



KPCS Standard – External Audit Checklist

- KPCS “Full Certification” KPCS “Within region”

Audit Date: _____

Nursery Details	Auditor Details
Name:	Name:
Sites included in audit:	Company:
Address:	Phone:
Phone:	Email:
Email:	

Audit Result

- Audit complete with no corrective actions required
- Corrective actions to be completed before audit signoff (details on page 6)
- Date corrective actions required to be completed: _____

Anticipated date of next external audit: _____

Note: The following audit checklist is a guide for auditors of some of the key points to verify during the KPCS External Audit. It is not a complete list of the KPCS requirements, these are located in the KPCS Standard. Therefore auditors should use this checklist in conjunction with the KPCS Standard during the KPCS external audit.

Std. Ref.	Audit level	Checklist	Information Required	Complete (Y/N)	Verification Details
Part A – Nursery Essentials					
5.1	Major	Nursery details	Are nursery details complete and correct?		
5.1.1	Minor	Production system	Is the production system described in the Manual consistent with that observed during the audit?		
5.1.2	Major	Production sites	Has the nursery provided an accurate list of all production sites? List these here.		
5.1.3	Minor	Nursery maps	The nursery must provide a map for each production site that includes key features specified in 5.1.3. During the audit, verify that key features are correctly labelled in one production site especially those used for traceability such as numbering for buildings, fields, blocks and rows.		
5.2	Major	Staff and management responsibilities	Verify that a staff member is assigned to each of the three key roles specified in the Standard; all three roles are required for completion of this criteria.		
5.2.1	Major	Staff training	Do nursery records demonstrate that key staff members have sufficient training for assigned roles? Choose one of the three key roles and discuss with the designated staff member to ensure:		

			<ul style="list-style-type: none"> adequate awareness of tasks required adequate training to perform role consistent with training records For long term staff competence in task and need for any retraining should be verified every couple of years. 		
5.3	Major	Signage	Do all nursery entrances have appropriate signage highlighting biosecurity risks, restricting entry to permitted persons and directions for visitors to register presence?		
5.4	Minor	Visitor registration	Is there a clear procedure for visitors and a visitor register that is maintained and up to date?		
Part B – Hazard Management					
PF.1	Major	Pest free place of production	The nursery must demonstrate that measures are in place to prevent incursions from target high organisms. The nursery operator should have a good understanding of what the risks are to their operation and how they intend to maintain their status as a pest free place of production.		
HG.1	Critical	Hygiene	Nurseries are required to have a hygiene protocol addressing the required areas specified in HG.1. Verify that a copy of this protocol is available and that it is being implemented. Interview a staff member to ensure they are familiar with hygiene requirements relevant to their role. Record name and role of staff member interviewed.		

			People hygiene is especially important, are staff working between production sites and nursery visitors managing hygiene correctly?		
TR.1&2	Major	Traceability	Nurseries are required to have a traceability system with records showing movements from suppliers, through production system to final purchaser. Ensure that such a system is being implemented and functions as intended by choosing a plant at random and asking how it is identified and traced through the system. Provide a brief description of the nurseries traceability system.		
GM.1	Minor	Growing media	Does the nursery have records showing where growing media comes from and level of assurance that product is pest / disease free and free of kiwifruit plant material?		
SR.1	Minor	Site requirements	Verify that all production sites and facilities are secure..		
SR.2	Major	Multiple nursery sites	If the nursery has multiple sites, verify that movement between sites is managed according to their protocol to avoid cross – contamination.		
PM.1	Major	Supplier documentation	Verify that nursery records document the origin and pest and disease status of all <i>Actinidia</i> plant material brought on-site.		
PM.2&3	Major	Propagation material	Verify the nursery has appropriate systems and records to ensure		

			propagation material is free of target organisms.		
FP.1	Major	Field production	If plants are being field grown , verify that risk mitigation measures are in place to reduce the risk of contamination from target organisms to these plants (such as hygiene, buffer zones and understanding of what creates risk and activities to avoid at this time).		
PP.1	Major	Propagation and plant husbandry	Verify that the nursery has systems in place to avoid contamination during this process.		
CP.1	Major	Crop protection programme	Verify the nursery has a designated crop protection manager, crop protection plan and associated records meeting the requirements of CP.1. Nursery records must demonstrate that the plan is being implemented.		
MN.2&3	Critical	Monitoring	Verify from nursery records and interviewing the staff responsible, that the nursery is conducting monitoring in accordance to Standard requirements. If symptoms have been observed and noted in monitoring records, have these been followed up and appropriate actions taken?		
DW.1	Major	Disposal of waste	Verify that any waste potentially contaminated with target organisms is disposed of in a manner consistent with KVH requirements. All nurseries must have a plan of how waste would be disposed of should infection occur.		

TT.1	Minor	Transport	Verify that the nursery is implementing their plan and a plan that adequately manages risk of contamination during transport. If vehicles arrive from kiwifruit orchards are these appropriately sanitised?		
D.1	Critical	Dispatch	Is there a documented dispatch inspection and treatment process with associated records? Do dispatch records maintain the required information including KPIN, address and region of destination? Are all plant movements in accordance with KVH movement controls?		
7.1	Major	Internal Audit	Ensure the nursery has completed at least one internal audit in the past 12 months with documented outcomes and actions for improvement.		

Audit Result

Number of non-conformances: Critical _____ Major: _____ Minor: _____

Audit can be signed off. Audits with no Critical or Major non-conformances, and less than 5 Minor non-conformances can be signed off with corrective actions to be completed by the next external audit.

Audit has non-conformances actions requiring sign off. Audits with no Critical, but 1 or more Major non-conformances, or 5 or more Minor non-conformances will require all corrective actions to be completed within a 30 day period and the audit cannot be signed off until these have been completed.

CRITICAL non-conformances. Audits with any critical non-conformances, or 3 or more Major non-conformances will require all corrective actions to be completed within a 30 day period and the audit cannot be signed off until these have been completed. Increase in audit frequency may result and in serious instances suspension or cancellation of ability to sell certified plants.

List all non-conformances and corrective actions below

Compliance criteria (Ref)	Non-conformance correction actions	Corrective action deadline	Sign off (signature/date)