## Facility SANC Manual Review and Approval Checklist

<table>
<thead>
<tr>
<th>Facility Submitting Manual:</th>
<th>Prepared By:</th>
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</thead>
<tbody>
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</tbody>
</table>

**Reviewer Name:**

**Title:**

**Date:**

### General Requirements

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Check one for each item on checklist</th>
<th>NARRATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>The SANC Manual is legible, dated and signed.</strong></td>
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<td></td>
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<td></td>
<td><strong>The SANC Manual includes the name and address (physical and mailing) of facility and the completion date.</strong></td>
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<td></td>
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<td></td>
<td><strong>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.</strong></td>
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</tbody>
</table>
### 3.1. Staff and Facility

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Check one for each item on checklist</th>
<th>NARRATIVE</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td><strong>Pest Management Plan (PMP)</strong></td>
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<td><strong>Is the PMP based upon the risk assessment?</strong></td>
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<td><strong>Are BMP’s included which mitigate hazards for the following:</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>a) Plants - Inputs</td>
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<td></td>
<td>b) Plants – Propagation</td>
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<td></td>
<td></td>
<td>c) Media and Containers</td>
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<td></td>
<td>d) Site</td>
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<td></td>
<td>e) Shipping</td>
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<td>f) Water</td>
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<td></td>
<td>g) Production Practices <em>(Greenhouse, Field, Container, etc.)</em></td>
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<td>h) Equipment</td>
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<td></td>
<td>i) Sanitation/Disposal</td>
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<td>j) Facility Security</td>
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</tbody>
</table>

**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 |           |
### 3.3 Audits and Systems Improvements

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Check one for each item on checklist</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td><strong>Description of procedures for conducting internal audits on a regular basis to ensure conformance</strong></td>
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<td>Audit procedures must include:</td>
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<td></td>
<td></td>
<td></td>
<td>a) Title/position of person responsible for internal audits</td>
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<td>b) Timelines</td>
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<td>c) Scope</td>
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<td>d) Report audit results</td>
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<td></td>
<td>e) Applicable documentation</td>
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<td>f) Implementation of corrective actions</td>
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<td>g) Notification to certifying authority of non-conformance issues identified during internal audit</td>
<td></td>
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</table>
### 3.4. Records and Documents

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

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<thead>
<tr>
<th>Yes</th>
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<tbody>
<tr>
<td></td>
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<td>Scouting Records:</td>
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<td></td>
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<td>Procedures to maintain records related to scouting and documentation of pests found and actions to be taken</td>
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<td>Training Records of:</td>
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<td></td>
<td></td>
<td></td>
<td>a) Procedures for maintaining and reviewing records</td>
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<td>b) Training activities specific to SANC</td>
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<td>c) Training activities for general pest identification and management</td>
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<td></td>
<td>d) Record retention description <em>(2 years after employee departure required)</em></td>
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<td>Certifying Authority</td>
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<td>Contact information for certifying authority representative is included</td>
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<td></td>
<td><strong>Supporting Documents</strong></td>
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<td></td>
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<td></td>
<td>Copy of signed SANC agreement</td>
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<td></td>
<td></td>
<td></td>
<td>Copy of signed Compliance Agreement(s)</td>
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</tr>
</tbody>
</table>

May 2018