



FSVP Compliance Checklist for U.S. Importers

This checklist is designed to guide U.S. importers on the standard Foreign Supplier Verification Program (FSVP) requirements. By reviewing this checklist, importers can assess the status of their current program and take action on missing components.

Preliminary FSVP Actions

- Acquire a DUNS Number to identify yourself as FSVP Importer (FDA registration requirements may apply if you process, pack, or hold food)
- Designate a qualified individual(s) to conduct FSVP-related activities
- Develop and implement written procedures for conducting FSVP activities
- List your foreign supplier(s) and the product categories imported from each (Reminder: foreign supplier is the farm that grows the food or raises the animal; or the facility that manufactures/processes the food)

Develop an FSVP per supplier and food category that:

- Identifies the applicable FDA food safety regulations
- Evaluates the supplier's FDA compliance history (Inspections, Recalls, Warning Letters, Import Refusals/Alerts, etc.)
- Evaluates the relevant practices, procedures, and food safety-related records
- Contains a Hazard Analysis for the food category
- Identifies the entities controlling the hazards and the controls that each apply
- Identifies and documents appropriate verification activities (includes sampling and testing, review of food safety records, and/or on-site audits)
- Identifies corrective actions taken for food safety compliance concerns before approving and/or continuing to import the food category from that supplier
- Determines the approval status granted to the supplier and food (Approved, Not Approved, or other)

Preliminary FSVP Actions

- Monitor the supplier's FDA compliance status for changes
- Conduct the determined verification activities at the established frequency
- Take and document corrective actions when becoming aware of food safety compliance concerns
- For each imported shipment, verify the food is from an approved supplier and category
- Reanalyze the FSVP every 3 years or whenever supplier, food, or process changes impacting food safety occur

