

GLOSSARY OF TERMS

Agency: The Agricultural Marketing Service (AMS) of the USDA.

Applicant: The entity responsible for establishing, documenting, implementing, and maintaining a DOV program. It is the facility being audited; synonymous with Auditee. Some companies may have several facilities audited but each is considered an applicant even though they may have a different address for billing.

Approved DOV Program Participant: Any entity that has applied for service and met the *DOV Specific Requirements* as established through the audit process described in the *DOV General Policies and Procedures*.

Auditee: Facility audited; synonymous with Applicant.

Code: Unique and permanent finished product identification required for fruit and vegetable processed product lots.

Commodity Procurement Division (CPD): Division within USDA, Agricultural Marketing Service, Fruit and Vegetable Programs responsible for purchasing fruits, nuts, and vegetables for USDA feeding programs.

Component or Product: Any fresh or processed fruit, nut, or vegetable used as an ingredient in product destined for delivery to USDA.

Contractor: A person, agency, corporation, or other legal entity obligated under a contract with the Agency.

Corrective Action Request (CAR): The document the auditor uses to individually record the non-conformances reported on the summary page of the *DOV Audit Report*. The applicant (Auditee) is required to respond to each CAR with its resolution to the deficiency or non-conformance.

Documentation: Policy, procedures, instructions, and records prepared and maintained by the applicant that describe the facility's plans and processes for ensuring that products or components handled conform to *DOV Specific Requirements*. The documentation may be in the form of a well-defined manual or an accumulation of program documents and records.

Domestic Origin Products: Fresh or processed fruit, nut, or vegetables delivered under the USDA purchase programs originating from crops grown, processed, and packed in the United States, its territories or possessions, the Commonwealth of Puerto Rico, or the Trust Territories of the Pacific Islands (hereinafter referred to as the United States). See CPD announcements and invitations.

Domestic Origin Verification (DOV) Program: An audit program to evaluate an applicant's procedures for ensuring that only domestic origin products are delivered under the USDA purchase program. The program is available to contractors, subcontractors, suppliers, processors, and any financially interested party.

DOV Auditor: An AMS employee who has received training and met all the requirements for performing audits on the DOV Audit Program.

DOV Audit Report: The document the auditor uses to record information during the on-site audit. It has a summary page to report deficiencies and non-conformances found during the audit.

DOV Audit Plan: The document the auditor uses to prepare for the on-site audit by documenting the activities planned during the audit.

DOV Program Manager: The AMS employee who is trained in the DOV Audit Program and manages it. DOV Program Manager was previously referred to as the DOV Coordinator.

DOV Quick Guide: The document that summarizes the *DOV Specific Requirements* and provides a quick reference to the requirements.

DOV Specialist: An auditor trained in the DOV Audit Program and who is responsible for assisting the DOV Program Manager in performing Pre-validation Assessments, performing audits, and training auditors.

Entity: Any company or individual supplying a fruit, nut, or vegetable component or product for a USDA contract.

Finding: A conclusion of importance based on observations.

Follow-up Audit: an audit conducted to verify effectiveness of corrective actions resulting from either a validation or verification audit.

Grower(s): an individual or entity that develops a fruit, nut, or vegetable through a process of natural growth to maturity (e.g., plants, cultivates, grows, and harvests).

Handle: to engage in the buying, distributing, or selling of a fruit, nut, or vegetable component or product (e.g., purchase, receive, store, process, warehouse, or ship).

Non-conformance: a departure from or non-fulfillment of the *DOV Specific Requirements* or applicant's DOV program.

Non-conforming Component or Product: a quantity of product that is purchased, received, processed, packed, or shipped that is not controlled and specifically covered by the applicant's DOV program and procedures, and does not fulfill the specified domestic origin requirement.

Non-domestic Origin Component or Product: Fresh or processed fruit, nut, or vegetable that did not originate from crops grown, processed, and packed in the United States. Non-domestic is synonymous with imported.

On-site Validation Audit: the initial on-site audit to review the supplier's facilities, procedures, and records to determine conformance with the *DOV Specific Requirements*.

Opportunity for Improvement (OI): Areas with potential for strengthening. Although not identified as non-conformances, an OI has the potential to become a non-conformance if not improved or addressed.

Pre-validation Assessment: A review performed off-site (not at the applicant's facility) prior to the On-site Validation Audit that established whether or not the applicant has submitted complete documentation (i.e., verifiable written procedures) for its DOV processes in accordance with the *DOV Specific Requirements*.

Processor: A facility that converts raw components or product into finished product. Such a facility may also be a contractor, subcontractor, or supplier.

Segregation Procedure: A document that is prepared and maintained that describes the facility's process for preventing the commingling of domestic and non-domestic product or product "not established" as domestic.

Similar: Component or product possessing the same or almost the same characteristics.

Subcontractor: An individual or entity that performs part or all of the contract requirements for the contractor.

Supplier: An entity whose business is to supply a particular service or commodity including, but not limited to, raw materials, components, or finished products (i.e., individual, processor, subcontractor, broker, contractor). For the purposes of this document it does not include a grower.

Surveillance Activity: A review of a process to determine continuing conformance during an approval period. It is usually limited in scope.

Verification Audit: An audit that verifies the continued compliance of an applicant's DOV processes and procedures.

Trace-Back: A method of tracking components or product beginning at the end of a process and working back through the process either to the beginning or to a designated point to verify that the end item came from growers of domestic origin and was processed and/or packed domestically.

Verifiable Written Procedure: A document that specifies how to perform an activity or process. It is a particular way of accomplishing something. The procedure should describe (1) what the activity is, (2) when the activity is performed, (3) who performs the activity, and (4) if applicable, how, where, and why the activity is performed.

EXAMPLE