

# POLLEN SUPPLIERS AUDIT CHECKLIST



<b>Auditee:</b>	<b>Location:</b>	<b>Auditor:</b>	<b>Date:</b>

Audit Point	What to look for	Compliant			Evidence
		Yes	No	N/A	
<b>5.1 Supplier essentials</b>					
Registered with KVH	KVH has received and acknowledged registration.				
Manual completed & submitted to KVH	Manual received by KVH prior to start of milling.				
Manual signed off by KVH	Evidence that any errors fixed prior to audit.				
<b>5.2 Source orchards</b>					
Pollen status established	Milling from either positive or ND orchards.				
Testing results for ND orchards	Test results on file for any ND orchards.				
<b>6.1 Flower Harvesting process</b>					
Harvesting is part of mill operation	Harvesting agreement in place if contracted to mill.				
Orchard monitoring process	Is there a process in place to determine suitability of orchard/block for flower collection?				
Symptomatic vines avoided	Were there vines tagged or areas avoided?				
Flower bags labelled	Evidence that flower bags identity source orchard.				
Transport keeps product clean	Clean vehicles and flowers securely enclosed.				

## 6.2 Hygiene

Workers trained in hygiene procedures	Mill staff and flower collectors have staff training records including hygiene.				
Flower bags cleaned and sanitised	Process in place to clean and sanitise flower bags between orchards.				
Minimising cross contamination at mill site	Mill cleaned regularly and records available. (floors, equipment etc) Footbaths at mill entrance. New pottles or cleaned and sanitised if not new.				

## 6.3 Traceability

All bags/pottles clearly labelled	Flower bags KPIN Pollen pottles– KPIN or batch; mill identifier, date milled.				
Any Distributors supplied	Record name of any distributors that pollen is applied to – e.g. post-harvest, Farmlands Fruitfed etc.				

## 6.4 Storage

Clean and sterile, jars sealed.	Not opened for viability testing where contamination with other pollen could occur.				
Separation of product from ND/ positive sources.	If operating both positive and ND mills and storing at same site.				

## 6.5 Waste Disposal

Prevent spread of Psa other pathogens.	Use KVH best practice methods - covered pits, transport covered, removed by waste management provider.				
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## 6.6 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.				
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## 6.7 Applications

Best practice observed and traceability maintained	Hygiene protocols followed Records kept for each orchard pollinated - source recorded. Cleaning /sanitising of equipment between orchards. Application on calm days to reduce drift.				
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Audit Result:

No action required

Corrective Actions to Be Completed

Corrective Action Required	Completion Date	Signed Off

Comments:

Auditor \_\_\_\_\_

Signature \_\_\_\_\_