

Rapid Incident Assessment Questionnaire

The present SOP concerns notification, recording & initial identification of food safety and/or food quality issues. The following data should be use by WFP Food Quality Manager for a rapid identification of the type of incident.

In the case of nonconformity with POTENTIAL FOOD SAFETY or WFP'S REPUTATION risks, the WFP Country Director should also send this log to WFP Regional Director, to WFP Director of Operations and to WFP Director of Communication WITHIN 24 HOURS.

In the case of PUBLIC HEALTH INCIDENTS and/or of serious ALLEGATIONS PUBLICLY LAUNCHED by Governments, implementing partners, civil rights groups, or the media, also refer immediately to Standard Operating Procedure 'WFP Communication Strategy in the event of Food Safety Issue'

Date, time of incident		
Place of incident		
Complaint numbers		
Beneficiaries		
Partners		
Authorities		
WFP staff (internal)		
In case of illness, how many people are affected?		
In case of illness, what are the symptoms?		
In case of illness, were the symptoms confirmed by a doctor (local or UN doctor)?	Yes	No
Product type		
SI number		
Lot number (if available)		
Best Before (or expiry date)		
Total quantity of the lot (in MT)		
Traceability of the food:		
Quantity at partners w/h		
Quantity in WFP w/h		
Quantity in transit		

Quantity already consumed

Estimated value of the food (US\$/MT x total quantity at stake)

Origin of the food

Supplier name (if known or printed on packaging)

Was the product already delivered to beneficiaries

When was it delivered?

By whom? (cooperating partner name or WFP)

To whom? (targeted beneficiaries)

Default(s), including apparent severity and potential food safety risks:

(frequent defaults involve insect infestation; adulteration; microbial, chemical or foreign matter contamination; improper composition & nutritional value; sensorial defects; low technical functionality; faulty packaging; mislabeling, non compliance with contractual specifications and/or with local food regulations; poor local acceptability and other customer complaints)

If possible, give your views on the probable cause of default(s):

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If possible, give your views on the probable stage at which the default occurred in the food supply chain:

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Proposed incident hazard category (Note: the final classification is FQSU responsibility)

A	B	C
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- A= Beneficiary safety,
- B = WFP's reputation,
- C= Internal incident

Decision taken between detection and notification:

Holding the non conforming product:

Yes	No
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Isolating the product (physical separation to avoid mixing, contamination, use or delivery):

Yes	No
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Labelling the product(s)/stack "not for use":

Yes	No
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Taking samples (according to the specific sampling SOP for this given food product):

Yes	No
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Has the CD been informed?

Yes	No
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Name

Has the RD been informed?

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Name

Has the Regional or HQ quality officer been informed?

Yes	No
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Yes	No
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Name
Has the Regional procurement officer been informed?

Yes	No

Name
Has the Regional communication off. been informed?

Yes	No

Name
Has the Legal officer been informed

Yes	No

Name
Who else knows outside of WFP?

Authorities (type & name)

Media (Press and/or TV and/or radio & name)

Other third parties (type & name)

External expert (function & name)

Is support from RB or HQ required?

Yes	No
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If yes, please explain:

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Date of reporting:

Name of reporting officer:

Tel number of the reporting officer:

Email of the reporting officer:

Signature

Other remarks (e.g. description of the incident, etc.):