AUDIT PREPARATION CHECKLIST

☐ **1) Prepare Documentation (Audit standards checklists)**

☐ **2) Request an Audit**
- Complete the Request for Audit Service Form SC-237A.
- Submit to USDA or State Auditor office (Local Specialty Crops Inspection Division audit offices which provides a list of states who are contracted to conduct USDA GAP audits).

☐ **3) Schedule the Audit**
- Complete the SC-430 Vendor Form and submit to USDA or State Auditor office. The office will confirm receipt of the audit request and provide more information about the program, procedures and scheduling the audit.
- Complete an Agreement for Participation in Audit Services form SC-651 and submit directly to the auditor or as designated by the audit office scheduling the audit.

☐ **4) The Audit**

Your auditor will arrive on-site as scheduled to review your food safety plans, records, and ask you questions about your operation. Following the record review, the auditor will observe harvest or post-harvest activities before closing the audit. As mentioned, your extension specialist or the NGO you are working with may be by your side during your audit.

☐ **5) After the Audit**

Make sure your food safety plan manual is kept up-to-date and current on any changes made to the USDA GAP audit checklists.

☐ **6) Share the Audit**

Do you want to make sure your buyers see the positive results of your USDA GAP audit?

Auditees who successfully complete the USDA GAP certification are posted to the USDA website, receive a certificate, and receive a copy of the audit report. All of these can be personally shared with your buyers.

In addition, the USDA Specialty Crops Inspection Division (SCI) can upload your USDA audit report to the Azzule Systems database. When you complete your **Agreement for Participation in Audit Verification Programs (SC-651)**, check the Azzule Systems box to indicate your permission for the audit upload. For the report to be uploaded, please send an email to **SCAudits@usda.gov** to request the service. SCI charges one hour at the current audit rate ($115/hour) per PDF upload. You must pay the bill for the upload to maintain your certification listing on the USDA website. Your auditor will provide you with information on how the billing will work.