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1. PURPOSE AND SCOPE

- 1.1 The goal of any inspection regime is to substantiate confidence that standards have been met. The UN food supply is based on the Contractor’s sources of food supply. The contractor is responsible to validate to the UN that standards are met. This standard defines inspection and documentation regime for compliance validation that the Contractor is required to implement, as a requirement, prior to acceptance and booking of food stock into inventory.
- 1.2 The inspection procedures outlined in this document are based on the following assumptions:
- Contractor’s supplier qualification and selection processes, as outlined in SOW Part I, Exhibit B4 “Certification” when implemented, ensure that food products shipped to the Mission meet the Standards outlined in SOW Part I, Exhibit B.
 - Official control systems in the country of Origin and control systems of the Contractor’s validated suppliers (Exhibit B4 – Certification) are appropriate and consistent with the requirements of the food product. Non-conforming products are detected at the initial steps of the food chain and removed to avoid rejection at the point of delivery.
 - Contractor’s traceability system is suitable to detect the origin of non-conformities and for the withdrawal of non-conforming food from any/all delivery points.
- 1.3 The Contractor’s inspection requirement, outlined below, is a re-inspection of products that have already been inspected and approved by the Official Inspection System of the Country of Origin. The purpose of re-inspection is to ensure that the documentation and certifications are authentic and accurate in order to confirm food products meet UN food safety and quality standards.
- 1.4 The (re)inspection process, therefore, is designed to validate Contractor’s Procurement Quality Assurance process and build confidence in their supplier’s performance through verification activities in a risk based inspection approach. This approach assigns various levels of inspections (i.e., scrutiny and frequency as described in Article 2 below) depending on the risks associated to products and food processing establishments.
- 1.5 This inspection process is a requirement in its entirety (i.e. including risk-based inspections) for all food products.

2. RISKS CLASSIFICATION

- 2.1 Product Risks: All products of animal origin are considered high-risk products. However, certain processing methodologies applied in food production permit the lowering of certain risks and risk classifications.
- **HIGH RISK PRODUCTS:** Food Products are classified as high-risk products when microbiological contents have not been reduced or where products have high-risk of cross contamination

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resulting from incorrect handling. Some examples of the products in this level include frozen raw and cooked meat, frozen raw and cooked fish, frozen dairy products.

- **MEDIUM RISK PRODUCTS:** Products, in which the initial microbiological content has been reduced, or growth inhibited by the reduction of water activity through the addition of sugar or salt or reduction of water content. Some examples of products classified at this level are dry or/and salted fish and meat.
- **LOW RISK PRODUCTS:** Products that have undergone a process of elimination or drastic reduction of microbiological contents during processing (i.e., high temperature treatment). Some examples of products included in this level are UHT milk and canned products.

2.2. Product risks for all items in the UNRS are classified as attached in SOW Part I, Exhibit B (UN Rations Standards – Specifications).

2.3. Establishment Risks: Food regulations and official control systems provide assurance of acceptable levels of protection regarding food safety. However, the differences in the control systems at various sources of origin make risk classification necessary. Concurrent with SOW Part I, Exhibit B 4 – Certification, the contractor’s suppliers are assigned the following risk levels:

- **LEVEL 1:** Establishments of EU, USA or Australia-New Zealand. Food regulations and official inspections ensure UN Standards fulfillment.
- **LEVEL 2:** Establishments approved by EU and USA. Food regulations and control systems and control plans have been designed and approved to ensure equivalence to EU and USA regulations.
- **LEVEL 3:** Establishments not included in Level 1 and 2 above. However, the establishments are certified against ISO 22000:2005 or equivalent systems such as the Global Food Safety Initiative (GFSI) benchmarked systems such as FSSC22000, BRC, SQF and IFS.
- **Level 4:** Establishments not included in Level 1-3 above; these establishments are under the direct surveillance of Governments Competent Authorities at Origin. The Contractor’s supplier selection program has considered the establishment capabilities to be adequate to fulfill UN standards. These establishments are required to substantiate compliance through increased levels of establishment and product scrutiny as outlined in the inspection procedure in Article 4.5 below.

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3. RISK BASED INSPECTION CLASSIFICATION

3.1. Taking into account the product’s risks and risks associated with food producing establishments, the UN has assigned inspection levels with varying frequency and depth of inspections to be performed by the contractor as outlined in Article 4 below.

		FOOD ESTABLISHMENT LEVEL OF RISK (Associated to Country of Origin)			
		LEVEL 1	LEVEL 2	LEVEL 3	Level 4
PRODUCT LEVEL OF RISK	HIGH RISK	MEDIUM RISK INSPECTION	MEDIUM RISK INSPECTION	HIGH RISK INSPECTION	HIGH RISK INSPECTION
	MEDIUM RISK	LOW RISK INSPECTION	LOW RISK INSPECTION	MEDIUM RISK INSPECTION	HIGH RISK INSPECTION
	LOW RISK	LOW RISK INSPECTION	LOW RISK INSPECTION	MEDIUM RISK INSPECTION	HIGH RISK INSPECTION

3.2 Requirements for the Three (3) Levels of Inspections performed by the Contractor.

- HIGH RISK INSPECTIONS:

a) Frequency: The frequency of inspections for each registered supplier changes with the number of compliant shipments shipped to the mission, commencing and tracked from the first shipment from contract signature, and through the term of the contract.

- Stage 1: First ten consignments are inspected. If successful, inspection frequency moves to the next level i.e. to stage 2.
- Stage 2: One inspection for every two (2) consignments (for 30 consignments). If successful, inspection frequency moves to the next level i.e. stage 3.
- Stage 3: One inspection for every five (5) consignments, thereafter.

* If non-conforming in any stage, inspection will move to previous stage.

b) Lab Analysis Requirements:

- Microbiological Analyses: Each consignment of food must include microbiological analyses as outlined in SOW Part I, Exhibit B, “Product Specification”. These analyses may be carried out in the food establishment’s own laboratories or private laboratories following international methods.
- Contractors must ensure that their suppliers include analysis of chemical, physical and microbiological parameters including analyses of veterinary residues, natural toxins

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and other contaminants as outlined in SOW Part I, Exhibit B-1 “Contaminants”, every three (3) months. The first consignment must include these analyses. The analyses must be performed by an accredited laboratory certified to ISO/IEC 17025 in accordance to CODEX guidelines CAC/GL 27-1997.

- **MEDIUM RISK INSPECTION.**

a) **Frequency:** The frequency of inspections for each registered supplier decreases with the number of compliant shipments shipped to the mission commencing from contract signature and through the term of the contract.

- Stage 1: First five consignments are inspected. If successful, inspection frequency moves to the next level i.e. to stage 2.
- Stage 2: One inspection for every four (4) consignments (20 consignments). If successful, inspection frequency moves to the next level i.e. stage 3.
- Stage 3: One inspection for every ten (10) consignments, thereafter.

* If non-conforming in any stage, inspection will move to previous stage.

b) **Lab Analysis Requirements:**

- **Microbiological Analyses:** Each consignment of food must include microbiological analyses as outlined in SOW Part I, Exhibit B, Product Specification. These analyses may be carried out in the food establishment’s own laboratories or private laboratories following international methods
- Contractors must ensure that their suppliers include analysis of chemical, physical and microbiological parameters including analyses of veterinary residues, natural toxins and other contaminants as outlined in SOW Part I, Exhibit B-1 “Contaminants”, every six (6) months. The first consignment must include these analyses. The analyses must be performed by an accredited laboratory certified to ISO/ IEC 17025 in accordance to CODEX guidelines CAC/GL 27-1997.

- **LOW RISK INSPECTION.**

a) **Frequency:** The frequency of inspections for each registered supplier decreases with the number of compliant shipments shipped to the mission commencing from contract signature and through the term of the contract.

- Stage 1: First two consignments are inspected. If successful, inspection frequency moves to the next level i.e. to stage 2.
- Stage 2: One inspection every ten (10) consignments (20 consignments). If successful, inspection frequency moves to the next level i.e. to stage 3.
- Stage 3: One inspection every twenty (20) consignments, thereafter.

* If non-conforming in any stage, inspection will move to previous stage.

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b) Lab Analysis Requirements:

- Microbiological Analyses: Each consignment of food must include microbiological analyses as outlined in SOW Part I, Exhibit B, Product Specification. These analyses may be carried out in the food establishment’s own laboratories or private laboratories following international methods.
- Contractors must ensure that their suppliers include analysis of chemical, physical and microbiological parameters including analyses of veterinary residues, natural toxins and other contaminants as outlined in SOW Part I, Exhibit B-1 “Contaminants”, once every twelve (12) months. The first consignment must include these analyses. The analyses must be performed by an accredited laboratory certified to ISO/ IEC 17025 in accordance to CODEX guidelines CAC/GL 27-1997.

4. INSPECTION PROCEDURES

- 4.1. Inspection Procedures: The Contractor must perform the outlined inspections, for all incoming food shipments and successfully fulfill the requirements outlined below, prior to booking stock into its inventory.
- 4.2. Document Inspection and Control: Every consignment of food imported into the mission must be accompanied by appropriate documentation issued by the Official Competent Authorities in country of Origin
- Health and Veterinary Certificates
 - Origin Certificates
 - Halal Certificates
 - Lab Analysis Reports
 - Original Commercial Invoice
 - Shipping Documents
 - These documents must be cross referenced by the Contractor and identified to the products supplied (lot numbers) even when several consignments are delivered at the same time. (All lots of a consignment are presumed to have the same transport and storage conditions.)
- 4.3. Contractor’s inspectors shall verify and document that all required documentation listed in 4.2 is accompanying the consignment. Incomplete or inaccurate documentation will halt the receiving process and require the contractor to consult with UN Quality Assurance to agree on corrective actions.
- 4.4. Product Inspection and Controls

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- Package Conditions: Secondary Package must not be broken or wet. The package must guarantee that food inside is not affected by any non-conformity. Products in affected packages shall be rejected.
 - Label: Every product must be correctly identified with its label in accordance to SOW Part I, Exhibit B 2, Product Labeling. Unlabeled products shall be rejected.
 - Expiry date must fulfill the criteria specified in SOW Part I, Exhibit B, Food Specification. Non-Conforming products shall be rejected.
 - Lot number: Lot numbers shall correspond with those reflected in the primary package labels and the packing list of the consignment as per Annex C of this document.
 - Weight: The weight of primary packaging must be in accordance to SOW Part I, Exhibit B, Product Specifications.
 - Transport temperature: Temperature during transport must be constantly recorded in order to substantiate that the cold chain has been maintained, and that product temperatures comply with SOW Part I, Exhibit B, Food Specifications. Temperature data must be collected, checked and recorded. Non-conforming products shall be rejected.
 - Quantity: Quantity of products received must match quantity reflected in the appropriate shipping documents and packing list. Quantity of products accepted and rejected must be reported to the mission as per the format attached as Annex B to this document “Contractor’s Inspection Report”.
- 4.5. Verification of Laboratory Analysis: The contractor shall verify that all information on the microbiological, physical and chemical contents analysis provided with the consignment by the contractor’s supplier is correct.
- In order to verify the accuracy of the laboratory reports accompanying food consignments, the contractor shall conduct an independent microbiological and chemical contents analysis as per the sampling plan attached as Annex A of this document.
 - The contractor must qualify the credentials of the Lab(s) and obtain validation with the UN in accordance to the validation process outlined in SOW Part I, Exhibit B 4, and “Certification”, prior to conducting any analysis. In the event, laboratory facilities are not available in the mission area, or in the neighboring vicinity, a waiver will be provided to the contractor by the Mission to conduct the verifying analysis at another suitable point in the supply chain in other laboratories that are validated by the UN.
 - The frequency of the verifying lab analysis shall coincide with the inspection frequency as defined in the assigned inspection level of the establishment, notwithstanding that microbiological analyses are submitted with each consignment.
- 4.6. Special Requirements for Level 4 Establishments:

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- All consignments must be accompanied with a Certificate of Conformity to the UN Rations Standards, SOW Part I, Exhibit B. The Certificate of Conformity must be issued by an accredited Certifying Body, with independent accredited laboratory facility for performing the required lab analysis.
- The stage one (1) level of inspection will remain in effect for two (2) years. Changes in inspection levels and stages will be determined by UNHQ Quality Assurance at the end of the two-year period.

4.7. The costs for performing the verifying lab analysis shall be the contractor’s responsibility.

5. INSPECTION REPORTING

- 5.1. The contractor shall submit reports of all inspections (animal and non-animal products) to the UN, in electronic form, as per Annex B “Contractor’s Inspection Report” to this document within 48 hours of completion of inspection and/or receipt of consignment in the contractor’s warehouse.
- 5.2. Verification lab analysis reports shall be submitted in original format along with the supplier’s lab reports within 24 hours of receipt of the verifying report, in any case not later than 15 days of receipt of consignment in the Mission.

6. INSPECTION BY UN AT DELIVERY POINTS

- 6.1. Upon delivery of food rations to delivery points, the UN inspections will be confined to transportation damage, cold chain verification and quantity verification as per the contractor’s delivery note.
- 6.2. Information regarding non-conformance or transport damage detected during the delivery acceptance process at the delivery point shall be recorded on the delivery note and the Contingent Receiving Report (CRR) as per SOW Part I, Exhibit F.

7. OTHER REQUIREMENTS:

- 7.1. The Contractor shall establish a pre-shipment inspection of food products to verify compliance to standards prior to the loading of container and shipping to the Mission. Non-conforming products are to be rejected prior to shipping to the Mission.
- 7.2. In accordance with the requirements described in SOW Part I, Article 11.5, the contractor shall provide the UN with a packing list as per Annex C to this document.
- 7.3. The packing list and associated documentations are required for processing of UN importation documentation for clearance at port of entry. The contractor shall submit scanned copies of required documents as per SOW Part I, Article 11.5, to expedite administrative processing;

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original documents must be presented to the UN upon receipt of consignments in the Mission area.

8. UN QUALITY ASSURANCE PROCESSES

8.1 UN Quality Assurance processes will be focused in the following areas.

- Contractor’s Quality Control programs at all levels of operations through audits.
- Random inspections and testing of products.
- Inspections of Contractor’s validated supplier production facilities by UN appointed Third Party Inspection Agency.

8.2 Results obtained from QA activities, including results from the contractor’s Quality Control inspections shall form the basis of evaluation, validation and monitoring of contractor’s Food Safety Management performance. These evaluations shall also form the basis for review and change of the contractor’s supplier’s establishment levels and assigned inspection levels during contract performance.

9. ANNEXES

ANNEX A: Sampling Plan at Mission Warehouse

ANNEX B: Contractor’s Inspection Report

ANNEX C: Packing List

Annex A: Sampling Plan at Mission Warehouse

1. This sampling plan has been designed for destructive controls of critical non-conformities and for the purpose of performing Lab Analysis by the contractor to verify the accuracy of Lab reports provided by the supplier with shipped consignments.
2. With regard to sampling for verification purposes, a consignment shall be considered as a lot. If the purpose is to verify non-conformities arising from other factors, samples must be taken from different lots. It has been taken into consideration that:
3. The plan outlined in the table below has been derived from classification of ICMSF (International Commission on Microbiological Specifications for Food):

Nature of concern	Decreased hazard	Unchanged hazard	Increased hazard
No direct health hazard (spoilage and shelf-life)	n = 5, c = 3	n = 5, c = 2	n = 5, c = 1
Low indirect health hazard (indicator organisms)	n = 5, c = 3	n = 5, c = 2	n = 5, c = 1
Moderate direct health hazard (limited spread)	n = 5, c = 2	n = 5, c = 1	n = 10, c = 1
Moderate direct health hazard of potentially extensive spread in food	n = 5, c = 0	n = 10, c = 0	n = 20, c = 0
Severe direct health hazard	n = 15, c = 0	n = 30, c = 0	n = 60, c = 0

Two kinds of sampling plans shall be applied depending on the parameter analyzed:

- **Two-class attributes Plan:** Applied to those micro-organisms (foodborne pathogens) that can cause a severe hazard or a moderate direct health hazard when consumed (SOW Part I, Product Specifications). Maximum limits allowed of these microorganisms (**m**) are indicated in the Product Specifications. Number of samples to be taken (**n**) is five; this value has been highlighted in yellow in the table above.
- **Three-class attributes plan:** Applied to micro-organisms holding low direct health hazard (spoilage, shelf-life and indicator organisms). This plan is applied, as well, to chemical parameters described in SOW Part I, Exhibit B Product Specifications. “M”, “m”, and “c” values are described in the Product Specification. Number of samples to be taken is five (highlighted in green on table above).

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Annex B: Contractor's Inspection Report

1. Information about commodity

NUMBER OF CONSIGNMENT		
Food Establishment Validation No	UN Product Code	Date of Entry

GENERAL INFORMATION ABOUT CONSIGNMENT	
Packing list No	Container No

Primary Packing Net Weight	Quantity of Packages	Total Quantity	LOT #	Expiry Date	Documents

2. Inspection

	CORRECT /INCORRECT	QUANTITY REJECTED
TEMPERATURE RECORDS		
LOT NUMBER		
EXPIRY DATE		
LABELS		
QUANTITY		
LOADING CONDITIONS		
PACKAGE CONDITIONS		
DOCUMENTS		
ANALYSES RESULTS		

INSPECTED BY	SIGNATURE	UN REPRESENTATIVE

