



VOLUNTARY CODE OF PRACTICE FOR VEGETABLE SEED FOR SOWING - AUDITORS COMPLIANCE CHECKLIST

Company Name _____

Company Address _____

Company Representative _____

Date of Audit _____

Name of Auditor _____

Section	Compliance Criteria	Guidance notes to Company	Evidence Required by Auditor / Observations to be made by Auditor	Audit Results (N/A, Compliance Yes or No - Tick)			Comment (Mandatory when non-compliance identified)
				N/A	YES	NO	
Random Sample Size: Minimum of 10% to a maximum of 10 lines							
4.0	Importation Requirements for Seed	All imported seed must comply with the Import Health Standards (IHS). A Biosecurity Authority Clearance Certificate (BAAC) is required for all shipments of seed entering New Zealand including those used for experimental or breeding purposes.	BACC's available for all seed lines imported since the previous audit.				

VOLUNTARY CODE OF PRACTICE FOR VEGETABLE SEED FOR SOWING - AUDITORS COMPLIANCE CHECKLIST

<p>6.3</p>	<p>Germination Standards</p>	<p>Germination results for a seed lot must meet the germination standard as detailed in the ISF 'Standards for the main vegetable species'.</p> <p>Seed lots for which the germination result does not meet the germination standard as detailed in the ISF 'Standards for the main vegetable species', must be sold with a waiver.</p> <p>Germination testing and results need to be obtained from legitimate seed testing laboratories accredited by IANZ or ISTA. Evidence of accreditation will be requested.</p> <p>In the absence of accreditation comparative testing by an accredited lab will need to be conducted.</p>	<p>All seed lines sold since the previous audit meet the germination standards as deemed by the ISF or has been sold with a waiver.</p> <p>Laboratories used for seed testing must have IANZ or ISTA accreditation, OR</p> <p>Comparative testing has been carried out by an IANZ or ISTA accredited lab and results within 5%.</p>				
<p>6.4</p>	<p>Germination Retest</p>	<p>Germination retesting of seed stock for sale must be carried out at minimum of annually for each seed lot.</p> <p>Germination testing and results need to be obtained from legitimate seed testing laboratories accredited by IANZ or ISTA. Evidence of accreditation will be requested.</p> <p>In the absence of accreditation comparative testing by an accredited lab will need to be conducted.</p>	<p>All seed held in stock since the previous audit has undergone annual germination retesting.</p> <p>Laboratories used for seed testing must have ILAC or ISTA accreditation, OR</p> <p>Comparative testing has been carried out by an ILAC or ISTA accredited lab and results within 5%.</p>				

VOLUNTARY CODE OF PRACTICE FOR VEGETABLE SEED FOR SOWING - AUDITORS COMPLIANCE CHECKLIST

<p>6.5</p>	<p>Foodborne Disease Testing</p>	<p>Seed that is sold for sprouting must be tested for presence of E.coli and Salmonella and must not be sold if levels exceed industry accepted thresholds.</p> <p>Testing of seed for foodborne pathogens needs to be carried out by laboratories that are part of ILAC.</p>	<p>All sprouting seed lines purchased since the previous audit have undergone testing and do not exceed:</p> <ul style="list-style-type: none"> - Salmonella; - E. coli; 100cfu/g <p>Laboratories used for seed testing must be accredited through ILAC.</p>				
<p>7.0</p>	<p>Product Identification and Traceability</p>	<p>Each seed parcel has:</p> <ol style="list-style-type: none"> a) The presence of, or the allocation of, a unique lot designation which are specific to seed supplier, species and seed variety. b) The ability to be traced from the original supplier through to its sale to the purchaser. <p>Records for all lot designations will be maintained for a minimum of two years after last sale.</p>	<p>All seed held in storage at the time of the audit verified to confirm allocation of a unique lot designation.</p> <p>All seed lines sold since the previous audit have traceability from the supplier to the customer.</p> <p>Records for seed lots sold over the past two years are available.</p>				
<p>8.0</p>	<p>Retention Samples</p>	<p>It is advisable that signatories hold retention samples of all lot designations for a period of two years after last sale.</p>	<p>This is a non-critical point however is good practice.</p>				

VOLUNTARY CODE OF PRACTICE FOR VEGETABLE SEED FOR SOWING - AUDITORS COMPLIANCE CHECKLIST

<p>9.0 - 9.9</p>	<p>Seed Parcel Details</p>	<p>Seed sold is required to have clearly written or printed thereon:</p> <p>a) the individual parcel, or b) a label securely attached, or c) a Packing List / Despatch Note</p> <p>The following particulars:</p> <ul style="list-style-type: none"> • Species • Variety • Lot Designation • Germination • Quantity (net weight or seed number) • Treatment • Organic Status & Certification Body • Seller <p>All vendors are bound by the Weights and Measures Act 1987. Equipment for weighing / counting must be correctly calibrated and routinely serviced by an accredited company to maintain its compliance and certification.</p> <p>All seed deemed as having an organic status must be supported by traceable certification for a recognised organic certification body.</p>	<p>All seed held in storage at the time of the audit verified to confirm correct labelling requirements are met.</p> <p>Calibration records for weighing / counting equipment are available.</p> <p>Service records for weighing / counting equipment are available.</p> <p>Traceable certification by a recognised organic certification body available for Organic seed.</p>				
<p>12.0</p>	<p>Customer Complaints</p>	<p>Each organisation will have a policy and procedure for handling complaints.</p>	<p>Policy and procedures in place for handling customer complaints.</p> <p>Complaints received since previous audit handled in compliance with company policy and procedures.</p>				

VOLUNTARY CODE OF PRACTICE FOR VEGETABLE SEED FOR SOWING - AUDITORS COMPLIANCE CHECKLIST

13.1	Scheme Terminology	Organisations will only use words such as certified, registered, verified or approved if provable under a recognised scheme.	Evidence of certification of any schemes the signatory wishes to promote or advertise in statements will be available.				
------	--------------------	--	--	--	--	--	--

DRAFT