

2023 Inspection Checklist

CGCN-RCCV Verification Program, Version 1.1



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Guidance

About this Checklist

The inspection checklist stands as a reference point before, during and after the inspection process, and used correctly will provide the following benefits:

- Ensures the inspection is conducted systematically;
- Promotes audit planning;
- Ensures a consistent audit approach;
- Actively supports the CGCN-RCCV standards;
- Provides a repository for notes collected during the inspection;
- Provides reference to objective evidence.

Inspection Scoring Criteria

Finding	Definition/Impact	Action/Mitigation
COMPLIANT	Compliant means adherence with the requirements of the individual CGCN-RCCV standard. The process is implemented and documented, and records exist to verify this.	Continue to monitor.
NOT APPLICABLE	Not applicable means the individual standard being assessed does not apply to the nursery being inspected.	Continue to be aware of standard.
OFI	A low risk issue that offers an opportunity to improve (OFI) current practice. Processes may be cumbersome or overly complex but meet their targets and objectives. Unresolved OFIs may degrade over time to become non-compliant.	Investigate root cause(s) and implement corrective action by the next reporting period or next scheduled inspection.
NOT COMPLIANT	A non-conformance to an individual CGCN-RCCV standard.	Implement immediate containment action, investigate root cause(s) and apply corrective action. Re-inspect in 4 weeks after delivery of inspection report to the nursery to verify correction.

Inspection Checklist

Nursery Information

Nursery Name:	
Nursery Location:	
Inspector Name & Company:	
Inspector Signature:	
Inspection Date(s):	
Nursery Representative Present at inspection:	
Nursery Representative Signature:	

PART 1: Administration and Record Keeping

1.1: General Record Keeping

The participating facility maintains records as indicated below;

Question No.	Question	Findings (Score '1' per box)				Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
1	Maintains records on the nursery premises.						
2	All records are maintained and retained in a manner to prevent accidental loss.						
3	Records are kept on site for ten years after the grapevines are sold or removed.						
4	Records indicate the quantity, Latin (botanical) name, variety/clone, rootstock, origin, date of introduction of grapevine stock to facility, date of grafting, if applicable field, nursery row planting. - Growers inventory records can be used. Records must be updated to include material planted since the last systems audit inspection.						
5	Maintains records of sale invoices or plant movement documentation. These records list all grapevines (grafted or own-rooted) planted and sold under the CGCN-RCCV Verification Program.						

Question No.	Question	Findings (Score '1' per box)				Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
	Invoices submitted to CGCN-RCCV inspector must include: <ul style="list-style-type: none"> - # of CGCN-RCCV vines sold - varieties of CGCN-RCCV vines sold - total remittance to CGCN-RCCV on the total of each invoice (Nurseries: \$0.25/vine X total # of vines, Custom Propagation: \$0.10/vine X total # of vines) - contact info for who the vines were sold to 						
6	Maintains data collected from pest monitoring, control or eradication and surveillance activities. <ul style="list-style-type: none"> - Verify monitoring records. Written proof, with results if anything is found. 						
7	Maintains records of any cultural and treatment records including planting dates, spray records, cultivation, virus monitoring, bud collecting, grafting and re-grafting, quantities, etc.						
8	Maintains maps of the facility indicating planting blocks.						

1.2. Preventative Control Plan (PCP)

Written Preventative Control Plan (PCP) are up to date, procedures are followed and documented as below:

Question No.	Question	Findings (Score '1' per box)				Evidence	Opportunities for Improvement (OFI)
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
						Provide reference to documented information to justify the finding	Provide suggestions for process improvement
9	A qualified individual is designated to be Pest Control Manager (PCM).						
10	Documentation and records for all pest finds are entered into a Pest Log and CGCN-RCCV is notified if virus or phytoplasma is suspected.						
11	Records of spraying, surveying or other pest management actions have been maintained.						
12	The PCM monitors the nursery block for visual symptoms of viruses and other diseases at least once a month during the growing season. Records of these inspections are kept, including name(s) of person who performed inspection, date(s) inspected, area monitored and results of monitoring.						

1.3: PCP Management Systems, Record keeping, Inventory

Management systems and inventory records are up to date, procedures are followed and documented as below:

Question No.	Question	Findings (Score '1' per box)				Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
13	Documentation and records of plant material entering an approved facility are available for examination.						
14	Documentation and records to ensure that only eligible grapevines that comply with the requirements are marketed under the CGCN-RCCV Verification Program.						
	The records adequately record the following information:						
15	- Amount and source of material collected or purchased						
16	- How material is stored and propagated						
17	- Records of propagation						
18	- Procedures or instructions for working with verified material						
19	- Organizational structure and responsibilities <ul style="list-style-type: none"> Who PCM is, other roles. 						
20	- Corrective or preventative actions ordered (i.e., from previous inspections)						

Question No.	Question	Findings (Score '1' per box)				Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
21	- Record of distribution o Not who it's sold to, just that it's been sold. Record of vines.						
22	- Record of number of plants sold						
23	- List of all suppliers providing plants and products including certification documentation						
24	- Copies of Phytosanitary Certificates issued, if any o I.e., sold plants to BC, imported rootstocks						
25	- Data collected from monitoring, treatment, control or eradication and verification activities o Verify removal of infected vines, and verify pest control measures.						
26	All propagative material produced under this program must be derived from virus-tested stock grown under conditions that mitigate the risk of reinfection. No other source material can be used. Initially, every vine must be tested for the viruses listed.						

1.4: Testing Records

Virus testing records are up to date, procedures are followed and documented as below:

Question No.	Question	Findings (Score '1' per box)				Evidence	Opportunities for Improvement (OFI)
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
						Provide reference to documented information to justify the finding	Provide suggestions for process improvement
27	Testing for viruses is carried out by an approved lab.					Testing Lab Name:	
28	Every vine in the CGCN-RCCV verified increase block shall be retested for the viruses listed every ten years at a minimum 10% per year. Vines adjacent to vines removed the previous year have to be tested. If yearly random samples show a consistently higher positive count than the acceptable level of 0.1%, the Propagation block(s) must be sampled and tested at a higher level.						
29	All vines that have tested positive for one or more of the four viruses of concern have been removed. If already replanted, it is replanted with virus-free material.						

PART 2: Descriptive Phrasing/Labelling

2.1: General labelling of scion and rootstock

The participating facility maintains records as indicated below;

Question No.	Question	Findings (Score '1' per box)				Evidence	Opportunities for Improvement (OFI)
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
1	If both rootstock and scion wood have been verified by CGCN-RCCV or the plant is own rooted and propagated from CGCN-RCCV verified material, the nursery must label the material as the following: <i>"produced from material verified to be free from GLRaV 1 and 3, GRBV and GPGV by the Canadian Grapevine Certification Network - Réseau Canadien de Certification de la Vigne"</i> (or the CGCN-RCCV logo)					Provide reference to documented information to justify the finding	Provide suggestions for process improvement
2	If only the scion part of a grafted plant is from material verified by CGCN-RCCV or certified by CGCN-RCCV, the nursery must label the material as the following: <i>"the scion part of the plant was produced from material verified to be free from GLRaV 1 and 3, GRBV and GPGV by the Canadian Grapevine Certification Network - Réseau Canadien de Certification de la Vigne"</i> (or if space is limited, the CGCN-RCCV logo and the words "Scion verified by")						

Question No.	Question	Findings (Score '1' per box)				Evidence Provide reference to documented information to justify the finding	Opportunities for Improvement (OFI) Provide suggestions for process improvement
		COMPLIANT	NOT APPLICABLE	OFI	NOT COMPLIANT		
3	Domestically produced rootstock under this program will be treated the same as scion wood above.						
	In the case of domestic tested scion wood grafted onto imported rootstock:						
3a	<p>If the rootstock is from certified sources in California, Oregon or Washington State, the label can identify that the rootstock is certified by the respective State and the scion wood can claim <i>"the scion part of the plant was produced from material verified to be free from GLRaV 1 and 3, GRBV and GPGV by the Canadian Grapevine Certification Network - Réseau Canadien de Certification de la Vigne"</i> (or the CGCN-RCCV logo and the words <i>"Scion verified by"</i>).</p> <p>-</p>						
3b	<p>- If the rootstock is of French origin, it will have to be identified as such and the scion wood can claim <i>"the scion part of the plant was produced from material verified to be free from GLRaV 1 and 3, GRBV and GPGV by the Canadian Grapevine Certification Network - Réseau Canadien de Certification de la Vigne"</i> (or the CGCN-RCCV logo and the words <i>"Scion verified by"</i>).</p>						

PART 3: Third Party Involvement

- If a contractor, sub-contractor or any other third party (Contractor) is performing part or all of the wood collection, storage, grafting, callousing, planting, harvesting, grading, selling or any other activity involved in this process, this contractor or sub-contractor is subject to all the rules and conditions in the "CGCN-RCCV Code of Practice – Interim Verification Program – Version 1.3", including but not limited to record keeping, inspection of facility if requested by CGCN-RCCV and any activity that is part of the chain of custody.
- All records within this inspection checklist may be made available to CGCN-RCCV by request to ensure any third-party organizations are following CGCN-RCCV's standards.