

Fresh Products Division Bulletin

**FPD 12-01
04/12/12**

**COMPUTER-GENERATED (ELECTRONIC) FV-200, FV-201,
FV-248 AND FV-248A**

PURPOSE

To outline the guidelines for the issuance of computer-generated Shipping Point and Receiving Market license cards and the use of FV-248 and FV-248a.

BACKGROUND

An electronic computer-generated license program has been developed for the issuance of Shipping Point and Receiving Market license cards. Guidelines for the use of the Assistant Authorization Record, FV-248, were included in the 2005 edition of the *Federal and Federal-State Shipping Point Supervisors Instructions*. In addition, a Process Auditor Specific Audit Program training addendum, FV-248a, has been developed to facilitate licensing of process auditors. The following guidelines shall be used for the issuance of the computer-generated FV-200 and/or FV-201, and for the recording and maintenance of shipping point inspector/market licensee and process auditor qualifications. Additional information on the FPD licensing policy is found in the *Federal and Federal-State Shipping Point Supervisors Instructions*, which will be updated with the following information.

POLICY

FV-200 and FV-201 Computer-Generated Versions

The only approved computer-generated license program is the Georgia Federal State Shipping Point Inspection Service (FSIS) "License Control Program". Georgia FSIS has shared this program with other Federal-State inspection programs operating under a cooperative agreement with USDA, AMS, Fresh Products Division (FPD). All FSIS programs using the Georgia License Control Program must sign a memorandum of understanding with FPD which outlines the use of electronic signatures and responsibilities of the parties involved. See exhibit 1.

The numbering system for computer-generated license cards shall be a systematic and controlled program. Numbers of license cards shall be assigned by designated FSIS personnel in a secure and password protected computer program. The License Control Program provides a master database of electronic signatures. These signature images (such as Federal

Distribution: HQ, FPM, FS, CM

Originating Office: Field Operations Branch

File Maintenance Instructions: File in Bulletin Binder

POLICY,
continued

Program Manager [FPM], Branch Chief, etc.) may be imported as a “Picture File” or entered using an electronic signature capturing device (Inspectors). Computer-generated license cards shall bear the name of the issuing state. Computer-generated or manual reports of license card numbers and corresponding names of inspectors must be available to FPMs/Federal-State Supervisors (FSs). Computer-generated licenses may be issued for periods up to three years for full time or experienced inspectors; in all cases, an expiration date must be entered on the card.

All qualifications needed to obtain a computer-generated FV-200 or FV-201 and policies regarding supervisory work shall be the same as those outlined in the *Federal and Federal-State Shipping Point Supervisors Instructions*. The inspector’s electronically-captured signature is imported into the signature block from a Master Database of electronic signatures prior to printing the serially-numbered license card; therefore, there is no requirement to sign a computer-generated license. The control, retention and return of computer-generated license cards shall be the same as that of conventional license cards.

Computer-generated FV-200 and FV-201 license cards are issued with pre-printed paper stock available from: Georgia FSIS, PO Box 71767, Albany GA 31708, Ph. 229-432-7505; or Sunbelt Business Forms, PO Box 1685, Albany, GA 31702, Ph. 229-888-6813.

FV-248, Inspector’s Assistant Authorization Record

Cooperating Federal-State Inspection programs may keep the FV-248 in an electronic format so long as all the information on the official FV-248 (09/98) is included and the information is available for review by the FPM/FS. FSIS programs may record additional information in conjunction with an electronic FV-248.

FV-248a, Process Auditor Specific Audit Program Training addendum

The FV-248a is for the purpose of simplifying the issuance of license cards to Process Auditors who have been trained in various FPD specific audit programs. The FV-248a is intended to be kept electronically as an excel program workbook. It includes pages that may be used to verify the AMS ISAAP requirements for continual professional development as described in FPB Directive 701 (07/26/10), and Form FPB 701b.

The words “Process Auditor” shall be used on FV-200 and FV-201 license

POLICY,
continued

cards to authorize individuals who have met the requirements to audit specific FPD audit programs. Additional auditor information will be recorded on the FV-248a as follows:

1. The FV-248a will be distributed to cooperating programs by FPM/FS or FPD Audit Branch personnel in electronic format.
2. Cooperating programs will be responsible for completing the information needed to verify that auditors have been trained and licensed. The FV-248a will be completed by the FPD Audit Branch for Federally-employed auditors.
3. Each cooperating program will have one file. Completed documents shall be named with the state and date in the following format: FV-248a STATE 00-00-00.xlsx. Each revision shall have a new date.
4. Cooperating Programs will return the completed or updated FV-248a to the FPM/FS at least annually.
5. FPM/FS or delegated Audit Branch personnel will review and verify the contents of the FV-248a. This will be done during supervisory visits or BIQMS reviews. After review, the reviewing official will complete the block labeled FPM/FS/FPD approval date.
6. Approving officials will save the approved FV-248a document in a designated protected electronic file system under control of FPD.
7. When revised or updated FV-248a documents are saved, older versions will be archived.



Bruce W. Summers, Director
Fresh Products Division