

Name of the 3rd party inspection company	
Packaging dates:	
Duration for the monitoring:	
A. The Packaging Check	
The Objectives of This Check	
Is to inspect the packaging of ACTED food items in the contractor warehouse during the time of the inspection by ACTED and the contractor and to ensure that	
Scope of Inspection	Failed
PACKAGING WORKER	
The workers number is suitable for packaging process	
The workers are following good handling practices	
The workers wear Personal protective equipment (PPEs) such as slip resistant shoes and Good Manufacturing Practices (GMPs) such as hair nets, beard nets and gloves	
PLACE OF PACKAGING	
The place of packaging is cleaned	
The place is free of moisture	
The place is free from dead and live pests and insects	
The place free from any defects	
PACKAGING MATERIAL	
The packaging material (box/ bag) design and shape are per contract specification	
Packaging materials (box/ bag) are in good condition, cleaned, sealed and free of any non conformity such as leakage, damages, stain, poor stitching, torn, old packaging, low weight	
Boxes and bags are labelled	
Boxes and bags are well sealed	
The content of each box and bags are per contract specification	
The weight of each food products that will be packed met have been agreed on	
Each food product label contains production and expiry date	
GENERAL	
The overall types, number and quantities of the kits met the agreed ones between ACTED and the contractor	
Weight check about 2% of the food ration	
Pictures of the packaging process have been taken	
INSPECTION RESULT	
Inspector:	
Date:	
Signature:	

Logo of the inspection company

Name of the supplier:	
Number of field inspectors:	

Checklist of Food Kit

Checklist and Report

... of packaging and to make sure that it fulfil the agreed packaging standards between the quality and the safety of the food

Passed	Comments Related to Unconformities

Approved:
Date
Signature

