



**North Carolina Department of Agriculture & Consumer Services  
Cooperative Grading Service  
P.O. Box 588 Williamston, NC 27892**

[www.ncgradingservice.org](http://www.ncgradingservice.org)

(252) 792-1672 phone

(252)792-4784 fax

**REQUEST FOR AUDIT SERVICES**

AUDITEE INFORMATION		FARM/FACILITY INFORMATION	
Company Name:		COMMODITIES:	# of ACRES:
Address:			
City, State & Zip:			
GPS Coordinates:			
Billing Address:			
City, State & Zip:			
Phone#:			
Fax #:		ARE YOU A NC FARM TO SCHOOL SUPPLIER?	
Email Address:		[ ] YES [ ] NO	
Contact Person:			

For a copy of the USDA GAP/GHP Audit Checklist, visit the USDA website [www.ams.gov/gapghp](http://www.ams.gov/gapghp)

Type of Audit(s) Requested (Choose at least one)	Scope(s) of GAP/GHP Audit Requested:
<input type="checkbox"/> Good Agricultural Practices & Good Handling Practices (GAP/GHP-Select Audit Scopes----->	<input type="checkbox"/> Part 1 - Farm Review
<input type="checkbox"/> Harmonized Food Safety Standard	<input type="checkbox"/> Part 2 - Field Harvesting/Field Packing Activities
<input type="checkbox"/> Tomato Audit Protocol (T-GAP)	<input type="checkbox"/> Part 3 - House Packing Facility
<input type="checkbox"/> Leafy Greens Audit (LGMA)	<input type="checkbox"/> Part 4 - Storage & Transportation
<input type="checkbox"/> Identity Preservation Audit (IP)	<input type="checkbox"/> Part 6 - Wholesale Distribution Center/Terminal Warehouse
	<input type="checkbox"/> Part 7 - Food Defense
<b>DATE(S) preferred to have the audit:</b>	

Once the request form has been received we will fax you an agenda outlining the objectives, audit, criteria, personnel required, affirmed date, time schedule, and estimated cost of the audit.

If the date on the agenda needs to be changed, we will need to be informed as soon as possible.

We charge the USDA rate of \$92.00 per hour which includes travel, time on site, and audit preparatory time.

As per USDA requirements, we charge an additional \$50.00 fee for website maintenance and certification.

There is a \$50.00 USDA fee for all Harmonized Food Safety Audits and requires signature of a Subway Audit Release Form.

Before performing the audit, we must have a Participation Agreement on file that is signed by a company official. The agreement allows the auditor to view your records, access the facility, and allows for an unannounced visit to your facility if in operation > 30 days.

We would like to have this request no later than 2 weeks prior to the end of your season.

The commodity has to be in harvest before we can perform Pt. 2. In Part 2 or 3, employees must be working in the field or packing facility in order to verify that policies and procedures are being followed.

**Signature** \_\_\_\_\_ **DATE** \_\_\_\_\_

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