



Appendix 4 – EABAFCP Manual Assessment Checklist

Facility Name:	Audit Report No:	Date:
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The required elements listed in the table below must be described in detail in the facility's Manual

REQUIRED ELEMENTS FROM QSM-07	C	NC	REMARKS	CORRECTIVE ACTIONS
5.1 GENERAL REQUIREMENTS				
Facility identification and address	<input type="checkbox"/>	<input type="checkbox"/>		
Table of contents and page numbers	<input type="checkbox"/>	<input type="checkbox"/>		
Distribution list	<input type="checkbox"/>	<input type="checkbox"/>		
Date and version number	<input type="checkbox"/>	<input type="checkbox"/>		
Amendment log	<input type="checkbox"/>	<input type="checkbox"/>		
Procedures to inform staff of amendments to the Manual are specified	<input type="checkbox"/>	<input type="checkbox"/>		
5.2 ADMINISTRATION				
Name, title, and contact information of Certification Manager	<input type="checkbox"/>	<input type="checkbox"/>		
Name, title, and contact information of employee designated as back-up Certification Manager	<input type="checkbox"/>	<input type="checkbox"/>		
Experience or expertise in identifying tree genera for Certification Manager and alternate is described in the Manual	<input type="checkbox"/>	<input type="checkbox"/>		
Titles, roles and responsibilities of each positions of responsibilities involved in EABAFCP	<input type="checkbox"/>	<input type="checkbox"/>		
5.3 TRAINING				
Adequate training program is documented	<input type="checkbox"/>	<input type="checkbox"/>		
An example of a training record is appended	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.1 PHYTOSANITARY CONTROL POINTS – Receiving Regulated Articles				



REQUIRED ELEMENTS FROM QSM-07	C	NC	REMARKS	CORRECTIVE ACTIONS
Procedures that verify and maintain identity of all ash regulated articles that enter the facility (for facilities in non regulated areas only) are documented.	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.2 PHYTOSANITARY CONTROL POINTS – Segregation				
Procedures that indicate how ash logs from regulated areas are segregated from ash logs from non regulated areas are specified (for facilities in non regulated areas only)	<input type="checkbox"/>	<input type="checkbox"/>		
Procedures that indicate how regulated ash lumber is segregated from mitigated ash lumber are specified	<input type="checkbox"/>	<input type="checkbox"/>		
Procedures that indicate how bark, chips and other waste from regulated articles are segregated from non regulated ash waste products (for facilities in non regulated areas only) are specified	<input type="checkbox"/>	<input type="checkbox"/>		
Segregation process for firewood both incoming firewood input and processed product is documented	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.3 PHYTOSANITARY CONTROL POINTS – Processing Procedures				
Risk mitigation procedures for chip production (grinding / chipping to less than 2.5cm in diameter) are documented	<input type="checkbox"/>	<input type="checkbox"/>		
Risk mitigation procedures for heat treatment of lumber are documented	<input type="checkbox"/>	<input type="checkbox"/>		
Risk mitigation for lumber production (milling to exclude all bark and sapwood) are documented	<input type="checkbox"/>	<input type="checkbox"/>		
5.4.4 PHYTOSANITARY CONTROL POINTS – Traceability				



Procedures to trace ash products from origin until made compliant are documented (for facilities in non regulated areas only)	<input type="checkbox"/> <input type="checkbox"/>		
5.4.5 PHYTOSANITARY CONTROL POINTS – Other Control Activities			
Procedures to ensure that regulated articles are secured from unauthorized movement are documented	<input type="checkbox"/> <input type="checkbox"/>		
5.5 RECORDS and DOCUMENTATION			
Procedures to maintain and retain (for 3 years) all records required under EABAFCP are documented	<input type="checkbox"/> <input type="checkbox"/>		
5.6 SUPPLIERS LIST			
Procedures to maintain a supplier's list are documented (if applicable)	<input type="checkbox"/> <input type="checkbox"/>		
5.7 MOVEMENT CERTIFICATE			
Procedures outlining the care and control of movement certificates (employees responsible, specific information recorded, final inspection to authorize the facility issuance of the Movement Certificate recorded, and location) are documented	<input type="checkbox"/> <input type="checkbox"/>		
5.8 HEAT TREATMENT			
Procedures specifying how the general operating requirements set out in PI-07 or in site specific schedules are met and maintained. (i.e. air flow rate, operation of fans, wet/dry bulb sensors locations, process for determining initial wood core temperature) to meet the phytosanitary standard of 56/30 are documented	<input type="checkbox"/> <input type="checkbox"/>		
A description of the heat treatment chamber with the location of heat sensors and dimensions of the kiln (e.g. a schematic) is provided in the Manual.	<input type="checkbox"/> <input type="checkbox"/>		



The Manual indicates the specific heat treatment option(s) from PI-07 or a site specific kiln schedule to be used to heat treat ash lumber	<input type="checkbox"/> <input type="checkbox"/>		
The Manual indicates the method of recording the recognized heat treatment process and demonstrates how the records relate to the specific phytosanitary requirements with respect to minimum time and temperature	<input type="checkbox"/> <input type="checkbox"/>		
Documented procedure for verifying the measuring system (temperature sensors) is provided	<input type="checkbox"/> <input type="checkbox"/>		
Appendix contains example of records of verification (calibration schedules, etc.)	<input type="checkbox"/> <input type="checkbox"/>		
A process is specified for determining the moisture content after each treatment (Option F in PI-07)	<input type="checkbox"/> <input type="checkbox"/>		
5.9 FACILITY NON-CONFORMANCE			
Internal system developed for reporting and correcting instances of non-conformance	<input type="checkbox"/> <input type="checkbox"/>		
A non-conformance corrective action record is appended.	<input type="checkbox"/> <input type="checkbox"/>		
Procedures to notify CFIA within 24 hours of any major or critical non-conformances are indicated	<input type="checkbox"/> <input type="checkbox"/>		
5.10 CLEAN-UP AND DISPOSAL OF BY-PRODUCTS			
Procedures to ensure all clean-up and disposal of regulated articles will be completed prior to March 31 (for facilities in non regulated areas only) are included	<input type="checkbox"/> <input type="checkbox"/>		
5.11 PEST NOTIFICATION			



Procedures to notify CFIA if EAB in any life stage is found in materials from non-regulated areas are included	<input type="checkbox"/> <input type="checkbox"/>		
5.12 INTERNAL AUDITS			
Procedures for internal audits are documented (if applicable)	<input type="checkbox"/> <input type="checkbox"/>		

Audit Team Members:	Date:
CFIA Auditor:	CFIA Office:
Signature:	Phone:

Distribute copies to Area Program Specialist and Regional Program Officer