

Plant Production Biosecurity Scheme

DRAFT Core Standard Hazard Management Checklist

DRAFT for consultation 29/5/18

Core Standard Hazard Management Checklist

Note: Numbering intentionally begins at 6 to align with the Core Standard

	Y	N	NA	Level
6. Nursery Essentials				
6.1. Nursery details				
Are all nursery details correct?				Major
Does the nursery description provide an overview of the operation?				Minor
Is a list of all nursery sites maintained accurately?				Minor
Are nursery maps up to date and accurate?				Minor
6.2. Management responsibility				
Is there a designated person responsible for implementing this Scheme?				Major
Does this function have a role description?				Minor
Does the nursery have an up-to-date and active Nursery Manual and/or body of evidence to support biosecurity risk management?				Major
Is an internal Scheme self-assessment undertaken annually?				Major
Is an internal biosecurity risk assessment undertaken annually?				Minor
Are biosecurity risk management records maintained for a period of 7 years following date of dispatch?				Minor
Are records maintained of biosecurity issues raised by staff, suppliers, customers and/or others and subsequent investigation and corrective action?				Recommended
6.3. Staff Training				
Are procedures in place to ensure appropriate training in biosecurity risk management?				Major
Are records of staff training and competence maintained and up to date?				Minor
Are staff monitored regularly to ensure that hygiene practices are implemented? This includes observing routine practices of staff and use of equipment and facilities				Minor
Is a register of authorised persons maintained?				
6.4. Signage				
Are nursery biosecurity signs posted at all entrances?				Major

6.5. Visitors				
Are visitors made aware of biosecurity requirements				Major
Is a visitor register maintained				Major
Are adequate measures in place to manage risks of moving machinery, people and plant material onto and off the nursery?				Major

7. Biosecurity Management Fundamentals				
7.1. Biosecurity best practice				
Has the nursery implemented a systematic approach biosecurity risk management?				Major
7.2. Hygiene				
Does the nursery have documented and hygiene protocols and evidence to show they are used?				Critical
Is the nursery site organised so that biosecurity hazards are mitigated or adequately managed?				Major
Is access to production areas adequately controlled				Major
Have staff been trained in nursery hygiene protocols?				Major
Are vehicles, equipment and tools and/or sanitised appropriately?				Major
Is plant and other waste disposed of and/or treated adequately?				Major
Are work and production areas kept clean and tidy, and cleaned and/or sanitised between batches				Major
Are weeds controlled throughout the nursery sites - in production, growing and storage areas?				Minor
Is visitor access to production areas restricted to only that where it is necessary for the visit's purpose?				Minor
Is vehicle access to production areas restricted to only that necessary for the for the visit's purpose?				Minor
Are vehicles that enter production areas inspected for pests or possible contamination?				Minor
Are nursery hygiene practices implemented by staff as appropriate?				Minor
Do staff undertake appropriate hygiene management between batches, meal breaks, and start and end of days?				Minor
Are instructions provided for hygiene requirements - written notices, signs and/or pictures that are displayed in the appropriate areas?				Minor
Are growing areas cleaned and sanitised between batches?				Minor
Are tools and equipment cleansed and sanitised between batches?				Minor
Are machinery and vehicles cleaned on a regular basis?				Minor

Are all nursery inputs inspected for contamination upon arrival and prior to use?				Minor
Is new or second-hand equipment inspected upon arrival and prior to use?				Minor
7.3. Crop Monitoring				
Does the nursery have documented crop monitoring protocols and evidence to show they are used?				Critical
Does the nursery manual identify crop monitoring procedures and frequency, corrective action and the staff responsible for the implementation?				Major
Are records maintained of crop monitoring activities and outcomes?				Minor
Are records maintained of pests identified during crop monitoring and resulting corrective action?				Major
Are records maintained of any organisms and symptoms that were not able to be identified, and subsequently sent for diagnostics and any resulting corrective action?				Major
Where practicable, are infested plants isolated until the detected pests are identified and corrective action undertaken?				Minor
Are records of pest detections maintained noting details that help inform future monitoring?				Recommended
7.4. Traceability				
Does the nursery have a traceability system with records showing movements of all plants and production inputs from suppliers and/or plant sources through the production system to the purchaser (one step back, one step forward)? (Noting that where a producer sells plants directly to the public, names and addresses of purchasers are not required to be recorded)				Critical
Are records maintained to identify the immediate source of all nursery inputs?				Major
Are records maintained to trace production batches through the production process?				Major
Are records maintained to identify the immediate distribution of all nursery outputs?				Major
Is there a procedure in place in case of the need to react to a biosecurity crisis?				Minor

7.5. Trusted Suppliers				
Is there a protocol on how the nursery establishes trusted suppliers and are records adequately maintained?				Major

8. Hazard Management				
8.1. Transplant				
8.1.1. Plant Stock for Planting				
Does the nursery have measures to ensure plant materials sourced offsite are practically free of pests?				Critical
Does the nursery have records that document the origin of all plant stock for planting?				Critical
Does the nursery have protocols to inspect all plant material sourced from off-site?				Critical
Are plant materials sourced off-site from trusted suppliers?				Major
Are plant materials sourced from off-site isolated and inspected prior to introduction to nursery stock areas?				Major
Are plant materials sourced off-site isolated for a period to ensure freedom from pests?				Minor
Are inspection records maintained for plant materials sourced from off-site?				Minor
Are records kept of any pesticide application?				Major
Are corrective action records are maintained?				Minor
Does the nursery have accurate records of mother stock plant location?				Critical
Does the nursery have protocols to inspect mother stock plants prior to taking propagation material?				Critical
Are records maintained of mother stock plant inspections and any corrective action outcomes?				Major

8.1.2. Growing media				
Does the nursery have measures to ensure growing media and/or its components sourced offsite are practically free of pests ?				Critical
Does the nursery have records of where growing media and/or its components come from?				Major
Are growing media and/or component materials are sourced from trusted suppliers?				Major
Are inspection records are maintained incoming shipments?				Major
Are test records are maintained where any diagnostics are undertaken on growing media or component materials?				Minor
Are growing media preparation processes, equipment and areas designed constructed to prevent contamination?				Minor
Are growing media storage areas constructed to prevent contamination?				Minor
Are growing media production and storage areas built to exclude run-off water?				Minor
Are measures in place to manage pest contamination risk if soilless growing media or components are recycled?				Major
8.1.3. Fertilisers				
Does the nursery have measures to ensure fertilisers sourced offsite are practically free of pests?				Major
Does the nursery have records of where fertilisers come from?				Minor
Is fertiliser is sourced from trusted suppliers?				Minor
Are inspection records are maintained incoming shipments?				Minor
Are fertiliser storage areas constructed to prevent contamination?				Minor
If organic manures are used, has a risk analysis been undertaken, and any necessary measures put in place to manage any identified risk?				Major
8.1.4. Containers				
Does the nursery have measures to ensure containers sourced offsite and their packaging are practically free of pests?				Major
Are containers and packing inspected on arrival for potential contamination?				Minor
Are inspection records are maintained incoming shipments?				Minor
Are container storage areas constructed to prevent contamination?				Minor
Are containers reused, and if so, are they sterilised prior to reuse?				Major
8.1.5. Propagation				

Does the nursery have systems in place to avoid contamination during the propagation process?				Critical
Are propagation facilities and equipment cleaned and sanitised on a regular basis?				Major
Are tools and surfaces sanitised at the start and end of each day, and between batches?				Major
Are spilled growing media and waste organic materials collected and disposed of an appropriate fashion?				Major
8.1.6. Potting and re-potting				
Does the nursery have systems in place to avoid contamination during the potting process and evidence to show they are used?				Major
Are potting facilities and machinery cleaned and disinfested on a regular basis?				Minor
Are tools and surfaces sanitised as appropriate?				Minor
Are spilled growing media and waste organic materials collected and disposed of an appropriate fashion?				Major
8.1.7. Transport to and placement in container growing area				
Does the nursery have systems in place to avoid contamination during transport to the container growing area and evidence to show they are used?				Major
Is the growing area cleaned and sanitised between batches?				Major
Are machinery, vehicles and equipment cleaned on a regular basis?				Minor
Are pathways and roads adjacent to growing areas constructed to reduce contamination from water splash?				Minor
8.1.8. Transport to and planting in field				
Does the nursery have systems in place to avoid contamination during transport to the inground growing area and evidence to show they are used?				Major
Is the growing area cleaned and treated appropriately between batches?				Major
Are machinery, vehicles and equipment cleaned on a regular basis?				Minor
Are pathways and roads adjacent to growing areas constructed to reduce contamination from water (splash)?				Minor
Are records kept reconciling plants that leave the nursery shed and plants that are planted in the field				Minor

8.2. Growing				
8.2.1. Growing areas – all types				
Are growing areas constructed to prevent contamination?				Major
Are surrounding areas maintained to minimise the possibility of contamination?				Minor
Are there adequate buffer zones from potential boundary pest host material?				Minor
Do growing areas drain well?				Minor
Is run-off and wastewater deflected from production areas?				Minor
Are nursery beds and paths constructed to prevent the build-up of standing water?				Minor
Are weeds in growing areas adequately controlled?				Minor
Growing areas – container production				
Are ground level growing areas suitably surfaced to prevent hygiene issues?				Major
Are propagation and greenhouse facilities cleaned and disinfected as appropriate?				Major
Growing areas – Inground production				
Are appropriate measures in place to manage the risk of contamination during plant shape management and evidence to show they are used?				Critical
Are appropriate measures taken to manage the risk of contamination from machinery and vehicles?				Major
Is appropriate testing undertaken for soil and water borne pathogens?				Major
Where fields are used repeatedly for cropping is appropriate soil disinfestation undertaken and records kept?				Major
8.2.2. Irrigation				
Does the nursery manual record all water sources used by the nursery?				Major
Has a risk analysis being undertaken for the likelihood of pathogens in the water supply?				Major
Is water sourced from at-risk supplies – examples, surface features (rivers, ponds, dams) and shallow bores, and if so, is appropriate treatment undertaken?				Major
Is water tested at least annually for pathogens				Minor
Is water recycled, and if so, is it adequately treated prior to reuse?				Major

8.2.3. Nutrition, top-dressing and/or fertigation				
Does the nursery have systems in place to avoid contamination when plants are top dressed or fertigated during the growing period?				Minor
8.2.4. Crop protection – pest and weed control				
Does the nursery have a crop protection management programme?				Critical
If agrichemicals are used, are procedures in place to minimise the risk of resistance build-up using effective agrichemicals and appropriate product rotation.				Major
Does the nursery have a person designated to manage crop protection and prepare crop protection plans?				Major
Do all agrichemical users hold current Growsafe certificates, or work under the supervision of a certified person?				Minor
Are adequate records maintained of agrichemical use and application?				Minor
8.2.5. Plant growth and training				
Does the nursery have measures in place to avoid contamination during the plant growth, training and maintenance process and evidence to show they are used?				Major
Are tools sanitised between batches?				Minor
Are vehicles and equipment cleaned adequately?				Minor
Is waste material collected and disposed of appropriately?				Minor
8.2.6. Harvest from field				
Are appropriate measures in place to prevent pathogen contamination through handling and evidence to show they are used?				Critical
Are appropriate measures in place to prevent contamination during storage?				Major
8.3. Dispatch				
Does the nursery have measures in place to avoid contamination during the order picking and dispatch process and evidence to show they are used?				Critical
Are processes and records for dispatch inspection and treatment of any potentially contaminated material adequate?				Major
Is the dispatch area kept clean and tidy and waste material collected and disposed of in a timely and safe fashion?				Minor

Are tools, equipment and vehicles used in dispatch cleaned and sanitised as appropriate?				Minor
Are records maintained of pre-dispatch plant inspection, any pests detected and corrective action?				Minor
Are packaging materials (pallets, crates, cartons ...) free from contamination?				Minor
Are dispatch records sufficient to facilitate tracing?				Major
8.4. Plant Distribution and Transport				
Is contamination risk during transport appropriately managed?				Minor

9. Documents and claims				
Are Scheme identification requirements being adhered to? (Nursery ID, printed material claims)				Minor

10.Audit				
Has the nursery completed at least one internal audit in the past 12 months and documented non-conformances and actions for improvement?				Major