

**PLANT PROPAGATORS LTD**

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**ASSURED PLANT PROPAGATION AUDIT<sup>1</sup>**

**Nursery:** .....

**Date of Audit:** .....

**Auditor(s):** .....

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**Species propagated:** *Brassicas Lettuce Celery Alliums*

*Strawberries*

*Tomatoes Cucumbers Peppers*

*Organic Propagation Herbs*

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<sup>1</sup> COPYRIGHT ? -PLANT PROPAGATORS LTD DECEMBER 2000

## ASSURED PLANT PROPAGATION AUDIT<sup>2</sup> (Rev. No. 6.1 01.02.01)

3	AUDITABLE POINT	SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
<b>1</b>	QUALITY POLICY					SIGNED STATEMENT TO BE POSTED ON NOTICE BOARDS
<b>2</b>	COMPANY STRUCTURE AND STAFF LIST					DIAGRAM OF COMPANY STRUCTURE TO INDICATE REPORTING RELATIONSHIPS
<b>3</b>	STAFF OPERATIONAL RESPONSIBILITIES (JOB DESCRIPTIONS)					TO DETAIL REPSONSIBILITIES / ACCOUNTABILITIES (AND TO IDEALLY INCLUDE SPECIFIC H&S RESPONSIBILITIES)
<b>4</b>	STAFF TRAINING: PA1 / PA 2 OR PA 6 / BASIS / FACTS					RECORD TO SHOW CERTIFICATES OF TRAINING (IF EXTERNAL AGRONOMIST USED THEN HIS OR HERS TO BE INCLUDED ALSO)
<b>5</b>	FORK LIFTS					CERTIFICATES LAST THREE YEARS
<b>6</b>	LOADING SHOVELS					CERTIFICATES LAST THREE YEARS / MAY NOT BE APPLICABLE IN ALL NURSERIES
<b>7</b>	DRIVING					COPIES OF DRIVERS LICENCES IN FILE (ANNUALLY UPDATED)
<b>8</b>	EQUIPMENT					THIS WILL OFTEN BE INHOUSE
<b>9</b>	INDUCTION					REQUIRED TO FAMILIARISE NEW STAFF WITH H&S ARRANGEMENTS ON NURSERY
<b>10</b>	FIRST AID:					NORMALLY AT LEAST ONE FULLTIME (3-DAY) FIRST AIDER REQUIRED / CERTIFICATES LAST 3 YEARS
<b>11</b>	HEALTH AND SAFETY POLICY					SIGNED STATEMENT TO BE POSTED ON NOTICEBOARDS
<b>11.1</b>	ACCIDENT BOOK					CHECK SYSTEM FOR ACCIDENT REPORTING AND RECORDS
<b>11.2</b>	HEALTH SURVEILLANCE					LINKED TO RISK / COSHH ASSESSMENT / REQUIRED FOR THOSE APPLYING OP'S OR INVOLVED IN WORKSHOP ACTIVITIES
<b>TOTAL</b>						<b>TICK IF OK AND ADD UP EACH COLUMN</b>

<sup>2</sup> COPYRIGHT ? -PLANT PROPAGATORS LTD DECEMBER 2000

<sup>3</sup> Points highlighted in red are essential. Failures in respect of any of these items will require the provision of proof of compliance notified to the PPL Secretary within 3 Months of Audit

4	AUDITABLE POINT	SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
11.3	RISK ASSESSMENT:					H&S RISK ASSESSMENT IS A STATUTORY REQUIREMENT IRRESPECTIVE OF SIZE OF BUSINESS OR EMPLOYMENT STATUS (I.E. APPLIES TO SELF EMPLOYED)
11.4	RISK ASSESSMENT ACTION PLAN					SHOWS WHAT WILL BE DONE, WHEN, BY WHOM AND AT WHAT COST
11.5	COSHH ASSESSMENT:					CAN BE PART OF THE RISK ASSESSMENT / SPECIFIC FOR HAZARDOUS SUBSTANCES / TO INCLUDE NOISE, DUST, SOME PLANTS – CORRIANDER FOR EXAMPLE.
11.6	CHEMICAL STOCK LIST					RECORD FORMS PART OF THE EMERGENCY PLAN
11.7	SOLA'S					NORMALLY KEPT WITH MATERIAL SAFETY DATA SHEETS
12	EMPLOYERS LIABILITY INSURANCE CERTIFICATE					CURRENT CERTIFICATE TO BE DISPLAYED WITH H&S LAW NOTICE AND POLICIES
13	TRADING TERMS AND CONDITIONS					NORMALLY ISSUED WITH ORDER CONFIRMATIONS
14	ORDER CONFIRMATION					SHOULD INCLUDE REFERENCE TO T&C / VARIETY / QUANTITY, CELL SIZE, DELIVERY DATE / TIME, SPECIFICATION, PRICE
15	PLANT PURCHASE SPECIFICATION					DEFAULT SPECIFICATION REQUIRED IN THE ABSENCE OF ANY SUPPLIED BY CUSTOMER
15.1	DISPATCH QUALITY CHECKS					COULD BE CHECKED (NORMALLY GERMINATION) AT ANY TIME DURING PROPAGATION
15.2	PLANT PASSPORT (AUTHORISATION)					FOR NOTIFYABLE PEST / DISEASE
16	ENVIRONMENTAL POLICY					FOR RECYCLING / RECOVERY / DISPOSAL OF MATERIALS ARISING DURING PROPAGATION (AND ENERGY MANAGEMENT)
17	PEAT <sup>5</sup> : SUPPLIER CODE OF PRACTICE					SUPPLIER ENVIRONMENTAL STRATEGIES
17.1	SPECIFICATION					NUTRIENT LEVELS AND TEXTURE / PURPOSE I.E. LOOSE FILL / BLOCKING OR ORGANIC
<b>TOTAL</b>						<i>Tick if OK and add up each column</i>

<sup>4</sup> Points highlighted in red are essential

<sup>5</sup> Or other propagating media

6	AUDITABLE POINT		SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
17.2	PEAT	NUTRIENT ANALYSIS					PROVIDED BY SUPPLIERS VIA AN INDEPENDENT LABORATORY
17.3		DISEASE ANALYSIS					(I.E. BRASSICA - (XANTOMONUS CLUB ROOT) <del>✓</del>
17.4		BATCH NUMBER					TO BE RECORDED WITH SEED LOT NUMBER FOR COMPLETE TRACEABILITY
17.5		SAMPLES					TO BE RETAINED FROM EACH BATCH UNTIL ESTIMATED HARVEST DATE
17.6	STORAGE:	SEGREGATION					REQUIRED TO ENSURE BATCH MIXING NOT POSSIBLE
17.7		WEATHER PROOFING					ESSENTIAL FOR BAGGED PRODUCT
18	ROCKWOOL:	STORAGE : AND SEGREGATION					ONLY APPLICABLE FOR THOSE PRODUCING TOMS / CUCS
18.1		BATCH NUMBER					
18.2		SAMPLES					
18.3		BULK DENSITY					
18.4		PYTHIUM TEST (PRE-DISPATCH)					
19	SEED	SUPPLIER, BATCH AND LOT IDENTIFICATION					FOLDER SHOULD INCLUDE AN EXAMPLE OF ALL DOCUMENTATION ASSOCIATED WITH ONE BATCH TO PROVE TRACEABILITY
19.1		GMO STATEMENT					TO BE PROVIDED BY PPL SECRETARY
19.2	STORAGE:	SEGREGATION					INCLUDE TEMPERATURE CONTROL AND RECORDS / GAUCHO TREATED SEED WILL REQUIRE TEMPERATURE CONTROLLED STORAGE / RECORDS
19.3		SECURITY					CHECK ALSO INSURANCE COVER
19.4		SUPPLIER DISEASE TESTING POLICY					TO BE PROVIDED BY PPL SECRETARY <del>✓</del>
<b>TOTAL</b>							<i>Tick if OK and add up each column</i>

<sup>6</sup> Points highlighted in red are essential

	AUDITABLE POINT		SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
19.5	<b>SEED:</b>	TREATMENT(S)					GIVEN ON THE LABEL (STAFF OPERATING SEEDING LINE WILL REQUIRE DUST MASKS GLOVES AND GOGGLES – FOR USE IF USING AN AIR LINE TO CLEAN DOWN)
19.6		MATERIAL SAFETY DATA SHEETS (MSDS)					TO BE PROVIDED BY SEED HOUSES
19.7		TREATMENT DATE(S)					NORMALLY INDICATED ON SEED PACKETS BY SUPPLIER
20	<b>FERTILISER:</b>	STORAGE AND SEGREGATION					LIQUID STORAGE TO INCLUDE BUNDING
20.1		MATERIAL SAFETY DATA SHEETS					MATERIAL SAFETY DATA SHEETS (THIS TO INCLUDE CROP PROTECTION MATERIALS / PAINTS / OILS / GREASES GLUES ETC.)
21	<b>CROP PROTECTION MATERIALS :</b>	APPLICATION EQUIPMENT					CHECK EQUIPMENT MAINTENANCE AND CALIBRATION RECORDS INCLUDE DOSING EQUIPMENT AND IRRIGATION LINES IF APPROPRIATE
21.1		STORAGE: SECURITY					LOCKED WHEN NOT IN USE
21.2		SIGNING					!
21.3		BUNDING					
21.4		SHELVING					NON PORUS
21.5		SEGREGATION					FLAMMABLES/ POWDERS AND LIQUIDS / POISONS / OPENED CONTAINERS
21.6		SPACE / SIZE					SUFFICIENT TO HOLD ALL MATERIALS
21.7		LIGHTING					SUFFICIENT TO READ LABELS
21.8		VENTILATION					FAN OR AIR BRICKS
21.9		FROST PROTECTION					TO PREVENT LOW TEMPERATURE DAMAGE TO STOCK AND THEREFORE BIOLOGICAL EFFECTIVENESS
		<b>TOTAL</b>					<b>TICK IF OK AND ADD UP EACH COLUMN</b>

<sup>7</sup> Points highlighted in red are essential

8	AUDITABLE POINT		SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
.10	<b>CROP PROTECTION MATERIALS :</b>	MEASURING DEVICES					ENSURE DEVICES(CYLINDERS /SCALES ARE ACCURATE FOR THE QUANTITIES TO BE MEASURED
.11	<b>EMERGENCY:</b>	CONTINGENCY PLAN					USUALLY SITE PLAN(NOTING LOCATION OF FACILITIES, FUEL STORAGE, EMERGENCY TEL NOS AND CHEMICAL STOCK ) TO BE AVAILABLE TO EMERGENCY SERVICES
.12		SPILLAGE CONTROLS					SPILLAGE KIT TO BE A VAILABLE (BAGS/ LABELS / BRUSH / PAN ABSORBENT GRANULES)
.13		DISPOSAL					WASTE DISPOSAL CONTRACTOR TO BE APPOINTED(AND CONFIRMED) <b>CHECK FOR UNAPPROVED PRODUCTS</b>
.14		FIRE APPLIANCE					SERVICED, MOUNTED AND SIGNED
.15		EYE WASH / FIRST –AID					EYE WASH TO BE INDATE (MIN 2*500 ML)
.16	<b>WELFARE FACILITIES :</b>	LOCKERS					FOR NORMAL CLOTHES AND SEPARATE FACILITIES FOR PPE
.17		WASHING FACILITIES					SOAP, HOT WATER, TOWELS
.18		PPE STORAGE AND MAINTENANCE					CHECK DATES OF ANY RPE FILTERS
22	<b>NURSERY:</b>	SITE PLAN					
22.1	<b>SITE MANAGEMENT:</b>	VERMIN CONTROL					TO INCLUDE TRAP IDENTIFICATION / LOCATION / FEEDING RECORDS IF APPLICABLE, NORMALLY ONLY A PROBLEM IN WINTER
22.2		WEED CONTROL					WEEDS SHOULD NOT BE EVIDENT IN ANY GROWING HOUSE OR AROUND THE EXTERIOR PERIMETER OF ANY HOUSE OR LAYING OUT AREA
22.3		HOUSE KEEPING					NURSERY SHOULD BE KEPT CLEAN AND TIDY, ROADWAYS AND PATHS FREE OF OBSTRUCTION
22.4		VISITOR MANAGEMENT					IF FOOT DIPS ARE AVAILABLE THESE SHOULD BE MAINTAINED (ESSENTIAL FOR TOMS / CUCS) VISITORS SHOULD SIGN IN
22.5		RETURNS					TRAYS AND STILLAGES TO BE KEPT SEPARATE FROM CLEANED TRAYS / STILLAGES
22.6		GOODS DISPATCH					SEGREGATION FROM RETURNS / PEDESTIAN MANAGEMENT
<b>TOTAL</b>							<i>Tick if OK and add up each column</i>

<sup>8</sup> Points highlighted in red are essential

9	AUDITABLE POINT			SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
22.7	<b>NURSERY:</b>	SPACE:	UNDER COVER					THE AIM OF THIS CHECK IS TO ENSURE THAT THERE IS SUFFICIENT CAPACITY TO COPE WITH ORDERS
22.8			OUTDOORS					THE AIM OF THIS CHECK IS TO ENSURE THAT THERE IS SUFFICIENT CAPACITY TO COPE WITH ORDERS
22.9			EMERGENCY PLAN					IN THE EVENT OF ORDERS EXCEEDING CAPACITY IT IS POSSIBLE FOR A PROPAGATOR TO RENT GLASS THIS SHOULD BE INCLUDE IN AUDIT
.10		CANTEEN						SHOULD BE MAINTAINED AND CLEAN
.11		TOILETS						CHECK CONDITION OF TOILETS FOR BOTH SEXES
.12		EMERGENCY POWER SUPPLY						IF HIRED REQUIRE EVIDENCE OF CAPACITY/ SUITABILITY ( A THREE PHASE CONNECTION SHOULD BE AVAILABLE ADJACENT TO THE MAINS DISTRIBUTION BOARD )
.13		WATER SUPPLY						INCLUDE ANALYSIS
.14		FUEL STORAGE						BUNDING , SIGNING (NO SMOKING) AND FIRE FIGHTING
23.1	<b>PROPAGATION FACILITIES:</b>	STRUCTURES						INCLUDE MAINTENANCEAND CLEANING RECORDS, SHOULD BE LINKED TO INSURANCE COVER
23.2		VENTILATION						INCLUDE MAINTENANCE RECORDS (INVOICES FOR WORK UNDERTAKEN BY CONTRA CTORS CAN BE USED HERE)
23.3		HEATING						INCLUDE MAINTNENACE RECORDS, IF DIRECT FIRED MAY REQUIRE INSPECTION AND TESTING / INCLUDE GLASSHOUSE TEMP RECORDS
23.4		LIGHTING						INCLUDE MAINTENANCE RECORDS A <b>LL ELECTRICAL EQUIPMENT WILL REQUIRE INSPECTION AND TESTING</b>
23.5		CO2 ENRICHMENT						INCLUDE MAINTNENACE RECORDS
23.6		GERMINATION ROOM						INCLUDE TEMPERATURE RECODING SYSTEMS AND CLEANING RECORDS
23.7		TRAY WASH						INCLUDE USE OF BIOCIDES / WASHINGS DISPOSAL AND CONSENT TO DISCHARGE, OR WAIVER FROM ENVIRONMENT AGENCY
23.8		STILLAGE CLEANING						CHECK POLICY
<b>TOTAL</b>								<b>TICK IF OK AND ADD UP EACH COLUMN</b>

<sup>9</sup> Points highlighted in red are essential

10	AUDITABLE POINT	SYSTEM	RECORD	FACILITY	CONDITION	NOTES WHAT YOU ARE TO LOOK FOR / TEST
23.9	<b>PROPAGATION FACILITIES:</b> SEEDER					INCLUDE RECORD OF CLEANING DOWN BETWEEN BATCHES (COMPOST AND SEED LOTS)
24	<b>PROPAGATION:</b> SOWING SCHEDULE					TO CONVERT CUSTOMER ORDERS TO PROPAGATION PROGRAMME
24.1	GROWING MEDIA BATCH NUMBER					TO BE LINKED TO 24.2, 24.3, 24.4
24.2	SEED LOT NUMBER					TO BE LINKED TO 24.1, 24.3 AND 24.4
24.3	CUSTOMER REFERENCE					TO BE LINKED TO 24.1, 24.2 AND 24.4
24.4	DATE					TO BE LINKED TO 24.1, 24.2, AND 24.3
24.5	PRICKING OUT / TRANSPLANTING SCHEDULE					NORMALLY ONLY APPLICABLE TO TOMS / CUSC
25.6	TRAY OR PLANT MOVEMENTS					IF PLANTS ARE TO BE MOVED DURING PROPAGATION
25.7	CROP INSPECTION					INCLUDE GERMINATION / PEST / DISEASE / NUTRITION
25.8	IRRIGATION <i>INCLUDE WATER ANALYSIS</i>					NOT ALL NURSERIES WILL RECORD WATER APPLICATION <b>HOWEVER CALIBRATION RECORDS ARE ESSENTIAL AS THE IRRIGATION SYSTEM IS OFTEN USED FOR CP APPLICATION</b>
25.9	FERTILISATION					CHECK CALIBRATION RECORDS
25.10	CROP PROTECTION					INCLUDE JUSTIFICATION FOR USE / EQUIPMENT CALIBRATION AND APPLICATION RECORDS
25.11	BIOLOGICAL CONTROL					
25.12	ORDER COLLATION AND DISPATCH					SYSTEM FOR ORDER PICKING, DELIVERY NOTE, PRE-DISPATCH QUALITY CHECK, LABELLING (COSH NOTICE IF DURS BAN TREATED)
26	INVOICE					
27	CUSTOMER CARE POLICY					CHECK POLICY AND COMPLAINTS RECORDS (ALL ACTIONS SHOULD BE NOTED AGAINST EACH COMPLAINT)
<b>TOTAL</b>						<i>Tick if OK and add up each column</i>

<sup>10</sup> Points highlighted in red are essential

## AUDITORS COMMENTS / NOTES<sup>11</sup>

## AUDIT SCORE<sup>12</sup>

PAGE	ACTUAL SCORE A	POSSIBLE SCORE B	POINTS NOT APPLICABLE C	% ACHIEVED [A / (B-C) *100]
2		16		
3		19		
4		32		
5		30		
6		45		
7		52		
8		34		
<b>TOTAL</b>		<b>228</b>		