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|  | MSF QUALITY ASSURANCE SPECIALIZED FOOD | Ref: QA-NFOS-F2-5 Ref ITC: NSFSQCONBIE Date of issue: 25/11/2010 Written by: Odile CARON |
| | CHECK LIST for the QUALITY CONTROL : PRODUCT BISCUIT FORM | Revision: 05 18/08/2017 |




1. General information

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| Product : <input type="checkbox"/> BP5/NRG5 <input type="checkbox"/> BP100 <input type="checkbox"/> Other: | Batch number: Best before date: Manufacturer: |
| Type of control: <input type="checkbox"/> Regular quality control <input type="checkbox"/> Control after storage/transport >30° of BP100 | |



2. Storage conditions

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| Temperature: <input type="checkbox"/> < 30°C <input type="checkbox"/> 30°C - 40°C* <input type="checkbox"/> > 40°C* * Contact your section pharmacist or nutrition referent if the temperature is above 30°C for BP100 as an analysis in laboratory is necessary to check the nutritional value (degradation of vitamins due to temperature >30°C) |
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3. Control of the packaging/labeling

| Secondary packaging (carton) | Primary packaging (9 bars) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Not damaged <input type="checkbox"/> Dry Readable printing: <input type="checkbox"/> Batch number <input type="checkbox"/> Best before date <input type="checkbox"/> Supplier | <input type="checkbox"/> Not damaged <input type="checkbox"/> Dry Readable printing: <input type="checkbox"/> Batch number readable <input type="checkbox"/> Best before date readable |
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4. Organoleptic control

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|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| - Visual control: <input type="checkbox"/> Color ok <input type="checkbox"/> Biscuit not crushed |   | - Smell <input type="checkbox"/> Typical <input type="checkbox"/> No rancid <input type="checkbox"/> Not musty | - Taste (only if visual control and smell ok) <input type="checkbox"/> Typical <input type="checkbox"/> Not rancid |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

5. If you have NOT TICKED ALL BOXES (3&4) (problem detected)

- Check another sachet in the same carton, and on another carton on the same pallet, AND another carton with the same batch number on a different pallet. Isolate all products with the same batch number in case of problem.
- Fill this table:

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| Supply channel : <input type="checkbox"/> Local/Regional purchase <input type="checkbox"/> International/Regional procurement center (name :) <input type="checkbox"/> Agreement with <input type="checkbox"/> WFP / <input type="checkbox"/> UNICEF / <input type="checkbox"/> other: to be distributed by MSF <input type="checkbox"/> Donation by: (the product is the property of MSF, otherwise, choose "agreement" above Order/agreement/donation Ref: Reception date : Total quantity received : Quantity consumed : Quantity concerned by the problem: |
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- Send this report immediately to your nutrition referent or section pharmacist, cc: food-quality-coord@msf.org

6. Record

- Record the quality control on the stock file.
- Keep this form for record (2 years)

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|--------------------|--------------------------------------|
| Date: | Name of the controller: |
|--------------------|--------------------------------------|

To be filled by the Coordinator for Specialised Food Quality Assurance

Quality complaint ref:..... Opened on: .././.... Closed on: .././.... Remarks:.....

Contact: food-quality-coord@msf.org