

	MSF QUALITY ASSURANCE SPECIALIZED FOOD	Ref: QA-NFOS-F2-1
	<b>CHECK LIST for the CONTROL UPON RECEIPT SPECIALIZED FOOD (NFOS)</b>	Ref ITC: NSFSCRECOSE Date of issue: 04/08/2010 Written by: Odile CARON Revision: 06 18/08/2017

--- ONE SHEET PER PRODUCT/ MANUFACTURER ---

### General information

<b>Type of supply</b>	
<input type="checkbox"/> Local/regional purchase	<input type="checkbox"/> International/regional procurement centre (name: .....)
<input type="checkbox"/> Agreement with <input type="checkbox"/> WFP / <input type="checkbox"/> UNICEF / <input type="checkbox"/> other: ..... for distribution by MSF	
<input type="checkbox"/> Donation from ..... (product is now property of MSF, otherwise, tick "agreement" above)	

<b>Ref of the order / interagency agreement / donation</b> .....
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Product	Manufacturer	Lot (batch) number(s)	Best before date(s)

### Check of the container/truck

Type if vehicle: <input type="checkbox"/> Container <input type="checkbox"/> Truck <input type="checkbox"/> Open trailer <input type="checkbox"/> Other: .....
<input type="checkbox"/> Good general state <input type="checkbox"/> Dirty <input type="checkbox"/> Suspicious Odor
<input type="checkbox"/> Presence of other products <sup>(1)</sup> : .....

<sup>(1)</sup> you shall refuse the food in case of suspicious odor or transportation with suspicious products: fuel, tool box, tires...

### Transport conditions

From supplier to the capital		From capital to the programme	
<input type="checkbox"/> air during ..... days	Temperature:	<input type="checkbox"/> road during ..... days	Temperature:
<input type="checkbox"/> sea during ..... days	<input type="checkbox"/> T° controlled <30°C	<input type="checkbox"/> rail during ..... days	<input type="checkbox"/> T° controlled <30°C
<input type="checkbox"/> road during ..... days	<input type="checkbox"/> T° uncontrolled	<input type="checkbox"/> other: ..... days	<input type="checkbox"/> T° uncontrolled
<input type="checkbox"/> rail during ..... days	<input type="checkbox"/> Container with Kit in dry	<input type="checkbox"/> during ..... days	<input type="checkbox"/> Container Kit in dry
<b>In case of donation: storage condition before the donation:</b> <input type="checkbox"/> T° controlled <30°C		<input type="checkbox"/> Unknown or > 30°C	

### Check of the quantity

Quantity ordered: .....	Quantity received: .....	<input type="checkbox"/> Right quantity	<input type="checkbox"/> Quantity missing: .....
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### Control of the packaging

<input type="checkbox"/> <b>Therapeutic product (RUTF, F75/F100) stored or transported &lt; 30°C</b> <input type="checkbox"/> <b>Supplementary product (RUSF, LNS) stored or transported &lt; 40°C</b> <input type="checkbox"/> <b>Emergency ration</b>	<b>Check 1 carton:</b> <input type="checkbox"/> dry <input type="checkbox"/> not perforated / not damaged <input type="checkbox"/> readable printing with: <input type="checkbox"/> batch (lot) number <input type="checkbox"/> best before date	<b>Check 1 unit (sachet / tin...)</b> <input type="checkbox"/> dry <input type="checkbox"/> not perforated/not damaged <input type="checkbox"/> readable printing with: <input type="checkbox"/> batch number <input type="checkbox"/> best before date
<input type="checkbox"/> Transport (or previous storage) >30°C for F75/F100, RUTF >40°C for LNS – RUSF  <input type="checkbox"/> Fortified Blended Flour (Super Cereal, CSB+, unimix...)	<div style="background-color: yellow; padding: 10px;"> <p><b>A quality control</b> must be done using the appropriated Check list (to attach to the check list for control upon receipt)</p> <ul style="list-style-type: none"> <li>- check list for quality control of RUF peanut based</li> <li>- check list for the quality control of therapeutic milk</li> <li>- check list for the quality control of fortified blended flour</li> </ul> <p>For F75/F100 and RUTF, a sample can be sent to a laboratory to check the nutritional properties.</p> <p>(contact your Nutrition referent, and/or section pharmacist for more info)</p> </div>	

### Outcome

<input type="checkbox"/> <b>RECEPTION ACCEPTED</b> <input type="checkbox"/> <b>RECEPTION REFUSED</b>	<b>Date:</b> ..... <b>Name and signature of the controller:</b> .....
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