** 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 ground  Tools 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 years  Monitoring and testing records 3 years  Crop 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_