



MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES
PHYTOSANITARY INSPECTION AND QUARANTINE SERVICES
SYSTEMS AUDIT CHECKLIST

**PACKING HOUSE AUDIT FOR EVALUATION OF SYSTEMS FOR COMPLIANCE FOR FRUITS AND VEGETABLES TO
 NATIONAL AND EXPORT MARKET PLANT HEALTH AND HYGIENE STANDARDS AT**

..... (Facility name).

AUDITORS: 1. 2. Management Representation: 1. 2.	Signature	Document (Code e.g packhouse file code/ version ie 02 /and Establishment code) PI/ 02/KK Effective date: MAAIF Export Number/ Establishment Approval No:				
Approving officer:	Signature					
ELEMENT TO AUDIT		m	M	S	C	Comment
1	MANAGEMENT STRUCTURE AND POLICIES					
1.1	Is the company Organogram aligned to phytosanitary aspects?		()	()	()	
1.2	Does the company Management Policy clearly articulate Phytosanitary aspects along the commodity chain including handling at the packing facility?		()	()		
1.3	Are the staff responsibilities well defined to address phytosanitary/plant health compliance and hygiene during operations?	()	()	()		
1.4	Is there evidence that the company has held management meetings/reviews regarding compliance of exportable produce?	()	()	()		
1.5	If so, what is the follow up plan or structure and have improvements or enhancements been made?	()	()	()		
1.6	Has the exporter ever been audited by the Association in preparation for Phytosanitary compliance?		()	()		



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2	GENERAL REQUIREMENTS FOR PACKING HOUSE/FACILITY				
2.1	Is the facility design well laid out unilaterally to avoid any cross contamination?			() ()	
2.2	Is the facility well demarcated to indicate/display (Receiving area, Inspection area, Sorting section, Packing/packaging area, Holding, Dispatch Area, Waste disposal area, Rejects area, Quarantine area, Storage area)	()	()	()	
2.3	Are there clear work instructions to be followed within the facility?	()	()	()	
2.4	Are the facility walls, floors and ceilings free from cracks and crevices?	()	()	() ()	
2.5	Is the facility well fenced off to avoid entry of unauthorized personnel and animals?	()	()	()	
2.6	Is there evidence of a register for any personnel accessing the facility?	()	()	()	
2.7	Are visitors screened for basic medical conditions before they access the facility?	()	()	() ()	
2.8	Are all workers medically examined? Are the medical certificates upto date?			() ()	
2.9	Is the facility vermin proofed?		()	() ()	
2.10	Does the facility have proper lighting and ventilation to allow for hygienic operations?	()	()	()	
2.11	Is there color coding in both personnel and equipment?	()	()	()	
2.12	Is there a daily hygienic checklist for the personnel accessing the facility?		()	() ()	
2.13	Does the facility follow the Standard Operating Procedures governing operations of Packing Houses?	()	()	() ()	



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2.14	Does the facility possess GMPs?	()	()	()	
2.15	Does the facility have an updated and approved HACCP?	()	()	() ()	
2.16	Does the facility have clean gender responsive changing rooms and wash rooms?		()	() ()	
2.17	Are the hand washing station/s strategically located?	()	()	() ()	
2.18	Is there a hand disinfection area/s strategically located inside the facility?	()	()	() ()	
2.19	Is cleaning and waste evacuation done promptly?	()	()	() ()	
2.20	Does the facility have a gazetted person to operate a first aid kit?	()	()	()	
2.21	Does the facility have an emergency plan in case of any eventual emergencies and do the technical staff have basic operational knowledge about it?	()	()		
2.22	Is the general hygiene and sanitation around the Pack house satisfactory?	()	()	()	
2.23	Is mandatory fumigation done by MAAIF certified fumigators (respective up to date certificates must be present)	()	()	() ()	
2.24	Is there evidence of control of rejected produce (i.e how does the company ensure that pest infested produce does not escape the packing facility)		()	() ()	
2.25	Does the company have facilities for handling different forms of waste?		()	()	
3	OPERATIONAL EQUIPMENT				
3.1	Does the facility have an inspection kit for the quality controller?			() ()	
3.2	Does the quality controller demonstrate proper knowledge for use of the inspection kit?		()	()	
3.3	Is lighting placed within the right range of 60-100 cm from the sorting platforms for detection of pests?	()	()	()	
3.4	Are the sorting platforms made of right handling material (stainless		()	()	



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	steel/aluminium)?				
3.4	Are there enough sorting platforms commensurate to the volume handled by the exporter?	()	()	()	
3.5	Are the weighing scales calibrated by the UNBS, are they up to date?		()	()	
3.6	Does the company have basic IT equipment (ie computer, internet, type writer and printer)?	()	()	()	
3.7	Does the company have evidence of use of a sealable closed truck (box body) for hygienic transportation of produce from packing house to exit point		()	() ()	
3.8	Does the company have customized/ properly labeled packaging material as per MAAIF requirements that enables traceability?		()	() ()	
3.9	Does company have adequate crates for transporting produce from the field?		()	()	
3.10	Does the company have a well illuminated and spacious Inspection table (white background) for MAAIF final Inspection?		()	()	
3.11	Does the quality supervisor have a basic inspection kit and does s/he utilize it for the purpose its meant to serve?		()	()	
3.12	Are the Pallets commensurate to the volume handled by the exporter?	()	()	()	
3.13	Do the personnel wear appropriate clothing within the facility? (Head gear, over coats, gloves, facial masks, gum boots etc)	()	()	()	
3.14	Does the company have a reliable supply of portable water?			() ()	
3.15	Are the water storage facilities consistently cleaned?		()	() ()	
3.16	Does the facility have a proper water disposal system?		()	() ()	
3.17	Are there facilities for proper storage of produce/ products at the recommended temperatures before and after processing on the line?		()	() ()	



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4.0	OPERATIONAL SUPPORT (SUPPLIERS AND STAFF REQUIREMENTS)				
	FARMERS/PRODUCERS				
4.1	Does the company/ facility have an approved producer list? Check for farmer sharing details			() ()	
4.2	Is there evidence of M.O.U between exporter and each Farmer/producer?		()	() ()	
4.3	Are the producers registered and approved by the NPPO? Refer to MAAIF website			() ()	
4.4	Is there evidence of agronomical support to the farmers?		()	() ()	
4.5	Is there support training to the producers by the contracting company/ facility?		()	()	
	KEY STAFF				
4.6	Does the facility have a privately qualified quality controller?			()	
4.7	Is the quality controller employed on full time basis?		()	()	
4.8	Is their evidence of staff training and a training schedule?	()	()	()	
4.9	Does the facility have internal audit documents for its producers?		()	()	
4.10	Is there an activity calendar to field/farm agronomic practices review for all the listed producers?		()	()	
4.11	Are all the order receipt forms/ traceability forms for all the phyto products received at the pack house well filled?			() ()	
4.12	Is there balance in material, input Vs output?		()	() ()	
4.13	Can the quality controller detect/check for the key pests/articles (and their life forms) <i>List annexed.</i>		()	()	
4.14	Do the sorters have basic knowledge on the detection of key pests/articles (and their life forms) <i>List annexed.</i>		()	()	
4.15	Is the number of sorters commensurate to the quantities handled by the		()	()	



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	facility?				
4.16	Does the facility follow the sampling framework to enable pest detection?		()	()	
5	DOCUMENTATION REQUIREMENTS				
5.1	Does the company have evidence for analyses for MRLs			() ()	
5.2	Does the company have evidence for testing for Viral/microbial			() ()	
5.3	Do the staff understand the importance of the MAAIF Plant Health Act/Regulations,2016; towards phytosanitary compliance?		()	()	
5.4	Do the staff comprehend and understand the Consolidated Directives, EU 2000/29/EC & EU 2016/2031 and its implication towards plant health export regulations?		()	()	
5.5	Do the staff understand and apply the approved COPs for pack house standards by MAAIF?		()	()	
5.6	Is there evidence that the company follows an in house Quality Management system during operations?		()	()	
5.6	Do the company technical staff understand the operations and implications of the inhouse/customized manual for Good Agricultural Practices and Good Handling Practices?	()	()		
5.7	Does the company have a Phytosanitary inspection Manual/procedure?	()	()	()	
5.8	Does the company have Pest identification/detection Reference materials?		()	() ()	
5.9	Does the company have monthly filled returns with the NPPO detailing source, destination, quantities and value?- refer to returns annex		()	()	
5.10	Does the company have a recall/ traceability strategy/procedure for corrective measures for handling rejections/ Interceptions?		()	() ()	
5.11	Does the facility have a distinct corrective action file? Are the non-compliances addressed as per the corrective action plans submitted to		()	()	



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	the NPPO?				
5.12	Does the company have a Waste management and disposal procedure?		()	()	
5.13	Does the company/ facility possess the mandatory certificates, permits and licenses (ie; URSB Registration Certificate, proof of registration by any/Apex association, registration on MAAIF website, registration on the MAAIF online certification Portal etc.	()	()	()	
5.14	Are there proper training records (Schedule, proof of staff training internally and externally {Export Readiness Induction/training/Recognition by UEPB.		()	()	
TOTAL SCORE					

Other observations

Recommendation/s and conclusion



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Annex 1: Guide to Pests/ articles for keen inspection of phytosanitary produce/ products

i.	<i>Thaumatotibia leucotreta</i> (False Codling Moth)
ii.	<i>Spodoptera spp</i> (Fall Army worm)
iii.	<i>Heliothis (Helicoverpa) armigera</i> (African bollworm)
iv.	Tephritidae (e.g <i>Bactocera</i> spp-Fruit fly)
v.	<i>Thysanoptera</i> (e.g <i>Thrips spp</i>)
vi.	<i>Neoleucinodes elegantis</i> (Eggplant Fruit borer)
vii.	<i>Bemisia tabaci</i> (White fly)
viii.	Curculionidae (<i>Cylas</i> spp-Sweet Potato weevil)
ix.	<i>Liriomyza sativa</i> (Leaf miner)
x.	<i>Trioza erytreae</i> (Citrus Psyllid)
xi.	Aphididae (Aphids)
xii.	<i>Pseudococcidae</i> (Mealy Bugs)
xiii.	<i>Stenochetus mangifera</i> (Mango seed weevil)
xiv.	Sugar cane cracking virus
xv.	Presence of Soil particles
xvi.	Presence of foreign matter