

  	<p align="center"><b>INTERAGENCY SPECIALISED FOOD MANUFACTURER QUALITY QUESTIONNAIRE</b></p> <p>Ref MSF: QA-NFOS-F1.1-1 Ref UNICEF: DP135 annex1</p> <p><b>Revision: 15</b> <span style="float: right;">14/08/2018</span></p>
---	---

## 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.

In case part of the manufacturing is subcontracted to another manufacturing site, a separate questionnaire shall be completed by both the contract giver and the contract acceptor.

## Company information

<b>Name:</b>	
<b>Address:</b>	
<b>Phone &amp; email</b>	

## Commitment

This questionnaire has been completed by:

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

### GMP inspection

Can UNICEF/MSF/WFP or any other designated representative perform an inspection of the Manufacturing site?

☐yes ☐no

Can the National Regulatory Authority participate as observers in the inspection?

☐yes ☐no

May UNICEF / MSF / WFP share the inspection report among the organisations with its partners and authorities in recipient countries upon request? (Your company will be notified in case the report is shared.)

☐yes ☐no

I hereby certify that the information given in this questionnaire and the attachments is correct.

Date:

Signature:

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

Date sent		Manufacturer confidence level	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Very high
Date returned		Product risk	<input type="checkbox"/> low risk	<input type="checkbox"/> medium risk	<input type="checkbox"/> high Risk	

## CONTENTS

<b>RECOMMENDATIONS TO THE MANUFACTURERS .....</b>	<b>3</b>
<b>1. Company Identification and general information .....</b>	<b>4</b>
1.1. COMPANY IDENTIFICATION .....	4
1.2. ORGANISATION.....	4
1.3. SUB-CONTRACTING.....	4
1.3.1. RESPONSIBILITY SHARING .....	4
1.3.2. AUDIT OF THE MANUFACTURING (OR PACKING) SITE.....	5
<b>2. Quality Management System.....</b>	<b>5</b>
2.1. FOOD LICENSE .....	5
2.2. CERTIFICATION AND EXTERNAL AUDITS .....	5
2.3. INTERNAL AUDITS .....	5
2.4. MANAGEMENT REVIEWS.....	6
2.5. HACCP.....	6
2.6. TECHNICAL DOCUMENTATION.....	6
2.7. CUSTOMER COMPLAINT MANAGEMENT SYSTEM.....	6
2.8. TRACEABILITY .....	6
2.9. RECALL.....	7
2.10. CHANGE CONTROL .....	7
<b>3. Good Manufacturing Practices and Good Hygienic Practices .....</b>	<b>7</b>
3.1. GENERAL INFORMATION .....	7
3.2. PERSONNEL.....	7
3.3. HYGIENE.....	8
3.4. TRAINING.....	8
3.5. PREMISES.....	8
3.6. EQUIPMENT .....	9
3.8. PEST CONTROL.....	10
3.9. PROTECTION AGAINST FOREIGN BODIES .....	10
3.10. CLEANING.....	10
3.11. ENVIRONMENTAL MONITORING PROGRAM .....	11
3.12. FLUIDS .....	11
3.13. MAINTENANCE.....	12
<b>4. Quality Control.....</b>	<b>12</b>
4.1. MONITORING OF INCOMING MATERIALS.....	12
4.2. RELEASE OF FINISHED PRODUCTS .....	13
4.3. NON-CONFORMING PRODUCTS.....	13
4.4. LABORATORY.....	13
4.5. CALIBRATION .....	14
<b>5. Storage and transport .....</b>	<b>14</b>
5.1. STORAGE.....	14
5.2. TRANSPORT.....	15
<b>List of documents to provide .....</b>	<b>16</b>
<b>Annex 1 – List of Products manufactured on the site .....</b>	<b>17</b>

## 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 Powdered Formulae for Infants and Young Children (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>

- 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=eNUQUdfnLem00QXI0YHQCA&usg=AFQjCNHuf-TaCO34yz6961RBxeoY6gvdyg&sig2=JL9\\_YJO7XEFutx9YWl9faw&bvm=bv.41867550,d.d2k](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=eNUQUdfnLem00QXI0YHQCA&usg=AFQjCNHuf-TaCO34yz6961RBxeoY6gvdyg&sig2=JL9_YJO7XEFutx9YWl9faw&bvm=bv.41867550,d.d2k)
- Thermal inactivation of Salmonella in peanut Butter Li Ma et al., 2009. J. Food Protect. 72:1596 – 1601

## 1. COMPANY IDENTIFICATION AND GENERAL INFORMATION

### 1.1. COMPANY IDENTIFICATION

What is the legal status of the company?

Does the company belong to a group?

☐yes

☐no

If yes, which one?

### 1.2. ORGANISATION

What is the number of permanent employees in the company?

What is the number of temporary/seasonal employees?

<b>General Manager:</b> Name: Email:	<b>Quality Manager:</b> Name: Email:
<b>Other key person: Function:</b> Name: Email:	<b>Emergency Recall Contact: Name:</b> Email: Business Number: Mobile Number:

### 1.3. SUB-CONTRACTING

Does your company manufacture and / or pack the product:

☐ on site

☐ at another site within the group

☐ contracts out manufacturing

☐ contracts out packing

☐ contracts out quality control

#### 1.3.1. Responsibility sharing

In case of subcontracting, is there a written technical agreement/contract, which specifies the responsibilities of each party?

☐yes

☐no

☐NA

Who is in charge of:

- Establishing internal specifications of the finished products?
- Establishing specifications of ingredients and packaging?
- Approval of ingredients/raw materials suppliers?
- Approval of packaging suppliers:
- Receiving/unloading of ingredients and packaging:
- Storage of ingredients:
- Release of ingredients:
- Release of packaging:
- Release of finished product:
- Storage of finished products:

- Loading of finished products:
- Transport of finished products:
- Traceability of ingredients
- Traceability of finished products? (downstream traceability):
- Destruction of non-conform ingredients/packaging:
- Destruction of non-conform finished products:

### 1.3.2. Audit of the manufacturing (or packing) site

Do you audit the manufacturing/packing site? ☐yes ☐no ☐NA

If yes How often?

What is the date of the last audit?

What is the reference standard?

Do you always issue an audit report?

☐yes ☐no

Do you follow the CAPA?

☐yes ☐no

Are all finding from the last audit closed?

☐yes ☐no

## 2. QUALITY MANAGEMENT SYSTEM

### 2.1. FOOD LICENSE

Does you have a Food Manufacturing License?

☐yes ☐no

If yes ☐ *Please provide a copy (appendix 1)*

Sanitary approval number (if applicable):

What is the date of the last inspection from competent national authority? (please precise the type of inspection)

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](#) with the list of all products manufactured.*

### 2.2. CERTIFICATION AND EXTERNAL AUDITS

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 (appendix 2)*

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

### 2.3. INTERNAL AUDITS

☐yes ☐no

Do you organize formal internal audits?

If yes How many per year?

How many internal auditors do you have?

Are corrective actions documented and followed-up?

☐yes ☐no

## 2.4. MANAGEMENT REVIEWS

Do you organize formal management reviews?

☐yes

☐no

If yes How many per year?

What are the indicators?

## 2.5. 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?

## 2.6. TECHNICAL DOCUMENTATION

Do you have a technical file for each finished product?

☐yes

☐no

Do you have internal specifications for each finished product?

☐yes

☐no

Do you have a Quality Plan for each finished product (technical documentation of process parameters, control criteria...)?

☐yes

☐no

## 2.7. CUSTOMER COMPLAINT MANAGEMENT SYSTEM

Do you have documented procedures for customer complaint management system?

☐yes

☐no

Do you have a summary table for all customer complaints?

☐yes

☐no

## 2.8. TRACEABILITY

### With respect to upstream traceability:

With a lot/batch number, can you find all the history of the finished products (composition, processing parameters, analytical results, raw materials used...)?

☐yes

☐no

☐NA

If yes, How long does it take you to find all the information?

Has this timing been verified through real tests?

☐yes

☐no

Do you audit raw material traceability at your suppliers?

☐yes

☐no

☐NA

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 lot/batch, are you able to identify:

- each customer? ☐yes ☐no  
- Quantity delivered to each customer? ☐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

## 2.9. RECALL

Do you have a procedure for recall? ☐yes ☐no

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

Do you regularly check that the traceability system is fully functional? ☐yes ☐no  
If yes What is the date of the last recall/mock recall?

## 2.10. CHANGE CONTROL

Do you have a procedure for change control? ☐yes ☐no

Does it include the following:

☐facility change ☐formula change ☐process/equipment change  
☐other:

# 3. GOOD MANUFACTURING PRACTICES AND GOOD HYGIENIC PRACTICES

## 3.1. GENERAL INFORMATION

What is the plant's construction date?

What is the total surface of site?

What is the total covered surface?

## 3.2. PERSONNEL

Is there an organization chart? ☐yes ☐no

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

What is the number of working days per week?

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

Do you have documentation for job description? ☐yes ☐no

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

### 3.3. HYGIENE

Do you provide protective clothing? ☐yes ☐no

If yes, What is the frequency of change?  
Who is in charge of laundry/washing?

Are the following articles mandatory: ☐ Hear/beard cover ☐ 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

Do you regularly check the health of employees?  
How often? ☐yes ☐no

Are all visitors and contractors informed about GMP rules before entering into the production area? ☐yes ☐no

### 3.4. TRAINING

Do you have a training program? ☐yes ☐no

Who is in charge of training?

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

### 3.5. 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, including the flow of personnel, material, finished products and waste (appendix 3).*

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

If yes, what is the specification of air filters used (e.g. HEPA filters):

☐ *Please provide a copy of a map showing the flow of air (must be included in appendix 3).*

Are exhaust ducts of sanitary design and cleanable? ☐yes ☐no

Do you regularly ensure that reverse air flow does not occur? ☐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

### 3.6. EQUIPMENT

Do you have a SOP or program for qualification of equipment?  
If yes What is the method used? ☐yes ☐no

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

### 3.7. FOOD DEFENSE AND SECURITY

Is access to the plant secured? ☐yes ☐no

Do you subcontract security? ☐yes ☐no

Are visitors required to sign in and sign out, and identified by a badge? ☐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

### 3.8. 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

### 3.9. 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 foreign body detectors? ☐yes ☐no

If yes Please specify (e.g.: metal detector, X-ray...)

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

### 3.10. 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 ☐NA

If controlled wet cleaning is needed, are documented procedures in place? ☐yes ☐no ☐NA

Are cleaning tools cleanable, durable, without loose 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?  
If yes What inspection methods do you use? ☐yes ☐no

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

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

☐ *Please provide a copy of the detailed procedures for cleaning operation, including cleaning of the production zone and equipment (appendix 4).*

### 3.11. ENVIRONMENTAL MONITORING PROGRAM

Have you set up a sanitary zoning system for the EMP? ☐yes ☐no

Have you set up a surveillance plan for contamination usual pathogens (Salmonella, Enterobacteriaceae ...) on product contact surfaces? ☐yes ☐no

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

☐ *Please provide a copy of the detailed procedures, and sampling plan for environmental monitoring program (appendix 5).*

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 for environmental monitoring program (appendix 6).*

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

### 3.12. FLUIDS

What is the volume of water used per day?

What is the origin of the water?	<input type="checkbox"/> town	<input type="checkbox"/> well	<input type="checkbox"/> surface
Do you use other types of water (softened, industrial, recycled, ...)?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Is the process for making the water drinkable under your responsibility?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Do you have a water monitoring plan?		<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes, What is the kind of control?			
What is the frequency of control?			
<hr/>			
Have arrangement been made with local health officials to ensure immediate notification of the plan if potability of public water supply is compromised?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Do you have a mapping of the various water circuits?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Is each circuit physically identified inside the plant?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Does steam ever come in contact with the product during the process?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Is steam used for equipment sanitation?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Are inspections made on the steam?		<input type="checkbox"/> yes	<input type="checkbox"/> no <input type="checkbox"/> NA
If yes Please list the different inspections and their frequency			
<hr/>			

### 3.13. MAINTENANCE

Is there a preventive maintenance plan in place?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Does it include inspection/evaluation of air filters?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Do you keep records of curative maintenance operations?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			
Have you identified the chemicals (sanitizers, detergents, lubricants...) used in the product's immediate vicinity?		<input type="checkbox"/> yes	<input type="checkbox"/> no
If yes Are they surveyed in any particular way?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Are they stored securely?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Do you keep an up-to-date list of the chemicals used?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Are all chemicals labeled "for food contact" (ex USDAH1 class)?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Are they labeled correctly?		<input type="checkbox"/> yes	<input type="checkbox"/> no
<hr/>			

## 4. QUALITY CONTROL

### 4.1. MONITORING OF INCOMING MATERIALS

Who is in charge of validation of suppliers of ingredients and packaging?	
<hr/>	
How are ingredients and packaging approved (please detail as much as possible)?	
<hr/>	

Do you audit your suppliers?

☐ all of them ☐ few of them: (please precise)

What is the date of the last 3 audits?

- for  
- for  
- for

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:

Have you developed specifications for ingredients and packaging?

☐yes ☐no

Do you ask your approved suppliers to sign them?

☐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?

#### 4.2. RELEASE OF FINISHED PRODUCTS

Who is in charge release of finished product?

Is release of finished product documented?

☐yes ☐no

If yes does that include ☐ batch documentation ☐ on line quality control ☐ monitoring of the CCP  
☐ results of the analysis on semi-finished product ☐ results of the analysis on finished product

☐ EMP data ☐ other:

#### 4.3. NON-CONFORMING PRODUCTS

Are non conforming ingredients, packaging and finished products physically identified?

☐yes ☐no

Do you keep a chronological record of them?

☐yes ☐no

Who decides what to do with non-conforming products?

Do you have a procedure for destruction of raw material/finished products?

☐yes ☐no

#### 4.4. 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

Do you participate in proficiency testing program?

☐yes ☐no ☐NA

Are in-house methods documented and approved by a suitably qualified person?

☐yes ☐no ☐NA

Do you use external laboratories for some analyses?

☐yes☐no

If yes Do you use accredited laboratories for those analyses?

☐yes☐no

Who is in charge of the selection/approval of external laboratories?

How are external laboratories selected/approved?

#### **4.5. 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?

### **5. STORAGE AND TRANSPORT**

#### **5.1.STORAGE**

Do you have an external 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

Address(es) of the warehouse(s):

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

## 5.2. 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

## LIST OF DOCUMENTS TO PROVIDE

- ☐ This Manufacturer Quality Questionnaire filled (and one product questionnaire per product manufactured on the site)

**List of Appendixes. Please send all appendixes (*except the one in italic, only if applicable*), by naming the documents with the appendix number, eg: “appendix 1, license”**

- ☐ 1. *Copy of the food manufacturing license(s)*
- ☐ 2. *Copy of the certifications (ie : ISO 22 000 ...)*
- ☐ 3. Map(s) of the manufacturing site, detailing the zoning system, flow of air, personnel, material, finished products and waste...
- ☐ 4. Detailed procedure(s) for cleaning operation, including cleaning of the production zone and equipment
- ☐ 5. Detailed procedure(s), and sampling plan (including number of sampling points, frequency, method (please specify internal or external laboratory), specification (target).... for environmental monitoring program
- ☐ 6. Baseline data for environmental monitoring program





**(Interagency) Manufacturer Quality Questionnaire**  
**Ref. MSF: QA-NFOS-F1.1-1**  
**Ref UNICEF: DP135 annex1**



**ANNEX 1 – LIST OF PRODUCTS MANUFACTURED ON THE SITE**

Products	Reference of production line	Filling conditions (packaging type)