



Facility SANC Manual Review and Approval Checklist

Facility Submitting Manual:		Prepared By:	
<i>Checklist Completed by</i>			
Reviewer Name:			
Title:			
Date:			

General Requirements

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			The SANC Manual is legible, dated and signed.	
			The SANC Manual includes the name and address (physical and mailing) of facility and the completion date.	
			The SANC Manual includes an amendment sheet that provides space to document any additions, omissions or changes to the document, as well as the date they are made and who authorized the changes.	

3.1. Staff and Facility

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			Policy statement included: <i>Must define policies which ensure the integrity of the SANC Program</i>	
			1 Management and Organization	
			Organizational Chart (Optional)	
			Job descriptions for employees including who reports to whom	
			Positions assigned to manage the SANC Program and Pest Management Plan at the facility are provided	
			2 Staff Training	
			A general description is provided of the training required for personnel responsible for managing the SANC program and implementing the pest management plan.	
			A list of other positions associated with SANC program provided along with description of training and responsibilities associated with the position	
			Descriptions of how the facility orients employees to the company's commitment and policies as they pertain to SANC	
			3 Facility Description	
			Description of the place of production.	
			Labeled map showing flow of material through the facility (Optional)	
			Are areas described in the Pest Management Plan identified?	

3.2 Pest Management Plan

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			Pest Management Plan (PMP)	
			Is the PMP based upon the risk assessment?	
			Are BMP's included which mitigate hazards for the following:	
			a) Plants - Inputs	
			b) Plants – Propagation	
			c) Media and Containers	
			d) Site	
			e) Shipping	
			f) Water	
			g) Production Practices (<i>Greenhouse, Field, Container, etc.</i>)	
			h) Equipment	
			i) Sanitation/Disposal	
			j) Facility Security	
			Scouting	
			a) Procedures described for regular scouting during propagation and production	
			b) Procedures based on pest risk	
			c) Procedures based on plant species	
			d) Procedures include the requirements established by compliance agreements	

			e) Procedures included for incoming plant material received, including a description of areas used for receiving plant material	
			f) Procedures for plant material prepared for shipping, including a description of areas used for shipping plant material	
			g) Description of record keeping system for all scouting activities	
			h) Description of procedures for reporting regulated pests to certifying authority	

3.3 Audits and Systems Improvements

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			Description of procedures for conducting internal audits on a regular basis to ensure conformance	
			Audit procedures must include:	
			a) Title/position of person responsible for internal audits	
			b) Timelines	
			c) Scope	
			d) Report audit results	
			e) Applicable documentation	
			f) Implementation of corrective actions	
			g) Notification to certifying authority of non-conformance issues identified during internal audit	

3.4. Records and Documents

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			1 Control of Facility Manual	
			Position/Title of person responsible for maintaining manual included	
			Process for making and documenting changes to manual	
			Process to ensure document security	
			Position/Title of person(s) maintaining records included	
			2 Record Requirements	
			Procedures to Maintain:	
			Traceability Records for:	
			a) Incoming plant material	
			b) Shipped plant material	
			Audit Records:	
			a) Internal Audit Reports	
			b) External Audit Reports	
			c) Non-conformance Records	
			d) Corrective Action Reports	

3.4. Records and Documents (continued)

Yes	No	N/A	<i>Check one for each item on checklist</i>	NARRATIVE
			Scouting Records:	
			Procedures to maintain records related to scouting and documentation of pests found and actions to be taken	
			Training Records of:	
			a) Procedures for maintaining and reviewing records	
			b) Training activities specific to SANC	
			c) Training activities for general pest identification and management	
			d) Record retention description (<i>2 years after employee departure required</i>)	
			Certifying Authority	
			Contact information for certifying authority representative is included	
			Supporting Documents	
			Copy of signed SANC agreement	
			Copy of signed Compliance Agreement(s)	