



CANADIAN NURSERY CERTIFICATION INSTITUTE
INSTITUT DE CERTIFICATION DES PÉPINIÈRES DU CANADA

Clean Plants Standard

Version 1.4



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Objectives

1. Prevent the spread of regulated pests outside of regulated areas
2. Certify plants for domestic movement
3. Provide export ready plant material to CNCP nurseries
4. Compliance with NAPPO RSPM 24

Glossary of Terms

<i>Audit Service Provider</i>	<i>An organization or entity, approved by the Canadian Nursery Certification Institute to conduct Clean Plants external audits.</i>
<i>Audit Report</i>	<i>Report produced by the approved audit service provider's external auditor; copies are provided to the Clean Plants nursery, the approved audit service provider and CNCI. Audit reports must be kept on file for inspection by CFIA auditors, if requested.</i>
<i>Biosecurity</i>	<i>Measures taken to prevent the introduction and/or to minimize the risk of establishment and spread of a specific pest.</i>
<i>CAR (Corrective Action Request)</i>	<i>A report created by an auditor to describe non-conformance detected during an audit and to describe the corrective action to be taken.</i>
<i>Certification Status</i>	<i>Status of a nursery that has undergone all components of a Certification Program and has been audited to verify that all components are properly implemented.</i>
<i>Certification Identification Number</i>	<i>The unique number assigned by the CNCI to a Clean Plants certified nursery.</i>
<i>Certification Manager</i>	<i>Nursery manager that is responsible for all aspects of the Clean Plants program.</i>
<i>CFIA</i>	<i>Canadian Food Inspection Agency</i>
<i>CFIA Directives</i>	<i>Policy documents that outline specific requirements for the import, export and domestic movement of plants and plant products.</i>

<i>CFIA Movement Certificate</i>	<i>A document, issued pursuant to the Plant Protection Act and signed by an inspector, that authorizes the movement of things within Canada (Plant Protection Regulations, SOR/95-212).</i>
<i>CFIA Phytosanitary Certificate</i>	<i>An official document issued by the plant protection organization of Canada to the plant protection organization of an importing country. It attests that the plants or plant products covered by the certificate have been inspected according to appropriate procedures and are considered to be free from other injurious pests and that they are considered to conform with the current phytosanitary regulations of the importing country.</i>
<i>Clean Plants</i>	<i>An industry designed and delivered, systems-based certification program for the movement of nursery stock within Canada.</i>
<i>Clean Plants Manual</i>	<i>Document prepared by a nursery that outlines all components of the Clean Plants Standard; it includes the Phytosanitary Management System and the Pest Management Plan. Certified nurseries are audited against their Clean Plants Manual.</i>
<i>Clean Plants Stamp</i>	<i>Ink or electronic stamp, issued by CNCI, that bears the Certification Identification Number for the nursery and any pest specific modules for which the nursery is also certified.</i>
<i>Clean Plants Standard</i>	<i>Document that outlines all the required components of the Clean Plants program.</i>
<i>CNCI</i>	<i>Canadian Nursery Certification Institute, a nursery industry organization with the responsibility for accreditation of auditors and certification of nurseries for domestic phytosanitary purposes.</i>
<i>CNCI Accredited Auditor</i>	<i>Auditors that have been trained and accredited by CNCI for purposes of conducting Clean Plants external audits.</i>
<i>CNCI Adjudication Committee</i>	<i>Committee which reviews Clean Plants Manuals, initial facility audit reports and audit reports, when critical non-conformances occur. See Appendix 11 of the Clean Plants Standard</i>
<i>CNCP (CFIA D04-01)</i>	<i>The CNCP is a directive describing a phytosanitary certification program for Canadian nurseries and greenhouses that ship nursery stock to the United States (US) or within Canada.</i>
<i>Control Measures</i>	<i>Methods of pest control.</i>

<i>Corrective Action Plan</i>	<i>The plan, created by the nursery and agreed to by the auditor, to correct non-conformances identified in Corrective Action Requests (CARs).</i>
<i>Crop Protection Manager</i>	<i>A member of the Clean Plants certified nursery management team or a contractor who is responsible and accountable for the overall implementation of the Pest Management Plan.</i>
<i>CSI</i>	<i>Centre for Systems Integration, a national organization that conducts various types of independent verification or audits in the Agri-food sector.</i>
<i>External Audits</i>	<i>An objective appraisal of the Clean Plants program at a facility that is carried out by a CNCI or a CFIA Audit Team to verify that all components as specified in the Certification Manual have been implemented. External auditors can conduct either systems or surveillance audits.</i>
<i>Facility</i>	<i>This term is used synonymously with “nursery”.</i>
<i>Growing Cycle</i>	<i>The period in which plants grow from a propagative state (e.g. cuttings, tissue culture plantlets, pre-finished plants, etc.) to a commercially acceptable size for either retail or wholesale trade. For the purposes of Clean Plants, a growing cycle must be no shorter than 28 days.</i>
<i>Growing Season</i>	<i>Period or periods of the year when plants actively grow in an area, place of production, or production site (FAO 2004). For the purposes of Clean Plants, a growing season must be no less than 120 days.</i>
<i>Internal Audit</i>	<i>An audit conducted by an approved staff member for the purposed of providing an objective appraisal of the Clean Plants system used at the nursery. An internal audit may be a surveillance audit or a systems audit.</i>
<i>Internal Auditor</i>	<i>An employee or contractor that is independent and objective and is designated by management to perform an internal audit to verify that all of the components of the Clean Plants Manual have been properly implemented.</i>
<i>Isolation Area</i>	<i>An area of the nursery set aside to hold plants that may pose a pest risk to other plants on the nursery.</i>
<i>Non-Conformance</i>	<i>Minor, major, and critical non-fulfillment of requirements of the Clean Plants Manual. Definitions are included elsewhere in the Standard.</i>

<i>Non-Conforming Plant Material</i>	<i>Plant material that is found to not conform with the requirements of the Clean Plants Manual.</i>
<i>Non-Regulated Pests</i>	<i>A pest that is not under official control. Often referred to as “other pests.”</i>
<i>Nursery</i>	<i>A facility for the production of woody or herbaceous plants either in ground or containers. Production may be outdoors or in a greenhouse.</i>
<i>Nursery Stock</i>	<i>Any plant for planting, propagation or ornamentation including greenhouse, containerized and field grown plants.</i>
<i>Pest</i>	<i>Any thing that is injurious or potentially injurious, whether directly or indirectly, to plants or to products or by-products of plants and includes any plant prescribed as a pest (Plant Protection Act 1990).</i>
<i>Pest Management Plan (PMP)</i>	<i>A written description of procedures or processes designed to control a pest population, to exclude it from entering the system, or when present to either to eliminate it or to suppress it to a level that meets phytosanitary requirements.</i>
<i>Pest Specific Module</i>	<i>A certification program designed to control the spread of a specific pest which is integrated as part of a nursery’s overall Clean Plants manual.</i>
<i>Phytosanitary Management System (PMS)</i>	<i>A systems approach that is used to direct and control an organization with regard to consistently meeting all the requirements of the Clean Plants program</i>
<i>Phytosanitary Management Practices</i>	<i>A series of production practices designed to ensure a nursery meets all phytosanitary regulations.</i>
<i>Phytosanitary Risk</i>	<i>The possibility of introducing a potentially harmful pest.</i>
<i>Practically Free</i>	<i>A consignment, field, or place of production, without pests (or a specific pest) in numbers or quantities in excess of those that can be expected to result from, and be consistent with, good cultural and handling practices employed in the production and marketing of the commodity (ISPM 5, 2004).</i>
<i>Quarantine Pest</i>	<i>A pest of potential economic importance to the area endangered thereby and not yet present there, or present but not widely distributed and being officially controlled (ISPM No. 5).</i>

<i>Regulated Area</i>	<i>An area into which, within which and/or from which plants, plant products and other regulated articles are subjected to phytosanitary regulations or procedures in order to prevent the introduction and/or spread of quarantine pests or to limit the economic impact of regulated non-quarantine pests (ISPM No. 5).</i>
<i>Regulated Pest</i>	<i>A quarantine pest or a regulated non-quarantine pest (ISPM No. 5).</i>
<i>Regulated Non-Quarantine Pest</i>	<i>A non-quarantine pest whose presence in plants for planting affects the intended use of those plants with an economically unacceptable impact and which is therefore regulated within the territory of the importing contracting party (ISPM No. 5).</i>
<i>Surveillance Audit</i>	<i>An audit of an entire facility to ensure all phytosanitary processes are in place as specified in the Clean Plants manual. Surveillance audits should also include field inspections to verify freedom from regulated pests.</i>
<i>Suspension</i>	<i>Nursery can no longer ship plants as being Clean Plants certified and loses its privilege of using the CNCI stamp/logo; decision is made by the CNCI Board.</i>
<i>Systems Audit</i>	<i>A systematic examination of the organizational structure, procedures, processes and resources to ensure they are adequate to implement the requirements of the Clean Plants Standard.</i>

Introduction

Risk Analysis

A first step in the certification process will be to complete a risk analysis of your nursery business and to write a description of your operation and its particular risk factors in such a way that CNCI can have a clear vision of the relative risk situation at your facility. Refer to Appendix 18 to complete a Risk Analysis specific to your nursery.

The Modular Approach

The Clean Plants program has been designed to allow a nursery to respond to various certification needs under one comprehensive system. (See Appendix 16 for more details on modularization). The Clean Plants core incorporates all the common systems required to produce pest-free nursery stock. It is based on a generic approach and is not intended to address the very specific production requirements needed to manage specific pest problems that may appear from time to time somewhere in Canada. Specific pest certification modules will be developed, as needed, through a partnership between the local industry association and the CNCI. These “pest specific modules” will be offered to Clean Plants nurseries as an add-on to their core Clean Plants systems. The designers of these pest specific modules will take into consideration that many of the systems required to properly certify for the specific pest will already be operating on the nursery as part of the core Clean Plants program. They will utilize these systems to the extent possible to avoid any duplication within the pest specific certification standard. Because the Clean Plants core and the pest specific modules will all be designed around the same philosophy and building blocks it is anticipated that Clean Plants nurseries will be able to incorporate the additional requirements for a specific pest module relatively easily, although there will almost certainly be the need for some additional steps required to address the specific pest.

It is conceivable that nurseries in an area faced with a new pest and requiring certification to maintain their market may need to very quickly implement a new pest specific module, even before they have availed themselves of becoming certified under the Clean Plants core. CNCI intends to allow this flexibility to nurseries facing this sort of emergency situation. However, in order to retain the integrity of the whole Clean Plants system, such nurseries will be expected to apply to become fully Clean Plants certified within one year. The nursery will then have two years to complete the implementation of the Clean Plants program. This grace period is intended to help nurseries who are not yet Clean Plants certified to respond to a very acute need in their area. At the same time CNCI does not wish each and every pest specific program to become a stand alone certification scheme as this approach would undermine the validity of the Clean Plants program itself.

This exact situation occurred in BC in 2005/06 where the *P. ramorum* (Sudden Oak Death) introduction required very swift implementation of the *P. ramorum* module in

most BC nurseries. Most nurseries were certified for *P. ramorum* before they even applied for Clean Plants certification. In their case, there will be the expectation that they evaluate their systems put in place to manage *P. ramorum* to see if there are any gaps to be filled in order to qualify for the core Clean Plants certification.

The more normal approach will be for nurseries to become Clean Plants certified first and thus be in a much better position to respond to the unique requirements of a new pest and to subsequently become certified for it as well.

There will be some additional incremental costs to administer pest specific modules in addition to Clean Plants, however, it is the intent of CNCI to minimize additional audits, fees, etc. and treat them as additional incremental costs only. This philosophy will be reflected in the fees applied to pest specific modules that are added to a Clean Plants certified nursery.

Clean Plants certification does not allow you to export to the US without a CFIA phytosanitary certificate. If you do occasionally export directly but have chosen to become Clean Plants certified instead of CNCP certified, your Clean Plants certification status will not give you any new export entitlements. You will still need to request a traditional phytosanitary certificate for each shipment. You may wish to inform the inspector of your Clean Plants status when he or she arrives to do the inspection, as this will give the inspector some confidence that appropriate systems have been used to produce the plants that you have presented for inspection.

Certification Process

1. Application submission,
2. Payment of fees,
3. Preparation of Clean Plants Manual,
4. Implementation of the Clean Plants Manual on the nursery,
5. Evaluation and approval of: the application, the initial facility evaluation and the Clean Plants manual, by the CNCI Adjudication Committee,
6. Audit – Initial Facility Evaluation Inspection,
7. Signed Compliance Agreement,
8. Certification is granted by CNCI,
9. Maintenance – internal and external annual audits, compliance with corrective action requests within the agreed time line,
10. Issuance of annual certification status by CNCI – electronic stamp with nursery specific certification number and a list of pest specific modules, for which the nursery is certified.

(Suspension of Certification, if required, is done by the CNCI Board.)

Application Process

One application can be used for each nursery provided that the entire nursery is under one management structure. This includes nurseries that use multiple sites for production. However, if the nursery decides that specific sites should not be certified

(not audited), then these sites can be left out of the application and subsequent Certification process. Plants from these non-certified sites can not be sold as Certified. Plants that are transferred internally from a non-certified site must go through the same procedures as plants coming from another non-certified nursery.

If a nursery has multiple production sites and each of these sites has its own management team, individual applications must be submitted for each site requesting certification status. As noted above, plants that are transferred from a non-certified site to a certified site must move through the same procedures as other incoming plants that are from a non-certified source.

Your nursery must identify any Clean Plants pest specific modules for which you also wish to be certified.

A nursery will be given two years from the time of application to fully implement the Clean Plants program or its application will be considered to have been withdrawn. However, plant material cannot be certified until Clean Plants is fully implemented.

See the Administration Section 8.0 of this Standard for more detail on the application (Appendix 1). A nursery may withdraw from Clean Plants at any time by submitting a notice of withdrawal (Appendix 2).

Clean Plants Manual Description

See Appendix 19 for a template you can use to write your Manual.

1.0 General Description of Nursery

The auditor will require a general description of your nursery. The nursery name, address and contact information must be clearly stated. The size of the properties that are used for production (owned and leased), as well as the location of these properties if they are located in different areas from the main property must be described. Section 3 of this standard provides details for maps of the nursery. State the number of employees that work full-time and part-time. A list of the employee names and job titles must be appended to the Manual, for those employees that hold key positions in the implementation of Clean Plants systems. Describe the type of production that your nursery employs (field, container), the types of plants that are produced (broadleaf evergreens, ground covers, herbaceous perennials, conifers, deciduous trees, fruit trees, etc.). A nursery catalogue or inventory list can be included with the submission of the Clean Plants Manual.

2.0 Management Responsibilities

The management at your nursery must implement all aspects of the Clean Plants Manual. Management must make a statement of confirmation of the nursery's commitment to the Clean Plants Standard and adherence to its Clean Plants Manual. This involves the initial planning of all procedures and the detailed writing of the Manual. Managers and staff will be given assignments with specific tasks and responsibilities. Adequate training for these tasks will be arranged and conducted as necessary. The management will make available all records and access to nursery staff to the auditor for external audits. In the case of personnel records for individual employees it is acceptable for them to be referenced in the Manual and stored in secure files for confidentiality purposes. It will be the responsibility of management to determine actions to be taken to correct non-conformances. It is the responsibility of management to ensure the Clean Plants Manual is kept up-to-date as necessitated by changes in nursery operations.

Management is responsible for ensuring that all Clean Plants fees are paid. It is also the nursery's responsibility to arrange for the required external audits, as well as conduct their own internal audits. CNCI cannot grant certification to a nursery that has not maintained the required internal and external audit frequencies.

2.1 Management Personnel

2.1.1 Certification Manager

The Certification Manager is responsible for all aspects of the Clean Plants program and must carry out the following duties:

- Design and implement a Phytosanitary Management System (see Section 3.0 for as full description of the Phytosanitary Management System).
- Design and implement of record management and retention procedures.
- Schedule external audits as required for core Clean Plants or pest specific modules.
- Attend all audits and follow-up examinations.
- Maintain records of non-conformance and records of follow up corrective actions.
- Notify CFIA of any unusual or regulated pest finds.
- Ensure that all nursery staff is appropriately trained for the specific tasks they are assigned within the Clean Plants Manual.
- Maintain records of training of all employees involved in Clean Plants.
- Provide performance feedback to employees on a regular basis.
- Designate an alternate for periods of time when the Certification Manager is on vacation or away from the nursery.
- These duties can be designated to others provided the position and areas of responsibility are identified in the Clean Plants Manual.

2.1.2 Crop Protection Manager

The Crop Protection Manager must be adequately trained to carry out the requirements of the Pest Management Plan. The Crop Protection Manager may be the same person as the Certification Manager at a small nursery where the number of managerial staff is limited. This position can also be assigned to a third-party consultant provided that the documented inspections are filed on the nursery site and recommendations for pest control are performed promptly and as recommended.

Duties of the Crop Protection Manager are as follows:

- Develop and implement the Pest Management Plan (see Section 5.0 for a full description of the Pest Management Plan).
- Notify the Certification Manager if certified plants become infested with a regulated pest or incoming plants are found with a regulated pest.
- Organize the disposal of infested plants in the event that other pest control methods are not available.
- Monitor and control or eradicate non-regulated pests.
- Maintain detailed records of pest-control procedures.
- Designate a qualified alternate.

2.1.3 Internal Auditor

- The internal audit is intended to provide the nursery an opportunity to confirm for itself that all aspects of the Clean Plants Manual are being implemented properly and that staff are conducting their assigned Clean Plants tasks.
- Internal audits will be conducted by the Certification Manager (CM) or someone designated by the CM, as specified with the Clean Plants Manual.
- The auditor must not audit the tasks they conduct themselves.
- The auditor must be empowered to look at records and ask questions to complete the audit.
- Qualifications of the auditor include:
 - Be familiar with the Clean Plants Manual for the facility.
 - Be familiar with the Clean Plants Standard.
 - Know the Phytosanitary Management System used at the nursery.
 - Know the functions of an auditor, as specified by CNCI.
 - Have successfully completed a basic auditor course that is acceptable to CNCI.
- The auditor should maintain a helpful and cooperative approach.
- An internal audit is intended to confirm that the plants produced by the nursery comply with the requirements laid out in the nursery's Clean Plants Manual.
- A nursery has considerable flexibility in designing an audit process that will work for them. This process must be documented in the Clean Plants Manual and must include the method of sign-off to be used in the nursery for audits and any subsequent improvements they generate.

- Audits provide an opportunity to discover ways of improving the Phytosanitary Management System as well as to detect non-conformance.
- In a small facility where the lack of employees makes finding someone for this role difficult, a nursery could consider trading internal audit services with a fellow small nursery.

2.2 Nursery Staff Training

Staff must be trained in the specific area of the Certification Program for which they are responsible. In the case of the Crop Manager and Crop Protection Manager, it is required that they attend the Clean Plants Training Workshop, or watch the Clean Plants Workshop DVD if no live workshops are scheduled during the period of time of application. A training program must be in place and training records maintained. Staff performance needs to be regularly assessed and documented. This documentation shall be made available to the external auditor if requested.

3.0 Phytosanitary Management System

3.1 Nursery Map

A map, detailing specific areas of the nursery (i.e. potting, propagation, shipping, etc.) as well as the location of each zone within the production areas, must be included in the Clean Plants Manual. The location of any isolation areas must be clearly identified. Arrows to indicate product flow through the nursery facility must be shown. Include all locations of your nursery which fall under the same Certification ID number.

3.2 Plant Product Suppliers and Plant Identity

3.2.1 Plant Suppliers

A list of **all** current plant suppliers must be maintained. The supplier company name, location and business address, plant genera purchased from that supplier, quantities and sizes will be recorded. See Appendix 22 Template 4 for a sample of what this record might look like. Plants shipped to CNCP nurseries for export must meet US requirements. In more complex production systems, for example, where rootstocks are being grafted, a more comprehensive record system may be required to trace all the components of the final product.

3.2.2 Plant Identity

Plant identity records must be maintained to facilitate the trace forward or trace back of all plants on the nursery, regardless of their source and regardless of whether they arrived as “certified” or not.

3.2.3 Plant Identity for CNCP Customers

If your business includes producing plants for sale to a CNCP nursery for export, a number of important criteria must be met to ensure that they are export ready. These criteria can be quite specific to the genera involved, where they were sourced from, how long they were grown on your nursery, and how long the CNCP nursery might grow them before they are exported. Clean Plants nurseries must ask their CNCP customers to specify what these requirements must be for each sale to be made. These requirements will be incorporated in the production system and recorded in the Clean Plants Manual. The Clean Plants nursery must then be able to demonstrate in their Phytosanitary Management System how these criteria are met. Only then can the plants be sold as “Clean Plants certified” to that CNCP customer. Criteria around proof of origin, duration on your nursery, whether the plants were grown in a growing media, etc. are among the criteria that the CNCP nursery will detail for you. You can find full details of the export requirements for shipments to the US by reading USDA Quarantine 37 which can be found at <http://www.aphis.usda.gov/ppq/Q37/>. Further information is also available in Appendix 1 of the CNCP Manual.

3.2.4 Inadequate Identification

For the nursery to be Clean Plants certified they must demonstrate they have an identification system that allows trace back to be carried out. Plants or blocks of plants that cannot be identified can be sold to any customer that does not require certified plants without jeopardizing the Clean Plants certification status of the nursery. Under the terms of Clean Plants certification, plants sold as non-certified because of inadequate identity will be the exception rather than a regular production practise.

3.3 Inspection of Incoming Plants

Each shipment of plants that are brought into the nursery from outside sources must be inspected and documented that they are free of regulated pests and practically free of other pests before being moved into either the Clean Plants certified or the isolation area. See Appendix 3 for lists of records that need to be maintained depending on the supplier’s certification status and location. See Appendix 4 for specific inspection and growing-on requirements. The facility staff delegated to conduct incoming inspections must be listed in the Clean Plants Manual and must initial each inspection record entered.

Non-certified plants that have been inspected and found to be free of regulated pests and practically free of other pests may be moved into the appropriate production area along with certified plants. However, because they are still not certifiable they must be kept segregated from other plants in the area and be identifiable in your plant identity system. Intermingling such non-certified plants into a block of similar certified plants, without maintaining the identity of the non-certified group of plants would reduce the status of the whole block to “non-certified”.

Non-certified plant purchases that are held at in the shipping area for immediate re-sale cannot be sold as Clean Plants certified plants. This designation must be clearly stated on the packing slip and invoice. The Clean Plants Stamp with the Certification ID must not be used. However, these plants can be sold to any customer that does not require certified plants without jeopardizing the certification status of the nursery.

3.4 Time Period Required for Clean Plants Certification

Time required to Clean Plants-certify plants that are received at your nursery depends on the supplier's certification status.

All plants will be considered certified if they:

- are received as certified stock from CNCP or Clean Plants certified Canadian suppliers, or
- have been inspected **by the CFIA** at the originating facility or at your nursery and are accompanied by a CFIA 1337 Inspection Report.
- **have been received from US suppliers accompanied by a U.S. export Phytosanitary Certificate.**

Plants from non-certified suppliers within and outside Canada will need to be grown for a minimum of one growing season for outdoor grown plants and one growing cycle for greenhouse grown plants and be audited during a growing season audit before becoming Clean Plants certified.

However, if you make business decision to sell to a CNCP nursery, who may wish to export the plants you sell them, you must obtain from the CNCP nursery the full set of criteria that the plants must meet in order to satisfy the certification requirements for the CNCP nursery, including US origin requirements. The Clean Plants nursery must then be able to demonstrate how in their Phytosanitary Management System document that these criteria are met. Only then can the plants be sold as "Clean Plants certified" to that CNCP customer.

Supplier Origin and/or Certification	Clean Plants or CNCP Certified Canadian Supplier	Non-Clean Plants or Non- CNCP Canadian Supplier	US Supplier	Supplier Outside the US and Canada*
Time to certify for domestic sale	None, certification is continuous	One growing season or growing cycle* plus audit	None, certification is continuous, if accompanied by a US export phytosanitary certificate	One growing season or growing cycle* plus audit or one calendar year
Time to certify for sale to a CNCP nursery for export	Confirm specific requirements from your CNCP customer and then demonstrate that all criteria provided are met.			

* Growing season applies to outdoor grown plants, growing cycle applies to greenhouse grown plants

3.5 Inspection at Shipping

Each shipment of plants must be inspected at the time of shipping for both regulated and non-regulated pests regardless of certification status, in accordance to inspection procedures as outlined in their Clean Plants Manual. Plants which are inspected and are found free of regulated pests and practically free of other pests must not be mixed with plants that have not been inspected.

Detection of a regulated pest must be reported to the Certification Manager immediately. The Certification Manager will determine if the find constitutes a non-conformance*. If so, it is the responsibility of the Certification Manager to contact both CFIA and CNCI. Records of shipping inspections must be maintained, including customer name, location, date of shipping, results of inspection, follow-up action, and inspector's name. This information can be incorporated into the packing slip or if a separate sheet is required, see Appendix 25 Template 7.

* In some instances, the find of a regulated pest will not constitute a non-conformance. An example would be the find of Japanese Beetle, if the plant material is not being shipped outside of the regulated area. However, if the shipment is destined for a non-regulated area, the find will constitute a non-conformance and should be reported to CFIA and CNCI.

3.5.1.1 Special Requirements for CFIA Regulated Areas

Nurseries located within areas that are regulated to control the movement of regulated pests may require Movement Certificates (MC) from CFIA to provide for movement of plant materials out of the regulated area. Blanket Movement Certificate will be issued by a CFIA inspector to those nurseries in compliance with the criteria as outlined in the D-memo for each regulated pest. The length of time that MCs will be valid is variable and is established by the CFIA and/or the D-memo for each specific pest. It will be the responsibility of the nursery to photocopy, number and track all movement certificates that accompany outgoing shipments. It will be the responsibility of the nursery to outline in their certification manual the specific steps they will take to comply with each regulated pest that affects their business. (A complete list of regulated pests and the D-memos can be found in Appendices 5, 6a & 6b).

3.5.1.2 Special Requirements for Other Pest-Specific Modules

Nurseries that wish to incorporate other pest-specific certifications may include the special requirements for those programs within their Clean Plants Manual. Their Clean Plants Manuals will be audited for compliance to the pest-specific module as well as the Clean Plants program. The Clean Plants certification status will include a Movement Stamp that will indicate to the customer the supplier's certification status for each specific pest.

3.5.2 Additional Requirements when Supplying CNCP Nurseries for Export to the United States

If your business includes producing plants for sale to a CNCP nursery for export a number of important additional shipping inspection criteria must be met to ensure that the plants are export ready. These criteria can be quite specific to the genera involved, where they were sourced from and any particular pest situations that apply in your area. Clean Plants nurseries must ask their CNCP customers to specify what these requirements must be for each sale to be made. The Clean Plants nursery must then be able to demonstrate how their shipping point systems and procedures systems document that these criteria are met. Only then can the plants be sold as “Clean Plants certified” to that CNCP customer.

3.5.3 Sale of Plants with Minor Pest Infestations

Plants must be sold practically free of other pests. To be considered practically free of other pests, plants must be without pests in numbers or quantities in excess of those that can be expected to result from, and be consistent with, good cultural practices employed in the production and marketing of those plants.

Plants with minor infestations of non-regulated pests that are normal for the time of year or due to weather conditions could be considered practically free and could be sold as Clean Plants certified.

However, it is possible to sell plants domestically that do not meet the Clean Plants Standard because of not having met the residency time requirements, origin or other non-pest related reasons. Such plants would still have to be inspected at time of shipment and found free of regulated pests and practically free of other pests. The Clean Plants Stamp with the Certification ID must not be used, except in the case of a mixed load containing both certified and non-certified plants, where the Clean Plants Stamp could be used on the documents describing the certified plants. Sales and shipping documents for such plants would also have to clearly show the non-certified status of the other plants in the shipment.

3.6 Clean Plants Stamp

Each year CNCI will issue an electronic formatted version of the Clean Plants Stamp for your nursery. Your nursery can use the stamp electronically to “stamp” shipping documents or have an ink stamp made. All stamps will show the year to which they apply. The Clean Plants Stamp and Certification Identification Number (electronic or ink stamp) must be stored in a secure area within the nursery. Nursery staff that are authorized to use the stamp and ID number must be listed by name in the Clean Plants Manual. Each use of the stamp and ID number must be documented along with the following information*, which must be locatable somewhere in the nursery’s record system (for example on the shipping invoice of each shipment on which the stamp is used):

Shipping destination in Canada
Genera and species, variety/cultivar
Volume of plants certified

***Note: Country of origin of plant material is not longer required to be documented.**

If the plant order contains certified and non-certified plants (because of origin or time limit considerations), the difference between the two designations must be clearly shown on the shipping documentation. There will be a clear delineation between certified and non-certified plants, either through clear separation at the time of shipping or through separate labels. This delineation must be specified on the shipping documents.

The Clean Plants Stamp will also list the pest specific modules for which your nursery is certified.

In addition to the using the Clean Plants stamp some crops may also require a CFIA Domestic Movement Certificate or a CFIA Phytosanitary Certificate (for exports).

3.7 Records and Documents

It should be noted that various sections of this standard refer to records. In many cases the normal records used by the nursery will contain the information required by the specific section of Clean Plants. In such cases the nursery does not need to create duplicate records just for Clean Plants. It is however, important in your Clean Plants Manual to make appropriate reference to the records used in this fashion. It is also critical for the nursery to review the content of such records to ensure that they capture what is required for Clean Plants and make any modifications to close such gaps (i.e. an internal audit). The records produced for the Clean Plants program must be securely stored on the nursery site. These records are to be made available to the CNCI accredited auditors or CFIA auditors on request. Records that track the identity of plants and provide information for trace back and trace forward searches must be kept for seven (7) years. Other records that are required by the Clean Plants must be maintained for a minimum of three (3) years.

These records must be maintained within Clean Plants. Where indicated on the Appendix and/or template, records should be signed and dated by the appropriate personnel as specified in the Clean Plants Manual:

- Training records for managers and staff. See Appendix 20, Template 2.
- Propagation records (Plant name, date, numbers, location). See Appendix 21, Template 3.
- Plant suppliers list (Supplier name, plant names, location(s), Certification status). See Appendix 22, Template 4.

- Incoming plants packing slip/invoice (Supplier, plant name, quantities, Phytosanitary Certificate for imports).
- Incoming plant inspections, follow up action, inspector's name. See Appendix 23, Template 5.
- Monitoring inspections and subsequent control actions, names of inspectors and pest control applicators. See Appendix 24, Template 6.
- Pest log. See Appendix 24, Template 6 (Dates of finds, pest name, severity of infestation or infection).
- Shipping records picking slip or packing slip (Customer's name, plant names, quantities, Phytosanitary Certificate for exports).
- Shipping inspections, follow-up action, inspector's name and signature. See Appendix 25, Template 7.
- Inventory of certified and non-certified plants.
- Audit reports – internal and external (Systems audit and CFIA Surveillance audit).
- Follow-up actions from audit reports.

3.8 Non-Conforming Plant Material

Both CFIA and CNCI must, within 24 hours, be notified of any detection of any regulated pest found outside the regulated area or any suspect regulated pest. Culled plant material must be disposed in a way that prevents the spread of the pest to non-infested plants or the environment and in a manner approved by CFIA. The nursery must also investigate whether any shipments of plants containing the newly detected pest might have occurred and notify both CNCI and CFIA of that possibility.

4.0 Audit Overview

4.1 Internal Audits

The Certification Manager must appoint an internal auditor and management must empower that individual to conduct audits of the facility's systems and the staff that are engaged in delivering the Clean Plants program at the nursery. Other staff must cooperate with the internal auditor and the auditor must be given access to the information they need. The Certification Manager must allow the internal auditor to report findings without fear of reprisal from colleagues. A system must be developed to determine appropriate corrective action, to implement it in a timely fashion and to confirm success through follow-up review. The Clean Plants Manual must contain a description of the audit process, the name of the internal auditor and the system for implementation of corrections. A third party contractor may be retained to do internal audits, or a designated facility staff who does not have primary responsibility for the functions being audited, may be used. For very small nurseries it may also be possible for similar nurseries to trade audit services to each other, thus respecting the requirement that an auditor does not audit his

or her own tasks while offering a very cost effective solution to both nurseries. Records of audits must be filed and made available for review by external auditors.

Audits must be done on all aspects of the Phytosanitary Management System and the Pest Management Plan described in the Clean Plants Manual. In fact any aspect of the Clean Plants Manual is subject to scrutiny by the internal auditor. Internal audits offer the opportunity for the nursery to detect areas for improvement to their systems. It is suggested that internal auditors utilize the same tools to complete their internal audits as the external auditor would use. These can be found in the audit section of this Standard (Section 7.0 Systems and Surveillance Audits).

Your nursery should conduct as many internal audits as you feel are necessary to ensure the smooth and complete implementation of the Clean Plants Manual at the facility. One shipping season and one growing season internal audit are required as a minimum. Certainly, more than this minimum would be wise in the early stages of implementation. It would also be wise for an internal audit to be done in advance of each external audit so that opportunities for improvement could be found and implemented before the external auditor or the CFIA arrive for their respective audits.

4.2 External Audits

CNCI accredited external auditors will also conduct a systems audit at least once per year. The Canadian Food Inspection Agency will conduct audits at a sample of nurseries each year. Full details of this process can be found in the Audit Section of this Standard (Section 7.0). A list of accredited auditors will be published by CNCI. It is the facility's responsibility to schedule the auditor of their choice to carry out the compulsory Systems Audit each year. The Clean Plants Manual must include a description of who will ensure that this occurs and detail the process staff will use to interact with the external auditor.

5.0 Pest Management Plan

The Pest Management Plan (PMP) outlines methods used for pest control of regulated and non-regulated pests of plant species commonly grown at your nursery. Where available, this plan will follow the Nursery Production Guide for the province in which the nursery is located.

5.1 Regulated Pests

Regulated pests must be controlled during the production period and no evidence of these pests must be found during the pre-shipping inspection. Requirements (inspections, pesticide applications, etc.) which comply with specific regulated pest certification programs or CFIA Directives when shipping outside of a regulated area

must be met. (An up-to-date listing of these references can be found on CFIA's web site, <http://www.inspection.gc.ca>). Similarly, requirements of specific Clean Plants pest modules, which are attached to the Clean Plants Stamp, must also be followed. The Clean Plants Manual for the nursery should include reference to all pest specific programs which apply to the nursery and a copy of the particular Clean Plants Module or the CFIA directive must be appended to the Manual and be available to staff who implement the Clean Plants systems.

5.2 Pest Detections and Control

To reduce the risk of pest introduction into your nursery, all incoming plant **shipments** must be inspected for pests before entering the production facility. Plants in both the Certified and isolation areas must then be monitored for pests, particularly CFIA regulated pests, throughout the growing cycle. Details on frequency of monitoring, numbers of plants examined per block, and record keeping must be stated in the PMP. Follow up corrective actions and control measures must be performed in a timely manner. Those records must be matched to the detection records. Employees that are responsible for inspections and follow up actions must be listed in the Clean Plants Manual.

Plants must be inspected for regulated and non-regulated pest infestations at shipping. Orders that are inspected must be kept separate from non-inspected orders to prevent contamination.

5.3 Biosecurity

Biosecurity will follow requirements of CFIA specific regulated pest programs and/or Clean Plants pest specific modules.

5.4 Pest Management Plan Records

A pest log must outline the frequency and results of all pest scouting and monitoring. This includes any sampling and testing that was done for specific diseases. Records for pesticide or other control applications must be maintained. These follow up actions must be documented with the date, control method, chemical or product used (includes cultural or physical controls), follow up inspection which verifies successful control, and name(s) of staff member(s) involved in each stage of inspection and control. See Appendix 24 Template 6.

6.0 Updates and Changes to the Clean Plants Manual

All revisions to procedures, assignments of tasks, etc. should be summarized and noted in the Clean Plants Manual. When the Manual is revised, the changes and updates will be incorporated into the Manual. Substantive manual revisions must be sent to CNCI. It is the responsibility of the nursery to highlight changes for efficient

review by the CNCI. Updated Manuals should be dated and include a new version number to keep track of the most recent version.

7.0 External Audits

7.1 Roles and Responsibilities

7.1.1 The Facility

An internal audit system will be developed and documented in the facility's Clean Plants Manual. Details relating to the internal audit requirements are included in Section 4.1 of this Standard. In addition to their own internal audits the facility is responsible for scheduling a CNCI Accredited Auditor to do the compulsory annual Systems Audit. If the facility is selected to be audited by CFIA the facility will be required to participate in that audit.

7.1.2 Canadian Nursery Certification Institute (CNCI)

The CNCI is responsible for the delivery of the Clean Plants program within all provinces and territories. To ensure consistency, the CNCI policy will ensure uniform national certification processes are in place and that audits are conducted in accordance with the specifications outlined in this document. Various audit tasks will be delegated to an accredited audit service provider. Oversight of the audit process will be conducted by the Canadian Food Inspection Agency.

All audits must be done by a CNCI Accredited Auditor. Audits may be done by a single Auditor or by an audit team. Team size will be determined by the size and complexity of the audit being performed and the associated operational imperatives.

The Auditor must:

- be an accredited CNCI Auditor;
- have successfully completed a recognized Lead Auditor training course;
- have successfully completed CNCI technical competency and audit training appropriate to the nursery certification modules they are auditing.

7.1.3 CFIA Audits

CFIA will provide audit oversight for the Clean Plants program by reviewing the performance of the accredited audit service provider. They will also conduct audits on a select number of nurseries each year to ensure that the Clean Plants program is operating as intended at the nursery level.

7.2 External Audit Details

7.2.1 Frequency and Timing

The Clean Plants program will utilize external audits, carried out by auditors fully accredited by CNCI. In addition to an initial facility evaluation (Appendix 7b) there will be at least one systems audit done by external auditors. Facilities may choose the external auditor they wish to use, from a published list of CNCI Accredited Auditors. In the event a facility is selected for a CFIA audit, they must comply with that request, however, a second CNCI audit will not be required within the same year. It is the Facility's responsibility to schedule timely external audits in order to ensure one Systems Audit is done during the active growing season or before the end of the shipping season. The facility must supply their auditor with copies of their Clean Plants Manual (with any recent revisions identified) and the most recent year's internal and external Audit Reports, at least one month before the audit.

7.2.1 Preparing for an Audit

When a facility contacts an auditor to arrange for an external audit to be done the auditor must confirm with the Certification Manager the appointment details and explain his or her expectations for the audit, including: what facility staff needs to be available for the audit, office space for the audit, and the purpose and scope of the audit. The auditor must also ensure that he/she has the most recent copy of the Clean Plants Manual, previous audit reports, any corrective action requests from the previous audit and any other necessary documents.

Prior to the audit, the auditor must develop an audit plan, outlining specific focus areas for the audit. The focus of the audit will be determined by taking into account previous audits, facility performance between audits or any other current issue happening within the industry. The auditor will provide the audit plan to the facility at least one week prior to the audit.

7.2.2 Review of the Clean Plants Manual

The auditor must conduct a review of the facility's Clean Plants Manual, particularly in areas where it has been modified since the last audit, as well as previous internal and external Audit Reports for the previous year. For efficiency, the document review will generally be completed prior to the actual audit visit.

7.2.3 Opening Meeting with Facility Personnel

The auditor must arrange for an opening meeting with the key senior management, the Certification Manager (CM), Crop Protection Manager (CPM) and any other interested staff of the participating facility, to discuss among other items: audit criteria, availability of staff, method of performing the audit, method

of handling any non-conformances found during the audit, time and place of the closing meeting, and distribution of an audit report.

7.2.4 The Audit

The Auditor must record his or her observations and findings during the audit. The audit checklists are: Appendix 7a - Checklist for Manual Evaluations, Appendix 7b - Checklist for Initial Facility, and Appendix 7c - Checklist For External Audits. Evaluation should be used to ensure that the audit is carried out systematically and objectively. Audit inspection records must include the following information:

1. the date of the audit,
2. the names of all the members of the audit team,
3. the name and address and certification number of the facility audited,
4. areas of the facility audited,
5. observations and findings of the audit,
6. fees charged,
7. estimated dates of future audits,
8. other comments; and
9. references to any Corrective Action Request.

7.2.5 Audit Scope

The audit must be conducted by means of: staff interviews, observation of activities, examination of documents and records, examination of the Clean Plants Manual, and confirmation of the facility's ability to carry out the Phytosanitary Management System and Pest Management Plan as described in their Clean Plants Manual. The auditor must obtain sufficient evidence within the company's record keeping systems to:

- Assess the adequacy and effectiveness of the Phytosanitary Management System in meeting the requirements specified in the Clean Plants program.
- Determine whether required supporting documentation is sufficient, current, and readily available to staff.
- Determine that work is being performed in accordance with the procedures specified in their Clean Plants Manual and that appropriate records are being kept.
- Verify that staff assigned to the roles of CM and CPM in the Phytosanitary Management System are still employed and filling their roles.
- **Evaluate if the procedures in place are adequate to ensure that any pest problems are quickly identified and appropriate actions are taken.**
- **Verify that the facility has operated their Pest Management Plan as it was described in the Clean Plants Manual.**
- **Verify that the origin of plant material shipped into the facility is being properly recorded in such a way as to facilitate trace back, this applies to all incoming stock whether it be from a CNCP nursery, another Clean Plants nursery, an import or a completely non-certified source.**

- Verify that internal audits have been performed, Corrective Action Requests have been generated and corrective actions completed.
- Verify that appropriate steps are taken to ensure the eligibility of plants included in shipments that are sold and stamped as certified Clean Plants stock.
- Verify that non-certified plants have not had the Clean Plants stamp applied to their shipping documents.
- Confirm that the use of the Clean Plants stamp conforms to the Clean Plants Standard.
- Confirm that adequate records and documents are maintained; and
- Determine the cause of any non-conformances found and to discuss with management of the nursery, strategies to address the non-conformance.

Each audit does not have to cover all the elements described above as the auditor may choose to put emphasis on particular aspects for each visit. The areas selected will be determined from a review of previous audit reports, from examination of internal audit reports, from the season the audit is done in, and from the judgment of the auditor. However, as a minimum, items shown in **bold** above must be included in each audit. All aspects of the Clean Plants Manual must be audited over the course of two successive audits covering both a growing and a shipping season audit.

If an audit is conducted to confirm appropriate corrective actions have been accomplished according to the agreement set out at a closing meeting or following a suspension, the audit and its subsequent report will focus entirely on the non-compliance areas. In addition to the actual corrective action, the auditor should look for evidence that the Facility's Phytosanitary Management System and/or Pest Management Plan within the Clean Plants Manual has been modified in such a way to avoid similar future problems. The facility must inform CNCI of substantive changes (i.e. important changes that would have a material effect on the Phytosanitary Management System, the Pest management system, the record keeping system or the staff assignments) to be made to the manual and such changes will be approved by CNCI before they are implemented.

7.2.6 The Closing Meeting

The Certification Manager and possibly the Crop Protection Manager must meet with the auditor to review the audit findings, discuss any non-conformances, and decide upon an action plan for correction. The auditor and the Certification Manager must agree to dates by which corrective actions will be completed, the method to be used to confirm completion of the corrective action and the consequences if corrective actions are not completed on time. The auditor must inform the Certification Manager of any potential changes in the facility status at the closing meeting. In addition, any critical non-conformances must be discussed as these are likely to result in immediate suspension of the facility's certification status by CNCI. Decisions to suspend a facility are not made directly by the auditor. However, the auditor may require the nursery to suspend shipping of plant material as "certified" in situations where the integrity of the material is

jeopardized. The auditor will be required to submit the Audit Report, Corrective Action Requests and the agreement around corrective action implementation, to the CNCI Adjudication Committee for their review and final decision.

7.2.7 CNCI Adjudication Committee Audit Review

The auditor must immediately report to CNCI staff, as described above, in all cases where the audit detects critical non-conformances that are likely to result in a change of certification status of the establishment; this reporting process will allow input from CNCI in any cases of recommended de-certification before that decision is formally communicated to the establishment. CNCI will notify the facility, in writing, of the approved corrective action plan and time lines and if any restrictions on sale of certified material will be necessary while corrective actions are being made. CNCI will also reconfirm the agreement that if corrective actions are not made within the time line, suspension will result.

If the corrective actions have not been confirmed by the agreed-to date, CNCI will proceed with suspension of the establishment. The establishment will no longer be eligible to use their Clean Plants stamp and will be expected to return it to CNCI.

7.2.8 Non-Conformance

Types of non-conformance include:

- Critical – those infractions that put the integrity of the systems supporting certification in jeopardy to the point that products must not be shipped as Clean Plants certified product until the situation has been corrected. The Clean Plants stamp cannot be used during this time. Some non-conformances may be such that the auditor or the adjudication committee feel that it is necessary to suspend shipments of product as certified until the corrective action is completed. In such cases the nursery will be informed of this decision through written notification on a Shipment Suspension Report (see Appendix 9b). Suspension of shipping privileges, as certified stock may apply to the whole nursery or to a portion of its production depending on the circumstances.
- Major – those infractions which are more isolated in nature and do not put the certified status of plants in immediate jeopardy. Corrective action will be required within a negotiated time frame.
- Minor – those imperfections that do not directly impact on the certification status of plants, but if left unattended could lead to more serious non-conformance. Unless the number of minor non-conformances alone or combined with major non-conformances equal a critical non-conformance, nurseries will be required to correct minor non-conformances prior to their next audit. Corrective actions will be detailed in the Clean Plants Manual.

Definitions and examples of these non-conformances can be found in Appendix 8, Classification of Clean Plants Non-Conformances. Nurseries are encouraged to look at the detection of non-conformances as an opportunity to improve their operation.

7.2.9 Corrective Action Requests

When non-conformance of any kind is detected in an internal audit or an external audit a Corrective Action Request must be produced by the auditor. See Appendix 9a for the Corrective Action Request form. It is the responsibility of the nursery to specify how the problem will be corrected and the timeline. **Note however, corrective actions must be implemented by the next audit or as stipulated by CNCI Adjudication Committee.** In many cases the corrective action may lead to the need to correct a portion of the systems used at the nursery. In such cases the Clean Plants Manual must also be amended to reflect these improvements. The facility must inform CNCI of changes to be made to the Manual and such changes will be approved by CNCI before they are implemented.

7.2.10 Audit Report

In the case of satisfactory audits, the auditor is responsible for producing an Audit Report within ten (10) working days of the audit. Copies of such reports are to be distributed to the Facility, to the accredited audit service provider and to CNCI.

If an audit detected critical non-conformances that are likely to result in suspension, the Audit Report along with supporting Corrective Action requests and the corrective action implementation plan must be produced and distributed to CNCI within five (5) working days of the audit and the CNCI Adjudication Committee must meet and report back to the facility within ten (10) working days of the audit. In many cases the auditor will use the various Audit Checklists (see Appendix 7a - Checklist for Manual Evaluations, Appendix 7b - Checklist for Initial Facility Evaluation, and Appendix 7c - Checklist for External Audit) as the main body of the audit report but the auditor is free to comment on any aspect of the audit that may not appear in the Checklist. The audit reports must be made available to CFIA staff on request.

The Audit Report must include the following details, most of which will be already included in the various checklists, if one of them is utilized:

- Describe the scope of the audit,
- State the objectives of the audit,
- Include a distribution list for the Audit report,
- Provide specific details, such as the dates and location of the audit, the name(s) of the auditor, the names of personnel responsible who participated in the closing meeting,
- List all reference documents used for the audit,
- Describe the audit findings, listed under the headings described in one of the checklist appendices,
- Reference any Corrective Action Requests that may have been produced,
- Evaluate the auditee's compliance with the documentation requirements,

- Evaluate the efficacy of the Phytosanitary Management System in meeting the requirements of Clean Plants,
- Comments, observations and/or recommendations for improvement to be reported in an attached Corrective Action Request,
- A copy of the corrective action plan agreed to by the auditor and the Certification Manager of the establishment; and
- Include a proposed date for the next audit and any other follow-up activities.

7.3 Possible Changes in Certification Status Following an External Audit

7.3.1 Upgrade to Certified

A facility could move to “certified status” when it first enters the program and successfully undergoes its initial facility evaluation or following the successful correction of non-conformances that led to a suspension.

7.3.2 Status Quo

When audits demonstrate satisfactory performance of the phytosanitary systems, the facility retains its current level.

7.3.3 Downgrade to Suspended

Suspension will occur when a **critical** non-conformance is reported and not satisfactorily dealt with as laid out in the corrective action implementation plan. All decisions to suspend are made by the CNCI Board. When more than two **major** non-conformances are reported and the facility does not take satisfactory corrective action within the agree-to time frame, the Adjudication Committee can recommend to the CNCI board to suspend the nursery.

When an audit uncovers non-conformances that could result in suspension of certified status, facilities are not allowed to ship material with the CNCI stamp. The CNCI-Clean Plants stamp assigned to the facility will be returned to CNCI and the facility will be removed from the national list of Clean Plants certified facilities. The nursery’s number will be reserved by CNCI in the event the establishment qualifies for re-certification in the future.

Following suspension, the facility may re-apply to CNCI for re-certification in the program after the Phytosanitary Management System and Clean Plants Manual have been reviewed and restructured to address all previous non-conformances. CNCI’s Adjudication Committee will determine what steps will be used to confirm the adequacy of corrective actions taken. If an audit is required as part of this process it will be a focused audit. Upon receipt of evidence satisfactory to the Adjudication Committee, that Committee will consider re-certification of the facility.

7.4 Fees

The following types of fees will apply to the Clean Plants program:

7.4.1 Initial Certification Fee

The initial certification fee will take the place of the annual administration fee in the year of application by a nursery.

7.4.2 Annual Certification Fee

An annual fee will be charged each year to cover the costs incurred by the CNCI, the accredited audit service supplier, and possibly provincial associations if pest-specific modules are involved. These fees will vary depending on the size of the nursery.

7.4.3 Audit Fees

Audit fees will be established by CNCI and modified as required to maintain program integrity while minimizing the expense for industry. CNCI is a not-for-profit entity. Initial implementation of Clean Plants will utilize an hourly fee for time spent by the accredited audit service provider's auditor. These fees paid by the facility will be used to compensate the independent auditors, the third-party audit provider and the Canadian Nursery Certification Institute who all have technical, operational and administrative expenses associated with their respective roles in certification. CFIA will also charge for the surveillance audits they will do, on a cost recovery basis

7.4.4 Travel Expenses

Applicable travel expenses will be payable by the facility. These will be detailed on the auditor's invoice.

See the Administration Section 8.0 of this Standard for more details on fees.

8.0 Administration

For full details of the administrative processes within Clean Plants, please see Appendix 17b.