SCOPE

The bagging shall be checked for the marking and the heat sealing. This procedure applies to the suppliers and to the inspection companies performing inspections on behalf of the World Food Programme.

This standard operating procedure must be performed at least once per hour.

PROCEDURE

I- Check the marking of the bags:

The marking of the bags:

1/ The content of the bags shall comply with the marking of the bags;
   example of issue: maize meal bags marked white sifted maize meal, while the actual content is yellow sifted maize meal.

2/ The date of the production date shall be checked;

3/ The bag’s weight;

4/ If required by the WFP’s contract: the ‘best before date’ shall be checked as per the product specifications1.

1 Specifications as per the WFP’s contract and available at:
II- Check the heat sealing:

1/ Ensure that **as much air as possible is removed** from the bag before the heat sealing;

2/ The inner liner of the bag should be preferably properly **double** heat sealed;

3/ Check that **NO** hole is observed ALL ALONG the inner liner:
   → If observed, adapt the temperature of the heat sealer;
   → If observed, **RECHECK** all the bags since the last check (1 hour before) and re-perform the heat sealing, if needed.
III- Perform the drop test:

A drop test is performed to ensure the good sealing of the plastic bags and the good stitching of the polypropylene bags.

The test must be performed at least once per hour, on two bags randomly chosen.

1. Drop the bag at 1 meter height from the ground;
2. Perform the drop on each edge (*6) of the bag:

   The stitching MUST resist to the drop test.

   If not:
   1/ Ensure that as much air as possible is removed from the bag before the sealing
   2/ A double stitching is required.

3. After the 6 drops: open the bag and check the sealing of the plastic bags;

   Check the liner ALL along the sealing. NO HOLE must be observed.

   Otherwise, the manufacturer shall adapt the temperature of the heat sealer.
IV- Maintain the records:

**Inspector name:**

**Inspection Company:**

City, Country:
Manufacturer name:
Commodity:
Date:

<table>
<thead>
<tr>
<th>Batch #</th>
<th>Time</th>
<th>Marking [ok?]</th>
<th>Heat sealing [ok?]</th>
<th>Drop test</th>
<th>Corrective actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stitching [ok?]</td>
<td>Heat sealing [ok?]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>