



# **OHAS CERTIFICATION SCHEME**

**Grower Standard**

**Version 4**

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## INTRODUCTION

This Standard has been produced to provide retailers with the assurance that suppliers, in the ornamental horticulture industry, meet high standards of good agricultural / horticultural practices, quality, safety and service. In addition, assurance that the business is meeting its ethical, biosecurity and environmental responsibilities. The Ornamental Horticulture Assurance Scheme (OHAS), (formally the BOPP Certification Scheme), has developed the Standard to meet the specific requirements of ornamental horticulture producers and the requirements of GLOBALG.A.P. against which the Standard is benchmarked.

The Standard covers aspects of cultivation, quality, plant health, safety and service that are appropriate for growing operations and who may also be sourcing product from national and international sources. The Standard does not cover packhouse operations, which are covered by the OHAS Ornamental Horticulture Packhouse Standard.

The Standard is separated into the following main sections:-

- 1) Senior Management Commitment, Organisational Structure, Responsibilities & Management Authority
- 2) Quality Management System
- 3) Cultivation
- 4) Product Development
- 5) Site Standards
- 6) Physical Product Contamination Control
- 7) Transport
- 8) Trading Conditions
- 9) Staff Training & Employment Requirements
- 10) Health & Safety
- 11) Sustainability

Each compliance criterion has been categorised as either 'Major' or 'Minor'.

Failure to comply with the criteria categorised as 'Major' would be considered as a major non-conformity. Failure to comply with the criterion categorised as 'Minor' would be considered a minor non-conformity. See the OHAS Scheme Rules for further details.

The guidance notes provide further explanation of the control points and compliance criteria and include, where relevant, reference to templates on the OHAS website <https://hta.org.uk/partnerships-groups/ohas.html> for members only or to links for further sources of information. Where links are provided to external websites OHAS does not endorse or take responsibility for their content or accuracy.

New to this version of the standard is the introduction of P, R and O. These reiterate the requirements of the evidence required for each compliance criterion as follows:-

P - there must be a documented policy / procedure / process or plan that has been fully implemented.

R - there must be written evidence, records or risk assessments in place to demonstrate compliance. Where a compliance criterion states that a risk assessment is required this should be a written risk assessment.

O - the compliance criterion is verified by observation.

In the column that gives each compliance criterion number, the number in the brackets () relates to the number that compliance criterion was in the Version 3.1 of the standard, if it has changed.

Certain compliance criteria are identified as 'No not applicable' (No N/A). These must be evaluated and if an activity is not being undertaken by a business then the relevant compliance criterion would be N/A.

Where a compliance criterion states site - this applies to any area or location that is being used to grow product. For example, glasshouse, polytunnel or field location.

New wording within this version of the Standard has been highlighted in blue *Italics*. In addition, if a compliance criterion level has changed this has been highlighted. Some compliance criteria have had words removed.

Section 1		SENIOR MANAGEMENT COMMITMENT, ORGANISATIONAL STRUCTURE, RESPONSIBILITIES & MANAGEMENT AUTHORITY				
Senior management must provide evidence of its <i>leadership and</i> commitment to the development and implementation of a quality management system within the business and <i>take accountability</i> for continually improving the effectiveness by:-						
a) communicating to the organisation the importance of meeting customer as well as statutory, regulatory, ethical and health & safety requirements						
b) establishing <i>quality objectives</i>						
c) ensuring the availability of resources <i>needed for the quality management system are available.</i>						
<i>(was 1.1 new wording)</i>						
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>1.1</b> <b>(was 1.3)</b>	<i>(new wording)</i>	<b>Business Policy</b>				
1.1.1 (was 1.3.1)	<b>Major</b> <i>(new wording)</i>	The business must have a clearly defined, documented, well communicated and regularly reviewed policy that outlines the <i>business's</i> quality, <i>environmental, plant health and ethical trading</i> ethos and its intentions to meet customer and <i>statutory</i> requirements in terms of quality, safety and legality. The policy must be understood by all key personnel. <i>It must be signed and dated either by the owner, director or site manager.</i>	P		O	<i>The policy should be displayed around the site (s) at key locations.</i> ➤ <i>See Business Policy example on the OHAS website</i>
<b>1.2</b> <b>(was 1.4)</b>		<b>Quality Objectives</b>				
1.2.1 (was 1.4.1)	<b>Major</b> <i>(new wording)</i>	Senior management must ensure that quality objectives, including those needed to meet the requirements for product, are established <i>and communicated</i> . These must be measurable and consistent with the quality policy, <i>and updated as appropriate</i> .	P		O	Quality objectives may be established through key performance indicators (KPI's).
<b>1.3</b> <b>(was 1.2)</b>		<b>Organisational Structure &amp; Responsibilities</b>				
1.3.1 (was 1.2.1)	<b>Major</b> <i>(new wording)</i>	There must be a clearly defined, documented organisational structure showing jobs, responsibilities and reporting structure. Listed staff must be aware of their roles and responsibilities within the business including their legal, safety and quality responsibilities. This must be documented by way of job descriptions. There must be procedures in place to cover the absence of staff listed in the organisational structure. <i>The organisational structure must be available to staff.</i>	P		O	➤ <i>See Management Structure and Responsibilities template on the OHAS website.</i>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>1.4 (was 1.5)</b>		<b>Quality Management Responsibility</b>				
1.4.1 (was 1.5.1)	<b>Major</b>	Senior Management must ensure that there is a member of the organisation's management who has responsibility and authority to:- a) ensure the processes needed for the quality management systems are established, implemented and maintained b) report to senior management on the performance of the quality management system and any need for improvement c) ensure the promotion of awareness of customer requirements throughout the organisation.			O	This may be demonstrated through a job description for the senior manager with responsibility for the QMS.
<b>1.5 (was 1.6)</b>		<b>Management Review &amp; Communication</b>				
1.5.1 (was 1.6.1)	<b>Major</b>	Senior management must review the organisation's quality management system at planned intervals, at least annually. This must include assessing the effectiveness of the quality management system, opportunities for improvement and any need for changes to the quality management system, including the quality policy and quality objectives, resource requirements, decisions and actions taken from this review. Records of reviews must be maintained.		R		This may be demonstrated by senior management meeting minutes, internal audit results review and / or KPI monitoring.



Section 2 (was Section 3)		QUALITY MANAGEMENT SYSTEM				
<i>The business must establish, implement, maintain and continually improve a risk based quality management system. The quality management system must support the due diligence of all processes and ensure safe and legal products are consistently produced to an agreed specification and quality.</i>						
<i>Internal auditing must be used to assess the effectiveness of the quality management system and enable continuous improvement. (new)</i>						
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>2.1</b>		<b>Control of Documents</b>				
2.1.1	Minor <i>(new)</i>	<i>There must be effectively controlled documentation with only current and approved documents in use. Changes to documentation must be recorded and there must be procedures in place for replacing obsolete documentation.</i>	P		O	
<b>2.2 (was 3.1)</b>		<b>Control of Records</b>				
2.2.1 (was 3.1.1)	<b>Major</b> <i>(new wording)</i>	Records for inspection must be kept for a minimum of two years (or longer for statutory purposes <i>or customer requirements</i> ). At least three months prior to the date of external inspection or from the day of registration, new applicants must have full records that reference each area covered by the registration with all the activities related to each area. Electronic records are valid. No N/A		R		
<b>2.3 (was 3.2)</b>		<b>Internal Audit</b>				
2.3.1 (was 3.2.1)	<b>Major</b>	There must be a documented process for internal audits with frequency dependent on the level of identified risk, but carried out at least annually and prior to the external audit. The audit must be based on the OHAS Grower Standard and be documented and recorded. It must cover control points that are carried out by sub-contractors. Results must be disclosed internally to those affected by the audit. Comments must be made on all non-compliant control points, and justification given for all non-applicable control points. Corrective actions and timescales must be agreed, documented and signed off. No N/A.	P	R		➤ See Internal Audit Checklist template on the OHAS website.
<b>2.4 (was 3.4)</b>		<b>Management of Suppliers</b> <i>A risk assessment based approval system must be in place for all raw material suppliers.</i>				
2.4.1 (was 3.4.2 & 3.4.3)	<b>Major</b> <i>(new wording)</i>	All raw material suppliers must be risk assessed according to customer requirements. The risk assessment may include the following considerations:-		R		➤ See Approved Supplier List template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.4.1 continued		<ul style="list-style-type: none"> <li>- Inherent risk of material</li> <li>- Volume of material supplied</li> <li>- <i>Plant health management</i></li> <li>- Supplier history</li> <li>- Supplier location and raw material country of origin</li> <li>- <i>Supplier self-assessment report based on the OHAS Grower Standard which has been reviewed and corrective actions followed up</i></li> <li>- Supplier ethical trading standards. This must be based on the Ethical Trade Initiative (ETI) Base Code, either via SEDEX and the supplier self-assessment questionnaire, or equivalent. Where specific customer requirements exceed this then there must be evidence of the further auditing requested.</li> </ul> <p>The risk assessment must be used to determine the method of supplier approval and monitoring.</p> <p>Raw material supplier risk assessments must be reviewed <i>at least</i> annually</p>				<p><i>Suppliers of raw material also includes agents.</i></p> <p><a href="http://www.ethicaltrade.org/eti-base-code">http://www.ethicaltrade.org/eti-base-code</a></p> <p><a href="http://www.sedexglobal.com">http://www.sedexglobal.com</a></p> <p><i>Raw materials includes fresh or dry (e.g. packaging, pots, vases, baskets and picks etc.)</i></p>
2.4.2 (was 3.4.4)	<b>Major</b> <i>(new wording)</i>	Where third party certification is the method of approval, there must be a certificate or proof of conformance from the raw material supplier available on request for inspection. <i>This</i> must include 1) Date of assessment, 2) Name of the Certification Body, 3) Details of the subcontractor, 4) List of the control points and compliance criteria inspected.		R		<i>Valid 3rd party certification to a recognised standard (e.g. OHAS; GLOBALG.A.P. or standards benchmarked against GLOBALG.A.P.; ISO standards including EMS; BRC).</i>
2.4.3 (was 3.4.5)	<b>Major</b> <i>(new wording)</i>	Where a non-certified source is being used there must be evidence in place to show that the customer receiving these products is aware, <i>in line with customer requirements</i> . Where applicable, this can be on the product transaction documents (sales invoices, other sales related <i>paperwork</i> , dispatch documentation, etc.) with the customer, or in a contract and must clearly indicate that the product is from a non-certified source.		R		<i>Certified means a grower has valid 3rd party certification to a recognised standard (e.g. OHAS; GLOBALG.A.P. or standards benchmarked against GLOBALG.A.P.; ISO standards including EMS; BRC).</i>
2.4.4 (was 3.4.1)	<b>Major</b> <i>(new wording)</i>	Raw materials, fresh or dry (e.g. packaging etc.), and contracted products supplied to customers as part of the finished product (including outer packaging) must only be sourced from approved suppliers. Details of raw material suppliers and materials supplied must be kept on an approved supplier list and regularly <i>reviewed, at least annually</i> . Where specific customer requirements exceed this then there must be evidence of the further information requested by the customer.		R		<p>➤ See Approved Supplier List template on the OHAS website.</p> <p>Dry raw materials may include pots, vases, baskets and picks etc.</p> <p><i>Approved suppliers can be an internal list and / or a list agreed with customers, as applicable.</i></p>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.4.5 (was 3.4.6)	Major	Raw material supplier performance must be reviewed as a minimum annually. This must include results of risk assessments; intake inspections; delivery performance, audit reports.		R		
		Management of Contract / Sub-Growers / Packers				
2.4.6 (was 3.4.7)	Major	The primary business is responsible for the observance of the control points applicable to the relevant tasks performed by the sub-contract growers / packers and checking and signing for these. Evidence of compliance must be available. The sub-contractor must accept that the OHAS approved inspectors are allowed to verify the assessments through a physical inspection where there is doubt.		R		<i>A contract or agreement with the sub-contractor would detail the observance of the OHAS control points and the potential for physical inspections.</i>
<b>2.5 (was 3.3)</b>		<b>Raw Material Management</b>				
		Own-Mix container / potting media for use in the finished product				
2.5.1 (was 3.3.1)	Minor	Container / potting media mixed on site must have a written 'recipe' including a specification of raw materials suitable for the designated use. The recipe must be followed by staff carrying out the mixing.		R		
2.5.2 (was 3.3.2)	Minor	Out of each batch of container / potting media made a 0.5 litre sample must be taken, bagged, date labelled and stored in a cool place and kept for a year.			O	➤ See Growing Media Sample Record Sheet Template on the OHAS website.
2.5.3 (was 3.3.3)	Minor	An analysis for N, P, K, pH and EC must be taken routinely to check the recipe is being followed accurately.		R		➤ See Growing Media Sample Record Sheet Template on the OHAS website.
		Bought in container/potting media for use in the finished product				
2.5.4 (was 3.3.4)	Minor	Bought-in container / potting media must have a written specification.		R		
2.5.5 (was 3.3.5)	Minor	The batch number of each delivery must be recorded.		R		
2.5.6 (was 3.3.6)	Minor <i>(new wording)</i>	Manufacturers must supply their media analysis results on request or have a QMS system in place such as <i>ISO 9001.2015</i> . Where analysis is supplied the validity must be checked by an independent laboratory. A sample must also be saved as above, either at the manufacturer or on site.		R	O	A letter or other relevant communication may be used to demonstrate that the manufacturer is keeping samples on the site's behalf.
		Goods Intake				
2.5.7 (was 3.3.7)	Major <i>(new level and wording)</i>	There must be a clear, authorised goods intake procedure for <i>how and where</i> bought-in / contracted plant material and 'non-live' <i>raw materials</i> (e.g. pots, packaging, hardware, <i>products made of wood</i> etc.) <i>are checked</i> . Raw materials must be inspected for pest, disease and quality <i>against a</i>	P	R		➤ See Bought In Plant Material Inspection Record Sheet template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.5.7 continued		<i>specification</i> . There must be recording procedures whereby any intake is signed for by the member of staff responsible, <i>the date and time of the check is recorded</i> within an agreed timeframe from point of receipt. Records must be available for inspection. Where it is not possible to check all product then an internal sampling system must be in place, <i>the rationale and methodology must be documented</i> .				
2.5.8 (was 3.3.8)	<b>Major</b> <i>(new level and wording)</i>	Raw material specifications must be in place with evidence that the supplier is aware of the specification requirements. <i>These must include any specific plant health parameters and compliance requirements, and any control measures that are applicable</i> .		R	O	This may be in the form of a contract, letter, email or other electronic system.
2.5.9 (was 3.3.9)	<b>Major</b>	There must be a procedure in place for product deemed to be 'out of specification' at goods intake. 'Out of specification' product must be clearly identified and kept separate from other raw materials.	P		O	
2.5.10 (was 3.3.10)	Minor	Records need to be kept of the seed and bulb quality details, purity and freedom from pests and diseases. Supplier, variety and batch numbers must be retained for traceability purposes. Documented evidence must show that stock plants are fit for purpose.		R		
2.5.11 (was 3.3.11)	Minor	Where seed or bulb treatments are used by the supplier or the producer, records must be available on request with the product name and its target (i.e. which pest or disease). Not applicable for perennial crops or certificated material.		R		A letter or email may be used to demonstrate that a request has been made and any reasons why information is not available.
2.5.12 (was 3.3.12)	Minor	There must be quality guarantees for seed or stock or evidence of supplier certification (OHAS or GLOBALG.A.P.).		R		Information on seed quality may include germination, genetic purity, physical purity and seed health.
2.5.13	Minor <i>(new)</i>	<i>Records of plant protection product treatments (i.e. product name, application date, dose and re-entry interval) applied by the supplier during the plant rearing stage must be available upon request from the supplier.</i>		R		<i>A letter or email may be provided as evidence that a request has been made.</i>
2.5.14	<b>Major</b> <i>(new)</i>	<i>Records of fumigation treatments (i.e. product name, application date, dose and re-entry interval) applied by the supplier, where applicable, e.g. basketware, must be available upon request from the supplier.</i>		R		
2.5.15 (was 3.3.13 in Annex 2)	<b>Major</b> <i>(new wording)</i>	Where spot buying is practised the business must take full responsibility for the product under certification procedures.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>2.6</b> <b>(was 3.6)</b>		<b>Stock Control &amp; Storage</b>				
2.6.1 (was 3.6.1)	<b>Major</b>	There must be documented standards for appropriate temperatures and storage conditions and evidence that temperature control regimes have been utilised and are monitored and recorded. The frequency of monitoring must be based on risk assessment.	P	R		
2.6.2 (was 3.6.2)	<b>Major</b>	There must be evidence that conditions comply with specific customer requirements, where given.		R	O	
2.6.3 (was 3.6.3)	<b>Major</b>	Raw materials must be stored at temperatures, humidities and durations recommended for that product. Justification for the storage conditions used must be available.		R	O	
2.6.4 (was 3.6.4)	<b>Major</b> <i>(new wording)</i>	Seeds and bulbs must be stored at temperatures, humidities and durations recommended for that product, <i>where applicable</i> .		R	O	➤ See Seed & Bulb Stock Record Sheet and Seed & Bulb Storage Check Sheet template on the OHAS website.
2.6.5 (was 3.6.5)	Minor	For bulbs, air temperature and humidity levels must be recorded during drying and storage regimes and water temperature during hot water treatment.		R		
2.6.6 (was 3.6.6)	Minor	Storage regimes for forced bulbs must be recorded.		R		
2.6.7 (was 3.6.7)	Minor	There must be documented evidence of annual maintenance and servicing of temperature controlled areas i.e. cooling and heating facilities and the fabric of the building. Temperature probes must be routinely verified and calibrated at least annually, where applicable.		R		
2.6.8 (was 3.6.8)	Minor	Product must be stored for the minimum amount of time (as per customer or in-house specification) to retain freshness before being transported.			O	
<b>2.7</b> <b>(was 3.7)</b>		<b>Identification &amp; Traceability</b>				
2.7.1 (was 3.7.1)	<b>Major</b> <i>(new wording)</i>	<i>There must be a full, documented traceability system throughout the supply chain to include, where applicable:-</i> <ul style="list-style-type: none"> <li>· All growing media.</li> <li>· Rooting modules (pre-formed plugs).</li> <li>· <i>Origin and batch quantities of plants / flowers / bulbs / seeds etc. (bought in and own root stock).</i></li> <li>· Fertiliser and <i>any plant protection products</i> applied.</li> </ul>	P	R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.7.1 continued		<ul style="list-style-type: none"> <li>. Records of sowing / planting method, rate (amount per cell/metre/acre) and date must be recorded.</li> <li>. <i>Origin and batch quantities</i> of hardware and <i>packaging</i> raw materials.</li> <li>. Harvesting information to include:- date of harvest; product detail; variety; grower; growing location.</li> <li>. <i>Finished product destination.</i></li> <li>- <i>Quality check records during production</i></li> <li>- <i>Quantities of finished product dispatched</i></li> </ul> No N/A.				
2.7.2 (was 3.7.1)	<b>Major</b> <i>(new wording)</i>	All aspects of the traceability system must be verified <i>at least annually, or more frequently if requested by customers or by risk assessment. A complete test must be carried out to ensure full traceability throughout the production process from raw material through to finished product dispatch. Records must be retained for inspection. Each full traceability test must be achievable within 4 hours during an audit. The verification process can be a minimum of once per year if a business is only outloading for less than 8 weeks a year.</i> No N/A		R		Records of all inputs should be available for presentation during the inspection. <i>See Appendix I for traceability requirements during an audit. For traceability records back to sources that are in a significantly different time zone up to 24 hours may be acceptable.</i>
2.7.3 (was 3.7.3)	<b>Major</b> <i>(new wording)</i>	Product must be clearly identified once lifted / harvested / picked to enable full traceability throughout the supply chain. A label per pallet or batch is the minimum level. <i>If a batch is divided then each part must be labelled. Care must be taken so that batch labels do not reach customers.</i> No N/A.			O	Applicable to all products grown. <i>Label details may include date of harvest, variety, grower code, product detail, growing location, plant passport / phytosanitary certificate (as required by legislation), as applicable to the crop.</i>
2.7.4 (was 3.7.4)	Minor	Records of plant protection treatments applied during the previous production stage must be available upon request from the source of supply.		R		A letter or email may be provided as evidence that a request has been made.
2.7.5 (was 3.7.5)	Minor	Where plant material grown possesses plant breeders' rights, any requirements of the rights must be documented and adhered to for material grown in the last 24 months. This includes UPOV (International Union for the Protection of New Plant Varieties) Guidelines. Evidence may include the licence contract, the plant passport, a document or empty seed packet or invoice. No N/A.		R		Licence to be seen for primary holder or invoice if buying material with rights. Note: The PLUTO Database of UPOV ( <a href="http://www.upov.int/pluto/en">www.upov.int/pluto/en</a> ) and the Variety Finder Tool on the website of CPVO ( <a href="http://cpvo.europa.eu">cpvo.europa.eu</a> ) list all varieties in the world, providing their registration details and the Intellectual Property Protection details per variety and country.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>2.8</b> (was 3.5)		<b><i>Finished Product Specifications (new wording)</i></b>				
2.8.1 (was 3.5.1)	<b>Major</b> <i>(new wording)</i>	Product sold must meet <i>finished product</i> customer specifications and these specifications must, where given, be checked for acceptability to both the producer and the customer. Variety / rootstocks must be detailed where customer specifications <i>require this</i> . There must be written proof or electronic evidence that such specifications have been agreed. No N/A		R		Specifications available may include raw material, production or factory specifications, and finished product specifications.
2.8.2 (was 3.5.2)	<b>Major</b> <i>(new wording)</i>	Product dispatched must be checked for quality <i>and potential plant health issues, as identified in the plant health risk assessment</i> , and comply with legal and <i>finished product</i> customer specification requirements. There must be proof that specifications are adhered to. No N/A		R	O	Legal requirements may include safety warnings and plant passporting.
<b>2.9</b> (was 3.8)		<b>Monitoring &amp; Measurement of Processes</b>				
		Post-harvest treatments for Bulbs and Cut Flowers				
2.9.1 (was 3.8.1)	<b>Major</b>	There must be a written justification for all post-harvest treatments.		R		Post-harvest treatments may include: - fumigants, sprays, post-harvest chemicals used in re-hydration / transit solutions etc.
2.9.2 (was 3.8.2)	<b>Major</b>	Where required, harvested products must be treated with the specified or recommended post-harvest treatments to minimise bacterial contamination and enhance post-harvest life.			O	
2.9.3 (was 3.8.3)	Minor	All bulb stocks must be given the appropriate pre-planting hot water treatment for the control of stem & bulb nematode.		R		
2.9.4 (was 3.8.4)	<b>Major</b> <i>(new wording)</i>	All post-harvest treatments must be officially registered in the country of use, approved for use on the <i>specified product</i> and used within label stipulations.			O	
2.9.5 (was 3.8.6)	<b>Major</b> <i>(new level)</i>	Businesses exporting must have a list of specific restrictions in destination countries and a documented record of specific customer requirements with respect to this.		R		
2.9.6 (was 3.8.7)	<b>Major</b>	Any treatments used must be disposed of in line with manufacturer's recommendations, legislation and in an environmentally safe way.			O	
2.9.7 (was 3.8.8)	<b>Major</b>	Procedures must be in place to ensure post-harvest treatments are stored and used in the correct way, in line with the manufacturer's recommendations.	P			
2.9.8 (was 3.8.9)	<b>Major</b> <i>(new wording)</i>	Records must be maintained for all post-harvest plant protection product applications. The records must be of sufficient detail and <i>must include</i> the following parameters: product name, active ingredient, amount (weight or		R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.9.8 continued		volume) of product applied per litre of water or other carrier medium, batch number of the product treated, location, date of application, method of application, operator name and evidence that the product label instructions have been followed. No N/A.				
2.9.9 (was 3.8.10)	<b>Major</b>	Individuals with responsibility for post-harvest chemical use must have received formal training or can demonstrate, through official certification, sufficient level of technical competence.		R		<i>Formal training can be provided by the post-harvest chemical manufacturer or, depending on the type of post-harvest chemical being used, Nationally recognised plant protection product handling certification, as applicable.</i>
<b>2.10 (was 3.9)</b>		<b>Monitoring &amp; Measurement of Product</b>				
		Consumer Labels				
2.10.1 (was 3.9.1)	<b>Major</b>	There must be a label and coding procedure in place which must include: - the printing, checking and management of labels; storage and management of pre-printed labels; storage and management of unprinted labels, issuing of labels to the production lines; managing unused printed labels; action to be taken in the event of an error; management of the changes to month and year in the coding schedule.	P			Applicable to consumer retail labels only. An 'issued to line' log may be used to control label use. Changes to month or year may be highlighted in bold or in a contrasting colour.
2.10.2 (was 3.9.2)	<b>Major</b>	All readable parts of the label must be checked against the specification, to include any specific coding requirements. Evidence must be available to show this is carried out. Barcodes must be scanned and verified. A print-out or saved scan of the barcode must be checked against the specification.		R	O	➤ See Label Check Sheet template on the OHAS website.
2.10.3 (was 3.9.3)	<b>Major</b>	Records with actual copies of labels must be authorised and retained.		R		
2.10.4 (was 3.9.4)	<b>Major</b>	All label and coding checks must be completed for all print runs (including 'Top Up' runs).		R		
2.10.5 (was 3.9.5)	<b>Major</b>	All personnel involved in printing labels, labelling and coding checks must be trained against the procedure.		R		
2.10.6 (was 3.9.6)	<b>Major</b>	All retail labelling must follow hazardous plant labelling requirements, where applicable.			O	
2.10.7	<b>Major (new)</b>	<i>For non-plant ingredients labelling must give all appropriate safety and warning information, where applicable.</i>			O	<i>Safety information may be needed for decorative items such as garlands, picks and lights.</i>
		<i>Product Packaging (new)</i>				
2.10.8	<b>Major (new)</b>	<i>There must be a procedure in place for the control of customer specific product packaging. The procedure must include the control of packaging to</i>	P			



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.10.8 continued		<i>ensure it is correct and for the right product; the issuing of the packaging to the production line; the start-up and changeovers and clearing of packaging from the line; the storage of the packaging.</i>				
		Product Performance				
2.10.9 (was 3.9.7)	Minor <i>(new wording)</i>	Where a business is supplying the final customer the expected product shelf life and end consumer guarantee must be agreed with the customer and stated on the product specification, where applicable. Shelf life (retailer performance) and end consumer product life (including garden performance, where appropriate) tests must be carried out and recorded on current products being produced. Samples, typical of the batch, must be taken <i>based on risk assessment</i> (or as defined by the customer) and stored under conditions recommended by the customer to the time when it is likely that the product would no longer be kept.		R	O	➤ See Shelf Life Record Sheet template on the OHAS website.
<b>2.11 (was 3.10)</b>		<b>Complaints Policy &amp; Handling</b>				
		Policy				
2.11.1 (was 3.10.1)	<b>Major</b>	There must be a written complaints policy and procedure in place, with nominated staff that are responsible for ensuring the policy and procedures are carried out. No N/A.	P			
		<i>Records (new wording)</i>				
2.11.2 (was 3.10.2)	<b>Major</b>	All complaints, including any deficiencies found in products or services, and actions taken must be recorded. No N/A.		R		➤ See Complaint and Query Record Sheet template on the OHAS website.
		Procedures				
2.11.3 (was 3.10.3)	Minor	Nominated personnel must be available to deal with verbal or written / electronic queries or complaints. Out-of-hours procedures must be in place.	P			
2.11.4 (was 3.10.4)	Minor	Complaints / queries must be acknowledged within a specified timeframe.		R		
2.11.5 (was 3.10.5)	<b>Major</b>	The business must demonstrate that they regularly discuss the outcome of all complaints received and modify practices, if necessary, to prevent recurrence of the issue. Complaint trends must be monitored, where high levels or an increase is seen an investigation must be carried out and recorded. No N/A.		R		Complaints linked by type, product or production line should trigger a review.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>2.12</b> (was 3.11)		<b>Control of Non-conforming Products. Management of Incidents, Product Withdrawal &amp; Recall</b>				
2.12.1 (was 3.11.1)	<b>Major</b> <i>(new wording)</i>	There must be a written procedure regarding returns, credits and internal rejects. The procedure must identify the type of event that may result in a product withdrawal / recall (to include any serious incidents involving illegal / unsafe product <i>or plant health</i> issues) and the persons responsible for making decisions. The procedure must include identifying full traceability, information for contacting customers, <i>(and if applicable plant health inspectorate)</i> and dealing with the withdrawal of product and reconciling stock. The procedure must be tested and recorded annually to check if it is adequate. There must be designated responsibility for returned product, and internal rejects. No N/A	P	R		➤ See Returned Product Record Sheet template on the OHAS website. The procedure may include picking a recently sold batch, identifying the quantity and whereabouts of the product, and verifying the next step involved, informing the customer of the test and whether to contact the Certification Body (CB). (CB to be informed for GLOBALG.A.P. see Annex 2)
2.12.2 (was 3.11.2)	<b>Major</b>	The site must have a designated returns / internal reject area.			O	
2.12.3 (was 3.11.3)	<b>Major</b>	Any returned product that may contaminate existing stock must preferably be destroyed; otherwise it must be treated to remove the contaminant before it is placed back into storage / production.		R		
2.12.4 (was 3.11.4)	<b>Major</b>	Brand identification must be removed from all out grades.			O	
2.12.5 (was 3.11.5)	<b>Major</b>	Corrective actions must be implemented to avoid recurrence of the problem leading to the returns / internal rejects. Action must be taken and documented.		R		
<b>2.13</b> (was 3.12)		<b>Crisis / Contingency Plans &amp; Procedures</b>				
2.13.1 (was 3.12.1)	Minor	There must be a documented crisis management / contingency plan in place to deal with 'emergencies'.	P			
2.13.2 (was 3.12.2)	Minor	There must be clear guidelines in place for personnel as to what type of event constitutes an 'emergency'. Examples of this type of incident may include: - fire, flood and other natural disasters, e.g. storm damage; sabotage; terrorism; disruption to supply; equipment failure.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.13.3 (was 3.12.3)	Minor	The likelihood of occurrence of each potential issue must be risk assessed.		R		
2.13.4 (was 3.12.4)	Minor <i>(new wording)</i>	The crisis management / contingency plan must include:- a) Insurance, where considered viable b) Procedure for identifying and contacting potential alternative suppliers who could meet customer requirements c) Procedures for instituting repairs, rebuilding etc. d) Procedures for providing additional facilities at short notice e) <i>Procedures for when part or all of the workforce are unable to work for any period of time</i> f) Communications plan, including where appropriate, a 24-hour staff contact telephone number list for customers.	P			➤ See Customer Contact List template on the OHAS website.
<b>2.14 (was 3.13)</b>		<b>Calibration &amp; Verification</b>				
2.14.1 (was 3.13.1)	Minor <i>(new wording)</i>	Weighing scales must be calibrated at least biannually. <i>In addition</i> , recorded in-house checks <i>must be carried out</i> at least twice a year, or more frequently depending on risk assessment and product / customer requirements.		R		<i>If independently calibrated by an accredited body, accredited to a recognised National standard or equivalent, calibration certificates from the accredited body should be in place for each item. Calibration should be conducted across the equipment's normal operating range. In-house checks may involve using calibrated weights. Weights should be appropriate to use of the scales.</i>
2.14.2 (was 3.13.2)	Minor	Weighing scales used during the bulb harvesting operation must be calibrated independently at least annually and recorded.		R		
2.14.3 (3.13.3)	Minor	Jugs must be verified / calibrated every 6 months or replaced as necessary. No N/A.		R		
2.14.4 (was 3.13.4)	Minor	Crop sprayers (especially boom sprayers) must be kept in good condition, stored securely and with documented maintenance records		R		See <a href="https://www.nsts.org.uk/Documents-Links">https://www.nsts.org.uk/Documents-Links</a> for maintenance check sheets for different types of crop sprayers
2.14.5 (was 3.13.5)	Minor	Crop sprayer equipment calibration must be verified annually by the producer's involvement in an official scheme or an individual that can demonstrate their competence.		R		See <a href="http://www.nsts.org.uk">http://www.nsts.org.uk</a> Competence may be PA certification.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.14.6 (was 3.13.6)	Minor	Regular maintenance and calibration of fertiliser application equipment must be carried out. Records must be kept. Calibration must be verified every 12 months.		R		➤ See Fertiliser Application / Machinery Maintenance & Calibration Record template on the OHAS website.
2.14.7 (was 3.13.7)	<b>Major</b> <i>(new level &amp; wording)</i>	Records of <i>method, frequency of calibration and verification</i> , non-conformity and corrective actions must be kept. Tolerances for each item of equipment must be clearly defined <i>in line with manufacturers' recommendations</i> .		R		<i>Items of equipment may include scales, dosing machines, temperature probes. Individual items should be uniquely identified. Verification checks should be conducted across the item's normal operating range.</i>
2.14.8 (was 3.13.8)	Minor	Equipment, such as acid and chlorine dosers, pH and EC meters, must be serviced and calibrated at least annually.		R		
2.14.9 (was 3.13.9)	Minor <i>(new wording)</i>	<i>Where independent calibration is required the company contracted</i> must be accredited to a recognised standard e.g. ISO.		R		
<b>2.15</b> <b>(was 3.14)</b>		<b>Legislation</b>				
2.15.1 (was 3.14.1)	Minor	There must be clear reference as to how the business keeps up-to-date with the new developments and legislation changes affecting their business.		R		<i>Relevant legislation may include plant protection product use, health and safety, employment and plant health.</i>

Section 3 (was Section 2)		CULTIVATION				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>3.1</b> <b>(was 2.1)</b>		<b>Production Planning</b>				
3.1.1 (was 2.1.1)	Minor	Sites must have accurate scheduling to ensure timeliness of operations.		R		<i>Scheduling can be, for example, shown in the form of a computer programme, a spreadsheet, a paper schedule etc.</i>
<b>3.2</b> <b>(was 2.2)</b>		<b>Nutrition</b>				
		Nitrogen Management Plan				

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.2.1 (was 2.2.1)	Minor	An annual nitrogen management plan must be established which includes nitrogen analysis at the start and the end of a long-term field-grown crop or per site in a rotation system. The quantities of all sources of nitrogen applied must be calculated from the nitrogen management plan and conform with national legislation. (Applicable to field grown crops only).	P			
		Storage & Stock Records				
3.2.2 (was 2.2.2)	<b>Major</b> <i>(new wording)</i>	Fertilisers must be stored securely to prevent theft, and in covered areas that are safe, clean and dry, off the soil, frost free but ventilated, away from water sources, direct sunlight, plant material, harvested products, rodents and waste. Liquid fertiliser stores must be surrounded by an impermeable barrier to contain a capacity to 110% of the volume of the largest container (if there is no applicable legislation). Consideration <i>must be</i> given to the proximity to water courses and flood risks, etc. Fertilisers must not be stored in plant protection product stores unless they are already incorporated with plant protection products. Hazard warning signs must be clear, permanent and visible. Spillages must be cleaned up and measures in place to prevent water contamination. No N/A.	P			
3.2.3 (was 2.2.3)	<b>Major</b>	Concentrated acid must be stored in a locked area separate from any other materials including fertilisers.			O	
3.2.4 (was 2.2.4)	Minor	When organic manures are stored on site, the storage must be in a designated area, at least 25 metres from a water-course, to avoid surface water contamination.			O	
3.2.5 (was 2.2.5)	Minor	Fertiliser stock records must be maintained. The records must detail the quantities of fertiliser in and out of store and be updated within a month of movement of the stock, and annually reconciled.		R		➤ See Fertiliser Stock Record template on the OHAS website.
3.2.6 (was 2.2.6)	Minor	Batch numbers of fertilisers mixed into the growing media and soil (base fertilisers or controlled release fertilisers) and those used to make up liquid feeds ('straights' or proprietary mixes) must be recorded.		R		
		Application & Records				
3.2.7 (was 2.2.7)	Minor	Fertiliser applications must be calculated according to nutrient requirements (at least once for every crop harvested and on a justified regular basis for continuously harvested crops) and be tied into soil or growing media analysis, crop and weather conditions and a fertiliser and cropping programme to minimise nutrient loss and optimise the benefits. No N/A for cut-flowers.		R		Analysis may be conducted with on-farm / nursery equipment or mobile kits. For container production calculation may be based on crop programme or manufacturer. Crops may be grouped with similar requirements.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.2.7 continued						See <a href="https://ahdb.org.uk/nutrient-management-guide-rb209">https://ahdb.org.uk/nutrient-management-guide-rb209</a> for guidance on fertiliser application calculation.
3.2.8 (was 2.2.8)	Major	Each application of fertiliser must be recorded detailing the date (day/month/year), crop / location, fertiliser trade name, fertiliser type, quantity applied, concentration, method of application and applicator's name. If the method/equipment is always the same it is acceptable to record these details only once. If there are various equipment units, these must be identified individually. No N/A.		R		Methods may be via irrigation or mechanical distribution. Equipment may be manual or mechanical. ➤ See Fertiliser Application Record template on the OHAS website.
3.2.9 (was 2.2.9)	Major	Where advice on crop nutrition is sought, this must be obtained from a FACTS (Fertiliser Advisors Certification and Training Scheme) qualified consultant. Where FACTS qualified consultants are not used there must be documented evidence of appropriate training received in the use of fertilisers.		R		<a href="http://www.factsinfo.org.uk/facts/home.eb">http://www.factsinfo.org.uk/facts/home.eb</a>
3.2.10 (was 2.2.10)	Major	Untreated human sewage or sewage water must not be used anywhere on site. The use of treated sewage sludge or sewage water must comply with national legislation and a risk assessment must be completed.		R		(Additional requirement for GLOBALG.A.P. in Annex 2)
3.2.11 (was 2.2.11)	Minor	A documented environmental risk assessment must be undertaken prior to application to consider the source, characteristics and intended use of organic fertilisers prior to use, including: a) Pest and disease transmission b) Weed / seed content c) Method of composting d) Heavy metal content e) Type f) Timing of application g) Nutrient contribution of the organic fertiliser – through analysis or the use of recognised standard values which take into account the content of N.P.K nutrients in the organic fertiliser applied.		R		
3.2.12 (was 2.2.12)	Minor	There must be documentary evidence detailing nutrient and chemical content, for all inorganic fertilisers used on crops grown within the last 12-month period.		R		(Additional requirement for GLOBALG.A.P. in Annex 2)
<b>3.3</b> <b>(was 2.3)</b>		<b>Temperatures &amp; Humidity</b>				
3.3.1 (was 2.3.1)	Minor	Temperatures must be recorded either by environmental computer or manually for temperature sensitive crops grown under protection.		R		➤ See Daily Manual Temperature Record template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.3.2 (was 2.3.2)	Minor	If humidities are recorded the wick in aspirated screens must be checked on a regular basis and replaced when necessary.		R		
<b>3.4</b> <b>(was 2.4)</b>		<b>Lighting</b>				
3.4.1 (was 2.4.1)	Minor <i>(new wording)</i>	The light bulbs, reflectors, <i>units and light strips</i> on supplementary lighting installations must be cleaned at least annually.			O	
3.4.2 (was 2.4.2)	Minor <i>(new wording)</i>	Light bulbs must be replaced according to a time-based programme or based on annual measurement of output, <i>as applicable to lighting type</i> .		R		
3.4.3 (was 2.4.3)	Minor	Day length lighting installations and time clocks must be checked and light bulbs replaced according to a documented schedule.		R		➤ See Supplementary Lighting Check Sheet template on the OHAS website.
<b>3.5</b> <b>(was 2.5)</b>		<b>Solarimeters</b>				
3.5.1 (was 2.5.1)	Minor	A solarimeter, if fitted, must be cleaned annually or more frequently if sited near the boiler chimney.		R	O	➤ See Solarimeter Cleaning Record template on the OHAS website.
<b>3.6</b> <b>(was 2.6)</b>		<b><i>Plant Health, Pest &amp; Disease Management (new wording)</i></b>				<i>See Defra guidance for more information <a href="https://planthealthportal.defra.gov.uk/">https://planthealthportal.defra.gov.uk/</a></i>
3.6.1	<b>Major</b> <b><i>(new)</i></b>	<i>There must be at least one person with designated responsibility to manage plant health within the business.</i>		R		<i>This should be included in the documented organisational structure.</i>
3.6.2	<b>Major</b> <b><i>(new)</i></b>	<i>The business must have a concise, documented plant health policy. The policy should cover :- the business's plant health objectives; designated person(s) and their responsibilities; relevant legislation; recognition of quarantine pests and diseases; training; housekeeping standards to control plant health, visitor and contractor arrangements. It must be clearly communicated to all staff to raise awareness of plant health issues and their management, reviewed at least annually, and signed and dated by the owner / director of the business.</i>	P		O	<i>The policy should be displayed around the site (s) at key locations.</i>
3.6.3	<b>Major</b> <b><i>(new)</i></b>	<i>A plant health / pest risk assessment, based on the plant material handled and the type of business, must be in place identifying known plant health risks. Specific plans must in place to manage these risks to an acceptable level of protection and a level appropriate to the business. This risk assessment and management plans should be reviewed on a regular basis, at least annually, or in line with changes in, for example, the supply base, products, legislation; outbreaks, interceptions and / or complaints relating to plant health etc. Records of the review should be kept and must</i>	P	R		➤ See Pest Risk Analysis Process Flow Example template on the OHAS website. ➤ See Plant Health / Pest Risk Assessment template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.6.3 continued		<i>detail any non-conformances, applicable requirements and corrective actions.</i>				
3.6.4	<b>Major (new)</b>	<i>Plant hygiene management rules and procedures, which have been developed through the plant health risk assessment, must be in place. The rules and procedures must be communicated to all relevant employees.</i>	P		O	
3.6.5 (was 2.6.1)	<b>Major (new wording)</b>	<i>Pest and disease identification skills must be developed by staff training. All staff involved in cultivation and quality inspections must be trained against the business's plant health and hygiene management plans. They must be able to identify commonly occurring pests, diseases and weeds (or symptoms) associated with the crops being grown and the growing system adopted on the site. The business must keep up to date with pest, disease and weed issues relating to the crops being grown and handled. There must be training records in place and evidence of continuing professional development</i>		R		
3.6.6 (was 2.6.2)	<b>Major</b>	<i>There must be procedures in place to ensure that pests and diseases are reported and dealt with in the appropriate manner.</i>	P			
3.6.7 (was 2.6.3)	<b>Major (new wording)</b>	<i>A procedure must be in place for the regular monitoring and recording of the health of plant material deemed to be at risk from significant pests, diseases, weeds and physiological problems in order that any infection that may not have been visible at point of intake (goods-in), is identified whilst in production, in stock or prior to dispatch as a finished product and appropriate actions taken. Monitoring procedures must include regular crop inspections and/or the use of sticky traps.</i>	P	R		<i>Significant pests are considered, as a minimum, to be (i) all notifiable pests and (ii) other pests specific to your business – see the UK Plant Health Risk Register for up-to-date pest and host information <a href="https://secure.fera.defra.gov.uk/phiw/riskRegister/">https://secure.fera.defra.gov.uk/phiw/riskRegister/</a> Sticky traps (coloured sticky cards) are for the use of monitoring insect pest levels and not for rodent control.</i>
3.6.8 (was 2.6.4)	<b>Major (new level)</b>	<i>Records must be kept of the results of monitoring including details of pest and disease thresholds that require action.</i>		R		<i>➤ See Crop Inspection Record template on the OHAS website.</i>
3.6.9 (was 2.6.5)	Minor	<i>Staff applying biological control agents must be trained in recognition, application and monitoring techniques. Product and scientific names of biological control agents applied must be recorded.</i>		R		
3.6.10 (was 2.6.6)	<b>Major (new wording)</b>	<i>A procedure must be written down for dealing with notifiable and severe pest and disease outbreaks, to include: - - Steps to be taken to ensure rapid identification of the problem, if cause unknown. This must take the form of specialist consultation and laboratory analysis, if necessary - Informing the local Plant Health Inspector if a notifiable pest or disease is suspected.</i>	P			



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.6.10 continued		<ul style="list-style-type: none"> <li>- Isolating affected product, in an area as far away as possible from other product</li> <li>· Clearly marking the affected product so that it is not inadvertently moved or sold</li> <li>- Prompt treatment of the problem and if a notifiable pest or disease is confirmed, full compliance with the schedule issued by the Plant Health Inspector, <i>including disposal, if applicable.</i></li> <li>· Arrangements for customers to be informed if the problem is likely to affect their orders.</li> </ul>				
<b>3.7</b> <b>(was 2.7)</b>		<b><i>Importing &amp; Exporting of Plant Material (new wording)</i></b>				
3.7.1 (was 2.7.1)	Minor <i>(new wording)</i>	The business must be registered with a national statutory body for plant passporting purposes, <i>as required by legislation.</i>		R		<a href="https://www.gov.uk/guidance/plant-health-controls#plant-passports">https://www.gov.uk/guidance/plant-health-controls#plant-passports</a>
3.7.2 (was 2.7.2)	Minor	Plant passports must be retained for at least two years, or longer if required by national legislation.		R		
3.7.3 (was 2.7.3)	Minor <i>(new wording)</i>	When importing and exporting, plant material must conform to all the legal requirements of the <i>export country and</i> country of destination.		R		<p><i>For up-to-date requirements for the UK see <a href="https://www.gov.uk/government/collections/importing-and-exporting-plants-and-plant-products#importing-plants-and-plant-products">https://www.gov.uk/government/collections/importing-and-exporting-plants-and-plant-products#importing-plants-and-plant-products</a></i></p> <p><i>For requirements in other countries please refer to relevant national legislation information.</i></p>

Section 4		PRODUCT DEVELOPMENT				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
4.1.1	Minor	Products must be checked throughout the product development process to ensure that they comply with any legal requirements and that they meet acceptable performance, quality and safety levels for the end user, as applicable. This must be documented.		R		<p>The product development process may include:-</p> <ul style="list-style-type: none"> <li>· Evidence of suitability of the components and that they are ‘fit-for-purpose’</li> <li>· Evidence of the suitability of the packaging</li> <li>· Independent product safety checks in line with customer’s and legal requirements</li> <li>· Verification of product formulation and components to demonstrate compliance with manufacturing processes</li> </ul>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
4.1.1 continued						<ul style="list-style-type: none"> <li>· Pre-production trials, where applicable</li> <li>· Evidence of transit trials, where appropriate</li> <li>· Documented product development protocols, where appropriate</li> <li>· Where changes to the product during the development processes have taken place, there must be a documented review in place.</li> </ul>

Section 5		SITE STANDARDS				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>5.1</b>		<b>Site</b>				
5.1.1	<b>Major</b>	The site must be well managed, including any grass and planted areas.			O	
5.1.2	<b>Major</b>	Weed free strips must be maintained around glasshouses and production areas.			O	<i>The weed free strips should be at least 0.5m in width</i>
5.1.3	<b>Major</b>	The glasshouse / polytunnel floor (including under benching) and standing out areas must be kept free from weeds, crop debris and unmarketable product.			O	
5.1.4	<b>Major</b>	In outdoor production areas weed levels in the field must be kept to a minimum and appropriate to the crop and stage of growth. There must be a documented weed control programme (specific to the crop types being produced) and evidence of its implementation.	P		O	
<b>5.2</b>		<b>Site Risk Assessments</b>				
5.2.1	<b>Major</b>	A documented risk assessment to determine whether sites are suitable for production / continued production must be available for all sites. The risk assessment must take into account potential hazards, the site history, and the impact of the proposed activities on the environment, and on adjacent crops or stock for any food safety or animal health risks, where applicable. A Management Plan and measures taken to prevent or control the risks must be documented. If health and safety or environmental risks still exist, then the site must not be used. The risk assessment must be reviewed when new sites enter production, when risks for existing sites have changed, or at least annually, whichever is shorter.	P	R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.3		<b>Site / Farm / Nursery Plan or Map</b>				
5.3.1	<b>Major</b> <i>(new wording)</i>	Each field or glasshouse / polytunnel must be defined in documented records on a site plan or map, which includes the location of water sources. <i>Each field or glasshouse / polytunnel must be</i> identified by a unique number / name, which must also be a physical sign at each field, glasshouse / polytunnel or <i>alternatively</i> , an identification system that could be cross referenced to a site plan or map. Where relevant <i>there must be</i> a soil map prepared based on soil profile and analysis. No N/A.		R		Water source refers to primary source i.e. borehole, reservoir, mains.
5.4		<b>Crop Rotation</b>				
5.4.1	<b>Major</b>	Where appropriate, crops must be grown in a rotation system. For example, bulb crops must be grown in a seven-year rotation. There must be a minimum break of 3 years between rose crops grown on the same land. Records of planting date and/or plant protection product applications must be maintained, for the previous 2-year rotation, with justification if a rotation system is not used. No N/A for soil-grown crops.		R		
5.5		<b>Pre-planting Assessments (soil-grown crops only)</b>				
5.5.1	Minor	A documented pre-planting assessment must be undertaken to ensure any new site is suitable for production. The assessment must include: - a) A review of any site specific physical limitations b) A soil map and soil analysis (including chemical and physical parameters) c) A perennial weed assessment of the site d) A potato cyst nematode analysis if crops are to be exported e) Previous cropping history f) Pre-planting interval g) Soil borne pest and diseases		R		
5.6		<b>Fumigation (soil or substrate re-use only, where applicable)</b>				
5.6.1	<b>Major</b>	The use of soil fumigants must be justified in writing. The use of methyl bromide is not permitted. Alternatives to chemical fumigants must be assessed through technical knowledge, written evidence or accepted local practice. No N/A.		R		
5.6.2	<b>Major</b>	Records of soil or substrate fumigation must be kept, to include: - location, date, trade name, active ingredient, dose, sterilisation equipment and method of application, operator name, pre-planting interval (if applicable). No N/A.		R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.6.3	Major	When substrates are re-used steaming must be the preferred option. If chemicals are used to sterilise substrates or soils for re-use then the following must be recorded: - location of application, date, trade name, active ingredient, sterilisation method / equipment used, name of operator, contractor company name if off-site and pre-planting interval. No N/A.		R		
5.6.4	Major	There must be documented soil fumigation records relating to all sites covered by the inspection for at least three months prior to inspection. No N/A.		R		
<b>5.7</b>		<b>Cultivation</b>				
5.7.1	Minor	Cultivation machinery must be suitable for use. There must be visual evidence that soil structure is maintained and soil compaction and potential soil erosion is minimised by the use of appropriate cultivation techniques, grass cover, use of manures, drains, trees, shrubs, hedges etc.			O	
<b>5.8</b>		<b>Equipment</b>				
5.8.1	Minor <i>(new wording)</i>	All equipment must be accessible for cleaning and servicing and must be adequately maintained and serviced. Equipment maintenance operations must not jeopardise machinery safety or product quality. Those involved in maintenance operations must observe company hygiene rules. The risk of product contamination during the cleaning or replacing of light fittings and glass must be addressed.		R	O	
<b>5.9</b>		<b>Reservoirs</b>				
5.9.1	Major <i>(new wording)</i>	Reservoirs must be <i>secure and safe, based on risk assessment</i> . Signage indicating deep water must be displayed, where appropriate.			O	
5.9.2	Major	Reservoirs need not be covered but surrounding embankments must be maintained to prevent weed seed contamination.			O	
<b>5.10</b>		<b>Security &amp; Data Protection (new wording)</b>				
5.10.1	Minor	There must be at least one person responsible for site security.		R		
5.10.2	Minor	Information stored on computers must be backed up on a regular basis and stored securely. No N/A.			O	
5.10.3	Major <i>(new)</i>	<i>Any business that processes an individual's personal data as part of their business activities must ensure compliance with relevant national data protection regulations.</i>		R		<i>A business needs to consider the use of staff/worker personal data i.e. payroll, emergency contacts and audits. Staff/worker personal data can only be shown to an auditor if that person has formally given permission.</i>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.10.3 continued						<a href="https://www.gov.uk/government/publications/qui-de-to-the-general-data-protection-regulation">https://www.gov.uk/government/publications/qui-de-to-the-general-data-protection-regulation</a>
<b>5.11</b>		<b>Visitor Arrangements</b>				
5.11.1	Minor	All visitors must be instructed to report on arrival to a clearly signed office, reception or contact point. No visitor must be allowed access to the site unaccompanied unless agreed by prior arrangement. Security measures must be adequate at all times. Visitors must be made aware of the company hygiene rules (as applicable) and accident and emergency procedures.		R	O	
<b>5.12</b>		<b>Staff / Worker Arrangements (new wording)</b>				
		<i>Staff / Worker Accommodation (new wording)</i>				
5.12.1	<b>Major (new wording)</b>	On site <i>staff / worker accommodation</i> must be habitable and with basic services and facilities. <i>Staff / worker accommodation</i> must have: - a sound roof; windows and doors; <i>must be within 25 metres of</i> hot and cold running water; clean, potable water; toilets and drains. In <i>the</i> case of no <i>connection to a mains drainage system</i> , septic pits can be accepted if compliant with local regulations.			O	
5.12.2	<b>Major (new wording)</b>	There must be a muster point in case of fire, which is located away from the <i>staff / worker accommodation</i> .			O	<i>A muster point is a place where people can gather out of danger of a fire risk.</i>
5.12.3	<b>Major (new wording)</b>	There must be clear instructions in the <i>staff / worker accommodation</i> as to what to do in case of fire in the relevant / predominant language of the workforce.		R	O	
5.12.4	<b>Major (new wording)</b>	<i>Staff / worker accommodation</i> must have an adequate number of fire extinguishers that have been checked and tested in the last year by a competent person.			O	
		<i>Facilities (new wording)</i>				
5.12.5	<b>Major (new wording)</b>	Adequate clean canteen / food storage areas, toilet and hand washing and drying facilities, and potable water, must be provided away from production and storage areas. <i>They must be</i> in reasonable proximity of workers based on the site. (Reasonable proximity is considered to be up to 500m or 7 minutes-walk but if this is not possible a risk assessment must be completed). Toilets must be constructed of materials that are easy to clean and must be in a good state of hygiene. No N/A.			O	Reasonable proximity is considered up to 500m or 7 minutes-walk but should be sensible based on site and cropping type (i.e. glasshouse or field). State of hygiene should not pose risk to health of works. <i>The number of toilets provided should be adequate for the number of staff / workers and at least meet the applicable local or national legislation requirements.</i> <a href="http://www.hse.gov.uk/contact/faqs/toilets.htm">http://www.hse.gov.uk/contact/faqs/toilets.htm</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.12.6	Major	Drinking water supplies suitable for staff must be clearly marked.			O	
5.12.7	Major	The facilities must be in a good state of hygiene. Where there are staffed canteen facilities there must be hygiene procedures in place, which are audited at least every six months.		R	O	➤ See Cleaning Record template on the OHAS website.
		Protective Clothing				
5.12.8	Major	Clothing and footwear must be appropriate for the operations being undertaken in terms of personal and product safety.			O	
5.12.9	Major	Frequency of changing protective clothing and disposable items must be defined, based on a risk assessment, recorded and verified.		R		
5.12.10	Major	Where staff are required to wear specific clothing (i.e. protective clothing) changing facilities and clothing storage must be provided, where necessary.			O	
		Personal Belongings				
5.12.11	Major	Personal belongings must be kept in designated areas away from production and storage areas.			O	
		Vehicles				
5.12.12	Major <i>(new level and wording)</i>	<i>Business owned</i> vehicles, used to transport workers <i>on or between sites</i> , and <i>their</i> drivers must be safe and comply with national legislation.		R	O	See <a href="#">UK Gov guidelines</a> and <a href="#">ROSPA best practice guide</a> . Evidence should include vehicle MOT if owned, or contract agreement if hired and driver's licences.

Section 6		PHYSICAL PRODUCT CONTAMINATION CONTROL				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
6.1		<b>Foreign Body Control</b>				
6.1.1	Major <i>(new wording)</i>	There must be a risk assessment in place to <i>identify</i> foreign body hazards (e.g. glass, <i>sharps</i> (i.e. knives, scissors and secateurs), <i>metal</i> (e.g. staples) wood, hard plastic, paper, tape, string, maintenance equipment, personal effects etc.), and effective procedures in place to eliminate hazards (as far as practically possible) <i>and include corrective and preventative actions that must be taken if a foreign object is found.</i>	P	R		Risk assessment must be appropriate to business, customer and product type.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>6.2</b>		<b>Broken Glass &amp; Potential Hazardous Materials</b>				
6.2.1	<b>Major</b>	There must be clear procedures for managing glass & other similar potentially hazardous materials including e.g. hard plastics, ceramics etc., this includes hardware as part of the finished product. The procedures must include handling and breakages.	P			
6.2.2	<b>Major</b>	There must be a register listing where all glass (or similar materials) which constitutes an identified risk to the product, is used or located (including lights, doors and windows) and inspections must be carried out and recorded. The frequency of inspections must be determined by risk assessment.		R		➤ See Glass and Hard Plastic Register template on the OHAS website. Register may be a map with highlighted sections of glass.
6.2.3	<b>Major</b>	Unauthorised glassware or similar hardware e.g. ceramics must not be allowed in to production or dispatch areas.			O	
6.2.4	<b>Major</b>	Broken glass (or similar materials) must be logged and removed from the area, along with contaminated product. The log must state the date and location of the incident, the reason for damage, the degree of contamination and the follow up action taken.		R		➤ See Broken Glass and Hard Plastic Record Sheet template on the OHAS website
6.2.5	<b>Major</b>	All lighting, where it constitutes an identified risk to product, based on risk assessment, must be protected by shatterproof plastic covers or sleeve covers.		R	O	
<b>6.3</b>		<b>Sharps (Knife, Scissors &amp; Secateurs) Control</b>				
6.3.1	<b>Major</b> <i>(new wording)</i>	There must be a clear procedure <i>in place for sharps control (i.e. knives, secateurs and scissors). This must state that only uniquely identified, controlled sharps are to be used.</i>	P			
6.3.2	<b>Major</b> <i>(new wording)</i>	All sharps (i.e. knives, secateurs and scissors) must be accounted for <i>and recorded</i> at a frequency <i>identified by</i> risk assessment. Procedures must be in place for when an item <i>breaks or</i> goes missing <i>and must include a system to identify and control potentially contaminated product, communication of the issue and recording of any corrective action taken to prevent re-occurrence.</i>	P	R		➤ See Sharps Control Sheet template on the OHAS website.
<b>6.4</b>		<b>Production &amp; Packaging Materials</b>				
6.4.1	<b>Major</b>	Peat / growing media (unless individually bagged / baled), fertilisers and other growing media ingredients must be kept in some type of covered storage. Where this is not possible, a risk assessment must be carried out to justify any uncovered storage and action taken to reduce the associated risks.		R	O	
6.4.2	<b>Major</b>	Containers such as pots, boxes, buckets and trays must be kept in suitable covered storage (if not in original waterproof protective wrapping). Where		R	O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
6.4.2 continued		this is not possible, a risk assessment must be carried out to justify any uncovered storage and action taken to reduce the associated risks.				
6.4.3	<b>Major</b>	Packaging must be stored in a location away from rodent, pest, bird, physical and chemical contamination. Part used packaging must be adequately covered before being returned to the storage area. Where items likely to cause contamination are used then measures must be in place to prevent product contamination. No N/A.			O	
6.4.4	Minor <i>(new wording)</i>	<i>All raw materials must be purchased in containers / outer packaging which are clean and hygienic.</i> Reusable containers must be cleaned (based on a cleaning schedule) to ensure they are free from contamination and foreign material. Evidence of risk assessment is required.		R	O	
6.4.5	Minor	Reusable buckets used for cut flowers must be sterilised / cleaned to prevent the spread of disease and bacterial contamination. Evidence of risk assessment is required.		R	O	
6.4.6	<b>Major</b> <i>(new level)</i>	All bins / boxes used for bulbs must be dipped in / sprayed with a proprietary sterilant and stored, where practical, under polythene or tarpaulin to protect from recontamination. In addition, once bulbs have been sterilised they must be stored in a 'clean' area away from untreated 'dirty' bulbs.			O	
6.4.7	<b>Major</b> <i>(new wording)</i>	Water tanks and any large concentrated and dilute feed tanks, <i>if on site</i> , must be covered.			O	
<b>6.5</b>		<b>Hygiene</b>				
6.5.1	<b>Major</b>	Hygiene rules and practices (for the site and personal) must be written down and prominently displayed. These must be based on a documented risk assessment that is reviewed annually and updated accordingly; the risk assessment can be generic as long as it is appropriate to the site activities. No N/A.		R	O	
6.5.2	<b>Major</b>	The rules must at least include the need for: - hand cleaning; the covering of skin cuts; limitation of smoking, eating and drinking to certain areas; notification of any relevant infections or conditions and use of suitable protective clothing.		R		(Notification of contamination of bodily fluids for GLOBALG.A.P. in Annex 2).
6.5.3	<b>Major</b>	The instructions must be provided by way of clear signs (pictures) and / or in the predominant language(s) of the workforce.			O	
6.5.4	<b>Major</b>	New staff must be made aware of the rules at induction and training must be provided by qualified persons.		R		Qualified persons may be supervisors or managers with internal training on rules.



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
6.5.5 (moved to Annex 2)						
6.5.6	<b>Major</b> <i>(new wording)</i>	If determined necessary by risk assessment, or if required by the customer, cuts and grazes on exposed skin must be covered by a blue waterproof plaster <i>issued by an authorised person, as applicable. A log must be kept. A procedure must be in place to highlight if a plaster is lost and to prevent it contaminating a product.</i>	P	R		
6.5.7	Minor	There must be a policy in place relating to staff raising their own plants on the site.	P			
6.5.8	<b>Major</b>	The company policy on smoking must be clearly stated, understood, displayed and enforced.	P		O	
6.5.9	<b>Major</b>	Smoking, eating and drinking must only be permitted in appropriately signed areas.			O	
<b>6.6</b>		<b>Housekeeping / Cleaning</b>				
6.6.1	<b>Major</b>	Workers with specific tasks identified in the hygiene procedures must demonstrate competence during the inspection and there is visual evidence that the hygiene procedures are implemented. No N/A.			O	Evidence may include displayed hygiene rules and observing workers following the rules and cleaning operations
6.6.2	<b>Major</b>	Working areas must be kept clean. Waste plant material must be removed from working areas and machinery to avoid pest and disease contamination. The areas used for washing containers and equipment, as well as staff washing areas, must be separate from processing areas. Piles of debris must be dealt with by the end of each working day.			O	
6.6.3	<b>Major</b>	After a growing area has been cleared of marketable product, it must be cleared of unsalable product and debris and the surface cleaned, as appropriate. Where stock yet to be sold remains, batches must be blocked up tidily on a regular basis, as appropriate.			O	
6.6.4	Minor <i>(new wording)</i>	All sections of the glasshouse / cropping structure must be cleaned at least once a year, <i>depending on crop requirements and risk assessment</i> . This will involve replacing floor polythene and disinfecting ground cover membrane (e.g. Mypex). The outside of the glass must be cleaned according to how dirty it is and the structure inside the glasshouse must be cleaned with high-pressure water and an appropriate detergent.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>6.7</b>		<b>Pest Control</b>				
6.7.1	<b>Major</b>	Any pests must be kept under control using legal methods. This must either be done by the use of a pest control contractor or trained staff. Any traps and baits must be clearly signed, inspected regularly and kept covered. There must be a record of the trapping / bait sites and inspections.		R	O	
6.7.2	<b>Major</b>	Any contracts held with a pest control contractor must be clearly defined, with visits conducted to an agreed schedule and reflect the activities of the business. Any action reports completed by the contractor must be signed off by the personnel responsible for pest control on site (or a deputy). The pest control programme must be reviewed and internally audited annually.		R		
<b>6.8</b>		<b>Storage Facilities</b>				
6.8.1	<b>Major</b> <i>(new wording)</i>	Storage areas must be fit for purpose, <i>secure</i> , clean and tidy and treated (with appropriate disinfectant), when required, to reduce levels of any potential pest and disease contamination. Cleaning schedules and procedures must be written down and frequency based on risk assessment.	P	R	O	➤ See Cleaning Schedule template on the OHAS website.
6.8.2	<b>Major</b>	Stores, general areas used for handling, drying and grading of bulbs, hot water treatment equipment, buildings and forcing structures must be thoroughly cleaned once a year with disinfectant. Bulb waste must be disposed of away from production areas. (Only applicable to bulbs).		R	O	
<b>6.9</b>		<b>Dispatch</b>				
6.9.1	<b>Major</b>	Product must be dispatched on clean delivery trolleys, boxes, trays, buckets and any other containers. Returned trolleys or containers must be checked on arrival and cleaned, where necessary. On sites where there is routine cleaning of delivery containers (as above) there must be procedures and records in place.		R	O	➤ See Danish Trolley Return Record template on the OHAS website.

Section 7		TRANSPORT				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>7.1</b>		<b>Delivery Conditions</b>				
7.1.1	Minor <i>(new wording)</i>	There must be a written procedure in place for delivery of product to customers to include: - agreed arrival temperatures at the customer's premises; records of delivery temperatures; the agreed time range; and agreed standards, as specified in the product specification; no cross-contamination of product, as applicable. The business must ensure that the product <i>is transported and</i> arrives at the customer's agreed point of receipt in good condition and in conditions suitable for the product.	P			Cross-contamination may occur from dirty vehicle trailers, pallets or trolleys, as well as from products loaded on same vehicle.
7.1.2	Minor	Vehicles must be loaded in covered bays, protected from the weather and at temperatures that do not cause product quality deterioration. Where this is not feasible a risk assessment must be in place.		R	O	
7.1.3	Minor	There must be sufficient headroom on the vehicle so that product is not damaged and there must be adequate air circulation. Products must be carefully packed to prevent damage during handling and transit.			O	
<b>7.2</b>		<b>Transport</b>				
7.2.1	Minor <i>(new wording)</i>	There must be adequate insurance arrangements and procedures must be in place in case of <i>accident</i> , breakdown or <i>malfunction</i> of the vehicle and/or the refrigeration unit, if applicable. Corrective actions must be documented.		R		
7.2.2	Minor <i>(new wording)</i>	There must be documented evidence that all vehicles used for transport are well maintained <i>and in good hygienic condition</i> .		R		
7.2.3	Minor	If a third party haulage contractor is used, all requirements must be defined within a contract.		R		
<b>7.3</b>		<b>Delivery Records</b>				
7.3.1	Minor	There must be a positive written release of 'made up' orders to avoid incomplete orders being dispatched.		R		
7.3.2	Minor	Each delivery must be accompanied by a delivery note. This must include a detailed description of the product and transport used, along with details on the times of loading and delivery and numbers of trolleys, containers etc., and where applicable vehicle temperature on loading and delivery. There must be space on the form for the driver and the customer to write any comments.		R		➤ See Delivery Note template on the OHAS website.
7.3.3	Minor	Appropriate invoicing procedures must be in place. Invoices must tie in with delivery notes.		R		

Section 8		TRADING CONDITIONS				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
8.1		Insurance				
8.1.1	<b>Major</b> <i>(new wording)</i>	The business must take out Public and Employee Liability Insurance, <i>in line with National legislation.</i>		R		
		Terms & Conditions				
8.1.2	Minor	The terms and conditions under which the business trades with suppliers and / or customers must be defined, if applicable.		R		

Section 9		STAFF TRAINING & EMPLOYMENT REQUIREMENTS				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
9.1		<b>Staff Training &amp; Appraisals</b>				
9.1.1	<b>Major</b> <i>(new wording)</i>	The business must have a written training policy and procedures programme and must keep training records (attendance records and certificates). The training records must include the topics covered, the trainer, attendees and <i>must be</i> signed and dated by both the trainer and the trainee. A documented induction training programme must be given to all new starters, including agency and temporary personnel.	P	R		➤ See Training Record template on the OHAS website.
9.1.2	<b>Major</b>	All staff must be given training, as appropriate, to carry out their tasks and comply with applicable legislation. No N/A		R		(Additional requirements for subcontractors for GLOBALG.A.P. Annex 2)
9.1.3	<b>Major</b>	Formal on-going training must be given to staff operating dangerous or complex equipment or handling hazardous substances, based on risk assessment. Training can be either in-house or externally delivered by competent and capable trainers. No N/A.		R		<i>Dangerous or complex equipment may include forklift trucks, biomass boilers and bale breakers.</i>
9.1.4	Minor	Training programmes must cover both technical / operations training and interpersonal skills training. Training can be both in-house and external.		R		
9.1.5	Minor	Identified staff must receive annual reviews or appraisals.		R		
9.2		<b>Employment Legislation &amp; Documentation</b>				
9.2.1	<b>Major</b>	At least one nominated and documented member of management must be assigned to deal with human resource and health and safety issues and given the facility to obtain professional advice, when required. They must ensure compliance with and implementation of existing, current and relevant national and local regulations. Welfare and health and safety issues must be discussed, (openly without fear of intimidation and retribution,) and		R		Evidence may include meeting minutes.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
9.2.1 continued		documented at meetings at least twice per year between management and nominated employees. There must be evidence that concerns raised by workers regarding health, safety and welfare have been addressed.				
9.2.2	<b>Major</b>	The business must have accurate records of all staff working on the site. The records must include: - full name; date employment commenced; period of employment; working hours; overtime details. Records must be kept for at least 24 months from the date of the first inspection.		R		➤ See Employee Details Record template on the OHAS website.
9.2.3	<b>Major</b> <i>(new wording)</i>	National Statutory documentation requirements must be in place (some may depend on the number of employees within the business and the country of operation) – to include a <i>written</i> statement of employment particulars, signed by the employer and employee, <i>which contains or refers to</i> disciplinary <i>rules</i> and procedures; <i>a privacy notice in line with data protection regulations</i> ; an itemised pay slip.		R		For example, <i>in the UK</i> , National Living Wage, auto enrolment pension.
9.2.4	Minor <i>(new wording)</i>	A policy covering areas of ‘Good Practice’ must be in place to include:- <i>a) Disciplinary rules and procedures</i> <i>b) Recruitment</i> <i>c) Induction</i> <i>d) Staff training</i> <i>e) Staff appraisal</i> <i>f) Sickness and absence</i> <i>g) Leave entitlement i.e. maternity and paternity</i> <i>h) Redundancy</i> <i>i) Equality and diversity</i> <i>j) Harassment and bullying</i> <i>k) Grievance</i> <i>l) Data protection and security</i> <i>m) Anti-Bribery and corruption</i> <i>n) Communications and use of equipment</i>	P			
9.2.5	Minor <i>(new wording)</i>	Where temporary staff and sub-contracted labour are employed from an agency, the agency’s responsibilities must be clearly defined in a contract, <i>which outlines their terms and conditions, in line with current national and local regulations.</i>		R		
9.2.6	<b>Major</b>	The business must ensure that all workers are legally entitled to work in the country where the business is located.		R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
9.2.7 (was 9.2.6)	<b>Major</b> <i>(new wording)</i>	Where an agency is used <i>the business must ensure that the</i> agency's policies, procedures and activities meet the legal requirements in the operating country.		R		
9.2.8 (was 9.2.7)	<b>Major</b> <i>(new wording)</i>	In the UK, agencies must be registered with the Gangmasters <i>and Labour Abuse</i> -Authority (GLAA) and hold a current licence issued by the GLAA.		R		<a href="http://www.gla.gov.uk/">http://www.gla.gov.uk/</a>
		Ethical Trading				
9.2.9 (was 9.2.8)	<b>Major</b>	The business must be able to provide evidence that it is aware of the Ethical Trading Initiative (ETI) Base Code and that it is registered on SEDEX, based on customer requirements.		R		<a href="http://www.ethicaltrade.org/eti-base-code">http://www.ethicaltrade.org/eti-base-code</a> <a href="http://www.sedexglobal.com">http://www.sedexglobal.com</a>
9.2.10 (was 9.2.9)	<b>Major</b> <i>(new wording)</i>	<i>If SEDEX registration is required</i> the business must have completed the SEDEX Self-Assessment Questionnaire <i>and reviewed and updated it in line with the SEDEX requirements or customer requirements, as applicable, whichever is the most frequent.</i>		R		The self-assessment questionnaire may be incomplete if first audit as third-party certification is required.
9.2.11 (was 9.2.10)	<b>Major</b> <i>(new wording)</i>	Based on risk assessment, and / or the requirements of customers, the business must provide evidence that it has been audited to the ETI standard, or equivalent, <i>and have a clear action plan to address identified issues, if applicable.</i>		R		
9.2.12	<b>Major</b> <i>(new)</i>	<i>In the UK, a commercial operation (i.e. the business), with a turnover or group turnover of not less than an amount prescribed by Government regulations, is subject to the 2015 Modern Slavery Act and must report annually, via a slavery and human trafficking statement, on the steps that have been taken during the financial year to ensure that there is transparency in their supply chain, and slavery and human trafficking is not taking place in any of its supply chains or in any part of its own business.</i>		R		<i>Outside of the UK businesses should comply with relevant national and international modern slavery and transparency standards</i> <a href="https://www.gov.uk/government/collections/modern-slavery">https://www.gov.uk/government/collections/modern-slavery</a> .

Section 10		HEALTH & SAFETY				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>10.1</b>		<b>Health &amp; Safety Policy and Risk Assessment</b>				
10.1.1	<b>Major</b> <i>(new wording)</i>	There must be a written Health and Safety policy. It must state management's attitude to health and safety matters and indicate how the business is organised to address the issue. The site infrastructure, facilities and equipment must be constructed and maintained to minimise health and safety hazards, as far as <i>reasonably</i> practical.	P		O	<a href="http://www.hse.gov.uk">http://www.hse.gov.uk</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.1.2	Major	The policy must be reviewed annually.			O	
10.1.3	Major	Any potentially hazardous tasks on the site and appropriate control measures must be risk assessed based on national, regional or local legislation. Any inadequacies must be documented and addressed (to a specific timetable) in an action plan that must be signed off and dated. No N/A.		R		<a href="https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm">https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm</a> Examples: - working with machinery; power take-off (PTO); electricity; working at height; working in areas with moving vehicles; working at extreme temperatures; fires in production areas; excessive noise; dust; vibrations; fuel storage. The risk assessments should provide justification how infrastructure, facilities and equipment is appropriate to control hazards.
10.1.4	Major <i>(new)</i>	<i>A risk assessment on human health affected by the work environment must be in place. This should cover any potential health hazards to individuals working on site that are not covered by 10.1.3 e.g. blood borne diseases, viruses such as COVID-19, legionella, contact with animals. The risk assessment should be based on WHO, national, regional or local or legislation.</i>		R		➤ See Human Health Risk Assessment template on the OHAS website. The risk assessment can include reference to other appropriate risk assessments in place.
10.1.5 (was 10.1.4)	Major	The risk assessments must be reviewed and updated when any changes in activities occur, or at least annually. No N/A.			O	For example: - new machinery, new buildings, new production processes.
10.1.6 (was 10.1.5)	Major	A written copy of the assessment must be made readily available and understandable to all staff.			O	
10.1.7	Minor <i>(new wording)</i>	Warning signs must be in place to clearly identify potential hazards as detailed in the risk assessments. <i>No N/A</i>			O	This may include waste pits, fuel tanks, workshops, PPP / fertiliser / acid stores, power rooms, reservoirs or other bodies of uncovered deep water.
10.1.8 (was 10.1.6)	Major	A Current Health and Safety Law poster must be completed and displayed.			O	
<b>10.2</b>		<b>COSSH Assessment</b>				
10.2.1	Major <i>(new wording)</i>	All operations must be assessed for potential hazardous substances and <i>appropriate</i> control measures <i>put into</i> place. Safety advice (i.e. data sheets)		R		<a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.2.1 continued		must be made readily available / accessible to staff using potentially hazardous substances.				
10.2.2	<b>Major</b>	A written copy of the assessment must be made readily available / accessible and understandable to all staff.			O	
10.2.3	<b>Major</b>	The assessment must be reviewed on an annual basis.			O	
10.2.4 (was 10.2.1)	<b>Major</b>	Voluntary annual health checks must be conducted for staff in contact with plant protection products and must comply with national, regional or local codes of practice. The use of results must respect the legality of disclosure of personal data. Any inadequacies must be documented and addressed (to a specified timetable) in an action plan that must be signed off and dated.		R		<a href="http://www.hse.gov.uk/health-surveillance/">http://www.hse.gov.uk/health-surveillance/</a>
<b>10.3</b>		<b>Machinery</b>				
10.3.1	<b>Major</b>	All machinery must be properly specified, commissioned and risk assessed for safety prior to use, maintained and stored appropriately.		R		
<b>10.4</b>		<b>First Aid</b>				
10.4.1	<b>Major</b>	The business and / or site must have a nominated person (s) to take charge in an emergency.		R	O	
10.4.2	<b>Major</b>	An adequate number of trained first aiders must be available, based on a risk assessment of the business and current National legislation.		R	O	<a href="http://www.hse.gov.uk/firstaid/legislation.htm">http://www.hse.gov.uk/firstaid/legislation.htm</a> Consideration on cover may be needed for shift work and lone workers.
10.4.3	<b>Major</b>	First aiders must have received the correct National approved training and possess a valid 'first aid at work' certificate.		R		<a href="http://www.hse.gov.uk/firstaid/legislation.htm">http://www.hse.gov.uk/firstaid/legislation.htm</a>
10.4.4	<b>Major</b>	An adequate number of first aid boxes must be available on the site and in the vicinity of operations according to national legislation and risk assessment. Boxes must be stocked, to include eyewash, and must not contain medicines.		R	O	<i>First aid boxes should be maintained in a usable condition and items inside within expiry dates, as applicable.</i>
10.4.5	<b>Major</b>	Notices must be put up informing staff where the first aid box (es) is / are located and the appointed first aider(s).			O	➤ See First Aid Staff template on the OHAS website.
10.4.6	<b>Major</b>	An accident record must be completed appropriately.		R		
<b>10.5</b>		<b>Accident &amp; Emergency Procedures</b>				
10.5.1	<b>Major</b> <i>(new wording)</i>	Accident and emergency procedures must be displayed in accessible and visible locations in the predominant language (s) of the workforce and understood by all employees (via instructions and symbols as appropriate), <i>and</i> visitors and subcontractors. Procedures must indicate the site map reference or site address, the contact person(s), location of nearest means of	P		O	Subcontractors are defined as an entity contracted by the producer to perform a specific site operation, e.g. boiler servicing, equipment maintenance, irrigation maintenance



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.5.1 continued		communication and an up-to-date list of contact numbers for emergency services. Location of fire extinguishers, emergency exits and cut-off points for electricity, gas and water must be available to authorised personnel.				
<b>10.6</b>		<b>Fire Risks</b>				
10.6.1	<b>Major</b>	All fire risks on the premises must be assessed. The risk assessments must be recorded, reviewed and updated when any changes in activities occur, or at least annually.		R		<a href="http://www.hse.gov.uk/toolbox/fire.htm">http://www.hse.gov.uk/toolbox/fire.htm</a>
10.6.2	<b>Major</b>	Fire extinguishers must be visible or clearly signed, where appropriate, there must be evidence of annual maintenance and servicing carried out by a competent person.			O	
10.6.3	<b>Major</b>	Fire exits and escape routes must be clearly marked and unobstructed at all times.			O	
10.6.4	<b>Major</b> <i>(new wording)</i>	There must be regular recorded checks to ensure that all fire alarm systems are working. There must be at least one annual fire drill with the results and any actions required recorded. <i>This should include any on site staff / worker accommodation.</i>		R		
<b>10.7</b>		<b>Use of Plant Protection Products / Chemicals</b>				
		Proficiency & Advice				
10.7.1	<b>Major</b>	As a minimum requirement, all staff carrying out operations involving plant protection product usage and handling (including storage facilities) must hold the relevant National proficiency certificate (s) for the specific application, unless under direct and personal supervision of a Certificate holder. Copies of certificates must be held on record for reference. No N/A.		R		➤ See Training Record template on the OHAS website.
10.7.2	<b>Major</b>	All plant protection product advice supplied to the business by outside organisations must be from personnel who have the official qualifications or have attended specific training courses. Copies of all certificates must be held on record for reference.		R		<a href="http://www.hse.gov.uk/pesticides/topics/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm#section3">http://www.hse.gov.uk/pesticides/topics/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm#section3</a>
		Storage				
10.7.3	<b>Major</b>	Plant protection products must be safely and appropriately stored under lock and key and according to the label storage requirements, separate from other non-plant protection products, in a store or cabinet of approved design. Storage must comply with national, regional or local legislation. Access must only be granted in the presence of persons who have been			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.3 continued		formally trained in the safe handling and use of plant protection products. No N/A.				
10.7.4	<b>Major</b>	The store must be large enough to hold peak requirements of plant protection products and capable of retaining spillage of the maximum amount held plus 10%. No N/A.			O	
10.7.5	<b>Major</b>	The bund (floor and walls) must be sound and resistant to permeability by liquid plant protection products. No N/A.			O	
10.7.6	<b>Major</b>	The store must be fire resistant, (minimum requirement RF30 - resistant to fire for 30 minutes) and sited to minimise the likelihood of fire and at least 4 metres away from combustible materials if not separated by a fire-proof wall.			O	
10.7.7	<b>Major</b>	The store must also be sited to minimise the danger of pollution of ground and surface waters.			O	
10.7.8	<b>Major</b>	The store must be frost free, protected from extremes of temperature, ventilated, dry, properly lit and secure against unauthorised access. No N/A.			O	
10.7.9	<b>Major</b>	The store must be clearly and correctly marked with the general danger warning sign and with signs prohibiting smoking. No N/A.			O	
10.7.10	<b>Major</b>	The store must be adequately shelved, with a non-absorbent material.			O	
10.7.11	<b>Major</b>	Powders must be stored above liquids. No N/A.			O	
10.7.12	<b>Major</b>	Plant protection products must be kept in their original containers. Alternative containers must only be used in the case of breakage / damage, and a label must be applied to the new container giving full product details as per the original container. No N/A			O	
10.7.13	<b>Major</b> <i>(new wording)</i>	An accident procedure, with emergency contact numbers, visually displaying the basic steps of primary accident care must be accessible by all persons within 10 meters of the plant protection product store and designated mixing areas. The store / mixing and filling areas must be supplied with accessible emergency facilities to deal with operator contamination as follows: - - Emergency contact numbers and clear accident procedures - Eye wash, first aid kit and basic first aid instructions, - Clean running water <i>within</i> 10 metres of the store and clearly signed. No N/A.	P		O	
10.7.14	<b>Major</b>	The store must be equipped with: - - a container holding an absorbent, inert material for absorbing spillages			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.14 continued		- a brush and shovel - a sign to be used in case of accidental spillage. No N/A.				
		Transport & Mixing				
10.7.15	<b>Major</b>	Plant protection products transported in vehicles, bowsers and sprayers must be stored safely in transit to the application site and remain safely stored at the site.			O	
10.7.16	<b>Major</b>	The plant protection product mixing area, both inside the store or away from the plant protection product store, must be equipped with the appropriate utensils and water supply, to enable safe and efficient handling and accurate mixing including equipment to deal with spillages. The correct handling and filling procedures must be followed as stated on the product label. No N/A.			O	
10.7.17	<b>Major</b> <i>(new wording)</i>	The mixing area and utensils must be cleaned to avoid contamination, <i>before and / or after use, as necessary.</i>			O	
		Inventory & Approval for Use				
10.7.18	<b>Major</b>	An inventory of plant protection products in store (by commercial brand name and active ingredient, and amount) must be maintained, documented at least monthly and reconciled annually. Invoices for used and stored plant protection products must be retained and be available for external inspection. No N/A		R		➤ See Plant Protection Product Stock Record template on the OHAS website.
10.7.19	<b>Major</b>	Only plant protection products approved in the country of use with the appropriate recommendation (off-label and extrapolation included) must be stored and used. Plant protection products for use on crops not certified under OHAS must be kept separate within the store. There must be evidence of official approval for use of the product for the crops it is applied to. Plant protection products used must also correspond with documented customer guidelines. There must be evidence of access to current lists of approved plant protection products for use on the crops grown and to lists of plant protection products prohibited in the EU. No N/A		R		<a href="https://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/public/?event=homepage&amp;language=EN">https://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/public/?event=homepage&amp;language=EN</a>  <a href="http://www.hse.gov.uk/pesticides/topics/pesticide-approvals/pesticides-registration/withdrawal-and-restrictions/banned-and-non-authorised-pesticides.htm">http://www.hse.gov.uk/pesticides/topics/pesticide-approvals/pesticides-registration/withdrawal-and-restrictions/banned-and-non-authorised-pesticides.htm</a>
10.7.20 (was 3.7.2)	Minor	In the case of homemade preparations records must include the name of the substance (e.g. plant which it derives from), the crop, the field, the date, and the amount applied. If purchased product also the trade name, and the active substance or ingredient or main source (e.g. plants, algae, mineral etc.). If, in the country of production, a registration scheme for this substance(s) exists, it must be approved. No N/A.				<a href="https://www.hse.gov.uk/pesticides/using-pesticides/spray-drift/local-environment-risk-assessment-for-pesticides-le.htm">https://www.hse.gov.uk/pesticides/using-pesticides/spray-drift/local-environment-risk-assessment-for-pesticides-le.htm</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.21 (was 10.7.20)	Minor	An up to date list must be maintained of all plant protection products (including post-harvest treatments and beneficials) approved and used on crops grown in the last 12 months. Records must include product name and active ingredient. No N/A.		R		
		Application & Records				
10.7.22 (was 10.7.21)	<b>Major</b>	Records must be maintained of all plant protection product applications, including the use of soil and growing media sterilants, chemicals added to bulb hot water treatments and products applied during the plant propagation period for in-house propagation. The records must be of sufficient detail and cover the following parameters: product(s) applied; active ingredient; quantity mixed up and applied; dose rate (written or symbols); evidence that product label instructions have been followed and the treatment accurately prepared; method of application / machine used; size of area treated; application calculation considering velocity, surface area to be covered, pressure (if applicable) and nozzle type; crop type and variety; location; date of application; operator name; local weather conditions, justification for application (common name of pest, disease or weed recorded); and re-entry time (if applicable and evidence it has been observed). Where no re-entry information is available on the product label, there are no specific requirements, but the spray must have dried on the plants before workers re-enter the growing area. The records must be signed off by a technically responsible individual who authorises each application. No N/A.		R	O	Re-entry times can be verified by a visual check during the inspection, or by cross-reference the application time to working times on site and / or production records
10.7.23 (was 10.7.22)	<b>Major</b>	Buffer zones (no spray buffer zones) must be in place to protect local water courses and Local Environmental Risk Assessments for plant protection products (LERAP's) must be undertaken, as appropriate. Measures must be taken to avoid drift to and from neighbouring production areas.		R	O	Measures may include maintenance of spray equipment, knowledge of neighbouring production and planting vegetative buffers.
10.7.24 (was 10.7.23)	Minor	To minimise the potential resistance or tolerance by the target pest, disease or weed, spray programmes must be based around the use of various different active ingredients. Label directions for minimising resistance must be followed.		R		
10.7.25 (was 10.7.24)	<b>Major</b>	Appropriate protective clothing must be provided, worn (as per the plant protection product label instructions) and stored correctly in a ventilated locker away from plant protection product and personal clothing. No N/A.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.26 (was 10.7.25)	<b>Major</b>	Protective clothing and equipment must either be cleaned or discarded directly after using plant protection products according to the type of use (washable or single use), and the degree of soiling. Gloves must be cleaned prior to removal. Torn or damaged clothing must be disposed of. No N/A.			O	
10.7.27 (was 10.7.26)	<b>Major</b>	Respirator filters must be checked and changed regularly and records of usage maintained. Expired filters must be disposed of.		R	O	➤ See Respirator Filter Record template on the OHAS website.
10.7.28 (was 10.7.27)	<b>Major</b>	Spray application in progress warning signs and re-entry signs must be available and appropriately displayed. No N/A.			O	
10.7.29 (was 10.7.28)	<b>Major</b>	Empty plant protection product containers must be cleaned in accordance with the label recommendations or triple washed, pierced and then stored safely and securely in an isolated, labelled container prior to disposal. The rinsate from empty containers must always be placed back into the spray tank when mixing. Empty plant protection product containers must not be re-used for any other purpose. These requirements must be part of the written plant protection product application procedure and must comply with national, regional or local legislation. No N/A.	P		O	
		Disposal & Obsolete Products				
10.7.30 (was 10.7.29)	<b>Major</b>	Washed empty plant protection product containers must be safely and securely stored and handled before disposal via licensed waste disposal operators. Disposal must comply with legislation and the risk to the environment must be minimised. No N/A.		R	O	
10.7.31 (was 10.7.30)	<b>Major</b>	Where an official collection and disposal system is used for empty plant protection product containers there must be documented records of participation.		R		
10.7.32 (was 10.7.31)	<b>Major</b>	Obsolete plant protection products must be securely maintained and identified, and disposed of via authorised / licensed specialist waste disposal operators and documented.		R	O	
		Integrated Crop Management				
10.7.33 (was 10.7.32)	<b>Major</b> <i>(new wording)</i>	Each site must operate according to a documented annual integrated crop management plan approved by an advisor who has the appropriate training and technical competence, which is demonstrated through qualifications and or relevant Continual Professional Development. The plan will aim to	P	R		<a href="http://www.hse.gov.uk/pesticides/topics/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm#section3">http://www.hse.gov.uk/pesticides/topics/using-pesticides/codes-of-practice/guidance-sustainable-use-ppp-regs-2012.htm#section3</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.33 continued		<p>minimise the use of harmful plant protection products and encourage cultural, biological and natural control methods, where possible. The site must provide evidence that at least two IPM techniques from each of the following categories has been implemented: -</p> <ul style="list-style-type: none"> <li>- <i>Cultivation</i></li> <li>- Prevention</li> <li>- Observation</li> <li>- Monitoring and intervention</li> </ul> <p>(See Annex 1 for examples of techniques). Plant protection product application must be targeted according to the problem and based as much as possible on supervised control involving pest and disease monitoring rather than routine treatment.</p>				BASIS is considered appropriate qualification in the UK and membership of the BASIS CPD register is recommended.
10.7.34 (was 10.7.33)	<b>Major</b>	<p>Exported Product</p> <p>Where plants are exported there must be documented evidence that any plant protection products used do not contravene restrictions in the country of destination.</p>		R		<p>Additional guidance available at <a href="http://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/public/?event=homepage&amp;language=EN">http://ec.europa.eu/food/plant/pesticides/eu-pesticides-database/public/?event=homepage&amp;language=EN</a></p>

Section 11		SUSTAINABILITY				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>11.1</b> <b>(was 11.3)</b>		<b>Growing Media Use</b>				
11.1.1 (was 11.3.1)	<b>Major</b> <i>(new wording)</i>	Growing media, <i>if used</i> , must be sourced from sustainable sources. Written evidence of this will be required.		R		
11.1.2 (was 11.3.2)	Minor	There must be evidence of supplier certification under quality schemes – e.g. OHAS/GMA, RHP or ISO.		R		
11.1.3 (was 11.3.3)	<b>Major</b> <i>(new wording)</i>	There must be an action plan in place <i>which shows the business' commitment to the development of a more sustainable use of growing media. The plan must include</i> measurable targets and timescales <i>and be</i> in line with customer requirements, <i>as applicable</i> .	P			<a href="https://growingmedia.co.uk/responsible-sourcing/calculator.html">https://growingmedia.co.uk/responsible-sourcing/calculator.html</a>
11.1.4 (was 11.3.4)	Minor <i>(new wording)</i>	<i>Evidence of trials of alternative growing media materials must be in place and</i> in line with customer requirements, <i>as applicable</i> .		R	O	
<b>11.2</b> <b>(was 11.4)</b>		<b>Energy Use</b>				
11.2.1 (was 11.4.1)	Minor <i>(new wording)</i>	The business must have completed a documented Energy Audit, which covers all sites, as appropriate, to manage energy use and maximise efficiency. The audit must include the following items:- a) Review of current fuel usage (oil, gas, electricity, coal etc.) compared with previous year's figures (the use of non-renewable energy sources <i>should</i> be kept to a minimum) b) Heat distribution system design c) Maintenance of plant and machinery d) Insulation of plant and machinery e) Transport vehicles		R		<i>Things to consider:-</i> <i>-Energy consumption as well as cost</i> <i>-External factors that could have affected the use of energy – causing an increase or decrease</i> <i>-Proportion of renewable energy used.</i> <i>-Can renewable energy sources be used, that are suitable for use by the business, to minimise the use of non-renewable energy?</i> <i>-Are machinery and vehicles repaired, maintained and calibrated regularly to maximise efficiency, as applicable?</i>
11.2.2 (was 11.4.2)	Minor	The audit must be reviewed annually.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>11.3</b> <b>(was 11.5)</b>		<b>Water Supply &amp; Use</b>				
11.3.1 (was 11.5.1)	<b>Major</b>	A water management plan must be in place, which is approved by the management annually, to optimise water usage and minimise wastage. The plan must identify water sources (map, photograph or drawing), permanent fixtures and the flow of the water system. The plan must assess the need for the maintenance of irrigation equipment. Internal training must be provided for those responsible for duties identified in the plan. Short and long-term plans for improvement must be included with timescales.	P	R		Training may include instructions from qualified supervisors or managers, attending relevant workshops or reading AHDB guidelines
11.3.2 (was 11.5.2)	<b>Major</b>	The system used must be the most efficient as is technically available and financially affordable, and complies with any National and Local restrictions on water usage.			O	
11.3.3 (was 11.5.3)	<b>Major</b> <i>(new level)</i>	Water must only be extracted from sustainable sources with evidence of legal permission. There must be documented records to show authorisation for water abstraction with valid dates, and that conditions of extraction must be complied with. Water collection must be considered where it is commercially and practically feasible. Water storage facilities must be in place in areas of seasonal water availability.		R		
11.3.4 (was 11.5.4)	<b>Major</b>	Records of metered water consumption must be maintained indicating the date and volume per water meter or per irrigation unit. If working with irrigation programmes, the calculated duration of irrigation and actual water volumes must be recorded.		R		➤ See Water Usage Record template on the OHAS website.
11.3.5 (was 11.5.5)	<b>Major</b> <i>(new wording)</i>	An annual risk assessment must be carried out and approved by the management to consider the environmental risks to and from the irrigation systems, which may impact on the crop and or the surrounding environment. As a minimum the risk assessment must cover: water sources, distribution system, irrigation use, timing of irrigation, contact of irrigation water with the crop, type and characteristics of crop, consideration of water type for PPP applications and their efficacy, <i>the potential to harbour and transmit plant pests and pathogens</i> . The risk assessment must be reviewed and updated when any changes are made to the system. <i>No N/A</i>		R		
11.3.6 (was 11.5.6)	<b>Major</b> <i>(new wording)</i>	The water must be analysed at a frequency determined by the risk assessment for pH, EC, carbonate and mineral content, microbial contaminants (if applicable) and interpreted against appropriate standards. The samples must be taken at exit point of the irrigation system or nearest		R		



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
11.3.6 continued		practical sampling point. Corrective actions must be recorded and evidence that adverse results have been acted upon, <i>as appropriate</i> .				
11.3.7 (was 11.5.7)	Minor	Methods must be adopted to predict the crop requirement for water, calculations or judgements must be supported by data records from e.g. rain gauges, evaporation meters, visual checks, tensiometers or meteorological data. Where on-site tools are used, these should be maintained to ensure they are effective and in a good state of repair.		R	O	
11.3.8 (was 11.5.8)	Minor	Irrigation of outdoor crops must take in to account documented, predicted and actual rainfall and evaporation rates.		R		
11.3.9 (was 11.5.9 and also 3.8.5)	Minor <i>(new wording)</i>	Water used for cut flower buckets, <i>post-harvest, transit solutions</i> and cleaning operations must be potable ( <i>checked through documented evidence from the local water supplier</i> or analysed for biological, mineral and chemical contaminants, <i>based on</i> risk assessment) and at a temperature specified by the customer for flower storage <i>and transit</i> . Analysis must be carried out at least once per year, results must be interpreted and compared against accepted standards and any actions undertaken as a result recorded.		R		
11.3.10 (was 11.5.10)	Minor <i>(new wording)</i>	Where water analysis is required, based on risk assessment, appropriate laboratories capable of performing microbiological analyses up to ISO/IEC 17025 level, or equivalent standard, must be used.		R		
<b>11.4 (was 11.6)</b>		<b>Environmental Pollution</b>				
11.4.1 (was 11.6.1)	Minor	A pollution audit must be carried out to assess the impact of the business on the local environment. This must include consideration of air, soil, water, noise and light pollution. The audit must highlight potential sources of pollution and the methods employed to minimise any contamination risks.		R		Examples include: - fertiliser, exhaust smoke, oil, fuel, noise and plant protection products <i>A map of the site(s) showing the high risk areas e.g. fuel storage, fertiliser and plant protection product stores etc.; water courses, lakes, rivers etc. is a useful tool.</i>
11.4.2 (was 11.6.2)	Minor	The audit must be reviewed on an annual basis.		R		
11.4.3 (was 11.6.3)	<b>Major</b>	The location and use of fuel tanks must be based upon a risk assessment taking in to consideration national and / or local pollution prevention guidelines, legislation and good practice.		R	O	<a href="https://www.gov.uk/guidance/storing-silage-slurry-and-agricultural-fuel-oil">https://www.gov.uk/guidance/storing-silage-slurry-and-agricultural-fuel-oil</a>

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
11.4.4 (was 11.6.4)	Major	Plant protection products must be stored safely in a store of appropriate design (see section 10.7). Solid fertilisers must be stored in bins or on pallets away from water courses, drains etc. Liquid fertilisers must be stored in bunded tanks and acids must be stored in a secure, bunded building or cage. Bunds must be capable of holding 110% of the tank contents			O	
11.4.5 (was 11.6.5)	Major	The method of disposal of plant protection product waste and washings, including washings from contaminated machinery and PPE and hot water treatment solutions, if chemicals are added, must be described. If washings are disposed of on to designated fallow land, then the site must have authorisation from the Environment Agency under the Groundwater Regulations. Where washings are applied back on to the crop, recommended dose rates must not be exceeded. No N/A.	P	R		
<b>11.5 (was 11.7)</b>		<b>Recycling</b>				
11.5.1 (was 11.7.1)	Major	Businesses must comply with national regulations relating to producer responsibility obligations as part of the packaging supply chain.		R		
11.5.2 (was 11.7.2)	Minor	The quantities of material recycled, including substrates, must be recorded. Waste material e.g. plastic (hard plastics and films), cardboard and metal must be recycled, wherever possible.		R	O	(Additional requirements for growing media recycled for GLOBALG.A.P. in Annex 2).
11.5.3 (was 11.7.3)	Minor	Recycled and recyclable materials must be used where possible, provided this does not increase pest and disease risk.			O	
<b>11.6 (was 11.8)</b>		<b>Waste &amp; Waste Disposal</b>				
11.6.1 (was 11.8.1)	Minor <i>(new wording)</i>	A waste audit must be carried out to document all possible waste products. This must include a plan for <i>reducing</i> wastage, adequate provisions for waste disposal, including recycling and evidence that actions have been carried out.		R		Examples include: - paper, cardboard, plastic, oil, plant protection products and plant material.
11.6.2 (was 11.8.2)	Minor	The audit must be reviewed on an annual basis.			O	
11.6.3 (was 11.8.3)	Minor	There must be adequate provision on the premises for waste disposal. Different types of waste must be identified and stored separately.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
11.6.4 (was 11.8.4)	<b>Major</b> <i>(new wording)</i>	There must be evidence that the business complies with national legislation for the management of agricultural and horticultural waste, with the aim of preventing the spread of pests and pathogens in waste material, plant material, soil, <i>growing media</i> etc.		R	O	
11.6.5 (was 11.8.5)	Minor	There must be no disposing of plant material (green waste) within 10m of production areas unless in a purpose built, covered, composting unit.			O	
11.6.6 (was 11.8.6)	<b>Major</b> <i>(new wording)</i>	General waste that cannot be recycled must be regularly disposed of into licensed <i>waste disposal sites</i> .		R		
11.6.7 (was 11.8.7)	<b>Major</b> <i>(new wording)</i>	Skips must be covered <i>to prevent site contamination unless a risk assessment deems otherwise</i> .		R	O	
11.6.8 (was 11.8.8)	<b>Major</b>	The duty of care must be legally passed to the contractor.		R		
<b>11.7</b> <b>(was 11.1)</b>		<b>Environmental Policy &amp; Plan</b>				
11.7.1 (was 11.1.1)	<b>Major</b> <i>(new level and wording)</i>	The business must have an Environmental Policy and Plan <i>in place</i> . This must include objectives and targets relevant to the business and site (s) activities, as appropriate, and in line with customer requirements, targets and policies, as applicable. It must make reference to regulatory and current legislative requirements, as appropriate. <i>Based on the findings of the individual audits of the business and site(s) (as above) it must make reference to</i> effective resource management through reducing and re-using waste; reducing and / or eliminating any potential polluting releases to the environment i.e. air, water, soil, including 'greenhouse gases' (GHG) mitigation; optimising energy and water efficiency; minimising adverse environmental effects; <i>growing media use, as applicable</i> . The plan must include short and long term (e.g. 1 to 5 year) objectives.	P			
11.7.2 (was 11.1.2)	Minor	The policy and plan must be reviewed annually.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>11.8 (was 11.2)</b>		<b>Biodiversity / <i>Conservation (new wording)</i></b>				
11.8.1 (was 11.2.1)	Minor	An audit of the immediate environment must be undertaken to ensure areas of existing habitat (hedges, field margins, ponds, water courses, ditches etc.) are responsibly managed and maintained and that the site has the minimum impact on the local environment. As appropriate, the audit must include an assessment of the current levels of flora and fauna on the site.		R	O	
11.8.2 (was 11.2.2)	Minor	There must be a documented conservation plan, with prioritised action points, that encompasses the following areas: - sustainable production methods to enhance animal and plant diversity; actions to avoid habitat destruction / deterioration and bio-diversity / habitat enhancement / conservation sites; integrated pest management practices; crop nutrient use; water supplies; potential impact on others and legal compliance, as applicable. Actions to rectify deteriorated areas on the site must also be covered, as appropriate. Consideration must be given to converting unproductive sites to encourage wildlife.	P		O	

## Annex 1 – Integrated Pest Management (IPM) Techniques *(new wording)*

### 1. Prevention through Cultural Methods (the adoption of cultivation methods that could reduce the incidence and intensity of pest attacks, thereby reducing the need for intervention):

Crop rotation, pest exclusion and soil management: includes a range of techniques for reducing the build-up of pests, such as: appropriate crop rotation to minimise pest incidence; appropriate site selection and use of physical or biological barriers to avoid pest incidence; improving soil structure; increasing organic matter content; using mulches; sterilising soil and substrate by thermal (rather than chemical) techniques (e.g. steam, solarisation). Other methods to consider could be pot spacing to increase air flow; watering at the most suitable time of day; sub-irrigating rather than watering overhead; reviewing at air circulation and humidity control under protection.

Selection of appropriate plant varieties and planting material: including the use of pest-resistant or pest-tolerant plant varieties, where available and commercially acceptable; purchasing healthy (e.g. certified disease-free) planting material from a reputable supplier.

Good crop hygiene: includes the removal of *infested* or diseased plants and crop debris; controlling non-crop weeds that serve as hosts for crop pests *and / or pathogens*; cleaning and disinfection of machinery and equipment.

### 2. Observation and Monitoring (determining when, and to what extent, pests *and / or pathogens* and their natural enemies are present, and using this information to plan what pest *and pathogen* management techniques are required):

Crop monitoring: includes routine and regular inspection of pest *and / or pathogen* incidence in crops; identification and inspection of the presence of natural enemies of pests *and / or pathogen*; the use of pheromone and other relevant trapping systems for pest monitoring.

Using decision-support systems as a means to identify the need for, and/or timing, of intervention strategies: use data on the economic threshold levels of pest *and / or pathogen* incidence as a basis for decision-making; time intervention applications on the basis of informed technical guidance; use data on temperature, humidity, rainfall, hail, frost etc., to guide the potential need for intervention.

### 3. Intervention (in situations where pest *and / or pathogen* attack will adversely affect the economic value of a crop, it may be necessary to intervene with specific pest *and / or pathogen* control methods, including plant protection products. However, where possible, non-chemical approaches must be considered):

Use plant protection products selectively and in ways that reduce the risk of resistance developing: including the use of approved selective plant protection products which have reduced adverse impact on non-target species (e.g. insect growth regulators, insecticidal soaps, minerals and vegetable oils, plant extracts); use *of* plant protection products in a selective manner (e.g. seed treatment; spot treatments in situations where the pest *and / or pathogen* is located in 'hot spots,' rather than distributed throughout the crop); use *of* bait treatments where appropriate; systematically alternate plant protection products from different chemical groups for effective resistance management. If quarantine pest *and / or pathogen* species require control, approved plant protection products can be applied, *these must* satisfy regulations of an importing country. *Ideally*, a combination of other measures (e.g. pest-free or low pest prevalence areas; post-harvest commodity treatments) integrated to provide equivalent control must also be *investigated*.

Use natural enemies and other commercially-available biological methods of control; including managing the cropping environment to enhance the levels of natural enemies (e.g. by providing favourable habitats); where appropriate, introduce predators and parasites for insect pest control (e.g. in glasshouse crops or in fields where cover spraying of plant protection products is not used); use appropriate commercially-available selective microbial control agents (e.g. *Bacillus thuringiensis*, insect-parasitic nematodes, insect-specific fungal and viral products); consider the use of other selective control methods (e.g. mating disruption with pheromones, sterile insect technique).

Use other methods to control pests *and / or pathogens*: including mechanical methods, i.e. controlling weeds *that host pests and / or pathogens* by mowing and / or mechanical cultivation, use of traps for insect pest control, etc.

## Annex 2 – GLOBALG.A.P. Supplement

Additional Control Points & Compliance Criteria within Section's 1 to 11						
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
3.2.10 (was 2.2.10)	<b>Major</b> <i>(new wording)</i>	No treated or untreated human sewage sludge is used on the farm / nursery for the production of <i>OHAS</i> registered crops. No N/A.			O	
3.2.12 (was 2.2.12)	Minor	There must be documentary evidence detailing nutrient and chemical content, including heavy metals, for all inorganic fertilisers used on crops grown within the last 12-month period.		R		Heavy metals content is an additional requirement for GLOBALG.A.P.
3.3.13 (now 2.5.15 in main standard)						
2.12.1 (was 3.11.1)	<b>Major</b>	The GLOBALG.A.P. approved certification body must be informed in the event of a withdrawal or recall.		R		
6.5.2	Minor	The rules must include the notification of product contamination with bodily fluids.		R		
6.5.5	<b>Major</b>	All workers, including the owners and managers, must participate annually in the site's basic hygiene training.		R		
9.1.2	<b>Major</b>	There must be evidence that subcontractors comply with all the relevant parts of the OHAS Grower Standard and Annexes relevant to their activity. Subcontractors must be able to demonstrate they have the relevant training to carry out their tasks. The site must provide evidence that the subcontractor has been given health and safety training relevant to the site. No N/A.		R		Subcontractors are defined as an entity contracted by the producer to perform a specific site operation, e.g. boiler servicing, glasshouse cleaning, irrigation maintenance.
11.5.2 (was 11.7.2)	Minor	The quantities of growing media recycled must be recorded with dates. Justification must be given if no recycling is in place. N/A for container plants.		R		
Section 12		Additional Control Points & Compliance Criteria				
Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>12.1</b>		<b>GLOBALG.A.P. Registration</b>				
12.1.1	<b>Major</b>	Businesses that require GLOBALG.A.P. Certification must complete a separate registration form with the Certification Body, and the Certification Body must register the site within the GLOBALG.A.P. Database.		R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>12.2</b>		<b>Notifications to GLOBALG.A.P.</b>				
12.2.1	<b>Major</b>	The complaint procedure shall include the notification of GLOBALG.A.P. Secretariat via the certification body in the case that the business is informed by a competent or local authority that it is under investigation, and / or has received a sanction in the scope of certification. No N/A.	P			
<b>12.3</b>		<b>GGN &amp; GLOBALG.A.P. Certified Status</b>				
12.3.1	<b>Major</b>	Sales invoices and, where appropriate, other documentation related to sales or certified material / products shall include the GGN of the certificate holder AND a reference to the GLOBALG.A.P. certified status. This is not obligatory in internal documentation. Where producers own a GLN (Location Number), this shall replace the GGN issued by GLOBALG.A.P. during the registration process.		R		This cannot be checked during the initial (first ever) inspection, because the producer is not yet certified and the producer cannot make reference to the GLOBALG.A.P. certified status before any initial positive certification decision. The customer may choose not to have GGN on their invoices.
<b>12.4</b>		<b>Logo Use</b>				
12.4.1	<b>Major</b>	The producer shall use the GLOBALG.A.P. word, trademark, GLOBALG.A.P. QR code or logo and the GGN (GLOBALG.A.P. Number), GLN or sub-GLN according to the General Regulations Annex 1 and according to the Sublicense and Certification Agreement. The GLOBALG.A.P. word, trademark or logo shall never appear on the final product, on the consumer packaging or at the point of sale. However, the certificate holder can use any and/or all in business-to-business communications. The approved GGN Certified Plants Label may be used if a licensing agreement is in place with GLOBALG.A.P. The GLOBALG.A.P. word, trademark or logo cannot be in use during the initial (first ever) inspection because the producer is not certified yet and the producer cannot reference to the GLOBALG.A.P. certified status before the first positive certification decision.		R	O	
<b>12.5</b>		<b>Conversion Period</b>				
12.5.1	<b>Major</b> <i>(new wording)</i>	Crops must be grown under the ownership of the certified producer at least 3 months before being sold as certified. In the case <i>where</i> the growing cycle is shorter than 3 months, at least two thirds of the growing cycle must be done by the certified producer, and also for flowers before the flower has opened. In any other case (e.g. tulip bulbs), the propagation material must be certified <i>against OHAS, if bought in, or against GLOBALG.A.P. or an equivalent benchmarked scheme or checklist</i> to sell the product as GLOBALG.A.P. Certified.				The beginning of the growing period counts from sowing or when the cuttings are planted.



Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
<b>12.6</b>		<b>Parallel Ownership / Production</b>				
12.6.1	<b>Major</b>	A system shall be in place to avoid mixing of certified and non-certified products. This can be done via physical identification or product handling procedures, including the relevant records.		R	O	
12.6.2	<b>Major</b>	In the case the producer is registered for parallel production/ownership (where certified and non-certified products are produced and/or owned by one legal entity), all product packed in final consumer packaging (either from farm / nursery level or after product handling) shall be identified with a GGN where the product originates from a certified process. The GGN shall not be used to label non-certified products. N/A only when the producer only owns GLOBALG.A.P. products (no PP/PO), or when there is a written agreement available between the producer and the client not to use the GGN, GLN or sub-GLN on the ready to be sold product. This can also be the client's own label specifications where the GGN is not included.		R	O	
12.6.3	<b>Major</b>	The check shall be documented to show that the certified and non-certified products are dispatched correctly.		R		
12.6.4	<b>Major</b>	Procedures shall be established, documented and maintained, appropriately to the scale of the operation, for identifying certified and, when applicable, non-certified quantities purchased from different sources (i.e. other producers or traders) for all registered products. Records shall include:- <ul style="list-style-type: none"> <li>- Product description</li> <li>- GLOBALG.A.P. certified status</li> <li>- Quantities of product(s) purchased</li> <li>- Supplier details</li> <li>- Copy of the GLOBALG.A.P. Certificates where applicable</li> <li>- Traceability data/codes related to the purchased products</li> <li>- Purchase orders/invoices received by the organization being assessed</li> <li>- List of approved suppliers</li> </ul>	P	R		
<b>12.7</b>		<b>Mass Balance</b>				
12.7.1	<b>Major</b>	The mass balance must demonstrate the consistent balance between certified and non-certified (if applicable) input and output. The frequency of the mass balance verification should be defined and be appropriate to the size of the operation but it should be done at least annually. Documents to demonstrate mass balance shall be clearly identified. No N/A.	P	R		Evidence may include sales invoices and delivery notes.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
12.7.2	<b>Major</b>	Conversion ratios must be calculated and available for each relevant handling process. All generated product waste quantities must be estimated and / or recorded. No N/A.		R		
12.7.3	<b>Major</b>	Sales details of certified and, when applicable, non-certified quantities shall be recorded for all registered products, with particular attention to quantities sold and descriptions provided. The documents shall demonstrate the consistent balance between the certified and non-certified input and the output. No N/A.		R		

## Appendix I

OHAS Grower Standard Traceability Exercise (*new wording*)

Product		
Outloading Date		
Paperwork Required	Checklist (paperwork available yes, no, or N/A)	Actions required (to be completed by Auditor)
Source of raw material / grower		
Raw material specifications (fresh and dry (hardware and packaging, as applicable)		
Growing location		
Purchase order / invoice for the above		
Plant passport/ <i>phytosanitary certificate</i> information, as applicable, for the above		
Growing media source / SSSI site certificate / policy ( if applicable)		
Supplier approval for the raw material		
<i>Plant Health Risk Assessment</i>		
Goods in quality checks for the raw material, as applicable		
Plant Protection Product application records throughout the growing process		
Any agreed applicable customer PPP derogations in place		
Fertiliser records		
Hardware source / supplier approval (if applicable)		
Product safety data / tests, as applicable		
Date of harvest / lifting etc.		
Variety (s)		
Post-harvest application records, as applicable		
Finished Product Specification		
Quality Checks / Crop inspection reports		
Positive release checks		
Sharps records, as applicable		
Label checks sheets, as applicable		
<i>Finished Product destination</i>		
Outloading sheets to customer		
Temperature/ humidity / relative humidity records (where applicable) throughout the product supply chain		
Delivery sheets		
Lorry temperatures and hygiene records (deliveries and dispatch)		