



AN INTERNSHIP REPORT

ON

INSPECTION OF HIGH ENERGY BISCUITS

At

CONTROL UNION BANGLADESH

Supervised by

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Lecturer (senior scale)

Department of Nutrition and Food Engineering

Daffodil International University

Submitted by:

Md. Sohel Rana

ID: 163-34-562

Department of NFE

Daffodil International University

This Internship report has been submitted in observance of the claim for the Degree of Bachelor of Science in Nutrition & Food Engineering.

Department of Nutrition & Food Engineering
Daffodil International University

Letter of Transmittal

Date:

Prof. Dr.Md. Bellal Hossain

Head of the Department

Department of Nutrition and Food Engineering

Faculty of Allied Health Sciences

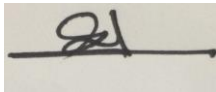
Daffodil International University

Subject: Submission of an Internship Report on Inspection of High Energy Biscuit.

Respected Sir,

I am hereby submitting my Internship report which is a part of my BSC in NFE program curriculum. It is a great Achievement to active supervision. This report is based on Inspection of High Energy Biscuit. This Internship gave me both academic and practical exposures.

I will be highly obliged if you are kind enough to receive this report and provide your valuable judgment.



Sincerely yours,

Md: Sohel Rana

ID:163-34-562

Department of Nutrition and Food engineering

Faculty of Allied health Science

Daffodil International University

Certificate Approval

This is to certify ID: 163-34-562, Program B.Sc in Nutrition & Food Engineering Major. Food Engineering is regular student department of Nutrition & Food Engineering (NFE) & Faculty of Allied Health Science, Daffodil International University. He has successfully completed his Internship program in Control Union Bangladesh and his prepared this “**Internship Report**” Under my direct Supervision. His assigned internship topics Inspection of High Energy Biscuit. I think that the report is worth of fulfilling the partial requirement of NFE program.



Prof. Dr. Md. Bellal Hossain

Head

Department of Nutrition and Food Engineering

Faculty of Allied Health Sciences

Daffodil International University

ACKNOWLEDGEMENT

I express my gratitude to my able supervisor Ms. Effat Ara Jahan for his constructive suggestions, support and encouragement during this work, his willingness and availability has been very much appreciated; also to my able program leader Ms. Effat Ara Jahan for his useful critiques and advice in keeping my progress and all staff for their support.

I would like to express my gratitude to Professor. Dr. Md Bellal Hossain, Head of the Dept. of Nutrition and Food Engineering, Daffodil International University for creating this enormous scope of practical knowledge in the curriculum and providing me valuable guidance to complete my work.

My deepest respects and thankfulness to Sayed Al-Faysal Chief Operating Control Union Bangladesh, and for allowing me to complete the internship in Control Union Bangladesh.

I will not forget to appreciate Ms. Effat Ara Jahan for his assistance with the statistics used in this work; also I acknowledge my family for being there throughout my study and special thank you to all my friends for advice and support to see the successful end of this research. Finally big thanks to the almighty Allah for his protection and guardian.

ABSTRACT

The Global Food Safety Initiative (GFSI) was formed to ensure independence, common understanding and credibility among the various food safety standards aimed at improving food safety, legal compliance, quality and facilitating trade.

As an accredited and approved certification body, Control Union Certifications provides third-party certification audits against the main food safety standards, including GFSI recognised standards: FSSC 22000, BRC Food, IFS, BRC Storage & Distribution, BRC Packaging and Packaging Manufacturing and also ISO 22000, Dutch HACCP and BRC Agents & Brokers.

Control Union Certifications undergoes annual compliance audits conducted by the standards' owners as well as the local accreditation boards. This enables you to receive a credible food safety certificate for your operations, providing you and your customers with confidence and peace of mind regarding food safety.

Table Content

<u>SL No</u>	<u>Topic</u>	<u>Page No</u>
<u>01</u>	<u>Letter of Transmittal</u>	<u>i</u>
<u>02</u>	Certificate Approval	<u>ii</u>
<u>03</u>	Acknowledgement	<u>iii</u>
<u>04</u>	Abstract	<u>iv</u>
<u>05</u>	<u>Introduction</u>	<u>01</u>
<u>06</u>	<u>Objective of the report</u>	<u>02</u>
<u>07</u>	<u>Aim & Scope of Control Union Bangladesh</u>	<u>03</u>
<u>08</u>	<u>Flow Diagram of Inspection Process</u>	<u>04-06</u>
<u>09</u>	<u>Reporting</u>	<u>07-08</u>
<u>10</u>	Sampling report- HEB	<u>09</u>
<u>11</u>	Selection of carton for sampling.	<u>10</u>
<u>12</u>	Stack details.	<u>11</u>
<u>13</u>	Mixing process.	<u>12</u>
<u>14</u>	Stock findings.	<u>13</u>
<u>15</u>	Weight note.	<u>14-16</u>
<u>16</u>	Inspection checklist for HEB.	<u>17-28</u>
<u>17</u>	Final inspection report.	<u>29-30</u>
<u>18</u>	Sample card, Photographs & Sampling kit.	<u>31-35</u>

<u>19</u>	Conclusion.	<u>35</u>
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CHAPTER: 01

INTRODUCTION

Control Union Bangladesh, re-registered in Bangladesh in the name CU Certifications Ltd., is a part of the Peterson & Control Union World Group. Control Union has been performing quality and quantity inspections of various commodities for almost 100 years as we established in 1920. Currently we have offices in over 70+ countries, located on 05 continents. Our network of global offices has toured domestic and overseas holders, break balls and bulk cargoes.

As part of the Peterson & Control Union World Group, we have access to internal laboratories that are involved in analysis when needed.

Control Union Bangladesh is a member of the ISO 9001 affiliate, a cargo surveyor providing superintending services for food supplies accredited by IFIA, FOSFA, Gift and the United Nations World Food Program (WFP) and USDA. We are also working as an inspection agency for the Government of the People's Republic of Bangladesh under the Directorate of Primary Education (DPE) for high power biscuits for school feeding programs in poverty-prone areas.

We are fully prepared to protect your interests by continuing to provide high-quality inspection services. We have the strength and knowledge to do this through our offices in Dhaka, Chittagong, Benapole, and Jessore. We are available in very short notice, there are skilled and experienced inspectors to present and monitor cargo. We can commit to being present in numerous places at once.

We truly look forward to working with your respected organization. This will be a great opportunity for us to provide you with our inspection and other services for you as your listed inspection services agency.

We would be delighted to share the detailed process of enlisting as an inspection company with our organization.

1.1. Objective of the report:

There are two objective of this study

- General Objective.
- Specific Objective.

General Objective:

- To achieve the practical knowledge on the HACCP, GMP, GHP.

Specific Objectives:

More specifically, this study entails the following aspects:

- To have a practical experience on, HACCP, GMP, GHP.
- To know the maintain of the food safety & working environment of the factory
- To achieve a practical experience on HACCP, GMP,GHP of New Olympia Biscuits Factory (Pvt.) Ltd, Dimond Bread & Biscuits Ltd, Masafi Bread & Biscuits Industries Ltd & Pran Dairy Ltd, Janat Biscuit Company, Hooghly Biscuit Company, Central Marketing Company, Resco Biscuit & Bread Factory (Pvt) Ltd & Mona Food Industries.
- To observe the monitoring of WFP rules & regulation.
- To assess the quality assurance system according to HACCP in quality control, hygiene, safety and sanitation by the WFP rules & regulation.
- To observe the monitoring of quality management system (QMS), Bangladesh standard & testing institute (BSTI), good manufacturing practices (GMP), HALAL practices by the WFP rules & regulation.

CHAPTER: 02

Aim & Scope of Control Union Bangladesh

2.0. Aim & Scope of Control Union Bangladesh

Control Union Bangladesh observation the whole facility that how to handle the process of doing inspection of High Energy Biscuit on behalf of WFP/GoB at factory.

2.1. Contracting of Control Union Bangladesh

We are doing work on behalf of WFP/GoB Bangladesh. They send us information through e-mail/phone and supplier details along with brief description of work before inspection. Besides this the factory authority provides the day to day inspection schedule.

2.2. Important of Control Union Bangladesh

Control Union Bangladesh performs HEB inspection according to the “most update Technical Specifications for HEB, SOPs and Guidelines/Checklist farms publish WFP website

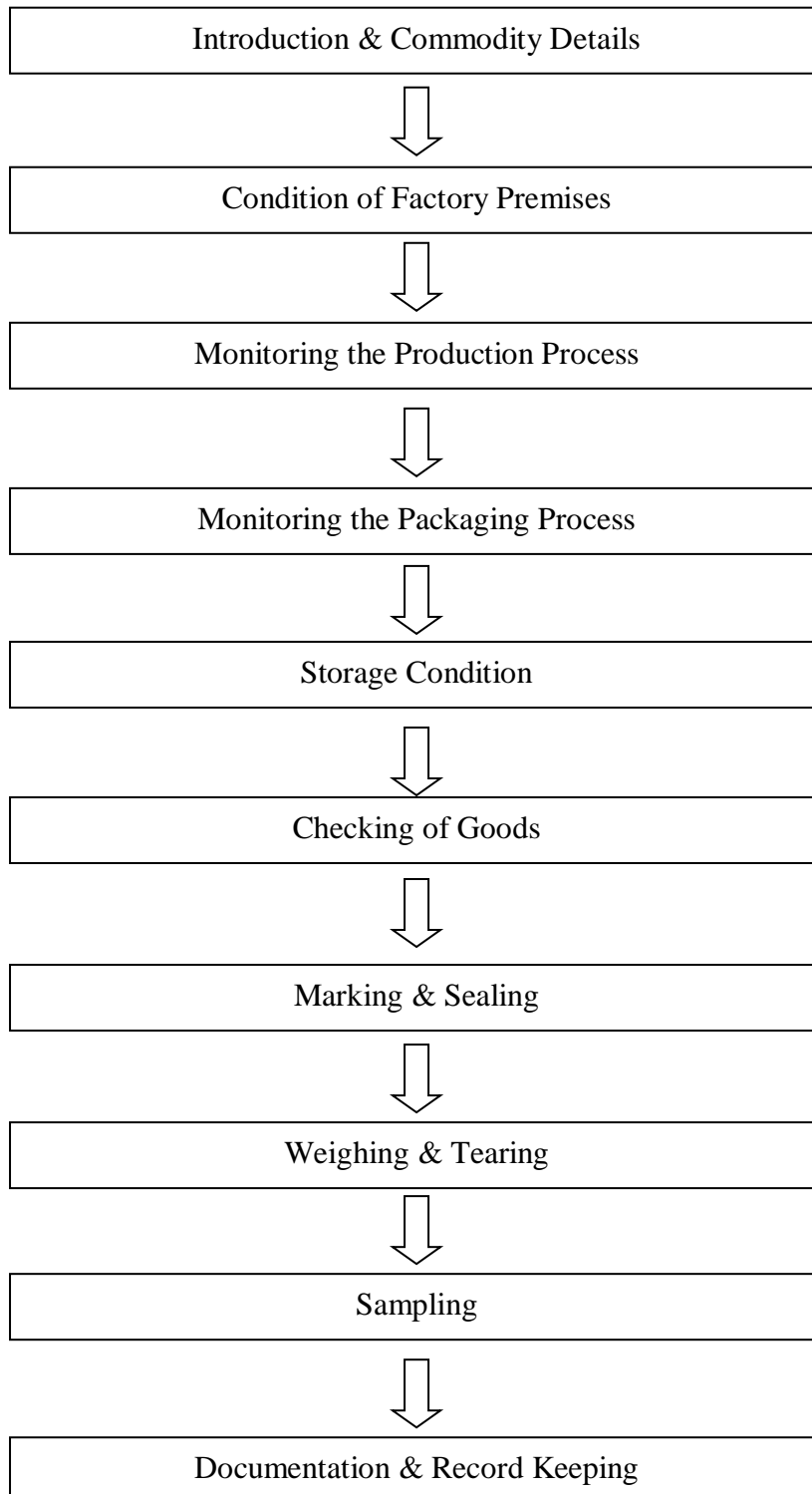
2.3. Communication of Control Union Bangladesh

After receiving the inspection requisition from WFP/GoB/factory through mail/phone we perform the inspection.

CHAPTER 03

(Flow Diagram)

3.0 Flow Diagram of Inspection Process



- i. Introduction & Commodity Details: After reaching the place of inspection at the first introduce myself with the factory representative. Then collect the details of the lot to be inspected (Lot no, WFP/GoB contract no, quantity, no of carton etc.)
- ii. Condition of factory premises: Check the condition of factory as per requirements of HACCP & GMP.
- iii. Monitoring the production process: Monitor the whole production process as per SOP.
- iv. Monitoring the Packing process: Monitor the whole packing process as per SOP.
- v. Storage condition: At first check the storage condition of raw materials and finished goods. It must be dry, segregated, well ventilated & hygienic. After that check the visual quality, production date, expiry date. Raw materials must be fresh and sound, free from foreign materials substance & insect.
- vi. Checking of Goods: At first inspect the whole slack of cartons from outside and check visually if the cartons are in good order or not. Then count the rows and columns to find the total number of cartons and select the cartons by X, Z or Zigzag method from stack. Select 10% cartons for weighing and from that 10% carton select 20% cartons (2% of total number of Cartons) for visual checking, Inspector should select the method randomly_ Use color marker pen for selection/marketing the cartons.

Select carton as per following chart:

Commodities	Lot Size MT	Number of Increment	Place of Sampling	Reference
HEB	≤ 50	One increment for every 0.1 to 1 MT + 02	Factory, during production or inspection.	ISO 24333-2009
	51-100	One increment for every 0.1 to 1 MT + 02		

After selection of cartons, open and check each carton one by one. After opening any carton at first take a photograph then check the smell & taste of HEB, check if there is any broken biscuit, leakage in I foil, HES quantity in one foil, moisture and other visual defects in commodity and compare all the parameters with WFP requirements. The defective packets must be replaced by new sound packets and after that the carton(s) should be sealed in front of us. Also draw samples from each carton. Photographs of each and every steps of inspection should be taken.

If any deviations found from WFP requirement, it should be informed immediately to the concerned person in our office and more carton should be checked beyond the above mentioned chart. Besides this the commodity which doesn't match with the WFP requirement must be kept separately and photos of the separation must be taken.

- vii. **Marking sealing:** Check the sealed area in foil packet & markings on side of the carton & foil and compare with the specification of contract paper and also check the carton quality. Note down all the markings & take photos of marking.
- viii. **Weighing & Taring:** At first check the scale, then weigh 10% cartons of the lot as Per mentioned in 6. Weigh each and every selected carton and count the 'weight. Then calculate and get procedure the average gross weight. To determine the tare weight weigh the equivalent of 100 empty small foil packet, few tapes and one empty master carton. Take five tare weight in the same way and calculate the average tare weight. Then deduct the average tare weight from the average gross weight and determine the average net weight per carton. Record the weight in weight notes and take the signature of the seller's representative.
- ix. **Sampling:** Draw samples from selected/checked cartons as per the below table or as per instruction from WFP/GoB.

Lot Size MT	Number of Increment	Place of Sampling	Reference
≤ 50	One increment for every 0.1 to 1 MT + 02	Factory, during production or inspection.	ISO 24333-2009
51-100	One increment for every 0.1 to 1 MT + 02		

From the samples 15 packets for the lab test, 05 packets for WFP/GoB, 02 packets for Organoleptic test & remaining packets as office copy. (Or as per WFP/GoB instruction)

Documentation and Record Checking: Check the records of process, quality control, the temperature of the process, mixing time/quantity, training and cleaning record, cleaning procedure, personal hygiene, process instruction, cleaning instruction.

CHAPTER 04

Reporting: Prepare all the related field reports at the time of inspection and take the signature and seal of the factory representative.

Materials:

1. Sampling report- HEB
2. Selection of carton for sampling.
3. Stack details.
4. Mixing process.
5. Stock findings.
6. Weight note.
7. Inspection checklist for HEB.
8. Final inspection report.
9. Sample card.
10. Photographs.
11. Sampling kit.

When we reach the factory then take the approved by the factory Manager then we will start our inspection.

The Manager

Hooghly Biscuit Company, BSCIC I/E Shiromoni, Khulna

From: Control Union Bangladesh (CU Certifications Ltd.)

Subject: Inspection of declared quantity 49.50 M/tons out of 2251.00 M/tons of HEB,

PO No: BGDGOB19HEB01

Date: 08.08.2019

Inspection Date: 30.10.2019

Dear Sir,

We are pleased to inform you that, we have been appointed by WFP / DPE (GoB) to carry out inspection of the subjected lot as per WFP / DPE (GoB) requirements. During inspection our scope of intervention will be as follows:

- Inspection during overall production
- Inspection of overall factory environment
- Visual verification of HEB as per WFP specifications
- Checking of packing, marking & weighment
- Random sampling during inspection (batch wise)

Kindly extend your full co-operation to our representatives during tenure of services and also counter sign our sample tag and inspection reports thereof.

Thanking you in advance for your kind co-operation.

Yours faithfully,

For Control Union

SAMPLING REPORT OF HEB

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Client	:	DPE, DHAKA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Supplier's Name and Address	:	HOOGLY BISCUIT COMPANY, KHULNA
Place of Inspection	:	BSCIC I/E SHIROMONI, KHULNA
Date of Inspection	:	30.10.2019
Contract Quantity	:	2251.00MT
Inspected Quantity	:	49.50 MT
Name of Inspector	:	MD: SOHEL RANA

As per instructions received from client we have carried out sampling of the above mentioned consignment in presence of the supplier's representative. Our findings are as follows.

Packing	AS PER WFP SPECIFICATION
Marking	AS PER WFP SPECIFICATION
Sampling	<p>During inspection, we have drawn samples from the intact cartons of High Energy Biscuit at random selection basis from the above mentioned lot. We have drawn total 57 packets of HEB from which 20 packets will be forwarded to IFST (BCSIR), Dhaka for necessary laboratory analysis as per parameters provided by WFP/DPE (GoB) (Seal no. 646125), 05 packets will be sent to WFP/DPE (GoB) (Seal no. 646532), 02 packets for Organoleptic test & 30 packets will be retained by us at our Dhaka office (Seal no. 646185) for future reference.</p> <p>Samples will be retained by us for a period of six months from the date of sampling and after expiry of that period the samples will be destroyed by us without any notice.</p>

For Control Union

Supplier's Representative

page 9

SELECTION OF CARTONS OF HEB FOR SAMPLING

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Client	:	DPE, DHAKA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Specification (SMP/VF)	:	VF
Supplier's Name and Address	:	HOOGHLY BISCUIT COMPANY, KHULNA
Place of Inspection	:	BSCIC I/E SHIROMONI, KHULNA
Date of Inspection	:	30.10.2019
Contract Quantity	:	2251.00MT
Inspected Quantity	:	49.50 MT
Name of Inspector	:	MD SOHEL RANA

Batch No.	<i>Date of Production</i>	Expiry Date	Total no. of Master Carton	<i>Total M/Tons</i>	2% Basis for physical exam.
V19J24X3/Y4	24.10.2019	23.04.2020	1872	14.040	37
V19J24Y4	24.10.2019	23.04.2020	1325	9.938	26
V19J26X3/Y4	26.10.2019	25.04.2020	297+1469	2.228+11.018	36
V19J26Y4	26.10.2019	25.04.2020	1637	12.278	33
Total			6600	49.50	132

Total 52 small packets taken as sample.

Batch Wise Carton Selection by Z method

Batch No.	<i>Front Side</i>	Upper Middle	Middle	<i>Lower Middle</i>	Lower	Back Side	Total
V19J24X3/Y4	55	27	45	35	15	10	=187
V19J24Y4	45	12	25	30	10	10	=132
V19J26X3/Y4	50	22	45	35	10	15	=30+147
V19J26Y4	45	35	30	25	19	10	=164
Grand Total							660

For Control Union

Supplier's Representative

page 10

STACK DETAILS - HEB

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Client	:	DPE, DHAKA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Supplier's Name and Address	:	HOOGHLY BISCUIT COMPANY, KHULNA
Place of Inspection	:	BSCIC I/E SHIROMONI, KHULNA
Date of Inspection	:	30.10.2019
Contract Quantity	:	2251.00MT
Inspected Quantity	:	49.50 MT
Name of Inspector	:	MD: SOHEL RANA

Batch No.	Front Row	Side Row	Column	Total	S. Total
V19J24X3/X4/Y4	12	X 28	X 08	2688	
	06	X 12	X 07	504	
		X	X Loose	05	
V19J26X3/X4/Y4	14	X 28	X 08	3136	
	15	X 8	X 2	240	
		X	X Loose	27	
		X	X		
		X	X		
		X	X		
		X	X		
GRAND TOTAL				6600	

For Control Union

Supplier's Representative

MIXING PROCESS FOR HEB

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Factory name	:	HOOGHLY BISCUIT COMPANY, KHULNA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Date of Inspection	:	30.10.2019
Name of Inspector	:	MD: SOHEL RANA

Mixing process found at the time of production	Mixing Process as per the WFP/GoB's SOP
Remarks: At the inspection time mixing process found as per WFP/GOB'S SOP.	

Ingredients use in a Dough

Ingredient	Weight with bucket	Weight of bucket	Total found	As per WFP/GoB's SOP
Wheat Flour	400.400 kg	.400kg	400.00 Kg	As per WFP/GoB's SOP
Soy Flour	32.450	.450	32.00 Kg	As per WFP/GoB's SOP
Vegetable Fat	69.780	.780	69.00 Kg	As per WFP/GoB's SOP
Vitamin Premix	5.250	.250	5.00 Kg	As per WFP/GoB's SOP
Icing Sugar	64.650	.650	64.00 Kg	As per WFP/GoB's SOP
Liquid Sugar	11.00	.250	10.750 Kg	As per WFP/GoB's SOP
ABC	3.500	.288	3.212 Kg	As per WFP/GoB's SOP
SBC	2.500	.363	2.127 Kg	As per WFP/GoB's SOP
Salt	2.800	.200	2.605 Kg	As per WFP/GoB's SOP
Water	38.00	1.00	37.00 Kg	As per WFP/GoB's SOP
Vanilla Flavor	.500	.100	.400 Kg	As per WFP/GoB's SOP
Remarks: Dough Size : 626.094 , Brix : 79				

For Control Union

Supplier's Representative

page 12

STOCK FINDINGS

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Client	:	DPE, DHAKA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Supplier's Name and Address	:	HOOGHLY BISCUIT COMPANY, KHULNA
Place of Inspection	:	BSCIC I/E SHIROMONI, KHULNA
Date of Inspection	:	30.10.2019
Contract Quantity	:	2251.00 MT
Inspected Quantity	:	49.50 MT
Name of Inspector	:	MD: SOHEL RANA

Date & Qty of Production	Ingredients	Required for Production	Added stock at that time	Need to be at stock	Found in stock	Remarks
	Wheat Flour					
	Soy Flour					
	Sugar					
	Vegetable Fat					
	ABC					
	SBC					
	Vitamin Premix					
	Salt					
	Vanilla Flavor					

Remarks: Raw materials stock found as per declaration sheet.

For Control Union

Supplier's Representative

page 13

WEIGHT NOTE- HEB

Page: 01 of 03

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Factory Name	:	HOOGHLY BISCUIT COMPANY, KHULNA
PO # / Ref. #	:	BGDGOB19HEB01
Inspection Date	:	30.10.2019
Inspected Quantity	:	49.50 MT
Scale Type	:	DIGITAL

Gross Weight													
Batch No.													
	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg
01	8.21	32	32	8.21	32	32	8.21	32	32	8.21	32	32	8.21
02	20	2	2	20	2	2	20	2	2	20	2	2	20
03	23	21	21	23	21	21	23	21	21	23	21	21	23
04	25	15	15	25	15	15	25	15	15	25	15	15	25
05	26	41	41	26	41	41	26	41	41	26	41	41	26
06	21	24	24	21	24	24	21	24	24	21	24	24	21
07	24	25	25	24	25	25	24	25	25	24	25	25	24
08	25	28	28	25	28	28	25	28	28	25	28	28	25
09	25	26	26	25	26	26	25	26	26	25	26	26	25
10	25	29	29	25	29	29	25	29	29	25	29	29	25
11	26	25	25	26	25	25	26	25	25	26	25	25	26
12	29	28	28	29	28	28	29	28	28	29	28	28	29
13	28	24	24	28	24	24	28	24	24	28	24	24	28
14	27	27	27	27	27	27	27	27	27	27	27	27	27
15	24	21	21	24	21	21	24	21	21	24	21	21	24
16	25	22	22	25	22	22	25	22	22	25	22	22	25
17	25	23	23	25	23	23	25	23	23	25	23	23	25
18	22	25	25	22	25	25	22	25	25	22	25	25	22
19	252	25	25	252	25	25	252	25	25	252	25	25	252
20	25	25	25	25	25	25	25	25	25	25	25	25	25
Total													

For Control Union

Supplier's Representative

WEIGHT NOTE- HEB

Page: 02 of 03

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Factory Name	:	HOOGHLY BISCUIT COMPANY, KHULNA
PO # / Ref. #	:	BGDGOB19HEB01
Inspection Date	:	30.10.2019
Inspected Quantity	:	49.50 MT
Scale Type	:	DIGITAL

Gross Weight													
Batch No.													
	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg
01	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21
02	20	20	20	20	20	20	20	20	20	20	20	20	20
03	23	23	23	23	23	23	23	23	23	23	23	23	23
04	25	25	25	25	25	25	25	25	25	25	25	25	25
05	26	26	26	26	26	26	26	26	26	26	26	26	26
06	21	21	21	21	21	21	21	21	21	21	21	21	21
07	24	24	24	24	24	24	24	24	24	24	24	24	24
08	25	25	25	25	25	25	25	25	25	25	25	25	25
09	25	25	25	25	25	25	25	25	25	25	25	25	25
10	25	25	25	25	25	25	25	25	25	25	25	25	25
11	26	26	26	26	26	26	26	26	26	26	26	26	26
12	29	29	29	29	29	29	29	29	29	29	29	29	29
13	28	28	28	28	28	28	28	28	28	28	28	28	28
14	27	27	27	27	27	27	27	27	27	27	27	27	27
15	24	24	24	24	24	24	24	24	24	24	24	24	24
16	25	25	25	25	25	25	25	25	25	25	25	25	25
17	25	25	25	25	25	25	25	25	25	25	25	25	25
18	22	22	22	22	22	22	22	22	22	22	22	22	22
19	252	252	252	252	252	252	252	252	252	252	252	252	252
20	25	25	25	25	25	25	25	25	25	25	25	25	25
Total													

For Control Union

Supplier's Representative

WEIGHT NOTE- HEB

Page 03 of 03

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Factory Name	:	HOOGHLY BISCUIT COMPANY, KHULNA
PO # / Ref. #	:	BGDGOB19HEB01
Inspection Date	:	30.10.2019
Inspected Quantity	:	49.50 MT
Scale Type	:	DIGITAL

Gross Weight													
Batch No.	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg	Kg
01	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21	8.21
02	20	20	20	20	20	20	20	20	20	20	20	20	20
03	23	23	23	23	23	23	23	23	23	23	23	23	23
04	25	25	25	25	25	25	25	25	25	25	25	25	25
05	26	26	26	26	26	26	26	26	26	26	26	26	26
06	21	21	21	21	21	21	21	21	21	21	21	21	21
07	24	24	24	24	24	24	24	24	24	24	24	24	24
08	25	25	25	25	25	25	25	25	25	25	25	25	25
09	25	25	25	25	25	25	25	25	25	25	25	25	25
10	25	25	25	25	25	25	25	25	25	25	25	25	25
11	26	26	26	26	26	26	26	26	26	26	26	26	26
12	29	29	29	29	29	29	29	29	29	29	29	29	29
13	28	28	28	28	28	28	28	28	28	28	28	28	28
14	27	27	27	27	27	27	27	27	27	27	27	27	27
15	24	24	24	24	24	24	24	24	24	24	24	24	24
16	25	25	25	25	25	25	25	25	25	25	25	25	25
17	25	25	25	25	25	25	25	25	25	25	25	25	25
18	22	22	22	22	22	22	22	22	22	22	22	22	22
19	252	252	252	252	252	252	252	252	252	252	252	252	252
20	25	25	25	25	25	25	25	25	25	25	25	25	25
Total													

Total Weight: _____ Cartons, _____ Kgs-Gross/ _____ Kgs-Net

Tare weight recorded:

Average gross weight per carton: _____, Average net weight per carton:

We have checked total _____ cartons from which total _____ packet (s) found defective.
 (_____ Broken, _____ leakage, _____ less amount & _____ more amount)

For Control Union

Supplier's Representative

INSPECTION CHECKLIST FOR HEB

File No.	:	CUI/BD/GOB/HEB/2019/552
Lot No.	:	20
Client	:	DPE, DHAKA
Contract Ref no. & date	:	BGDGOB19HEB01 08.08.2019
Supplier's Name and Address	:	HOOGHLY BISCUIT COMPANY, KHULNA
Place of Inspection	:	BSCIC I/E SHIROMONI, KHULNA
Date of Inspection	:	30.10.2019 From 9:15 AM to 4:30PM.
Contract Quantity	:	2251.00 MT
Inspected Quantity in this Lot	:	49.50 MT
Total Inspected Quantity	:	990.00 MT
Balance Quantity to be Inspected	:	1261.00 MT
Name of Inspector	:	MD: SOHEL RANA

SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
Raw Materials						
1	Availability of standard list of raw material supplier	Yes (also have collected the COAs, and have to have the RM receiving specification)	Yes			
2	Wheat Flour	Dry, clear and bright appearance, absence of infestation, sound.	Yes			
3	Soy flour	Dry, clear and bright appearance, absence of infestation, sound.	Yes			
4	Shortening (Dalda)	Well packed, stored properly.		No	About 12(2.53%) dalda MC out of 474 dalda MC found oily condition in dalda store room.	

5	Sugar	Clear refined crystal and free from foreign particles.	Yes			
6	Vitamin Premix	Colour (as per MSDS), No lumps. COA and proof of purchase need to be available there.	Yes			
7	Ammonium Bicarbonate	Clear white colour, No lumps.	Yes			
8	Sodium Bicarbonate	Clear white colour, No lumps	Yes			
9	Water	Treated and water test report should be available.	Yes			
10	Salt	Clear white colour, No lumps and kept in dry and clean condition.	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
11	Raw material analysis should be done in-house or in IFST.	Parameters: 1. Wheat Flour: Moisture (max 13%), gluten (min 8% dry), acidity (max 0.1) and granularity (as per Codex 98% or more of flour shall pass through a 212 micron/No. 70	Yes			

		sieve)				
12	Continual raw material tests Govt. Authorized lab by Q&Q.	Need to check records. What is the expected frequency of tests/records that must exit/be kept by the supplier-testing records for each incoming batch?	Yes			
Packing						
13	Logo	Exact positioning, clean and clear	Yes			
14	Sealing	We sealed, uniform sealing are maintained.		No	About 35 biscuit packet found not well sealing B# V19J26X1 Lot=20.	
15	Stitching	Firm, well, maintain average sealing area.	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
16	Weight test	As per contractual agreement	Yes			
17	Marking	As per contractual agreement	Yes			
18	Coding	Packets are clear coded with exact positioning (batch no, manufacturing date, expire date etc.	Yes			

19	Packaging room	Packaging room must be well lighted & aerated. Here must have to control the temperature as well as humidity. Air condition system should be good for it.	Yes			
Storage						
20	Raw ingredients (Wheat, flour, Soy flour. Sugar, dalda, raising agents.	Segregated, kept in dry and clean condition by using plastic pallets.	Yes			
21	Premixes	Dry, clean condition, max 25°C	Yes			
22	Packaging Material	Dry, clean condition.	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
23	Finished goods	Dry, clean condition.	Yes			
24	Production and storage capacity	As per factory declaration	Yes			
25	Sound and rejected HEB segregated in separate store area with proper	yes	Yes			

	identification following the further disposal procedure					
Hygiene/working condition/cleaning/other facility						
26	At processing areas, Workers are wearing working/protecting cloths	Workers wear Working/protecting clothes		No	About 04 male workers found not wear protecting cloth In production section.	
27	At processing areas, Workers are wearing hat and glove	Workers wear hat and glove. (Gloves need to be change every 2h after hand washing)		No	About 02 male works found not wear hand gloves in production section.	
28	There are hand washing facilities, hand-sanitizers or antiseptic dispensers and hand-washing signs at all production entrances, and outside toilets.	Yes	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
29	Workers wear footwear	At processing areas, Workers are wearing footwear		No	About 02 male workers found not wear footwear in mixing section.	

30	Good hygienic practices of workers	Clean hand; don't eat/drink in processing areas.	Yes			
31	Food, flour, raw materials and chemicals are scattered on the floor	No	Yes			
32	Ceiling is clean.	Clean		No	About 02 place ceiling found not clean properly in mixing section.	
33	Doors and windows are clean	Clean	Yes			
34	The factory complies with hygienic design principles	Glass windows, overhead structures and light bulbs bear protection against breakage.	Yes			
		Only stainless steel or metallic surfaces (no wooden surfaces)	Yes			
		Windows and opening have fitted screens.	Yes			
		Surfaces of walls, floors and doors are smooth, free of cracks and holes, easy to clean and impervious, with		No	About 07 place floor tiles & wall tiles found broken in mixing section & packing section.	

		rounded/sloped edges sloped to avoid collection of dirt.				
35	There is integrated pest management measures	No visible signs of pest infestation observed in the facility.		No	About 7-9 flies & few ants found in this facility.	
		Rodent traps are fitted before every site entrance.	Yes			
		Insect electrocution devices are fitted (in production areas cleaned every week).	Yes			
		Pest control-fumigation-is performed by a licensed authorized operator (check records)	Yes			
36	Equipment's and utensils are clean	Clean and cleaning schedule visible. IPA can be use online to clean the utensils and equipment's.	Yes			
37	Exhaust fans/ ventilators need to be clean regularly	clean and cleaning schedule		No	About 02 exhaust fan found not clean properly in mixing section.	

38	Processing areas have adequate lighting	Adequate lighting	Yes			
39	Operators are qualified and having knowledge about CCP's to monitor the process.	Yes – point to be checked in comparison with the factory's HACCP plan	Yes			
40	Person's health	Good (no ill operators, particularly at the packaging end product handling area)	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
41	Toilet need to be clean properly maintaining regular frequency.	Clean and cleaning schedule visible	Yes			
42	Electric cables fitted with the wall with proper insulation.	yes	Yes			
43	Valid Fire extinguishers should be fitted with the wall in a suitable position.	yes	Yes			
In-house quality monitoring						

44	Incoming raw material inspection	Records available	Yes			
45	Adequate blending of vitamins	Records of blending maintaining the SOP	Yes			
46	Premix inventory records/reconciliation	Premix reconciliation records maintained	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
47	Adding rate of premix	As per specification and SOP.	Yes			
48	Quality and sealing of carton and biscuit packets.	As per the contract	Yes			
49	Organoleptic	Colour, smell, spotting, freedom from infestation, Shape, crispiness, hardness, overall mouth feel.	Yes			
50	Online moisture content check	Should be below 3% online so that it cannot be exit 4.5% during the whole shelf life.	Yes			

51	Online Visual check should be uniform of the biscuit packets.	Each and every packets need to be check before cartooning in terms of quantity, leakage, printing etc.	Yes			
Critical control points						
52	Screens/ Sieves at the inlet of the flour (prior to the magnets).	Yes an also need to set	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadli ne for compl etion of CAs
			YES	NO		
53	Magnets installed and cleaning schedule determined	*Magnets to be installed before the blender of the powdered materials *Set frequency for calibration.	Yes			
54	Calibration equipment at CCPs e.g. scales, oven temperature thermometer reader	Set frequency for calibration.	Yes			
55	Check and verify that metal detector is in place and working throughout the production cycle (to avoid risk of foreign matter)	As per HACCP plan (maximum Stainless steel 2.0 mm; Non-ferrous 2.0 mm and ferrous 2mm)	Yes			
56	Monitor	As per HACCP plan				

	recording charts at Critical stages of the manufacturing process (i.e. time/temperature history during thermal processing or during drying, temperature, belt speed etc.	(CCP plan includes a clear range of min. –max. temperature for the baking, above or below which the product is considered unacceptable)				
Lot inspection Information						
57	Raw materials stocks mentioning production date and expire date	AS per records and physical visit.	Yes			
SL No.	Check	Requirement	Complies		Findings	Deadline for completion of CAs
			YES	NO		
58	Biscuit Quantity (No's of packet) and weight (per carton-gross and net)	As per lot declared	Yes			
59	Batch numbers, Quantity in cartons/Tonnages along with manufacturer and best before use	As per lot declared	Yes			

60	Sampling and lab test	As per contract and lab requirement.	Yes			
61	Quantity cleared (tonnage inspected)	As per lot declared	Yes			

62. Other findings: 01. About 07 place spider net found in mixing section & packing section.

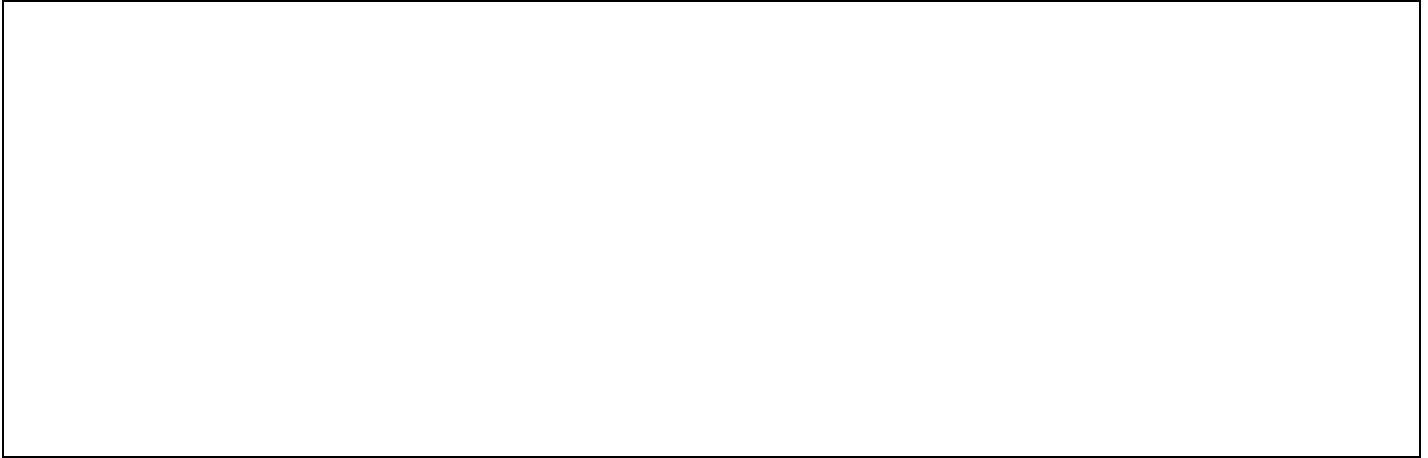
02. About 03 AC found not clean properly in packing section.

03. No enough gap from wall & dalda melting machine, sugar syrup tank & date coding machine.

04. Biscuit temperature above 35 degree Celsius in 2nd floor at 3:10 PM.

05. Biscuit scattered on the floor in the packing section (2nd floor).



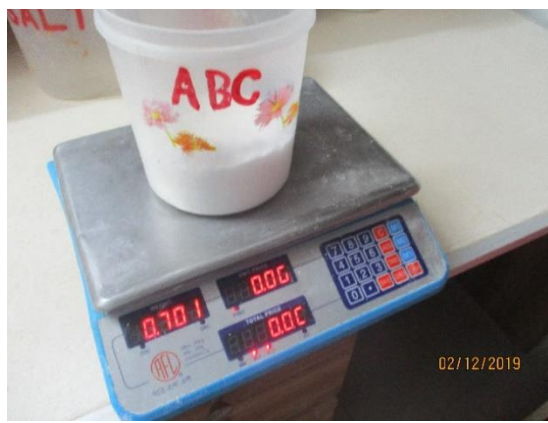


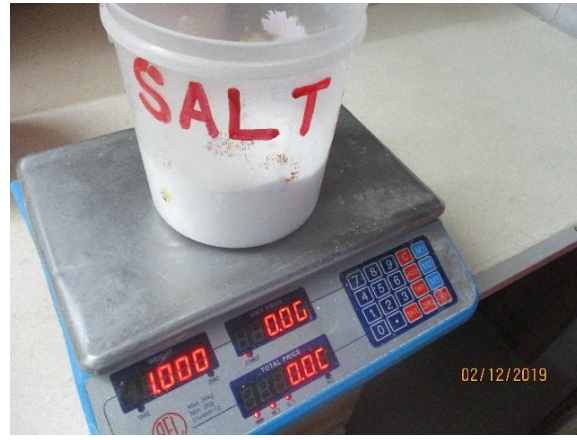
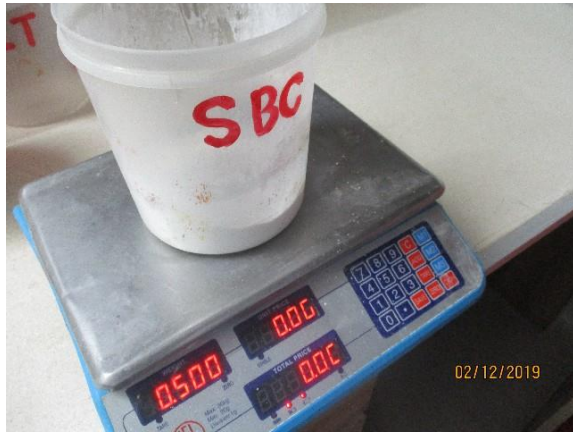
GoB / WFP Logo	Ok
Size	Ok
Shape	Crack: 0.5 %, Barbie: 0.25 %, Black Spot: 00 %, Other: 00 %
Color	Ok
Smell	Ok
Flavor	VF
Crispiness	Ok
Hardness	Ok
Mouth Feel	Ok

For Control Union

Supplier's Representative

Photographs











Conclusion

The Control Union has used its base in agriculture to build its services around the supply chain which requires a sustainable, soldering solution.

These have been developed specifically to address the unique challenges facing different supply chains such as food, bio-electricity, and textiles.

By creating a program for your specific needs or choosing from over 100 programs offered, Control Union Certificates works to provide you with the options you need for a sustainable source of with.

With its foundation in agriculture, Control Union credits its efforts toward developing services around the sustainability of the supply chain in the industries that provide food, forestry, biomass, biomass, social loyalty, and textile markets.

With more than 100 ground 'boots on the ground', Control Union credentials have been uniquely positioned to handle challenges with today's global market.