

# PROCESSOR AUDIT CHECKLIST



Auditee:	Location:	Auditor:	Date:

Audit Point	What to look for	Compliant			Evidence
		Yes	No	N/A	
<b>Documented Plan</b>					
Biosecurity plan completed, signed off by KVH and on file.	KVH has received approved and signed off Biosecurity plan.				
<b>Biosecurity risks and hygiene</b>					
Description of pathways they could introduce pests and diseases into orchards	Understanding of risks to be managed				
Biosecurity risk management included in the company's SOP including staff training.	Training records available for staff involved in kiwifruit processing.				
<b>Supply</b>					
Sanitized bins if packhouse bins	If processor bins used - need to be maintained clean. Packhouse bins sanitised.				
Traceability to packhouse supplier	Bin cards /Trucking documentation or similar records.				
<b>Loading and Transport</b>					
Packhouse has verified bins checked and clear of plant material	Transport docked signed by packhouse representative.				
Signed declaration of compliance obtained from trucking company confirming understanding of requirements.	Declaration on file current for each trucking company used.				
Trucks/bins visually free of organic material prior to leaving site.	Process in place for checking				
<b>Leaf and Plant material</b>					
Bins inspected for leaf and plant matter prior to start of processing.	Log/records maintained of inspections.				
Documented process in place for significant finds.	Record if any significant finds have been actioned -what is the trigger (# of leaves)				

Leaf and plant matter found is bagged and contained and dispose of.	Method of disposal meets KVH requirement – autoclaved, removed by recognised waste management provider, burial etc.				
Inwards product stored covered or contained to prevent leaf dispersal.	Where is inwards product stored while awaiting processing- Coolstore, outside covered etc.				
<b>Disposal of Process Waste</b>					
Pomace awaiting removal covered or indoors to prevent birds or other pests transporting material off site	Where is pomace (waste) product stored while awaiting collection -check it is covered/contained.				
Agreement obtained from company/agent receiving waste confirming understanding of requirements including covered transport and location of disposal of waste.	Signed documentation from waste transport companies.				
Disposal site away from water sources and > 200m or not immediately adjacent to any kiwifruit orchard.	Disposal sites recorded and meet location requirements.				
<b>Records</b>					
Records maintained for all activities requiring records	Which records are maintained and where are they kept				
Internal audit completed at least annually	Review and record date of latest Internal audit and any issues identified				

Audit Result:

No action required

Corrective Actions to Be Completed

Corrective Action Required	Completion Date	Signed Off

Comments:

Auditor \_\_\_\_\_

Signature \_\_\_\_\_