

PLANT PROPAGATORS LTD

**ASSURED PLANT PROPAGATION¹
SUPPLEMENTARY AUDIT**

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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ASSURED PLANT PROPAGATION **SUPPLEMENTARY AUDIT**² (Rev. No.1.010402)

	AUDITABLE POINT	S Y S T E M	R E C O R D	F A C I L I T Y	C O N D I T I O N	NOTES WHAT YOU ARE TO LOOK FOR / TEST
17.2	PEAT NUTRIENT ANALYSIS					CHECK AVAILABILITY BY BATCH
17.3	DISEASE ANALYSIS					CHECK AVAILABILITY BY BATCH (RHIZOCTONIA /XANTHOMONUS / CLUB ROOT E- COLI / SALMONELLA)
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	SEEDER CLEANING					MUST INDICATE THOROUGH CLEANING BETWEEN LOTS
19	SEED SUPPLIER, BATCH AND LOT IDENTIFICATION					FOLDER SHOULD INCLUDE AN EXAMPLE OF ALL DOCUMENTATION ASSOCIATED WITH ONE BATCH TO PROVE TRACEABILITY
19.1.1	SEEDER CLEANING					MUST INDICATE THOROUGH CLEANING BETWEEN LOTS
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
19.5	TREATMENT(S)					GIVEN ON THE LABEL
19.6	MATERIAL SAFETY DATA SHEETS (MSDS)					TO BE PROVIDED BY SEED HOUSES

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19.7	TREATMENT DATE(S)					NORMALLY INDICATED ON SEED PACKETS BY SUPPLIER
TOTAL						TICK IF OK AND ADDUP EACH COLUMN
3	AUDITABLE POINT	S Y S T E M	R E C O R D	F A C I L I T Y	C O N D I T I O N	NOTES WHAT YOU ARE TO LOOK FOR / TEST
21	CROP PROTECTION MATERIALS: APPLICATION EQUIPMENT					CHECK EQUIPMENT MAINTENANCE AND CALIBRATION RECORDS INCLUDE DDOSING 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	PROTECTION FROST					TO PREVENT LOW TEMPERATURE DAMAGE TO STOCK AND THEREFORE BIOLOGICAL EFFECTIVENESS
21.10	DEVICES MEASURING					ENSURE DEVICES (CYLINDERS /SCALES ARE ACCURATE FOR THE QUANTITIES TO BE MEASURED
21.11	EMERGENCY: CONTINGENCY PLAN					USUALLY SITE PLAN (NOTING LOCATION OF FACILITIES, FUEL STORAGE, EMERGENCY TEL NOS AND CHEMICAL STOCK) TO BE AVAILABLE TO EMERGENCY SERVICES

³ Points highlighted in red are essential

21.12	SPILLAGE CONTROLS				SPILLAGE KIT TO BE AVAILABLE (BAGS/ LABELS / BRUSH / PAN ABSORBENT GRANULES)				
TOTAL					Tick if OK and add up each column				
4	AUDITABLE POINT				S	R	F	C	NOTES WHAT YOU ARE TO LOOK FOR / TEST
					Y	E	A	O	
					S	C	C	N	
					T	O	I	D	
					E	R	L	I	
					M	D	I	T	
							Y	O	
							N	N	
21.13	CROP PROTECTION	DISPOSAL							WASTE DISPOSAL CONTRACTOR TO BE APPOINTED (AND CONFIRMED) CHECK FOR UNAPPROVED PRODUCTS
21.14	APPLIANCE	FIRE							SERVICED, MOUNTED AND SIGNED
21.15	FIRST –AID	EYE WASH /							EYE WASH TO BE INDATE (MIN 2*500 ML)
21.16	WELFARE FACILITIES:	LOCKERS							FOR NORMAL CLOTHES AND SEPARATE FACILITIES FOR PPE
21.17	FACILITIES	WASHING							SOAP, HOT WATER, TOWELS
21.18	PPE STORAGE AND MAINTENANCE								CHECK DATES OF ANY PPE FILTERS
22	NURSERY:	SITE PLAN							
22.1	SITE MANAGEMENT:	VERMIN CONTROL							TO INCLUDE TRAP IDENTIFICATION / LOCATION / FEEDING RECORDS IF APPLICABLE, NORMALLY ONLY A PROBLEM IN WINTER
22.2	CONTROL	WEED							WEEDS SHOULD NOT BE EVIDENT IN ANY GROWING HOUSE OR AROUND THE EXTERIOR PERIMETER OF ANY HOUSE OR LAYING OUT AREA
22.3	KEEPING	HOUSE							NURSERY SHOULD BE KEPT CLEAN AND TIDY, ROADWAYS AND PATHS FREE OF OBSTRUCTION
22.4	MANAGEMENT	VISITOR							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

⁴ Points highlighted in red are essential

22.6	DISPATCH	GOODS				SEGREGATION FROM RETURNS / PEDESTIAN MANAGEMNET	
22.7	NURSERY:	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	
TOTAL						<i>Tick if OK and add up each column</i>	
5	AUDITABLE POINT		S	R	F	C	NOTES
			Y	E	A	O	WHAT YOU ARE TO LOOK FOR / TEST
			T	C	C	N	
			E	O	I	D	
			M	R	L	I	
				D	T	T	
					Y	O	
					N	N	
22.9	NURSERY	EMERGENCY PLAN					IN THE EVENT OF ORDERS EXCEEDING CAPACITY IT IS POSSIBLE FOR A PROPAGATOR TO RENT GLASS THIS SHOULD BE INCLUDE IN AUDIT
22.12	SUPPLY	EMERGENCY POWER					If hired require evidence of capacity / suitability (a three phase connection should be available adjacent to the mains distribution board)
22.13		WATER SUPPLY					INCLUDE ANALYSIS / TANK COVERING / RESEVOIR PROTECTION AND SIGNS
23.6	NURSERY FACILITIES	GERMINATION ROOM					INCLUDE TEMPERATURE RECODING SYSTEMS AND CLEANING RECORDS
23.7		TRAY WASH					INCLUDE USE OF BIOCID / WASHINGS DISPOSAL AND CONSENT TO DISCHARGE, OR WAIVER FROM ENVIRONMENT AGENCY CHECK THAT TRAY ARE BEING EFFECTIVELY CLEANED
23.8		STILLAGE CLEANING					CHECK POLICY CHECK THAT STILLAGES ARE BEING EFFECTIVELY CLEANED
23.9	PROPAGATION FACILITIES:	SEEDER					
24	PROPAGATION:	SOWING SCHEDULE					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
24.1		GROWING MEDIA BATCH NUMBER					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
24.2		SEED LOT NUMBER					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
24.3		CUSTOMER REFERENCE					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS

⁵ Points highlighted in red are essential

24.4	DATE					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
24.5	PRICKING OUT / TRANSPLANTING					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
	SCHEDULE					
25.6	TRAY OR PLANT MOVEMENTS					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
25.7	CROP INSPECTION					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
25.10	CROP PROTECTION					CHECK TO ENSURE CONSISTENCE OF SYSTEMS AND RECORDS
27	CUSTOMER CARE POLICY					CHECK DIARY FOR COMPLAINTS AND ANY ACTIONS
TOTAL						<i>Tick if OK and add up each column</i>

AUDITORS COMMENTS / NOTES⁶

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