SAVING LIVES
CHANGING LIVES

Scope of Work

Quality and Quantity Inspection of Food

WFP
World Food Programme

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V01

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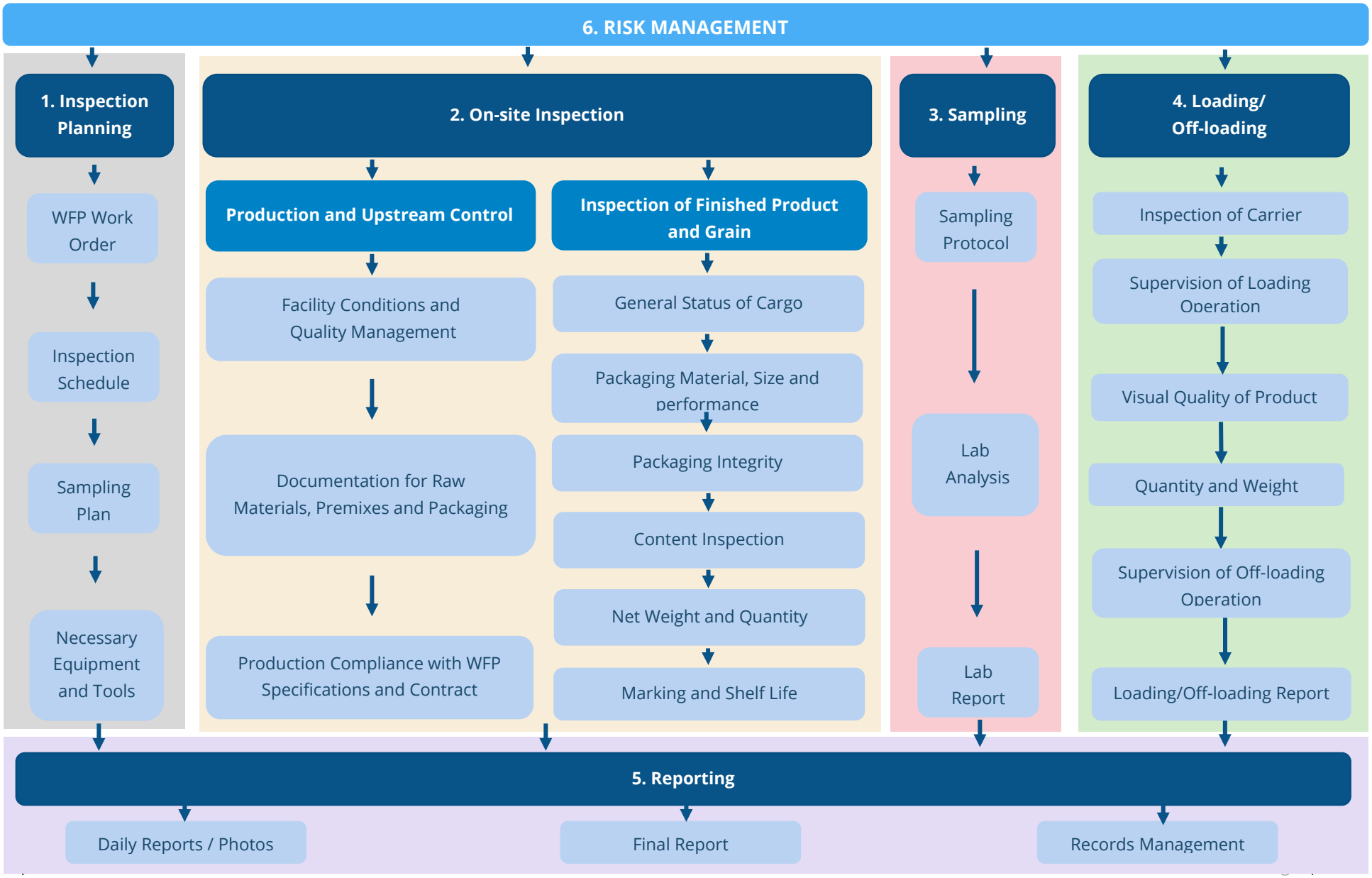
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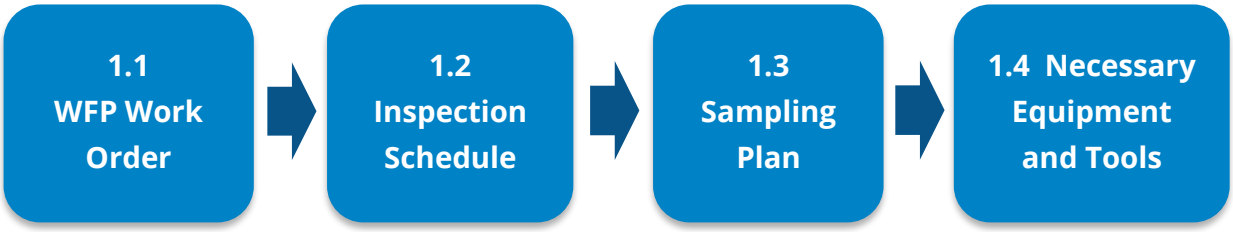
1. INSPECTION PLANNING



1.1 WFP Work Order

WFP Food Procurement shall send the inspection company (IC) a work order which specifies all relevant information, including the inspection location, inspection tasks, product specification and contract conditions.

Inspection tasks shall be specified in the attachment to the WFP Work order (Annex 3. Description of Inspection Scope).

In case of additional tasks specified in the work order versus the scope of work, the work order shall prevail.

The inspection company is expected to:

- **Check that commodity is conforming to specification and terms of contract between WFP and supplier**
- **Make sure that no commodity is transported to its final destination before Inspection Company and WFP approval**
- **Unless otherwise specified, reject any commodity that does not conform to specification or terms of contract between WFP and supplier**

IC should not release the cargo (e.g. for stuffing) before lab testing results are approved unless otherwise specified.

The inspection shall be done in the presence of the supplier as a witness and sampling and daily inspection records shall be countersigned by the supplier. Sampling shall be done directly by the Inspection Company staff (e.g. delegating physical process of sampling to supplier staff is not acceptable). Subcontracting of inspection and/or changing of the laboratory or analysis methodology shall be pre-approved by WFP.

Inspection Company shall share and adjust their sampling and other procedures on WFP request.

1.2 Inspection Schedule

Prior to the inspection, the inspection company shall:

- Contact the supplier to agree on the inspection plan;
- Define the inspection schedule, based on the total contractual quantity; number of partial shipments (whenever applicable); sampling procedures; and other observations in place;
- Both inspector and supplier representative shall certify the duration of presence of inspectors at the premises;
- Inspectors shall be continuously present during the production (when applicable) / loading and off-loading operations (e.g. occasional visits are not acceptable).

WFP's contract with the food supplier clearly stipulates that:

The Inspection Company shall have free access to the commodity at the time and the place of production / storage of finished product / loading / off-loading to carry out the inspection activities

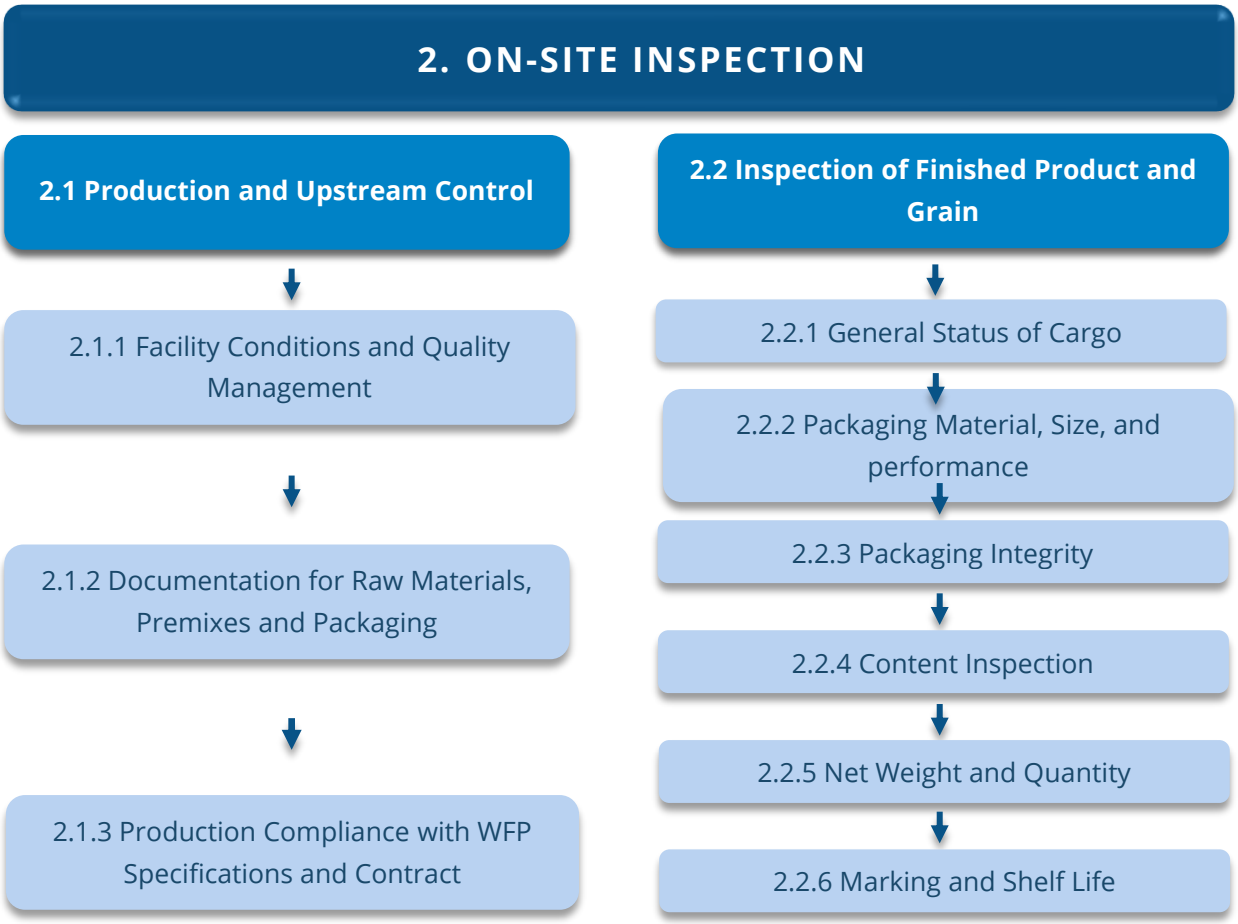
1.3 Sampling Plan

The sampling plan as specified in this document &/or shared by WFP shall be prepared in close coordination with the supplier based on the production plan and inspection schedule.

For additional details on sampling and laboratory analysis please refer to Section 3. Sampling.

1.4 Necessary Equipment and Tools

Inspectors shall be equipped with all tools for the inspection following the applicable most updated international standards and specifications sampling and "on spot" analysis (e.g. standard weights, calibrated moisture meters, seals, sampling bottles/bags, etc.). Using the equipment from the supplier is allowed only after WFP approval.



2.1 Production and Upstream Control[1]

Production and Upstream control should be specified for each case individually. The inspectors are usually requested to:

2.1.1 Facility Conditions and Quality Management

- Be present in the factory during entire time of production and/or make unannounced visits in frequency specified by WFP;
- Monitor hygiene, factory conditions and process parameters, pest management and implementation of internal Quality Control;
- Perform mass balance calculations on daily basis;

[1] Required Production/Upstream Controls for some specific cases are described in document **Specific Inspection Procedures** and are to be followed https://docs.wfp.org/api/documents/WFP-0000156213/download/

- Verify the fortification process (storage of premix, daily balance records, traceability information, dosing records)
- Verify Quality Control / Quality Assurance checks and Critical Control Points checks are conducted for food product and packaging (e.g. against WFP specifications, supplier's Standard Operating Procedures, contract conditions);
- Check calibration certificates of all devices and scales used; Quality Control records; fortification logs and control sheets, fumigation records; etc.

2.1.2 Documentation for Raw Materials, Premixes and Packaging

- Check incoming documentation related to raw materials and packaging and documentation generated by the quality department and process controls on daily basis;
- Check documentation for premixes: premix manufacturers; premix shelf life; etc.
- All documentation must clearly demonstrate compliance with WFP specification /requirements, in case of non-compliance the Inspection Company shall escalate to WFP for further instruction

2.1.3 Production Compliance with WFP Specifications and Contract

- Verify if production is performed as per specification and contract conditions (e.g. raw materials, storage, handling, processing, packing and packaging materials are as per specification and contract conditions);
- Ensure quality controls are well followed as per the supplier standard operating procedures and in compliance with their Food Safety System Certification in place
- Ensure non-conforming products are well segregated and duly reported to WFP;
- Monitor the fumigation process.
- Monitor & Escalate in case of any change observed to the product formulation and/or packaging materials versus what is specified in WFP relevant documents (Specification, work order, etc..)

2.2 Inspection of Finished Product and Grain[2]

As part of onsite inspection, the inspector shall check the general status and condition of the cargo. **All products that are non-conforming** (e.g. wet, mouldy, damaged, dusty, infested, toxic seeds, etc.) **shall be rejected**. Inspectors should follow WFP guidance on defects (e.g. specifications, emails and other technical documents).

- For grains: Inspector shall perform grading of the grain **as per WFP specification**.

[2] In some cases a specific inspection protocol may be requested as per Specific Inspection Procedures document

2.2.1 General Status and condition of Cargo

Inspector shall check:

- Visual aspects of food quality:
  - Infestation; (Live or dead insects)
  - Rodent activity
  - Smell;Color: dust
  - Visible mould growth;
  - Moisture; (Wet damages)
  - Toxic seeds[3];
  - Any other aspect that may cause further deterioration of the product during transportation or listed in specification.
- Visual aspects of packaging:
  - Damage / leakage / spillage, ➔ integrity of packaging (leaking sachets, opened sachets, bulging cartons, delaminated sachets)
  - Cleanliness.
  - Readability of printed information and compliance with WFP specification requirement under marking section[4]
- Correspondence of approved markings on packaging (primary and secondary) to the loaded cargo.

Sample size for visual check are presented in the **Table 2 and Table 3 in the Annex 1 for grains, pulses and oil seeds**; and in the **Column B of the Table 4 in Annex 2 for processed foods**.

2.2.2 Packaging Material, Size and performance

Inspectors shall check:

- Packaging size (when specified in WFP specification) and weight (gross, net);
- Technical parameters of packaging material (e.g. number of ply's for corrugated carton box, thickness of the liner, stacking limitation, grammage (carton, PP woven bag) as per WFP specifications; headspace measurement for SC).

Sampling for packaging inspection shall be done as per Annex 1 Table 2 and Table 3

2.2.3 Packaging Integrity

Inspector shall check:

[3] Visual references for the toxic seeds can be found here - https://inspection.canada.ca/plant-health/seeds/seed-testing-and-grading/seeds-identification/eng/1333136604307/1333136685768

[4]inspection company is responsible to check that the minimum marking requirements listed under "marking section in WFP specifications are printed on packaging

- Check all aspects of package integrity including but not limited to packaging, sealing, stitching, punctures, tearing, swelling, leakage, delamination, etc. Sachets may be lightly pressed by hands to highlight any potential defects or control that manufacturers are performing leak test as per relevant specification.

- In case of vegetable oil (or other liquid products), randomly selected bottles/jerry cans shall be upturned, squeezed and check for leaks.

- In case of canned foods Inspection Company shall follow guidance for visual inspection of can integrity as per document on this link[4]

- In case of LNS Inspection Company shall follow guidance for visual inspection of LNS integrity as per document on this link[5]

- Check the adhesion of the tape on the carton. There should not be any opened or loose flaps

As part of packaging integrity check **drop test** shall be applied on bags of cereal, pulses, oil seed, flours, bulgur, super cereal, dried skimmed milk. Drop test shallbe performed as per principles of EN 277/ISO 7965 (or equivalent), with following sequence:

- **Butt dropping**: Bag is dropped from a height of 1.20 m on the bottom and the top of the bag.
- **Flat dropping**: Bag is dropped from a height of 1.60 m twice on one flat face and twice on the opposite flat face.

There shall be no rupture or loss of contents as a result of the test.

The requiredminimum number of units to be checked with drop test is 3units/lot (one lot is max 500 tons).

[4] *Specific Inspection Procedures*

[5] *Specific Inspection Procedures*

Unless otherwise specified, **drop test** shall be applied on commodities packed inside corrugated carton: oil, super cereal/super cereal plus, fortified biscuits and LNS. Drop test shall be performed as per principles of ISO 2248/ASTM D5276 (or equivalent), with following sequence on the same carton:

- **Edge dropping**: carton is dropped from a height of 460mm on 1 edge (the angle between a prescribed surface of the package and the horizontal surface ± 5°)
- **Corner dropping**: carton is dropped from a height of 460mm on 1 corner (the angle between a prescribed surface of the package and the horizontal surface ± 5°)
- **Face dropping**: carton is dropped from a height of 460mm on 1 face (2° maximum angle between the impacting face and the horizontal surface)

The velocity at impact shall be within ± 1% of that which would be achieved by a free fall.

There shall be no rupture or loss of contents as a result of the test (e.g. no flaps opened, tape still adhering).The required minimum number of units to be checked with drop test is 3 cartons per 500mt. If only the carton is damaged, it shall be replaced.

2.2.4 Content Inspection

Unless otherwise specified, Inspectors shall open the units and visually inspect the food content and internal packaging. This inspection has to be performed in clean, condition with supplier representative as a witness.

Following parameters shall be visually checked (or appropriate methods applied. E.g. sieving to determine presence of insects):

- Organoleptic characteristics of products: colour, odour, texture, taste;
- Presence of foreign matters, excess dust, toxic seeds;
- Presence of insect and remains of insects;
- Packaging defects (sealing, punctures, tearing, swelling, leakage, delamination)
- Homogeneity of foods;
- Other parameters as per specification and contract conditions;
- Number of unit(s) having above non-conformities.

2.2.5 Net Weight and Quantity

Inspector shall check:

Weight and quantity shall meet The International Organization of Legal Metrology International Recommendation OIML R 87[6].

2.2.6 Marking and Shelf Life

Inspector shall check:

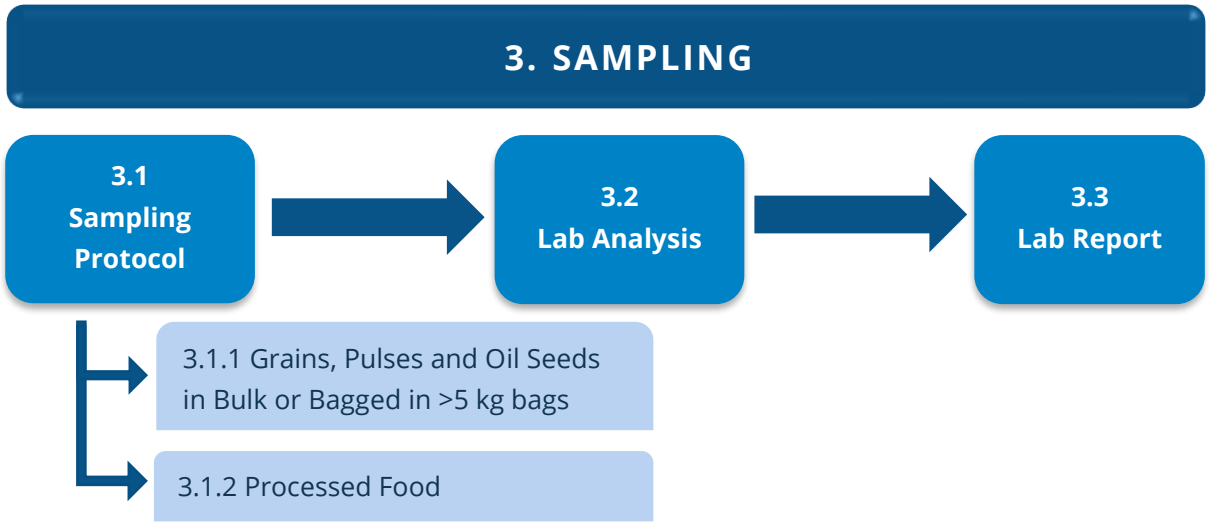
Always*	Whenever applicable
- Name of the commodity;	- Donor marking;
- Net weight;	- Name and address of manufacturer;
- Batch/lot numbers;	- PO number;
- Name and address of supplier;	- Storage conditions;
- Country of origin ("manufactured in");	- List of ingredients/additives;
- Production / best used before date or Crop year;	- Any other marking as per contract.

* As per mandatory markings available in product specifications and WFP artwork

Findings of **product control** and **inspection of finished product** shall be presented through regular **pre-shipment inspection reports.**

Inspector shall ensure that ink-jetted data (production date, expiry date and lot number) cannot be easily erased only by rubbing finger on the prints.

[6] OIML R 78 Quantity of product in pre-packages https://www.oiml.org/en/files/pdf_r/r087-e16.pdf latest edition to be followed



Any samples taken for testing, retention and weight check must be replaced by the supplier.

3.1 Sampling Protocol

Inspection Company should protect integrity of all samples (e.g. increment, aggregate, retention, samples, etc.) and implement practices that prevent samples being compromised in any way (fraud, tampering, degradation, traceability, contamination, etc).

3.1.1 Grains, Pulses and Oil Seeds in Bulk or Bagged in > 5 kg bags

Unless otherwise specified, inspectors shall apply the **latest version of GAFTA Sampling Rules No. 124**[7] to perform the sampling for the cereals, pulses, oil seeds (e.g. rice, maize, sorghum/millet, split peas, whole peas, split beans, beans, soy beans).

Sample sizes and increment samples are presented in **Annex 1**. **Samples shall be collected, prepared, kept and shipped under hygienic conditions**. Each sample shall be secured with numbered tamper proof seal and additionally labelled for easy traceability.

Four identical composite samples have shall be prepared from increments samples:

- one sample for laboratory analysis;
- 2 retention samples
- one sample for the supplier

[7] Information in this Section is taken from GAFTA Sampling rules 124 dated 01/09/2018. Latest GAFTA sampling rules shall be applied.

Retention samples shall be stored for minimum 6 months after the collection date in conditions which safeguard food safety and quality.

3.1.2 Processed Food

This section refers to all processed food (e.g. flour, oil, sugar, salt, maize meal, LNS, MNP, dairy products, Super Cereal, rations, etc.), fresh food and small packages (≤5 kg) of grains (cereals/pulses/oil seeds). Unless otherwise specified, inspectors shall apply the sampling plan as per **Annex 2** (based on CAC/GL 50-2004 of Codex Alimentarius and ISO 2859-1).

> **Lot size of the consignment** (i.e. the tonnage from which one laboratory sample shall be drawn) **is maximum 500 MT**. A full set of compulsory analyses (listed in product specification) is required for each sampled lot.

Four identical samples/sets of samples shall be prepared from increment/drawn samples:

- one sample/sample set for laboratory analysis;
- 2 retention samples/sets of samples
- one sample for the supplier

Unless otherwise specified, **retention samples shall be stored trough entire shelf life** [8]of the product in conditions which safeguard food safety and quality. Each sample/sample set shall be secured with numbered tamper proof seal and additionally labelled for easy traceability. Samples shall be collected, prepared, kept and shipped under hygienic conditions. Degradation of the sample during sampling and storage shall be minimized (protection from light, air, moisture, temperature, dust, etc.).

The number of units (e.g. bags, box, cans, bottles, packs, sachets, etc.) shall be drawn for different purpose is specified in **Annex 2, Table 4**. and text below. Sampled units shall be randomly selected to assure representative sampling.

Drawing samples for laboratory analysis

- **Products with net weight ≤1 kg** shall not be opened until they reach the laboratory. Number of drawn unopened units that make one sample set depends on the commodity net weight and laboratory testing procedures;
- **Products with net weight >1 kg** shall be opened and increment samples shall be taken from different packages. Weight of sample depends on the laboratory testing. In case of oil (e.g. jerry cans 3l or 5 l), preparing of the sample shall be done with minimal exposure of sample to

[8] Some products (e.g. sugar, salt) might not have a shelf life marked on packaging in this case; retention samples need to be stored for minimum 3 months.

the air and light. Sample shall be kept in the bottle that is well closed, opaque and fully filled to avoid subsequent degradation.

- **Sterilized and pasteurized products** (e.g. cans, juices, water, UHT milk) shall be sent to the laboratory unopened, irrespective of the package size.

  Representative samples for laboratory analysis shall be drawn manually by the inspector directly from the packages/bags during production according to international sampling method and standards. Automatic sampling is not authorized, therefore no samples should be taken from any automatic sampling device.

3.2 Lab Analysis

- Samples collected as per above Sampling Protocol shall be analysed in laboratory chosen by Inspection Company and Pre- approved by WFP; Inspection company to promptly notify WFP if laboratory is changed

- Testing shall be done in internationally recognised, reputable laboratories;
- Unless otherwise specified, the laboratory shall be ISO 17025 accredited;
- Laboratory accreditation and certification might be presented to WFP upon request.
- Compulsory analysis shall be done for ;
  - Type A analyses listed in tables Quantitative requirements/Qualitative requirements.
  - Type B or other analyses when specifically ordered additionally by WFP.
- Number of sets of analysis shall be defined as per Sampling Protocol outlined above and in the Annexes 1 and 2.

Optional analysis, additional sets of analysis and repeated analysis for one or more parameters might be requested by WFP as and when required.

3.3 Lab Report (Individual Laboratory Analysis)

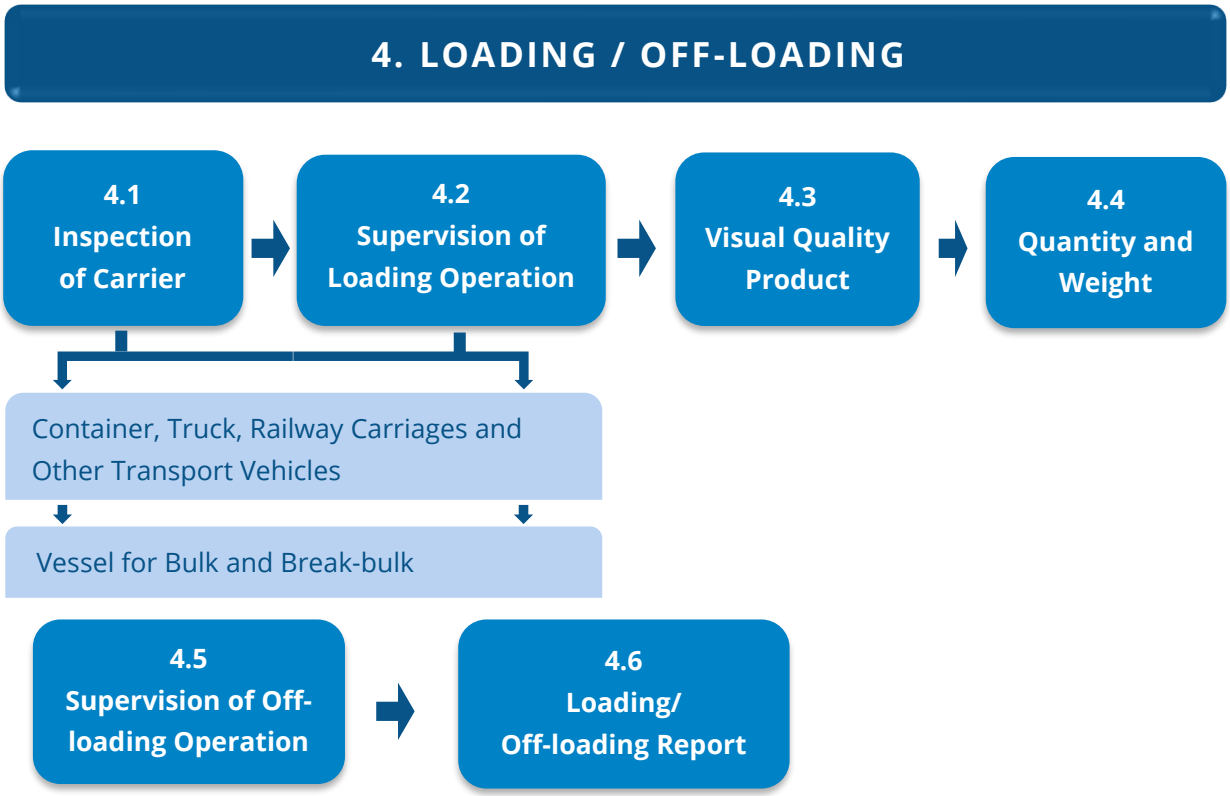
- Results of the laboratory analysis shall be provided within the timeline defined in the Inspection Order;

- For each testing parameter lab analysis report shall present full traceability information (e.g. product, quantity, lot, PO, SI) and analysis information:

Name of the Parameter	Unit of Measure	Required Level or Range	Results	Uncertainty Level	Testing Method

*Any other aspect as per specs or Inspection Contract;

- Original laboratory reports shall be attached to the final inspection report and promptly reported on Foster system (WFP IT Quality Management Software)



4.1 Inspection of Carrier[9]

4.1.1 Container, Truck, Railway Carriages and Other Transport Vehicles

Inspectors are requested to[10]:

- conduct **empty carrier inspection** for cleanliness, potential leakage, dryness, fitness, damages, odours, insects and previous cargo remains. Carrier doors shall be checked for proper closing including condition of rubber seals and compression bars; and rain/water/dust/theft/tamper protection;
- conduct light test of empty containers
- Inspect the carrier floor for damages
- **reject carriers if found unsuitable** for carriage of food commodities;
- check that carrier internal walls and floors are lined with suitable marine grade Kraft paper at least as high as the commodity. In some ports, the practice is to line the floor with wooden dunnage. Such dunnage shall be pest-free with suitable certification.

[9] Detailed guidelines are available in relevant IMO codes; e.g. Code of Safe Practices for Solid Bulk Cargoes (BC Code), Grain Code, International maritime Dangerous Goods Code (IMDG Code), IMO/ILO/UNECE Code of Practice for Packing of Cargo Transport Units (CTU Code), Ship's Cargo Securing Manual etc.
[10] More details here

- check that paper tape is used for affixing Kraft paper, not duct tape because it is known to act as a potential insect attractant.

4.1.2 Vessel for Bulk and Break-bulk

Inspectors are requested to[11]:

- conduct a visual inspection of ship's holds and hatch covers to determine their proper operation, **cleanliness, fitness and suitability to receive the food commodities**. Check that the hold is free of loose rust/rust flakes, loose paint chips, wet paint, foul odour, any chemicals, remnants of previous cargoes/cleaning products etc., that could contaminate/discolor the cargo;
- pay attention to any signs of pre-existing insect infestation;
- check for any signs of moisture or previous water damage in the hold or bilge;
- check condition of rubber packings on hatch covers, compression bars, drain channels, non-return valves on hatches etc., followed by a condition check and operation of cargo handling gear;
- inspect for obvious damage, holes and leak points that may jeopardize the quality of the cargo;
- when/where possible, observe the opening/closing arrangements/operation of hatch covers for anything unusual – e.g. time taken to open/close, health of electric/hydraulic machinery etc;
- conduct Chalk, Hose or Ultrasonic Leak Detection (ULD) tests for objective assessment and verification of water-tightness; (hold and water tightness report" to be shared with WFP)
- verify previous cargos loaded, including seed or grain that may lead to consequences due to quarantine requirements;
- check for adequate, well-functioning, unobstructed ventilation systems on-board. Ventilation windows on hatch covers should be well maintained.
- A letter of protest shall be shared with WFP and the Supplier in case of any anomalies/Non-compliance observed (before clearing the vessel for loading and/Or during loading)
- in the event that, in the opinion of the inspectors, the vessel's hold(s) require(s) further cleaning, the inspectors to coordinate closely with the vessel's master in order for the inspectors to return to the vessel as soon as cleaning has been completed and a certificate of holds' cleanliness shall be issued by the inspector without delay.
- Any residue or odour from previous cargoes, from cleaning chemicals or odour-masking chemicals
- Transferable stains such as oil or hydraulic fluid that has leaked from forklifts or other items of handling equipment

[11] to be conducted promptly upon vessel's arrival

4.2 Supervision of Loading Operation

The Inspection Company shall protect the interests of WFP: keep WFP informed of any circumstances or practices harmful to WFP commodities including any losses and/or damages; and shall report the failure of any party, such as stevedores or agents, to fulfil their responsibilities in respect of WFP commodities. This includes **lodging a formal notice (Letter of Protest) to the relevant parties (WFP & Supplier) immediately when bad practice is noted.**

Unless otherwise instructed loading/ stuffing shall occur only once WFP gives the green light on laboratory results (through Foster).

4.2.1 Container, Truck, Railway Carriages and Other Transport Vehicles

During stuffing, inspectors are requested to:

- ensure **proper stowage** so that there is minimum free movement of commodities during transit[12];
- ensure minimum of 20 cm of **'breathing space' between top of cargo stow and carrier roof** for the bagged cargo;
- Ensure proper stowage so that there is minimum free movement of commodities in cartons during transit (max 20cm between top of cargo stow and container roof).
- When goods are palletised or loaded loose in container, load must be properly secured and inspectors shall ensure cartons are loaded upright
- In case of containers, ensure **ventilation holes remain clear and unsealed**;
- ensure application of **correct type and quantity of desiccants** to interior carrier walls or on the sheeting, based upon the length of time in transit in carriers.[13]
- ensure that flour/maize meal is not loaded directly after the production[14]
- When pallets are loaded, ensure commodities are not damaged by forklift
- In case **fumigation** is required:
    - It shall be done as specified in the GAFTA Standard for Fumigation[15].
    - Only phosphine gas can be employed during fumigation
- apply **inspection company unique seal** to the carriers.

[12] https://www.containerhandbuch.de/chb_e/stra/index.html?/chb_e/stra/stra_04_02_04_03.html
[13] Silica gel-based desiccants are usually not effective. Calcium chloride is better. Please consider the following as a guideline, for calcium chloride-based desiccants, minimum recommended desiccant volumes (125-gram packs) for a 20 ft container: 15 - 59 days =72 bags, 60 - 89 days= 90 bags, 90 - 120 days=108 bags
[14] Flour can be warm immediately after production. This can cause condensation in the container and mould growth.
[15] https://www.gafta.com/write/MediaUploads/Trade%20Assurance/Gafta_Standard_for_Fumigation_WEB.PDF

4.2.2 Vessel for Bulk and Break-bulk

Inspectors are requested to:

- liaise with WFP staff, agents, Port Captain etc. to obtain all necessary information pertaining to cargo shall be loaded;
- attend pre-load meeting with all involved – e.g. Chief Officer, WFP person-in-charge (where present), agents, stevedoring foreman etc;
- check smooth operation of loading gear;
- verify that personnel (stevedores, tallymen etc.) are attired in suitable personal protective gear (PPE) and issue protest letters in case unsafe practices are observed;
- ensure proper dunnage protects the cargo from direct contact with steel structure of the ship and helps minimize condensation damage. Check stevedores placing of dunnage where required. Steel-to-steel contact is not permitted;
- ensure dunnage is pest-free, bark-free and certified;
- where applicable, check Kraft paper/plastic sheets laid out properly;
- ensure cargo is stowed in a way that hold ventilation channels are not blocked. Confirm that there is adequate ventilation between the various lots of bagged cargo loaded in the hold;
- address any improper handling of cargoes by stevedores by issuing them with a letter of protest and notify WFP. Where purchasing terms are FOB, the stevedores are appointed by the supplier. The supplier or their representative shall also be issued with the letter of protest;
- vehicles on wheels require special attention. Special care shall be taken to ensure parking brakes are applied, vehicle is in gear and lashing materials have sufficient SWL (safe working load);
- provide photographic evidence of stowage, handling etc. especially when there is any damage;
- apply Inspection Company unique seal to the hatches
- initial and final draft surveys (bulk cargoes) shall be 6-sided, if possible/practicable. Accurately measure the dock water density at the time of draft survey. Check soundings of all tanks, and not just rely on figures provided by ship's officers;
- ensure fumigation is carried out, where applicable and necessary;
- hatch covers, and hatch access covers shall be sealed on completion of loading and a 'Sealing certificate' and a 'Fumigation certificate' shall be obtained from the appropriate authorities after completion.
- provide photographic evidence of stowage, handling etc. especially when there is any damage;

- for bulk cargoes, initial and final draft survey reports shall be submitted to WFP as part of final report. Where possible/practical, draft surveys shall be 6-sided. Accurately measure the dock water density at the time of draft survey. Check soundings of all tanks, and not just rely on figures provided by ship's officers;
- Protect WFP against Liability as a Charterer: Any incidents such as personal injury during cargo operations or damage shall immediately be reported to WFP. The party responsible shall be held liable in writing by means of a Letter of Protest. A detailed report shall be shared with WFP at the earliest. This shall enable WFP to notify its insurers and timely investigate the incident.

4.3 Visual Quality of Product

Inspector shall check:

- Visual aspects of food quality:
  - Infestation;
  - Live or dead insects;
  - Smell;
  - Yeats and mould;
  - Moisture
    - Toxic seeds
    - Excess dust/husk
      - Pockets of cargo with obvious defects/poor quality (e.g. sweepings)
- Visual aspects of packaging:
  - Damage / leakage / spillage, etc.;
  - Cleanliness.

4.4 Quantity and Weight

Inspection shall:

- ensure **proper tally** and confirm number of units, net/gross weight loaded/offloaded;
- In case of **bulk and break-bulk cargo** the tally figures shall be compared/reconciled with Chief Officer daily/shift-wise;
- confirm **correspondence between packing list** prepared by the supplier **and actual cargo** loaded/offloaded;
- check **spare bags/cartons** loaded/offloaded.

4.5 Supervision of Off-loading Operation (DAP contracts)

Inspector shall:

- Check and record **seals** of the vehicles/vessels/containers and confirm the seals were **intact** at arrival;
- Check **integrity/conditions** of the carrier (vehicle/vessel/container) at arrival – e.g. damaged, leaky, not properly closed;

- Check, that **instructions/requirements at loading** were properly followed (e.g. number of desiccants; kraft paper/plastic sheets; dunnage; fumigation; etc.);
- Perform **visual quality, quantity and weight** check of the product as per articles 4.3 and 4.4;
- Perform Inspection as per Chapter 2.2 and 3.
- Compare the delivered quantities with those stated in the **cargo documents**.

4.6 Loading/Off-loading Reports

The report shall reflect

- dates of loading/off-loading;
- container numbers/truck plate numbers/rail wagon numbers;
- seal numbers;
- numbers of units loaded/offloaded;
- net and gross weight loaded/offloaded.

The format of reports shall be specified by WFP. Reports shall include detailed photos of inspection.

5. REPORTING

5.1 Daily Reports/Photos | **5.2 Final Report** | **5.3 Records Management**

5.1 Daily Reports/Photos

All findings and sampling information/conditions shall be recorded and all non-conformities/deviations shall be reported in the daily and final reports. Reports shall include detailed photos.

Inspectors shall provide **a daily report (by email)** to inform WFP on the progress of cargo production and inspection findings.

In particular, inspectors shall inform WFP of any unconformity and its severity (e.g. number of defective units + description of the defect) such as:

- Bad/poor organoleptic characteristics;
- Quality heterogeneity;
- Non-conforming packaging materials and poor sealing, leaking, swollen or stained packaging (primary and secondary)
- Wrong/incorrect marking;
- Broken items;
- Underweight packages;
- Missing items;
- Relabelling of the product or changes in original marking (e.g. covering original best before date with another best before date);
- Missing of quality documents that should be submitted by the supplier;
- Incompliant shelf-life;
- Any other non-conformity.

Inspection Company shall keep WFP informed on planned, ongoing and executed activities as well as on expected delays (e.g. readiness of containers, delays in production, etc.).

The format of the reporting shall be specified by WFP. Daily reports shall include on-site pre-shipment and loading inspection reports.

All observed nonconformities shall be in highlighted in the daily report in **red colour**. **(in the body of the email, not only in attachments)**.

N.B. For Lab report and Loading & off-loading Report please refer to sections 3.3 and 4.4

5.2 Final Inspection Report

Unless otherwise specified in the inspection work order, the Inspection Company shall consolidate the information in the INSPECTION CERTIFICATE as per the form specified by WFP, not later than 2 days after the last inspection day and/or receipt of the laboratory analysis report.

The final Inspection report shall be attached to Foster MIR.

5.3 Records Management

Inspection Company shall;

- gather all analyses and inspection results in WFP IT System (Foster), as per WFP instructions;
- Final inspection report, sublots results in excel (in case of bulk wheat) in addition to all documents issued during execution (e.g. LOP, GMO, radiation, aflatoxin, etc) shall be uploaded on Foster
- copy WFP.FOODQUALITY@wfp.org when reporting to WFP on the food quality issues;
- .

Unless otherwise specified the databases shall be WFP FSQ IT system.

The inspection company has to keep all records in orderly manner minimum 2 years after the last day of inspection and be ready to submit the documents if requested by WFP.

6. RISK MANAGEMENT

6.1 Managing Underperformance, Fraud and Collusion Risks

Inspection Company shall provide report (on WFP request) on controls in place related with management of following risks at the inspection site and laboratory:

- Underperformance;
- Collusion;
- Fraud.

Examples of appropriate actions are: laboratory ring tests, staff training and rotation, field monitoring of inspectors, unannounced visits and others. Unless otherwise specified Inspection Company shall be member of TIC Council

IC staff on the ground and in the laboratories must be informed that WFP is testing products downstream as well to assess management of before listed risks.

Inspection Company is not allowed to be hired by supplier or any other party than WFP to perform testing/re-testing/inspection of the lots produced for/delivered to WFP

Re-testing ordered from WFP side is possible only in 2 cases:

- There is underperformance from Inspection Company side
- The lot that is planned to be re-tested was re-processed (e.g. re-cleaned)
- Re-testing is done as a part of ongoing incident investigation managed by Food Safety and Quality Unit
- Re-testing ordered from WP side shall always be approved from Food Safety and Quality Unit.

ANNEXES

A.1 Sampling Protocol for Grains, Pulses and Oil Seeds in Bulk or Bagged in > 5 kg bags

Lot size of a consignment (e.i the maximum tonnage from which laboratory sample shall be drawn) shall be calculated as per Table 1:

Table 1. Example for Sampling of Cereals, Pulses, Oil Seeds

Tonnage of Consignment (MT)	Lot Size (every MT)	Minimum Bulk Aggregate Sample per Lot (kg)	Maximum Weight of Increments (kg)
0-5,000	500	20	1
5,001-10,000	1,000	30	1
10,001-25,000	2,500	40	1
>25,000	5,000	50	1

Increment samples shall be calculated as per Table 2:

Table 2. Sampling for bagged consignments of cereals, pulses, oil seeds

Total Bags of the Lot	Increment Samples *(Number of Bags to be Sampled)*
<100	min. 20
100-10,000	min. 50
≥ 10000	min. 0.5% total bag of the lot

(For bulk grain (e.g. vessels of wheat), all testing and reporting should be done as per sub lots, And Average results shall be reported for the Vessel on foster?)

(exception for the above applies for radiation, GMO, mycotoxins and pesticides which should be reported as per one sample representing the entire shipment.)

Practical examples of a calculation of increment samples for lots packed in 50 kg bags are shown in Table 3:

Table 3. Example of Increment Samples for Consignment of 50kg (Cereals, Pulses, Oil Seeds)

Column A	Column B	Column C
Lot Size (MT)	**Total Number of 50kg bags**	**Increment Samples *(Number of Bags to be Sampled)***
4	80	20
5- 500	100-10,000	50
1,000	20,000	100
1,500	30,000	150
2,500	50,000	250
5,000	100,000	500

A.2 Sampling Protocol for Processed Foods

Table 4. Sampling Plan for Processed Foods [16]

Column A	Column B	Column C	Column D	Column E***
Total units* in the lot for column B/Total individual units for column C,D and E	**Packaging Inspection**	**Weight inspection (individual packages**)**	**Content inspection (individual packages)**	**Min number of increment samples for Laboratory[17] and Retention[18]**
2-8	2	all packages	n.a	2-8
9-15	3	all packages	n.a	3-15
16-25	5	all packages	n.a	3-24
26-50	8	all packages	n.a	3-24
51-90	13	50	n.a	3-24
91-150	20	81	oil&all milk-5; all other 50	3-24
151-280	32	81	oil&all milk-5; all other 50	3-24
281-500	50	81	oil&all milk-5; all other 50	3-24
501-1 200	80	125	oil&all milk-5; all other 50	3-24
1 201-1 320	125	125	oil&all milk-5; all other 50	3-24
1 321-10 000	200	125	oil&all milk-5; all other 50	3-24
10 001-35 000	315	125	oil&all milk-5; all other 50	3-24
35 001-150 000	500	125	oil&all milk-5; all other 50	3-24
150 001-500 000	800	125	oil&all milk-5; all other 50	3-24
500 001 and above	1250	125	oil&all milk-5; all other 50	3-24

*One unit corresponds to 1 shipping carton/multipack bag (e.g. 1 box of HEB, 1 box of oil, 1 box of LNS, 1 box of rations, 1 PP woven bag containing 50 salt packages of 1kg) or corresponds to one single package in case product isn't shipped in carton/combined packaging (e.g. 25 kg bags of flour, Super Cereal bag, dried skimmed milk).
**Individual package is product packed in primary package (e.g. one bottle of oil, one sachet of LNS, one package of HEB, one 25 kg bag of Super Cereal, one can, etc.)
***Column E is shall be used for all processed food expect for bags of **flour, maize meal and Super Cereal >15 kg**. In case of those products minimum **100 increment samples of 100 grams** shall be drawn as per (EC) No 401/2006 and (EU) No 519/2014. In case of small packages for mycotoxin testing minimum 10 increment sample shall be considered. Column E shall not be used for LNS products as well (see text below).

Unless otherwise specified, automatic sampling performed at the production of *Super Cereal and Super Cereal Plus* or any other products is not allowed.

Sampling Plan for LNS (laboratory analysis and retention)

[16] Columns A and B are taken from ISO 2859-1, General Inspection level II, depending on the case other Inspection Levels may apply (to be specified by WFP)
[17] for commodity ≤ 1kg net weight, sterilized products and pasteurized products: number of unopened primary packages (individual package) to be sampled for one set of samples
for commodity > 1 kg net weight: number of increment samples to be sampled from different primary packages (individual packages) for one aggregate sample
[18] except for LNS and bags of flour, maize meal and Super Cereal ≥25 kg

Sampling frequency (lot size) shall be defined based on the daily production of the producer.

- Unless otherwise specified by WFP, one sampling lot cannot extend for more than one day of production
- One sampling lot can not be larger than 100 MT

The following set of samples shall be drawn and sent to analysis:

1. One composite set for chemical analysis (unopened packs);
2. 30 units for Salmonella analysis;
3. Ten units for Enterobacteriaceae analysis.

Two additional sets as specified above shall be kept for retention.

A.3 Description of Inspection Scope

Example 1 (LNS in France)

Specific Inspection Tasks	To be Performed	Location
INSPECTION OF GRAINS	-	-
Inspection Planning	-	-
On-site Inspection – Production Control	-	-
On-site Inspection – Finished Product	-	-
Sampling	-	-
Loading/Off-loading	-	-
Reporting	-	-
Risk Management	-	-
INSPECTION OF PROCESSED FOOD	**Yes**	**Yes**
Inspection Planning	Yes	Nantes, factory
On-site Inspection – Production Control	-	-
On-site Inspection – Finished Product	Yes	Nantes, factory
Sampling	Yes	Nantes, factory
Loading/Off-loading	Yes	Nantes, factory
Reporting	Yes	Nantes, factory
Risk Management	Yes	Nantes, factory
Additional	-	-

Example 2 (Loading of Bulk Grain in Ukraine)

Specific Inspection tasks	To be performed	Location
INSPECTION OF GRAINS	Yes	Odessa, port
Inspection Planning	Yes	Odessa, port
On-site Inspection – Production Control	-	-
On-site Inspection – Finished Product	Yes	Odessa, port
Sampling	Yes	Odessa, port
Loading/Off-loading	Yes	Odessa, port
Reporting	Yes	Odessa, port
Risk Management	Yes	Odessa, port
INSPECTION OF PROCESSED FOOD	**Yes**	**Yes**
Inspection Planning	-	-
On-site Inspection – Production Control	-	-
On-site Inspection – Finished Product	-	-
Sampling	-	-
Loading/Off-loading	-	-
Reporting	-	-
Risk Management	-	-
Additional	-	-

Example 3 (Production Control is included, Multiple Products, Turkey)

Specific Inspection tasks	To be performed	Location
INSPECTION OF GRAINS	Yes	Turkey
Inspection Planning	Yes	Turkey
On-site Inspection – Production Control	Yes	Turkey
On-site Inspection – Finished Product	Yes	Turkey
Sampling	Yes	Turkey
Loading/Off-loading	Yes	Turkey
Reporting	Yes	Turkey
Risk Management	Yes	Turkey
INSPECTION OF PROCESSED FOOD	**Yes**	**Yes**
Inspection Planning	Yes	Turkey
On-site Inspection – Production Control	Yes	Turkey
On-site Inspection – Finished Product	Yes	Turkey
Sampling	Yes	Turkey
Loading/Off-loading	Yes	Turkey
Reporting	Yes	Turkey
Risk Management	Yes	Turkey