** BUDWOOD SUPPLIERS/DISTRIBUTORS AUDIT CHECKLIST**

[ ]  Supplier [ ]  Distributor

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| **Auditee:** | **Location:** | **Auditor:** | **Date:** |
|  |  |  |  |

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| **Audit Point** | **What to look for** | **Compliant** | **Evidence** |
| Yes | No | N/A |
| **5.1 Supplier essentials** |
| Registered with KVH | KVH has received and acknowledged registration. |  |  |  |  |
| Manual completed & submitted to KVH | Manual received by KVH prior to budwood collection |  |  |  |  |
|  **5.2 Source orchards** |
| Source orchard detail(s) recorded | Budwood collection KPINs, blocks and varieties recorded. |  |  |  |  |
| Orchard status established | Can’t move from positive to Not Detected. |  |  |  |  |
| KPIN certified for budwood collection | Email/certificate from KVH on file |  |  |  |  |
| **6.1 Monitoring** |
| Blocks monitored and symptomatic vines tagged | Budwood supply blocks monitored during spring and records maintained. |  |  |  |  |
|  | Verified tagging. |  |  |  |  |
| **6.2 Sampling and testing** |
| Testing results for ND orchards | Test results on file for any ND orchards. |  |  |  |  |
| **6.3 Crop Protection**  |
| Copper spray applied prior to budwood collection | Evidence on spray diary that copper spray applied. |  |  |  |  |
|  **6.4 Hygiene and 6.5 Budwood collection** |
| Hygiene procedures in place | Not collecting off groundTools sanitised. Wounds protected.Tagged vines avoided. |  |  |  |  |
|  **6.6 Traceability and Storage** |
| Budwood traceable to origin | Budwood batched (i.e. by block)Clearly labelled with batch/block. |  |  |  |  |
| Traceability to destination | Supplier has records of where budwood went (another KPIN(s), a nursery or a distributor. |  |  |  |  |
| Any Distributors supplied  | Record name of any distributors that pollen is applied to – e.g. post-harvest, Farmlands Fruitfed etc. |  |  |  |  |
| Storage area clean and pest free | Stored in sealed labelled bags.Batches kept separate. |  |  |  |  |
| Separation of product from ND/ positive sources. | Psa positive and Not Detected not stored together. |  |  |  |  |
| **6.7 Records** |
| Records on file | Distribution/Traceability records accurate and kept for seven yearsMonitoring and testing records 3 yearsCrop protection records for 3 years.List records reviewed at audit. |  |  |  |  |

Audit Result: No action required

Corrective Actions to Be Completed

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| --- | --- | --- |
| **Corrective Action Required** | **Completion Date** | **Signed Off** |
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Comments:

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