

**KENYA FLOWER COUNCIL CERTIFICATION SCHEME  
QUALITY SYSTEM REGULATIONS**

**E1.0-STANDARDS SETTING AND REVIEW PROCEDURE**

This is a summarized procedure that is used for developing; setting or formulating, approving and reviewing the KFC Certification Scheme “standard” and “procedures”:-

1. The KFC standard is the Flowers and Ornamentals Sustainability Standard (FOSS).
2. The standard (FOSS) is “the document approved by the KFC Certification Scheme, that provides, for the common and repeated use, rules, guidelines or characteristics for flower and ornamental products or related processes and production methods, with which compliance is required. It also includes the terminology, symbols, packaging, marking or labelling requirements as they apply to the product, process or production method”.
3. The KFC Certification Scheme Quality System Regulations and procedures are the documents that have defined the requirements for the competence; consistent operation and application of impartiality during the auditing and certification of the products, processes and services by the certification body.
4. The original standard that was known as the KFC Code of Practice; was set by the KFC secretariat in 1996. The name of the standard was revised on 15<sup>th</sup> May 2014 from the KFC Code of Practice to Flowers and Ornamentals Sustainability Standard (FOSS).
5. The Certification Scheme Quality System Regulations and operation procedures were formulated between 2002 and 2004 by the KFC secretariat in accordance with ISO/IEC Guide 65, and later updated to attain the ISO / IEC 17065 Conformity Assessment – Requirements for bodies certifying products, processes, and services.
6. The Certification Scheme has appointed technically competent persons to engage in the formulation, setting, preparation and review of the standards, to ensure that the intended quality, integrity, appropriateness, adequacy and effectiveness of the standard are achieved.
7. The views of the “stakeholders” are sought when a new standard for certification is being set and where there is a major review of more than 50% of the current standard because they are significantly impacted by the application of the Flowers and Ornamental Sustainability Standard or any other activity, service or product, formulated and implemented through KFC

certification scheme quality regulations, requirements, objectives and procedures.

8. The definition of the Certification Scheme stakeholders who are mapped is “individuals, groups, organizations and bodies sharing similar tasks; roles, responsibilities interested in and whose performance is impacted on by the decision, activity, service or product, formulated and implemented through the KFC certification scheme quality regulations, standards, requirements, objectives and procedures”, for example the producers of flowers and ornamentals.
9. The KFC Board of Directors; Technical Committee and the Certification Committee are also stakeholders representing the views of the producers of flowers and ornamentals, the government, the market, and other stakeholders along the supply chain.
10. The minor revisions of the standard or procedures are initiated by KFC Secretariat and the Technical Committee before the final approval is granted by the Board of Directors.
11. The process of review and timelines are set and agreed by the KFC Secretariat; the Technical Committee, the Board of Directors, and where applicable, the stakeholders with whom KFC has a signed agreement. However, the time that is set aside for public and stakeholder consultation is not be less than two months.
12. There is an exemption of the two-month public consultation period where the need for review is arising from the benchmarking to another standard or initiative approved by the KFC Board of Directors. In these case the timelines are guided by the schedule agreed between KFC and the standard owners or initiatives. Also there is no KFC stakeholder consultation.
13. The registered producers are required to comply with the revised standard within a time frame which is communicated to the producers by the certification body. The verification of compliance to the revised standard is performed by the Certification Body in the next re-certification audit after the effective date.
14. Where sanctions are required in case of failure to comply with the revised standard the KFC certification approval, sanctions, resolution of complaints, appeals, and dispute procedure, is followed.
15. KFC has appointed staff who monitor the external standards and Kenyan legislations that impact on the application of the certification scheme such

as approval and deregistration of plant protection products used by the producers. This ensures that the producers are compliant all the time.

16. The stakeholders who have signed certification agreements are updated and provided with the revised versions of the certification scheme standards for information and updates in their communication systems.
17. The stakeholders significantly impacted by the revised KFC certification scheme quality regulations, requirements, objectives and procedures are given sufficient information and support to build their knowledge, capacity and mitigation measures to ensure compliance along the supply chain.
18. The KFC Certification scheme has set a minimum of five years to review its standards, however the standards and procedures are revised as the need arises to ensure continual improvement.