


<b>United States Department of Agriculture  Agricultural Marketing Service  Specialty Crops Program  Specialty Crops Inspection Division</b>	<b>Type of Audit:  (check box)</b>	<input type="checkbox"/> <b>Unannounced</b>		
		<input type="checkbox"/> <b>On-site Follow Up</b>		
		<input type="checkbox"/> <b>Desk Follow Up</b>		
<b>Page</b> 1 <b>of</b>				

**Unannounced/Follow Up Audit Report**

<b>Company Name:</b>		<b>Date and Time of Audit</b>	<b>Beginning Date:</b>	<b>Time:</b>
<b>Audited Location Address:</b>			<b>Ending Date:</b>	<b>Time:</b>
		<b>Date of Initial Audit:</b>		
<b>Audit Program Conducted (Initial Audit):</b>		<b>Scopes Conducted (Initial Audit):</b>		
<b>List all auditors, lead auditor listed first:</b>		<b>Commodities Produced During Audit:</b>		

Provide information about any observations or non-conformancies that you note during your visit on the Description of Findings worksheet. If there are no changes or observations, that should be noted as "No Changes from Previous Audit" in the Auditor Comments section. Attach additional sheets as

<b>Auditee notified of findings noted during unannounced verification visit (Yes or No):</b>		<b>Audit Results Meet USDA Acceptance Criteria?</b>
<b>Report Submitted By:</b>	<b>Date:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Report Reviewed By:</b>	<b>Date:</b>	

<b>Auditor Comments:</b>



**Unannounced/Follow Up Audit - Findings**

**Company Name:**

**Date of Unannounced or Follow Up Audit:**

**Date of Initial Audit:**

Indicate the question number and a description of the finding in the space provided below.

Question Number	Description of Observation or Non-Conformance

## Unannounced/Follow Desk Audit

<b>USDA, AMS, Specialty Crops Program                  Good Agricultural Practice &amp; Good Handling Practices                  CORRECTIVE ACTION REPORT</b>	<b>Report #:</b> _____ of _____
<b>Company Name/Farm:</b>	<b>Date:</b>
<b>Lead Auditor:</b>	
<b>Crop(s):</b>	
<b>Description of Non Conformity:</b>	
<b>Notified company staff at time of finding non-conformity: (Yes or No)</b>	
<b>Checklist question number and/or section of auditee food safety plan associated with non-conformity</b>	
<b>Corrective Action Proposed and Time Frame for Implementation:</b> <i>(Attach separate sheet if necessary)</i>	
<b>Company Representative</b>  <i>Signature affirms statements concerning Non-Conformity, Corrective Action, and Implementation are correct.</i>	
<b>Auditor signature for acceptance of proposed corrective action and timetable for implementation:</b>	

Top portion for AUDITOR USE ONLY; bottom portion for Company and Auditor use.

## **Auditor Instructions for Completion of the Unannounced/Follow Up Audit - Checklist**

1. Save the current checklist to your local computer, and rename it to match the facility that is being audited.
2. Open the local copy of the checklist and:
  - a. Complete the Header portion of the checklist (lines 1-18).  
Line 18: Report submitted by block- For the copy of the audit report submitted for review, type in auditor's name and "signature on file" into the block. For the copy of the audit report kept on file at the local office, type in the auditor's name and the auditor should sign a copy kept at the local office of record.
  - b. Report new observations or non-conformances on the description of findings tab. If no changes are noted, the auditor should state "No changes from initial audit." in the comments block.
  - c. Indicate if the audited location continues to meet USDA acceptance criteria by stating "Yes" or "No" in the space provided.
  - d. If new non-conformances are noted during the audit, document them using the Corrective Action Report
3. Submit the completed checklist to an Audit Reviewer.

**Note - notify your Supervisor and the Audit Programs Section, within 24 hours, if the audited location no longer meets USDA acceptance criteria.**

4. Distribute the final PDF copy of the report (reviewed and approved) to the applicant.
5. Retain the original copy of the report with signatures, in your office files.

### **If additional sheets are necessary to document any findings, please follow the instructions below:**

1. Right-click the "Description of Findings" or "Corrective Action Report" tab at the bottom of file.
2. Click "Move or Copy...".
3. Under the box titled "Before Sheet," select "(move to end)".
4. Place a check in the box beside "Create a Copy".
5. Click "Ok".