**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).

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).

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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)