**KVH Packhouse Psa/Biosecurity Site Audit Report**

**Auditor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Audit Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DQS Risk Management Plan approval date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  **Company Details** |
| **Site Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **DQS contact person:** | **Email:** |
|  **Personnel present at audit**  |
| **Name:** | **Job Title:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Details of Processors/Waste Management companies contracted:** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **REQUIREMENT** | **VERIFICATION DETAILS** | **Conforms** |
| **Site Audit** | **Y, N, N/A** |
|  **PACKHOUSE REQUIREMENTS** |
| 1. **DQS PROCEDURES**
 |
| 1.1 | Every post-harvest operator shall have documented, and operate in accordance with, a Psa-V Risk Management Plan, signed off by KVH, that covers at least the following requirements under the National Pest Management Plan (NPMP):* Practices and procedures that will be applied to:
	+ Reduce the risk that bins of fruit are contaminated with other kiwifruit and plant material prior to transport.
	+ Contain fruit that could be contaminated with kiwifruit leaf and plant material prior to transport.
	+ Remove, contain and safely dispose of any residual (contaminant) kiwifruit leaf and plant material after transport or during processing
	+ Sanitise fruit and any bins or other equipment used to transport fruit prior to processing and packaging.
	+ Ensure that any vehicles or equipment that leave their premises are free of kiwifruit leaf and plant material.
	+ Maintain general hygiene that reduces the risk that any kiwifruit plant material or any other item that could be contaminated with Psa-V could move off the packhouse or processing facility.
* How traceability of fruit will be maintained.
 |  |  |
| **2.0**  | **GENERAL HYGIENE** |
| 2.1 | If the packhouse is involved in harvest activities, then best practice hygiene is observed to minimise the transfer of Psa-V infection between orchards.  |  |  |
|  2.2 | If the packhouse is packing any orchards which have been identified by KVH as showing resistance to Psa control products (e.g. Streptomycin) extra precautions are being taken as per [KVH Protocol: Orchards showing resistance to Psa control products.](http://www.kvh.org.nz/hygiene) |  |  |
| 2.3 | The facility has effective hygiene practices in place and a training programme to ensure that all personnel entering and working in the facility are aware of the risk management processes and the reasons for the requirements.Are biosecurity risks included? Notification of pests found - awareness of BMSB/ fruit fly etc |  |  |
| **REQUIREMENT** | **VERIFICATION DETAILS** | **Conforms** |
| **Site Audit** | **Y, N, N/A** |
| **3.0**  | **BIN CLEANING** |
| 3.1 | Bins arriving from the orchard are physically segregated from clean or sanitised bins. |  |  |
| 3.2 | Bins are cleaned of plant material and sanitised before use and maintained free of visible plant material. State sanitiser used and rate (i.e. Citrox 0. 5% etc.)Refer to www.kvh.org.nz [*KVH Information Sheet*: *Sanitisers*](http://www.kvh.org.nz/vdb/document/102576)for information on sanitisers*.* |  |  |
| 3.3 | Process in place verifying bins are free of leaf and plant material (e.g. by a designated person) prior to loading onto the vehicle.Any bins found with significant leaf and plant matter are not being loaded. |  |  |
| 3.4 | Any unused bins after harvesting has finished at an orchard are cleaned of plant material and/or re-sanitized before moving to another orchard site. |  |  |
| **4.0 TRANSPORT, VEHICLES AND EQUIPMENT**  |
| 4.1 | Any vehicles and equipment, including trucks and truck decks that leave the packhouse premises are checked to ensure they are free of kiwifruit leaf and plant material. |  |  |
| 4.2 | All harvest bins are being transported according to the requirements in [*KVH Protocol: Fruit Bins.*](http://www.kvh.org.nz/vdb/document/91477) KVH best practice is for harvest bins to be transported fully covered with a tarpaulin (at or below the truck deck) or transported in a Taut liner (curtain sider). |  |  |
| 4.3 | Bins are transported in tautliners when moving from:* Recovery to Containment or Exclusion
* Containment to Exclusion
* Exclusion to another Exclusion region

Records are available for verification. |  |  |
| 4.4 | KVH have been notified prior to bins moving between regions* Recovery region to a Containment or Exclusion regions
* between Containment regions
* from Containment to Exclusion

The process has been documented in detail and signed off by KVH.Records are maintained and available for these movements.KVH inspection records are available for all bins moving from Recovery to Exclusion; and Recovery or Containment to regions with Controlled area notices in place.Record regions sent to and identifiers used. |  |  |
| **REQUIREMENT** | **VERIFICATION DETAILS** | **Conforms** |
| **Site Audit** | **Y, N, N/A** |
| **5.0 PLANT AND FRUIT DEBRIS** |
| 5.1 | All measures are taken to ensure plant debris is contained (including dust extraction) during packing of fruit. |  |  |
| 5.2 | After collection, all plant debris is being fully contained and being disposed of on-site via burial or burning or it is removed by a recognised waste service provider.Refer to www.kvh.org.nz *Disposal Options* |  |  |
| **6.0** | **REJECT FRUIT** |
| 6.1 | All reject fruit awaiting action is being securely stored to prevent leaf dispersal/availability to birds. |  |  |
| 6.2 | All reject fruit consignments that are leaving the site to go to a processor are handled according to [KVH Protocol: Processors](http://www.kvh.org.nz/vdb/document/91475)Verification that bins are checked and free of plant material (i.e. Recorded on truck docket or similar. Bins to be sanitised if packhouse bins used. |  |  |
| 6.3 | Reject fruit for stock feed * meets the movement controls
* Is transported fully covered
* Only goes to approved KVH compost manufacturers

Records are available to verify destinations. |  |  |
| **7.0** | **SEA CONTAINERS** |
| 7.1 | Containers arriving at a post-harvest facility are checked to ensure they are free of any biosecurity threat organism. Are staff aware of biosecurity threats of concern (through posters, training etc).Process in place to catch/trap suspect organism and notify MPI 0800 80 99 66 and KVH 0800 665 825. |  |  |
| **8.0** | **RECORDS AND INTERNAL AUDIT** |
| 8.1 | An internal audit plan has been developed to confirm the Psa risks have been managed covering:* Bin cleaning and sanitising
* Plant and fruit debris collection and disposal
* People hygiene, Consolidation and transport
* Records and documentation
* Non-compliance and corrective action
 |  |  |
| 8.2 | Appropriate action is taken (and documented) where any non-compliance to the DQS is identified. |  |  |
| 8.1 | Full records of Psa Risk Management activities are maintained. These include but are not limited to:* Declaration for processor - Load inspection records
* Training records, Internal audits and Corrective Actions
* Bin cleaning/ sanitisation process inspections.
* Product traceability records/reject fruit destinations.
 |  |  |

Audit Result: No action required

Corrective Actions to Be Completed

|  |  |  |  |
| --- | --- | --- | --- |
| **Clause****No** | **Corrective Action Required** | **Completion Date** | **Signed Off** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Auditor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_