



Duties of Persons Authorised to issue Plant Passports

Regulation (EU) 2016/2031

As “Person Responsible” you have a vital role to play in protecting plant health by monitoring your production processes and the movement of plants that you are responsible for to ensure that quarantine pests are not being introduced into or moved around the European Union. As a person authorised to issue plant passports it is your duty to ensure that:

1. Your premises and plants that you are responsible for are inspected for freedom from quarantine pests and diseases before you issue a plant passport. When you are given posters or leaflets on new pest and disease threats, put them on your staff notice board to ensure your staff are aware of bio-security threats.
2. You report immediately to your local Plant Health and Seeds Inspector (PHSI) if you suspect there may be quarantine pests and diseases present on your premises or plants that you are responsible for or on plants which have been delivered to your premises.
3. You or your staff carry out a meticulous examination of plants before attaching a plant passport. This examination must be:
 - Carried out at an appropriate time and take into account the risks involved.
 - A visual examination.
4. Plant passports are only be issued if after meticulous examination plants are found to be free from quarantine pests and diseases, including pests and diseases relevant for any protected zones they are moving into or within.
5. The results of any inspections or examinations that you or your staff have carried out must be recorded and kept for at least three years.
6. Plant passports are issued for all consignments of plants and correctly attached before they leave the nursery.
7. A record is kept of all passported consignments of plants delivered to your premises and all passported consignments of plants leaving your premises. These record should be retained for at least three years.
8. Each year before the start of the growing season, a Forward Growing Plan is sent to your local PHSI. This is a list of plants being produced, and where appropriate, a plan of the fields, plots or glasshouse where they will be grown.
9. If you are going away from your premises and plant passports must be issued in your absence, you delegate these duties to a person who can act responsibly on your behalf. For periods of longer than three months a new person responsible should be nominated, and PHSI informed.
10. If you are ever unsure as to what you should do, or have any questions, refer to your local PHSI.