



**World Food  
Programme**

**Programme  
Alimentaire  
Mondial**

**Programa  
Mundial de  
Alimentos**

**برنامج الأغذية  
العالمي**

## **Annex 1: Required Service**

The required food inspection services shall be performed in accordance with internationally accepted sampling and analysis procedures and shall include:

### **I. Inspection at supplier's warehouse**

The inspection at the Sellers' warehouse prior to the loading and shall consist of:

#### **A- Premises:**

1. The Food inspection's Inspector(s) shall inspect the suppliers' warehouses to determine the condition, hygiene and suitability for accomplishing the food supply contract.

#### **B- Packaging**

2. Visual check for quality of packaging materials.
3. When applicable, for bag packed: Bag drop test for 10% of the tonnages of the commodity.
4. Sample weighing of a minimum of 10% of the total tonnages of the food commodity must be done to ensure that weights conform to the contract. Where necessary a higher percentage of samples may be used to determine the average weight. For a representative sampling, the units of food commodities must be picked from the front, middle, and the back locations in the container.
5. Check the weights of full and empty packaging as per specification.
6. Check the markings on the packaging as per requirements.
7. Some bags must be opened up to ensure that:
  - o There are no live pests inside bags.
  - o Evidence of high moisture (e.g. caking, darkening, etc.)
  - o Other visual defaults must be reported (e.g. presence of foreign matters in excessive quantities, etc.)
8. Any identified problem of packaging (such as weak packaging, torn, old, or unserviceable or with poor quality stitching/sealing) and of the goods must be reported to WFP office.

#### **C- Sampling**

9. Representative samples to be drawn according to international sampling method standards (GAFTA 124-2, ISO 24333, FOSFA ...).
10. A retention sample (of the same size of the lab sample) (of the same size of the lab sample) **MUST** be retained by the food inspection for no less than 3 months.

#### **D- Pictures**

11. Take pictures of commodities and warehouse (attached these pictures to the inspection report). The pictures must be taken with the an appropriate resolution (Min. 2 Megapixel) . however, if sent to WFP by e-mail , VGA size should be used.

A checklist is available at:

<http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx>

## II. Inspection during production (for processed foods, e.g. Fortified Blended Foods, Fortified Wheat Flours, Biscuits, etc.)

### A- Presence

1. The Food Inspector(s) must be present during production of processed foods, whenever work is in progress.

### B- Various controls

2. Visually check the quality of the raw materials (e.g. foreign matters for grains and pulses, Best Use Before Date of ingredients, etc.)
3. Visually check the infestation, discoloration, moisture content of raw materials, etc.
4. Follow the 'fortification' procedure  
(Available at: <http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx> )
  - o Premix (storage, Certificate of Analysis, Proof of purchase, etc.)
  - o Feeder (calibration, Coefficient of Variation, etc.)
  - o Records (Calibration, premix inventory, premix usage, etc.)
5. Take pictures of the different production posts (in case of abnormalities).

### C- Sampling

12. Representative samples can be drawn according to international sampling method standards during production, at the bagging section. Sampling frequency and reference method (GAFTA 124-2, ISO 24333, FOSFA ...).

If an automated sampling device is available in the factory, if the frequency of sampling is equal or higher than recommended by WFP, then the sample can be drawn from the device.

For **Aflatoxin SAMPLING and TESTING**, a specific procedure must be followed; this procedure is available on-line at:

<http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx>

6. A retention sample (of the same size of the lab sample) **MUST** be retained by the food inspection for no less than 3 months.

A checklist is available at:

<http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx>

### III. Inspection at Loading

#### A- Presence

1. The Food inspection's Inspector(s) must be present at each place of loading, whenever work is in progress.
2. If the cargo has been inspected at the warehouse level or at the factory level, a system of sealing, identification, etc. of the cargo **MUST** be put in place. The identification system must be documented and shared with WFP.

#### B- Visual check of cargo and means of transportation

3. Visually check again the packaging (quality, stitching, marking, weight) to ensure that the goods are in conformity with the contract.
4. Further visual checking for infestation, discoloration, moisture content etc.
5. Before cargo is loaded on to any means of transport, ensure that they are clean and fit for transportation of food (e.g. no risk of contamination from oil / fuels or other contaminants that may have been previously carried, etc.).

Inspect the trucks to confirm the floors of the truck bodies are sound,

Inspect vessel at the port to confirm that the suitability and cleanliness of their holds and gears and inspect containers to confirm that their interior/exterior paint and wooden floor are reasonably intact. (Visual checks for containers' general seaworthiness should include verifying of CSC-plates, ensuring their doors close properly, proper rubber seals exist and there are no holes to avoid potential leakage).

6. Follow the loading procedure of containers  
(Available at: <http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx> )
7. Take pictures of empty trucks, containers, etc.
8. If fumigation is required, the inspection company must advise the supplier to follow WFP's fumigation SOP and must report on the fumigation. (SOP is available at <http://foodquality.wfp.org/Portals/0/Fumigation%20SOP%20WFP.swf> )

#### C- Tally

9. Make a tally of all the bags/ bottles/ boxes loaded onto the truck, containers, vessels, or wagon at the loading point.
10. Send a copy of the tally sheet with the loading truck to be presented at the offloading point.
11. Daily report with photographs.

#### D- Reporting

12. Inspection Company must fill the check list of inspection (available at: <http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx> )

## IV. Analysing the samples and reporting

### A- Laboratory choice

1. Samples collected at supplier's warehouse, plant, or during loading shall be analysed (the list of analyses in annex) either at food inspection company laboratory or at a subcontracted laboratory. Ideally the laboratory needs to be ISO 17025 accredited.

**Inspection Company must inform WFP which laboratory will carry out the analysis.**

**Name, contact details of the lab MUST be sent to WFP**

### B- Results

2. The analysis results for each batch depending on the contracted quantity and pending issuance of a final Food inspection certificate after the conclusion of the contract. Methods of analysis (standards) and sampling protocol must be mentioned in the analysis report.

## V. Reporting

Inspection Company shall provide the following certificates.

### ❖ Fortification (for fortified food only) and quality of the raw materials

1. **Certificate of Analysis** of the Premix (with all minerals and vitamins analysed)
2. **Proof of purchase of the premix** (quantities, origin, etc.) and it MUST be checked to ensure the premix come from a WFP's approved supplier and has been ordered in the right quantity.
3. A statement on the **quality of the raw materials** and its suitability for the production of the processed product for human consumption.

### ❖ Inspection reports

4. A **sampling report** (with location of sampling, quantity sampled, name of the officer who did the sampling, quantity sampled, etc.)
5. A **lab (or visual check) report** from a WFP pre-approved lab (i.e. final certificate as well as intermediate certificates will be required).
6. **Daily reports** to inform the procurement officer on the progress of the operation.
7. **Inspection at loading** (including tally and loading report, see 'loading procedure' at <http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx>)

### ❖ Additional documents

8. **Fumigation report** (if fumigation is required: fumigant type, quantity / MT, exposure duration, place of fumigation)
9. All **other supporting documents**, records, photos, information related to the reports and checklists (refer to contract for more information, e.g. transport documentation)

Payment to your company will be done ONLY if the whole set of documents, records, etc. is provided to WFP.

A checklist is available at:

<http://foodquality.wfp.org/QualityProcedures/StandardOperationProceduresandGuidelines/tabid/500/Default.aspx>