

Approved By: _____ Date: _____