**Scope**

This questionnaire applies to all specialized food suppliers. It aims to get more details/information about the quality management system in place at the factory, the production means, and the controls implemented in the factory to prevent final products from main microbiological, chemical and physical risks.

Manufacturer/supplier information

|  |  |  |  |
| --- | --- | --- | --- |
|  | | MANUFACTURER: | SUPPLIER (if different than manufacturer) |
| Name: |  | |  |
| **Address:** |  | |  |
| **Phone & email** |  | |  |

This questionnaire has been completed by:

|  |  |
| --- | --- |
| Name(s) |  |
| Function(s) |  |
| e-mail(s) |  |

**List of documents to provide**

**Mandatory:**

This Manufacturer Quality Questionnaire filled

[Annex 1](#Annex1):List of products manufactured in the site (see paragraph 2.3)

Map of the manufacturing site, detailing the zoning system, flow of material, personnel, waste… site (see paragraph 4.3)

Copy of the procedure for cleaning operations, including cleaning of the production zone.(see paragraph 4.8)

Annex 2 – Environmental monitoring program (see paragraph 4.9)

Baseline data for environmental monitoring program to monitor process control by reviewing trends.

**If applicable:**

Food manufacturing license (see paragraph 1)

Copy of the certifications (ie : ISO 22 000 …)

**Outcome (to be filled by MSF / UNICEF / WFP)**

|  |  |
| --- | --- |
| Date sent |  |
| Date returned |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Manufacturer confidence level | Low | Medium | High |  |

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# 

# RECOMMENDATIONS TO THE MANUFACTURERS

- Codex alimentarius ([http ://www.codexalimentarius.net/web/index\_en.jsp](http://www.codexalimentarius.net/web/index_en.jsp))

* Recommended International Code of Practice. General Principles of Food Hygiene CAC/RCP 1-1969, Rev. 4-2003
* [Code of Hygienic Practice for Low-moisture foods](file:///C:\Users\hanane.bouzambou\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\0IN9BBAB\Codex%20Alimentarius\production%20process\cxp_066e.pdf), and its annexes (CAC/RCP 75 – 2015)
* [Code of Hygienic Practice for Powdered Formulae for Infants and Young Children](file:///C:\Users\Users\hanane.bouzambou\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\0IN9BBAB\Codex%20Alimentarius\production%20process\cxp_066e.pdf) (CAC/RCP 66 – 2008)
* All standards linked to specific products for ingredients/raw materials and final products (ex : aflatoxins levels in peanuts, peroxide levels in vegetable oils, radioactive elements in milks, etc.) are detailed in the applicable Product Specifications Sheet (ref QA-NFOS-T:PSS+)
* General Guidelines on sampling CAC/GL 50-2004

- Iso [http ://www.iso.org/iso/en/ISOOnline.frontpage](http://www.iso.org/iso/en/ISOOnline.frontpage)

* ISO 22000:2005: Food safety management systems – Requirements for any organization in the food chain
* ISO/TS 22004 – Guidance on the application of ISO 22000:2005
* ISO 9001:2000

- - -

MSF/UNICEF/WFP highly recommends the manufacturer to read the technical guidance:

* “Microbial safety of lipid-based ready to use foods for management of moderate acute malnutrition and severe acute malnutrition”, first report, FAO and WHO, 2016
* “Control of salmonella in low-moisture foods” and its annex, published by The GMA Association of Food, Beverage and Consumer Products Companies, in February 4, 2009.

<http://www.gmaonline.org/downloads/technical-guidance-and-tools/SalmonellaControlGuidance.pdf>

- - -

MSF/UNICEF/WFP highly recommends the manufacturer to read the following documents:

* US FDA – ‘The Changing Science of Peanut Butter’

<http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=10&ved=0CIABEBYwCQ&url=http%3A%2F%2Fwww.ncagr.gov%2Fncfoodsafetyforum%2Fpresentations%2FDonald%2520Zink%2520-%25202009%2520Food%2520Safety%2520Forum.ppt&ei=eNUQUdfnLem00QXIoYHQCA&usg=AFQjCNHuf_TaCO34yz6961RBxeoY6gvdyg&sig2=JL9_YJO7XEFutx9YWl9faw&bvm=bv.41867550,d.d2>k

* Thermal inactivation of Salmonella in peanut Butter Li Ma et al., 2009. J. Food Protect. 72:1596 – 1601

# Company Identification

|  |
| --- |
| What is the legal status of the company? |

|  |  |
| --- | --- |
| Does the company belong to a group? | yes no |
| If yes, which one? | |

|  |  |  |
| --- | --- | --- |
| Do you have a Food Manufacturing License? | | yes no |
| If yes | ***Please provide a copy*** | |
| Sanitary approval number (if applicable):  What is the date of the last inspection from competent national authority? (please precise the type of inspection) | | |
|  | | |

# General Information

|  |
| --- |
| What is the plant's construction date? |

|  |
| --- |
| What is the total surface of site? |
| What is the total covered surface? |

|  |
| --- |
| What is the date of the most recent MSF, UNICEF and/or WFP inspection? |

## 2.1. Organisation

|  |  |
| --- | --- |
| Factory Manager:  Name:  Email: @ | Production Manager:  Name:  Email: @ |

|  |  |
| --- | --- |
| Quality Manager :  Name:  Email: @ | Other key person: Function:  Name:  Email: @ |

|  |  |
| --- | --- |
| **Emergency Recall Contact:**  Name:  Function:  Email:      @ | Business Number:  Home Number:  Fax: |

## Plant workforce

|  |
| --- |
| What is the number of permanent employees on the site? |
| What is the number of temporary/seasonal employees on the site? |

|  |
| --- |
| What is the number of working days per week? |
| What is the number of work-shifts per working day? |

|  |
| --- |
| What is the minimum age if employment for regular employees? |
| What is the minimum age for the temporary workers? |

|  |  |
| --- | --- |
| Do you comply with International Labour Organisation Conventions against Child Labour, especially with respect to age, work situation and attendance at school? | yes no |

## Products

|  |  |  |
| --- | --- | --- |
| Are products other than for human consumption manufactured on the site? | | yes no |
| If yes | Do you use the same machines as those for products for human consumption | |
|  | - For their production? | yes no |
|  | - For their filling and packing? | yes no |

***Please fill in the table in*** [***Annex 1***](#Annex1) ***with the list of all products manufactured.***

## Sub-contracting

|  |  |  |
| --- | --- | --- |
| Do you sub-contract? | |  |
|  | - Some of the production? | yes no |
|  | If yes, Which part and where? | |
|  | Do you have a written technical agreement, which specifies the responsibilities of each party? | yes no |
|  |  | |
|  | - Some of the services (maintenance, sanitation, cleaning of premises, storage…)? | yes no |
|  | If yes, which one? | |

# Quality management system

|  |
| --- |
| What is the number of persons employed in the quality department? |

## 3.1. Quality management system

|  |  |
| --- | --- |
| Do you have a documented Quality Management System? | yes no |

|  |  |  |
| --- | --- | --- |
| Is your Quality Management System certified? | | yes no |
| If yes | What is the reference standard? | |
|  | Who is the certifying organisation? | |
|  | What is the date of the last certification? | |
|  | What is the title of the certification (application field)? | |
|  | ***Please provide a copy of the last certificate*** | |

|  |  |  |
| --- | --- | --- |
| Do you organise formal internal audits? | | yes no |
| If yes | How many per year? | |
| Are corrective actions documented and followed-up? | | yes no |

|  |  |  |
| --- | --- | --- |
| Do you organise formal management reviews? | | yes no |
| If yes | How many per year? | |

|  |  |
| --- | --- |
| Do you have a procedure for the management of the customer specifications? | yes no |

|  |  |
| --- | --- |
| Do you have a customer complaint management system? | yes no |

## 

## 3.2. Technical documentation

|  |  |
| --- | --- |
| Do you have a technical file on each finished product ? | yes no |

|  |  |
| --- | --- |
| Do you have a Quality Plan (QP) for each finished product (technical documentation of process parameters, control criteria…)? | yes no |

## 

## 3.3. Customer complaint management system

|  |  |
| --- | --- |
| Do you have documented procedures for customer complaint management system? | yes no |

## 3.4. Haccp

|  |  |
| --- | --- |
| Do you have a HACCP plan for the production of **each product**? | yes no |

|  |  |  |
| --- | --- | --- |
| Have you set up a team for HACCP? | | yes no |
| If yes | Name & position of the coordinating person: | |

|  |  |
| --- | --- |
| Do all employees know what the HACCP concept is? | yes no |
| Are all employees able to locate the CCPs pertaining to their area of responsibility? | yes no |

|  |  |  |
| --- | --- | --- |
| Is your HACCP system regularly audited? | | yes no |
| If yes | What is the date of the latest audit? | |

# Good manufacturing practices and Good Hygienic Practices

## 4.1. Personnel

|  |  |
| --- | --- |
| Is there an organization chart? | yes no |

|  |  |
| --- | --- |
| Do you have documentation for job description? | yes no |

|  |  |
| --- | --- |
| Do you have the curriculum vitae of your key employees? | yes no |

|  |  |
| --- | --- |
| Is health screening regularly carried out on all employees and prior to employment? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you provide protective clothing? | | yes no |
| If yes, | What is the frequency of change? | |

|  |
| --- |
| Are the following articles mandatory:  Head covers  Masks  Special shoes  Other: |

|  |  |
| --- | --- |
| Is hand washing part of hygiene regulations? | yes no |

Is it forbidden to:

|  |  |
| --- | --- |
| - Smoke in the workshops and warehouses? | yes no |
| - Eat in the workshops and warehouses? | yes no |
| - Bring personal effects (bags…) into the workshops? | yes no |
| - Wear jewellery? | yes no |

|  |  |
| --- | --- |
| Are employees personnel items stored in a special place? | yes no |

|  |  |
| --- | --- |
| Are all visitors and contractors provided GMP rules before entering into the production area? | yes no |

## 

## 4.2. Training

|  |  |
| --- | --- |
| Do you have a training programme? | yes no |

|  |  |
| --- | --- |
| Is GMP-GHP training part of the orientation process for all employees (including temporary and seasonal personnel)? | yes no |

|  |  |
| --- | --- |
| Do you evaluate training needs ? | yes no |

|  |  |
| --- | --- |
| Do you have documented training records for each employee? | yes no |

|  |  |
| --- | --- |
| Do you evaluate the effectiveness of training? | yes no |

|  |  |
| --- | --- |
| Are there signs supporting GMP’s posted within the factory? | yes no |

## 4.3. Premises

|  |  |
| --- | --- |
| Are hygienic zoning principles applied in the plant? | yes no |

|  |  |
| --- | --- |
| Is there specific identification and physical separation of:  Standard hygiene areas  Sensitive areas | |
| Are access restrictions for these areas defined and materialized? | yes no |
| Is(are) transitional area(s) implemented in order to enhance hygiene measures prior to the area with the most stringent hygiene measures? | yes no |

|  |  |
| --- | --- |
| Are dry processing principles applied in the producing areas? | yes no |

|  |  |
| --- | --- |
| Are different flows (material, personnel, waste) defined to avoid cross contamination? | yes no |
| Are different flows written on a plan? | yes no |

***Please provide a copy of a map including the zoning system, flow of material, personnel and waste.***

|  |  |
| --- | --- |
| Are change rooms and toilets available and logically located? | yes no |
| Are there showers facilities available for employees? | yes no |

|  |  |
| --- | --- |
| Is the environmental air filtered? | yes no |
| Is air pressure differential maintained, with positive air pressure in the area requiring the more stringent hygiene control? | yes no |

***Please provide a copy of a map showing the flow of air.***

|  |  |
| --- | --- |
| Are exhaust ducts of sanitary design and cleanable?  Do you regularly ensure that reverse air flow does not occur? | yes no  yes no |
| Does production area design and condition facilitate effective dry cleaning? Are all floor, walls and ceilings smooth and easy to clean? | yes no |

|  |  |  |
| --- | --- | --- |
| Are the areas requiring stringent hygiene control free of drains? | yes no | |
| If no, Are floors properly sloped for effective drainage and to allow for rapid drying? | yes no |
| Are drains sealed during dry processing operations? | yes no |
| Are drains designed to prevent backflow from the areas with less stringent hygiene requirements? | yes no |

|  |  |
| --- | --- |
| Is lightning adequate and sufficient? | yes no |

## 

## 4.4. Equipment

|  |  |
| --- | --- |
| Is equipment suitable for the intended use? | yes no |

|  |  |
| --- | --- |
| Does equipment design and condition facilitate effective cleaning? Are all surfaces smooth and easy to clean? | yes no |

|  |  |
| --- | --- |
| Are instructions on how to use the equipment available? | yes no |

|  |  |
| --- | --- |
| Are the labels for calibration and maintenance available on the equipment? | yes no |

## 

## 4.5. Security

|  |  |
| --- | --- |
| Is access to the plant secured? | yes no |

|  |  |
| --- | --- |
| Are visitors required to sign in and sign out, and identified by a bagde? | yes no |

|  |  |
| --- | --- |
| Are Emergency exits adequate in number and location? | yes no |

|  |  |
| --- | --- |
| Are fire extinguishers adequate in number and location? | yes no |

|  |  |
| --- | --- |
| Are first-aid procedures and equipment available? | yes no |

## 

## 4.6. Pest control

|  |
| --- |
| Is there a control plan (documented) against the following:  Rodents  Birds  Insects  Other: |

|  |  |
| --- | --- |
| Are pest control devices (including rodent traps and electrical fly killers) adequate in number & location, and located away from exposed food products? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you use a specialised external company for pest control? | | yes no |
| If yes | Which one? | |
|  | What is the frequency of the interventions? | |

|  |  |
| --- | --- |
| Is there a written report after each inspection? | yes no |

|  |  |
| --- | --- |
| Do you know which treatment products are used? | yes no |

|  |  |
| --- | --- |
| Are corrective actions implemented in case of regular detection of pest activity? | yes no |

|  |  |
| --- | --- |
| Is there trend analysis for the pest activity? | yes no |

## 4.7. Protection against foreign bodies

Foreign bodies are any element which is not part of the product (glass, metal, insect, plastic, stone, wood, hair,...), as well as all elements which may come from the materials being processed (shells, stones, pips, leaf…) and which should have been eliminated during processing (cleaning, washing, sorting out, etc.).

|  |  |  |
| --- | --- | --- |
| Have the areas where one might find glass objects or materials been identified? | | yes no |
| If yes | Are these areas checked in any particular way? | yes no |

|  |  |
| --- | --- |
| Are the light bulbs and fluorescent tubes protected? |  |
| - Throughout the whole site? | yes no |
| - Only in the areas where the product is exposed? | yes no |

|  |  |
| --- | --- |
| Does a procedure exist to specify what to do after glass breakage occurs? | yes no |

|  |  |  |
| --- | --- | --- |
| Are the lines used for MSF/UNICEF/WFP equipped with metallic foreign body detectors? | | yes no |
| If yes | Are verifications carried out at start up, during and at the end of production? | yes no |
|  | Are personnel issued with metal detectable plasters for cuts/grazes? | yes no |

|  |  |
| --- | --- |
| Has the facility eliminated the use of wooden items or surfaces? | yes no |

## 4.8. Cleaning

|  |  |  |
| --- | --- | --- |
| Have you set up a cleaning plan? | | yes no |
| If yes, does it include | - The roofs? | yes no |
|  | - The waste storing areas? | yes no |
|  | - The dustbins and waste containers? | yes no |
|  | - The equipment? | yes no |

|  |  |
| --- | --- |
| Is dry cleaning the routine cleaning practice for the production zone? | yes no |
| If controlled wet cleaning is needed, are documented procedures in place? | yes no |

|  |  |
| --- | --- |
| Are dry cleaning tools cleanable, durable, without loos parts, designated for the purpose? | yes no |

|  |  |
| --- | --- |
| Are there separate tools provided for the dry cleaning of floors (i.e. different from tools used for food-contact surfaces)? | yes no |
| Are dry cleaning tools dedicated for the specific area (so that they can be tested as part of the environmental monitoring program)? | yes no |
| Are dry cleaning tools stored in a designated area when not in use? | yes no |
| Is wet cleaning only used in non-critical, non-process areas of the establishment? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you ensure that equipment and production areas are dry before production? | | yes no |
| Do you keep records of all the cleaning operations? | | yes no |
| Do you check the efficacy of cleaning operations? | | yes no |
| If yes | What inspection methods do you use? | |

|  |  |
| --- | --- |
| Do you keep a list of cleaning products used? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you use a specialized external company/contractor for cleaning? | | yes no |
| If yes | Which one and for what type of operations? | |

***Please provide a copy of the detailed procedure for cleaning operation, including cleaning of the production zone.***

## 4.9. Environmental Monitoring Program

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | Have you set up a sanitary zoning system for the EMP? | yes no | | yes no |
| Have you set up a surveillance plan for contamination usual pathogens (Salmonella, Enterobacteriacea ...) on product contact surfaces? | yes no |
| Have you set up a surveillance plan for contamination usual pathogens (Salmonella, Enterobacteriacea ..) on non-product contact surfaces, equipment and in the vicinity of the production lines? | yes no |

***Please detail the environmental monitoring program in the annex 2.***

|  |  |
| --- | --- |
| Have you set up a preliminary intensive investigation? | yes no |

|  |  |
| --- | --- |
| Have you set up a baseline data to monitor process control by reviewing trends. | yes no |

***Please provide the results for baseline data.***

|  |  |
| --- | --- |
| Have you defined corrective actions in case of deviations? | yes no |

## 4.10. Fluids

|  |
| --- |
| What is the volume of water used per day? |

|  |  |  |
| --- | --- | --- |
| What is the origin of the water? | town well surface | |
| Do you use other types of water (softened, industrial, recycled, …)? | | yes no |

|  |  |
| --- | --- |
| Is the process for making the water drinkable under your responsibility? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you have a water monitoring plan? | | yes no |
| If yes, | What is the kind of control? | |
|  | What is the frequency of control? | |

|  |  |
| --- | --- |
| Have arrangement been made with local health officials to ensure immediate notification of the plan if potability of public water supply is compromised? | yes no |

|  |  |
| --- | --- |
| Do you have a mapping of the various water circuits? | yes no |
| Is each circuit physically identified inside the plant? | yes no |

|  |  |
| --- | --- |
| Does steam ever come in contact with the product during the process? | yes no |

|  |  |
| --- | --- |
| Is steam used for equipment sanitation? | yes no |

|  |  |  |
| --- | --- | --- |
| Are inspections made on the steam? | | yes no NA |
| If yes | Please list the different inspections and their frequency | |

## 4.11. maintenance

|  |  |  |
| --- | --- | --- |
| Is there a preventive maintenance plan in place? | | yes no |
|  |  |  |
| Does it include inspection/evaluation of air filters? | | yes no |

|  |  |
| --- | --- |
| Do you keep records of curative maintenance operations? | yes no |

|  |  |  |
| --- | --- | --- |
| Have you identified the chemicals (sanitizers, detergents, lubricants…) used in the product's immediate vicinity? | | yes no |
| If yes | Are they surveyed in any particular way? | yes no |
|  | Are they stored securely? | yes no |
|  | Do you keep an up-to-date list of the chemicals used? | yes no |
|  | Are all chemicals labeled "for food contact" (ex USDAH1 class)? | yes no |
|  | Are they labeled correctly? | yes no |

## 4.12. Environment and Corporate Social Responsibility

|  |  |
| --- | --- |
| Do you have a defined policy and measurable goals in terms of environment and/or Corporate Social Responsibility? | yes no |

|  |  |
| --- | --- |
| Regarding the environment, does the site comply with all applicable national/regional legislation? (e.g. licenses/permits, emissions into the air, waste water discharge…) | yes no |

|  |  |
| --- | --- |
| Is the site audited for environmental performance, impact and compliance? | yes no |

|  |  |
| --- | --- |
| If yes | Have you undertaken ISO14001 certification? yes n  Who is the certifying organization? |
|  | What is the date of the last certification? |

|  |  |
| --- | --- |
| Do you have a procedure of environmental crisis management? | yes no |

# production and quality control

## 5.1. Monitoring of incoming materials

|  |  |
| --- | --- |
| Do you know the geographical origin of all raw materials used ? | yes no |

|  |
| --- |
| What are your supply networks and channels?  Producers on contract  Intermediary agency  Spot purchase  Distribution  Other: |

|  |
| --- |
| How do you approve your suppliers (please detail as much as possible)? |

|  |  |  |
| --- | --- | --- |
| Do you audit your suppliers? | | yes no |
| If yes | How often?  What is the date of the last audit? | |

|  |  |
| --- | --- |
| Do your raw and packaging materials have to meet your specifications? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you buy any materials from non approved suppliers? | | yes no |
| If yes | please specify materials and reasons | |

|  |  |  |
| --- | --- | --- |
| Do you keep samples of material? | | yes no |
| If yes | How long? | |

## 5.2. Traceability & recall

**With respect to upstream traceability:**

|  |  |
| --- | --- |
| With a batch number, can you find all the history of the finished products (composition, processing parameters, analytical results, raw materials used…)? | yes no |
| How long does it take you to find all the information? | |
| Has this timing been verified through real tests? | yes no |

|  |  |
| --- | --- |
| Do you require your suppliers to set up a traceability system? | yes no |
| Do you audit raw material traceability at your suppliers? | yes no |
| Concerning raw materials, how far can you go back? | |

|  |  |
| --- | --- |
| In the case of bulk ingredients, is the time frame of use documented (a method for unique identification and traceability needs to be developed)? | yes no NA |

|  |  |
| --- | --- |
| Do you follow traceability of recycled/rework product? | yes no NA |

**With respect to** **downstream traceability**, for each batch, are you able to find:

|  |  |
| --- | --- |
| - All customer sites delivered? | yes no |
| - Quantity delivered for each site? | yes no |
| - Date of deliveries? | yes no |
| How long does it take you to find all the information? | |
| Has this timing been verified through real tests? | yes no |

|  |  |
| --- | --- |
| Do you require your customers to set up a traceability system? | yes no NA |

|  |  |
| --- | --- |
| Do you have a procedure for recall? | yes no |

|  |  |
| --- | --- |
| Do you have a designated person(s) responsible for recall? | yes no |

|  |  |  |
| --- | --- | --- |
| Do you audit the traceability system regularly? | | yes no |
| If yes | What is the date of the last audit? | |
|  | What part of the traceability system was audited? | |

## 5.3. Non-conforming products

|  |  |
| --- | --- |
| Are they physically identified? | yes no |

|  |  |
| --- | --- |
| Do you keep a record of them? | yes no |

|  |
| --- |
| Who decides what to do with non-conforming products? |

# 6. Laboratory

## 6.1. Laboratory

|  |  |
| --- | --- |
| Does the plant have an internal laboratory? | yes no |
| If yes, kind of analysis?  Organoleptic  Physical-Chemical  Microbiological  Others: | |

|  |  |
| --- | --- |
| Is there a validation system for the laboratory methods? | yes no NA |
| Are in-house methods documented and approved by a suitably qualified person? | yes no NA |

|  |  |  |
| --- | --- | --- |
| Do you use outside laboratories for some analyses? | | yes no |
| If yes | Do you use accredited laboratories for those analyses? | yes no |
|  | How do you select/approve external laboratories? | |

## 6.2. Calibration

|  |  |
| --- | --- |
| Is there a written procedure for the calibration of all equipment and instruments, including new equipment and instrument prior to use? | yes no |

|  |
| --- |
| How long are calibration records kept? |

# 7. Storage and transport

## 7.1. Storage

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have an outside storage location? | | | yes no |
| If yes | How far is it from the factory? |  | |
|  | Does the warehouse belongs to your company? | yes no | |
|  | Is there staff permanently present at this warehouse? | yes no | |

Do you have specific premises for storing the following:

|  |  |
| --- | --- |
| - Raw materials? | yes no |
| - Packaging materials? | yes no |
| - Chemicals? | yes no |
| - Finished products? | yes no |

|  |  |  |  |
| --- | --- | --- | --- |
| Are there specific storage conditions (temperature, humidity) for materials? | | | yes no |
| If yes | Please describe: | | |
|  | Are those parameters recorded? | yes no | |
|  | If yes, how often? | | |
|  | Are the persons authorized to change those parameters clearly defined? | yes no | |

How do you protect finished products on the pallets:

|  |  |
| --- | --- |
| - Between layers? | yes no |
| - Plastic film cover? | yes no |

|  |  |
| --- | --- |
| Are procedures in place for stock rotation? | yes no |

|  |  |
| --- | --- |
| Are materials properly marked with rotation codes (receipt dates, manufacture dates...) | yes no |

|  |  |
| --- | --- |
| Are periodic stock reconciliations performed by comparing the actual and recorded stocks (inventory)? | yes no |
| Are significant stock discrepancies investigated? | yes no |

|  |  |
| --- | --- |
| Is there sufficient space along all walls (<30cm) to permit proper cleaning and inspection for pest activity? | yes no |

## 7.2. Destruction

|  |  |
| --- | --- |
| Do you have a procedure for destruction of raw material/finished products? | yes no |

## 7.3. Transport

|  |  |
| --- | --- |
| Do you have set procedures for inspecting the equipment before unloading and loading (cleanliness, absence of odor, absence of suspicious products...)? | yes no |

|  |  |
| --- | --- |
| Are wash certificates available for bulk tanker trucks? | yes no |

|  |  |
| --- | --- |
| Do you keep a record of these checks? | yes no |

|  |  |
| --- | --- |
| Are there specific transport conditions (temperature, humidity) for the ingredients based on stability studies? | yes no |
| If yes, Are those parameters recorded? | yes no |

# Annex 1 – List of Products manufactured on the site

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MSF products** | **UNICEF**  **products** | **WFP products** | **Products** | **Reference of production line** | **Filling conditions**  **(packaging type)** |
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# Annex 2 – Environmental monitoring program

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Zone** | **Bacteria tested** | **Method** | **Frequency** | **Number of sampling points** | **target** | **% of out of target results within the last year** | **Laboratory used**  **(internal/external)** | |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |
|  |  |  |  |  |  |  | Internal | External |

Name and location (country) of the external laboratory(ies):