



NAPPO

North American Plant Protection Organization
Organización Norteamericana de Protección a las Plantas

NAPPO Panel Report

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| Panel Name: | Authorization | |
| Location: | Ottawa, Ontario, Canada | |
| Date: | May 14-16, 2013 | |
| Panel Chair: | Brian Double, CFIA, Canada | |
| Participants: | | |
| Flora Mendoza, SAGARPA, Mexico | Anna-Mary Schmidt, CFIA, Canada | Steve Cote, CFIA, Canada |
| Laney Campbell, USDA-APHIS | Nedelka Marin-Martinez, NAPPO | Ian McDonell, NAPPO |
| Summary | | |
| Issue 1: | Prepare guidelines for a 3rd party auditing process for inclusion in RSPM 28, <i>Guidelines for Authorization of Entities to Perform Phytosanitary Services</i> . | |
| Consensus: | <p>RSPM 28 revised and specific requirements included for a 3rd party auditing process. Main elements include:</p> <ul style="list-style-type: none"> • A table comparing systems audit and surveillance audits and definitions for these terms • Audit principles based on ISO 19011 • Steps to the audit process <p>Panel members presented examples of authorization programs in their respective countries, including audit guidelines.</p> | |
| Issue 2: | Standardize a training program for the audit process in the three NAPPO countries | |
| Consensus: | NAPPO countries presented their training programs on understanding audit and lead auditor and it was clear that the main components are very similar. A workplan for standardizing a training program for the audit process in the three NAPPO member countries was developed. | |
| Issue 2: | Review and update RSPM 8, <i>Authorization of Individuals to Issue Phytosanitary Certificates</i> and the accompanying audit checklist. | |
| Consensus: | Review of RSPM 8 was completed based on experience with application of the standard since 2008 and processes developed in the three NAPPO countries. A review of the checklist will be undertaken using electronic means and finalized once the revised standard is approved. | |

| Summary of next steps | |
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| July 15, 2013 | Dave MacNeil (with support of Troy Fine) to prepare and circulate summary of audit training (4-5 pages) (By July 1 st , send documents to NAPPO Secretariat for translation) for review by each country for a subsequent conference call |
| August 15, 2013 | Conference call to discuss audit training and next steps in completing a standardized training summary |
| September 15, 2013 | Complete standardized training summary and submit to NAPPO Secretariat |
| October 28, 2013 | Present results of progress on panel assignment to Executive Committee and propose assignment for next year: <ul style="list-style-type: none"> • NAPPO Regional train the trainer workshop on audits • International workshop on auditing entities that perform phytosanitary services on behalf of the NPPO |
| | The need for a face to face meeting will be determined based on Executive Committee approved assignments for 2013-14 |
| Summary of action items | |
| - | Laney, Flora, and Anna-Mary to review RSPM 8 checklist and circulate to group by June 15 |
| - | Brian to review Quality Manual vs Quality Systems Manual terminology in RSPM 8 vs 28 by June 1 |
| - | Laney and Brian to review classification of non-compliances based on outcome of the Greenhouse certification programme discussions between Canada and U.S. by June 15. |
| - | Steve to consider using diagram to illustrate the audit process as an appendix by June 15 (e.g. Dave's presentation) |
| - | Brian to elaborate on the Principles of Auditing (reference ISPM 1) by June 15. |
| - | Steve to circulate documents to panel members by May 17th |