



## KVH Budwood Systems Audit Report

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

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

Risk Management Plan review date: \_\_\_\_\_

Region where operation is based: \_\_\_\_\_

Company Details	
Company Name :	
Address :	
Telephone :	Fax :
Email :	
Personnel present at audit	
Name	Job Title:



## KVH Budwood Systems Audit Report

Details of sites used for budwood distribution - location and names



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REQUIREMENT		Verification Details	Conforms
		Site Audit	Y, N, N/A
<b>1.0 DOCUMENTED PROCEDURES</b>			
1.1	<p>A Psa Risk Management Plan—Budwood is documented including detailing how the following will be managed:</p> <ul style="list-style-type: none"> <li>- Establishing orchard Psa-V status</li> <li>- People hygiene</li> <li>- Budwood collection processes</li> <li>- Traceability</li> <li>- Transport and Storage</li> <li>- Distribution.</li> <li>- Disposal of waste material.</li> <li>- Record keeping</li> <li>- Staff training in awareness of and reasons for, Psa risk management processes.</li> <li>- Validation (Internal Audit).</li> <li>- Non-compliance/corrective actions.</li> </ul>		
<b>2.0 REGISTRATION</b>			
2.1	<ul style="list-style-type: none"> <li>- budwood supplier registered with KVH.</li> <li>- a Psa-V Risk Management Plan—Budwood supplied to KVH.</li> </ul>		
<b>3.0 SOURCE ORCHARDS</b>			
3.1	<p>Not Detected Orchards</p> <ul style="list-style-type: none"> <li>- Psa-V Orchard Management Plan in place.</li> <li>- Monitoring and testing results within six weeks of collection on file.</li> <li style="padding-left: 20px;">Orchard status recorded and on file.</li> </ul>		
3.2	<p>Psa-V positive orchards</p> <ul style="list-style-type: none"> <li>- Psa-V Orchard Management Plan in place.</li> <li>- No symptomatic material collected.</li> <li>- Only providing to Psa-V positive orchards</li> </ul>		



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	Site Audit	Y, N, N/A
<b>4.0 PEOPLE HYGIENE</b>		
<b>4.1</b> Training has been implemented to ensure that: <ul style="list-style-type: none"> <li>- All personnel understand and follow the hygiene requirements prior to entering budwood collection areas</li> <li>- Only necessary equipment is taken into the orchard.</li> <li>- All regions –               <ul style="list-style-type: none"> <li>- Prior to leaving orchards, clothing and in particular headwear and footwear is clean and free of plant material/soil.</li> </ul> </li> <li>- Containment and Exclusion regions               <ul style="list-style-type: none"> <li>- Approved sanitiser used for hands and footwear (particularly the soles) on entry and exit.</li> </ul> </li> </ul>		
<b>5.0 BUDWOOD COLLECTION</b>		
Collection of budwood <ul style="list-style-type: none"> <li>- Location on orchard recorded. Process documented.</li> <li>- Copper spray applied before collection (within four weeks)</li> <li>- Budwood collected in dry weather</li> <li>- Tools sanitised</li> <li>- Wounds sprayed with copper</li> <li>- Confirmation on variety and plant type i.e. male/female</li> <li>- Sealed bags</li> <li>- Labelling-KPIN, orchard Psa-V status, date collected, collector name, variety and number of buds collected or labelling with code to equal those requirements.</li> <li>- Records maintained.</li> </ul>		



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		Site Audit		Y, N, N/A
<b>6.0 TRANSPORT AND STORAGE</b>				
6.1	<ul style="list-style-type: none"> <li>- plant material is contained prior to leaving the source orchard</li> <li>- Covered transport</li> <li>- Truck/vehicle decks are maintained clean and free of plant material and soil.</li> <li>-</li> </ul>			
6.2	Storage <ul style="list-style-type: none"> <li>- separation of regions</li> <li>- Positive orchards product clearly identified and separate from Not Detected.</li> <li>- hygiene measures in place for -               <ul style="list-style-type: none"> <li>o storage area</li> <li>o personnel handling budwood.</li> </ul> </li> </ul>			
<b>7.0 DISTRIBUTION</b>				
7.1	Budwood awaiting distribution is securely stored to prevent any contamination/dispersal of plant material.			
7.2	Traceability maintained to source KPIN, particularly if re-bagged for distribution. Labelling intact.			
7.3	Distribution records are maintained.			
7.4	KVH Budwood movement protocols met. KVH Permissions for inter-regional movement on file (if required).			
7.5	Recall system in place notifying KVH within 48 hours <ul style="list-style-type: none"> <li>- if any 'not detected' orchards are confirmed positive after collection.</li> <li>- If any Psa-V symptoms are found on budwood collected.</li> </ul>			



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REQUIREMENT		Verification Details	Conforms
		Site Audit	Y, N, N/A
7.7	All plant debris at the distribution site is being fully contained and being disposed of <u>on-site</u> via burial or incineration. Alternatively, it is removed by a KVH approved waste service provider. Refer to <a href="http://www.kvh.org.nz">www.kvh.org.nz</a> <i>Disposal Options</i>		
<b>8.0 RECORDS AND DOCUMENTATION</b>			
8.1	An internal audit plan has been developed to confirm the Psa risks have been managed. (or equivalent system for small operations.)		
8.2	Appropriate action is taken (and documented) where any non-compliance to the written procedures is identified.		
8.3	Full records of Psa Risk Management activities are maintained and filed. Records kept for five years.		



## KVH Budwood Systems Audit Report

Result:

No action required

Corrective Actions to Be Completed

Clause No	Corrective Action Required	Completion Date	Signed Off

Comments:

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Auditor \_\_\_\_\_

Signature \_\_\_\_\_



## KVH Budwood Systems Audit Report

Budwood Distribution representative: \_\_\_\_\_ Signature \_\_\_\_\_