

CERTIFICATION SCHEME MANAGEMENT REGULATIONS
E1.0 STANDARDS SETTING AND REVIEW PROCEDURE

E1.0 SCOPE, AIM AND OBJECTIVE

- a. The procedure is used by the KFC Certification Scheme for developing; setting or formulating, approving and reviewing or updating the Certification Scheme standard the Flowers and ornamentals Sustainability Standard (FOSS).
- b. The aim and objective of this procedure is to ensure that the certification scheme is maintained; retains its integrity and there is improvement in the quality-of-service delivery.

E2.0 DEFINITION OF THE STANDARD AND ITS GOVERNING RULES AND REGULATIONS

- a. The Certification Scheme defines the “standard” as the “document approved by the certification scheme or a recognized body with a working agreement with the certification scheme, that provides, for common and repeated use, rules, guidelines, regulations, characteristics for products or related processes and production methods, within which compliance is mandatory. This definition also includes the terminology, symbols, packaging, marking or labelling requirements used along the supply chain to the certified products, production processes or production methods”.
- b. The KFC Certification Scheme “standard” is the Flowers and Ornamentals Sustainability (FOSS); its checklists and appendices.
- c. The Certification Scheme governing “rules and regulations” is the Certification Scheme Management Regulations and its related procedures, formulated within ISO / IEC ISO/IEC 17065:2012(E), Conformity Assessment - Requirements for bodies certifying products, processes and services.
- d. The KFC Flowers and Ornamentals Sustainability Standard Appendices provides additional technical and social information. Guidance notes are also provided for the FOSS principal requirements and compliance criteria to ensure consistent interpretation and application of the standard.

E3.0 THE ROLE AND RESPONSIBILITY OF THE KFC TECHNICAL COMMITTEE, CERTIFIED PRODUCERS AND OTHER STAKEHOLDERS

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- a. The KFC Certification Scheme stakeholders are “the individuals; groups of individuals or organizations that impact and or are impacted by the certification scheme standard, rules, regulations, the activities, products, services or associated performance”. Only technically competent persons are engaged in the formulation, setting, preparation and review of the standard, rules and regulations. The competency of the persons serving in the Technical Committee is defined in the TC1.0-Terms of Reference for Technical Committee, to ensure that the intended quality, integrity, appropriateness, adequacy and effectiveness of the standard, rules and regulations is safeguarded.
- b. The updates of the standard, rules and regulations are done by the Scheme Manager; and reviewed by the Technical Committee and the Board of Directors.
- c. The certification scheme stakeholders who have a role and responsibility of participating in the standard setting and reviews are identified in Certification Scheme Stakeholder Mapping document.
- d. The views of the stakeholders are taken into account by providing a stakeholder consultation profile on the Certification Scheme Website.
- e. The revised versions, parts or portions of the standard are approved by the Technical Committee during their scheduled meetings, or online by e-mail before the final adoption by the Board of Directors. The views are documented to provide the input and output review process of the standard.
- f. KFC Certification Scheme communicates to the producers, approved CBs and other relevant stakeholders on any updates and the changes on the certification scheme standard, rules and regulations. This communication is done through email and copies of the revised documents also uploaded on the KFC Certification Portal for use by the producers. The approved certification bodies are required to update the registered producers of any changes and to provide the updated documents as applicable.
- g. The role and responsibility of the certified producers is to update their company standards, rules and regulations to comply with the revised standards rules and regulations within the stipulated time frames which are communicated to the producers by the certification scheme. Verification of compliance to the revised standard, rules and regulations is performed by the certification body in the next re-certification audit after the effective date.

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- h.** A sanction is raised to demote a certified producer to non-certified status on failure to comply with the updated standards as required above.

E4.0 EXTERNAL STANDARDS IMPACTING ON THE CERTIFICATION SCHEME

- a.** KFC Certification Scheme Manager is required to monitor the external standards and legislations that impact on the application of the certification scheme and update the FOSS standard, rules and regulations appropriately.
- b.** The Pesticide Toxicology list is approved by the Technical Committee after each revision by the Scheme Manager.
- c.** The producers are informed of the new legislations that impact on the certification scheme by the Certification Scheme.
- d.** KFC certification scheme is updating the FOSS standard, rules and regulations to match the scope of the scheme owners who have signed certification agreements with the KFC Scheme; whenever new versions are released.
- e.** The Scheme Owners and Accreditation Bodies who has signed agreements with the Certification Scheme e.g. GLOBALG.A.P. or FSI are provided with the revised versions of the KFC certification scheme FOSS rules and regulations for their verification that they are meeting the requirements and scope of the current version of their standards, rules and regulations. The Certification Scheme is extending the scope of certification; whenever the need arises; and the Scheme Owners and Accreditation Bodies are informed.

E5.0 REVIEW PROCESS FOR THE CERTIFICATION SCHEME STANDARD, REGULATIONS AND PROCEDURES

- a.** The Certification Scheme FOSS, rules and regulations are reviewed at least every five years; however, they may be reviewed as the need arises such as benchmarking to agreed defined criteria from organisations with whom KFC certification scheme has a signed agreement.
- b.** The process of review and timelines are set and agreed by the Certification Scheme; the Technical Committee, the Board of Directors, and where applicable, the scheme

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owners and organizations with whom the Certification Scheme has a signed agreement.

- c.** The time that is set aside for public consultation will not be less than two months.
- d.** The review is managed by the certification scheme with the Technical Committee.
- e.** The reviewed FOSS, rules and regulations provided to the stakeholders via the Certification Scheme Website for their review and feedback.
- f.** The feedback from the stakeholders is considered by the certification scheme and the Technical Committee.
- g.** The reviewed clauses are given to the Certification Scheme top management and CEO to forward to the Board of Directors in their next scheduled meeting, for their approval.
- h.** The approved versions of FOSS, rules and regulations are incorporated into the working operational documents within one month after approval by the Board of Directors.
- i.** The effective date of revised standard is set by the TC depending on the time the review is completed and is communicated to the registered producers by email or in Online meetings.
- j.** The effective date is also determined by the timelines in the benchmarking agreements between the KFC certification scheme and the standard owners or the stakeholders who own the standard / initiatives.