OHAS CERTIFICATION SCHEME

Ornamental Horticulture Packhouse Standard

Version 6.1

CONTENTS

SECTION		PAGE	OHAS Grower Standard V3.1 equivalent control points
	INTRODUCTION	4	
1	**SENIOR MANAGEMENT COMMITMENT, ORGANISATIONAL STRUCTURE, RESPONSIBILITIES & MANAGEMENT AUTHORITY**		**1**
1.1	Business Policy	6	1.3
1.2	Quality Objectives	6	1.4
1.3	Business Type	6	
1.4	Organisational Structure	6	1.2
1.5	Quality Management Responsibility	7	1.5
1.6	Management Review & Communication	7	1.6
2	**QUALITY MANAGEMENT SYSTEM**		**3**
2.1	Quality Manual	7	
2.2	Control of Documents	8	
2.3	Control of Records	8	3.1
2.4	Risk Assessment Based Management Plan	8	
2.5	Internal Audit	9	3.2
2.6	Management of Suppliers	10	3.4
2.7	Raw Material Management	11	3.3
2.8	Plant Health, Pest & Disease Management	13	2.6
2.9	Stock Control & Storage	14	3.6
2.10	Identification & Traceability	15	3.7
2.11	Finished Product Specifications	16	3.5
2.12	Monitoring & Measurement of Processes	16	3.8
2.13	Monitoring & Measurement of Product	18	3.9
2.14	Complaints Policy & Handling	19	3.10
2.15	Control of Non-conforming Products. Management of Incidents, Product Withdrawal & Recall	20	3.11
2.16	Crisis / Contingency Plans & Procedures	20	3.12
2.17	Calibration & Verification	21	3.13
2.18	Legislation	21	3.14
3	**PRODUCT DEVELOPMENT**	22	**4**
4	**SITE STANDARDS**		**5**
4.1	Location	22	
4.2	Internal	23	
4.3	Equipment	23	5.8
4.4	Reservoirs	23	5.9

4.5	Security & Data Protection	23	5.10
4.6	Visitor Arrangements	23	5.11
4.7	Staff / Worker Arrangements	24	5.12
5	**PHYSICAL PRODUCT CONTAMINATION CONTROL**		**6**
5.1	Foreign Body Control	25	6.1
5.2	Broken Glass & Potential Hazardous Materials	25	6.2
5.3	Sharps (Knife, Scissors & Secateurs) Control	26	6.3
5.4	Production & Packaging Materials	26	6.4
5.5	Hygiene	27	6.5
5.6	Housekeeping / Cleaning	28	6.6
5.7	Pest Control	28	6.7
5.8	Storage Facilities	29	6.8
5.9	Dispatch	29	6.9
6	**TRANSPORT**		**7**
6.1	Delivery Conditions	29	7.1
6.2	Transport	30	7.2
6.3	Delivery Records	30	7.3
7	**TRADING CONDITIONS**	30	**8**
8	**STAFF TRAINING & EMPLOYMENT REQUIREMENTS**		**9**
8.1	Staff Training & Appraisals	31	9.1
8.2	Employment Legislation & Documentation	31	9.2
9	**HEALTH & SAFETY**		**10**
9.1	Health & Safety Policy and Risk Assessment	33	10.1
9.2	COSSH Assessment	34	10.2
9.3	Machinery	34	10.3
9.4	First Aid	34	10.4
9.5	Accident & Emergency Procedures	34	10.5
9.6	Fire Risks	35	10.6
10	**SUSTAINABILITY**		**11**
10.1	Environmental Policy & Plan	35	11.1
10.2	Growing Media Use	36	11.3
10.3	Energy Use	36	11.4
10.4	Water Supply & Use	36	11.5
10.5	Environmental Pollution	37	11.6
10.6	Recycling	37	11.7
10.7	Waste & Waste Disposal	37	11.8

INTRODUCTION

This Standard has been produced to provide retailers with the assurance that supplier's packhouses, in the ornamental horticulture industry, meet high standards of 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 packhouse operations both in the UK and abroad.

The Standard covers aspects of quality, plant health, safety and service that are appropriate for packhouse operations that may be sourcing product from national and international suppliers. The Standard does not cover growing operations, which are covered by the OHAS Grower Standard.

The Standard is separated into the following main sections:-

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

Each compliance criteria 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 criteria 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/assurance-compliance/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 criteria 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 criteria states that a risk assessment is required this should be a written risk assessment.

O - the compliance criteria is verified by observation.

In the column that gives each compliance criteria number, the number in the brackets () relates to the number that compliance criteria was in the Version 5.1 of the standard, if it has changed.

Where an activity is not being undertaken by a business then the relevant compliance criteria would be N/A.

Where a compliance criteria states packhouse - this applies to any area or location that is being used to pack product into its final retail packaging. For example, a dedicated packhouse, glasshouse, tunnel or field location.

New wording within this version of the Standard has been highlighted in blue *Italics.* In addition, if a compliance criteria 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 *leadership and* commitment to the development and implementation of a quality management system within the business and *take accountability* 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 the quality policy *and quality objectives* c) ensuring the availability of resources *needed for the quality management system are available*. (was 1.1 *new wording*)						
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
1.1 (was 1.3)	*(new wording)*	***Business Policy***				
1.1.1 (was 1.3.1)	**Major *(new wording)***	The business must have a clearly defined, documented, well communicated and regularly reviewed policy that outlines the *business's* quality, *environmental, plant health and ethical trading* ethos and its intentions to meet customer and *statutory* requirements in terms of quality, safety and legality. The policy must be understood by all key personnel. *It must be signed and dated either by the owner, director or site manager.*	P		O	*The policy should be displayed around the site (s) at key locations.*
1.2 (was 1.4)		**Quality Objectives**				
1.2.1 (was 1.4.1)	**Major *(new wording)***	Senior management must ensure that quality objectives, including those needed to meet the requirements for product, are established *and communicated*. These must be measurable and consistent with the quality policy, *and updated as appropriate*.	P		O	Quality objectives may be established through key performance indicators (KPI's).
1.3		**Business Type**				
1.3.1	**Major *(new)***	*The business must have a document clearly outlining the structure of the business which includes the type of products produced and traded, production methods, facilities, customers and types of suppliers of raw materials i.e. own grown, traded product, agents etc.*	P			
1.4 (was 1.2)		**Organisational Structure & Responsibilities**				
1.4.1 (was 1.2.1)	**Major *(new wording)***	There must be a clearly defined, documented and *well communicated* 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.	P		O	➢ See Management Structure and Responsibilities template on the OHAS website. *As a minimum the organisational structure should be displayed around the site (s) at key locations.*

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
1.5		**Quality Management Responsibility**				
1.5.1	**Major**	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.
1.6		**Management Review & Communication**				
1.6.1	**Major**	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	**QUALITY MANAGEMENT SYSTEM**					
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. *Internal auditing must be used to assess the effectiveness of the quality management system and enable continuous improvement. (new)*						
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
2.1 (was 2.2)		**Quality Manual**				
2.1.1 (was 2.2.1)	**Major**	A Quality Manual must clearly identify the processes and steps of the quality management system within the business. It must be maintained and reviewed at defined intervals.	P		O	
2.1.2 (was 2.2.2)	**Major**	The Quality Manual must be easily accessible by key personnel. An electronic version is acceptable.			O	Electronic versions of the quality manual are acceptable if document controlled.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.2 (was 2.3)		**Control of Documents**				
2.2.1 (was 2.3.1)	**Major**	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.	P		O	
2.3 (was 2.4)		**Control of Records**				
2.3.1 (was 2.4.1)	**Major**	There must be documented evidence that the practices described in the Quality Manual are actually carried out. Records must be legible and there must be clear procedures for collating, reviewing, storing and retrieving appropriate records. Any amendments must be appropriately authorised.	P	R		
2.3.2 (was 2.4.2)	**Major *(new level and wording)***	Records for inspection must be kept for a minimum of two years (or longer for statutory purposes *or customer requirements*). 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*		R		
2.4 (was 2.1)		***Risk Assessment Based Management Plan (new wording)***				
2.4.1 (was 2.1.1)	**Major *(new wording)***	*An effective, accurate and documented risk assessment based plan must be in place* for controlling product quality, safety and *legality.* *The plan must identify the range of products and processes in scope and the relevant quality, legislative and safety requirements.*	P	R		*For example, the principles of HACCP (Hazard Analysis Critical Control Point) could be used to develop the plan. (For ornamental packhouses the HACCP Plan Critical Control Points (CCP's) may be regarded as safety and quality CCP's, where relevant, rather than those used in the Food Industry).*
2.4.2 (was 2.1.2)	**Major *(new wording)***	*The risk assessment based* plan must be developed, reviewed and managed by a team *which includes* a cross-section of personnel involved in the packhouse operation. At least one member of the team must have had *formal risk management training.*	P	R		Cross-section to include personnel with product, technical, production and engineering knowledge.
2.4.3 (was 2.1.3)	**Major *(new wording)***	A process flow diagram covering all steps in the operation *covered by the risk assessment based plan* must be in place and verified in the production area. It may be generic but must cover *each product category and* all process *steps from raw material receipt, through to packing,* re-works and waste, *and outloading (dispatch)*.	P	R		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.4.4 (was 2.1.4)	**Major** ***(new wording)***	The team must conduct risk analysis to identify potential *risks* within the operation that may reasonably occur in each process step. This must include likely occurrence and severity. *The plan must include the range of products produced and processes in scope, and include relevant safety and legislative requirements.* Records of this process must be kept.	P	R		*Risk analysis may* include the following areas:- e.g. raw material controls; foreign body controls*; machinery and buildings maintenance; stock control; hygiene; pest control; housekeeping;* quality control points; control of product contents; final product quality assessment.
2.4.5 (was 2.1.5)	**Major** ***(new wording)***	The team must determine if an existing procedure (pre-requisite) adequately controls an identified *risk.* If not, the team must decide what control measures exist or need to be put in place to control the *risk*. Records of this process must be kept.		R		*Existing procedures (pre-requisites) may include,* for example: - *foreign body control*; pest control; glass control procedures.
(2.1.6; 2.1.7; 2.1.8; 2.1.9 have been deleted)						
2.4.6 (was 2.1.10)	**Major** ***(new wording)***	The *risk assessment based management plan* must be verified to ensure it is working effectively. This may include, for example, internal audits, reviews of customer complaints.		R		The verification of the process would demonstrate that the process is understood, that procedures were being followed and that the process, including pre-requisites, was operating effectively.
2.4.7 (was 2.1.11)	**Major** ***(new wording)***	The *risk assessment based management plan* must be reviewed at least annually and prior to *any* changes to processes, equipment or products which may affect product quality, safety or *legality*. *A record of* the review *and any changes to the system* must be documented.		R		This may be demonstrated by meeting minutes.
2.5		**Internal Audit**				
2.5.1	**Major** ***(new wording)***	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 Packhouse 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.	P	R		➢ See Internal Audit Checklist template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.6 (was 2.7)		**Management of Suppliers**				
2.6.1 (was 2.7.3)	**Major** ***(new wording)***	All raw material suppliers must be risk assessed *according to customer requirements. The risk assessment may include the following considerations: -* - Inherent risk of material - Volume of material supplied - *Plant health management* - Supplier history - Supplier location and raw material country of origin - 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. The risk assessment must be used to determine the method of supplier approval and monitoring. Raw material supplier risk assessments must be reviewed *at least* annually.		R		➢ See Approved Supplier List template on the OHAS website. *Suppliers of raw material also includes agents.* *http://www.ethicaltrade.org/eti-base-code* *http://www.sedexglobal.com* *Raw materials includes fresh or dry (e.g. packaging, pots, vases, baskets and picks etc.)*
2.6.2 (was 2.7.2)	**Major** ***(new wording)***	An approval system must be in place for all *raw material* suppliers. Approval may include a combination of: - - Risk assessment of supplier - Supplier self-assessment report which has been reviewed and corrective actions followed up - Approved site audit based on the OHAS Grower or OHAS Ornamental Packhouse Standard, as applicable - 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).*	P	R		
2.6.3 (was 2.7.4)	**Major** ***(new wording)***	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. *This* 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		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.6.4 (was 2.7.5)	**Major** ***(new wording)***	*Where a non-certified source is being used there must be evidence in place to show that the customer receiving these products is aware. Where applicable, this can be on the product transaction documents (sales invoices, other sales related paperwork, dispatch documentation, etc.) with the customer, or in a contract and must clearly indicate that the product is from a non-certified source.*		R		
2.6.5 (was 2.7.1)	**Major** ***(new wording)***	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 *reviewed, at least annually*. Where specific customer requirements exceed this then there must be evidence of the further information requested by the customer.		R		➢ See Approved Supplier List template on the OHAS website. Dry raw materials may include pots, vases, baskets and picks etc.
2.6.6 (was 2.7.6)	**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				
2.6.7 (was 2.7.7)	**Major** ***(new level & wording)***	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		A contract or agreement with the sub-contractor would detail the observance of the OHAS control points and the potential for physical inspections.
2.7 **(was 2.6)**		**Raw Material Management**				
		Own-Mix container / potting media for use in the finished product				
2.7.1 (was 2.6.1)	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		
2.7.2 (was 2.6.2)	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.
2.7.3 (was 2.6.3)	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.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
		Bought in container/potting media for use in the finished product				
2.7.4 (was 2.6.4)	Minor	Bought-in container / potting media must have a written specification.		R		
2.7.5 (was 2.6.5)	Minor	The batch number of each delivery must be recorded.		R		
2.7.6 (was 2.6.6)	Minor *(new wording)*	Manufacturers must supply their media analysis results on request or have a QMS system in place such as *ISO 9001.2015*. 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				
2.7.7 (was 2.6.7)	**Major** ***(new wording)***	There must be a clear, authorised goods intake procedure for *how and where* bought-in / contracted plant material and 'non-live' *raw materials* (e.g. pots, packaging, hardware, *products made of wood* etc.) *are checked*. Raw materials must be inspected for pest, disease and quality *against a specification*. There must be recording procedures whereby any intake is signed for by the member of staff responsible, *the date and time of the check is recorded* 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.	P	R		➢ See Bought In Plant Material Inspection Record Sheet template on the OHAS website.
2.7.8 (was 2.6.8)	**Major**	Raw material specifications must be in place with evidence that the supplier is aware of the specification requirements.		R	O	This may be in the form of a contract, letter, email or other electronic system.
2.7.9 (was 2.6.9)	**Major**	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	
2.7.10 (was 2.6.10)	**Major** ***(new wording)***	Records of *plant protection product* treatments (i.e. product name, application date, doses and re-entry interval) applied by the supplier during the plant rearing stage must be available upon request from the supplier.		R		*A letter or email may be provided to provide evidence that a request has been made.*
2.7.11 (was 2.6.11)	**Major**	Records of fumigation treatments (i.e. product name, application date, doses and re-entry interval) applied by the supplier, where applicable, e.g. basketware, must be available upon request from the supplier.		R		
2.7.12 (was 2.6.12)	**Major** ***(new level)***	Where spot buying is practised the business must take full responsibility for the product under certification procedures. Procedures must be in place for material to be inspected before dispatch.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.8 (was 2.9)		***Plant Health*, Pest & Disease Management *(new wording)***				*See Defra guidance for more information https://planthealthportal.defra.gov.uk/*
2.8.1	**Major *(new)***	*There must be at least one person with designated responsibility to manage plant health within the business.*		R		*This should be included in the documented organisational structure.*
2.8.2	**Major *(new)***	*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.*	P		O	*The policy should be displayed around the site (s) at key locations.*
2.8.3	**Major *(new)***	*A plant health risk assessment must be in place identifying known plant health risks and specific plans in place to manage these risks. This risk assessment and management plans should be reviewed on a regular basis in line with changes in the supply base, products, legislation etc. but at least annually.*		R		
2.8.4 (was 2.9.1)	**Major *(new wording)***	*Pest and disease identification skills must be developed by staff training. All* staff involved in quality inspections must be trained *to be able to identify* commonly occurring pests and diseases *(or symptoms)* associated with the products being handled. *The business must keep up to date with pest and disease issues relating to the products being handled. There must be training records in place and evidence of continuing professional development.*		R		
2.8.5 (was 2.9.2)	**Major**	There must be procedures in place to ensure that pests and diseases are reported and dealt with in the appropriate manner.	P			
2.8.6 (was 2.9.3)	**Major *(new wording)***	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. - Isolating affected product, in an area as far away as possible from other product · Clearly marking the affected product so that it is not inadvertently moved or sold	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.8.6 continued		- 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*, including disposal, if applicable.* · Arrangements for customers to be informed if the problem is likely to affect their orders.				
2.8.7	**Major *(new)***	*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 in order that any infection that may not have been visible at point of intake (goods-in), is identified whilst in stock or prior to dispatch as a finished product and appropriate actions taken.*	P	R		*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* https://secure.fera.defra.gov.uk/phiw/riskRegister/
		Importing & Exporting of Plant Material (new wording)				
2.8.8 (was 2.9.4)	Minor	The business must be registered with a national statutory body for plant passporting purposes if operating in the EU, as appropriate.		R		https://www.gov.uk/guidance/plant-health-controls#plant-passports
2.8.9 (was 2.9.5)	Minor	Plant passports must be retained for at least two years, or longer if required by national legislation.		R		
2.8.10	Minor *(new)*	*When importing and exporting, plant material must conform to all the legal requirements of the country of destination.*		R		
2.9 (was 2.10)		**Stock Control & Storage**				
		Temperature Control & Storage				
2.9.1 (was 2.10.1)	**Major**	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		
2.9.2 (was 2.10.2)	**Major**	There must be evidence that conditions comply with specific customer requirements, where given.		R	O	
2.9.3 (was 2.10.3)	**Major**	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	
2.9.4 (was 2.10.4)	**Major *(new wording)***	Seeds and bulbs must be stored at temperatures, humidities and durations recommended for that product, *where applicable.*		R	O	➢ See Seed & Bulb Stock Record Sheet and Seed & Bulb Storage Check Sheet template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.9.5 (was 2.10.5)	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		
2.9.6 (was 2.10.6)	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	
		Stock Management & Rotation				
2.9.7 (was 2.10.7)	Minor	The packhouse must have a procedure in place to manage stock and stock rotation. The procedure must ensure that raw materials are used in the correct order and within the defined age limits for each product. In some instances maturity of product maybe used to determine stock rotation order.	P			Age limits should be based on shelf life trials and / or research findings.
2.9.8 (was 2.10.8)	Minor	The procedure must include the process of assessing quality of stock that has extended beyond the defined age limits set.	P			
2.9.9 (was 2.10.9)	Minor	The stock management system must include clear product identification and date of intake as a minimum.			O	
2.9.10 (was 2.10.10)	Minor	There must be a procedure for segregating sensitive material e.g. Fairtrade product, where applicable.	P			
2.10 (was 2.11)		**Identification & Traceability**				
2.10.1 (was 2.11.1)	**Major *(new wording)***	There must be a full, *documented* traceability system throughout the supply chain to include, *where applicable*:- · All growing media · Rooting modules (pre-formed plugs) · *Origin and batch quantities of* plants / flowers / bulbs / seeds etc. (bought in and own root stock) · Fertiliser and *any plant protection products* applied · *Origin and batch quantities of* hardware and *packaging* raw materials · Harvesting information to include:- date of harvest; product detail; variety; grower; growing location - *Quality check records during production* - *Quantities of finished product dispatched*	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.10.1 continued		It must be possible to demonstrate availability of details of all major crop inputs, where applicable.				
2.10.2 (was 2.11.1)	**Major** ***(new wording)***	All aspects of the traceability system must be verified *at least twice a year, or more frequently if requested by customers. 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 packing for less than 8 weeks a year.*		R		Records of all inputs should be available for presentation during the inspection. *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.*
2.10.3 (was 2.11.2)	**Major**	There must be a traceability label per pallet or batch as a minimum. If a batch is divided then each part must be labelled. Care must be taken so that batch labels do not reach customers.			O	
2.10.4 (was 2.11.3)	**Major**	Where it is necessary to re-work product full traceability must be maintained.			O	
2.11 (was 2.8)		***Finished Product Specifications (new wording)***				
2.11.1 (was 2.8.1)	**Major** ***(new wording)***	Product sold must meet *finished product* 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 require this*. There must be written proof or electronic evidence that such specifications have been agreed.		R		Specifications available may include raw material, production or factory specifications, and finished product specifications.
2.11.2 (was 2.8.2)	**Major** ***(new wording)***	The quality of product dispatched must be checked and comply with legal and *finished product* customer specification requirements. There must be proof that specifications are adhered to.		R	O	Legal requirements may include safety warnings and plant passporting.
2.12		**Monitoring & Measurement of Processes**				
		Post-harvest treatments for Bulbs and Cut Flowers				
2.12.1	**Major**	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.
2.12.2	**Major**	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	
2.12.3	**Major** ***(new wording)***	All post-harvest treatments must be officially registered in the country of use, *approved for use on the specified product* and used within label stipulations.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.12.4	**Major** ***(new level)***	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		
2.12.5	**Major**	Any treatments used must be disposed of in line with manufacturer's recommendations, legislation and in an environmentally safe way.			O	
2.12.6	**Major**	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			
2.12.7	**Major**	Records must be maintained for all post-harvest plant protection product applications. The records must be of sufficient detail and cover the following parameters: product name, active ingredient, amount (weight or 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.		R		
2.12.8	**Major** ***(new)***	*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		
		Ethylene				
2.12.9 (was 2.12.8)	Minor	A risk assessment must be carried out to determine measures that must be taken to reduce the contact of ethylene with the product; this may include the use of diesel powered forklift trucks and potential contact with edible fresh produce.		R		
2.12.10 (was 2.12.9)	Minor *(new wording)*	A system for monitoring ethylene levels must be in place, *if applicable.*			O	
		Chemical Residues (new wording)				
2.12.11 (was 2.12.10)	Minor *(new wording)*	Where customers require control of chemical residues in a product (i.e. *plant protection products* and post-harvest treatment chemicals), there must be systems in place that demonstrate compliance with customer requirements, *if applicable.*	P	R		
		Packhouse and Quality Management Processes				
2.12.12 (was 2.12.11)	**Major**	The process control system must be able to consistently assure the required process and product standard as well as conformity to specification. Raw materials, work in progress, finished product, processes and equipment,	P	R	O	➢ See Finished Product Quality Check Sheet template on the OHAS website.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.12.12 continued		where they are critical to product safety and quality, must all be monitored and recorded.				
2.12.13 (was 2.12.12)	**Major**	All processes must be fully documented, controlled and monitored by designated personnel.	P		O	
2.12.14 (was 2.12.13)	**Major**	A documented procedure must ensure at start up and changeovers production lines must be clear of previous product and packaging.	P		O	
2.12.15 (2.12.14)	**Major**	A documented procedure must be in place to manage part-processed / 'work in progress' product to ensure product safety and quality is controlled, monitored and recorded.	P		O	
2.12.16 (was 2.12.15)	**Major** ***(new level)***	Processes must be routinely reviewed or at a minimum annually.		R	O	
2.13		**Monitoring & Measurement of Product**				
		Monitoring (new wording)				
2.13.1	**Major** ***(new wording)***	The frequency of monitoring must be determined based on risk *assessment*. *Systematic* monitoring must ensure that tests and samples are representative of the process and *rigorous enough* to detect non-conforming product.		R		
2.13.2	**Major**	Monitoring must involve measurements of equipment and operating conditions (e.g. temperatures), time periods (e.g. product storage) and taking samples of raw materials and finished product for appropriate analysis.		R	O	
2.13.3	**Major** ***(new wording)***	Where weight, volume and count control is required this must be verified and manually checked and recorded during the production process. Frequency of checks must be based on risk assessment *and comply with relevant legislation and/or customer requirements, where applicable.*		R		Allowance should be given to weight change during processing, e.g. drying bulbs or flowers previously handled dry.
		Consumer Labels				
2.13.4	**Major**	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			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.

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.13.5	**Major**	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.
2.13.6	**Major**	Records with actual copies of labels must be authorised and retained.		R		
2.13.7	**Major**	All label and coding checks must be completed for all print runs (including 'Top Up' runs).		R		
2.13.8	**Major**	All personnel involved in printing labels, labelling and coding checks must be trained against the procedure.		R		
2.13.9	**Major**	All retail labelling must follow hazardous plant labelling requirements, where applicable.			O	http://www.hta.org.uk/poisonousplants
2.13.10	**Major**	For non-plant ingredients labelling must give all appropriate safety and warning information, where applicable.			O	Safety information may be needed for decorative items such as garlands, picks and lights.
		Product Packaging				
2.13.11	**Major**	There must be a procedure in place for the control of customer specific product packaging. The procedure must include the control of packaging to 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.	P			
		Product Performance				
2.13.12	Minor	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 on a regular basis (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.
2.14		**Complaints Policy & Handling**				
		Policy				
2.14.1	**Major**	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.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
		Records (new wording)				
2.14.2	**Major**	All complaints, including any deficiencies found in products or services, and actions taken must be recorded.		R		➢ See Complaint and Query Record Sheet template on the OHAS website.
		Procedures				
2.14.3	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			
2.14.4	Minor	Complaints / queries must be acknowledged within a specified timeframe.		R		
2.14.5	**Major**	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.		R		Complaints linked by type, product or production line should trigger a review.
2.15		**Control of Non-conforming Products. Management of Incidents, Product Withdrawal & Recall**				
2.15.1	**Major** ***(new wording)***	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 *or plant health* issues) and the persons responsible for making decisions. The procedure must include identifying full traceability, information for contacting customers, (and if applicable the certification body or *plant health inspectorate*) 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.	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.*
2.15.2	**Major**	The site must have a designated returns / internal reject area.			O	
2.15.3	**Major**	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		
2.15.4	**Major**	Brand identification must be removed from all out grades.			O	
2.15.5	**Major**	Corrective actions must be implemented to avoid recurrence of the problem leading to the returns / internal rejects. Action must be taken and documented.		R		
2.16		**Crisis / Contingency Plans & Procedures**				
2.16.1	Minor	There must be a documented crisis management / contingency plan in place to deal with 'emergencies'.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
2.16.2	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			
2.16.3	Minor	The likelihood of occurrence of each potential issue must be risk assessed.		R		
2.16.4	Minor	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) 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.
2.17		**Calibration & Verification**				
2.17.1	Minor *(new wording)*	Weighing scales must be independently calibrated at least biannually *by an accredited body, accredited to a recognised National standard or equivalent. In addition*, recorded in-house checks *must be carried out* at least twice a year, or more frequently depending on risk assessment and product / customer requirements.		R		*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.*
2.17.2	**Major** ***(new wording)***	Records of *method, frequency of calibration and* verification, non-conformity and corrective actions must be kept. Tolerances for each item of equipment must be clearly defined *in line with manufacturers' recommendations.*		R		*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.*
(2.17.3 deleted)						
2.18		**Legislation**				
2.18.1	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		Relevant legislation may include plant protection product use, health and safety, employment and plant health.

Section 3		PRODUCT DEVELOPMENT				
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
3.1.1	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		
3.1.2	Minor	The product development process must include:- · Evidence of suitability of the components and that they are 'fit-for-purpose' · Evidence of the suitability of the packaging · Independent product safety checks in line with customer's and legal requirements · Verification of product formulation and components to demonstrate compliance with manufacturing processes · Pre-production trials, where applicable · Evidence of transit trials, where appropriate · Documented product development protocols, where appropriate - Where changes to the product during the development processes have taken place, there must be a documented review in place.	P			
3.1.3	Minor *(new wording)*	*If required by the customer*, shelf life must be established, following documented procedures, taking into account the nature of the product, packaging, processing environments and storage conditions. The business must be able to provide retailer and end consumer information about product care, if requested.	P			➢ See Shelf Life Record Sheet template on the OHAS website.

Section 4		SITE STANDARDS				
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
4.1		**Location**				
4.1.1	**Major**	The packhouse must be located away from, or protected from, sources of contamination (i.e. disease, pests, proximity to production areas) depending on risk assessment.			O	
4.1.2	Minor	The site must be well managed, including any grass and planted areas.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
4.2		**Internal**				
4.2.1	Minor	The packhouse building must be of sound construction with sound walls and roof and a solid sealed floor. The materials used for construction must be able to be cleaned and must be kept clean to maintain a safe and hygienic working environment for both staff and product.			O	The use of glasshouses for the packhouse is acceptable if appropriate controls are in place.
4.2.2	Minor	The packhouse must have adequate, well maintained drainage and waste water must not be able to accumulate on the floor.			O	
4.2.3	Minor	The packhouse must have adequate lighting, ventilation and heating that provides comfortable working conditions and ensures product does not deteriorate.			O	
4.3		**Equipment**				
4.3.1	Minor *(new wording)*	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		
4.3.2	Minor	Hoses and associated equipment must be kept clean and stored off the floor.			O	
4.4		**Reservoirs**				
4.4.1	**Major**	Reservoirs must be fenced for security and safety. Signage indicating deep water must be displayed, where appropriate.			O	
4.5		**Security *& Data Protection (new wording)***				
4.5.1	Minor	There must be at least one person responsible for site security.		R		
4.5.2	Minor	Information stored on computers must be backed up on a regular basis and stored securely.			O	
4.5.3	**Major *(new)***	*Any business that processes an individual's personal data as part of their business activities must ensure compliance with relevant national data protection regulations.*		R		*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. https://www.gov.uk/government/publications/guide-to-the-general-data-protection-regulation*
4.6		**Visitor Arrangements**				
4.6.1	Minor *(new wording)*	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		R	O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
4.6.1 continued		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.*				
4.7		**Staff / *Worker* Arrangements *(new wording)***				
		Staff / Worker Accommodation (new wording)				
4.7.1	**Major** ***(new wording)***	On site s*taff / worker accommodation* must be habitable and with basic services and facilities. *Staff / worker accommodation* must have: - a sound roof; windows and doors; *must be within 25 metres of* hot and cold running water; clean, potable water; toilets and drains. In *the* case of no *connection to a mains drainage system*, septic pits can be accepted if compliant with local regulations.			O	
4.7.2	**Major** ***(new wording)***	There must be a muster point in case of fire, which is located away from the *staff / worker accommodation.*			O	*A muster point is a place where people can gather out of danger of a fire risk.*
4.7.3	**Major** ***(new wording)***	There must be clear instructions in the *staff / worker accommodation* as to what to do in case of fire in the relevant / predominant language of the workforce.		R	O	
4.7.4	**Major** ***(new wording)***	*Staff / worker accommodation* must have an adequate number of fire extinguishers that have been checked and tested in the last year by a competent person.			O	
		Facilities				
4.7.5	**Major** ***(new wording)***	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, but 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.*			O	*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.*
4.7.6	**Major** ***(new level)***	Drinking water supplies suitable for staff must be clearly marked.			O	
4.7.7	**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.
4.7.8	**Major**	Where there is no secondary door between the production areas and staff facilities self-closing doors must be in place.			O	
		Protective Clothing				
4.7.9	**Major**	Clothing and footwear must be appropriate for the operations being undertaken in terms of personal and product safety.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
4.7.10	**Major**	Frequency of changing protective clothing and disposable items must be defined, based on a risk assessment, recorded and verified.		R		
4.7.11	**Major**	Where staff are required to wear specific clothing (i.e. protective clothing) changing facilities and clothing storage should be provided, where necessary.			O	
		Personal Belongings				
4.7.12	**Major**	Personal belongings must be kept in designated areas away from production and storage areas.			O	
		Vehicles (new wording)				
4.7.13	**Major** ***(new)***	*Business owned vehicles, used to transport workers on or between sites, and their drivers must be safe and comply with national legislation.*		R	O	*In the UK see UK Gov guidelines and ROSPA best practice guide. Evidence should include vehicle MOT if owned, or contract agreement if hired and driver's licences.*

Section 5		**PHYSICAL PRODUCT CONTAMINATION CONTROL**				
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
5.1		**Foreign Body Control**				
5.1.1	**Major** ***(new wording)***	There must be *a risk assessment* in place to *identify* foreign body hazards (*e.g.* glass, *sharps (i.e*. knives, scissors and secateurs), *metal (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) *and include corrective and preventative actions that must be taken if a foreign object is found.*	P	R		*Risk assessment must be appropriate to business, customer and product type.*
5.2		**Broken Glass & Potential Hazardous Materials**				
5.2.1	**Major**	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			
5.2.2	**Major** ***(new wording)***	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.*

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.2.3	**Major**	Unauthorised glassware or similar hardware e.g. ceramics must not be allowed in to production or dispatch areas.			O	
5.2.4	**Major**	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
5.2.5	**Major**	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	
5.3		**Sharps (Knife, Scissors & Secateurs) Control**				
5.3.1	**Major** ***(new wording)***	There must be a clear procedure *in place* for *sharps control (i.e.* kni*ves,* secateurs and scissors). *This must state that only uniquely identified, controlled sharps are to be used.*	P			
5.3.2	**Major** ***(new wording)***	All *sharps (i.e.* knives, secateurs and scissors*)* must be accounted for *and recorded* at a frequency *identified by* risk assessment. Procedures must be in place for when an item *breaks or* goes missing *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.*	P	R		➢ See Sharps Control Sheet template on the OHAS website.
5.4		**Production & Packaging Materials**				
5.4.1	**Major**	Peat / growing media (unless individually bagged / baled), used in packhouse operations 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	
5.4.2	**Major**	Containers such as pots, boxes, buckets and trays must be kept in suitable covered storage (if not in original waterproof protective wrapping). 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	
5.4.3	**Major**	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.			O	
5.4.4	Minor *(new wording)*	*All raw materials must be purchased in containers / outer packaging which are clean and hygienic*. 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	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
(5.4.5 deleted)						
5.4.5 (was 5.4.6)	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	
5.4.6 (was 5.4.7)	**Major** ***(new wording)***	Water tanks, *if on site*, must be covered.			O	
5.5		**Hygiene**				
5.5.1	**Major**	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.		R	O	
5.5.2	**Major**	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		
5.5.3	**Major**	The instructions must be provided by way of clear signs (pictures) and / or in the predominant language(s) of the workforce.			O	
5.5.4	**Major**	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.
5.5.5	**Major**	All workers, including the owners and managers, must participate annually in the site's basic hygiene training.		R		
5.5.6	**Major** ***(new wording)***	*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 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.	P	R		
5.5.7	Minor	Staff involved in packhouse operations must only wear jewellery and watches that present no hazard to staff or product, and that has been approved by management according to risk assessment.		R	O	
5.5.8	**Major**	The company policy on smoking must be clearly stated, understood, displayed and enforced.	P		O	
5.5.9	**Major**	Smoking, eating and drinking must only be permitted in appropriately signed areas.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.6		**Housekeeping / Cleaning**				
5.6.1	**Major**	Documented cleaning procedures, schedules and monitoring processes must be in place for all areas, with clearly defined responsibilities. Schedules must be determined by risk assessment, the frequency and level of cleaning required. This must include a 'Clean as you Go' policy with personnel responsible for maintaining a clean and tidy working area.	P	R	O	Cleaning procedures may *also* include selection of cleaning chemicals and their safe use, swabbing buckets or containers to check cleanliness, dealing with blocked drains, cleaning equipment and cold stores. ➢ See Cleaning Schedule template and Cleaning Record template on the OHAS website.
5.6.2	**Major**	If pressure hoses are used measures must be taken to prevent debris being sprayed onto product, packaging and equipment.			O	
5.6.3	**Major**	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.			O	
5.6.4	**Major** ***(new wording)***	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.		R	O	Evidence may include displayed hygiene rules and observing workers following the rules *and cleaning operations*
5.7		**Pest Control**				
5.7.1	**Major**	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	
5.7.2	**Major**	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		
5.7.3	**Major**	The packhouse must be proofed to prevent pest entry, aided by good building maintenance and cleaning procedures, based on risk assessment. Drains must be fitted with screens and traps to prevent pest entry.			O	
5.7.4	**Major**	Domestic and wild animals must not be permitted in the packhouse (and associated areas) or storage areas where there is a risk to product contamination.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
5.7.5	Minor	Insect pest levels must be monitored depending on risk assessment. Electric insect knockdown equipment can be used. Devices such as pheromone traps must be used to monitor moth and cockroach levels in places where there is an identified risk. Where large numbers of flying insects occur they must be treated using appropriate legal methods that do not affect product quality or safety.		R	O	
5.8		**Storage Facilities**				
5.8.1	**Major**	Storage areas must be fit for purpose, secure, 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.
5.9		**Dispatch**				
5.9.1	**Major**	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 6	**TRANSPORT**					
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
6.1		**Delivery Conditions**				
6.1.1 (was 6.1.1/6.1.9)	Minor *(new wording)*	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 and that there is no cross-contamination of product, as applicable. The business must ensure that the product 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.
6.1.2 (was 6.1.8)	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	
6.1.3 (was 6.1.10)	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	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
6.2		**Transport**				
6.2.1 (was 6.1.2/6.1.1)	Minor *(new wording)*	*There must be adequate insurance arrangements and* procedures must be in place in case of *accident,* breakdown or *malfunction* of the vehicle and/or the refrigeration unit, if applicable. Corrective actions must be documented.		R		
6.2.2 (was 6.1.3)	Minor	There must be documented evidence that all vehicles used for transport are well maintained and in good hygienic condition.		R		
6.2.3 (was 6.1.4)	Minor	If a third party haulage contractor is used, all requirements must be defined within a contract.		R		
6.3		**Delivery Records**				
6.3.1 (was 6.1.5)	Minor	There must be a positive written release of 'made up' orders to avoid incomplete orders being dispatched.		R		
6.3.2 (was 6.1.6)	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.
6.3.3 (was 6.1.7)	Minor	Appropriate invoicing procedures must be in place. Invoices must tie in with delivery notes.		R		

Section 7		**TRADING CONDITIONS**				
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
7.1		Insurance				
7.1.1	**Major *(new level & wording)***	The business must take out Public and Employee Liability Insurance, *in line with National legislation.*		R		
		Terms & Conditions				
7.1.2	Minor *(new wording)*	The terms and conditions under which the *business* trades with suppliers and / or customers must be defined, if applicable.		R		

Section 8		STAFF TRAINING & EMPLOYMENT REQUIREMENTS				
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
8.1		**Staff Training & Appraisals**				
8.1.1	**Major**	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 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.
8.1.2	**Major** ***(new wording)***	All staff must be given training, as appropriate, to carry out their tasks *and comply with applicable legislation.*		R		
8.1.3	**Major**	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.		R		Dangerous or complex equipment may include forklift trucks, biomass boilers and bale breakers.
8.1.4	Minor	Training programmes must cover both technical / operations training and interpersonal skills training. Training can be both in-house and external.		R		
8.1.5	Minor	Identified staff must receive annual reviews or appraisals.		R		
8.2		**Employment Legislation & Documentation**				
8.2.1	**Major** ***(new wording)***	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 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.*		R		*Evidence may include meeting minutes.*
8.2.2	**Major**	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.
8.2.3	**Major** ***(new wording)***	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 *written* statement of employment particulars, signed by the employer and employee, *which contains or refers to* disciplinary *rules* and		R		*For example, in the UK, National Living Wage, auto enrolment pension.*

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
8.2.3 continued		procedures; *a privacy notice in line with data protection regulations*; an itemised pay slip.				
8.2.4	Minor *(new wording)*	A policy covering areas of 'Good Practice' must be in place to include:- *a) Disciplinary rules and procedures* b) Recruitment c) Induction d) Staff training e) Staff appraisal f) *Sickness and* absence *g) Leave entitlement i.e. maternity and paternity* h) Redundancy *i) Equality and diversity* *j) Harassment and bullying* *k) Grievance* *l) Data protection and security* *m) Anti-Bribery and corruption* *n) Communications and use of equipment*	P			
8.2.5	Minor *(new wording)*	Where temporary staff and sub-contracted labour are employed from an agency, the agency's responsibilities must be clearly defined in a contract, *which outlines their terms and conditions, in line with current national and local regulations.*		R		
8.2.6	**Major**	The business must ensure that all workers are legally entitled to work in the country where the business is located.		R		
8.2.7 (was 8.2.6)	**Major** ***(new wording)***	Where an agency is used *the business must ensure that the* agency's policies, procedures and activities meet the legal requirements in the operating country.		R		
8.2.8 (was 8.2.7)	**Major** ***(new wording)***	In the UK, agencies must be registered with the Gangmasters *and Labour Abuse* Authority *(GLAA) and hold a current licence issued by the GLAA.*		R		http://www.gla.gov.uk/
		Ethical Trading				
8.2.9 (was 8.2.8)	**Major** ***(new wording)***	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		http://www.ethicaltrade.org/eti-base-code http://www.sedexglobal.com
8.2.10 (was 8.2.9)	**Major** ***(new wording)***	*If SEDEX registration is required* the business must have completed the SEDEX Self-Assessment Questionnaire *and reviewed and* updated *it in line with the SEDEX requirements.*		R		*The self-assessment questionnaire may be incomplete if first audit as third-party certification is required.*

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
8.2.11 (was 8.2.10)	**Major** ***(new wording)***	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, *and have a clear action plan to address identified issues, if* applicable.		R		
8.2.12	**Major** ***(new)***	*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.*		R		*Outside of the UK businesses should comply with relevant national and international modern slavery and transparency standards* https://www.gov.uk/government/collections/modern-slavery.

Section 9	**HEALTH & SAFETY**					
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
9.1		**Health & Safety Policy and Risk Assessment**				
9.1.1	**Major** ***(new wording)***	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 reasonably practical.*	P		O	http://www.hse.gov.uk
9.1.2	**Major**	The policy must be reviewed annually.			O	
9.1.3	**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.		R		*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.*
9.1.4	**Major**	The risk assessments must be reviewed and updated when any changes in activities occur, or at least annually.			O	*For example: - new machinery, new buildings, new production processes.*
9.1.5	**Major**	A written copy of the assessment must be made readily available and understandable to all staff.			O	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
9.1.6	Minor *(new)*	*Warning signs must be in place to clearly identify potential hazards as detailed in the risk assessments.*			O	
9.1.7 (was 9.1.6)	**Major**	A Current Health and Safety Law poster must be completed and displayed.			O	
9.2		**COSSH Assessment**				
9.2.1	**Major**	All operations must be assessed for potential hazardous substances and appropriate control measures put into place. Safety advice (i.e. data sheets) must be made readily available / accessible to staff using potentially hazardous substances.		R		http://www.hse.gov.uk
9.2.2	**Major**	A written copy of the assessment must be made readily available / accessible and understandable to all staff.			O	
9.2.3	**Major**	The assessment must be reviewed on an annual basis.			O	
9.3		**Machinery**				
9.3.1	**Major**	All machinery must be properly specified, commissioned and risk assessed for safety prior to use maintained and stored appropriately.		R		Machinery may include automatic sleevers, bucket dosers, flow wrappers, conveyors, bale breakers and trolley wrappers.
9.4		**First Aid**				
9.4.1	**Major**	The business and / or site must have a nominated person (s) to take charge in an emergency.		R	O	
9.4.2	**Major**	An adequate number of trained first aiders must be available, based on a risk assessment of the business and current National legislation.		R	O	http://www.hse.gov.uk/firstaid/legislation.htm Consideration on cover may be needed for shift work and lone workers.
9.4.3	**Major**	First aiders must have received the correct National approved training and possess a valid 'first aid at work' certificate.		R		http://www.hse.gov.uk/firstaid/legislation.htm
9.4.4	**Major** ***(new wording)***	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	*First aid boxes should be maintained in a usable condition and items inside within expiry dates, as applicable.*
9.4.5	**Major**	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.
9.4.6	**Major**	An accident record must be completed appropriately.		R		
9.5		**Accident & Emergency Procedures**				
9.5.1	**Major** ***(new wording)***	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), *visitors and*	P		O	*Subcontractors are defined as an entity contracted by the producer to perform a*

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
9.5.1 continued		*subcontractors*. Procedures must indicate the site map reference or site address, the contact person(s), location of nearest means of 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.				*specific site operation, e.g. boiler servicing, equipment maintenance*
9.6		**Fire Risks**				
9.6.1	**Major**	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		http://www.hse.gov.uk/toolbox/fire.htm
9.6.2	**Major**	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	
9.6.3	**Major**	Fire exits and escape routes must be clearly marked and unobstructed at all times.			O	
9.6.4	**Major** ***(new wording)***	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. *This should include any on site staff / worker accommodation*.		R		

Section 10	**SUSTAINABILITY**					
Number	**Level**	**Control Points & Compliance Criteria**	**P**	**R**	**O**	**Guidance Notes**
10.1		**Environmental Policy & Plan**				
10.1.1	Minor *(new wording*)	The business must have an Environmental Policy and Plan based on an audit of the business and site (s). 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; 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. The plan must include short and long term (e.g. 1 to 5 year) objectives.	P			

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.1.2	Minor	The policy and plan must be reviewed annually.			O	
10.2		**Growing Media Use**				
10.2.1	**Major** ***(new wording)***	Growing media, *if used,* must be sourced from sustainable sources. Written evidence of this will be required.		R		
10.2.2	Minor	There must be evidence of supplier certification under quality schemes – e.g. OHAS/GMA, RHP or ISO.		R		
10.2.3	**Major** ***(new wording)***	There must be an action plan in place *which shows the business' commitment to the development of a more* sustainable *use of* growing media. *The plan must include* measurable targets and timescales *and be* in line with customer requirements, as *applicable*.	P			
10.2.4	Minor *(new wording*)	*Evidence of trials of* alternative *growing media* materials must be *in place and* in line with customer requirements, *as applicable.*		R	O	
10.3		**Energy Use**				
10.3.1	Minor *(new wording*)	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 should 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		
10.3.2	Minor	The audit must be reviewed annually.			O	
10.4		**Water Supply & Use**				
10.4.1	**Major** ***(new level & wording)***	A water management plan must be in place, *which is approved by the management annually,* to optimise water usage and minimise wastage. Records of metered water consumption must be maintained indicating the date and volume of water.	P	R		
10.4.2	**Major** ***(new level & wording)***	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		

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.4.3	Minor *(new wording)*	Water used for cut flower buckets, *post-harvest, transit solutions* and cleaning operations must be potable (*checked through documented evidence from the local water supplier* or analysed for bacterial contaminants) and at a temperature specified by the customer for flower storage *and transit*.		R		
10.4.4	Minor *(new wording)*	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		
10.5		**Environmental Pollution**				
10.5.1	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		
10.5.2	Minor	The audit must be reviewed on an annual basis.		R		
10.6		**Recycling**				
10.6.1	**Major**	Businesses must comply with national regulations relating to producer responsibility obligations as part of the packaging supply chain.		R		
10.6.2	Minor	The quantities of material recycled must be recorded. Waste material e.g. plastic (hard plastics and films), cardboard and metal must be recycled, wherever possible.		R		
10.6.3	Minor	Recycled and recyclable materials must be used where possible, provided this does not increase pest and disease risk.			O	
10.7		**Waste & Waste Disposal**				
10.7.1	Minor	A waste audit must be carried out to document all possible waste products. This must include a plan for reducing wastage, adequate provisions for waste disposal, including recycling and evidence that actions have been carried out.		R		
10.7.2	Minor	The audit must be reviewed on an annual basis.			O	
10.7.3	Minor	There must be adequate provision on the premises for waste disposal. Different types of waste must be identified and stored separately.			O	
10.7.4	**Major**	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 quarantine pests and pathogens in waste material, plant material, soil, compost etc.		R	O	
10.7.5	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	

Number	Level	Control Points & Compliance Criteria	P	R	O	Guidance Notes
10.7.6	**Major** ***(new wording)***	General waste that cannot be recycled must be regularly disposed of into licensed *waste disposal sites*.		R		
10.7.7	**Major**	Skips must be covered when not in use.			O	
10.7.8	**Major**	The duty of care must be legally passed to the contractor.		R		

Appendix I

OHAS Ornamental Packhouse Standard Traceability Exercise

Product		
Display until date and / or Depot Delivery Day		
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 information, as applicable, for the above		
Growing media source / SSSI site certificate / policy (if applicable)		
Supplier approval for the raw material		
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		
Date of harvest / lifting etc.		
Variety (s)		
Goods in quality checks for the raw material		
Finished Product Specification		
On line quality checks during production		
Positive release checks		
Sharps records		
Label checks sheets		
Outloading sheets to customer depots		
Temperature/ humidity / relative humidity records (where applicable) throughout the product supply chain		
Depot delivery sheets		
Lorry temperatures and hygiene records (deliveries and dispatch)		
Shelf life / vase life results		