This standard owned by The Kenya Flower Council; is in accordance with ISO/IEC 17065, Conformity Assessment – Requirements for bodies certifying products, processes, and services. The standard has attained equivalence to the following international standards:

- The requirements of Global Social Compliance Program (GSCP) Reference Code and Audit Process and Methodology criteria.
- The International Trade Centre Environmental and Socio-Economic Sustainability criteria.
- GLOBALG.A.P Integrated Farm Assurance; Flowers and Ornamentals; Version-4.0 on 28th February 2013.

DECEMBER 2015

Certification Body No. C49
PREFACE

The Flowers & Ornamentals Sustainability Standard is for the use by flower and ornamental producers to promote environmental conservation, good agricultural practice, social awareness and leadership in the floriculture industry. Every effort has been made to ensure the accuracy of the information presented herein. However, the Kenya Flower Council makes no warranties express or implied as to the recommendations in this standard and assumes no liability for loss, damage, injury or civil action incurred by those who use it. Any reference to products or companies is neither an endorsement nor a warranty of those products or companies. Whilst every effort will be made to update and amend this standard no obligation is assumed for updating or amending this standard for any reason including new or contrary information or changes in laws, regulations or jurisdictions.

Reproduction in any form of any part of this standard requires the written permission of the Kenya Flower Council since it is a legally registered document. Such permission will not be withheld without good reason.

This standard is benchmarked against GLOBALG.A.P flowers and ornamental scope whenever a new version is approved by the GLOBALG.A.P Technical Committee. After the benchmarking is completed by The Kenya Flower Council the approval on whether this standard is compliant is sought from the GLOBALG.A.P

TRADE NAMES appearing in the text are acknowledged as belonging to the Company holding the registration.

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11.00 THE FOLLOWING LIST OF APPENDICES; ARE APPLICABLE AS PER THIS STANDARD:

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2. Appendix 2 - Sample documentation
3. Appendix 3S - Transportation, storage and disposal of waste
4. Appendix 4S - Application of pesticides and protection of workers
5. Appendix 5S - Integrated pest management strategy
6. Appendix G1 – Partial derogation of WHO class one products for propagators.
7. Appendix 6S - Restricted entry intervals or re-entry interval
8. Appendix 7S- Definition of personal protective equipment
9. Appendix 8S - First aid
10. Appendix 9S - Pesticide registration
11. Appendix 10S - Toxicology ratings & pesticide product label requirement
12. Appendix 11S - Agricultural biodiversity
13. Appendix 12S - Integrated environment management plan (iemp)
14. Appendix 13S - Environmental and social impact risk assessment
15. Appendix 14S – Supply chain management strategy
16. Appendix 15S - Social management system
17. Appendix 16S – Post-harvest handling
18. Appendix 17S – Traceability and segregation of products
20. Appendix 19S - Agro-chemical reporting format and usage limit per year
21. Appendix 20S – safety for water reservoirs
22. Appendix 21s - ILO conventions whose principles are adopted by this standard

12.00 The following Certification Scheme Quality System documents; comprise the regulations and procedures; that are applied by The Kenya Flower Council to administer the implementation of this standard to the Producers and Suppliers:

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23. J1.0 Procedure for reviewing scope of audits.
24. K1.0 Human resource training procedure.
25. L1.0 Auditor skills evaluation checklist.
26. L2.0 Contractor evaluation checklist
27. M1.0 KFC Staff evaluation form.
28. M2.0 Staff training evaluation form
29. N1.0 KFC Document and record control procedure.
30. N2.0 Tasks and roles assigned to individual KFC auditors.
31. N4.1 Certificate preparation procedure
32. N4.2 Certificate Templates
33. N6.0 Document and record disposal approval form.
34. Q1-6.0 Confidentiality agreement forms
35. R1.0 Certification Application forms
36. R2.0 New member assessment form
37. R3.0 Associate member application form
38. R4.1 Terms of agreement between the member and the Kenya Flower Council.
39. R4.2 Terms of agreement between the producer and the Kenya Flower Council - Who is not a KFC Member
40. R5.0 Obligations of The Kenya Flower Council to Accreditation Bodies e.g. GLOBALG.A.P
41. R6.0 Use of Logo Rules
42. R7.0 Procedure for registering KFC auditors with professional organisations
43. R8.1 Information for prospective member forms.
44. R9.0 Sample laboratory contract
45. SC1.0 Silver certificate audit - Checklist
46. SC2.1 KFC Internal audit QMS – Checklist- Quality System Regulations
47. SC2.2 KFC Internal audit QMS – Checklist- Auditing & Certification Procedures
48. SC3.0 KFC Internal audit H&S - Checklist
49. T1.0 Vehicle and Tax Authorisation Log form.
50. TC1.0 Terms of reference for Technical Committee
51. U1.0 Corrective action request form
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53. U3.0 Audit evaluation form
54. U4.1 Certification committee audit review & approval form
55. U4.2 Certification committee audit review & approval form – Re-submission
56. U5.0 Opening and closing meeting attendance form.
57. U6.0 Plant material sampling form
58. U7.0 Internal audit corrective action form
59. U8.0 CEO Audit Review Form
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**ACKNOWLEDGEMENTS**

References were made from the following source material during the preparation of this standard:

1. Floriculture Sustainability Initiative (aisbl); Rue de Trèves 49-51, PO Box 14, B – 1040 Brussels, Belgium.
2. International trade centre standards map – International Trade Centre (ITC); Palais des Nations; CH-1211 Geneva 10; Switzerland, Tel.: +41 (0)22 730 02 34; Fax: +41 (0)22 730 05 77; marketanalysis@intracen.org
3. The International Tropical Timber Organization (ITTO); Criteria and indicators for sustainable management of tropical forests.
4. FAO - Commission on Genetic Resources for Food and Agriculture (CGRFA).
6. ISO 26000: Guidance on social responsibility
8. World Health Organisation (W.H.O.) - Toxicology Ratings.
11. Ethical Trading Initiative – ETI.
12. Horticultural Ethical Business Initiative – HEBI
13. Kenya Plant Health Inspectorate Service – KEPHIS
15. GLOBALG.A.P-Integrated food assurance -General Regulations.
17. ISO/IEC 17065-Conformity Assessment – Requirements for bodies certifying products, processes, and services.
20. Guidelines for emergency measures in cases of pesticide poisoning – GIFAP / GCPF
21. Guidelines for personal protection when using pesticides in hot climates – GIFAP / GCPF
22. Guidelines for the avoidance, limitation and disposal of pesticide waste on the farm – GIFAP / GCPF.
26. This standard has made references to several international conventions.
KENYAN LEGISLATION

1.8.3 The producer has copies and is compliant with the Kenyan legislation listed in this standard: The producer has a mechanism to remain up to date with applicable local legal requirements.

1. The Employment Act Cap 226 of 2007
2. The Children’s Act Cap 141 of 2010
3. The Labour Institutions Act Cap 234 of 2012
4. The Labour Relations Act Cap 233 of 2012
5. Retirement Benefit Act Cap 197 of 2010
8. The Occupational Safety and Health Act Cap 514 of 2012
10. The National Hospital Insurance Act Cap 255 of 2012
11. The National Social Security Fund Act No. 45 of 2013
12. National Transport and Safety Authority Act No. 33 of 2012
13. Industrial Training Act Cap 237 of 2012
15. Agriculture, Fisheries and Food Authority Act No. 13 of 2013
16. Crops Act No. 16 of 2013
17. Kenya Plant Health Inspectorate Service Act No. 54 of 2012
18. Land Act Cap 280 of 2012
19. Land Registration Act Cap 300 of 2012
21. The Food, Drugs & Chemical Substances Act Cap 254 of 2013
22. The Pest Control Products Act Cap 346 of 2012
23. The Physical Planning Act Cap 286 of 2012
24. The Standards Act Cap 496 of 2013
27. Plant Protection Act Cap 324 of 2012

Producers can access the Laws of Kenya on the following website: http://www.kenyalaw.org
ABSTRACT

FLOWERS & ORNAMENTALS SUSTAINABILITY STANDARD

This is a voluntary standard provides the details that must be met by producers of flowers and ornamentals registered for the purpose of certification by the Kenya Flower Council (KFC). The standard is divided into two parts; the standard clauses and the guidelines; appropriate details in the appendices. The appendices are meant to assist producers in understanding the application of the standard plus extra requirements not included in the standard.

The standard has the following chapters; records and documentation, human resource management, hygiene, health and safety, crop production, protection and conservation of the natural environment, post – harvest treatment, training, and maintenance and servicing of the equipment and machinery.

The application of the standard promotes the social, environmental and economic sustainability of the business by ensuring that Good Agricultural Practice guidelines are established to ensure soil and water protection and conservation as well as prevention of air pollution; while eliminating the potential for contamination of products, users of flowers and the farm employees.

The standard addresses the issues of site selection, adjacent land use, fertilizer usage, water sourcing and usage, pest control and pesticide monitoring, harvesting practices; including worker hygiene, grading, packaging and storage, field sanitation and product transportation plus the cooling operations.

The application ensures that Standard Operating Procedures (SOP) are developed and incorporated into the farm systems to provide guidance with respect to potential points of contamination and preventative or corrective measures to mitigate their effects.

ABBREVIATIONS IN THE STANDARD

The following are abbreviations used in this standard:

- “S” - Clauses and Appendices are major must and are mandatory for Silver certificate, i.e. are compulsory.
- “G” & “S” - Clauses and Appendices are both mandatory for Gold and Silver certificate (are compulsory).
- “R” - Clauses and Appendices recommendations (not compulsory).
- “G/R” - Clauses and Appendices are mandatory for Gold certificate and exempted for Silver certificate.
- Clauses which are critical are labelled (CRITICAL) at the end of the clause. In case a non-compliance is detected and verified with objective evidence, the producer is suspended immediately from the certification status.

1.1.0 AIMS, OBJECTIVES, MISSION, VISION AND VALUES

1.1.1S Aims and Objectives
Kenya Flower Council Certification Scheme Quality System Regulations – Flowers & Ornamentals Sustainability Standard

1.1.2S Methods of achieving these objectives are contained within this standard. A monitoring unit and audit team will ensure that producers comply with the standard. Such compliance over periods of time; will enable the producer to display certification of compliance including the use of the KFC logo.

1.1.3S Mission Statement
To promote the economic, social and political interests of the floriculture industry through active participation in the determination and implementation of policies governing sustainable development of the sector.

1.1.4S Vision
To be the lead organisation in promoting self-regulation and provision of lobbying, and promotional services for the floriculture industry in Kenya.

1.1.5S Core Values
- To institute such measures; that are likely to satisfy all stakeholders.
- To operate in such a manner as to communicate a sense of high responsibility within society.
1.2.0 S APPLICATION FOR CERTIFICATION AND PRODUCT REGISTRATION

1.2.1 S All relevant information concerning a producer are received by The Kenya Flower Council and recorded before the process of certification takes place as follows:

a. Those companies wishing to apply for certification complete V1.0-KFC application for certification and product registration form annually before the certification audit. The producer signs the R4.0-Terms of agreement between the producer and the Kenya Flower Council before the initial audit and in case of revisions of the same. KFC Certification scheme is open to all producers of flowers and ornamentals. A producer is a person or business, who or which is legally responsible for the production and export of flowers and ornamental products applied for certification.

b. K.F.C audit and certification scope is the controlled production process of all Cut flowers and Ornamentals in multi-sites or one location owned by individual producers. The multi-sites owned by an individual producer are not legal entities. The individual producer is the certificate holder once certified. The producers comply with the requirements set out in The Kenya Flower Council certification scheme standard and other similar standards for flowers and ornamentals. The certification scheme does not cover flowers and ornamentals harvested from the wild.

c. Upon receipt of a producer application form; KFC conducts an assessment of new producers to be sure that the Council is in a position to effectively offer services to the new producer as per the council’s mandate. The assessment is carried out by the principal auditor or any other specified Lead auditor.

d. The assessment ensures that the new producer company is in production of cut flowers and ornamentals, i.e. within the accredited scope.

e. For the initial application; KFC acknowledges receipt of V1.0-Application for Certification and Product registration Form; within 14 days from the date of receiving from the producer.

f. The producer and product registration process is finalized before certification takes place.

g. A new producer is issued with the appropriate identification number e.g. KFC, GLOBALG.A.P etc.

h. The producers apply and re-register annually their products for certification in the V1.0-KFC certification and product registration form before the expiry of their certificate. The producer completes the V1.0 form before the re-certification audit. In case no product registration has been done, the product status is revised from certified to certificate not renewed or not re-registered.

1.2.2 S KFC accepts and re-accepts the re-registration of the producer if the following conditions have been met by the applicant:

a. Signs the R4.0-Terms of agreement between KFC and the producer.

b. Agrees to pay fees to KFC for the applied standards e.g. GLOBALG.A.P, TN10 etc.

c. Pays the subscription fee after the application for certification has been approved by the Board of Directors

1.2.3 S The producers who apply for certification give the information below in the form V1.0 once per year before the re-certification audit is conducted. The information is up-
dated whenever there is a change and during the re-acceptance of the products for the next certification cycle or re-certification.

a. Name of the company.
b. Name of the contact person.
c. Address of the farm, both physical and postal.
d. Area of Company under cut flowers and ornamentals.
e. Number of employees.
f. Location of the company plus other sites.
g. Types and area of the Cut Flowers and Ornamentals.
h. Markets the crops are exported to.
i. Quantity under production.
j. Facilities in the company.
k. Contact person of the producer company and telephone numbers.
l. Whether flowers and ornamentals are covered or none covered.
m. First of further harvest.
n. Whether the farmer is an individual Producer or not.
o. Scheme applied for certification e.g. KFC Silver, KFC Gold, GLOBALG.A.P FO, etc.
p. GLOBALG.A.P Number and previous related registration number; where applicable.

1.2.4S The legal entity that places the certified flower crops and ornamentals in the market is the legal certificate holder and is the same company that have signed the R4.0-Terms of agreement between the producer and KFC or the GLOBALG.A.P Sub-license.

1.2.5S All the sites where different flower crops are grown are included in the current audit. The products that are not registered in a registered site are not certified. The Certificate and or the license, is issued for only the declared or registered products.

1.2.6S All the products that are grown and exported by the farm are inspected by the auditor from the field to post-harvest. A record of all the exported flowers and ornamentals are maintained by the farm. The farm cannot make any reference with regard to certification for products which were not audited or declared during the audit, after the farm has been certified. All products that are exported without reference to the certificate are recorded in a mass balance system.
1.3.0S CERTIFICATION AND CROP INSPECTION TIMING

1.3.1S This B1.2.0 section of Auditing and Certification Procedure is applicable to the initial audits, re-certification and for additional products not included in the previous certification assessment.

1.3.2S No certification or re-certification shall take place before the application for certification and the crops are registered, signed by producer and received by KFC respectively.

1.3.3S All the production processes for each registered and accepted product in all sites or PMUs is assessed prior to approval for re / certification. A production management unit (PMU) is a production unit e.g. field or green house defined by the producer for units where segregation of flower product is intended and all provisions have been made and put in place to keep separate records to prevent mixing in the case of parallel production.

1.3.4S Harvesting of flowers take place after application because no record that relate to harvest and produce handling before application is valid for the audit and certification.

1.3.5S The audit shall be carried out when there is sufficient evidence such as during harvest time for annual and perennial flower crops or when the activities are at the peak periods to facilitate verification of the standard requirements.

1.3.6S The audit shall be carried out as close as possible to the harvesting time for annual flower crops. If harvesting had been done prior to the audit the producer has kept some evidence of compliance otherwise the certification waits until the next harvest. The grower may provide evidence by means of photos, and records or any other acceptable means (discussed between KFC and the producer). If there is no sufficient evidence a follow-up audit is carried out to verify the outstanding clauses with regard to compliance. No certificate is issued until all clauses are verified and closed out. If verification is not possible due to lack of evidence the certification is postponed until the next harvest.

1.3.7S The follow-up audit is done to verify the non-compliances in the re / certification assessment report. The follow-up audit report shall include the corrective actions taken by the farm plus any other outstanding issues arising out of the verification process.

1.3.8S During the sampling for un-announced audits KFC shall ensure that the farms that are growing annual crops and did not have certification or re-certification audit at harvest time shall be given a priority. The next re-certification audit shall be carried out during the harvesting time. KFC shall ensure that the subsequent audit for that particular producer is done during the harvesting period.

1.4.1S The auditor shall verify all control and compliance criteria applicable to multiple crops before all the products are listed in the certificate. Multiple crops are either concurrent or consecutive i.e. harvest of one crop does not coincide with harvest of other crop
although they might have been planted together e.g. for the crops which are grouped together because they have similarities in harvesting and handling.

1.4.2S After the initial certification audit, subsequent certification assessments fall within an inspection window that occurs in a period of 12 months from 8 months before the original expiry date of the certificate and up to 4 months after the original expiry date of the certificate i.e. the CB can extend the certificate validity by up to four months. There is a minimum of a 6 month period between 2 audits for re-certification to take place.

1.4.3S The approval of certificate validity extension beyond 12 months can only be done in case of the following reasons only:

- There is an application for product certification which KFC has accepted within the last certification cycle i.e. within the original certificate validity period. For GLOBALG.A.P flowers and ornamentals, the product has been up loaded and re-accepted in GG data base for a full next cycle within the original certificate validity period.
- The producer is going to be re-inspected during the four month extension period.
- The third one applying to GLOBALG.A.P certificates only; is that the producer has paid the applicable, license and the registration fees.

1.4.4S Assessment is done when all relevant agronomic activities are taking place to provide the CB with assurance that all registered crops are handled in compliance with the standard requirements. Inspection of the post-harvest handling takes place when maximum operations are taking place based on the highest frequency of a risk assessment or at least once every 2 years.

1.4.5S For a re-certification and un-announced audit to be done; there must be at least one of the registered products in the field, green house, store or pack house to provide confidence that any other product shall be handled following the Standard requirements.

1.4.6S After certification approval, K.F.C shall prepare the certificate whose initial validity date (first certifications) shall be the Certification Committee meeting day and sent to the farm within two weeks. The certificates shall be signed by the KFC Chairman; or Chief Executive Officer in case of chairperson’s absence after approval by the Certification Committee. The certificate shall be valid for a period of one year from the approval date and this shall be indicated on the Certificate. This shall be done by the CEO.

1.4.7S In case a producer had the certificate cancelled and recalled, or has been suspended and complies within a 6 month period, the validity date of the certificate shall be from the date of the Certification Committee meeting or the date of approval by the Certification Committee Chairman.

1.4.8S If more than three months have passed after the initial inspection before satisfactory corrective action evidence is provided to The Kenya Flower Council; a complete audit shall be performed before a certificate can be issued.

1.4.9S In case a producer does not accept the un-announced audit notice due to medical or other justifiable reasons, the farm shall be given a second chance. Notification will be
done by giving 48 hours’ notice. If the producer does not accept the second notice a warning shall be issued by the CEO by a letter and email. Failure to accept the third notice shall lead to a suspension which will be approved by the certification committee during the subsequent meeting.

1.4.10S Before KFC accepts a new producer to join and maintain its previous certification status we shall carry out a search in the database of the previous Certification Body to find out whether the information provided is correct with regard to the stated position.

1.5.0S CERTIFICATION SCHEME STANDARD COMPLIANCE CRITERIA

1. The Kenya Flower Council certification scheme standard consists of the following three types of clauses which the producer must comply with as per the criteria prescribed below.
   a. Major must.
   b. Critical – Some of the major must clauses are identified as critical.
   c. Recommendations.
   d. All clauses including the recommendations must be inspected during the internal and external audits by the farm and KFC respectively.

2. Major must
   A Major Must non-compliance is recorded in case the auditor has detected failure to comply with the certification scheme standard and policies or procedures within the criteria defined below:
   a. An occasional or isolated occurrence of the system failure.
   b. An issue that presents low to medium risk to workers, environment on site or safety of consumers.
   c. Lack of or incomplete policy, procedure, or document or where there is evidence to demonstrate compliance to the standard.
   d. A misunderstanding where there is no evidence of material breach.
   e. Demonstrable breach of the standard or the law.
   f. Systematic violation of the standard or the law.
   g. Lack of 100% compliance to the clauses except those designated “R” in the certification scheme standard. Those designated “S” are major must for Silver certification and those designated “S” and “G” for Gold certification.
   h. The auditor must provide reference evidence in form of comments next to each major must clause in the checklist. There is no scoring system that is applied and the scores rounded up to attain the 100% mark.
   i. The producer is required to demonstrate satisfactorily compliance with every individual “S” and “G” clause in the standard checklist, as applicable.

2. Critical non-compliance
   A critical non-compliance is recorded in case the auditor has detected failure to comply with the certification scheme standard and policies or procedures within the criteria defined below:
   a. A serious imminent threat to the safety of persons, environment and consumer is present.
   b. A serious threat / risk to the reputation of the Certification Scheme.
c. A serious or significant violation of employee human rights.

d. In case a major non-compliance has not been satisfactorily addressed or no significant improvement has been made by the time of a follow up audit, in spite of supplier commitment to resolve the issue; the non-compliance is upgraded major must to critical.

e. A proven attempt to fraud, coerce, deceive, intimidate or interference with the audit / auditors.

f. Clauses labelled “critical” in the standard e.g. those that have serious threat to the safety of persons, environment and consumers.

g. No time is given for such non-compliance. The farm is required to take corrective actions immediately, and the producer may be suspended without delay in such circumstances.

h. The report is given to the company or institution that had requested for the audit within 24 hours of the non-compliance detection.

i. **Examples of the threat to safety of persons or health include but not limited to:**
   
   I. Deliberate and intentional full house and or field pesticide applications when persons (other than the spray operators) are within the area being sprayed without the appropriate PPE.

   II. Deliberate failure to provide appropriate PPE to all the farm spray operators for more than five days, and the operators performing pesticide application tasks without PPE.

   III. Engagement of women employees to conduct pesticide applications.

   IV. Contamination of the source of drinking water for the employees and the community.

j. **Examples of the threat to the environment include but not limited to:**

   I. Deliberate discharge of agrochemical wastes including expired chemical products, pesticides and fertilizer waste water, e.t.c into a water body before pre-treatment and analysis in accordance to the authorities e.g. NEMA rules and regulations.

   II. Use of Methyl bromide by a producer.

   III. Damming and restricting access of water from natural sources to the community without approval by the authorities e.g. WRMA.

j. **Examples of the threat to the product and the consumer include but not limited to:**

   I. Using sludge water for post-harvest activities.

   II. Using sludge as a fertilizer.

3. **Recommendations / observations**

   A recommendation / observation is recorded in case the auditor has detected failure to comply with the certification scheme standard and policies or procedures within the criteria defined below:

   a. An identified opportunity for improvement detected by the auditor.

   b. Possible issue which may become a non-compliance if no further action is taken.

   c. All clauses designated “R” in the certification scheme standard. These clauses are not compulsory to the producer.

   d. An issue which the auditor has some evidence to indicate the matter may be present, but has not confirmed sufficiently by detailed objective evidence or more than one data point.
4. **Classification of non-compliance detected in audits.**
   Although the standard has provided the clauses which constitute major must or critical non-compliance, the auditor must use detailed descriptive objective evidence collected at the site, and the criteria below to classify the level of non-compliance as specified above:
   
   a. History of compliance of the producer.
   b. The frequency of the problem and whether the issue is an isolated occurrence or not.
   c. The potential impact or severity of the problem e.g. serious threat to the safety of persons, pollution of the environment and negative effects on the consumer.
   d. The probability of recurrence of the event.
   e. The effectiveness or efficiency of the management system in place.

5. **Failure by the producer to comply with the standard clause or the agreements between The Kenya Flower Council and the producer is defined either as non-compliance.**
   
   a. **Non-compliance (of a control point / compliance criteria):** When a clause in the standard is not fulfilled according to compliance criteria e.g. the producer does not comply with clause “5.5.5.5 - Seed treatments is only used to prolong seed storage life or to reduce subsequent application of pesticides after germination”.
   
   b. **Non-compliance (of the Quality System Regulations):** A Kenya Flower Council Quality System Certification regulation or rule that is necessary for obtaining a certificate is infringed e.g. “the producer has not complied with clause “B1.3.2 - A 100% compliance of all the clauses designated “S” for Silver certificate which are also major must and compulsory”

6. **A major must non-compliance** occur when a producer fails to comply with one or more of the clauses designated as major must within the flowers and ornamentals standard checklist as defined above.

7. **A major contractual non-compliance** occurs when there is failure to comply with any of the signed agreements between the producer and The Kenya Flower Council e.g. none payment of applicable fees. Any issue detected during the audit that leads to a technical doubt about the producer’s way of proceeding with the application of the standard falls within the contractual major non-compliance

8. **Critical non-compliance**
   A Critical non-compliance has occurred; where an audit finding against a major must clause as defined above e.g. when there is; but not limited to the following:
   
   a. A serious imminent threat to the safety of persons, environment and consumer is present.
   b. A serious threat / risk to the reputation of the Certification Scheme.
   c. A serious or significant violation of employee human rights.
   d. In case a major non-compliance has not been satisfactorily addressed or no significant improvement has been made by the time of a follow up audit, in spite of supplier commitment to resolve the issue; the non-compliance is up graded major must to critical.
e. A proven attempt to fraud, coerce, deceive, intimidate or interfere with the audit / auditors.

f. No time is given for such non-compliance. The farm is required to take corrective actions immediately, and the producer may be suspended without delay in such circumstances.

9. An observation
An observation may occur during the audit if the issue arising; is an opportunity for improvement, a possible issue which may develop into a non-compliance if there is no further action or an issue which the auditor has some evidence to indicate the matter may be present, but has not confirmed sufficiently by detailed objective evidence or more than one data point.

10. Communication in case of ‘critical’ non-compliance
When a ‘critical’ non-compliance is detected, the auditor is required to inform the producer as soon as possible or at least within the next 24 hours. However, if the producer or farm representative is on site, the auditor communicates the critical non-compliance immediately. This enables the producer to carry out an appropriate corrective action plan and timely resolution of the issue.

11. Legal matters
Non-compliance is not raised if the matter being assessed is before the court; where the producer has provided satisfactory objective evidence to demonstrate this fact.

1.6.0S COMPLIANCE VERIFICATION AND COMMENTS

1.6.1S Verification for compliance is recorded in the audit checklist in the following ways.

a. Yes
b. No
c. N/A
d. Comments.

1.6.2S The checklist is marked within the following guidelines:

a. A tick (√) on the “Yes” column of the checklist indicates 100% compliance.
b. A tick (\) on the “No” column of the checklist indicates partial compliance or 100% non-compliance.
c. N/A in the “No” column indicates that the clause of the standard is not applicable to the producer. However, all clauses designated “S” and “G” are not marked N/A. Only the recommended clauses designated “R” can be marked N/A. A justification must be entered in the comment section whenever N/A is marked in the checklist.
d. Evidence (comments) is provided for each clause in the checklist for all audits, and inspections both internal and external by the farm and by the Certification Body respectively. This enables the audit trail to be reviewed after the event and include the details of the references noted during the inspection.
e. The above comments or evidences e.g. of documents sampled, workers interviewed, shall be site and product specific, and included in the checklist to give confidence that all the control points have been assessed for all sites and products.
1.6.3S Measure of compliance to this standard
The basis of compliance to this standard are:
- For example, the producer is meeting the relevant laws e.g. providing all legally required benefits to all workers.
- Where there is a difference; between the Kenyan legislation or International Conventions the most stringent requirement has been applied.
- The provisions of this reference standard constitute minimum and not maximum standards.

1.7.0S SIGNIFICANT CHANGES OF THE SCOPE IN A CERTIFIED COMPANY

1.7.1S If a farm has gone through any significant changes after a re/certification audit has been conducted and a certificate issued, another certification audit is conducted at the farm to ensure that certification embraces the new changes as part of the audit scope. Significant changes include but not limited to:
   a. Over 5 hectares increase or decrease in area under production flowers and ornamentals.
   b. Over 500 increase or decrease of employees.
   c. Change in location of the company or acquisition of another site in a different location.
   d. Replacement of flowers and Ornamentals which had been certified with other types involving 5 hectares or more.
   e. Change on company’s production technology and/or facilities either through construction or demolition involving 5 hectares or more.
   f. Change in company ownership.
   g. A change which involve 50% or more of the employees or 50% of the farm area or institutional framework.

1.7.2S The producer shall have the sole responsibility of informing KFC when any of changes defined above take place at the farm. The communication shall be official through writing and within six months of the said changes.

1.7.3S The subsequent re-certification audit shall be conducted within six months after the official communication. The re-certification audit shall follow the KFC laid down audit procedures.

1.8.0S FUNDING AND COMPLIANCE RESPONSIBILITY

1.8.1S Membership fees and subscriptions
- New Members pay a joining fee.
- Thereafter, they pay a subscription fee assessed on the tonnage destined for export, either directly or through a third party.
- The Directors of KFC set at their discretion the amount of the subscription fee. Members ratify these fees at the next AGM.
- The subscription fee is payable from the date of membership approval by the Board of the application for Membership.
- Producers who are under suspension are not allowed to terminate their membership with The Kenya Flower Council until they clear the outstanding corrective actions or clear their bills whichever is applicable.
- Producers report their monthly export tonnage to the KFC by the 15th day of the following month.
- The KFC issues monthly invoices, which are due for payment upon presentation. Failure to pay the subscription will result in suspension of all KFC audits or any assistance of any description by the council.
- Those Members failing to pay their subscription for six months forfeit their right to membership after a warning letter has been instituted within 28 days and a suspension of (6) six months has been employed.
- Any use of the KFC Logo by the defaulting Producer would also be forfeited.

1.8.2S Compliance and responsibility
- Producer is ensuring that all the farm sites where the flowers and ornamentals are produced are compliant with all the requirements and principles of the Flowers and ornamentals sustainability standard.
- The ultimate commitment and responsibility for compliance with the Standard rests with the Owners/ Board of Directors of each farm.

1.8.3S Local legislation, international standards, rules and regulations
- The producer has a mechanism to remain up to date with applicable Local legislation, international standards, rules and regulations.
- The persons responsible for implementing the various aspects of this standard have demonstrated good understanding and awareness of the applicable local legislation, international standards, rules and regulations specific and relevant to their respective areas.
- The producer has copies and is compliant with the Kenyan legislation listed in this standard.

2.0.0 S DOCUMENTATION AND RECORDS

2.1.1G Quality Management System (QMS):
The producer has a quality management system (QMS) to monitor and ensure the long term economic viability and sustainability of the business; comprised of the following but not limited to:
- Social Management System to ensure maximum productive utilization of the employees per unit of product (see Appendix 15).
- Integrated Environmental Management System (IEM) and strategy used by the farm to remain sustainable; and to ensure sustainable use of all flower production resources, (see Appendix 12).
- Economic Viability Strategy (Business Plan); used by the farm to remain sustainable.
- Supply Chain Management Strategy, as per Appendix 14.
- Purchasing and supplier approval system.
- Machinery; Equipment and vehicle maintenance management system.
- Annual risk assessment report on the quality management system.
2.1.2G  QMS implementation, monitoring; measuring and management review.
The QMS is comprised of the policy statement; quality management system; standard operating procedures, work instructions, and risk assessment report documents required by this standard.

- The QMS is implemented by operational procedures; training of responsible staff, documentation, records, monitoring and measuring the success by internal audits and inspections.
- The QMS has set out strategies, goals and objectives with quantifiable measurable baseline targets to minimize the impacts from the identified risks.
- The producer has demonstrated continual improvement through strategies set out in the QMS by goals and objectives with quantifiable measurable targets; that are prepared and monitored against set targets on year on year basis.
- The implementation process has ensured that company management has reviewed whether the targets are being achieved on year on year basis, or to enable the revision of the action plan in the light of changing circumstances and to identify new risks which may need further actions.

2.1.3G Criteria for compliance with quality management system
The producer has provided evidence to demonstrate that:

- There is an organogram with defined key responsibilities for staff.
- The quality management system by is available and communicated to relevant levels of staff.
- Quality management system has document control aspects.
- QMS has objectives set out in the action plan with targets recorded in quantifiable and measurable terms providing time parameters and names of responsible persons.
- Staff performance is done against the set objectives.
- A publicly available quality system policy.
- Compliance with relevant laws.
- Risk assessment report that has identified and documented the social, environmental as well as the health and safety aspects of its activities; products or services that it can control and over which it has influence, and has determined those which have or could have significant impact on the environment or affect the health and safety of the employees and the community in general.
- Quality system objectives formulated have captured the significant aspects identified in the risk assessment.
- There are action plans based on the significant impacts and aspects for corrective measures to be taken.
• A system to ensure that the quality system and procedures are reviewed regularly for suitability; adequacy, and effectiveness and if necessary updated, to ensure continual improvement.
• Qualified human and financial resources to ensure the standard is implemented, regularly updated and monitored.
• Use of the most efficient technology available to the company after consideration of all options available within the budget; and views of the interested parties, when creating new work plans and expanding its operations e.g. spray and fertigation equipment.
• Suppliers and contractors are informed of any significant impacts which relate to their services which are identified by the company in the annual risk assessment.
• The following procedures have been prepared and are being followed:
  ✓ Procedure for monitoring performance against the set objectives and targets.
  ✓ A procedure for identifying all the environment and health and safety aspects and impacts.
  ✓ Procedure for identifying and accessing all legal and other requirements the company subscribes to e.g. standards; on the environmental and social aspects of the products; services, suppliers and contractors.
  ✓ Procedure for internal communication as per the organization structure of various levels of the company.
  ✓ Procedure for communicating, receiving, documenting and responding to all external parties or organizations.
  ✓ Procedure for controlling and tracking all documents to ensure they can be located, reviewed, revised, and approved by authorized persons. This procedure is ensuring that the documents are adequate, obsolete documents are rescinded, and that the relevant versions of the documents are available at the correct departmental sections.
  ✓ Risk assessment procedure for identifying the social-economic and environment aspects.

2.1.4G The Social Management System (SMS); is ensuring the social, economic sustainability of the business by addressing the following:
• Access to minimum wage.
• Rights associated with conditions of work.
• Human rights, gender equity, and harassment at work place.
• Promoting career development.
• Establishing a strong policy against harassment, bullying, and domestic violence.
• Adoption of a zero tolerance policy to the use of illegal drugs and provision of awareness on the harmful effects of the same.
• Creating a culture of openness and transparency.
• Access to education, health care, clean, water, and housing.
• Hygiene, health and safety, risk assessment and management.
• Intellectual property rights.
• Conditions of employment and worker empowerment as enshrined in the ILO Declaration on Fundamental Principles & Rights at Work.
Efficient use of resources including human, plant protection products, fertilizers, energy and water.

Creating a culture of reduction, re-use and recycle of resources.

Ethics and business integrity.

Corporate social responsibility.

Engagement with local community.

Cultural rights of the employees and local communities.

2.1.5G The annual risk assessment report carried out by the producer on the quality system has identified:

- The activity.
- The origin or section where the activity takes place.
- Aspects (elements of an organization’s activities, products or services that can interact with the environment, and cause social economic impact).
- Impacts (any change to social-economic and environment, whether adverse or beneficial, wholly or partially resulting from an organization’s activities, products or services for existing and new or modified projects).
- Priority ranking of the risks e.g. by time frame (those requiring immediate corrective action) or by their weight (high, medium and low).
- An action plan for implementation that indicates the target dates plus the responsible persons at all management levels with job descriptions.
- This assessment has identified by anticipation or by historical records any risks to environment, employees and customers. This is for example through the use and handling of hazardous chemicals; machinery use, electrical equipment, or failure to comply with protocols, among others.
- Baseline record of issues that are likely to positively or negatively influence the sustainability of the business; (environment, social, and economic).

2.1.6G Economic Viability Strategy (Business Plan):

The producer has prepared and documented a policy and strategy which is ensuring economic viability and sustainability. The policy has mechanisms to monitor and ensure the long term economic business viability by ensuring that:

- There is commitment to being, and existing as a profitable organization.
- The top management is familiar with the company’s long term economic viability plan and is implementing the same across all levels of the company.
- Strategy that ensures business ability to generate sufficient income to meet its operating expenses and financial obligations, as well as providing the potential for future growth.
- Establishment and adherence to sound business and production efficiency and productivity parameters; that will ensure sustainability through short term and long term profitable growth.
- Compliance with applicable legislation and other requirements and standards to which the company subscribes to.
- Development of internal objectives and targets to achieve short term and long term profitable growth.
- Regular review and measurement of performance against established goals and objectives.
- Costs control and optimization of programs.
- Development and maintenance of loss control practices.
- Development and deployment of innovative technologies to increase competitive advantage.
- Strategic engagement with relevant stakeholders including the community to achieve sustainability as a whole.
- Focus on customer satisfaction and arising complaints.
- Establishment of long term sustainability management plan for continuous improvement.
- Has identified and defined the environmental, social and economic issues that are likely to positively or negatively influence the viability of the business.
- Has identified the mitigation measures in place against the negative factors and has identified measures in place to enhance the positive factors along the supply chain.
- Is financially stable by making prudent investment decisions.
- All the resources e.g. the human resource, water, fertilizers, pesticides are giving maximum flower production output per unit.
- By preparing a long viability plan that is implemented to ensure continual improvement.

2.1.7 An internal audit system is in place.

The producer demonstrates responsibility and commitment to continual improvement in the management system by ensuring that:
- An internal inspection is carried out before the external assessment against the complete standard checklist annually.
- A record of the completed internal audit checklist is available.
- Effective corrective actions are taken on the non-conformities (non-compliance report) detected during the internal and external inspections and documented reports are available.
- There is a qualified internal auditor: to at least ISO 14001 internal auditor course with a letter of appointment at the farm, responsible for co-ordinating all the activities that ensure that the producer is compliant with the standard.

2.1.8 Procedure for complaints from internal and external parties

The producer has a documented procedure for addressing complaints arising from internal and external parties, with regard to the application of this standard.

The producer has ensured that the:
- Complaints are adequately studied.
- Corrective actions taken are documented.
- Records are kept and are available for inspection by Certification Bodies and other stakeholders.
- The producer has set out goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis, which ensure demonstrable reduction of the complaints.
- The producer has set zero complaint incident targets by use of efficient technology; training of staff, due diligence and co-operation with stakeholders.

2.1.9 Access for Certification Body auditors
- The Producer provides the Certification Body auditors with access, upon request, to carry out on-farm verification of compliance within the scope of the current standard.
- The producer has not mishandled / manhandled the Certification Body auditors or committed or attempted to commit fraud (CRITICAL).

### 2.1.10S Document and record control procedure

The producer has prepared a written document and record control procedure that defines the generation, review, and distribution of procedures and documents to the relevant persons. The procedure is within the legal requirement with regard to the periods acceptable for storage of documents which include some of the following:
- Land - 12 years.
- Bank and other operations - 7 years.
- Account-10 years (ordinary transactions).
- Lawyers-10–20 years.
- Worker’s employment particulars – 5 years.
- Workers medical records – 6 years.

#### 2.1.11S History of all the production areas

- All records have provided a history of all the production areas where the certified products are grown.
- For new producers the records of agronomic activities are available for inspection and all entries to documentation kept for at least 3 months prior to the first audit.
- The record has reference to each production area covering all the crops included in the product certification application form.
- The record covers all agronomic activities required for flower product certification.
- The records are maintained for at least two years unless a longer period is required by a specific standard or by a legal requirement.

#### 2.1.12S Record of mapped service providers and other stakeholders

- The producer has mapped or identified in a list all the names of the service providers to the farm such as suppliers, contractors and sub-contractors along the supply chain e.g. buyers and suppliers of flowers and ornamental, laboratory; maintenance, construction, calibration services, waste handling companies, among others.
- The producer has clearly communicated or provided the audit standard or policy and process or procedure to all suppliers and employment sites as part of its contractual agreement.
- This is done for all types of audits such as unannounced, semi-announced or announced.
- The producer has ensured that the service providers audited / certified directly by the producer along the supply chain have complied with the relevant clauses, principles and requirements of this standard for each task or season a contract is signed.
- The producer has kept record that includes but not limited to the:
  - Name of the service provider and other stakeholders.
  - Legally binding contract, where applicable.
  - Competencies required by the farm.
  - Evidence of compliance to the applicable relevant specifications in this standard.

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2.1.13S Suppliers, Contractors and Sub-contractors

The producer is ensuring that suppliers; contractors and sub-contractors within their control are compliant with but not limited to:

- The application and implementation of all the clauses in the standard which are relevant and applicable to the tasks performed by the suppliers; contractors and sub-contractors.
- The producer, suppliers, contractor or sub-contractor has carried out a compliance audit or assessment against the relevant clauses of the standard.
- The assessment has covered all the tasks or activities that were performed plus the seasons the work was done. This assessment is available on farm during the external inspection.
- The suppliers, contractor or sub-contractors has accepted that approved Certification Bodies are allowed to verify the assessment through a physical inspection where there is doubt.
- In case the sub-contractor has been assessed by an approved third party Certification Body (CB) the producer has received a report which has the date of the audit, name of CB, auditors name, details of the sub-contractor, and audit report that includes the corrective actions taken.
- The records for the tasks performed are available at the farm for each season. The producer has checked and signed the assessment of the suppliers, contractor or sub-contractor for each task and season contracted.

2.1.14S Reports to stakeholders

The producer is reporting to the relevant stakeholders e.g. workers, company directors, among others, at least once per year on each chapter of this standard i.e. on social, health and safety, environment, crop production, post – harvest, training and machinery by a template based on a criteria that include but not limited to:

- The audit report is available in English to ensure that it can be shared with various stakeholders, as well as in the language of the management, wherever this is possible.
- The report prepared is within the defined format; scope, content, margins, and title page.
- Introduction of the report with clear objectives and targets of the activity being reported.
- Body of the report with clear precise measurable indicators of the status of the activity e.g. figures, numbers or percentages.
- Conclusion of the report has provided the way forward.
- The report has provided sufficient transparency in form of data, figures, percentages, levels, among other measurable parameters.
- The measurable indicators that allow stakeholders to understand the status included in the report but not limited to are:
  - Compliance status of the suppliers; agents, traders, importers, contractors, and licensees against the company compliance requirements.
  - The report has demonstrated that the activities are within the company goals and objectives and within the company vision and mission.
The report has provided sufficient measurable indicators that allow internal and external stakeholders to objectively assess the performance of the company against the set objectives and targets as well as the targets set for individual staff.

- The reports to internal stakeholders has included but not limited to:
  - Management review minutes or output reports that are done at least once per year against the quality system objectives and targets.
  - Internal audit reports on the supply chain covering agents, traders, importers, labour contractors, licensees.
  - External 2nd or third party audits on the supply chain covering agents, traders, importers, labour contractors, licensees, where applicable.
  - Queries, comments or complaints that have arisen and the feedback provided.

- The report template; format, scope and content are reviewed annually to ensure that the report continues to capture the various issues arising, information demands and the needs of the stakeholders.
3.0.0 S HUMAN RESOURCE MANAGEMENT

3.1.1S Review of terms and conditions of employment

- All producers are conversant with the Terms and Conditions of the Employment Act, 2007 and the Regulation of Wages (Agricultural Industry) Order; together with all the other Kenyan legislation; and international standards pertaining to employment.
- The Producer is annually reviewing her terms and conditions of employment towards all categories of workers on the basis of the Kenyan Legislation, Collective Bargaining Agreement or this standard, whichever is applicable.
- The producer has prepared a Human Resource Policy document which has declared, but not limited to the following:
  - Terms and conditions of employment for all categories of workers.
  - All work must be conducted on a voluntary basis, and not under threat of any penalty or sanctions.
  - The use of forced or compulsory labour in all its forms, including prison labour when not in accordance with Convention 29, is prohibited.
  - Producers are not requiring workers to make deposits or financial guarantees and shall not retain identity documents e.g. passports, identity cards, nor withhold wages outside a legal contractual agreement.
  - Producers are not using any form of bonded labour nor permit or encourage workers to incur debt through recruitment fees, fines, or other means.
  - Producers are respecting the right of workers to terminate their employment after reasonable notice.
  - No employment of persons under 18 years of age.

3.1.2S Letters of appointment and terms and conditions of employment

Producers are maintaining permanent, seasonal, casual, sub-contractors employee’s files that are containing the following records:-

- Legally binding employment contract signed by both the employee and employer. The employees have an original copy.
- Changes in terms and conditions of employment done in writing.
- Warning letters or any evidence of misconduct.
- Leave forms e.g. sick leave, annual leave, maternity leave, paternity leave.
- Employers have terms and conditions of employment in Kiswahili and English formats.
- Copies of the identity cards to provide proof the age of the worker.
- The letter of appointment or contract has included the following terms and conditions of employment as per Employment Act, 2007 or international labour standards, whichever affords the greater protection.
  - Name, age, permanent address, and sex of the employee.
  - Name of employer.
  - Job descriptions of the employee.
  - Date of commencement of employment.
  - Form and duration of employment indicated by dates.
  - Place of work.
  - Hours of work.
✓ Remuneration, scale or rate of remuneration.
✓ The method of calculating the remuneration and details of any other benefit.
✓ Date on which the employee’s period of continuous employment began; taking into account any employment with a previous employer which counts towards that period.
✓ Annual leave and travelling allowance.
✓ Maternity or paternity leave.
✓ Rest day.
✓ Public holiday pay.
✓ Medical provision and sick leave, injury, and provision for sickness pay.
✓ Reference to Collective Bargaining Agreements which directly affect the terms and conditions of employment.
✓ Work contracts are for an indefinite period or for fixed term.
✓ Termination of employment and length of notice.
✓ A worker is free to leave employment in accordance with his or her contract.

3.1.3 S Employment records
The following employment records are kept as per the Employment Act, 2007.
- Employment Policy / Practice e.g. Human resource policy manual or similar.
- Weekly rest days.
- Annual leave.
- Maternity and Paternity leave.
- Sick leave.
- Accommodation or housing particulars or housing allowance payments.
- Pay slips showing all monetary payments and deductions to the employees.
- Records relating to the death of employee.

3.1.4 S Muster rolls for permanent, seasonal, sub-contractors and casual workers are available.

3.1.5 S Working Hours
- Standard working hours for employees other than security staff are not exceeding 46 hours spread over 6 days of the week as required by the labour laws or the hours agreed in the applicable collective bargaining agreement (CBA) or relevant international standards, whichever affords greater protection to ensure the health, safety and welfare of workers.
- Start and end of working hour’s records signed by each employee are kept.
- The producer has defined and is respecting employees’ entitlement to breaks e.g. meal breaks; time for work related meetings, and other working hour’s allocations as necessary.

3.1.6 S Security Staff – Working Hours
- Standard work hours for security employees are not exceeding 48 hours spread over 6 days of the week as per the Regulation of Wages (Agricultural Industry) Order or per the Collective Bargaining Agreement (CBA) or relevant international standard, whichever affords greater protection to ensure the health, safety and welfare of workers.
3.1.7 Wages and other money benefits
- The producer has provided wages, overtime pay, benefits and paid leave benefits for a working month or part thereof, annual leave travelling allowance that is compliant with at least the legal or the industry minimum standards; whichever is higher, and are sufficient to meet the basic needs of workers and their families and to provide some discretionary income.
- With regard to minimum industry standards; the producer has adopted the CBA which the farm is affiliated and or signatory to, and where the farm has no CBA in place, then the current prevailing sector and or industry Collective Bargaining Agreement (CBA) wages and benefits shall prevail.
- The hourly wage has been calculated as follows: Daily wage / hours. The hourly wage is based on 7.67 hours per day (which is 46 hours divided by 6 days).
- Daily wage is calculated as follows: Monthly wage X 12 / 365 days.
- Bonuses and incentives are not used to raise the basic wages of the worker to the minimum required.

3.1.8 Overtime hours for all company employees.
- The rules and guidelines pertaining to overtime are made clear to all employees.
- The overtime worked is recorded and countersigned by each employee.
- The producer is respecting the right of workers to leave the workplace after completing their shift or task.
- Such overtime is voluntary and is not demanded on a regular basis.
- Overtime is not exceeding 12 hours per employee per week.
- The time worked during gazetted public holidays and rest days is always compensated at premium rate at double the hourly rate.
- Overtime during normal working days is always compensated at premium rate at 1 ½ times or as required by law and, where applicable, by contractual agreement.
- Gazetted public holidays falling on a Sunday are deferred to Monday and are treated like any other public holiday.

3.1.9 Equal work for work of equal value.
- Benefits for the term contracts employees or seasonal labour pay is NOT less favourable than those paid to permanent workers performing the same tasks.
- Also workers have received equal pay for work of equal value.

3.2.1 Payment Procedure
- All employees are paid in cash or by some mutually acceptable monetary means.
- Information regarding wages is made available to employees in a payslip that shows; basic wage, bonuses, overtime, and authorised deductions e.g. NHIF, NSSF, and PAYE.
- The original payslip is given to each employee before payment of the wages.
- The wage payment procedure is as per the Employment Act, 2007.
- Timely payment of wages.

3.2.2 Statutory Deductions
Employers are ensuring that deductions are effected and remitted monthly; in accordance with the Kenyan Legislation:
- NSSF Act Cap 258.
• NHIF Act Cap 255.
• Co-operative Societies Act Cap 490 – (SACCO).
• Trade Union dues for workers who are members e.g. KAPWU.
• No deductions, other than statutory, are made from employee’s wages without mutual agreement confirmed in writing.
• Deduction of wages as a disciplinary measure is not practiced.

3.2.3 S Casual employee, Term contracts and Seasonal Labour
• The producer does not use false apprenticeship schemes; excessive use of fixed-term contracts of employment or casual labour, labour-only contracting, sub-contracting, home-working arrangements or indentured labour where there is no real intent to impart skills or any comparable arrangements to avoid obligations of the farm to fulfil the employer’s legal requirements or social security laws and regulations arising from the regular employment e.g. Employment Act 2007; NSSF, NHIF, insurance etc.
• Casual, temporary or seasonal workers have been confirmed into permanent employment if the employee has worked continuously for more than three months as Employment Act 2007 or CBA, whichever is applicable.
• Casual employee; a person of whose terms of engagement is such that his payment is done at the end of each day and is not engaged for a longer period than twenty-four hours at a time.

3.2.4 S Annual Leave
• All permanent staff are entitled to not less than twenty one (21) working days leave with full pay after completion of 12 consecutive months of service. Annual leave is calculated at the rate of 1.75 days for each completed month of service.
• All seasonal workers are entitled to leave on a pro-rata basis at the rate of 1.75 days per completed month of service.
• The above leave is in addition to all public holidays, weekly rest days and any sick leave taken by an employee.
• This leave is to be taken at times mutually agreed between the employer and employee.
• The annual leave is provided as per The Employment Act, 2007.

3.2.5 S Sick Leave
• After one month’s continuous service an employee is entitled to sick leave up to a maximum period of thirty (30) days on full pay and a further thirty days (30) on half pay in each period of twelve (12) months continuous service.
• This is granted on production of a certified letter of incapacity signed by a recognised medical practitioner, otherwise Employment Act 2007 conditions apply.

3.2.6 S Annual leave allowance
• Where an employee proceeds on annual leave he/she is entitled to a consolidated refund by the employer of the fare (travel allowance) to and from his home in respect of himself or herself plus one spouse, or as per the current AEA/KAPWU CBA, whichever is higher.

3.2.7 S Weekly Rest Day
- After working 6 consecutive days; all employees are entitled to at least one paid rest day.

### 3.2.8 Tasks allocated per day

- Tasks allocated per day are based on what can be reasonably completed by a worker in a standard working day.
- All workers are selected for a particular job and are paid in accordance with their ability to carry out specific tasks not on the basis of personal characteristics or beliefs.

### 3.2.9 On-site Housing or Living Quarters

- Every producer has at all times and at his own expense, provided reasonable habitable housing accommodation with sound roof, windows and doors and basic services, e.g. adequate clean running water, drainage system, septic pits, washing and toilet facilities within easy access of the housing for each of the employees.
- If housing is not provided; the producer is paying to the employee housing allowance in addition to wages or salary.
- The house allowance is at least 15% of basic salary or as stated in a CBA whichever is higher in order to obtain reasonable accommodation.
- The consolidated wage is not less than the sum total of an existing CBA wage and house allowance.
- Where the employer is providing housing, the houses are meeting the requirements of the Employment Act 2007 e.g. are kept clean and safe.
- Employees are not sharing houses unless it is a married couple living together.

### 3.3.1 Worker’s transport

- Employers provide transport when employees work outside the normal working hours or when public transport is not available and the employee does not live within easy or safe walking distance of the workplace.

### 3.3.2 Pregnancy

Producers are ensuring that:-

- Women are not discriminated against during ante or postnatal periods in regard to recruitment, selection, or termination.
- Pregnancy tests are not undertaken before recruitment, selection or termination.
- Expectant mothers are given due consideration and are assigned to duties appropriate to their physical condition.
- No woman has had her contract terminated, or dismissed from work, solely because she is pregnant as per Employment Act, 2007.

### 3.3.3 Maternity Leave & Paternity Leave

- All female employees are entitled to a maternity leave of three months.
- All male employees are entitled to a paternity leave of 14 days.
- The employee has not incurred any loss of privilege for reason of being on such leave as per the Employment Act 2007.

### 3.3.4 G/R Day care
• The producer has provided facilities for the safe care of young children for working nursing mothers to feed their infants at the farm and has provided breast-feeding periods during the day.
• This objective is achieve-able by providing to nursing mothers’ day off; of one to two hours per day for at least six (6) months after maternity leave.
• No overtime is requested during the six (6) month period.

3.3.5 S Summary Dismissal, Redundancy, Terminations, and Resignations.
• Gross misconduct as set out in the Employment Act, 2007 is the ground for summary dismissal.
• An employee declared redundant is compensated for in accordance with Employment Act, 2007.
• An employee whose services are terminated for reasons other than for gross misconduct is terminated in accordance with Employment Act, 2007.
• Where an employee resigns for whatever reason, he / she has received whatever terminal benefits due less liabilities owed to the company as per Employment Act, 2007.

3.3.6 S Work Injuries Benefits Act 2007
• Any employee who is injured in the course of his / her work is entitled to compensation in accordance with The Work Injuries Benefits Act 2007.
• Producers have valid insurance in place to cover for this eventuality.
• Compensation claimed shall be disallowed if it is proved that the injury is attributable to the serious and wilful misconduct of the employee as per The Work Injuries Benefits Act 2007. (See appendix 18).

3.3.7 S Freedom of Association
• All workers are free to join a Trade Union, which represents the flower Industry if they so wish.
• There is no coercion to force workers to join a Trade Union and membership of a Trade Union is not made a requirement for employment.
• Recognition Agreements & CBA’s are implemented in accordance with The Labour Relations Act, 2007 and Employment Act, 2007.
• Workers representatives are not subjected to discrimination; interfered with, or obstructed from having access to all workplaces necessary to carry out their representative functions.
• The producer has not discriminated against or penalised worker representatives or trade union members because of their membership in or affiliation with a trade union, or their legitimate trade union activity, in accordance with international labour standards.

3.3.8 S Worker Representative Committee
• Producers have provided for a free and an enabling environment for workers to form on-farm worker representative committees elected by the workers.
• Composition of the committee is reflecting all categories of workers on the farm including management and reflecting the gender balance.
Proceedings of meetings held during working hours at least every 3 months are minuted and made available for inspection.

3.3.9 Disciplinary & Grievance Handling Procedures
- Workers have the right to be heard on matters relating to contractual terms, disciplinary and grievances matters, e.g. on dismissal, health and safety and general welfare.
- Management in co-operation with the workers’ representatives committee, has established and implemented a coherent policy with regard to disciplinary and grievance procedures.
- Clear written disciplinary and grievance procedures are developed, accepted and followed by all parties involved.
- Communicated to the workers and copies displayed in the notice boards.
- The disciplinary procedures are within the grounds set out in the Employment Act, 2007.
- All disciplinary and grievance actions taken are recorded.
- The corrective actions taken on the grievances are recorded.
- The producer is reporting and sharing progress with relevant stakeholders e.g. worker’s representative committee, gender committee, among others.
- The farm has set zero grievance incident targets which are achieved by use of efficient systems; training, awareness and due diligence.

3.4.1 Gender Committee
- Each producer has established a gender committee which is meeting during working hours at least once in every three months and minutes are kept in a file.
- The committee is formed within the guidelines in appendix 15, and as per Section 6 of the Employment Act.
- A gender policy is formulated and communicated to the employees.
- The producer has actively encouraged participation of women, and the minorities in management positions; and has a defined the criteria guiding the implementation.

3.4.2 Forced Labour
- Work is done on a voluntary basis, and not under threat of any penalty or sanctions.
- The producer is not making use of forced; indentured, compulsory labour or coercing anyone to work against his or her will as per Employment Act, 2007.
- Workers are not required to lodge “deposits” or their original identity papers prior to commencing employment; or at any time thereafter with the employer.
- Producer is not bonding labour by encouraging workers to incur debt during recruitment; fines, penalties or any other fee which can prevent workers from quitting jobs.
- The producer has not engaged or benefited from prison labour, unless the prisoners have been convicted in a court of law and their labour is under the supervision and control of a public authority or in accordance with ILO Convention 29.

3.4.3 Discrimination & Harassment
- The Producer has provided equal opportunity in employment during recruitment; hiring, training, provision of working conditions, job assignments, pay, benefits, promotions, discipline, termination or retirement.
- The producer does not engage in or support discrimination, intimidation or coercion in any form on the basis of gender, age, religion, marital status, race, caste, social background or social status in society, diseases, disability, pregnancy, ethnic and national
origin, nationality, membership in worker organizations including unions, political affiliation, sexual orientation, or any other personal characteristics as per the Employment Act, 2007 during recruitment, compensation, training, promotion, termination, retirement, or job assignment.

- Bullying, harassment or abuse of any kind in the workplace, mental and physical repression, particularly of female workers, is strictly prevented; as per Employment Act, 2007. Also see Appendix 15S.
- All workers are treated with respect and dignity.
- The producer has ensured that there are no discriminatory measures exercised against workers who raise concerns about matters of non-compliance.

### 3.4.4S ILO and Other International Conventions

Producers and suppliers along the supplier chain are applying the requirements and principles of the international conventions in Appendix 21S listed below:

- C1-Hours of Work (Industry) Convention, 1919
- C14-Weekly Rest (Industry) Convention, 1921
- C81-Convention concerning Labour Inspection in Industry and Commerce.
- R85- Protection of Wages Recommendation, 1949
- C87- Convention on freedom of association and protection of the right to organize.
- C95- Protection of Wages Convention, 1949
- C98-Right to Organize and Collective Bargaining Convention concerning the Application of the Principles of the Right to Organize and to Bargain Collectively.
- C100-Convention concerning equal remuneration for men and women workers for work of equal value.
- C105-Abolition of Forced Labour Convention Concerning the Abolition of Forced Labour
- R116-Reduction of Hours of Work Recommendation, 1962
- C122-Convention concerning employment policy.
- C131-Convention concerning Minimum Wage Fixing, 1970
- C135-Convention concerning Protection and Facilities to be Afforded to Workers’ Representatives, 1971
- C138-Convention concerning the Minimum Age for Admission to Employment.
- R146-Recommendation on the Minimum Age for Admission to Employment.
- C161-Occupational Health Services Convention, 1985 (No. 161)
- C182-Convention concerning the prohibition and immediate action for the elimination of the worst forms of child labour.
- R184, Home Work Recommendation, 1996
3.4.5 S Child Labour / Minor
- The producer has not employed children or young persons under 18 years of age for any duty or task whether gainfully or otherwise in the work place.
- If children are found to be working directly or indirectly for the supplier, the latter shall seek a sensitive and satisfactory solution that puts the best interests of the child first.

3.4.6 S Ethical and anti-corruption policy
The producer can demonstrate that measures to guide the farm on ethical conduct or practice has been considered and adopted by having in place an ethical and anti-corruption policy that has been prepared; documented, and is being implemented as follows:
- Across all levels and aspects of flower production business conduct, and is defining clearly what is relevant and applicable to the conduct of individual employees, managers, directors, and the entire company.
- By putting in place sufficient anti-bribery measures to prevent corruption arising out of or associated with political and charitable contributions, facilitations fees, gifts and hospitality expenses.
- By having a monitoring system and a risk assessment on ethical and corruption is carried out and corrective action taken against all arising issues including allegations at least once per year.
- By maintaining records on fines previously given to the company with regard to compliance with law on accounts, social, environment and economic which are available for review.
- By maintaining records on compliance to the applicable local laws and regulations; international laws and conventions, and human rights.

3.4.7 S Security provisions:
- The producer is verifying that the security arrangements at the farm is respecting human rights and is consistent with international norms and standards for law enforcement.
- Security personnel (employed, contracted or sub-contracted) are adequately trained, including in adherence to standards of human rights.
- Complaints about security procedures or personnel are addressed and investigated promptly and, where appropriate, independently.
- The producer is exercising due diligence to ensure that the farm is not participating in, facilitating, or benefiting from human rights violations committed by public security forces.

3.4.8 S Confidentiality
The producer has created and documented systems to ensure protection and respect of employee’s personal data, information and privacy of workers.

3.4.9 S Performance appraisal:
The producer has a mechanism for annual workers’ performance assessment and appraisal.

The results are used among other things in consideration and access for promotion, trainings, and career development programs, to promote fairness.

This process is used to access and monitor workers’ satisfaction.

### 3.5.1G/R Social responsibility to the community

The producer has developed and documented a corporate social responsibility policy and plan which can demonstrate that there is:

- Community projects that promote the social well-being of the society and improve the development of the areas they operate in.
- Prepared a criteria for the promotion and enhancement of education of the community, e.g. through infrastructure, internship and mentoring programs.
- Supporting local events.
- Supporting local schools and hospitals.
- Record of the projects undertaken is maintained.
4.0.0 HYGIENE; HEALTH, SAFETY AND RISK PREVENTION

4.1.1 S Hygiene, Health and Safety officer

- Each producer has appointed a Senior Manager as a Hygiene, Health and Safety officer who is working with the workers hygiene, health and safety representatives and is responsible for preparation of the hygiene, health and safety protocols; the day to day management and implementation of applicable legislation on hygiene, health and safety of the employees.
- A letter of appointment and a job description are available.

4.1.2 S Risk assessment on hygiene, health and safety.

- An annual risk assessment targeting hazards on hygiene, health and safety is done by the producers as per the local, national, and regional legislation plus sector codes of practice.
- The producer has conducted annual health and safety audit as per the OSHA.
- Documents for the risk assessment and the action plan reports are kept.
- The action plan has time frame and persons responsible for implementation of the non-compliances detected.
- The risk assessment is reviewed when changes take place within the organisation e.g. new machinery, new buildings, new plant protection products, or modified cultivation practices.
- The action also ensure that the employees are provided with sufficient information, given adequate written procedures or instructions, training, guidance and hygiene policies so as to enable them to carry out their work in a satisfactory manner.
- Employees are aware of the risks to health from exposure to chemicals and pesticides, and are fully conversant with all relevant safety measures.
- Examples of risks that are considered include moving machine parts, tractor power take off (PTO), electricity, excessive noise, dust, vibrations, extreme temperatures, ladders, fuel storage, slurry tanks, agrochemical storage, handling and application areas etc.

4.1.3 S Hygiene, health and safety protocols or procedures

- The issues identified in the Hygiene, Health Safety risk analysis are used to establish or improve the existing hygiene, health and safety protocols or procedures that are appropriate for all farm operations, personnel and facilities to prevent physical, microbiological and chemical contamination.
- Workers representatives and management staff have signed the hygiene and health and safety procedures.

4.1.4 S Content of hygiene, health and safety protocols or instructions

- The hygiene, health and safety protocols or instructions are prominently displayed in English and Kiswahili on all access doors and other areas and have included:
• Need for hand washing.
• Covering of skin cuts.
• Limiting smoking, eating and drinking to certain areas only.
• Use of suitable personal protective equipment.
• Notification of any relevant infections or conditions e.g. signs of illness like vomiting and diarrhea. The affected workers are restricted from direct contact with the product.

4.1.5 S Monitoring Health & Safety Accidents & Incidents.
The producer is monitoring Health & Safety Accidents & Incidents that arise that is meeting but not limited to the following:
- Is compliant with relevant Legislation on Hygiene, Health & Safety.
- All emergency accidents, and incidents that occur are recorded including:
  ✓ Where did it happen?
  ✓ What happened?
  ✓ What is the level of injury?
  ✓ What is the anticipated impact on Hygiene, Health & Safety?
- The number of emergency accidents and incidents that occur is reviewed quarterly.
- The remedial actions that are taken to prevent recurrence of the accidents and incidents are recorded.
- The farm has set zero accident and incidents targets to be achieved by use of efficient technology or method, training or awareness and due diligence.

4.1.6 S The Occupational Safety and Health Act 2007
- Abstracts of The Occupational Safety and Health Act 2007 and relevant warning signs are displayed prominently in the workplace.
- All work in the farm is organised in such a way as not to endanger the safety and health of the employees.
- High-risk jobs (e.g. spraying and handling of pesticides, construction and maintenance work) are specifically indicated and supervised.
- High risk, danger areas and operations are recorded in a Risk Register.
- Risk assessment has guided the identification of the high risk tasks and areas.

4.1.7 S Machinery and equipment
- The producers have ensured that all machines and equipment are safe and secure.
- Moving parts of the machinery are fully safeguarded to minimise accidents and conform to the Occupational Safety and Health Act 2007.
- Signs and posters relevant to the safe operation of machinery are prominently displayed next to each machine.

4.1.8 S Buildings and other facilities are safe
The producers has ensured that the buildings and other facilities are strong, stable and has sufficient safety measures in place for use in case of emergency e.g. fire exit doors, sufficient ventilation, adequate light, among others as required by Planning and Building Regulations, 2009 and The Physical Planning Act Cap 286 of 2012 e.g.
- Packaging and grading house.
- Agrochemical stores.
- Office and other buildings.
4.1.9 S Registration of the work place.
- The employer has ensured that all farm sites including pack houses, grading halls, workshops e.t.c. are registered as a workplace by the Director of Occupational Safety and Health Services of the Ministry of Labour as provided for in The Occupational Safety and Health Act, 2007.

4.2.1 S Safe working environment
- The producer, under The Occupational Health and Safety Act 2007 has provided a safe clean and healthy working environment and has taken adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment and placing warning signs at appropriate places e.g. waste pits, fuel tanks, workshops, agrochemical (plant protection product & fertiliser) stores and mixing stations.

4.2.2 S Female Employees
- Female employees are not employed in the handling, mixing or application of pesticides (CRITICAL).
- They are not employed in areas of work posing hazards to their role as mothers.

4.2.3 S Environment; Hygiene, Health & Safety Committee
- The producer has formed environment, hygiene, health, and safety committee.
- The committee and the farm management are responsible for:
  ✓ Addressing and communicating to employees on the arising hygiene, health, safety, and environment matters.
  ✓ Meeting at least once every 3 months during working hours, at which time compliance with hygiene, health, safety and environmental matters are monitored and discussed freely and openly.
  ✓ Ensuring that the farm has set up Emergency Incident & Accident response teams e.g. in case of fire; first aid, or major air, water and soil pollution incidents.
  ✓ Documenting the proceedings or minutes of the meetings and other activities e.g. emergency and accident drills which are available for inspection.
  ✓ Ensuring that all workers are provided with sufficient information, and are given adequate instructions; internal training and guidance so as to enable them perform their work in a satisfactory manner.
  ✓ Ensuring that regular drills are carried out for preparedness against anticipated Emergency Incident & Accidents at the farm e.g. major disasters and accidents; such as fire; gas leakage, floods, dam breakage, and strong winds, among others.
  ✓ Monitoring the implementation of the Emergency Accident and Incident Procedures.

4.2.4S Emergency Accident and Incident Procedures
The producer has established written Health and Safety emergency and accident preparedness procedure that is addressing but not limited to the following:
- How to respond to as quickly as possible to major disasters and accidents, e.g. gas leakage, floods, dam breakage, strong winds, among others.
- How to get injured or sick workers to medical facilities as efficiently and safely as possible.
The procedures are clearly understood by all personnel and displayed in the appropriate language of the workforce in all farm notice boards and within 10M of the agrochemical stores.

The procedure has included the following information among others:

- Contact persons and their telephone numbers.
- Farm reference or address.
- Location of nearest means of communication e.g. of telephone booth.
- Telephone of police force, ambulance, hospital, fire brigade, health centre in the premises. Has identified who, how, which and where with regard to access of the health facilities.
- How to report accidents or dangerous incidents to relevant stakeholders e.g. incidents that arise, emergency drills e.g. to the local community, DOHSS, NEMA, among others.

4.2.5 S Medical

- Medical treatment for the workforce is provided in accordance with The Employment Act, 2007, plus the Employment; (Medical Treatment Rules).
- Producers are exempt where such injury / illness was contracted during any period when the employee was absent from his place of work without lawful cause, or the injury / illness was self-inflicted or the result of substance abuse as per The Employment Act, 2007.

4.2.6 S Physician

The producer has employed or contracted a recognized physician or a medical institution which is on call to provide any emergency or other specified medical services to the company.

4.2.7 S Provision of First Aid

- First Aid kits and simple medicines are maintained on site only by staff trained in first aid or health workers.
- Where the size of the workforce warrants it, antidotes to pesticide poisoning are available with people trained to administer them.
- At least one First Aider is present in a farm at any one time.
- There is at least one First Aider for every 50 employees or as per The Occupational Safety and Health Act 2007. See First Aid Rules-Appendix 8S.
- Where there is a risk of theft a supervisor has kept the first aid box.
- There is a First Aid box within 10M from the pesticide stores and mixing Stations and also for other permanent farm sections plus transport e.g. trucks.

4.2.8 S All visitors, contractors and sub-contractors are:

- Recorded on entering the company premises.
- Accompanied at all times by a company representative.
- Informed of the relevant demands on their personal hygiene, health and safety and by a visible display of the procedures or the procedures are provided to them.
- Provided with suitable protective clothing or equipment in accordance with local legislation or authorised competent authority or as per the label instructions in case of plant protection product.
- The auditor has verified that an appropriate complete set of protective equipment required by the visitors is available.

4.2.9 S Indemnity by Contractors and service providers
- The contractors and service providers has given indemnity or necessary insurance to cover the producer for the work and associated risks. Records are available.

4.3.1 S Fire Precautions
The producer has ensured that:
- Fire procedures are complying with The Occupational Safety and Health Act 2007.
- There is safe installation and use of electricity, fuel and gas.
- Relevant fire extinguishers are installed in all buildings.
- There is prominent display of fire procedures in all sections of the farm.
- Fire procedures are indicating emergency exits, emergency cut off points for electricity, gas and water supplies and location of fire extinguisher.
- Special instructions on smoking in designated areas and the disposal of cigarettes are included in the fire procedures.

4.3.2 S Protective Clothing & Uniforms
- The producer is providing at his / her own expense, protective clothing and equipment suitable and appropriate for the tasks being performed; to all farm employees as listed in Appendix 7S and in accordance with legal requirements.
- The producer has carried out a personal protective equipment need analysis at least once per year.
- The producer has a PPE replacement policy or schedule showing validity period of the protective equipment.
- The replacement records maintained are providing trace-ability of the dates and items provided.

4.3.3 S PPE for spray men.
- All spray operators always wear personal protective clothing and equipment suitable for the task at hand provided by the employer as per label requirements or as per legislation. See Appendix 7S.
- Spray operators do not wear personal clothing when spraying.
- All spray operators are provided with water proof overalls as well as the appropriate respirators.
- The cartridge and filters are changed regularly according to the manufacturer’s recommendations.
- Spray operator PPE replacement records includes filter and cartridge replacement in the respirators.
- There is no deliberate failure by the producer to provide impermeable spray suits; masks, goggles, and gumboots to the farm spray operators. The operators are not performing pesticide application tasks without the above PPE (CRITICAL).

4.3.4 S Shower facilities for spray men
- After applying pesticides, spray operators thoroughly rinse their Personal Protective Equipment (impermeable suits, gloves, and gumboots) with running water before removing them to take a shower.
• Facilities for this, which include soap and towels, are made available.
• For those employees handling or applying pesticides or dangerous substances; there is provision of shower facilities.
• It is made mandatory that personal protective clothing and equipment are worn and on completion of the spraying task mandatory showers are taken.
• Refusal to comply with this is a cause for dismissal.

4.3.5 S Changing rooms for farm employees
• Adequate and suitable changing and accommodation for clothing not worn during working hours is provided as required by The Occupational Safety and Health Act 2007.
• All the protective clothing and equipment including replacement filters are stored apart and in a well ventilated area that is physically separate from the plant protection products / any other chemicals which might cause contamination of the clothing or equipment.
• Provision of secure, well-ventilated storage is provided for personal clothing separate from PPE.

4.3.6 S Cleaning Protective Clothing
• Protective clothing is regularly cleaned, according to a schedule adapted to the type of use and degree of soiling.
• Cleaning the protective clothing and equipment includes the separate washing for private clothing and glove washing before removal.
• Protective spray suit if continuously used are laundered at least twice a week and are stored in a hygienic well ventilated location on the farm.
• Soap for washing PPE is provided to employees.
• PPE are washed and kept at the workplace.

4.3.7 S Sanitary facilities
• Producers have provided, for use by all personnel adequate and sufficient flush toilets and washrooms separate for each sex within the vicinity of their work kept in a clean and hygienic fashion.
• Adequate hand washing facilities are conveniently accessible to the toilet facilities kept in a clean and hygienic fashion.
• Pit latrines are not located on riparian land or near water sources as per the Public Health Act Cap 242.

4.3.8 S Drinking water test & Risk assessment
• A documented physical risk assessment on drinking water to consider, microbial, chemical, and physical pollution to all sources of drinking water, is done at least once per year.
• A laboratory accredited to ISO 17025 Standard; is used for testing drinking water.
• The lab chemical test is done not less than once per year and the microbial test is done not less than every three months or more depending on the risk assessment and lab analysis report.
• Where contamination is reported, immediate remedial action has been taken and lab analysis report has confirmed that the action taken is satisfactory.
• Laboratory results are meeting the Kenya Bureau of Standards or WHO requirements and documentation is available for inspection.
Drinking water is available to workers at all times in all sections of the farm.

4.3.9 Resting facilities
- The Producer has provided suitable rest facilities with facilities for storage of food and drinks, sitting, eating and portable drinking water strictly separated from the working areas.
- Where there is a canteen; employees and other staff who handle food have undergone medical tests every 6 months.

4.4.1 Rotation for spray men and work schedule
- To ensure that the operator exposure limit is minimized records of the work rotation programme for sprayers showing the schedule of movement from spray section to other sections and periods of time in the sections is kept.
- Rotation is one month on and one month off, but can be more than one month each time. However, continuous spraying should not exceed three months; and the rest period should be at least one month off.

4.4.2 Spray men work in pairs
- Spray operations are organized in a way that ensures spray men work in pairs where the length of beds or the technology in use may demand this to make the operation efficient.
- Application is always timed so as to avoid the hottest hours of the day.

4.4.3 Medical tests for spray men; fertigation and other chemical handlers
- The producer has ensured that the pesticide staff; (storekeepers, spray men, and, supervisors):-
  - Involved in the handling and application of plant protection products has a “clinical examination” at least twice a year but preferably every three months.
  - The above staff members have also undergone sampling of blood cholinesterase levels every three months.
  - The levels are compared with a baseline level determined after a time away from pesticide exposure i.e. a period of leave.
  - The findings are communicated to the persons examined in a readily understandable form.
  - Complete documentary records are available for audit purposes.
  - In the event of adverse results the Doctor’s advice is followed.
  - Those persons involved in the handling and application of acids and fertilisers have a “clinical examination” at least once a year.
  - The health checks done comply with national legislation and local codes of practice.
  - The health check result records maintained by producer respect the legality of personal disclosure.

4.4.4 Re-Entry Intervals and Pre-planting intervals
- The producer has documented procedures dealing with re-entry time and pre-planting interval; which ensure that all workers within the vicinity being sprayed and not wearing protective clothing have left the area.
After pesticide application /fumigation in a greenhouse or in the open field workers do not work in the area until the specified re-entry or pre-planting interval time has been observed as per the label instructions. See appendix 6S, 7S and 10S.

- If workers need to have access to the crop within the exclusion time they are using appropriate protective clothing and equipment.
- Adequate precautions and measures have been taken to ensure other persons or areas are not contaminated due to application of chemicals e.g. drift.
- Spray application records and interview of workers has confirmed that re-entry interval is monitored and observed.
- There is no deliberate or intentional or farm management approved full house or field pesticide application when persons other than the spray operators are within the sprayed area without the appropriate PPE (Critical).

4.4.5 S Re-entry interval warning signs

Re-entry interval warning signs are displayed at the greenhouse and field entry points / gates stating:
- Date of application.
- Start and end of spraying time.
- Pesticide applied.
- Re-entry time.
- Re-entry interval.
- WHO toxicity class.
- Entry is not safe without the use of protective clothing.

4.4.6 S Sitting facilities at the packaging and grading areas.

- For all workers whose job involves standing for long periods, the farm provides suitable facilities for sitting; sufficient to enable them to take advantage of any opportunity, for resting which may occur in the course of their employment as per the Occupational Safety and Health Act 2007.

4.4.7 S Signs forbidding smoking, food and drinking

- Signs forbidding smoking, food and drinking are displayed in the applicable sections of the farm e.g. grading and packaging and mixing stations.

4.4.8 S Safety for water reservoirs, dams and lagoons

- The producer has provided safety for water reservoirs, dams and lagoons within the farm premises as defined under Appendix 20S.

4.4.9 S Workers with special needs

- The producer has ensured there is provision of access for persons or workers with special needs, and applicable considerations in case of emergency e.g. fire.

4.5.1 G Spray logs for spray men

- The producer has adopted system logs for spray operators to prevent individuals from exceeding the operator limit (OEL) of 4 hours per day.

4.5.2 G Canteen facilities
- The producer has provided a canteen with suitable cooking, sitting and storage facilities for food and drinks, strictly separated from working areas.
- The facility is complying with Public Health Act Cap 242 regulations including hygiene, health and safety standards.
5.0.0 GOOD AGRICULTURAL PRACTICE - CROP PRODUCTION PROCESS

5.1.0 S Integrated Pest and Disease Management Strategy

5.1.1S Integrated pest and disease management plan
The producer has prepared; documented and demonstrated commitment to the development and implementation of an integrated Pest and Disease management plan that has incorporated and is utilizing an ecosystem-based strategy as follows:

- The plan maintains viable populations of all natural species; protecting natural sites, allows the ecological process to continue, and prevents negative impact on other users.
- It is based on a sustainable approach to manage pests using a combination of techniques and technologies that include chemical; biological, cultural, mechanical, habitat manipulation, and use of resistant plant varieties.
- Chemicals and methods of chemical application are selected in a manner that is minimizing risks to human health; beneficial and non-target organisms, and the natural resources.
- The strategy is keeping pest levels below economically damaging thresholds.
- Records and visual observation must demonstrate at least one activity falling under:
  - Prevention.
  - Observation and monitoring.
  - Intervention.
- The producer is actively monitoring the set targets and is reviewing them on year on year basis to reduce the use of hazardous plant protection products.
- The producer can demonstrate that the farm has minimized associated risks e.g. pollution of the natural resources, risk to human health; beneficial and non-target organisms, by promoting; use of biological, cultural, mechanical, habitat manipulation, and use of resistant plant varieties methods to substitute use of hazardous plant protection products, where possible.
- The implementation and application is as per Appendix 5S.

5.1.2 S Scouting for pest and disease
The producer has put in place an effective system or method of scouting for pest and disease prevalence in all crops at the farm. The auditor has verified that:

- Scouting records are available.
- The spray programs can demonstrate that the usage of the plant protection products are linked to acceptable threshold levels of pest and disease.
- The scouting program is ensuring that the plant protection products are only applied when the predetermined thresholds are exceeded.

5.1.3 S “Hot Spot” Spraying
- Producers must demonstrate that products are used as responsibly and appropriately as possible.
- Pesticide applications are targeted and timed to achieve their full potential.
- Records showing that where possible, an application is confined to insect “hot spots” or disease foci are kept.

5.1.4 S Resistance management strategy
The producer records and documents can demonstrate that:

- Products are chosen to avoid reliance or continued use of any one single chemical grouping, or active ingredient, to reduce the emergence of pest resistance.
- The use of curative (systemic-absorbed by plant) products; are considered over prophylactic (contact) products, as the quantities needed to achieve control are substantially less.
- They have referred to and used the anti-resistance label recommendations on plant protection products, where available.

5.1.5 S Pest and disease tolerance / susceptibility records.
- The producer has considered the crop disease and pest tolerance or susceptibility characteristics during the variety selection and has kept records of the same.
- The producer can demonstrate awareness of the variety pest and disease tolerance or susceptibility and justify variety selection.
- Where available, the farm is growing the varieties which are resistant.

5.1.6G Use of WHO Class One Toxicity plant protection products
- Usage of WHO CLASS 1 pesticides is not taking place in a certified producer.
- The use of WHO class one plant protection products has ceased one month before the audit in the producer farm aspiring to be awarded the Gold certificate.
- Producers who are propagators of planting material may be granted derogation of WHO class one plant protection products if they were to meet the requirements in Appendix G1.

5.1.7G Use of biological controls / predators
- The producer has demonstrated commitment to the development and implementation of integrated pest management (IPM/ICM).
- There is evidence that the producer is using predators in the IPM / ICM strategies for pests.
- Clear evidence is available to indicate reduced use of chemicals as a result of the IPM programs as per Appendix 5.

5.2.0 Crop Plant Procurement, Breeder Rights and Plant Health Quality Control

5.2.1 S Royalty payment records
The producer adhering to the standards required on International Union for the Protection of New Varieties of Plants; UPOV guidelines and is in compliance with local legislation and intellectual property rights laws (as per the 1978 convention).
The producer has declared in a list; all varieties being grown at the farm in documents and records in a manner or format that is providing:
- Date of purchase.
- Name of propagator or breeder.
- Name of varieties.
- Date of invoicing.
- Amount paid for.
- Outstanding payment if any.
- List of varieties that producer has cleared payments.
- List of varieties that are exempted from royalty payment.
5.2.2 S Variety quality and origin
The producer has kept record for the variety or seed from propagator or seed supplier which gives the following information:
- Variety name.
- Certification details e.g. on seed quality, variety purity, or freedom from disease and pests.
- Name of supplier.
- Batch number.

5.2.3 S Plant phyto-sanitary certificates
Purchased parental material and young plants are accompanied by:
- Plant health quality certification records, (Plant phyto-sanitary certificates).
- Terms of delivery, and signed agreement letters.
- Quality guarantee from propagators.
- The propagator is complying with the national legislation or sector organisation guidelines.

5.2.4 S Purchased plant material or seed and young plants.
Are accompanied by a record of chemicals applied or treatment done during the propagation phase with the following information:
- Application date.
- Dosage.
- Product name.
- Planting material delivery.
- Target pest or disease.
- Seed preservation treatment, where applicable.

5.2.5 S Hygiene and health quality control system for the in-house plant propagation unit.
- A documented hygiene and health quality control system is operational for the in-house plant propagation unit.
- Monitoring and pest and disease control records are kept.
- The Monitoring system must include recording and identification of the mother plant of the variety or seed, field of the original crop, source of the variety or seed, treatments applied e.g. cleaning and chemicals as per clause 5.9.1S.
- When rootstocks are used special attention has been paid to the origin of the rootstocks through documentation; i.e. where perennial flowering plants e.g. roses are grafted onto rootstocks.

5.2.6 S Crop planting records
- Records showing planting or sowing dates, seed rate or number of plants per unit area are kept and made available for inspection.

5.2.7 S Green house or field identification
- A record or physical identification or reference system for each field, greenhouse or production unit by name, code or number on a map or plan is established.
- Documentation is kept specific to each unit of production with reference to the farm map or system.
- There are current records that provide history for each green house or field plot for all production areas that are up to date.
- This is enabling the producers to prove that they have taken reasonable precautions and are exercising due diligence in carrying out their business.

### 5.3.0 Genetically Modified Organisms

5.3.1 Where applicable; the producer is giving preference to non engineered plant varieties. When the GMOs (Genetically Modified Organism) are grown; the producer is conforming to the Kenyan legislation.
- Records of the Kenyan legislation, specific modification and / or unique identifier are kept.
- Specific husbandry and the management advice have been obtained and available at the farm.

5.3.2 Documentation with regard to growing of the GMOs such as cultivars, genetic modification done, products derived from GMO crops, records of planting etc are kept and made available.

5.3.3 The producer has informed the direct customer / client the GMO status of the cultivars and has kept evidence of the direct communication.

5.3.4 A documented management plan on how the GMOs material is handled and stored is available in the farm.
- The plan has strategies of minimising the risk of contamination of the adjacent none GMO crops and maintaining product integrity.
- The plan provides for storage of the GMO material and products separately to make sure that they do not mix with the conventional crops and products to ensure integrity and identification.
- A visual assessment by the Certification Body auditor has confirmed that the genetically modified (GMO) crops storage has integrity and identification.

5.3.5 The breeder has confirmed the GMO status of the variety to the producer by a documented communication available at the farm.

### 5.4.0 Procurement of Approved Agrochemical Products

5.4.1 Approved agrochemical products

The producer has purchased plant protection products that are:
- Registered and approved by the Pest Control Products Board (PCPB) for flowers and ornamentals. See appendix 9.
- Labelled as per PCPB requirements.
- Clearly marked with date of manufacture and expiry date.
- Not expired for use.

5.4.2 Banned agrochemical products
Under no circumstances are products banned in Kenya procured by the company and used on the company premises. See Appendix 1S.

The storage area is available for inspection.

5.4.3 S Procedure for Agrochemical products prohibited by the markets
- The producer has a documented procedure that defines the process that is used to prevent Agrochemical products that are prohibited by the destination markets e.g. those banned by destination markets from being used in the crops destined to these markets.
- The producer has documented proof that Agrochemical products that are prohibited by the destination markets are not being used on the crops destined for sale in those countries for the past 12 months.
- There is a record confirming that the producer has consulted the customers on specific restriction on Agrochemical products in the individual destination countries.
- There is a record at the farm from the customer to the producer confirming the consultation for the chemicals used for the past 12 months.

5.4.4 S Purchase invoices
The invoices of all the pesticides used by the farm are available at the farm for inspection.

5.4.5 S Material Safety Data Sheets
Material Safety Data Sheets; (MSDS) information or records for all the hazardous substances e.g. crop protection and post-harvest products procured and used by the farm are kept on file.

5.5.0 S Storage of Agrochemicals and other Hazardous Products

5.5.1 S List of approved agrochemical products and beneficial insects
- The producer has kept a list of all authorized agrochemicals (plant protection products & fertilisers), post-harvest treatment products, and beneficial organisms in use on the farm.
- The list is regularly updated and approved internally by the management.
- The list includes the brand name, active ingredient composition, and name of the supplier.
- This list has taken into account any changes in legislation and registration of crop protection products approved for use on the crops being grown.
- The list is maintained for the crop production done at the farm in the last 12 months.

5.5.2 S Agrochemical stock inventory
- The agrochemical (pesticide & fertiliser) stock, (purchase; usage, input and output) of the products is recorded in an inventory.
- Records showing an updated balance or amount for each product are available at the farm.
5.5.3 S Access to agrochemical stores
- Keys and physical access to agrochemical stores are limited to personnel who are approved and are formally trained.
- A list of the approved personnel is displayed at the stores and mixing units.
- The list may include those responsible for transport, mixing and handling of pesticides.

5.5.4 S Agrochemical store
All agrochemical (pesticides, fertilisers & acids) stores at the producer farm are meeting the appropriate current national and regional legislation or regulations. The agrochemical stores are meeting the following:
- Constructed in accordance with the Pest Control Products Act Cap 346.
- Has a Pest Control Products Board licence.
- Accessible.
- Store wall is made of fire resistant construction materials of RF30; (30 minutes resistance to fire).
- Has a Concrete floor surface.
- Internal wall bunding of 20 centimetres.
- Has roof covering and is weather protected.
- Has sufficient and constant ventilation of fresh air to avoid built up of harmful vapour.
- Heat release is provided.
- Well fitted electrical wiring/points.
- Sufficient illumination by natural and artificial light to ensure that all product labels are easily read on the shelves.
- Emergency exits in case of large buildings.
- Security against burglary, theft, arson
- Powder is stored above liquid formulated products.
- Expired or obsolete products are isolated in the stores for disposal as per NEMA.
- Plant protection products are kept secure under lock and key.
- Herbicides are stored separately from other chemicals to prevent cross contamination.
- Store structure is sound and robust.
- Specific product storage facility is as per the label instructions.
- The store has a physical barrier separating the plant protection products from other materials to prevent cross contamination.
- Shelving in stores is non-absorbent and non-flammable, (metal not wood).
- Bunded entrance according to 110% of the volume of the largest container of stored liquid.

The stock is inspected at least every three months by a senior member of management and reconciliation records are kept.

KFC auditor has selected five products and has verified the following amount of stock records for a period of the last one year:
- The amount reported to KFC.
- The amount used by the farm.
- The physical stock at the farm as of the last date the reporting to KFC was effected.
- The amount purchased by the farm for the period reviewed above.

The amount reported = amount used + amount in the physical stock = amount purchased within the period of review.
- Surface floor drainage is to a containment facility with treatment before discharge to the environment as per NEMA.
- The floor is kept dry for the safety of the operators.
- Maintenance of suitable stores conditions
- Signage / labels are adequate and legible.
- Principle of "first in – first out" understood.
- Documentation - Receipt and issuing of good records is kept update.

5.5.5 S Fertilizer and acid stores

In-organic fertilisers and acids are stored as follows:
- The store is covered, clean, dry, locked, and is protecting fertiliser and acid from the weather effects e.g. sunlight, frost, rain etc
- Placed on pallets, and measures are in place to keep out rodents.
- Separated from pesticides by a wall or a physical barrier and not located in the living quarters.
- Fertiliser is not kept together with nursery stock and fresh produce.
- Free from leakage, waste, water condensation and mould growth.
- Concentrated acids are separated from fertilisers in a sufficiently bunded storage area to contain accidental spills.
- Store surface waste water is managed as per The Environmental Management and Co-ordination; (Water Quality), Regulations, 2006.
- The floor is kept dry for the safety of the operators.
- Fertiliser storage is located on high ground so that accidental flooding cannot wash fertiliser into any water channels or water sources, such as lakes, boreholes.
- The foliar fertiliser (micro-nutrients) products applied with plant protection products can be stored at the plant protection product store in closed containers.
- Bunded entrance according to 110% of the volume of the largest container of stored liquid.
- Understandable and permanent hazard warning signs are in place and visible.

5.5.6 S Small quantities of pesticides

Small quantities of pesticides are kept under lock and key in a metal cupboard or box in a place that is meeting all the requirements in clause 5.7.1S.

5.5.7 S Purpose built plant protection products store

- Large quantities of pesticides are kept in a purpose built store, separate from other buildings and materials or a section of a building which is securely locked clause 5.7.1S.

5.5.8 S Agrochemical store notice display

- Notices in both English and Swahili are displayed on the outside of the agrochemical store stating “DANGER PESTICIDES, AUTHORISED PERSONS ONLY”.
- Notices and symbols indicating “NO SMOKING, NO NAKED FLAME” are displayed both inside and outside the stores and all access doors such as fertiliser store, fuel tanks, workshops, etc.

5.5.9 S Procedure display within agrochemical stores.
Written procedures are posted within 10M of the agrochemical stores, mixing stations and other buildings specifying telephone numbers of contact persons and the steps to be taken in the event of:

- Fire,
- Chemical spillage,
- Contamination of personnel

### 5.6.1 S Original, labelled containers
All plant protection products are stored in original, labelled containers, with date of manufacture and expiry date plainly visible. In case of damage the new container has the original information.

### 5.6.2 S Products approved for flowers and ornamentals
All the plant protection products currently approved for those flower and ornamental crops registered for certification are stored separately within the agrochemical store from other products.

### 5.6.3 S Fire fighting equipment
- Stores are equipped with adequate and appropriate fire fighting equipment such as Dry powder, Carbon dioxide, Water gas and Foam fire extinguishers with regard to likely fire occurrence.

### 5.6.4 S Spillage handling tools
Adequate and appropriate materials are on hand to deal with leakage and spillages of plant protection products at the agrochemical store in a sign posted fixed location. These include the following:

- Sand.
- Shovel.
- Broom.
- Dust pan.
- Empty disposal bin or plastic bag.

### 5.6.5 S Bund for agrochemical stores and mixing stations
- The plant protection product and fertiliser stores, plus the agrochemical mixing and application units are bunded to prevent contaminated water used for cleaning, fire fighting or accidental spillage from flowing out of these facilities.
- The bund retention capacity is 110% of the largest container.
- The waste water is managed as per NEMA; (Water Quality), Regulations.

### 5.7.0 Dispensing of Agrochemicals and other Hazardous Products

#### 5.7.1S Dispensing of plant protection products and other hazardous products.
There is a separate area for the dispensing of pesticides & hazardous chemicals such as acids fitted with adequate washing and emergency facilities in or near the store and mixing stations to deal with operator contamination e.g.

- Workbench
- Piped water supply
- Washbasin.
• Containers suitable for the pre-mixing of chemicals
• Clear marking on all equipment to indicate they are for use with chemicals only.
• Well ventilated with fresh air.
• Accurate measuring equipment (jugs, containers, scales) which calibrated annually are available to allow correct handling and filling procedures to be followed as per the labels.

5.7.2 S Emergency facilities
Agrochemical storage facilities and filling / mixing stations present on the farm:
• Have eye wash capability.
• A source of clean water no more than 10 meter distance.
• A complete first aid kit and a clear accident procedure within 10 M distance.
• The procedure emergency procedure has telephone contact numbers and basic steps of primary accident care which is permanent fixed and clearly signed.

5.7.3 S Persons dispensing of pesticides
All persons involved in the dispensing of pesticides wear adequate and appropriate personal protective clothing and equipment.

5.7.4 S Incidents related to pesticide use
Any incidents such as equipment failure, spillages of chemicals etc. is recorded.

5.7.5 S Partly used pesticide containers
Partly used pesticide containers are returned to the store with caps and lids properly replaced. All returns are documented.

5.8.0 Transport of Agrochemicals and other Hazardous Products

5.8.1 S Written procedures for transport of pesticides
• Written procedures for transport of pesticides are developed and communicated to all staff involved whether on the farm or on the public roads.
• Pesticides are not transported in the driver’s cab or together with food, animal feed or general consumer goods.
• They are transported in a suitable, self-contained box or container.
• Vehicles used to transport pesticides are provided with suitable equipment to deal with emergencies, such as protective clothing, fire extinguisher, sand, broom, empty container to carry contaminated waste sand, and a shovel.

5.8.2 R Transport of pesticides is by a dedicated vehicle
Transport of pesticides is done by a dedicated vehicle, where applicable.

5.9.0 Application of Plant Protection Products (PPP)

5.9.1 S Plant protection product (PPP) usage records.
• All plant protection product applications, for the whole green house, or hot spots spray, seed treatment, fumigation or drenching, steaming or treatment of media, in-house nursery propagation e.g. rootstock and cuttings, post-harvest treatments, and application of beneficial organisms is recorded by the producer.
• Application record for all other products used on crops and or soil that does not fall within the plant protection or fertiliser product is recorded after use.
• The products used can be made by the producer in-house or procured from the country of use where it is registered and approved by authorised agency.
• The record has the information listed in the table below:

1. Farm reference.
2. Application date: day/month/year.
3. Time: start and end of spray.
4. Start and end date in case spraying is done more than one day.
5. Trade name.
6. Active ingredient for each product.
7. WHO toxicology rating.
8. Geographical location of greenhouse or field.
9. Dosage rates e.g. g/l or any other internationally recognized measurement for crop protection products.
10. Quantity of Product applied in weight or volume.
11. Name of the crop or variety.
12. Common name of the target disease, pest or weed.
13. Justification or reason for use.
14. Pre-planting and Re-entry interval.
15. Batch, lot or shipment number (in case of post-harvest treatments).
16. Weather conditions.
17. Who provides technical authorization.
18. Names of spray men or operators.
19. Supervisors.
20. Place or company where the activity took place in case it is done off farm. e.g. sterilization of substrate etc.

5.9.2S Weather
• Plant protection products are not applied in adverse weather conditions such as strong wind or rain.
• Spraying during high mid-day temperatures is avoided.

5.9.3 S Extremely hazardous products
• Plant protection products classified as ‘Extremely Hazardous’ and ‘Highly Hazardous’ (WHO class 1a and 1b); are only used in justifiable circumstances and where no economically viable alternative exists.
• Justification is filed for each particular usage.

5.9.4 S Chemical fumigants
• Chemical fumigants are only used for soil sterilisation in exceptional circumstances, and where no practical alternative exists.
• Producers are able to demonstrate that they actively seek alternatives through technical knowledge, written evidence or experimental results.
• When sterilizing substrate, steam is the preferred option.
• There is no use of Methyl Bromide for plant production and propagation (CRITICAL).
• Justification for fumigation is recorded and kept.
5.9.5 Mixing and application procedure

There is a mixing procedure guiding on the application rate of pesticides and dilution rate per given area to ensure that:

- Usage is complying with recommendations on the product label.
- The correct quantity of crop protection product for the crop to be treated is used.
- The proposed treatment type is calculated, accurately prepared and recorded.
- Farm auditors are allowed to collect plant tissue samples for analytical examination where there is evidence of possible miss use of pesticides.
- "Off label" uses that are approved by the PCPB in writing are allowable.

5.9.6 Seed / Rootstock plant protection records

The producer has kept records of the seed / rootstock plant protection treatment.

- The record includes the product name, and target disease or pest.
- If the seed has been treated for preservation purposes by the supplier; the evidence of the chemicals that were used is kept e.g. by maintaining records such as the seed packages.

5.9.7 Producers apply pesticides within the limits as per appendix 19S.

- The producer has uploaded the usage of pesticides in the KFC data base.
- The producer has maintained the usage of the plant protection products within the limit prescribed by this standard. If not the producer has justified such usage and implemented an immediate action plan to remedy the situation at least within the next annual review.
- In the event that the remedy is not implemented successfully the certificate is withdrawn.

6.0.0 Fertiliser Use and Application Plan

6.1.1 Fertiliser use and nutrition management plan

The producer has prepared and is applying integrated plant nutrient management strategy that is meeting legal requirements and has provided evidence that:

- Nutrients are applied in a rational way i.e. yield-targeted; specific needs of the crop and soil condition.
- Usage is site and soil /media specific.
- Responsible persons have demonstrated knowledge and understanding of the interrelationship of different nutrients and use of combinations of mineral and organic fertilizers.
- Where applicable; producer is providing nutrients on a cropping-system/rotation basis; and is using on-farm, off-farm waste through recycling.
- Soils are monitored to prevent soil contamination and pollution.
- There is effective and efficient use of inorganic fertilizer and/or organic fertiliser or manure to provide the required crop nutrients while protecting against the potential negative impacts of fertiliser to the environment e.g. contamination underground aquifers, or eutrophication of rivers and lakes.
- No organic or inorganic fertiliser is applied within 2 metres of a water spring or surface water.
- There is no direct drainage to any water source or run-off water from land where fertiliser has been applied.
- Monitoring of the fertiliser usage and records are available.
- Records can demonstrate that the application decisions are made on the basis of:
  - Risk analysis on fertiliser use.
  - Actions taken are based on the environmental risk analysis, relating to fertilizer use.
  - Soil / drain nutrient analysis.
  - Crop stage.
  - Weather condition.
  - And where necessary leaf analysis.
- Fertiliser usage records can demonstrate that:
  - The time, frequency and quantity of fertiliser given; is dependent on the weather.
  - Application is timed to maximize the efficacy and or uptake by target crops.
  - The following records are available for review by the Certification Body auditor.
    - Fertilizer, cropping; or soil care plan.
    - Application records.
    - A routine soil / nutrient analysis results.
- The producer is actively monitoring the set targets and is reviewing them on year on year basis to ensure optimum use of fertilizers.
- The producer can demonstrate that the farm has minimized environmental pollution risks by use of efficient application methods and optimum amount of fertilizer.
- The producer has prepared the plan as per Appendix 12.

6.1.2 S Fertiliser usage records
Organic and inorganic fertiliser usage applications by foliar, drip, hydroponic, fertigation equipment or mechanical methods are recorded. The information kept includes:
- Farm reference
- Exact application date (day/month/year).
- Trade name e.g. Microsol
- Type of fertiliser e.g. N, P, K and concentration e.g. 17-17-17.
- Actual quantity applied. This may be different from the amount recommended.
- Location applied e.g. geographical area, name of green house or field etc.
- Application method e.g. foliar, drip, etc.
- Name of the operator.
- Weather conditions.

6.1.3 S Organic fertiliser
- Where organic fertiliser and composted waste is used for the improvement of the soil the nutrient value is incorporated in the fertiliser plan.
- Laboratory analysis is carried out to get the nutrient content e.g. N, P, K, etc.
- There is no use of sludge as a fertilizer (CRITICAL).

6.1.4 S Closed systems or hydroponics
Fertiliser calculations for quantities applied is done at least once every two weeks in closed systems and at least once for every harvested crop. The quantity applied is as per the fertiliser use plan.

6.1.5S Overflow from closed systems or hydroponics
- Recycled overflow irrigation water from crops grown in soil less media or use the overflow in a separate field crop.

6.1.6S Chemical content or nutrient values
The chemical or nutrient values of the fertiliser products used at the farm are available at the farm for the products that has been used within the last 12 months.

6.1.7R Purchased fertiliser products
- The producer has received and documented chemical content or nutrient values of the fertiliser products used at the farm from the suppliers.
- The chemical content or nutrient values includes N, P, K and heavy metals.

6.1.8S Usage of fertilisers the within appropriate limits
- The producer has uploaded the usage of fertilisers in the KFC data base.
- The producer has maintained the usage of the fertilisers within the limit prescribed by the Standard as per appendix 19S.
- If not the producer has justified such usage and implemented an immediate action plan to remedy the situation at least within the next annual review.
- In the event that the remedy is not implemented successfully the certificate is withdrawn.

6.2.0 Integrated soil conservation and management plan

6.2.1S Integrated soil conservation and media management plan
The producer has prepared and has implemented; an integrated soil conservation and media management plan that is compliant with legal requirements and is ensuring best practice in nutrition management is applied, and knowledge to adapt these to local conditions, which provide sustainable use of soil resource, maximize fertilizer and organic resource use efficiency and crop productivity. These practices include appropriate in-organic and organic fertilizer management in combination with utilization of improved crop varieties. Visual observations and record review have confirmed that:
- There is no cultivation on slopes greater than 35%.
- There is evidence of soil erosion control practices e.g. mulching, crop bed planting is done across the slope not down slope, sowing of grass or green fertilizers, trees and along the borders at the farm to minimize or prevent possible soil erosion.
- The water drainage system is well laid out and managed, reinforced and adequate to deal with exceptional rainfall and run-off managed to control soil erosion.
- Old quarries are reclaimed and restored to previous original status.
- Farming activities e.g. use of plant protection products and fertilisers does not cause soil pollution and contamination.
- There is a soil lay out map prepared on the basis of a soil profile or from local regional cartographic soil type map for each farm site.
- Producer is conserving moisture in the soil or media.
- There is increased water infiltration rate.
- Reduced loss of moisture by evaporation and increased water availability.
- Reduced soil temperature.
- Improved conditions for seed germination.
- Increased the organic matter content of the media.
- Stimulated the biological activity in the soil.
- Increased soil or media porosity.
- Stimulated biological pest control.
- Suppressed weed growth.
- Increased the moisture retention capacity of the soil or media.
- Increased the capacity of the soil to retain nutrients.
- Reduced the crop moisture deficits.
- Reduced run-off thereby reducing loss of soil; water, nutrients, fertilizer and pesticides, and increased moisture available to the crop.
- Improved the soil rooting conditions; in order to improve the root development, and plant growth.
- Improved the soil chemical fertility and productivity to increase the crop production and yields.
- Reduced the production costs by the increasing profitability and sustainable production systems.
- Protected the open fields from the effects of strong wind; flooding, landslips, and water erosion.
- Reduced the pollution of the soil and the environment by applying principles of integrated weed and pest management rather than using pesticides.

6.2.2 G/R Composting of organic waste
The use of organic manure and composted waste is encouraged for maintenance of soil condition and fertility. Adopted a strategy of composting organic waste to maximize nutrient recycling and maintain soil fertility.

6.2.3 R Substrates or out of soil media
Producers are encouraged to use out of soil cultivation methods.
- Growers are encouraged to participate in substrate recycling programs where available.
- Date and quantities recycled are kept.
6.2.4 S Substrate:
- Records to show that substrate is traceable to the source and do not come from designated conservation areas is kept.

6.2.5 S Techniques that improve or maintain soil structure
- The producer has applied techniques that improve or maintain soil structure to avoid soil compaction e.g. by mechanical cultivation using, drills, sub-soilers, ploughs, harrows, low tillage, etc.
- There are no signs of soil compaction in the farm.

6.2.6 S Risk analysis for bio-substrate and organic fertiliser
- A risk assessment has been carried out on the organic fertiliser and bio-substrate.
- The analysis has considered the following factors:
  ✓ Source of bio-substrate and organic fertiliser.
  ✓ Intended use.
  ✓ Type of organic fertiliser.
  ✓ Timing of application.
  ✓ Placement of the organic fertiliser.
  ✓ Ground space between the crops.
  ✓ Seed weed content.
  ✓ Method of composting.
  ✓ Heavy metal content.
  ✓ Applicable legal requirements, among others.
- The proof of suitability of the organic fertiliser and bio-substrate e.g. biogas substrate or coco peat, is shown by an analysis result which shows the composition of the same.

6.2.7 S Suitability of the substrate for specific crops
- Records of the test or laboratory analysis results demonstrating suitability of the substrate for specific crops are kept.

6.2.8 S Crop rotations
- To maintain soil condition, reduce reliance on agrochemicals and to maximise plant health, producers have recognised the value of crop rotations and seek to employ these whenever practicable for annual crops.
- A documented rotation programme is kept.
- The rotation is verifiable from the planting date and plant protection application records.
- Where rotations are not employed, producers are able to provide adequate justification.

6.4.0 Integrated Water Use Management (IWM) Plan

6.4.1S Integrated Water Use Management (IWM) Plan
The producer has prepared and implemented an Integrated Water Use Management (IWMP) plan that is ensuring that:

- **Best management practice** of water is used to set directions and bring together all facets of the water cycle i.e. water supply; water treatment, waste water treatment and re-use, storm water harvesting and use, hydroponic effluent collection and recycling, etc. in order to achieve the best bottom line benefits and enhance sustainable use of the water resources.

- **The plan has set out strategies, goals and objectives** with quantifiable measurable baseline targets to enhance water consumption efficiency and to minimize the impacts on environment.

- The company management has reviewed whether the strategies, goals and objectives are being achieved on year on year basis, or has provided sufficient justification to enable the revision of the targets in the light of changing circumstances and to identify new risks which may need further actions.

- **Water sources are legal** - The producer has valid water abstraction permit records from the authorities for all sources of water i.e. from Water Resources Management Authority (WRMA).

- The water usage is within the legal water abstraction permit issued by the Government.

- **Total renewable water resources**: The farm is using water within the total renewable water resources. This is the sum of internal renewable water resources and external actual renewable water resources, which take into consideration the quantity of flow reserved to upstream and downstream community through formal or informal agreements and possible reduction of external flow due to upstream water abstraction. It corresponds to the maximum theoretical yearly amount of water actually available at a given moment.

- **Total exploitable water resources** – The farm has investigated and calculated the total exploitable water resources to guide its sustainability and development agenda. This is the amount of the water resources which is considered to be available for development, taking into consideration factors such as; economic factors, environmental factors e.g. lower ecosystem impact e.g. on aquatic life etc, feasibility of storing flood water by reservoirs, possibility of extracting groundwater, the physical possibility of catching water which naturally flows out to the rivers, lakes and sea, the minimum water flow requirements for navigation, among others. This is also called water development potential.

- **Water withdrawals** – Water extracted for agricultural, domestic or any other use is recorded on daily basis and is shared with relevant internal and external stakeholders e.g. the Water Resources Management Authority; local Lakes and Rivers management associations, among others.

- **Water quality** - The producer is determining which contaminants are present in the water supply system and in the run-off water as required by authorities e.g. WRMA and the water quality records are kept.

- **The producer has not** diverted or dammed rivers/streams; or restricted the flow or access of water to the community without written permission by the authorities e.g. WRMA (CRITICAL).

- **Producer is a member and compliant with local riparian associations and committees** e.g. the IWRAs; local WRUAs Sub-Catchment Management Plan or Lake Naivasha Water Management Committee, among others.
There is no pit latrine; flush toilets, septic tanks, or soak pit within 500m of an open water source, a borehole or on riparian land unless a certified alternative process is in place.

Rivers/streams are not diverted or dammed without written permission of Ministry of Water Resources.

Lakes and rivers are not restricted by bunds or dykes.

There is no cultivation within 25 m of riverbanks, lakeshores or in designated water catchments areas.

Demonstrating that the water use system in place is sustainable considering the amount of water generated from the available resources; size of the farm, and future expansion plan of the farm, resources in place e.g. knowledge of responsible persons, efficiency of the application technology/equipment used, possibility of recycling and re-use, compliance of the system with local and international requirements of stakeholders and standards, and impacts on the socio-economic and environment aspects e.g. is usage within the local ecosystem limits and water catchment area, for example the aquatic life and community, among others.

Sharing the water plan and working with the stakeholders to protect water and soil resources from potential contamination and pollution.

The plan is prepared according to, and is compliant with per Appendix 12.

6.4.2G Use of water reduction strategy

The water plan has a clear use reduction strategy including but not limited to this; to ensure that there is:

- The producer can demonstrate reduction of water wasted by the irrigation system.
- The producer can demonstrate reduction of indirect water use e.g. water used for other purposes other than the production and post – harvest process.
- Documentation of all the water harvested by producer.
- Some of the farm water needs is met by harvesting and storing from the greenhouse rooftops; where this is possible.

6.4.3 S Crop water needs

- The producer is conversant with the physical concepts of soil - water relations which enable systematic water requirements for each crop to be calculated.
- Water needs calculation records are kept.
- The calculations have taken into account soil or media moisture deficits, evapotranspiration, temperature and other meteorological data.
- Equipment e.g. soil tensiometer or other similar are used to aid water management.
- Rainfall is taken into account in case of the open fields.

6.4.4 S Efficient irrigation methods

- The producer is using the most water efficient means of irrigation for the particular type of crop considering the technical, financial ability, and local legislation on water during certain periods of the year.
- Drip irrigation is preferred over all other systems.
- Drip, mini sprinklers and other forms of direct water application to the ground surface and directly adjacent to the root zone are used.
- Overhead sprinkler systems is avoided and used only where it can be agronomically justified.
6.4.5 S Water meters
- The producer has installed water meters and has kept records showing:
  - Daily water consumption volume for each production unit area.
  - Duration of irrigation.

6.4.6 S Human sludge
- There is no use (prohibited) of human sludge or sewage water for growing and irrigation of crops respectively (CRITICAL).

6.4.7 S Physical risk assessment on sources and quality of irrigation water
- A physical risk assessment on irrigation water is done annually and documented to consider the following aspects:
  - Probability or potential microbial, chemical, and physical pollution for all sources of irrigation water.
  - Included and identified all the water sources.
  - Irrigation method.
  - Contact of irrigation water with the crop.
  - Timing of the water application i.e. stage of crop growth.
  - Type of target crop.
  - Frequency of analysis.
  - Impact of water extraction and disposal of post-harvest treatment waste water on the environment e.g. on aquatic life.

6.4.8 S Irrigation water laboratory analysis
- Irrigation water laboratory analysis is done at least once per year or as per the risk analysis results; based on the characteristics of the crop, as follows:
  - The analysis result has included N, P, K, Ec, and pH, etc.
  - Microbial analysis is only done if a risk is identified.
  - Adverse results are acted on and records of the corrective actions taken are kept.
  - Irrigation water sampling for analysis is done both at the intake and exit points.
  - The laboratory is accredited to ISO 17025 or equivalent standard.

6.4.9 S New dams
- New dams are constructed so as to allow release of water to downstream users from floors not from spillways (this does not apply to reservoirs).

6.5.1S Water usage data - The producer has up loaded water usage in the KFC data base.
7.0.0 PROTECTION AND CONSERVATION OF THE NATURAL ENVIRONMENT

7.1.1S Integrated Environmental Management Plan (IEM)

The producer has prepared and documented a comprehensive up to date Integrated Environmental Management Plan (IEM) that ensures that the producer is complying with applicable legal requirements; proactively taking actions that mitigate environmental and socio economic impacts, demonstrating continual improvement and sustainability of the farm system by ensuring that:

- The (IEM) is meeting all the applicable legal requirements and has covered but not limited to:
  - Agricultural biodiversity and conservation plan as per clause 7.1.2S.
  - Integrated water use and management plan as per clause 6.4.1S.
  - Integrated waste water management plan as per clause 7.1.4S.
  - Integrated pest and disease management plan as per clause 5.1.1S.
  - Integrated flora/forest conservation and management plan as per clause 7.2.1S.
  - Integrated fauna/wildlife conservation and management plan as per clause 7.2.2S.
  - Integrated soil conservation and management plan as per clause 6.2.1S.
  - Integrated fertilizer and nutrition management plan as per clause 6.1.1S.
  - Integrated waste management plan as per as per clauses 7.1.3S -7.1.7S.
  - Air pollution management plan as per clause 7.2.6S -7.2.7S.
  - Noise pollution management plan as per clause 7.2.4S.
  - Light pollution management plan as per clause 7.2.5S.
7.1.2G Agricultural biodiversity and conservation plan

The producer has prepared and implemented the plan of work on agricultural biodiversity protection and conservation that is meeting the following but not limited to:

- **Compliant with The environmental management and co-ordination** (conservation of biological diversity and resources, access to genetic resources and benefit sharing) regulations, 2006, with regard to:
  - Promoting the conservation and sustainable use of genetic resources of actual and potential value for food and agriculture.
  - Promoting the fair and equitable sharing of benefits arising out of the use of genetic resources.
  - Has acquired access and benefit sharing permits where; applicable.

- **The prepared policy or plan has:**
  - Identified positive and negative effects of the agricultural system on biodiversity.
  - Prepared adaptive management practices, and technologies that promote the positive effects and mitigate the negative impacts of agriculture on biodiversity, and enhance productivity and the capacity to sustain livelihoods.
  - Defined how the farm will expand knowledge, understanding and awareness of the multiple goods and services provided by the different levels and functions of agricultural biodiversity.

- **The producer has accomplished the following:**
  - Conducted a baseline assessment of the status and trends of agricultural biodiversity and knowledge within the vicinity of the farm by identifying and defining the species and ecosystems and records are maintained.
  - Put in place protection; conservation and mitigation measures for soil, water, energy, flora, e.g. forests, and fauna e.g. wild animals, insects, among others, in place are ensuring; that the Environment and Agricultural biodiversity is conserved, protected and enhanced within the farm and in the surrounding community.
Put measures to mitigate the negative impacts of agricultural systems and practices on biodiversity; which is used or not used directly in agriculture whether in the farm ecosystem or other ecosystems.

Promoted the positive effects of agricultural systems and practices on biodiversity in agro-ecosystems and their interface with other ecosystems.

- Has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis.
- The producer can demonstrate that:
  - The Agricultural biodiversity and conservation plan in place is sustainable considering the size of the farm and future expansion plan of the farm, resources in place e.g. knowledge of responsible persons, efficiency of the technology used, compliance of the conservation measures with local and international standards; stakeholders and local ecosystems e.g. water catchment area, aquatic life; forest land, game reserve, community, among others.
  - The farming activities are sustaining agricultural biodiversity and "ecosystem services" provided by and necessary for agriculture.
  - The farm has strengthened the capacities of employees, stake-holders e.g. indigenous and local communities, and their organizations to manage agricultural biodiversity sustainably so as to increase their benefits, and to promote awareness and responsible action.
  - The farm policy and objectives adhere to the international Convention on Biological Diversity (CBD) protocols; on bio-safety, to ensure the safe handling, transport and use of living modified organisms (LMOs) resulting from modern biotechnology that may have adverse effects on biological diversity, taking also into account risks to human health, and the protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization.

7.1.3 Integrated Solid Waste Management Plan
The producer has prepared and implemented an Integrated Solid Waste Management Plan to protect public health and the environment by:

- Complying with applicable legal requirements e.g. Waste Management Regulations, with regard to but not limited to:
  - Third party companies collecting and transporting, and disposing waste; license.
  - Third party companies and facilities receiving waste from the farm for incinerators disposal, licence.
  - Incinerators owned by the farm, licence.
  - Documentation of the waste collected in terms of; date of collection, vehicle identity, type of waste, amount of waste collected, signature of recipient, and signature of farm representative.
  - All waste generated by the producer, is segregated, including but not limited to:
    - Green house plastic;
    - Workshop; or garage, metal parts, tailings (defined as fine-grained waste material remaining after the metals, are recoverable after the technical processes applied have been extracted),
    - Batteries,
    - Oil,
    - Plastic containers,
- Empty agrochemical containers and packaging material
- Are safely disposed of by licensed waste handling facilities.

- Proactively taking actions to reduce and control waste and mitigate environmental impacts arising from solid waste:
  - Preparing a profile or inventory of all waste products generated by the production process; their safe disposal procedures; sources of pollution and the mitigation measures in place to prevent negative impact to the environment.
  - Ensuring that the contractors; sub-contractors and service providers are evaluated against applicable legal and environmental competency criteria.
  - Ensuring that the waste is segregated into streams that allow efficient disposal.
  - Ensuring that the waste is monitored and amount disposed is measured and recorded.
  - The workshop, garage or mining activities are not polluting air and water sources.
  - All the disposal sites, old or current ones in use, are indicated on the farm lay out map for identification.

- Demonstrating continual improvement by, but not limited to:
  - Exploring and implementing opportunities which can avoid waste generation; help to reduce, recycle, or reuse of waste together with stakeholders e.g. suppliers along the supply chain.
  - Setting out strategies, goals and objectives with baseline targets, that supersede international best practice, which are quantifiable, measurable and reviewed on year on year basis.
  - Demonstrating that the waste is minimized by recycling, treatment, reclamation, and re-use, by use of modern technology and procedures which are conforming to the local legal requirements, stakeholders and international best practice.
  - Demonstrating that the solid waste management system in place is sustainable considering the amount of waste generated; current size and future expansion plan of the farm, capacity of the disposal areas, resources in place e.g. knowledge of responsible persons and efficiency of the technology/equipment used, possibility of recycling and re-use, compliance of the system with local and international requirements of stakeholders and standards, and impacts on the socio-economic and environment aspects e.g. impacts on the aquatic life, public health, nuisances e.g. odours, among others.

### 7.1.4S Waste water management plan

The producer has prepared and implemented an Integrated Waste water management plan to protect public health and the environment by:

- Complying with applicable legal requirements e.g. Water Quality Regulations, with regard to but not limited to:
  - The design of the treatment system in place has provided for collection, treatment, sampling and laboratory testing of the waste.
  - The sampling and laboratory analysis results; done at least twice per year or more in case the need arises; are available for review.
  - In case the laboratory results are not meeting the Effluent Water Quality Regulations criteria, the producer has taken corrective actions.
Waste water generated by the production process is not contaminating drinking water for the company employees and the community (CRITICAL).

There is no discharge of effluent; including agrochemical wastes, expired plant protection products, and fertilizer waste water, e.t.c into a water body before the treatment; laboratory analysis, and compliance to NEMA rules and regulations is verified and a permit is issued to the producer (CRITICAL).

Third party companies collecting and transporting, and disposing waste; license.

Third party companies and facilities receiving waste from the farm for disposal, licence.

Documenting the waste collected in terms of; date of collection, vehicle identity, signature of recipient, type of waste, amount of waste collected, and signature of farm representative.

- Proactively taking actions to reduce and control waste and mitigate environmental impacts arising from farm by:
  - Preparing drainage lay out plan for the rain and waste water.
  - Ensuring that the waste water is not flowing or discharging into the rain water drainage; streams or rivers.
  - Ensuring that the waste water treatment system is covering waste water generated from:
    - Plant production process e.g. plant protection products, fertilisers; plant protection and fertiliser stores, and mixing stations.
    - Post-harvest treatment process e.g. post – harvest treatment products; disinfectants etc.
    - Waste water after the waterproof personal protective clothing and equipment are rinsed after use.
  - Ensuring that the treatment system may consist of constructed wetlands, bio-beds; de-activation pits etc.
  - Ensuring that the waste water treatment area is clearly marked or labelled.
  - Ensuring that the agrochemical dispensing section is not closer than 100M from all water sources and not on riparian land.
  - Ensuring that a procedure for disposal of dilute and concentrated pesticides is developed and displayed at the pesticide stores and mixing stations.
  - Ensuring that the application of the surplus pesticide solution or tank washings to the crop is given priority as long as the recommended dose is not exceeded and records are kept; and that the application has not compromised human or animal health and safety and the environment.
  - Ensuring that mitigation measures are in place against trans-boundary water pollution.

- Demonstrating continual improvement by, but not limited to:
  - Setting out strategies, goals and objectives with quantifiable measurable baseline targets; to improve the efficiency, capacity or scope of the effluent waste treatment system to minimize identified impacts / risks to the socio-economic and environmental aspects to levels beyond those set by National Environmental Management Authority, regulations.
  - Ensuring that the company management has reviewed whether the strategies, goals and objectives are being achieved on year on year basis, or has provided sufficient
justification to enable the revision of the targets in the light of changing circumstances and to identify new risks which may need further actions.

✓ Demonstrating that the effluent waste water treatment system in place is sustainable considering the amount of waste generated; size of the waste system, current size and future expansion plan of the farm, capacity of the disposal areas, resources in place e.g. knowledge of responsible persons and efficiency of the technology/equipment used, possibility of recycling and re-use, compliance of the system with local and international requirements of stakeholders and standards, and impacts on the socio-economic and environment aspects e.g. impacts on the aquatic life, public health, nuisances e.g. odours, among others.

7.1.5S Waste empty agrochemical containers and packaging material

- The empty agrochemical containers and packaging material waste procedures are complying with applicable legal requirements including but not limited to:
  - The organised official collection and disposal system for the empty pesticide containers is approved and licensed.
  - Third party companies collecting and transporting, and disposing waste; license.
  - Third party companies and facilities receiving waste from the farm for disposal, licence.
  - Documenting the waste collected in terms of; date of collection, vehicle identity, signature of recipient, type of waste, amount of waste collected, and signature of farm representative.

- Proactively taking actions to reduce, control and mitigate environmental impacts arising from empty agrochemical containers and packaging material waste by:
  - Disposal sites or holding store for empty chemical containers is at least 500m from surface water and from boreholes, or on Riparian land.
  - Disposal site and empty container holding store are securely fenced, locked and labelled with clear warning signs.
  - The storage area is sheltered from rains, and spillage from the containers is not flowing out of the area.
  - Empty containers are triple rinsed with water before disposal.
  - Written procedures for safe disposal of pesticide and empty containers are developed, approved by senior management and are communicated to all those handling such chemicals.
  - There is evidence that empty containers are not re-used other than for containing and transporting identical products as stated in the original label within the farm.
  - Safe measures to prevent pollution of ground water and soil from leakage or spillage are taken.
  - The pesticide containers are kept in a locked holding store until they are safely disposed of.
  - Adequate and appropriate personal protective clothing are available for all the staff involved in plant protection products waste disposal.

- Demonstrating continual improvement by, but not limited to:
  - Setting out strategies, goals and objectives with baseline targets that supersede international best practice, which are quantifiable, measurable and reviewed on year on year basis.
7.1.6S Organic and other non-hazardous waste

The Organic and other non-hazardous waste procedures are meeting but not limited to:

- Complying with applicable legal requirements including but not limited to:
  - Composting of organic manure and storage in designated areas away from grading halls, water sources or dwellings to prevent any contamination of the environment by exudates.
  - Burning of non-hazardous waste that cannot be recycled or composted by approved incinerator; license.
  - Segregating non-hazardous from the hazardous waste.
  - Third party companies collecting and transporting, and disposing waste; license.
  - Third party companies and facilities receiving waste from the farm for disposal, licence.
  - Documenting the waste collected in terms of; date of collection, vehicle identity, signature of recipient, type of waste, amount of waste collected, and signature of farm representative.

- Proactively taking actions to reduce and control organic and other non-hazardous waste and mitigate environmental impacts arising from farm by:
  - Written procedures for the disposal and handling of waste e.g. composting of organic waste are developed, and communicated to the responsible employees.
  - The compost is utilised in the farm for soil conditioning unless there is a risk of disease or pest contamination.
  - Appropriate measures are observed that have been taken such as construction of a concrete foundation, and walls or specially built leak proof containers and not located at least 25M from surface water bodies.
  - If the producer is spreading the organic waste to rot naturally without composting, this is acceptable, provided the waste is not located within 50M from natural water bodies.
  - Written procedures for the minimising and disposal of non-hazardous is developed and communicated.
  - A record of any waste disposed of e.g. pesticide empty container, collected plastic paper or any other disposed wastes is kept.
  - Visual observation has confirmed that there is no litter or any other wastes within the vicinity of the production and storage areas.
  - Only waste from the current day’s work is acceptable on the premises.
  - In-door waste is cleared once per day.

- Demonstrating continual improvement by, but not limited to:
  - Setting out strategies, goals and objectives with baseline targets that supersede international best practice, which are quantifiable, measurable and reviewed on year on year basis.

7.1.7S Old / used Personal Protective Equipment Waste

- The Old / used Personal Protective Equipment Waste procedures are complying with applicable legal requirements including but not limited to:
  - Third party companies collecting and transporting, and disposing waste; license.
  - Third party companies and facilities receiving waste from the farm for disposal, licence.
✓ Documenting the waste collected in terms of; date of collection, vehicle identity, signature of recipient, type of waste, amount of waste collected, and signature of farm representative.

- Proactively taking actions to reduce and control used Personal Protective Equipment Waste and mitigate environmental impacts arising from farm by:
  ✓ Writing the procedures for the disposal and handling of Personal Protective Equipment Waste.
  ✓ Safely disposing off; torn, damaged PPE, expired filters and cartridges.
  ✓ Safely disposing off; single use items such gloves and overalls.

- Setting out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis.

7.1.8S Integrated energy management plan
The producer has prepared and is implementing an integrated energy management plan that is meeting legal requirements that has covered the following topics / aspects:

- Energy plan information - e.g. date of report, author, acknowledgement of key staff involved, facility name and location.
- Background - e.g. plant operations and factors that affect energy use.
- Energy management policy and best practices - broad awareness of the benefits of energy efficiency, collect and utilize information to manage energy use, integrate energy management into their overall management structure, provide leadership on energy management through dedicated staff and a committed, energy efficiency policy, have an energy management plan for the short and long terms, have a procurement policy that favours energy efficient equipment and materials.
- Energy team – has tabulated all individuals that have an impact on energy use and potential energy projects, identifying whether it is their basic job function or if they are co-champions for this plan.
- Identified conservation capital projects – the producer has prepared a table of known opportunities for energy savings projects involving capital investment.
- Listed the systems with identified savings along with their energy consumption, potential for savings, next steps to achieving the savings and the source of information for the energy savings potential.
- Operational savings and employee awareness plan – Opportunities to improve energy intensity and competitiveness through operational and employee awareness programs.
- Energy conservation targets – the producer has set annual conservation targets for five years which has included targets in high, medium or low scenarios for estimated savings.
- Action plan – has prepared actionable tasks by tabulating projects; timelines, and the accountable persons, etc.
- Opportunity identification & analysis – energy assessment or audit of the farm.
- Implementation budget - budget has included the cost of the Energy Manager, running the energy management, team, projects, employee awareness activities etc.

7.1.9S Monitoring the Energy Management Plan
- The producer has demonstrated that the energy management plan is meeting legal requirements plus the following; but not limited to, by providing these records, data and documents:
Alternative energy generation project approval permits from the National Environmental Management Authority or Ministry of Energy are available.

Payment receipts for the energy bought by the producer from national grid are available.

An energy audit is conducted once every 3 years and recommendations are implemented within the next one year as required by the Energy Regulations.

The producer can demonstrate that the farm has considered the viability of using alternative sources of energy with lower GHG intensity such as from solar, wind, geothermal, and organic waste, where viable.

- Organic waste is used for generating energy- The producer is using energy from the waste materials e.g. organic waste, wood etc where viable. The energy content of waste products can be harnessed directly by using them as a direct combustion fuel, or indirectly by processing them into another type of fuel e.g. using waste as a fuel source for cooking or heating and the use of the gas fuel to fuel the boilers to generate steam and electricity in turbine.

- Energy baseline data in tabulated for monitoring progress for all sources of energy e.g. electric power, diesel, petrol and kerosene, solar etc.

- The basic data gathered is demonstrating how and where energy is used at the farm.

- Energy use monitoring baseline records / data maintained is updated monthly or annually.

- Energy use monitoring has included energy conservation targets on year on year basis or every 3 years.

- Energy used is up loaded in the KFC data base for monitoring by KFC.

- The plan has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis.

- The producer can demonstrate reduction of the amount of non-renewable energy.

- The use of non-renewable sources of energy is kept to a minimum.

- The producer can demonstrate that the energy required for its development and current consumption level is sustainable within the available energy resources e.g. the national grid.

### 7.2.1G Alternative sources of energy project

- The producer has ensured that viable alternatives have been adopted within 3 years of the plan depending on the financial capacity of the farm.

- The producer can demonstrate that the energy generated by the farm is using the most efficient technology and the GHG emissions are meeting or less than the internationally acceptable limits e.g. those set by the Green House Gas Protocol prepared by World Re-sources Institute, or equivalent.

### 7.2.2S Integrated flora / forest conservation and management plan

The producer has prepared and implemented the plan that is meeting the following but not limited to:

- Compliant with relevant environment legislation and regulations with regard to:
  - Protection, conservation and utilization of flora within the farm and in community, historical, cultural, archeological, and spiritually important heritage sites.
  - Approval and permits from authorities to bring plants from abroad. Those from abroad are approved by the authorities to prevent introduction of invasive organ-
isms; (plant, fungus, or bacterium) that are not native and has negative effects on our economy, environment, or health.

- The prepared policy or plan has provided for participation of the farm to tree planting and conservation activities within the farm and in the surrounding community.
- The producer has achieved the following:
  - There is a baseline audit of the existing plant diversity on the farm premises covering current levels, location, condition, etc, to allow mitigation measures to be taken up dated annually.
  - Has a clear list of priorities and the actions taken to enhance the farm habitat and bio-diversity.
  - Has acknowledged the impact of farming activities on environment and respects designated environmental sites e.g. riparian land.
  - Has re-planted forests, trees, shrubs or woodlands in open non cropped spaces within the farm and surrounding community.
  - Prohibited clearance of naturally occurring forests within the farm premises by logging or burning for various reasons.
  - Defined clear forest management practices for maintaining the ecosystems health and wood resource base for continual use.
  - Discouraged changing land use from forestry to other uses such as agriculture or buildings.
  - Provided for maintenance of forest record areas up to 5 years or more periods.
- The plan has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis.
- The producer can demonstrate that:
  - There is a sustainable forest cover by defining, demarcating, and conserving forested areas.
  - The activities carried out are minimizing the impact of farming on the environment i.e. air, water and land.
  - Tree planting is done in defined areas to prevent unnecessary disturbance to enable environmental upgrading and conserve bio-diversity.
  - The capacity of the forest ecosystems to regenerate naturally is maintained.
  - The ecological conservation and economic resource utilization is balanced.
  - Processing materials used in crop production e.g. pallets, paper, cartons are purchased from companies where wood is harvested from sustainable sources.
  - The farm has strengthened the capacities of employees and stakeholders e.g. indigenous and local communities, and their organizations to manage flora sustainably so as to increase their benefits, and to promote awareness and responsible action.
  - The farm has participated in tree planting and conservation activities within the farm and in the surrounding community.
  - The plan in place is compatible with sustainable agricultural production considering the size of the farm and future expansion plan of the farm, resources in place e.g. knowledge of responsible persons, compliance of the conservation measures with local and international standards; stakeholders and local ecosystems e.g. water catchment area, aquatic life; forest land, game reserve, community, among others.
The plan is prepared and is meeting requirements in Appendix 12.

7.2.3S Integrated Fauna and or wildlife management and conservation plan

The producer has prepared and implemented the plan that is meeting the following but not limited to:

- Compliant with relevant environment legislation and regulations with regard to:
  - Protection; conservation and utilization of fauna or wildlife e.g. KWS.
  - Approval and permits from authorities to bring live animals e.g. predators from abroad. Those from abroad are approved by the authorities to prevent introduction of invasive organisms; that are not native and has negative effects on our economy, environment, or health.

- The prepared policy or plan has ensured that:
  - The farm is participating in fauna conservation activities within the farm and in the surrounding community.
  - The farm is balancing the needs of wildlife with the needs of farm using the best available practice.
  - Wildlife conservation is integrated with farm management activities.
  - The farm has acknowledged the impact of farming activities on environment and respects designated environmental sites e.g. wildlife sanctuaries, game parks, riparian land etc.

- The plan has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis.

- The producer has:
  - Carried out a baseline audit of the existing animal diversity on the farm premises covering current levels, location, condition, e.t.c to allow mitigation measures to be taken by recording all animal species and the habitat they use.
  - Put systems and activities that are minimizing farming impact on the environment i.e. air, water and land.
  - Prepared a clear list of priorities and the actions taken to enhance the farm habitat and maintain bio-diversity.
  - Separated natural vegetation from other activities by fencing e.g. bush land, isolated trees, stream banks and rocky areas etc.

- The producer can demonstrate that:
  - The farm has strengthened the capacities of employees and stake-holders e.g. indigenous and local communities, and their organizations to manage agricultural biodiversity sustainably so as to increase their benefits, and to promote awareness and responsible action.
  - The plan in place is compatible with sustainable agricultural production considering the size of the farm and future expansion plan of the farm, resources in place e.g. knowledge of responsible persons, compliance of the conservation measures with local and international standards; stakeholders and local ecosystems e.g. water catchment area, aquatic life; forest land, game reserve, community, among others.

- The plan has been prepared and is meeting requirements in Appendix 12.
7.2.4S Noise pollution management plan
Noise pollution is both private and public nuisance. Noise pollution is the excess noise that may negatively affect human health or animal life. The source of outdoor noise may be from machines, building activities, music performances, and some workplaces. The producer has prepared and implemented a noise management plan that is:

- Meeting legal requirements with regard but not limited to:
  - Ensuring that; there is no nuisance from loud noises which is interfering with the comfort, convenience, or health of the public within the farm and the neighbourhood.
  - Noise survey as per NEMA rules annually.
  - Noise control as applicable.
  - Hearing protection devices are provided.
  - Posting of notices in the noise survey recommended areas.
  - Hearing tests in the noise survey recommended areas.

- The plan has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis, which demonstrate continual improvement beyond local legal requirements.

7.2.5S Light pollution management plan
Light pollution is both private and public nuisance. Light pollution is excessive; misdirected, or obtrusive artificial light. It is the alteration of light levels in the outdoor environment from man-made sources of light which can compromises human health. The producer has prepared and implemented a light pollution management plan that is meeting legal requirements and observations at the farm have confirmed that:

- There are no negative aspects on the environment emanating from the farm.
- Review of the annual plan against the set targets.
- Ensuring that; there is no nuisance from excessive light or high temperatures which is interfering with the comfort, convenience, or health of the public within the farm and the neighbourhood.

- The plan has set out strategies, goals and objectives with quantifiable measurable baseline targets; reviewed on year on year basis, which demonstrate continual improvement beyond local legal requirements.

7.2.6S Air pollution management plan
The producer has prepared and applied an integrated air pollution management plan to protect public health and the environment by:

- Complying with the National Environment Management Authority; NEMA, with regard to:
  - Air Quality Regulations 2008; for stationary and mobile sources of pollution.
  - Controlled Substances Regulations 2007; for Ozone Depleting Substances.
  - Phasing out Ozone Depleting Substances e.g. R-22 refrigerants by 2030 as set out by Montreal Protocol and NEMA Controlled Substances Regulations.
  - Ensuring that trucks and buses are inspected every 2 years; as per the Air Quality Regulations.
  - Ensuring that open air burning of waste is done by a NEMA approved incinerator.
Ozone Depleting Substances e.g. Halon is not used in the company fire extinguishers.

- Proactively taking actions to reduce, control and substitute the identified GHG and ODS by:
  - Identifying in a list the GHG emissions and Ozone depleting substances arising from the production chain including the carbon dioxide releasing processes associated with production, transportation, and energy production.
  - There is no nuisance from foul odours, noxious gases, smoke, and dust which is interfering with the comfort, convenience, or health of the public within the farm and the neighbourhood.
  - Considered and adopted possible alternatives to GHG emissions.
  - Reduced the amount of diesel particulate matter; emissions exposure to the public.
  - Reducing air contamination emissions; from agricultural sources.
  - Reducing air contamination emissions; from residential sources.
  - Reducing air contaminants that can degrade air visual capacity.
  - Exploring and implementing opportunities for carbon sequestration by planting trees.

- Demonstrating continual improvement of air quality by participating but not limited to:
  - Phasing out ODS ahead of the timelines set out by NEMA and Montreal protocol.
  - Increasing the employee’s understanding of the climate change issues; and personal participation in programs.
  - Increasing the employee’s understanding of the air quality issues; and public engagement in clean air programs.
  - Considered and has put mitigation measures to prevent trans-boundary air pollution.

- The plan strategies, goals and objectives have baseline targets which are quantifiable and measurable, reviewed on year on year basis and demonstrate reduction of air pollution beyond local legal requirements.

- The producer is implementing the requirements set out in Appendix 12 in order to protect public health and the environment.

7.2.7G Monitoring GHG emissions

The producer is monitoring implementation of the Integrated Air Pollution management plan and can demonstrate that:

- The producer is measuring and quantifying greenhouse gas (GHG), emissions from oil and gas, arising from fugitive equipment leaks; process vents, evaporation losses, disposal of waste gas streams, accidents and equipment failure.

- The monitoring, measuring and quantifying the GHG emissions is done in the production chain including the carbon dioxide releasing processes associated with production, transportation, and energy production.

- The energy GHG emissions are monitored with internationally recognized procedures e.g. the GHG Protocol prepared by World Resources Institute, or equivalent against the set targets.

- The GHG emissions from various sources along the supply chain have been reduced and maintained within five (5) years to levels below internationally recognized standards by balancing; or measuring the amount of carbon released with an equivalent amount sequestered.
The plan strategies, goals and objectives have baseline targets that supersede levels set by internationally recognized standards; e.g. World Bank Environmental, Health, and Safety General Guidelines; which are quantifiable, measurable and reviewed on year on year basis.

7.2.8S Environmental and social economic impact risk assessment for new projects and extensions of the existing production sites

- The IEM has identified all the positive and negative impacts of the agricultural enterprise on the environment and social economic aspects within the farm and the surrounding community to ensure that the social economic viability and sustainability of the business and mitigation of the negative impacts is attained, as per Appendix 13S.
- The producer has carried impact risk assessment before opening new and extending existing projects; that has evaluated all the negative and positive impacts of the agricultural activity on all the aspects of environment; social economic aspects and existing biodiversity before developments are carried out as required by NEMA and Appendix 13.
- The risk assessment that has considered but not limited to the following aspects:
  - Site history.
  - Environment.
  - Health and safety.
  - Impact on production of adjacent crops and /or neighbours.
  - Type of soil.
  - Quality of crops.
  - Level of ground water or water table.
  - Sustainability of the water sources.
  - Suitability for production of flowers.
  - Analysis results and justifications are kept.
- Where the risk is uncontrollable and critical to health and or the environment the site is not used for agriculture.
- There is evidence that a copy of the risk assessment report plus the proposed Environmental Management plan has been issued to relevant internal and external stakeholders e.g. NEMA, as required.

7.2.9S IEM Monitoring, Measuring and Management Review.

The producer has monitored, measured and reviewed the success of the Integrated Environmental Management Plan (IEM) at least once per year; and can provide evidence to support that:

- There is continual improvement arising from the set IEM goals and objectives supported with quantifiable measurable baseline targets; monitored on year on year basis.
- The IEM implementation analysis results from the goals and objectives have demonstrated that the management plan is meeting the legal requirements.
- In case the results indicate that IEM implementation did not meet the legal requirements; corrective actions has been taken.
- The review report has indicated that the company management had reviewed whether the targets are being achieved or to enabled the management to revise the action plan in the light of changing circumstances or to identify new risks which may need further actions.
The producer has demonstrated that the risks are satisfactorily taken care of by IEM; and the results are justifying that the management system in place is sustainably maintaining the socio-economic and environmental impacts below the National Environmental Management Authority limits.

7.3.1S Environmental Audit
- The producer is conducting an environmental audit once per year to verify:
  - The level of farm compliance to applicable legal requirements e.g. the Environmental management and co-ordination act 2014.
  - Implementation and compliance with the farm environmental management system.
  - How the producer has proactively taken actions to reduce, control and mitigate environmental impacts on soil, air and water resources.
  - Whether the environmental management system in place is sustainable.
- There is evidence that a copy of the audit report plus the Environmental Management plan has been issued to and shared with relevant stakeholders e.g. NEMA, as required.

7.3.2S Visual assessment on the ground
Visual assessment around the farm has demonstrated tangible actions and measures on the ground; as evidence of implementation of the environmental management plan.

7.3.3G Constructed Wetlands
The producer has constructed and maintained a wetland. A wetland is an efficient and cost effective filtration and decontamination system for waste water.
- The constructed wetland is compliant with legal requirements with regard to:
  - Water quality regulations laboratory test standards.
  - The wetland waste water is not discharged into the natural water systems unless the above NEMA quality standards are met satisfactorily.
  - Valid permit for the constructed wetland from the authorities.
- The wetland is monitored by testing the waste water that is being treated in a laboratory accredited to ISO 17025 at least twice per year.
- All waste water discharge is recorded and monitored.
- All efforts are made to recycle the water.

7.3.4G Red and Green List Plant Protection Products
The producer has demonstrated that the farm has:
- Understanding of mammalian toxicity with respect to this standard.
- Understanding of aquatic environmental toxicity of specific pesticides known as the RED LIST.
- Awareness and due diligence in the application and disposal of the RED LIST is observed, particularly in areas near watercourses and wetlands.
- Understanding of avian toxicity of specific pesticides known as the GREEN LIST.
- Awareness and due diligence in the application and disposal of the GREEN LIST is observed.

7.3.5S Emergency Accident and Incident Procedures
The producer has established a written environment major accident and incident emergency procedure that is addressing but not limited to the following:

- How to respond as quickly as possible to major disasters and accidents, e.g. gas leakage, floods, dam breakage, strong winds, among others.
- How to work with and report accidents or dangerous incidents to all stakeholders e.g. NEMA, DOHSS, local community, among others.
- The procedures are clearly understood by all personnel and displayed in the appropriate language of the workforce in all farm notice boards and within 10M of the agrochemical stores and mixing stations.
- The procedure has included the following but not limited to following:
  - Farm reference or address.
  - Major stakeholders whom the producer is working with and who should be informed about the incidents that arise, emergency drills e.g. local community, DOHSS, NEMA, among others.
  - Contact persons and their telephone numbers.

7.3.6 Monitoring Environment Accidents & Incidents.

The producer has a mechanism of actively monitoring environment major accident and incidents that arise that is meeting but not limited to the following:

- Is compliant with relevant legislation on Environment.
- All emergency accidents, and incidents that occur are recorded including:
  - Where did it happen?
  - What happened?
  - What is the level of pollution?
  - What kind of pollution has taken place?
  - What is the anticipated impact on air, soil and water?
- The number of emergency accidents and incidents that occur is reviewed quarterly.
- The remedial actions that are taken to prevent recurrence of the accidents and incidents are recorded e.g. changes in the systems or process.
- The farm has set zero accident and incidents targets to be achieved by use of efficient technology or method, training or awareness and due diligence.
8.0 PRODUCT POST HARVEST TREATMENT

8.1.1 Grading Packing and Cold Stores

8.1.1.1 Packing and grading buildings

- Buildings and interior fittings allow good product hygiene practices, provide protection to the workers and the product and are easy to maintain and keep clean.

8.1.2 Hygiene risk assessment on the product post-harvest activities

- The producer has carried out a documented risk assessment on the product hygiene covering the production and post-harvest activities appropriate for all conditions at the farm.
- The assessment is done at least once every year and reviewed when changes take place in the company.
- The assessment has included all the post – harvest operations e.g. personnel, tools, and facilities, involved in the harvest and post-harvest operations to prevent, physical, microbiological and chemical contamination.

8.1.3 Post – harvest quality control protocols

- The hygiene risk analysis results are used to establish or to review the existing product post-harvest quality / hygiene control protocols i.e. standard operating procedures.

8.1.4 Risk assessment on the sources and quality of post-harvest treatment water

- Post – harvest water is tested at least once per year by a lab accredited to ISO 17025 or equivalent.
- Laboratory test result with the applicable microbial contaminants e.g. Ecoli etc. is available.
- Records show that adverse results are acted on.
- A physical risk assessment on the post – harvest treatment water has been carried out at least once per year to consider:
  - Frequency of water analysis,
  - Sources of the water,
  - The resources available,
  - Sustainability of the water sources,
  - Susceptibility to pollution,
  - Possibility of chemicals and mineral contamination,
  - Sustainability of water sources,
  - Impact of water extraction and disposal of post-harvest treatment waste water on the environment e.g. on aquatic life.

8.1.5 Human sludge waste and sewage water
• The use of human sludge waste and sewage water is prohibited and is not used for agricultural production and post-harvest activities respectively (CRITICAL).

8.1.6 S Post harvest treatments (products) use procedure
• There are clear documented procedures on the usage of the post-harvest treatment products applied at the farm.
• Usage records demonstrate that label instructions are adhered to.
• Purchase, delivery dates and invoices are available.

8.1.6 S Registration of post – harvest products
• All post-harvest chemical products used at the farm are officially registered in the country of application and approved for use on the crop being protected.

8.1.7 S Justification of post – harvest treatment
• Post-harvest treatments is justified and used only when no alternatives exist to ensure maintenance of good quality.
• Results showing that alternatives to post harvest treatment has been evaluated and considered is available.

8.1.8 S Reusable buckets and crates
• Reusable buckets and crates are cleaned, and re-cleaned to ensure they are free from foreign material.
• A cleaning schedule is kept at the farm.

8.1.9 S Complaint from customers.
• The producer has a documented procedure for addressing complaints emanating from customers and other parties with regard to the application of this standard. The producer has ensured that the:
  ✓ Complaints are adequately studied.
  ✓ Corrective actions taken are documented.
  ✓ Records kept are available for inspection by Certification Bodies.

8.2.1 S Procedure for products prohibited by the destination markets
• The producer has a documented procedure that defines the process that is used to prevent post-harvest chemicals that are prohibited by the destination markets e.g. those banned by the European Union and other destination markets from being used in the crops destined to these markets.
• The producer has documented proof that post-harvest chemicals that are prohibited by destination markets are not being used on the crops destined for sale in those countries for the past 12 months.
• There is a record confirming that the producer has consulted the customers on specific restrictions on post-harvest chemicals in the individual destination countries.
• There is a record at the farm from the customer to the producer confirming the consultation for the chemicals used for the past 12 months.
8.2.2S Inspections at the farm and at the export exit points
- The producer has kept records to demonstrate compliance with the Kenya Plant Health Inspectorate Services; (KEPHIS), for inspections that are done at the farm and at the export exit points.
- The record includes the corrective actions that are taken in case of non-compliance.

8.2.3S Customer quality and variety specification
- The producer is aware of the customer quality specifications and there is written correspondence between the customer and the grower demonstrating mutual agreement on quality specifications at any one time.
- The grower has kept records to prove that the agreed quality specifications are adhered to.
- In case the variety and rootstock are agreed with the customer or client there is documentation and record defining the varieties that are grown and a written agreement between the customer and producer.
- There is recorded or documented evidence that the grower is meeting the customer variety and rootstock specifications; e.g. packing list or plant passport.

8.2.4S Product Trace-ability and Segregation
- A documented trace-ability procedure is available at the farm that is implemented to ensure that:
  - All certified products are trace-able from the immediate customer back to the farm plots where they have been grown.
  - Harvesting information that links the batch to the production records or the farm site of specific producers is available.
  - A producer with parallel production and or ownership is segregating certified and non-certified products as per Appendix-17.
  - The Certification Body auditor has verified that the producer is complying with Appendix-17.

8.2.5S Product (flowers and ornamentals) recall procedure
- The producer has prepared and documented a procedure which provides responsible persons and the specific events which lead to the withdrawal of products which do not conform to the customer specifications and requirements of the standard. The procedure has defined the following, among others;
  - The actions taken and situations that might lead to the withdrawal of the products.
  - The need and method of notifying the customer and the Certification Body.
  - The method of reconciling the stock.
  - The need to test the procedure annually for suitability e.g. by a mock test and records are kept.

8.3.0S Supply Chain Management System

8.3.1S Supply chain management strategy
- The producer can demonstrate that the company has set up systems to monitor and support sustainable market access by preparing and implementing a supply chain management strategy which is meeting the criteria defined in Appendix 14S.
- The producers has mapped or identified all the applicable stakeholders along the supply chain.
- The producer has identified the environmental, social and economic parameters associated with the mapped stakeholders along the supply chain that are likely to positively or negatively influence or affect the sustainability of the supply chain.
- The producer has documented the mitigation measures in place against the negative factors and has identified measures in place to enhance the positive factors along the supply chain.

8.3.2S Monitoring compliance along the product supply chain.
- A producer who is buying flower products from other farms can demonstrate that the farm has set up systems to monitor and ensure compliance along the supply chain with requirements of this standard.
- A record of the applicable stakeholders e.g. suppliers or out-growers who have complied and those who are in the process of complying with all the clauses, principles and requirements of this standard are kept by the farm.
- All the sites where different flower crops are grown are inspected during the audits.
- Where there is doubt a physical verification is conducted by the auditors at the stakeholders site e.g. out-grower or supplier etc.
- The producer has provided evidence of a Silver certificate8.3.1e for all the company sites where similar flower crops are grown or supplied from.
- The Certificate is issued for only the declared products.

8.4.0 Packaging Material Stores

8.4.1 S Vermin control
- The packaging material is kept in a vermin proof store (rodents, pests, birds).
- The vermin control system that is put in place, is documented and monitoring records are available.
- There is evidence of the measures put in place to prevent contamination of material by physical or chemical hazards

8.4.2 S EU Directive 94/62/EC on Packaging and Packaging Waste
- Only packaging material which can be re-used or recycled in the importing country is used e.g. paper and board, plastics and wood.
- The producer is limiting the use of heavy metals e.g. lead, cadmium, mercury and hexavalent chromium in packaging material since 1 July 2001 as per EU Directive 94/62/EC on Packaging and Packaging Waste.

8.5.0 Registered Cut flowers & Ornamentals and their Certification Status

8.5.1 S Product inspection process
- All the products that the company grows and exports are inspected by the auditor from the field to post-harvest.
- A record of all the exported cut flowers and ornamentals is maintained by the farm.
- The farm is not making any reference with regard to certification for products which were not audited or declared during the audit, after the farm has been certified.
- All products that are exported without reference to the certificate are recorded in a mass balance system.

8.5.2 Legal certificate holder.
- The producer is using the certified logo, trademark, or the certificate number according to the terms of agreement between the registered producer and The Kenya Flower Council.
- The logo is used for business to business communications and is not used at the final product consumer packaging.
- The legal entity that places the certified flower crops and ornamentals on the market is the legal certificate holder.
- Non-certified products are not using the logo.

8.5.3 Segregation of certified and non-certified product
- Sales transaction documents e.g. invoices, packing list, etc have included the products certification status e.g. certified or none certified.

8.5.4 Best practices in traceability and labelling
Producers have an agreement in place with their direct customers e.g. packers; exporters, importers, among others that they will not misuse the product certification number of the producer and that they will follow best practices in traceability and labelling e.g. they will not mix non-certified products from other producers with the certified product and then label the mixed product with the product certification number of the certified producer.

9.0.0 TRAINING

9.1.1 Hygiene, health, safety, environment and induction training
- The producer has provided owners, managers, supervisors and all other workers where applicable with sufficient information and given them adequate instructions, on hygiene, health, safety and environmental protection and conservation by qualified personnel so as to enable them to perform their work in a satisfactory and safe manner in a safe working environment in accordance with Laws of Kenya and the current standard.
- Health and safety committee training is done by an approved company every three years as per the National Council for Occupational Safety and Health (NCOSH) guidelines.
- Induction training is done for all new and to all reassigned employees and management.
The producer has conducted training and instructed all employees on hygiene, health, safety and environment.

Induction for new employees has included:
- Hygiene, health and safety.
- Terms and conditions of employment.
- Forced labour and child labour.
- Discrimination; harassment and abuse.

The workers who perform the tasks identified in the hygiene, health, safety and environment procedures have demonstrated their competence to the Certification Body auditor during the farm inspection.

An attendance list with signatures is kept.

Visual inspection by Certification Body auditor has verified that the hygiene, health, safety and environment procedures are implemented at the work place.

9.1.2 Supervisor knowledge and experience
- The producer can demonstrate with records and documents that employees are supervised by persons who have a thorough knowledge and experience of the production processes in which they are involved.
- The producer can demonstrate with records and documents that supervisors have sufficient capacities to manage health, safety, protection, and conservation of the environment sustainably so that they can promote awareness and responsible actions among other employees, and provide emergency response when required.

9.1.3 Safe use and disposal of pesticide and other dangerous materials.
- The staff responsible for spray operations, storekeepers, supervisors and other staff can demonstrate competence and knowledge of:
  - The application techniques of the pesticides.
  - Risks associated with pesticides.
  - Toxicity of pesticides.
  - Safe and appropriate storage of pesticides.
  - Safe handling, dispensing and disposal of chemicals and other dangerous materials.
- Training has been conducted by a recognised institution or body.
- Spray mixing and application is carried out only by trained personnel.
- Records of the persons involved in the tasks, training and level of competency achieved is available for inspection.
- A refresher course is done once every year.

9.1.4 Drivers who ferry agrochemicals
- Drivers and other persons who ferry agrochemicals can demonstrate competence and knowledge in case of emergency procedures in the event of accident, fire, spillage and contamination of persons.
- Proof of training by a recognised organisation is required.
- Alternatively, if the chemical is at all times accompanied by competent trained personnel and this is clearly recorded, this is acceptable.

9.1.5 Mixing and Use of Post-harvest Treatment - Staff Technical Qualifications.
The staff responsible for mixing and use of post-harvest chemicals can demonstrate competence and knowledge on the mixing process; rate of application and type to be applied, safe use of chemicals by training certificates from a recognized institution.

9.1.6 S Fertiliser Use and Application - Staff Technical Qualifications.
- The Staff responsible for fertiliser (organic & inorganic) application and usage; producer or external advisor can demonstrate formal training in form of formally recognized national certificate or experience complimented by technical knowledge e.g. access to technical literature, specific training course attendance or use of software is provided for inspection.
- The staff responsible for fertiliser mixing can demonstrate competence on the mixing process; rate of application and type to be applied.

9.1.7 S Integrated Pest Management- Staff Technical Qualifications
- The Staff responsible for IPM program; can demonstrate a thorough knowledge on integrated pest management (IPM) and plant protection products e.g. the properties and mode of action of the range of the plant protection products available, chemical, physical, bio-control and other forms of pest control.
- Competency or technical qualification is demonstrated by a recognised national certificate, training course attendance certificate or experience complimented by technical knowledge e.g. access to technical literature, specific training course attendance or use of software.

9.1.8 S Farm plumbers
- Farm plumbers are trained to recognise and rectify irrigation deficiencies such as pipe bursts to ensure remedial action is taken promptly to avoid wastage of water.
- Records of the persons involved in the tasks, training and competency achieved are available for inspection.

9.1.9 S Equipment and machine operators.
- The producer can demonstrate that employees that operate machinery or are involved in processes that are likely to cause body injury are fully instructed on the possible dangers and the precautions to be observed.
- Has identified in a register the machinery and the approved operating personnel.
- Records of the training and the competency achieved are available for inspection.

9.2.1 S First aiders
- A list of First aiders is kept plus a record that proof that:
- Training is done once per year.
- Training is done by a registered organisation.
- The level of competence required is achieved.

9.2.2 S Fire fighters
- The producer has records to demonstrate that the farm has a trained team of persons to fight fire, and to deal with emergencies.
- The training on fire fighting is done once every two years.

9.2.3 S Training records
The record of all the training conducted by the producer has included:

- List of attendees and signatures.
- Topics covered.
- Trainers name, his or her qualification or curriculum vitae.
- Date of training.
- Evidence of attendance, e.g. certificates.

9.2.4 G/R Awareness training

Farm Health Centres has provided training awareness on:

- Family planning.
- Nutrition.
- Preventative medicine.
- HIV /AIDS awareness.
- We recommend that the Producers follow the Federation of Kenya Employer’s (FKE) Guidelines with regard to HIV/AIDS, and to develop a HIV /AIDS policy for their farms.

9.2.5S Registration with Directorate of Industrial Training

- The producer is registered with the Directorate of Industrial Training (DIT); in accordance with, the Industrial Training Act Cap 237 in order to benefit from refunds of amounts expended on training.
- Records of monthly payments are available.

9.2.6S Learning Program for Apprentice

- The producer has a defined policy for interns or apprentice learning program; on the training, supervision, working hours, safety and health, and remuneration as per the Industrial Training Act Cap 237.
- In case the apprentice or indentured learner is below 18 years of age; the producer has put measures in place including but not limited to:
  - Ensured that the intern or apprentice is not below 14 years of age.
  - The producer has sought and put in place a sensitive and satisfactory solution that puts the best interests of the child first.
  - Has not engaged young persons; under 18 years of age, at night, or in conditions which compromise their health, their safety or their moral integrity, and / or which harm their physical, mental, spiritual, moral or social development.

9.2.7G Determination of training needs.

- The producer has determined Staff Training Needs at all levels to ensure that they can implement all the policies and procedures appropriately.
- The staff in-charge of the tasks which have significant environmental; health and safety impacts, have received appropriate education, training and experience.

9.2.8G Internal auditor responsible for this standard; is trained on risk assessment ISO 14001 course or equivalent.

9.2.9G Professional development for pest and disease control staff

- The producer has a clear written policy (which can be demonstrated that it is being implemented) on professional development of senior and supervisory staff relating to pest and disease control and minimization of plant protection product usage.
- Spray supervisors are demonstrating detailed knowledge of the various plant protection products and their toxicity.

9.3.1G BASIS qualified staff
- The producer has ensured that those persons with overall responsibility for the plant protection product programs and those who make decisions on their applications are suitably qualified and trained
- Managers of the spray programs are at least BASIS trained or equivalent.

9.3.2G Professional development for fertiliser staff
The producer has a clear written policy (which can be demonstrated that it is being implemented) on professional development of senior and supervisory staff relating to fertilizer use.

9.3.3G FACTS qualified staff
- The producer has ensured that those persons with overall responsibility for fertilizer programmes and decisions on their applications are suitably qualified and trained.
- The managers’ in-charge of fertilizer application are; at least FACTS trained or equivalent.

9.3.3S Gender committee members
Members of the gender committee have been trained to understand their role, task and responsibilities.
10.0.0 MAINTENANCE AND SERVICING OF MACHINERY AND EQUIPMENTS

10.1.1 S Vehicles & tractors maintenance and servicing
The producer can demonstrate that there is:

- Repair and service records for vehicles and tractors to ensure compliance with applicable legal requirements e.g. Traffic Act Cap 403.
- Preventive service schedules for detecting and correcting anomalies before they occur in a timely fashion.
- The transport system used by the farm is the best from environment and socio economic efficiency point of view which is demonstrated by providing specifications by type of vehicle, energy / fuel consumption and technology.
- Phase out criteria for unserviceable vehicles and tractors.

10.1.2 S Machinery and Equipment maintenance and servicing
The producer can demonstrate that there is:

- Repair and service records for machinery and equipment to ensure compliance with applicable legal requirements.
- Preventive service schedules for detecting and correcting anomalies before they occur in a timely fashion.
- The machinery used by the farm for irrigation and fertiliser application; plant protection and cold room equipment, are the best from environment and socio economic efficiency point of view by providing specifications by type of equipment, energy / fuel consumption and technology.
- Phase out criteria for unserviceable machinery and equipment.
- The maintenance schedules provide guidance on the areas and items to be checked, maintenance or service intervals depending on e.g. hours or mileage covered, or time period for consistency and efficiency are available for each machinery or equipment.
- Monitoring or tracking system of the maintenance / service schedule.
- Records are kept and are available for each machinery or equipment for the last 12 months.
- The record is kept for the following but not limited to:
  - Cold room and temperature control equipment.
  - Post – harvest equipment e.g. cross cutters, defoliators, guillotine, strapping machine, grading machines and tables.
  - Generators and other energy sources.
✓ Fire extinguishers.
✓ Water pumps.
✓ Fertiliser application equipment.
✓ Plant protection equipment.
✓ Fertiliser spreader.
✓ Workshop and garage equipment.
✓ Shredders
✓ Lawn mowers.
✓ Steam boilers.
✓ Any other farm machinery.

10.1.3S Calibration for spray application machinery

- The producer can demonstrate that the plant protection machinery or equipment is calibrated within the last 12 months by a specialized company, supplier of the application equipment or by the technically responsible person of the farm.
- The equipment is calibrated against a set of specifications which include but not limited to:
  ✓ Date of calibration.
  ✓ Type of calibration.
  ✓ Velocity or speed (of spray operators).
  ✓ Surface area covered.
  ✓ Discharge per unit time or per unit area.
  ✓ Pressure.

10.1.4S A visual observation of the spray equipment shows that:

- All devices for measuring, switching on and off, adjusting pressure and/or flow rate are working reliably and there are no leakages.
- All the different parts of the equipment e.g. nozzle holder/carrier, filters, blower, etc. are in good condition and work reliably.
- The nozzle equipment is suitable for appropriate application of the plant protection products.
- All nozzles are identical (type, size, material and origin), form a uniform spray jet (e.g. uniform shape, homogeneous spray) and there are no dripping after switching off the nozzles.
- There is no leakage from the pump, spray liquid tank (when the cover is closed), from the pipes, hoses and filters.

10.1.5S Calibration for fertiliser application machinery

- The producer can demonstrate that the fertiliser application machinery or equipment is calibrated within the last 12 months by a specialized company, supplier of the application equipment or by the technically responsible person of the farm.
- The equipment is calibrated against a set of specifications which include but not limited to:
  ✓ The date of calibration.
  ✓ Type of calibration.
  ✓ The Ph and EC measuring devices.
  ✓ Discharge per unit time or per unit area.
  ✓ Pressure.
10.1.6S Calibration for weighing scales
Weighing scales for agrochemicals (pesticides, post-harvest treatment & fertilisers) are calibrated by the technically responsible person, specialised company or supplier at least once per year and records are kept.

10.1.7S Temperature control equipment.
- The producer can demonstrate that the temperature control equipment is calibrated within the last 12 months by a specialized company, supplier of the application equipment or by the technically responsible person of the farm.
- The equipment is calibrated against a set of the target specifications which include but not limited to:
  ✓ Date of calibration.
  ✓ List of the target specifications.
  ✓ Type of calibration