

## V1.0 KFC CERTIFICATION AND PRODUCT REGISTRATION FORM

Please complete this form to apply and re-apply for certification and to register your products and return it to the Kenya Flower Council offices.

### 1. PRODUCER DETAILS

<b>a. Date:</b>							
<b>b. Name of company</b>							
<b>c. (Legal entity):</b>							
<b>d. Name of the farm site or PMU:</b>							
<b>e. Company option:</b>				The company is an Individual Producer not a group of small scale farms? Please tick yes or no.		Yes	No
<b>f. Directors (Ownership):</b>				1.			
				2.			
				3.			
<b>g. Legal registration:</b>				Certificate of incorporation number		VAT number	PIN number
<b>h. Company Contact Person's Name:</b>							
<b>i. Title:</b>							
<b>j. Contact Telephone/landline:</b>							
<b>k. Contact Mobile No.:</b>							
<b>l. Contact Fax No.:</b>							
<b>m. Post office Address:</b>						Postal Code:	
<b>n. Town / City:</b>							
<b>o. County:</b>							
<b>p. E-mail Address:</b>							
<b>q. Website:</b>							
<b>r. Farm Physical Location:</b>							
<b>s. Please State farm along/off which Road:</b>							
<b>t. Physical location of the site or PMU:</b>							
<b>u. Main town:</b>							
<b>v. Name of the road leading to the farm and distance from nearest main town / city:</b>							
<b>w. Distance from the farm site to the JKIA:</b>							

x. Management Persons of the Farm Site or PMU:		Name	Title	Email address & mobile telephone
a.				
b.				
c.				

**2. FLOWER CROPS UNDER PRODUCTION (REGISTERED) BY THE PRODUCER**

**(PLEASE FILL IN KEENLY AS PER THE TITLES)**

FLOWER CROP	Indoor grown flowers (covered)	Indoor grown foliage (covered)	Outdoor grown flowers (uncovered / including Shade Nets)	Outdoor grown foliage (uncovered / including Shade Nets)	Bulbs	Bedding plants	Potted plants	Turf	Hardy Nursery Stock
	AREA in HECTARES as appropriate per Flower Crop above. (examples are given below.)								
e.g Tree Fern				1.5					
Roses (could be both, as applicable)	30		12						
a.									
b.									
c.									
d.									
e.									
f.									
g.									
h.									
i.									

**3. MARKET INFORMATION**

FLOWER CROP	DESTINATION COUNTRY	NAME OF MARKET	AMOUNT IN TONS
a.			
b.			
c.			
d.			
e.			
f.			
g. Name of company product (Flowers & ornamentals) clearing agent at the airport e.g Kuehne+Nagel Ltd. e.t.c			

#### 4. PERIODS OF THE YEAR THE FLOWER CROP IS EXPORTED

Name of the year exports were done													
Are flowers exported through out the year?		Yes:		No:									
If no, please tick the months of the year the export is done in the table below		J	F	M	A	M	J	J	A	S	O	N	D
	Flower Crop	Market											
a.													
b.													
c.													
d.													
e.													
f.													
g.													
h.													
i.													
j.													

#### 5. HARVESTING PERIOD OR DURATION

1.	Are the crops listed above the first harvest (1), or subsequent further harvest (2)? Choose 1 or 2 from above and tick one of the two choices?	1. First?	2. Further?
2.	If (2) "further" how long has the farm been in existence in years?	.....years.	

#### 6. SUPPLY FROM OTHER PRODUCERS (GROWERS) TO THE FARM

	NAME OF FARM	NAME OF CROPS	AMOUNT IN TONS	YEAR
a.				
b.				
c.				
d.				
e.				
f.				
g.				
h.				
i.				

#### PARALLEL OWNERSHIP

Does the farm buy non-certified flowers from non-certified producers?	Yes:	No:
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NB - If during an inspection of a producer who has not registered for PO, the CB detects the sale of non-certified products of the same type the producer has certified. In this case, the CB shall immediately suspend the producer. Suspension can only be lifted after registration under PO and compliance with all traceability and segregation requirements is verified.

#### 7. CONTRACTED AND SUBCONTRACTED ACTIVITIES, JOBS, TASKS AND HOME WORKING

	Name of the company	Activity / Job / Task undertaken by the company / Individual
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		
i.		
j.		

8. FARM INFRASTRUCTURE:		Availability		Simple description of the facility e.g. by numbers, type of technology, e.t.c.
		Yes	No	
a.	Grading Hall			
b.	Type of Hazardous substances used?			
c.	• Pesticide Store			
d.	• Fertilizer Store			
e.	Packaging material Store			
f.	Cold Stores			
g.	Production processes e.g.			
h.	• Closed green house?			
i.	• Open door?			
j.	Fertigation equipment			
k.	Centralised Spray Station			
l.	Other spray systems			
m.	Water reservoirs			
n.	Irrigation Systems			
o.	Dam			
p.	Housing for workers			
q.	Waste disposal site			
r.	Sprayers shower room			
s.	Workers changing rooms			
t.	Canteen			
u.	Hospital/clinic/dispensary			
v.	Others			

#### 9. SUMMARY ENVIRONMENTAL FACTORS AT THE FARM

a.	Main type of soil of the cultivated area?	
b.	Percentage area under the main type of soil out the total cultivated area?	
c.	Area cultivated under hydroponic system out of the total?	
d.	Percentage of fertiliser outflow recycled from hydroponics?	
e.	Does the farm has a constructed wetland?	
f.	Distance of the farm from the nearest water body?	
g.	Depth of water table in the cultivated area?	
h.	Amount of water generated from water harvesting per unit time?	
i.	Area covered by natural vegetation out of the total farm size?	
j.	Length of natural vegetation between farm and nearest water body?	
k.	Effluent license in place or not?	
l.	Irrigation & drinking water permit in place or not?	
m.	Sources of energy used?	
n.	Sources of emissions to air?	
o.	Sources of emissions to water?	
p.	Sources of emissions to land?	
q.	Hazardous substances used i.e. plant protection products?	
r.	Storage of the Hazardous substances used?	
s.	Environmental management plan implemented or not?	
t.	Pollution prevention measures in place?	
u.	Major incident prevention management system in place?	
v.	Environmental nuisances at the farm?	
w.	Company has set objectives to achieve identified best practice?	

### 10. SOCIAL AND OTHER HUMAN RESOURCE PROFILE OF THE SITE

a.	Languages spoken by employees and company management		Name of language by majority employees	Percentage speaking this language
		1		
		2		
b.	Normal Working Hours (Time – Period)			
c.	Overtime Working Hours (Time – Period).			
d.	Name of workers union, where applicable			

#### NUMBER OF WORKERS

e. Permanent:	Male		Female		Total	
f. Seasonal:	Male		Female		Total	
g. Casual:	Male		Female		Total	
h. No of Workers Housed:	Male		Female		Total	
i. No of Unionised workers:	Male		Female		Total	
j. Please outline the No. of workers committees at the farm:		Name of the Committee		No. of representatives		
	1.					
	2.					
	3.					

### 11. SUBSCRIPTION TO CERTIFICATION SCHEMES

Name of standard or Scheme		Yes	No	Last audit date	Registration number.	*Option
a.	KFC Silver - Flowers and Ornamentals?					
b.	GLOBALG.A.P-Flowers and Ornamentals?					
c.	GLOBALG.A.P- other scopes or products?					
d.	KFC Gold - Flowers and Ornamentals?					
e.	Other schemes? Name them.					
<b>*NB-Options 1 or 3 apply to those producers applying for certification to the GLOBALG.A.P Scheme.</b>						

### 12. CERTIFICATION BODIES (CB) CERTIFYING THE ABOVE SCHEMES

Name of scheme	Name of Certification Body (CB)	Certification Status / Validity Period
a.		
b.		
c.		

### 13. IN-HOUSE STANDARDS

	Yes	No	Date of preparation or review?
a. Quality Management System (QMS)?			
b. Economic Viability Strategy(Business Plan):			
c. Environmental Management Plan?			
d. Social Management System?			
e. Supply Chain Management System?			
f. Company has set objectives to achieve identified best practice in quality systems?			
g. Company has set objectives to achieve environment and socio-economic sustainability?			

### 14. INTERNAL AUDIT / ASSESSMENT

	Yes	No	comments
a. Internal audit done? – The producer <b>MUST</b> conduct an internal audit before the re/certification audit is conducted by KFC on the applied standards?			
b. Annual hygiene, health / hygiene risk assessment done?			
c. Annual Environmental audit done?			
d. Corrective actions completed for the above?			

## 15. DECLARATION BY THE PRODUCER:

We hereby declare that we have complied with the below selected Standard(s) and that an internal audit has been conducted with corrective actions on findings, and we hereby apply for an audit to verify the same for Certification / Re-certification purpose. We commit to ensure compliance with the certification requirements at all times.

<b>Schemes Applied for Certification:</b>	KFC Silver:	
	KFC Gold:	
	GLOBALG.A.P– Flowers & Ornamentals:	
	NEMA – Annual Audit	
<b>Name of Company Director:</b>		
<b>Date:</b>		
<b>Sign:</b>		

## 16. GLOBALG.A.P DATABASE

For those applying for GLOBALG.A.P, please indicate the level of Company information data release on the GLOBALG.A.P Database to the public and other stakeholders. The producer agrees to follow the “GLOBALG.A.P. Data Access Rules” in its latest version – available on the GLOBALG.A.P. website. The contact data (company data and responsible user data) shall only be displayed for:

Level 1:	Contact data only shown to GLOBALG.A.P, certification body and trustee.	
Level 2:	Publication of contact data (organization name, city, postal code) shown to GLOBALG.A.P members and other industry market participants with authorized database access. Default setting for fruit and vegetables.	
Level 3:	Publication of contact data (organization name, city, postal code) to public. Default setting for all sub-scopes except fruit and vegetables.	
Level 4:	Publication of all data to public - every detail of the contact data, including checklists, will be displayed in the public search, without restrictions.	
<b>The producer has approved KFC to assign the appropriate level of confidentiality accorded to the data uploaded by KFC on the KFC Database i.e. for internal, market, and public access. Please select below:</b>		
	Permission granted:	
	Permission not granted:	

## 17. CONDITIONS FOR PRODUCT AUDIT AND CERTIFICATION

No audit is performed by The Kenya Flower Council before:

- KFC has received V1.0-Application for certification and product registration form.
- KFC has accepted or re-accepted the application by a producer for an audit after receiving a signed copy of the Terms of agreement between producer and V1.0-Application for certification and product registration form by completing clause V10-16.
- Uploaded the list of products applied into the GLOBALG.A.P data base prior to the certification.
- In case of first time applications KFC has assigned a registration number and a GGN in case the producer has also applied for GLOBALG.A.P FO and acknowledged receipt of the application within **14 days** from date the application was received.

<b>Name of the Lead Auditor:</b>	
<b>Date the Farm Applied for Certification / Re-certification:</b>	
<b>Date the products are accepted / re-accepted for certification and uploaded onto the GLOBALG.A.P data base:</b>	
<b>Date the First time Applicant is given feedback by KFC (see d. above):</b>	