

Fresh Products Branch Directive

**FPB 706
3/2/2011**

FV-237A REQUEST FORM FOR AUDIT SERVICES

I. PURPOSE

To announce and release Form FV-237A, a request form specific to Fresh Products Branch audit based services.

II. AUTHORITY

Title 7 of the Code of Federal Regulations, Part 51 (7CFR 51.7) Form of Application.

III. POLICY

The FV-237A, Request for Audit Services form (Exhibit A) allows for the efficient collection of required data needed to plan, schedule and perform Fresh Products Branch audit based services. These include the Good Agricultural Practices & Good Handling Practices (GAP&GHP) audit verification program, commodity specific GAP&GHP audit programs, the Identity Preservation Program as well as other audit based services the Branch may offer in the future.

- When a federal or federal-state field office receives a call from an applicant requesting audit based services, the FV-237A form shall be used to document the request. Applicants may submit the FV-237A via fax or email to the appropriate field office or headquarters staff.
- Upon receipt of an FV-237A form, the local field office shall make contact with the applicant within 48 hours to verify and schedule the audit.
- Any audits not shown on the FV-237A form which are conducted by the Branch shall be noted under "Other, Specify" and the type of audit listed in the space provided. (i.e., Harmonized GAP Audit, PIQ audit, etc.).

Distribution: EM, FM, FPM, HQ, CM
Originating Office: Office of the Chief
File Maintenance Instructions: Place in Office Directives File

POLICY
Continued

- Offices shall keep the FV-237A form on file in the office of record for a period of three fiscal years after the year the form was received in accordance with Branch retention policy as outlined in FPB Directive 104 dated April 23, 1993.
- Field Offices may reproduce this form as needed.



Cheri Courtney
Assistant Branch Chief

Attachments: FV-237A

Distribution: EM, FM, FPM, HQ, CM
Originating Office: Office of the Chief
File Maintenance Instructions: Place in Office Directives File



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Fruit and Vegetable Programs
Fresh Products Branch

REQUEST FOR AUDIT SERVICES

(This is the only acceptable form for fax or electronic submission to USDA for audit requests)

NOTE: Fill in all appropriate blocks. Requested services may be delayed because of incomplete information. Type of service requested must be selected below.

DATE OF REQUEST:		ANTICIPATED DATE OF AUDIT:	
-------------------------	--	-----------------------------------	--

AUDITEE INFORMATION		FARM / FACILITY INFORMATION	
Company Name:		Location:	
Street Address:			
City, State & Zip:		Total Acres / Total Sq Feet to be audited:	
Phone Number:			
Contact Person:			

APPLICANT INFORMATION		COMMODITIES TO BE COVERED BY AUDIT (Please List)
Company Name		
Phone Number:		
Fax Number:		
E-mail:		
Contact Person:		

TYPE OF AUDIT SERVICES REQUESTED

Type of Audit(s) Requested (Please choose at least one)	Scope of GAP&GHP Audit (Please choose all that apply)
☐ Good Agricultural Practices & Good Handling Practices (GAP&GHP) (Select Audit Scopes)	☐ Part 1 – Farm Review
☐ Mushroom Specific GAP Audit (M-GAP)	☐ Part 2 – Field Harvest & Field Packing Activities
☐ Tomato Audit Protocol (T-GAP)	☐ Part 3 – House Packing Facility
☐ Leafy Greens Audit (LGMA)	☐ Part 4 – Storage & Transportation
☐ Identity Preservation Audit (IP)	☐ Part 6 – Wholesale Distribution Center / Terminal Warehouse
☐ Other, Specify: _____	☐ Part 7 – Preventative Food Defense Procedures

**ADDITIONAL
REMARKS**

To download a copy of the USDA Good Agricultural Practices & Good Handling Practices audit checklist, please visit the USDA website at <http://www.ams.usda.gov/gapghp>.

Once a request has been received, a USDA representative will make contact within 48 hours of receipt to schedule the audit.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0125. The time required to complete this information collection is estimated average .02 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202)720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202)720-6382 (TDD). USDA is an equal opportunity provider and employer.