



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



KVH Budwood Systems Audit Report

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



KVH Budwood Systems Audit Report

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



KVH Budwood Systems Audit Report

REQUIREMENT		Verification Details	Conforms
		Site Audit	Y, N, N/A
6.0 TRANSPORT AND STORAGE			
6.1	<ul style="list-style-type: none">- plant material is contained prior to leaving the source orchard- Covered transport- Truck/vehicle decks are maintained clean and free of plant material and soil.-		
6.2	<p>Storage</p> <ul style="list-style-type: none">- separation of regions- Positive orchards product clearly identified and separate from Not Detected.- hygiene measures in place for -<ul style="list-style-type: none">o storage areao personnel handling budwood.		
7.0 DISTRIBUTION			
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	<p>Recall system in place notifying KVH within 48 hours</p> <ul style="list-style-type: none">- if any 'not detected' orchards are confirmed positive after collection.- If any Psa-V symptoms are found on budwood collected.		



KVH Budwood Systems Audit Report

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 www.kvh.org.nz <i>Disposal Options</i>		
8.0 RECORDS AND DOCUMENTATION			
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:

Auditor _____

Signature _____



KVH Budwood Systems Audit Report

Budwood Distribution representative: _____ Signature _____