

## KFC CERTIFICATION SCHEME MANAGEMENT REGULATIONS

### N1.0 DOCUMENT AND RECORD CONTROL PROCEDURE

#### **A. SCOPE, AIMS AND OBJECTIVES**

1. The KFC Certification Scheme has put in place this procedure to ensure that the certification scheme staff members and the certification bodies achieve the following aims and objectives: -
  - a. The right information is delivered to the right personnel to enhance effective communication and job performance.
  - b. Eliminate mistakes during performance of the assigned duties arising from misinformation, loss of time, loss of documents and misplacement or filing of documents.
  - c. Providing faster search and retrieval of documents.
  - d. Reduced physical space used to save and store documents, in the computer folders, cabinets, boxes and shelving.
  - e. Better organize existing documents.
  - f. Streamlined information and workflow.
  - g. Enabling instant access to documents and records.
  - h. Ensuring that only the approved responsible persons revise the records and documents.

#### **B. MAINTENANCE AND MANAGEMENT OF THE NORMATIVE DOCUMENTS.**

1. The KFC Certification Scheme and the certification bodies handle, organise, revise and maintain all the normative documents follows: -
  - a. All Quality System Regulation; documents, forms and procedures are prepared or generated and revised by designated Departmental Heads.
  - b. The departmental heads ensure the relevant Certification Scheme and the certification bodies have been provided with the most current versions of the controlled documents.
  - c. The controlled Quality System documents, forms and procedures are maintained in designated safe locations.
  - d. The KFC Certification Scheme and the certification bodies has created a user profile that only allows "read only" rights to controlled documents requiring passwords to access the documents.
  - e. The KFC Certification Scheme and the certification bodies have ensured that the persons in charge of generating a document (document owner) are in charge revising the document in case of need.
  - f. The KFC Certification Scheme and the certification bodies have ensured that the persons approving a document are in-charge of re-approving the same document when they are updated.
  - g. The KFC Certification Scheme and the certification body documents, forms or procedures have a header which has the name of the form, document or procedure at the top plus the company logo.

KFC Certification Scheme Management Regulations – Document Control Procedure					
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- h. The controlled documents listed below this N1.0-Document Control Procedure shall have the designated initials in their headings for example N1.0 for this Document and record control procedure. However, the other controlled documents and records not identified by this N1.0-Document might not have this designated initial in their headings and the footer.

### C. DOCUMENT CONTROL ASPECTS

1. The KFC Certification Scheme and the certification bodies are controlling their documents, forms and procedures with a footer containing the following aspects for trace-ability: -
  - a. Reference or name of the document.
  - b. Prepared by (person approved to prepare).
  - c. Approved by e.g. Technical Committee, or CEO.
  - d. Approval date e.g. (01-05-08). This shall also be the Original Document approval date.
  - e. Revision date e.g. (02-05-08)
  - f. Re-approval date e.g. (02-05-19)
  - g. Version Month E.g. Ver. June 2020. The versions are retained for three years or more to maintain the identity, uniformity and consistency required for control.
  - h. Publication number (month / year). The number is assigned after the document (same version) has been edited to identify the edited version. If document is edited more than once in a particular year the number will represent the first, second or third within the same year e.g. 01-2024 or 09-2024.
  - i. Designated initials, in that order as shown in the table below: -

KFC Certification Scheme Management Regulations – Doc Title					
Prepared by: Put Title Initials	Approved by: XXXX on 30-07-19	Revised: 15-06-2020	Re-approved date: XXXX: 01-07-2020	Publication Number: 01-24	Ver: July 2020

- j. Each document, form and procedure that is subject to this document control procedure is saved in the designated location under the following folder name KFC Scheme Management Regulations.
- k. Each document, form and procedure **File Name** is saved while ensuring the following aspects are included for traceability: -
  - I. Document initials e.g. N1.0
  - II. Name of the document.
  - III. Publication number.
  - IV. Version (month & year), in that order e.g. as shown in the table below.

File Name: **N1.0\_Document and Record Control Procedure-2-2024- March 2019**

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2. A version change indicates major revision of the standard; document or procedure.
3. Minor revisions due to errors, mistakes and inaccuracies and the corrections of the same shall not result in a new version of the standard; document or procedure, but shall result in the change of the publication number.
4. No document, form or procedure is circulated by email or hard copy before it is clearly identified as per this procedure.
5. The approved revised documents are maintained in the computer folders by the relevant "owners" and in the google drive for access by the relevant persons "read only rights" to protect their integrity.
6. Modifications and updates on the FOSS standard, rules and regulations applicable to the registered producers are communicated to them by email and presented to the producers during the regional or Online meetings.
7. The effective application dates of the revised standards, procedures and documents is communicated to the producers or KFC staff by email.
8. All KFC documents are prepared in English language only.
9. All audit reports and letters shall have reference numbers as follows for traceability: -
  - a. AUD for audits, JN for auditor initials, KFC02A for number issued to the farm, and 01 for number of letters e.g. AUD/JN/KFC02A/01 FOSS standard audits reports.
  - b. AUD/JN/KFC/GG02/01 for GLOBALG.A.P. flowers and ornamental audit reports.
  - c. CC/JN/KFC02B/01 for communication letters after certification decisions.
  - d. The above procedure is used for any other standard audit report.
10. The updates information sent to the certified producers is a summary of the revisions of the principal requirements and compliance criteria that has been done including; the "previous clause" and the "new revised clause".
11. The updated forms, procedures, standards and other normative documents that are required by the producers are available for free on the KFC database.
12. The Departmental Heads approved to update or review the documents under their purview are defined below in the table below: -

NAME OF THE DOCUMENT	NAME OF THE DEPARTMENT
KFC Policy documents	Chief Executive Officer.
Finance and Administration documents.	<ul style="list-style-type: none"> <li>▪ Chief Operating Officer.</li> <li>▪ Finance and Administration Manager.</li> </ul>
KFC Certification Scheme Management Regulations.	Scheme Manager.

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Membership Advocacy and Communication department	Membership Manager
Articles of the Association and Memorandum of Understanding of the Kenya Flower Council.	Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) as per the Articles of the Association.

**13.** The following list comprises the normative documents of the KFC Certification Management Regulations, forms and procedures that are controlled by this procedure: -

	REF NO.	CONTROLLED DOCUMENTS FOR THE KFC CERTIFICATION SCHEME MANAGEMENT REGULATIONS	INTENDED USER
1.	A1.0	Certification Scheme Management Regulations.	Scheme management & certification bodies.
2.	A2.0	Certification Scheme Management Terminology Definition.	Scheme management & certification bodies.
3.	A3.0	Management Review Minutes.	Scheme management & certification bodies.
4.	B1.0	Certification Scheme Management Auditing and Certification Regulations.	Scheme management & certification bodies.
5.	B2.0	Producer Group QMS Auditing and Certification Regulations	Scheme management & certification bodies.
6.	B3.0	Determination of Man-days for certification audits procedure.	Certification bodies.
7.	B4.1	Certification Audit Execution Process & Scope.	Certification bodies.
	B4.1	Mchakato (Process), Utaratibu Na Wigo (Scope) wa Ukaguzi	Certification bodies.
8.	B5.0	Stakeholder mapping procedure.	Scheme management
9.	B7.0	Management of impartiality, conflicts of interest and potential risks.	Scheme management & certification bodies.
10.	B9.0	Emergency Remote Audit Procedure	Certification bodies.
11.	CC1.0	Terms of Reference for Certification Committee	Certification bodies.
12.	CC2.0	Certification Committee Minutes	Certification bodies.

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### KFC CERTIFICATION SCHEME MANAGEMENT REGULATIONS

13.	E1.0	Standard Setting and Review Procedure	Scheme management.
14.	E4.0	Flower and Ornamental Products Certified by KFC Certification Scheme.	Scheme management & certification bodies.
15.	E5.0	Certificates awarded by the Certification Scheme.	Scheme management & certification bodies.
16.	F1.0	Certification Approval, Sanctions & Appeals Procedure	Scheme management, certification bodies and producers.
17.	FOSS1.0	Flowers & Ornamentals Sustainability Standard	Scheme management, certification bodies and producers.
18.	FOSS1.1	Flowers & Ornamentals Sustainability Standard - Appendices	Scheme management, certification bodies and producers.
19.	FOSS1.2	Flowers & Ornamentals Sustainability Standard – Silver & Gold Checklist	Scheme management, certification bodies and producers.
20.	FOSS1.3	Flowers & Ornamentals Sustainability Standard - Silver Checklist	Scheme management, certification bodies and producers.
21.	FOSS1.4	Producer Group Quality Management System (QMS) Audit Checklist	Scheme management, certification bodies and producers.
22.	K1.0	Auditor Competency criteria	Scheme management & certification bodies.
23.	N1.0	Document and Record Control Procedure	Scheme management & certification bodies.
24.	Q1.0	Certification Scheme Ethical Standards and Professional Conduct.	Scheme management & certification bodies.
25.	R1.0	Agreement between KFC certification scheme and certification body	Scheme management & accreditation bodies.
26.	R2.0	Agreement between KFC certification scheme and accreditation body (AB).	Scheme management & certification bodies.
27.	R6.0	Use of Logo and Trademarks Rules.	Scheme management & certification bodies.
28.	R9.0	Plant Protection Product Residue Testing Procedure.	Scheme management & certification bodies.

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29.	TC1.1	Terms of reference for Technical Committee.	Scheme management.
30.	TC1.2	Technical Committee Minutes	Scheme management.
31.	TC1.3	Agenda Technical Committee meetings.	Scheme management.
32.	Z1.0	Accreditation Body Assessment - Root Cause & Corrective Actions Report.	Scheme management, Certification bodies and producers.
<b>KFC CERTIFICATION SCHEME - ONLINE CERTIFICATION PLATFORM</b>			
33.	R4.1	Terms of Agreement between the Registered Producer and Certification Bodies.	Scheme management, certification bodies and producers.
34.	U1.0	Audit and corrective action reports.	Scheme management, certification bodies and producers.
35.	U2.0	Audit Evaluation Form	Scheme management, certification bodies and producers.
36.	U3.0	Opening and Closing Meeting Attendance Form.	Certification bodies and producers.
37.	V1.0	Certification Application and Product Registration Form.	Certification bodies and producers.

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