



# KPCS Standard – External Audit Checklist

- KPCS “Full Certification”
- KPCS “Within region only”

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 & Nursery Manual during the KPCS external audit.*

Std. Ref.	Audit level	Checklist	Information Required	Complete (Y/N)	Verification Details
<b>Part A – Nursery Essentials</b>					
5.1	<b>Major</b>	Nursery details	Are nursery details complete and correct?		
5.1.1	<b>Minor</b>	Production system	Is the production system described in the Manual consistent with that observed during the audit? Have they recorded all species of plants on site? List here.		
5.1.2	<b>Major</b>	Production sites	Has the nursery provided an accurate list of all production sites? List these here.		
5.1.3	<b>Minor</b>	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	<b>Major</b>	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	<b>Major</b> (if no records minor if incomplete)	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"> <li>adequate awareness of tasks required</li> </ul>		

			<ul style="list-style-type: none"> <li>adequate training to perform role consistent with training records</li> <li>For long term staff competence in task and need for any retraining should be verified every couple of years.</li> </ul> <p>Has the nursery included statement of experience for nursery manager in lieu of training records.</p>		
5.3	<b>Major</b> (if no signage otherwise minor)	Signage	Do all nursery entrances have appropriate signage highlighting biosecurity risks, restricting entry to permitted persons, indicating parking and directions for visitors to register presence?		
5.4	<b>Minor</b>	Visitor registration	Is there a clear procedure for visitors and a visitor register that is maintained and up to date?		
<b>Part B – Hazard Management</b>					
PF.1	<b>Major</b>	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. For covered nurseries check there are no holes/gaps in covers, and there are barriers between field grown plants and adjacent orchards/properties		
HG.1	<b>Critical</b>	Hygiene	Nurseries are required to have a hygiene protocol addressing the		

			<p>required areas specified in HG.1. Verify that a copy of this protocol is available and that it is being implemented.</p> <p>Interview a staff member to ensure they are familiar with hygiene requirements relevant to their role. Record name and role of staff member interviewed.</p> <p>People hygiene is especially important, are staff working between production sites and nursery visitors managing hygiene correctly?</p>		
TR.1&2	<b>Critical</b>	Traceability	<p>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.</p> <p>Review reconciliation records</p>		
GM.1	<b>Minor</b>	Growing media	<p>Does the nursery have records showing where potting mix and compost comes from and level of assurance that product is pest / disease free and free of kiwifruit plant material?</p>		
SR.1	<b>Minor</b>	Site requirements	<p>Verify that all production sites and facilities are secure.</p>		
SR.2	<b>Major</b>	Multiple nursery sites	<p>If the nursery has multiple sites, verify that movement between sites is managed according to their protocol to avoid cross – contamination. Particularly</p>		

			focus on hygiene measures and traceability.		
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. Record KPIN for fruit for seed and budwood. Ensure proof of certification/virus testing available for mother plants.		
PM.2&3	Major	Propagation material	Verify the nursery has appropriate systems and records to ensure propagation material is free of target organisms. For seed – sterilization, for budwood-clean source Must have inspected material that arrives on site to verify that it is “clean”.		
PP.1	Major	Propagation and plant husbandry	Verify that the nursery has systems in place to avoid contamination during this process. Tool hygiene, wound protection etc.		
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. If bactericides used (i.e. Kasumin, KeyStrepto™ ) There must be evidence of KVH approval.		
MN.2&3	Critical (if no monitoring -major if records incomplete or frequency doesn't)	Monitoring	Verify from nursery records and interviewing the staff responsible, that the nursery is conducting monitoring in accordance to Standard requirements and nursery manual procedures If symptoms have been observed (other than Psa in within region only nurseries)		

	match nursery manual		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. Disposal site to be indicated on nursery map.		
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 – do they come near the production area, and if so 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? Check dispatch records for compliance 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 has less than five minor non-compliances. Corrective actions must be completed before the audit can be signed off.**
- 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. Nurseries are unable to sell KPCS certified plants until corrective actions have been addressed and signed off by the external auditor. 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-compliance applied (Critical, major, minor)	Non-conformance correction actions	Corrective action deadline	Sign off (signature/date)