**Nursery Name**:

**Certification Number**:

**External Audit Report Date:**

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| --- |
| **General comments** |
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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **A** | **1.2** | **General Description of Nursery** |  |  |
|  |  | Does the facility’s current business still relate closely to the descriptions outlined in their Phase 1 Nursery Manual? |  |  |
|  | 4.0 | Using current map(s) from the Phase 1 Nusery Manual, confirm that they correspond to what you see in a tour of the nursery. If the map system goes to point of identifying actual plant blocks at a particular location, confirm the accuracy of the location within the production area. |  |  |
|  | 4.0, 4.1 | Select a sample of recent boxwood and pachysandra arriving at the nursery and confirm that their source (origin), plant names and quanties are listed properly in their electronic records or on the Plant Suppliers List attached to the Phase 1 Manual. |  |  |
| **B** | **2.0** | **Management Responsibilities** |  |  |
|  | 2.0 | Select one of the three key management positions and determine if the corresponding records are accurate by discussing with the employee. |  |  |
|  | 2.0, 5.4.1 | Examine a sample of shipments to confirm that the staff positions who perform inspections are listed |  |  |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
|  | 2.0, 5.4.1 | Are the staff positions who are performing pest monitoring functions listed in the manual?  With interviews, establish that staff performing pest inspections have been trained to follow the requirements outlined in the Clean Plants Nursery Manual. |  |  |
|  | 2.0 | Through a conversation with selected staff that hold a Phase 1 role, determine what their most recent training consisted of. Confirm if that the Phase 1 training has been recorded. |  |  |
| **C** |  | **Plant Identity and Certification Status** |  |  |
|  | 4.2 | Select a block of boxwood and pachysandra plants and determine if the nursery can identify the origin (where the plants were propagated) |  |  |
|  | 4.2 | Select a random boxwood and pachysandra plant from inventory and determine if this plant can be traced back to its origin using the procedures in the Clean Plants Manual. |  |  |
|  | 4.0 | Examine a selection of the records that are listed in the manual and determine if they are being completed as expected. |  |  |

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| **Manual Section** | **Standard Section** | | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **D** |  | | **Receiving Plants Inspection** |  |  |
|  | 4.1 | | Review samples of recent inspection records. Are the records of inspections up to date and in the form described in the Phase 1 Nursery Manual? |  |  |
|  | 4.1 | | If possible, observe staff inspecting a received boxwood and pachysandra shipment and documenting the results of the inspection as outlined in the Phase 1 Nursery Manual. |  |  |
|  | 5.2.3 | | Determine if a restricted area is created for plants with symptoms and sampling and testing is performed and recorded as outlined in the Phase 1 Nursery Manual |  |  |
|  | 4.1 | | Through discussion with receiving staff, determine if they understand and follow the Phase 1 Nursery Manual’s method of determining the certification status of in-coming plants |  |  |
|  | 5.2.2 | | Determine if the uncertified boxwood and pachysandra plants are placed in an isolation area |  |  |
|  | 4.0, 5.2.2 | | Examine records of the isolation area to ensure that boxwood and pachysandra plants remain there for one growing season (120 days) |  |  |
| **Manual Section** | | Standard Section | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **E** | | **4.3, 5.5** | **Shipping Inspection** |  |  |
|  | | 4.3, 5.5.1 | Through observation of records and discussion with staff, determine if shipping inspections are carried out as described in the Phase 1 Nursery Manual. |  |  |
|  | | 4.3, 5.5.1 | If possible, observe staff inspecting plants prepared for shipping and determine if the inspection is preformed and results recorded as described in the Phase 1 Nursery Manual. |  |  |
|  | | 5.5.2 | Determine if inspected plants are kept separate from non-inspected plants in the shipping area. |  |  |
|  | | 5.5.1 | Determine if a restricted area is created for plants with symptoms and sampling and testing is performed and recorded as outlined in the Phase 1 Nursery Manual |  |  |
|  | | 5.5.1 | Determine if there is a minimum of 2 meter separation between boxwood and pachysandra plants that are received and boxwood and pachysandra plants that are being prepared for shipping in the shipping area |  |  |
|  | | 4.3, 5.5.1 | If the nursery ever ships uncertified boxwood and pachysandra plants, check shipping records to confirm that uncertified plants are properly identified on shipping documents |  |  |
| **Manual Section** | **Standard Section** | | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **H** | |  | **Pest Management in Production** |  |  |
|  | | 5.4.1 | Review a sample of recent pest monitoring and control records to determine if they are consistent with the Phase 1 Nursery Manual’s procedures. |  |  |
|  | | 5.4.1 | Confirm if the stated frequency of monitoring is being followed (minimum of 2 weeks) by examining recent entries in the pest log. |  |  |
|  | | 2.0, 5.4.1 | Confirm if all staff positions conducting monitoring tasks have been trained for those tasks. |  |  |
|  | | 6.0 | Determine if a restricted area is created for plants with symptoms and sampling and testing is performed and recorded as outlined in the Phase 1 Nursery Manual |  |  |
|  | | 6.1 | Determine if boxwood and pachysandra plants infected with Box Blight are deposed of as outlined in the Phase 1 Nursery Manual |  |  |
|  | | 6.1 | Review records of sampling and testing and culls of boxwood and pachysandra plants |  |  |
|  | | 5.3 | Review the list of Best Management Practices and randomly selected one or two to confirm with observation that the practices are implemented regularly |  |  |
| **Manual Section** | **Standard Section** | | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
|  | | 5.6, 6.1, 6.2 | Review the biosecurity and sanitation policies and selected one or two practices to confirm with observation that they are implemented regularly at the nursery |  |  |
|  | | 5.6 | Review the visitor policy and confirm that the procedures are in place for all visitors (Visitor log if used attached as H.4) |  |  |
| **J** | **7.1** | | **Internal Audits** |  |  |
|  | 7.1 | | Confirm that the frequency of internal audits described in the Clean Plants Manual has been achieved since the last external audit. |  |  |
|  | 7.1 | | Review a recent internal audit and confirm that any corrective actions were implemented. . |  |  |
|  | 7.1 | | If any corrective actions were identified in the most recent internal audit determine if they were properly implemented. |  |  |
| **K** | **7.2** | | **External Audits** |  |  |
|  | 7.2 | | Determine if the nursery complied with its responsibilities as described in their Clean Plants Manual for this audit. |  |  |

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| **Manual Section** | **Standard Section** | **Title/ information required** | **Complete?**  **Yes/No/NA** | **Comments** |
| **L** | **1.1** | **Updates and changes to the Clean Plants Manual** |  |  |
|  | 1.1, 8.0 | Review the implementation of the method for recording procedure changes. |  |  |
|  | 1.1, 8.0 | Does the nursery formally revise its Phase 1 Nursery Manual properly given the nature of the procedure changes identified? |  |  |

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| Other general observations |  |
| N/A | The auditor will list the numbers of the Corrective Action Requests produced as a result of this audit:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| N/A | Anticipated date of the next audit is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |