



Foreign Supplier Verification Programs Key Activities

Each of the following activities must be performed by an identified “qualified individual” as required for compliance with FDA’s FSVP rule for food importers.

Company Name:
Address:
Version / Effective Date:
Completed by:

Requirement	Responsible Qualified Individual
Conduct a Hazard Analysis of each item, specific to source	
Conduct an evaluation of the foreign supplier’s food safety performance and the risk posed by the specific food	
Establish written procedures to ensure food items are only imported from approved suppliers	
Approval of suppliers (before purchase and sale of food)	
Determine appropriate verification activities for suppliers	
Conduct / monitor verification activities for supplier approval / monitoring	
Implement corrective actions as needed, and ensure completion and documentation of them	
Reevaluate foreign supplier verification program (at least every three years, or sooner if needed)	
Keep required records and documentation	