

KENYA FLOWER COUNCIL CERTIFICATION SCHEME
Quality System Regulations
K1.0 HUMAN RESOURCE TRAINING AND COMPETENCY PROCEDURE

The Kenya Flower Council staff members are trained and assessed for competency following this procedure and [the KFC Human Resource Policy](#): -

1. [KFC Lead Auditors have attained and passed the courses listed below by the end of the third year after of employment](#): -
 - a. The BSc. Horticulture or a related field
 - b. ISO 14001 on Environmental Management Systems,
 - c. ISO 9001 on Quality Management Systems,
 - d. SA 8000 on Social Accountability, and
 - e. ISO 22000: 2005 Food management systems course
 - f. Crop Protection and Integrated Pest Management (IPM) course.
 - g. Soil Fertility and Fertilizer Course.
 - h. All the Certification Scheme Quality System Regulations and procedures e.g. B1.0– Auditing and certification procedures.
 - i. Certification Scheme standards e.g. the Flowers and Ornamental Sustainability Standard.
 - j. All the ISO courses must include ISO 19011 principles, auditing skills, techniques, report preparation, psychology, communication and a practical case study as defined in ISO 19011, Guidelines for quality and / or environmental management systems auditing with 40-hour minimum duration. The certificates must indicate the course content and duration.
2. Trained to get practical experience to ensure that they are competent in carrying out duties as follows: -
 - a. The trainee auditor has done at least [fifteen \(15\)](#) Re / Certification audits, [fifteen \(15\)](#) follow-up audits and [one \(1\) day](#) agrochemical aspects of the K.F.C data base and approved pesticide list before they are confirmed Lead auditors.
 - b. The new auditors get K.F.C. agrochemical list of approved pesticides internal training conducted by Scheme Manager. [Training records shall be maintained](#).
 - c. The Training Certificate records are maintained by the Human Resource Manager in the Lead Auditors files and soft copies by the [Certification Manager / In-house Trainer](#).
3. Every year, training needs assessment for the auditors recorded in the appraisal forms is harmonized by Human Resource Manager and forwarded to the C.E.O for authorization and approval by the Board of Directors.
4. The C.E.O authorizes and implements the training approved by the BOD.
5. The Trainee and Lead Auditor level of Education and other attributes are defined in KFC Quality System Regulations.

Kenya Flower Council Certification Scheme Quality System Regulations - Human Resource Training Procedure				
Prepared SM on: 27-05-08	Approved on: 27-05-08	Revised: March 2023	Re-approved: March 2024	Version: April 2024

6. The level of education of the other members of staff and the C.E.O. Competency criteria is as defined in the Quality System.
7. The training needs assessment for the rest of the members of staff is done by the Human Resource Manager once every year forwarded to the C.E.O for authorization and approval by the Board of Directors.
8. The funds and other resources required for training employees are provided by Kenya Flower Council.
9. The training level for the staff members must meet the requirements of the other stakeholders e.g. scheme owners with contractual agreements with The Kenya Flower Council such as GLOBALG.A.P.
10. The Kenya Flower Council employees are evaluated by the C.E.O once every year, and the staff evaluation record provide / indicate the training needs identified by individual employee which require training.
11. The Certification and Technical committee members are required to meet the qualification criteria set out in their respective Terms of Reference.
12. The Certification and Technical Committee members plus the Lead Auditors are updated and trained on the Certification Scheme Standard, Quality system regulations, and auditing and certification procedures after every review.
13. The Kenya Flower Council has ensured that all the auditors and Certification Committee members who review audits are updated and have appropriate experience, knowledge and good understanding of the: -
 - a. Current version of auditing and certification process or method of the audit in question.
 - b. Current version of the audit reporting format of the audit in question.
 - c. On-site audit process and witnessing of the audit in question.
 - d. Local laws and regulations pertaining to the standard under review.
 - e. Existing relevant development projects taking place in the country of operation of the site or relating to the sector in which the site operates.
 - f. Specific customer requirements for products certified by the standard under review.
 - g. Sufficient knowledge, appropriate experience and good understanding prior to being nominated to the review job or task, by having successfully reviewed at least 3 audit reports under the guidance of an experienced reviewer.
15. The Kenya Flower Council staff has continued to update develop their professional auditing and certification knowledge and technical skills by attending ongoing professional development courses which cover current and up to date, audit methodology and skills, planning and best practice in Horticulture that include but not limited to: -
 - a. National and international labour regulations.
 - b. National and international hygiene, health and safety regulations.

Kenya Flower Council Certification Scheme Quality System Regulations - Human Resource Training Procedure				
Prepared SM on: 27-05-08	Approved on: 27-05-08	Revised: March 2023	Re-approved: March 2024	Version: April 2024

- c. Agricultural biodiversity and conservation techniques.
 - d. Integrated water use and management techniques.
 - e. Integrated waste water management techniques.
 - f. Integrated pest and disease management techniques.
 - g. Integrated fertilizer and nutrition management techniques.
 - h. Integrated solid waste management techniques.
 - i. Integrated energy management techniques.
14. The upscaling of the technical knowledge for the Lead Auditors is done within the scope or aspects covered by The Kenya Flower Council Certification Scheme Quality System Regulations, the Operating procedures, and the Standards. **KFC shall carry out regular calibration of auditors through annual internal update trainings.**
16. The coursework for upscaling of the technical knowledge for the Lead Auditors will not include the ***International Standard Organisation (ISO)*** that are mandatory before confirmation to Lead Auditors since The Kenya Flower Council Certification Scheme audit scope Standards does not include the International Standard Organisation Standards.
17. **The in-house updates and trainings done for the auditors and Certification Committee Members by the In-house Trainer and the Scheme Manager are recorded and maintained to include: -**
- a. Date of training
 - b. Name of training / course content
 - c. Trainers name
 - d. Participants signature

Kenya Flower Council Certification Scheme Quality System Regulations - Human Resource Training Procedure				
Prepared SM on: 27-05-08	Approved on: 27-05-08	Revised: March 2023	Re-approved: March 2024	Version: April 2024