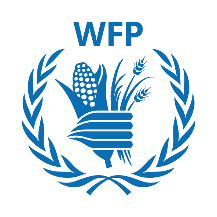
**INITIAL PAPER ASSESSMENT (IPA)**

**form for international food manufacturers and traders**

*(WFP Classification: Processed Food)*

This form refers to your company’s registration in one or more WFP’s international food rosters for processed food.

Please, make sure to fill-in all relevant parts and attach all necessary supporting documents. Once completed and signed by the duly authorized person in your company, kindly send this form back to WFP by email ([newsuppliers@wfp.org](mailto:newsuppliers@wfp.org)).

Technical specifications for food commodities that WFP buys worldwide are available at this link [Food Safety and Quality Public (wfp.org)](https://foodsafetyqualitypublic.manuals.wfp.org/).

For any further query, feel free to contact us by email ([newsuppliers@wfp.org](mailto:newsuppliers@wfp.org)).

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| **Section 1: Company Information**  *The name of the company shall exactly match the name indicated in the certificate of incorporation and on the UNGM portal.* | | | | | |
| **Company legal name:**  *(No abbreviations)* | ……………….. | | | | |
| **Country:** | ……………….. | | | | |
| **UNGM Number[[1]](#footnote-1):** | ……………….. | | | | |
| **Type of Business:** | Manufacturer  Trader  Manufacturer for some commodities, Trader for others.  If so, please specify ……………… | | | | |
| **Website:** | ……………….. | | | | |
| **Section 2: Previous experience** | | | | | |
| **Experience working with the humanitarian sector:** | | | Choose an item. | | |
| **If yes, which organization?** | | | ……………….. | | |
| **If with WFP, where?** | | | ……………….. | | |
| **Section 3: Commodity information**  *Select one commodity per column and include all required information thereunder.*  *If your company wishes to apply for more than three commodities, please fill-in a new IPA.* | | | | | |
| **Which commodity would you like to supply to WFP?** | | Choose an item. | | Choose an item. | Choose an item. |
| **Specify the type of commodity**  *(for commodities marked with \* please specify the type of commodity, e.g. for canned food specify the type of canned food, etc.)* | | Choose an item. | | Choose an item. | Choose an item. |
| **Quality requirements** | | | | | |
| **Can you meet the WFP’s food commodity specifications including the shelf-life requirements?**  *(WFP generic food commodity specifications can be found in this link* [*docs.wfp.org/api/documents/WFP-0000148640/download/*](https://docs.wfp.org/api/documents/WFP-0000148640/download/) | | Choose an item. | | Choose an item. | Choose an item. |
| **Are you able to provide non-GMO products?** | | Choose an item. | | Choose an item. | Choose an item. |
| **Packaging and Marking requirements** | | | | | |
| **Can you meet the packaging and marking requirements as per WFP’s specifications and Confirm Ability to provide compliant packaging documentation upon request?**  *(Packaging specifications can be found through the embedded hyperlinks in the****Packaging & Marking****section of Food Specifications:* [docs.wfp.org/api/documents/WFP-0000148640/download/](https://docs.wfp.org/api/documents/WFP-0000148640/download/)  *Marking requirements can be found in this link:* [*Packaging - design - Packaging artwork templates - All Documents (sharepoint.com)*](https://wfp.sharepoint.com/sites/Packaging-design/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FPackaging%2Ddesign%2FShared%20Documents%2FGeneral%2FPackaging%20artwork%20templates&p=true&ga=1)*)* | | Choose an item. | | Choose an item. | Choose an item. |
| **Capacity** | | | | | |
| **What is the company’s total annual capacity in Metric Tons of the product that can be supplied to WFP, considering the regular annual supplies to other clients?** | | ……………….. | | ……………….. | ……………….. |
| **Storage and handling** | | | | | |
| **What is the total storage capacity in Metric Tons for finished product that your company can make available only for WFP potential orders, considering other regular orders to other clients?** | | ……………….. | | ……………….. | ……………….. |

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| **Section 4: Production plants for all commodities in the applied basket.**  *This Section 4 is filled-in to indicate manufacturing facilities (owned, leased or subcontracted) for all commodities in the applied basket.*  *Full set of supporting documents (listed in Section 5 below) to be provided for each indicated manufacturer.*  *WFP may conduct an audit of the production facilities and needs to be aware of the exact locations of the plants.* | | | | | |
| **Ownership** | **Name and Address** | **Country** | **City** | **Commodity** | **Capacity (MT/month)** |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
| ……………… | ……………….. | ……………….. | ……………….. | ……………… | ……………….. |
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| **Comments:** | ……………….. | | | | |

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| **Section 5: Supporting documents** | | | |
| *Complete set of required documents (from 1 to 17) should be provided for all commodities and manufacturers listed in Sections 3 and 4.*  *All documents should be translated in English.*  *Documents should be organized by number and name as per below list. If a document is not available, please, explain the reasons next to it, and indicate which alternative document is provided, if any.*  *Please, keep WFP updated about any significant change to any supporting document (e.g. if a document has an expiration date, please make sure to send the new version to WFP when extended).* | | | |
| **Documents to be provided by ALL VENDORS** | | | |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Confirm you have valid manufacturing license for all presented subcontractors. | Choose an item. | ……………….. |
|  | Describe the structure for quality control / quality assurance Policy in your company for this product |  | ……………….. |
|  | Quality management system certification  (copy of valid ISO 9001 or equivalent certification[[2]](#footnote-2)) |  | ……………….. |
|  | Example of recent certificates of analysis (COA) issued by an accredited laboratory |  | ……………….. |
|  | Insect pest management (IPM) plan of the facility, warehouses, and bagging facility |  | ……………….. |
|  | Non-GMO certificate (if you replied yes to Section 3 or 4 above) |  | ……………….. |
|  | Food safety management system certification (copy of valid ISO 22000) or Global Food Safety Initiative (GFSI) scheme certification (copy of valid FSSC 22000, IFS, BRC, SQF, or equivalent certification2) |  | ……………….. |
| **No.** | **Name of the document** | **Click if submitting** | **Reasons of not submitting** |
|  | Product description or manufacturing specification sheet |  | ……………….. |
|  | Process flow diagram with identified critical control points (CCPs) |  | ……………….. |
|  | Hazard analysis and critical control (HACCP) plan |  | ……………….. |
|  | Example of critical control points (CCPs) monitoring records |  | ……………….. |
|  | Quality control (QC) plan for raw and packaging materials, process and finished product (details on parameters, limits, frequency and test methods etc.) |  | ……………….. |
|  | Traceability procedure and information on batch/lot size and codification |  | ……………….. |
|  | Procedure to manage non-conformity |  | ……………….. |
|  | Product recall and withdrawal procedure |  | ……………….. |
|  | Procedure for review and approval of raw and packaging material suppliers |  | ……………….. |
|  | Shelf-life study and latest report/data/trend on shelf-life study |  | ……………….. |

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| ***Form prepared by the duly authorized person in the company:*** | | |
| ……………….. | ……………….. | ……………….. |
| (Name / Position) | (Signature) | (Date) |

1. If your company has no UNGM number, please register at <https://www.ungm.org/>. [↑](#footnote-ref-1)
2. The full list of possible alternative certifications: <https://mygfsi.com/how-to-implement/recognition/> [↑](#footnote-ref-2)