

DOMESTIC ORIGIN VERIFICATION SYSTEM
Audit Checklist
Summary

Name of Audited Facility:	Applicant:	Date of Audit:
Address: (Street, City, Zip)	Billing Address:	
Key Contact for Audit:	Telephone of Key Contact for Audit:	Components or Products:
Type of Audit	<input type="checkbox"/> Validation	<input type="checkbox"/> Follow-up
Lead Auditor's Name:	Lead Auditor's Signature:	Date Sent to Applicant:

Please prepare a Corrective Action Response for each Finding and submit it to:

dovs.fv@usda.gov

*DOVS Auditing Program
 USDA, AMS F&V, PPB
 121 South 13th Street, Suite FL3
 Lincoln, NE 68508
 Fax: (402) 742-9155*

Corrective Action Response (CAR) Due Date:

CAR Number	System Criteria Number	Findings

DOMESTIC ORIGIN VERIFICATION SYSTEM
Audit Checklist
for
System Validation Audits and Follow-up Audits

Program approval will be denied or delayed (validation audits) or may be revoked (follow-up audits) if any criteria is answered "No."		
System Criteria	Yes, No, N/A	Auditor's Notes
1.0 Management Criteria		
1.1 Does management have a commitment to ensure that only domestic product is delivered to the USDA?		
1.2 Is there a designated person(s) who has defined authority for ensuring that the domestic origin verification system is established, implemented, and maintained?		
2.0 System Criteria		
2.1 Maintaining Records, Data, and Documents		
2.1.1 Is there a DOVS Questionnaire on file?		
2.1.2 Are the documents identified relating to the facility's DOVS program identified?		
2.1.3 Are procedures for accessing and storing documents relating to domestic origin verification being followed?		
2.2 Controlling Customer Supplied Components and Product		
2.2.1 Does the facility have a procedure it follows for conveying the USDA domestic origin requirement to its sources of fruit, nut, or vegetable components or products?		
2.2.2 Do the facility's procedures for evaluating and approving its sources of fruit, nut, and vegetable components and products include verification that the sources can clearly identify product from receipt through storage, processing, packaging, warehousing, and shipping, as applicable?		
2.2.3 Is there a list of sources (growers, processors, suppliers, subcontractors, etc.) that indicate the corresponding fruit, nut, and vegetable components or products that the sources provide, and identify the sources that handle non-domestic components or products, which are the same, or similar to that delivered for USDA contracts?		

2.3	Providing Verifiable Recordkeeping Procedures to Ensure Product's Domestic Origin		
2.3.1	Is there a unique identification system (coding system or Positive Lot Identification {PLI}) that is clearly explained and being used?		
2.3.2	Does the facility have a verifiable recordkeeping system to identify finished product back to its domestic origin?		
If this facility handles only domestic fruit, nut, or vegetables, and no similar non-domestic components or products are stored at their facility, criteria 2.3.3, 2.3.4, 2.3.5, 2.3.6, and 2.3.7 are not applicable. Enter N/A.			
2.3.3	Does the Segregation Plan or the procedure for this facility and each of its sources clearly state how non-domestic fruit, nut, and vegetable components and products are kept separate and apart from domestic when non-domestic is handled or supplied?		
2.3.4	Are non-domestic fruit, nut, and vegetable components and products identified and segregated upon receipt?		
2.3.5	Are non-domestic fruit, nut, and vegetable components and products physically separated from domestic product to prevent its usage? (Check physical location.)		
2.3.6	Is this facility following their DOVS program for authorizing release of non-domestic components and products for processing or shipping so that their use in USDA deliveries is prevented?		
2.3.7	Are the non-domestic fruit, nut, and vegetable components and products uniquely identified to distinguish them from domestic product, including finished products?		
2.4	Correcting Deficiencies and Nonconformities		
2.4.1	Are procedures followed to investigate the causes of a CRITICAL nonconformity, hold nonconforming product, and notify the USDA of nonconforming product?		
2.4.2	Is corrective action taken according to the facility's procedures?		
2.5	Reviewing Internal DOVS		
2.5.1	Have internal reviews of the facility's DOVS been conducted according to the facility's procedures?		
2.6	Instructing Employees		
2.6.1	Are employees, identified in this facility's questionnaire, aware of the domestic origin requirement?		