

## 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?


