



FSVP Importer Kit (Foreign Supplier Verification Program)

Food and supplier hazard analysis, supplier approval, verification activities and 3-year reevaluation tracking for U.S. food importers.

What's inside

File	What it is / how to use it
01_FSVP_Importer_Workbook.xlsx	FSVP register, hazard analysis, supplier evaluation, verification activities, corrective actions, entry data (UFI) and qualified individual logs.
02_FSVP_Written_Program.docx	Program procedure.
03_Supplier_Questionnaire.docx	Questionnaire to send suppliers.
04_Audit_and_Review_Form.docx	Review of audit/test/records.

Templates, not legal advice and not regulatory advice. Public regulation text (21 CFR Part 1 Subpart L, FD&C Act section 805) is summarized with sources named. An FSVP must be developed by a qualified individual. Confirm requirements against current eCFR text and FDA guidance.

About the author

Built by Matt Norman, US Navy veteran and former SpaceX Falcon 9 quality inspector and QA supervisor. (Not affiliated with or endorsed by SpaceX.) Norman Quality Tools is Veteran-Owned & Operated. Contains no SpaceX, government, or customer proprietary information; all example data is made up.

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Written FSVP Procedure

FSVP Importer Kit (Foreign Supplier Verification Program) - Document 02 - Rev A (2026-10)

1. Purpose and scope

How we verify that each food we import from each foreign supplier meets U.S. safety requirements (21 CFR Part 1, Subpart L).

2. Responsibilities

Role	Responsibility
Qualified individual	[Define]
Importer owner	[Define]

3. Procedure

1. Decide whether each food is covered, exempt or under modified requirements; record in the FSVP Register.
2. Have a qualified individual run the hazard analysis for each food.
3. Evaluate each foreign supplier's performance and risk before approval.
4. Choose and perform verification activities; document the basis for frequency.
5. Give our name, email and DUNS for every line entry.
6. Take corrective action when a supplier or food does not comply.
7. Reevaluate the program for each food and supplier at least every 3 years or when new information arises.
8. Keep records 2 years and provide them to FDA within 24 hours of request.

4. Records

- FSVP Register
- Hazard Analysis
- Supplier Evaluation
- Verification Activities

5. Revision history

Rev	Date	Change	Approved

Role	Name	Signature	Date
Prepared by			
Approved by			

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