Certification scheme MPS-GAP

Date of release : 1 April 2001

Revision : 19 February 2020

Approved by : The MPS Council of Stakeholders on 19 February 2020,
and ratified by the MPS Board on 19 February 2020.

Effective from : 24 February 2020

If there are any doubts or lack of clarity the Dutch version of the certification scheme prevails

The certification scheme encloses:
MPS-GAP certification criteria
Enclosure A: EN MPS-GAP Sanction regulations
Enclosure B: Plant protection product use in countries that allow extrapolation
Instructions for the use of MPS-Vignette

Edition updates register

version	replaces	replaced document obsolete	new document comes into force	description of modification
3.1-030309	8-190208	01 January 2010	01 January 2010	adjustment 2.12c
3.2-151111	8.1-030309	1-jan-12	1-jan-12	adjustment 2.4 en 2.8g
9-270213	8.2-151111	1-apr-13	1-apr-13	new version after benchmark with v4 GLOBALG.A.P.
.0-105201	9-270213	1-jul-17	1-jul-17	New version due to termination benchmark with GLOBALG.A.P.
1-2504201	10-1052017	15-sep-18	15-sep-18	new version after benchmark with GLOBALG.A.P v5.
1.1-19022	11-250418	24-feb-20	24-feb-20	new version after benchmark with GLOBALG.A.P v5.1

0 General provisions

0.1 Terms and definitions

Applicant	Natural person or corporate entity who or that has submitted an application for MPS-GAP certification to a recognized certification body.
CB	Certification Body
Certificate	the document issued by CB which shows that there is a justified belief that flowers and/or plants and/or propagation material grown at the grower's company as described in the Certificate comply with the requirements set out in the MPS-GAP certification programme and on the basis of which the right to hold an MPS-GAP certificate is acquired.
Certificateholder	Company which has been certified by the certification body based on the certification programme, has obtained the MPS-GAP certificate, and is required to fulfil all the obligations arising from the certification programme.
CoS	Council of Stakeholders
GMO	Genetically modified organism
Grouplabel	Various independent companies jointly manage a single MPS-GAP Group label
Grower	Natural person or corporate entity who or that complies with the requirements of the MPS-GAP certification programme, who has received a Certificate and has thus obtained the right to display MPS-GAP on the flowers and/or plants and PPM cultivated and supplied by him at the site(s) specified in the agreement, and for company-related advertising messages (such as letterheads and brochures) at the aforementioned site(s) where the flowers and/or plants and/or propagation material have been cultivated and supplied. These site(s) is/are specified on the Certificate with the grower's registration number as specified above.
MPS	Scheme owner
Parallel ownership	Situation in which growers purchase uncertified products of the same type as they grow themselves using certified production methods.
PPM	Plant Propagation Material (propagation material)
Production location	Site owned or rented by a single legal entity where the same production factors (i.e. water, machinery, etc.) are used. Multiple crops can be grown at a single site.
Scope	Products from the specified sites for which MPS has established that they comply with the requirements.

0.2 Area of application

a The certification standard applies to floricultural products and propagation material.

b The certificate holder is a grower of floricultural products and/or propagation material.

0.3 Purpose

a The purpose of the certification standard is improving management and production methods in order to consistently meet the customer's requirements and expectations.

0.4 Finances

a The applicant and certificate holder are obliged to pay the costs of the certification audit and of the follow-up audits to the responsible certification body. These costs will be invoiced directly by the certification body in question on the basis of an agreement between the certification body and the applicant and/or certificate holder.

0.5 Exemption

a In exceptional cases, the MPS CoS may grant exemption from one or more conditions or obligations if in its opinion:
* it is not reasonable to demand fulfilment of those conditions
*or if it can otherwise be demonstrated that certain conditions have been complied with
*if the exemption does not relate to statutory requirements and/or is contrary to statutory provisions

b Restrictions, conditions and provisions can be attached to the exemption(s) and the certificate(s) awarded partly on the grounds of such exemptions.

c Restrictions are recorded in writing and sent to the applicant/certificate holder. Restrictions must be filed by applicant/certificate holder and be available during any audits.

0.6 Liability

a MPS is in no way liable for any losses of any form suffered by applicants, certificate holders or third parties arising from or connected with the implementation of the certification standard. The certificate holders indemnify MPS against claims by third parties.

0.7 Certification bodies

a Compliance with the conditions attached to MPS-GAP and certification will be verified by a CB that has signed an agreement to that effect with MPS. The audit can also be carried out by an auditor from an audit agency recognized by the CB.

b The certification bodies must employ the services of qualified auditors to carry out these audits. These auditors must:

Knowledge of crop protection agents, fertilizers and GAP, gained either through education or by experience or by the succesful completion of a formal course

Post high school diploma or equivalent in a relevant discipline (minimum duration of the course is 2 years)

Minimum of 2 years post-graduate experience. Minimum of 3 years overall experience in the floriculture (production or quality assurance in the floriculture)

Language skills: local working language including specialist terminology.

The applicant inspector shall witness a minimum of one inspection.

The CB shall shadow at least one inspection of a producer by an already qualified auditor.

For the CB's first inspector, the CB's internal procedures apply.

GLOBALG.A.P. online training, with the successful completion of one online test per revision period (once every 3 years).

c The auditor(s) must be able to identify themselves at the grower's request when carrying out their work.

0.8 Application

a The grower must register for certification all sites where the crop for which certification has been applied is cultivated or processed. The scope relates to the total cultivation (from propagation to harvest) and to the treatment of products for as long as the products are owned by the grower.

b If no products are processed (chemical, packaging, storage, washing etc.), this must be indicated. Products produced at a non-registered site cannot be certified and likewise products other than those in the registered scope that are grown at a registered site cannot be certified.

c All relevant information concerning growers applying for MPS-GAP certification must be recorded for the grower to become MPS-GAP registered. The registration information includes: company name, contact, address (physical and postal), other ID and contact data.

d A certificate is not transferable from one legal entity to another when a production unit changes legal entity. In this case an initial audit is required.

e A certificate can only be requested for the company as a whole (the legal entity) for the relevant scope and not for one or several crop(s), per site or any part of the company.

f If production sites are not owned by the legal entity/certificate holder, there shall be a signed document containing the following information:
the owner of the site has no responsibility or decision-making power with regard to the activities at the rented site(s).
In addition, there must be a signed contract containing the following details:
* Name of the certificate holder
* Name and address of the owner of the site
* Details of the site(s)
* Signatures of the representatives of both parties.

g Once the application form has been received, this will be confirmed within 28 calendar days after the CB has received the unique GLOBALG.A.P. number (GGN).

0.8.1 Parallel ownership

a All applicants/certificate holders who own MPS-GAP certified products and non-certified products must register for parallel ownership.

b The grower shall inform the CB of the application for PO during the registration process.

0.9 Audits (general)

a An audit consists of a company visit during which an assessment is made of whether the stipulated requirements are being met. Elements include a visual inspection (of the company itself, the operating equipment, the operational activities and the registrations at the company) and a physical inspection (of the glasshouse, surface area, equipment present, stocks, nature of the crop protection agents, fertilizers, waste, records, etc). The grower and his employees are also asked for any necessary clarification.

b Monitoring takes place at the notified production sites.

c An MPS-GAP audit will normally last at least 3 hours per legal entity. This includes completing the checklist and report to the grower.

d Factors that may affect the audit period are (list is not exhaustive): number of sites (including location), number of crops, number of employees, type of audit (certification audit or follow-up), accessibility and clarity of the data.

e The grower is responsible for the compliance of third parties carrying out those activities within the company with the relevant requirements as stated in the MPS-GAP certification standard.

f For each control point, the auditor establishes to what extent it has been implemented:
Yes: the implementation is correct
No: the item has not been documented and/or implemented (to a significant extent), standard elements have not been documented /implemented in accordance with the programme, thereby creating structural shortcomings
Comments must be provided for each control point. ~~A control point cannot be declared 'N/A' unless this option is expressly stipulated in the MPS-GAP documents.~~ Each controlpoint can n/a, unless otherwise specified in the document. In exceptions in which the control point is "not applicable", the answer shall be given as "yes" with a clear justification.

g The control points 1.1/ 2.1/ 2.2a/2.2b/ 2.3/ 2.4/ 2.5/ 2.6/ 2.7/ 2.8/ 2.9c/ 2.9g/ 2.11/ 2.12a/ 2.12b/ 2.12c/ 2.13b/ 2.13f/ 2.13h/ 2.14a/ 2.14c/ 2.14d/ 2.14f/ 2.14g/ 2.14h/ 2.14i/ 2.14k/ 2.14l/ 2.14n/ 2.15c/ 2.16a/ 2.16c/ 2.16e/ 2.16j/ 2.19c/ 2.19k/ 2.19m/ 2.19o/ 2.21/ 2.22/ 2.23a/ 2.23c/ 2.23e/ 2.24a/ 2.24b/ 2.24c/ 2.25a/ 2.25b/ 2.25c/ 2.26/ 3.2.1/ 3.2.2/ 3.2.3/ 3.2.4/ 3.2.7/4.1.11/ 5.1/ 5.3/ 5.4/ 6.1.1/ 6.1.2/ 6.1.4/ 6.1.5/ 6.2.1 are compulsory.

h The auditor records his findings on the checklist and offers the participant the opportunity to include any changes by recording them on the checklist. The auditor also records any deviations and completes the checklist summary (audit date, duration of the audit, the audited locations).

i In order for the certificate to be awarded, at least 95% of the items (including the compulsory control points) must be complied with. The actual number of items which must be complied with is thereby rounded up. For a maximum of 5% of the items the audit can find that the criterion concerned has not been implemented (except the compulsory control points). The actual number of items is thereby rounded down.

j If fewer than 95% of the control points are found to have been implemented, or if more than 5% of the items (or one of the compulsory control points) are found not to have been implemented, this will be considered a non-conformity.

k If a non-conformity is found, a favourable decision about awarding the certificate can only be made once this deviation has been demonstrably resolved by the grower by means of corrective measures and at least 95% of the control points (including the compulsory control points) are complied with (or if a maximum of 5% of the control points have not been implemented, except the compulsory control points), and CB has been informed of this in writing (including supporting documentation) and has been able to verify this.

l If the nature of the corrective measures for identified deviations requires verification at the company, or if more time is needed to assess the corrective measures at the CB's office, CB will charge the costs involved to the participant.

m If a decision is made not to award the certificate, or if information is not received from the grower in time, the agreement will be suspended for a period of up to 6 months. If the grower fails to demonstrate corrective measures during this 6-month period, the application procedure will be terminated. A fresh application procedure for certification can then start with the submission of an application, but only once 12 months have passed following the termination of the previous application.

n The decision may be appealed in writing to the CB within 2 weeks after the date of receipt of the results of the audit.

o Certification has to be confirmed within 28 calendar days after closure of any outstanding non-conformance.

p The certification body will provide MPS with the following details within a week of the certificate being awarded:
* the name of the company of the certificate holder as well as the trading name under which the company operates, if different;
* the name of the person legally representing the company;
* the full address and place of business of the company of the certificate holder and any additional places of business of the company;
* the date on which the certificate holder was first registered as such;
* scope

q The combination of an audit for MPS-GAP with an audit for another certification scheme is permitted.

r A copy of the audit report will only be provided to third parties with the written permission of the grower.

s The final report must be protected or otherwise controlled to prevent unauthorized modification etc. prior to distribution.

0.9.1 Certification audit

a Audits must be conducted during harvest time where possible. Alternative timing options may be followed**;** where inspection during harvest time is not possible, preferably as close to harvest time as possible (before or after). In that case justification for the alternative timing must be given by certification body and noted in the audit report.

b If it is not possible to check all control points, a follow-up audit is required or proof can be sent by fax, photos or other acceptable means. No certificate can be issued until all control points have been verified and closed out. If, once the grower is registered, harvest has already taken place at the time of the inspection, the grower must retain evidence for compliance of control points related to that harvest, otherwise some control points may not be able to be checked and certification will not be possible until the following harvest.

c The grower may be seeking certification for more than one crop and the crops may not all have the same timing, i.e. the harvest of one crop does not necessarily coincide with the harvest of other crops. If the crops to be included are concurrent, the first year's inspection will be timed so that the principal crop can be viewed at or as close to the harvest as possible, making an assumption that the other crops will be compliant to the same degree. Where the certification body considers it necessary, evidence of compliance can be demanded closer to harvest of the "non-principal" crops and a re-visit may be scheduled when any outstanding control points may be verified. If the crops are consecutive then in the first year a full inspection of the first crop must be made during the harvest. Subsequent crops grown in that same first year can be added to the certificate only once compliance has been verified for each crop, either through a site inspection at harvest of each crop or through application of the guidelines set out in 0.9.1.b.

d The grower will receive from CB a certificate valid for the period of one year (date "valid from" plus one year minus one day). The initial date of validity that appears on a paper certificate will be the date when the CB made the certification decision after all non-conformances were closed out. The CB may shorten the certification cycle and the validity, but cannot prolong it.

e Outstanding non-conformances must be closed within 3 months from the date of the certification audit.

f If the cause of the warning is not resolved within the specified period, a complete inspection must be performed within 3 months before a certificate can be issued.

g If a grower doesn't fulfil the requirements set within 28 days, the status in the GLOBALG.A.P. database is set to "open non-conformance".

0.9.2 Follow-up audits

a The certificate holder undertakes to allow regular follow-up audits to be carried out by a certification body in order to assess whether the company still meets the requirements set in this certification standard, and whether the MPS-GAP logo is being used in accordance with the provisions of the scheme.
This follow-up audit must be conducted at least once every two years during the harvest season.

b The audit frequency is set at once every twelve months. CB may at some point decide to increase this frequency should this appear necessary, but there must be at least 6 months between 2 follow-up inspections. Grower has to re-register every year before expiry date.

c The 'valid from' date for subsequent certificates must always be derived from the 'valid from' date stated in the original certificate (e.g. 14 February 2012, 14 February 2013, etc.), except when the certification decision is made after the expiry of the original certificate. In that case the 'valid from' date must coincide with the date of the certification decision (e.g. original certificate 'valid to' date: 13 February 2012, date of certification decision: 25 February 2012, 'valid from' date: 25 February 2012, 'valid to' date: 13 February 2013).

d The CB can opt to extend the validity of the previous certificate by up to 4 months longer than the 12 month period, provided there is a good reason to do so. This information must be documented.
Valid reasons for extending the validity of the certificate:
* The CB wants to schedule an audit after the certificate has expired in order to assess a certain process or part thereof, because this was not detected during a previous audit or to be able to check a newly added product or process.
* CB has a lack of resources (e.g. lack of inspectors/auditors, lack of transport in remote areas)
* Force majeure (natural disaster, political instability, epidemics, absence of the grower due to medical reasons).
The full registration fee must be paid for the next cycle
The producer will be re-inspected during this extension period.
At the producer's request , the product is reaccepted in the GLOBALG.A.P. database for a complete follow-up cycle within the original validity period of the certificate.

e If a certificate that was not extended and not "re-accepted" expires and the subsequent inspection (to be performed by the same CB) will take place within 12 months after the expiration date, a valid justification must be given and a new certification cycle will start. By setting the same 'valid to' date as before, the old cycle can be reinstated. The cycle cannot be changed if the certificate was extended and a product "re-accepted" during the old certification period/cycle. The CB will apply the rules for initial (first) inspection if the certificate expired more than 12 months ago.

f The CB may decide that an additional follow-up audit is necessary, for example in response to observed shortcomings, or upon receipt of complaints about the certificate holder.

g In case there is no crop or produce present at the time the annual audit is scheduled, providing the grower has re-registered at the end of the period of validity of the precious certificate and the certification body concerned had also issued the previous certificate of the grower, the certification body can opt to extend the validity of the previous certificate by up to 4 months longer than the 12-month period. The subsequent inspection can be performed at any time during an "inspection window" that extends across an 8-month period: from 4 months before the original expiry date of the certificate up to 4 months after the original expiry date of the certificate.

h If the certified grower is unable to correct non-conformities discovered during the annual audits in time and can no longer meet the stipulated requirements, the agreement will be suspended for a period of up to 6 months and the certificate will be withdrawn. The grower will be informed of this in writing. Once the certificate has been withdrawn, the certification mark and the logo may no longer be used. The certificate must be returned to CB. If the grower fails to demonstrate the corrective measures during this 6-month period, the agreement will be rescinded at the end of this period.

i Within 28 days after receipt of the findings of the audit, the deviation found must be demonstrably repaired either immediately or by means of a Plan of Action. The date of receipt of the audit findings will be the audit date (in other words, not the date of the letter accompanying the report). This means that the participant can immediately initiate corrective measures after completion of the audit. CB should be informed about this in writing.

0.9.3 10% audits

a An unannounced audit is conducted at 10% of the companies which have products certified on the basis of MPS-GAP every year. These will be different companies each time. During these audits, at least one product from the registered scope must be present (in the greenhouse, shed, or similar).

b Selection of companies is based on geography, type of crop and audit history.

c The certification body will inform the grower within 48 hours in advance of the intended visit. In the exceptional case where the grower cannot accept the proposed date (due to medical or other justifiable reasons), the grower will have one more chance to be informed about an announced audit. The grower shall receive a written warning if the first, or where applicable, the second proposed date has not been accepted. The grower will receive another 48-hour notification of a visit. If the visit cannot take place because of non-justifiable reasons, a complete suspension will be issued.

d Certification bodies must make sure that in the sampling for unannounced visits, those growers that did not receive a first audit during harvest have a greater chance of getting an unannounced audit during the next harvest (this needs to be conveyed to the grower when discussing audit timing). Additionally, the certification body must make every effort to carry out the subsequent audit during harvest.

e Each year at least 1 unannounced audit must be performed, i.e. if the CB has less than 10 certified producers, at least 1 producer must be audited annually.

f It is possible to add a new product to an already existing certificate during an unannounced audit, provided all applicable control points for this product are verified.
The new product can be added to the certificate with a different valid date. The original valid date of the certificate remains unchanged.

g CIPRO assessments may count towards the number of unannounced follow-up audits per year.
The CB is responsible for the follow-up of any non-conformities found during this audit.

h Announced audits (certification or follow-up audits) and unannounced audits may not be carried out simultaneously. There must be at least 30 days between these audits.

0.9.4 Desk audit

a A desk audit is conducted monthly to verify that the company has a valid MPS qualification.

0.10 Altering the scope

a The grower can request an alteration to the scope of the certification in writing. This applies to both extension and restriction of the scope. A request for extension will only be considered if no non-conformities are outstanding. Any audits required for expansion of the scope will be determined prior to the assessment, and will be notified to the grower.

b The grower is obliged to inform CB in writing if parts of the certified scope do not comply with the stipulated requirements (any longer).

c Growers can ask the CB voluntarily for a suspension of his products covered by the certificate. This can happen if the producer experiences difficulty with compliance to the standard and needs time to solve these difficulties. This suspension will not delay the renewal date, nor will it allow the producer to avoid paying registration and other applicable fees. The producer's status shall change to "self-declared suspension".

d The grower must inform CB of all other changes to his business which could affect the agreement.

0.11 Burden of proof

a If any information that has a potential impact on the certified status is transmitted to MPS or to CB about an MPS-GAP certified producer, it is the responsibility of the producer and CB to refute the claim by verifying and providing evidence for compliance with the MPS-GAP standard. The findings and measures taken will be reported to MPS within the defined period of time by the CB.

b If the certified producer and CB do not provide the requested evidence within the defined period of time, the normal sanctioning procedures as described in the MPS-GAP sanction regulations will be followed.

c If the evidence contains laboratory results, accredited laboratories (ISO 17025) and independent sampling must be included.

0.12 Sanctions

a In the event that the certificate holder fails to fulfil its obligations arising from the certification standard, the sanction scheme of the scheme owner (and certification body) will enter into effect.

b In the event that the certificate holder acts contrary to the certification standard, the entitlement to use the collective brand name MPS-GAP will be withdrawn.

0.13 Modifications

a Upon the advice of the MPS CoS, the Board of MPS is authorized to modify the certification standard.

b If the regulations, conditions, rules of procedure or provisions referred to in this certification standard are modified, the applicable version will enter into effect.

c Changes to certification requirements and relevant regulations will be approved by the MPS CoS and confirmed by the Board of MPS, after which they will be binding on the parties. Growers will be informed about the changes. A realistic transitional period will be stipulated in order to allow the growers to make changes and implement the amended requirements. If the growers are unable to comply with these following the transitional period, this may mean that the certification in accordance with the new requirements cannot continue.

0.14 Publication

a A copy of the certification scheme is available at MPS and approved CB.

b The participant will be informed of any changes to the certification standard for the duration of his registration.

c The list of MPS-GAP participants is public. The CoS determines the way in which the data is made available.

d MPS will publish the name, address details and registration numbers of the certified companies on its website. The grower agrees to this publication/provision/listing.

e If the grower has marketed products bearing the MPS-GAP mark of which it was later found or could be suspected that they show serious non-conformities, the grower will take all possible steps in order to prevent threats to the environment, safety and health.

f MPS is entitled to process (or commission others to process), analyze and use the information supplied by the grower for the purpose of calculating overall figures, group figures (= more than 10 individual companies), etc. The Board of MPS will determine the manner in which and the relevant objectives for which these figures will then be published.

0.15 Group label

a Various independent companies can jointly use one MPS-GAP Group label. To that end, each individual company must be MPS-GAP certified, must meet the requirements of the MPS Group label and must sign the agreement on participation in the MPS Group label. (See my-mps.com)

	Requirement	Interpretation
	1 General	
1.1	Producers of floriculture products and/or propagation material can only participate in MPS-GAP, if they possess an MPS-A(+), B, or C certification. An equivalent MPS-D qualification is also permitted for a limited period of time.	Participants of MPS-GAP must either possess an MPS-A(+), B or C qualification for their products, or be able to demonstrate that the products are equivalent to one of the aforementioned qualifications. For the accredited MPS-A(+), B and C qualifications this means an equivalent product qualification at a level similar to MPS-A(+), B or C, established by a certification system under the accreditation based on EN-ISO/IEC 17065. * An MPS-D qualification (or similar) also suffices, for a maximum of 17 periods (68 weeks) after start of registration. At the end of these 17 periods (68 weeks), an MPS-A(+), B or C certificate (or equivalent) is required.
	2 Concrete requirements for MPS-GAP	
2.1	The participant must carry out an internal audit at least once a year to assess the MPS-GAP requirements. Corrective measures must be implemented and documented, as must the audit itself.	* It must be demonstrated that an internal audit with respect to all relevant criteria against the MPS-GAP criteria has been conducted at least once a year, even if these have been carried out by sub-contractors. * the results of which are documented and * whereby the potential corrective measures can be proven to have been implemented. Failure to meet a requirement must be documented, as well as any requirements that do not apply. The first internal audit must be carried out before the initial audit.
2.2a	At least 90% (in volume) of the products that are sold by the participating company must be MPS-GAP, GLOBALG.A.P. certified, or have an equivalent certification. However, when a company purchases more than 25% (in volume), the traceability module for production companies becomes applicable.	These include products produced by the company itself, additional purchases and products cultivated under contract. Subject to certain conditions, part of the range of products is not required to be certified. Conditions in this respect: * At least 25% (in volume) of the additionally purchased product and/or product cultivated under contract must be MPS-GAP, GLOBALG.A.P. or an equivalent (calculated over the past 12 months) at the time of the first audit. * In addition, an action plan must be available at the time of the first audit that stipulates how the company is to realize 90% certified products. * At the time of the second yearly audit, at least 40% (in volume) of the additionally purchased product and/or product cultivated under contract must be MPS-GAP, GLOBALG.A.P. or an equivalent (calculated over the past 12 months). * At the time of the third yearly audit, at least 60% (in volume) of the additionally purchased product and/or product cultivated under contract must be MPS-GAP, GLOBALG.A.P. or an equivalent (calculated over the past 12 months).

		* At the time of the fourth yearly audit, at least 80% (in volume) of the additionally purchased product and/or product cultivated under contract must be MPS-GAP, GLOBALG.A.P. or an equivalent (calculated over the past 12 months). * At the time of the fifth yearly audit, at least 90% (in volume) of the additionally purchased product and/or product cultivated under contract must be MPS-GAP, GLOBALG.A.P. or an equivalent (calculated over the past 12 months). * When a crop has grown under the ownership of the certified/applicant producer at least 3 months before being sold as certified. In the case the growing cycle is shorter than 3 months, at least two thirds of the growing cycle shall be done by the certified/applicant producer. * It must be possible to ~~physically~~ distinguish between a certified (end-)product and a non-certified (end-)product (via physical indentification or product handling procedures, including relevant records). * N/A, when there is a written agreement available between the producer and the client not to use the GGN/MPS-number for ready-for-marketproducts.
2.2b	Adequate identification procedures must be in place for all registered products and there must be files available for the purpose of identifying products purchased from various producers or traders.	Procedures that suit the scale of the activities have been drawn up, documented and maintained for all registered products for the purpose of identifying certified and (if applicable) non-certified products that have been purchased from other producers or traders. Registration should comprise the following: * product description * MPS-GAP status (whether or not certified) * Number of products purchased * Supplier particulars * Copy of MPS-GAP certification, if applicable * Trackability data/codes with respect to purchased products * Purchase orders/invoices concerning purchased products
2.3	A system should be in place, which enables to trace the MPS-GAP certified product to the company where it has been grown.	* There must be a system, which makes it possible to trace the products that are MPS-GAP certified to the registered company where they were grown. Administrative and where possible physical audit; it must thereby also be established whether and how products are identified (labels, stickers, or on packaging). If identification is provided, the grower's number or the full address of the grower must be shown on at least every packaging unit. * There are written arrangements for the traceability of all products, which leave the grower's company bearing an MPS-logo. The conditions of use of the MPS-logo must then be complied with.
2.4	All participants have a documented recall procedure for the purpose of withdrawing registered products from the market when required.	* There must be a procedure in place which identifies the types of events that may result in a withdrawal, persons responsible for taking decisions on the possible withdrawal of product, how the next link is to be informed and how to keep the stock updated. * Procedures must be tested annually (simulation). The results of this simulation must be documented. * A list is available stating the telephone numbers and email addresses of those to be informed.

2.5	The participant must keep complete and traceable records of all aspects listed in this certification scheme and in such detail as corresponds to the way in which the entire production plot has been structured and visibly identified (often by environmental cluster for MPS). The records must be retained for at least 2 years.	* Written or electronic data must be available covering at least 2 years (or longer where stipulated) calculated from the first year of participation in MPS-GAP. At an initial audit, the registrations for at least the preceding 3 months must be complete. The registration must be stored for at least 2 years and relates to the elements specified in the certification programme. The MPS-GAP trade mark may not be used on products harvested or treated before registration with MPS. Registrations relating to harvests before the registration of the company are not valid, not even if this data is less than three months old on the day of the audit. * The details of the locations / plots where crops are cultivated are present in documented form including the agronomic activities (such as industrial buildings or processing facilities) related to this, but also water sources, water basins, silos, etc. Plots are identified by means of – for example – a plan, glasshouse or plot numbers and the codes of MPS environmental clusters. * There is a visual identification or reference system in place for each glasshouse / plot, etc. Every glasshouse / plot etc. is physically identified. The identification is used in all registrations associated with the relevant location.
2.6	With regard to land/plot use: The soiltype of each plot should be known (based on soil profile and analysis). When taking on new land or when risks have been changed on existing sites the participant must carry out a risk analysis with regard to the health of employees and with regard to the risks relating to agricultural use and the quality of the product. A plan must be drawn up showing how any risks are to be managed.	* The soil type of each plot must be known on the basis of a soil profile and analysis (e.g. soil maps). * A risk assessment must have been carried out for new agricultural production sites, whereby attention is paid to the former use of the land and the potential effect of the production on adjoining crops and other areas (such as chemical industry, landfill site etc.), taking account of the soil type, erosion, quality and level of the groundwater, availability of sustainable water sources, former use of the land, nematodes. * If applicable, any food safety risks should be taken into account. * A risk assessment must have been carried out for existing agricultural production locations, when risks have been changed or at least annually. * A management plan must set out the likelihood and seriousness of each of the risks identified and what steps are being taken to prevent or control the risk (e.g. drift, soilwater contamination etc.). * If a risk cannot be controlled or prevented, the site may not be used for agricultural production. * Documents, analyses and written accounting must be available. * This does not apply to plants that are not cultivated directly in the soil (including hydroponics and potted plants)
2.7	All transaction documentation must include reference to the MPS-GAP status and MPS number.	* Sales invoices and, if applicable, other documentation relating to the sale of certified material/product include the MPS-GAP status of the product and the MPS-number of the company. * Non-certified products need not bear any "non-certified" identification. Certified products, on the other hand, must be recognizable as being certified. * This does not apply only in cases in which a written agreement between the participant and the client is available stating that the status of the product and/or MPS number need not be stated on the documents.

2.8	At least 90% (in volume) of the propagation-/starting material must come from certified companies (MPS-ABC, MPS-GAP, GLOBALG.A.P. PPM or an equivalent).	The following action plan is allowed in this process: at least 25% (in volumes and calculated over the past 12 months) of the propagation material must be certified at the time of the first audit. at least 40% (in volumes and calculated over the past 12 months) of the propagation material must be certified at the time of the second audit. at least 60% (in volumes and calculated over the past 12 months) of the propagation material must be certified at the time of the third audit. at least 80% (in volumes and calculated over the past 12 months) must be certified at the time of the fourth audit. at least 90% (in volumes and calculated over the past 12 months) must be certified at the time of the fifth audit. NA for companies with only PPM. NA for companies that have seed as propagation material or propagation material from tissue culture. When the material is gathered from the wild, or when non-certified material is purchased, it must be present on the farm for at least 3 months before it can be sold as MPS-GAP certified. If the growing cycle is shorter than 3 months, at least two thirds of the growing cycle must be carried out on the farm.
2.9	**With regard to the substrate the participant must:**	
2.9a	Where possible, use techniques to maintain and/or improve the soil structure and to prevent the compression of the soil.	* The techniques used for soil improvement must maintain or improve the soil structure. * There is evidence of the application of these techniques. * There must be no evidence of soil compression. * This does not apply to plants that are not cultivated directly in the soil (hydroponics, potted plants, etc.).
2.9b	Use techniques to counter soil erosion.	The cultivation techniques used must prevent soil erosion as much as possible. Examples are: cross slope technique, sown grass or manure crop, green cover along the borders of plots etc. * This does not apply to plants that are not cultivated directly in the soil (including hydroponics, potted plants)
2.9c	Avoid disinfecting the substrate with chemicals so far as possible and have investigated alternatives before using chemical methods. The use of methylbromide is prohibited.	* There is written proof justifying the use of chemical soil disinfection, listing the site, date, active ingredient, dosage, method of administration and the person administering. * The grower must be able to demonstrate that he has considered alternatives to soil disinfection, by means of technical knowledge, written proof or accepted local practice. * The use of methylbromide is not permitted. * If substrates are reused, steaming is the preferred option.
2.9d	Demonstrate the suitability of non-inert substrates, and their place of origin must be traceable. The substrate may not originate from nature reserves.	* If organic substrates are used, documents must be available which show the suitability of these substrates. This might, for example, be the technical specification from the substrate supplier or, for example, an independent analysis report showing the specification of the supplied substrate. * There is information available which proves the origin of the substrate. The information shows that the substrates do not originate from areas designated as protected nature reserves. * The RHP mark for substrata complies with these conditions.
2.9e	Participate in a substrate recycling programme when using inert substrates.	* The grower must keep records of the quantities of substrate (e.g. rockwool) which have been recycled and the dates of recycling. Invoices/delivery notes will be accepted. * If the grower does not participate in a recycling programme, this must be justified.

2.9f	Demonstrate the use of crop rotation for field cultivation of annuals; if crop rotation is not used, this must be justified.	* The crop rotation at the company must be recorded in writing. Records concerning the past two years must be present and available. Cultivation of the same crop at a site is permitted, provided this is not prohibited by law and will not result in the cultivation of this crop and/or other crops incurring major risks with regard to the quality and/or the yield in the future. * If crop rotation is not used but could take place, a document must be available explaining the reasons for the absence of crop rotation. This does not apply to plants that are not cultivated directly in the soil (including hydroponics, potted plants).
2.9g	When sterilising substrates by use of chemicals, this has to be included in the records	If substrates are disinfected at the company, the name or the location identification must be recorded, otherwise the name and the location of the company where the substrate is disinfected. The products used must be registered in accordance with the registration of crop protection agents under MPS-GAP, including the following elements: * date of disinfection * trade name * active ingredient * type of equipment * method * name of person applying the disinfecting agent * pre-planting interval
2.9h	The grower has to comply with a pre-planting interval.	* There is written proof that there is compliance with a pre-planting interval in the case of soil disinfection. * No N/A.
2.10	**With regard to parental material (seed and purchased material), the participant must:**	
2.10a	Demonstrate agreements with the customer(s) and keep records with regard to quality, variety, rootstock, health and product guarantees (recognised health certificates) and store these with the crop records.	* The grower must demonstrate that the agreed quality requirements are being met, e.g. by means of documents / certificates showing seed quality, speed of germination, variety, batch number and supplier (where applicable). * In the event of agreement about the variety cultivated, the grower will demonstrate this by means of, for example, written specifications of the cultivated crop (plant passport, quality certificate, delivery note or signed letters relating to the parental material). * Where applicable, demonstrate health and product guarantees by means of a health certificate, plant passport, or certificate in line with EU directives, national legislation or rules drawn up by sector organizations. * In the event of sales through a sales organization or auction, the requirements of these parties will be applicable. * Not applicable to companies that work only with propagation material. * Not applicable if client is not known / has no specific requirements.
2.10b	Where parental material is grown in-house, be able to demonstrate the health of the parental material through monitoring.	* There must be a quality control system with a monitoring system (scouting) in place which monitors for visible signs of diseases and pests. * There must be a recent record from the monitoring system and identification of the mother plant or field of origin crop. * Alternatively, there must be an inspection report available from an inspection service.

2.10c	If parental material is bought in, request details of the products used from the supplier	* A record of crop protection agents used during the final propagation phase at the supplier of the purchased parental material must be available on request and must include the product name, date of application, dosage and re-entry interval. A declaration from the supplier of the parental material containing the statement that the record is available for viewing is also permitted. * If the grower produces parental material himself, crop protection and fertilizer applications must be recorded in accordance with the MPS-GAP regulations. *This requirement is met if propagation material originates from PPM certified company or an equivalent (also MPS-GAP with Scope PPM). * Not applicable to perennials.
2.10d	Proof that the choice of variety or rootstock meets the relevant regulations as well as intellectual property rights (UPOV)	* Documents are available on request which show that the cultivated varieties have been obtained in accordance with local laws and intellectual property rights, as stipulated by the UPOV (international Union for the Protection of New Varieties of Plants; please refer to www.upov.int). * Documents to prove that legislation is implemented about intellectual ownership include: - Contract with the legal owner of the variety - Plant passport (if applicable) If a plant passport is not required, then a document or empty packaging stating: * Name of variety * Lot number * Supplier of the material * Packing list/ invoice showing the size and identity of the propagation material used in the past 24 months. Not non-applicable.
2.10e	The grower keeps records of sowing/planting density, sowing/planting date.	Records must be kept. *This does not apply to plants that are not cultivated directly in the soil (including hydroponics and potted plants)
2.10f	To guarantee that, if the propagation material or seed has been purchased in the past 24 months, these have been purchased in accordance with the laws that apply with respect to the registration of varieties (if variety registration is required in the country concerned).	* Documents used to demonstrate compliance: - Name of the variety - Lot number - Supplier of the material And, if available, additional information regarding the seed quality (health status seed, physical quality, and the like). This requirement is met if material originates from PPM certified company or an equivalent (also MPS-GAP with Scope PPM).
2.10g	Demonstration of degree of sensitivity to plague and disease and the resistance/tolerance of the varieties.	The grower must be able to demonstrate the degree to which the varieties that he cultivates are resistant or tolerant to disease and plague that may jeopardize the economic interests of the grower. This must be substantiated in writing in the form of, for example, descriptions of varieties, registration of plant monitoring and the like. Not applicable to companies that work only with propagation material
2.11	With regard to the qualifications of employees and advisers: The participant must be able to demonstrate that the employees performing the work, and any external organisations, are adequately qualified in accordance with their level of involvement in and/or responsibility for the relevant aspects under this certification scheme.	The company must demonstrate by means of recorded information what training is required for the operation of: * dangerous and complex equipment * forklift trucks, mechanical shovels and other vehicles

		*The company must also keep records for each relevant employee relating to the training courses (topic of the required training, name of the trainer, date of training, certificates of participation, attendance lists with signatures). Growers or their advisers must have documents demonstrating the professional competence of the person with technical responsibility for the quality and type of fertilizer and crop protection agents to be used (including post-harvest treatments). For growers, this might be a relevant agricultural training and/or course in the use and application of fertilizers and crop protection agents. For advisers, there must be documented proof of a recognized training course. The person responsible for any integrated crop protection at the company must have attended a documented course recognized by the company (such as an official course or course developed by the company itself) or the external advisers must be able to demonstrate their technical qualifications by means of official certificates and/or courses attended. All the employees who come into physical contact with the crop protection agents or use crop protection agents are able to demonstrate professional competence and knowledge by means of official diplomas or certificates for specific courses. If no fertilizers, crop protection agents or integrated crop protection are used, then approve.
2.12	**With regard to waste, the participant must:**	
2.12a	Draw up and implement a plan which contains an inventory of all potential waste sources and products at the company, the targets for minimising these waste products and details of how the waste products are disposed of in an environmentally responsible way. When organic waste is composted at the company and utilised for soil conditioning, there is no risk of disease carrying over.	* All sources of pollution, surplus fertilizers, surplus silver solution, surplus spraying liquid, water used to rinse out tanks, exhaust gasses from heating units etc. are included in a list and documented for all processes at the company. * All possible waste products produced by the company are included in a list and documented. * Possible contamination of air, soil and water must be considered. * There is a comprehensible, up-to-date and documented action plan setting out: - methods for preventing or reducing waste and environmental pollution, - methods for preventing the dumping or incineration of waste, e.g. by recycling. * Visible actions and measures have also been implemented at the company which confirm that the points in the waste and environmental action plan are being carried out at the company.

2.12b	Rinse (at least 3x), store and remove empty packaging from chemical products in an assured way such that human exposure to the products, reuse and environmental pollution are avoided (pierce or compress), in accordance with local regulations.	The system used for the removal of empty crop protection agent packaging: * ensures that persons cannot come into physical contact with empty packaging through secure storage (screened from the surroundings, permanently marked and restricted access for persons and animals, but not in the crop protection agent store), * minimizes the risk of polluting the environment, water sources, and flora and fauna, through secure storage, a safe method for handling prior to removal and a removal method which protects the environment. * If an official collection and processing system is used, participation documents must be present. * A rinsing head is present on the spraying equipment for rinsing packaging, or there are clear written instructions that each item of packaging must be rinsed three times before being removed. * If no use is made of crop protection agents, then approve. * There is no evidence that empty crop protection agent packaging was or is being reused in any form whatsoever (through piercing / crushing). * All local rules or national, regional or local regulations concerning the destruction and removal of empty packaging for crop protection agents must be complied with. * If there are no regulations, then approve.
2.12c	Enable the rinsing water from the chemical product packaging to flow back to the spraying equipment.	* The rinsing water is always fed back into the spraying tank during the preparation using the rinsing installation or manually with the aid of clear written instructions. * If no use is made of crop protection agents, then approve.
2.12d	Have obsolete crop protection agents removed by a company approved and certified for this purpose or by another recognised and environmentally safe method.	* There is documented information which shows that out-of-date products have been removed by an officially certified processor of chemical waste, or by the supplier. * If no crop protection agents are used, then approve.
2.12e	Preferably remove other remains of chemical products via an official collection and processing system, and be able to prove this.	* There is documented information which shows that leftover chemical products have been removed by an officially certified processor of chemical waste, or by the supplier. * If no crop protection agents are used, then approve.
2.12f	To prevent the pollution of the environment, water that is contaminated with crop protection agents as a result of the cleaning of machines, tools, storage cells, et cetera, must be purified by means of, for example, a biofilter or comparable installation, before it is discharged into surface waters or the sewerage system. An alternative concerns the diffuse distribution across land or having it removed by an officially certified company.	* A biofilter or comparable installation is present for the processing of waste flows or there is documented data that demonstrates that the waste water of cleaned tools, machines and storage cells has been distributed across land or disposed of. * There is a receptacle for the condensed water from the storage cells in which crop protection agents are used. * If no crop protection agents are used, then approve.
2.12g	There is a facility that prevents water from flowing back from the tank into the ditch.	When filling the sprayer directly from surface waters, a pump with a return valve is used.

2.13 With regard to storage locations:

2.13a	Storage sites for fertilizers must be lockable, clean and dry and comply with local regulations. The storage locations must be designed in such a way that they cannot be a source of diseases or pests.	Storage locations for fertilizers must comply with the following points: * lockable. * clean (a room which is clear of waste, rodent breeding spaces; spilt fertilizers and leaks must be cleaned up). * dry (well ventilated, free of rainwater or places with strong condensation, which can cause the development of mould) * complies with local regulations. * The storage locations must be designed in such a way that they do not constitute a source of diseases and pests. * If organic fertilizers are stored at the company, they must be stored in a designated room to prevent contamination of surface water, at least 25 metres from direct water sources such as surface water. * Plastic coverage can be acceptable, therefore a risk assessment has to be carried out (type of fertilizer, weather conditions, duration of storage and storage location). * Storage directly on the soil is not allowed (with the exception of lime and plaster). * It is allowed to store lime and plaster in the field. * Liquid fertilisers in bulk may be stored in barrels, provided that the storage requirements of the safety sheet are met. * If no fertilizers are stored or used, then approve.
2.13b	Storage sites for crop protection agents must be secure, sound, non-absorbent, clean and dry, well-ventilated and well-lit and comply with local regulations. The storage locations must be designed in such a way that they cannot be a source of diseases or pests. Concentrated acids must be stored in a separate lockable room unless provision is already made for this in the requirements for the storage of crop protection agents	Storage locations for crop protection agents must comply with the following points: * secure under lock and key * sound * concentrated acids must be stored in a separate lockable room unless provision is already made for this in the requirements for the storage of crop protection agents * protect against temperature extremes or located such that it is resistant to extreme temperatures * non-absorbent * clean (a room which is clear of waste, rodent breeding spaces; spilt crop protection agents and leaks must be cleaned up) *enough capacity to store all crop protection agents * dry (free of rainwater or places with strong condensation, which can cause the development of mould)
2.13c	Crop protection agents and fertilizers must preferably be stored separately. If this is not possible, they must be separated by a partition and labelled.	* Fertilizers and crop protection agents must each be stored on one side of the store with a physical partition in the middle. * Product labels and symbols must be clear and visible. * Fertilizers (e.g. micronutrients or foliar nutrients) applied together with plant protection products and packed in a sealed container can be stored with plant protection products. * If no products are stored or used, then approve.

2.13d	The storage locations must be equipped with emergency facilities (eye-bath, clean water, warning notices).	* The crop protection agent storage and all mixing locations are furnished with a container with absorbent inert materials such as sand, a dustpan and brush and plastic bags which can be used if concentrated pesticide is spilt. * The crop protection agent store and all mixing locations are furnished with an eye-bath, a tap with clean running water no more than 10 metres away, a complete First Aid box and a clear accident procedure with emergency numbers or the first steps to be taken in the event of an accident. All this must be permanently present and hung in a clearly visible position. * If no products are stored or used, then approve.
2.13e	The storage locations may not cause environmental contamination	* The storage for crop protection agents and liquid fertilizers has collecting tanks / leak trays or is dammed in accordance with the volume of the stored liquids with coated walls and floors which are resistant to chemicals in order to ensure that no leakage or contamination can occur outside the storage. * The volume of the collecting tanks has to be in accordance with national and local legislation. If there is no applicable legislation the collecting tank must have a capacity to 110% of the volume of the largest container. * If no products are stored or used, then approve.
2.13f	Fertilizers and crop protection agents must be stored above floor level, and not in the same space as parental material or freshly harvested product.	* Fertilizers / crop protection agents may not be stored alongside parental material or freshly harvested products. * If fertilizers / crop protection agents and parental material, seeds or freshly harvested products are located in the same building, they must be stored separately in different enclosed rooms. * If no fertilizers / crop protection agents are stored or used, then approve.
2.13g	The storage locations should only be accessible to people who have undergone adequate training.	* The storage is only accessible to persons with the appropriate qualification for working with crop protection agents. * The key or door code should only be accessible to these persons. * If no crop protection agents are stored or used, then approve.
2.13h	The storage locations should contain only crop protection agents which are used for own cultivation and are in their original packaging.	All crop protection agents currently located in the storage or listed on the storage list: * Have been officially approved and authorized for application on the cultivated crops or the crop rotation. * Are stored in the original containers and packaging. Only in the event of damage should new packaging be used, featuring all the information from the original label. * Crop protection agents used for other purposes than for the grown crops must be clearly recognizable as such and be stored separately stored at the storage site. * If no crop protection agents are stored or used, then approve.
2.13i	Solid crop protection agents should be stored above liquid crop protection agents.	* All powdered or granular crop protection agents must be stored on shelves above liquid products in connection with potential leaks. * If no crop protection agents are stored or used, then approve.
2.13j	Only crop protection agents may be stored in the storage location for crop protection agents.	* The crop protection agent storage must feature a physical partition which separates crop protection agents from other materials. * If no crop protection agents are stored or used, then approve.

2.13k	The shelves on which crop protection agents are stored must be made of non-absorbent material.	* The crop protection agent storage is fitted with non-absorbent shelves in case of spills. This might be metal or hard plastic, for example. * Leak trays are permitted if no products can be absorbed into the shelves. * If no crop protection agents are stored or used, then approve.
2.13l	Cultivation material must be clean.	Reusable cultivation material (such as pots, crates, buckets, et cetera) must be clean before use and must be cleaned if this is not the case. 'Clean' means free of older crop and harvest residues and substances not part of the product, such as wood, plastic etc.
2.13m	Containers and packaging must be stored so as to minimize the risk of contamination by rodents, birds, physical or chemical causes.	All consumer packaging is stored with measures against rodents, pests, birds, physical and chemical effects. This applies only to consumer packaging / containers. Not applicable for companies that work only with propagation material.
2.13n	The storage locations for diesel and other fuel tanks must be safe.	All storage tanks must comply with local regulations. If there are no local regulations regarding the collection of spills or leaks, then the following applies: * Minimal mounded zones that are impermeable and that have a capacity of at least 110% of the largest tank that is stored inside. * If the area concerned is environment-sensitive, then the storage capacity must be 165% of the largest tank. * 'No smoking'-signs must be clearly visible. * Adequate extinguishing equipment must be available in the immediate vicinity.
2.13o	The transport of concentrated crop protection agents at the company and between locations must take place in a safe manner.	* The grower must guarantee that the transport of crop protection agents do not pose any risk to the health of the employees who are responsible for the transport.
2.13p	The crop protection equipment must be stored in such a way that any contamination of the product can be prevented.	* Contamination of the product or other materials that come into contact with the harvested product must be prevented. * Spraying equipment standing on paved surface must be covered at all times, also during breaks.
2.14	**With regard to the application and use of crop protection agents (incl. pre-/postharvest-treatments):**	
2.14a	The crop protection agent used must be suitable for the goal as described on the label.	The grower must give justification for the use of crop protection products, stating the aim. * No n/a
2.14b	Any additional restrictions stipulated by customers and relevant countries with regard to the use of crop protection agents (including post-harvest treatments) will be recorded and followed.	* The grower has up-to-date documented information concerning the limitations on the use of specific products and crop protection agents (including post-harvest treatments) for customers and for countries to which the product is exported. * If no crop protection agents are used, then approve. Not applicable for companies that work only with propagation material.

2.14c	A list must be available of all permitted crop protection agents (incl. post-harvest treatments) for the crop(s) concerned. In the event of changes, the list must be amended. Only products permitted for the relevant crop(s) may be stored. The list must be modified in the event of changes.(see Annex B).	* There must be a recent written or electronic list available showing all the commercial brands of crop protection agents used (including post-harvest products) and which are officially authorized for the crops currently cultivated at the company or cultivated over the past 12 months. The list gives the brand name and authorization number. * Technically valid (legal) “off label” uses that are supported by the PPP industry in writing is allowable. If the producer uses off-label PPP there must be evidence of official approval for use of that PPP on that particular crop in that country. * If no crop protection agents are used, then approve.
2.14d	Instructions on labels of postharvest products must be followed. Each application should be accompanied with clear symbols or instructions indicating the dosage and application method to be used.	* The grower must show that the instructions for use on the label of the post harvest products have been followed by clear procedures and documentation, i.e. post-harvest treatment application, packaging/delivery dates of treated products. * If no post-harvest products are used, then approve. Not applicable for companies that work only with propagation material.
2.14e	The correct filling and handling procedures (as specified on the label) must be followed.	* Mixing equipment and facilities, which must comply with the recommendations given on the label, must be available for all employees who handle crop protection agents. * There must be visible evidence that the mixing equipment is used. * If no crop protection agents are used, then approve.
2.14f	Employees, visitors and subcontractors must be furnished with the appropriate protective measures in accordance with the instructions on the label and/or legal requirements and appropriate to the health and safety risks. This must be demonstrable.	* Correct protective measures, which must comply with the recommendations given on the label and/or legal requirements, must be available for everyone (employees, visitors, subcontractors, etc). * There must be visible evidence that these items - such as rubber boots, waterproof clothing, protective overalls, rubber gloves, face masks, etc. - are available, used and in a good state of repair. * If no crop protection agents are used, then approve.
2.14g	Protective clothing must be stored away from the crop protection agents.	* The protective clothing and equipment, including spare filters etc., must be stored separately and kept apart from the crop protection agents and must be kept in a well-ventilated room. * If no crop protection agents are used, then approve.
2.14h	Protective clothing must be cleaned after use.	Protective clothing and equipment must either be cleaned or disposed of after use of crop protection agents. * Cleaning the protective clothing and equipment includes the separate washing from private clothing and glove washing before removal. * Dirty, torn and damaged protective clothing and equipment and expired filter cartridges should be disposed of. * Single-use items (e.g. gloves, overalls, etc) must be disposed of after one use. * If no crop protection agents are used, then approve.

2.14i	Safety recommendations and re-entry times must be respected and followed.	* Written procedures and the registration of crop protection applications and re-entry times must provide insight such that it can be shown that the re-entry times are being complied with. * Clear procedures are also marked at the treated sites (e.g. warning signs, etc.) * If re-entry times are not known, then the crop must be dry before entrance to the greenhouse/field is allowed. * If no crop protection agents are used, then approve.
2.14j	The required quantity of crop protection agent must be demonstrably calculated for each application.	If crop protection agents are used, the required amount must be calculated in a traceable manner. The following must be taken into account: -approved plans -crop -application method - surface area to be treated - speed - pressure of the equipment used * If no crop protection agents are used, then approve.
2.14k	There must be sufficient weighing, measuring and mixing equipment available.	* The equipment used for weighing must be in good condition to ensure that accurate measurement is guaranteed. Weighing equipment must be checked at least once a year using a standard weight. Registration of these checks must be maintained. * Facilities such as scales, tins, buckets, a water source etc. for measuring, weighing and mixing must be used in order to be able to work safely and efficiently. * If no crop protection agents are used, then approve.
2.14l	The use of crop protection agents must be recorded periodically, including the use during the propagation phase on site. This stock lists of the crop protection agents must be updated with type and amount within a month of changes to the stock.	* All applications of crop protection agents must be registered, including the quantities used during the propagation phase at the company (e.g. registration for MPS with MPS supplementary forms) and this comprises the following points: - Crop name - Place of application (plot/glasshouse with name or number) - Date of application and end time (in case the application does not take place at the end of the day recorded) - the reason for the application (what disease, pest of weed is being controlled) - technical approval of the application (signature of the technical person responsible who has given the advice) - Crop protection agent used (trade name and active ingredient or scientific name in the case of biological crop protection) - Quantity applied (in weight or volume) - application equipment (including serial number if there are several units) and method - Name of the person applying (if subcontracted the name of the worker and the employee applying) - weather conditions during application (not applicable to covered cultivations) * The crop protection agents present must be documented on a stock list which is available immediately. The list of crop protection agents must be updated on a monthly basis. * The list gives the names of the products present. * This stock list must be updated with type and amount within a month of changes to the stock. Quantity refers to how many bags, bottles, etc. * If no crop protection agents are used, then approve.

2.14m	Surplus crop protection agents must be stored carefully or disposed of responsibly (according to national or local law), e.g. by spraying on untreated plots. Records must be kept of the quantities concerned.	* After use of crop protection agents, the surplus or rinsing water from the tank may be: - sprayed on an untreated part of the crop; - be stored carefully (in accordance with the storage requirements) - be removed by certified companies * The recommended dosage may thereby not be exceeded. * All quantities used must be registered. * If no crop protection agents are used, then approve.
2.14n	The use of post-harvest products must be recorded, including: lot of batch of harvested crop treated, application location, application dates, type of treatment, trade name, active ingredient, product quantity, name of operator.	The use of post-harvest products must be recorded, including: * lot of batch of harvested crop treated, * location, * application date, * application techniques. * brand name of agent used, * active substance, * quantity, * name of operator * substantiation of application (name of disease/pest) Not applicable to companies that work only with propagation material.
2.14o	Receipts of crop protection that have been used must be kept.	See requirements 0.8b and 2.4.1 of the most recent version of the MPS-ABC certification scheme. Receipts must be kept for at least 2 years.
2.14p	Grower is to prevent the emission of crop protection agents during and after their application.	Maintenance of spraying equipment, among other things. Examples for open cultivation: * All spraying equipment at the company must be equipped with at least 50% drift-reducing cap / technique. 90% drift-reducing cap / technique applies if no LDS herbicides are used at the company. * In order to observe a maximum spray height of 50 cm above the crop, there may be no permanent obstacles present on the lot (for example, sprinklers for watering) as a result of which a higher crop spraying boom height must be used. Examples for flower bulbs: * Crates containing flower bulbs must be blowed off or allowed to drain for at least 12 hours after being submerged. * After decontamination, flower bulbs must be loaded onto a site equipped with a receptacle. * Decontaminated flower bulbs are to be transported in a vehicle with adequate collection facilities for leaking fluids. * When turning above the ditch during plant work activities, there may be no cubic metre crate with disinfect bulbs present in the front lifter of the plant machine.
2.14q	Post-harvest treatment agents may only be used if there are no alternatives available that guarantee that the quality will be maintained.	* The use of any post-harvest treatments is to be substantiated in writing, in which alternatives are considered and chemical agents are only used if no technically acceptable alternative is available. * If no post-harvest treatment agents are used, then approve. Not applicable to companies that work only with propagation material.

2.15 With regard to the application and use of fertilizers:

2.15a	Draw up a cultivation plan + fertilizing program. These are to be aimed at the lowest possible loss of fertilizers.	In order to limit the loss of nutrients (e.g. nitrogen or phosphates), the grower must have prepared a cultivation timetable and a fertilization programme on the basis of a risk assessment and soil analysis. When fertilizing, the grower must take into account the following: - the needs of the crop - the nutrient level in the soil / substrate - soil analyses carried out on a justified regular basis (in the case of crop rotation: before and after each crop; for perennial crops: once a year; for year-round cultivation: before every crop) - maintaining soil fertility - technical advice This does not apply to plants that are not cultivated directly in the soil (including hydroponics and potted plants).
2.15b	A risk analysis (analysis of chemical composition) must be demonstrably carried out before using organic fertilizer, taking into account the origin, characteristics and the intended use.	* If organic fertilizers are used, account must be taken of the fertilising plan and analysis data for the fertilizer (N, P, K, heavy metals and other potential pollutants), carried out by a certified laboratory (e.g. on the basis of GLP or ISO 17025 certification) or recognised standard values. * The application method must be registered. * The results of the analysis must be present. * If no organic fertilizers are used, then approve. * Documentary evidence that at least the following risks have been taken into account: type of organic fertilizer, method of composting, presence of weed seeds and heavy metals, time of application, location of application. This also applies to substrates from biogas installations.
2.15c	The use of sewage sludge is prohibited.	Sewer sludge may not be used. * Not n/a.
2.15d	Purchased inorganic fertilizers must be accompanied by documentary evidence of nutrient content (N, P, K).	* Documentary evidence detailing N, P and K is available for all inorganic fertilizers used on crops grown under MPS-GAP within the last 24-month period.
2.15e	The required quantity of fertilizer must be demonstrably calculated for each application.	When fertilizers are used, the required amount must be calculated in a traceable manner. The following factors must therefore be taken into account: - crop - application method - surface area to be treated - speed - pressure of the equipment used * If no fertilizers are used, then approve.
2.15f	There must be sufficient weighing, measuring and mixing equipment available.	* The equipment used for weighing must be in good condition to ensure that accurate measurement is guaranteed. Weighing equipment must be checked at least once a year using a standard weight. Registration of these checks must be maintained. * Facilities such as scales, tins, buckets, a water source etc. for measuring, weighing and mixing must be used in order to be able to work safely and efficiently. * If no fertilizers are used, then approve.

2.15g	The use of fertilizers must be recorded periodically, including the use during the propagation phase on site. An updated stock list of the fertilizers must be available.	* All applications of fertilizers must be registered, including the quantities used at the company during the propagation phase. The registration must comprise the following: - the location of the application, - the date of the application - the name of the fertilizer used and its concentration - the quantity used - the method of application - the name of the person applying the fertilizer (if contracted out, then the name of the contract worker and the employee responsible for the application). - the crop * In addition, the fertilizers present must be documented on a stock list which is available immediately. * The list gives the names of the products present. * This amounts on the stock list must be updated within one month following any change in stocks. Amounts refer to full packages, bottles, etc. * If no fertilizers are used, then approve.
2.15h	Surplus fertilizers must be stored carefully or disposed of responsibly (according to national or local law), e.g. by spraying on untreated plots. Records should be kept of the quantities involved.	* After use of fertilizers, the surplus or rinsing water from the tank may be: - sprayed on an untreated part of the crop - be stored carefully (in accordance with the storage requirements) - be removed by certified companies * The recommended dosage may thereby not be exceeded. * All quantities used must be registered. * If no crop protection agents / fertilizers are used, then approve.
2.15i	Any agents used for crops and/or soil that are not fertilizers or crop protection agents must be registered.	If home made preparations, plant strengtheners, soil conditioners, or any other such substances are used on certified crops, records have to be available. These records shall include the name of the substance (e.g. plant from which it derives), the trade name (if a purchased product), the field, the date, and the amount. If, in the country of production, a registration scheme for this substance(s) exists, it has to be approved.
2.16	**With regard to the application and use of water:**	
2.16a	A water management plan must be available and approved by the management within the last 12 months.	Implemented action plan, approved by management last year, in which water sources and measures for the efficient use and efficient application are described. Plan comprises the following: * means to determine the location of water source(s) (photos, drawings, et cetera) * permanent installations, such as irrigation systems, water silos/reservoirs and flow of the water system. * evaluation of necessity maintenance irrigation system * training of employees who are responsible or have operational duties.

2.16b	The grower must demonstrate that the water need of the crop is calculated. Irrigation should be registered.	* The water need of the crop can be calculated for example with the aid of radiation data, hygrometers, weather forecasts, rainfall and any evaporative value. * If aids are used to calculate the water need, then these must be well serviced. * Irrigation must be registered. * Registrations contain the date and the amount of water per water meter or per irrigation unit or data / calculations with which these figures can be obtained. * If the grower uses an irrigation programme, the calculated and actual amount of water administered must be recorded in the registration.
2.16c	Untreated sewage water may not be used, treated sewage water may be used on certain conditions.	* Treated sewage water may be used on certain conditions. When treated sewage water is used, the water quality should comply with WHO guidelines for the safe use of wastewater and excrements in agriculture and aquaculture. Also when there is doubt if water is coming from a possibly polluted source the grower has to demonstrate through analysis that the water complies with the guidelines. * Untreated sewage water must never be used. * No n/a.
2.16d	A risk inventory must be made of the chemical and physical pollution of water that is used prior to harvesting (for irrigation purposes, et cetera). The management must assess this inventory.	Part of the risk assessment should consider: * irrigation method, * sources of water, * moment of water use (during the growth phase) * contact water with crop * features of the crop and growth phase * purity of the water that is used for the application of crop protection agents (the quality of the water may not adversely affect the effectiveness of the application of the crop protection agents) The management must assess this inventory annually. Risk-analysis is aimed at physical and chemical contamination and risk control for the water distribution system.
2.16e	A risk inventory must be drawn up in which the environmental issues are evaluated for the water management at the company. The management must have reviewed this inventory within the previous 12 months.	A documented risk inventory comprises the following: * environmental impact of the water sources * distribution system * use of water for irrigation * washing or rinsing the product The inventory must be complete and is to be submitted to the management annually.
2.16f	Water that is used for activities prior to harvesting must be analysed.	Procedure for testing water during the production and the harvesting must be present in writing. Elements of the procedure: * frequency of sampling (must be in line with risk inventory) * who does the sampling * where the sample is taken * how the sample is taken * type of test * assessment criteria Not applicable to flowers and plants
2.16g	Chemical and physical contamination must be taken into account in the laboratory analysis .	If there is a risk of contamination according to the risk inventory and/or sector specific standards, then relevant chemical and physical contaminations must be apparent in the result of the analysis. The laboratory must be ISO 17025 certified or an equivalent or approved by the appropriate authorities for the testing of water. Not applicable to flowers and plants
2.16h	If necessary, restorative measures must be taken before the new harvest.	Restorative measures must be taken if the risk analysis for water shows deviating results. Not applicable to flowers and plants

2.16i	If required, then valid permits/licenses are present at the company.	These may concern the following permits, issued by the appropriate authorities: * water extraction * storage of water * use of water * discharge of water The valid permits must be available during the audits.
2.16j	If the permits/licenses include restrictions, then it must be demonstrable that these are being met.	Demonstrable by means of available registrations.
2.16k	A risk-assessment has to be completed for post-harvest water (rinsing water).	The risk analysis comprises at least: * frequency of the analysis, * water source * chemical and mineral contamination and environment. The risk analysis must be assessed by the management annually and adjusted if necessary. Not applicable for companies that work only with propagation material.
2.16l	The laboratory carrying out the water analysis must be suitable.	* In case of post harvest water the analysis must be performed on the basis of accepted standards (incl. N, P, K, Ec, pH and - for example - pollutants such as E. Coli, heavy metals) and conducted by a laboratory which can analyse these elements (ISO 17025 or equivalent). * The results of the analysis are stored. * In the event of deviating results, action must be taken. * Actions taken should be documented.
2.17	**With regard to the use of energy:**	
2.17a	An energy management plan is to be drawn up based on the registered consumption in order to improve the efficient use of energy	* The energy management plan must specify the opportunities of improving the efficiency of the power consumption. * If no use is made of energy, then approve.
2.17b	The energy management plan must discuss the possibility of minimising the use of non-sustainable energy.	The plan must contain possibilities of minimizing the use of non-sustainable energy and increasing the use of sustainable energy.
2.18	**With regard to maintenance:**	
2.18a	Demonstrable maintenance must be carried out on all equipment and resources such that these are properly and fully matched to the activities to be carried out at all times (please also refer to the legally required risk inventory), where possible by participating in an independently certified maintenance programme.	* The crop protection and fertilizing equipment must be subjected to regular maintenance which is documented, whereby account must be taken of the legally required risk inventory. The maintenance can be supported with information (date and type of maintenance) or documents (bills for parts, etc.). * The equipment must have been calibrated at least once in the past year in order to establish that the delivery is accurate. * This is done by participating in an independent certified maintenance programme, by someone who can demonstrate his technical competence or by specialist companies, supplier etc.

2.19	**With regard to safety, health and hygiene**	
2.19a	A general hygiene protocol based on a risk assessment must be present in all permanent storage and accommodation locations for all to see.	* A general hygiene protocol must have been drawn up on the basis of the risk assessment. * This protocol must be visible to all in all permanent storage and working locations. * This protocol must also be visibly displayed so that visitors and subcontractors can read it. * It must be formulated in the language(s) of the employees and must be understood by everyone. Supported with symbols where necessary. The protocol must include: need for hand cleaning; covering of skin cuts; limitation on smoking; eating and drinking to certain areas; notification of any relevant infections or conditions; notification of contamination of the product by bodily fluids, use of suitable protective clothing. * The policy must be reviewed and updated when the risk assessment changes.
2.19b	Steps need to be taken against vermin, such as traps, bait boxes etc. and regular cleaning.	Steps need to be taken against vermin, such as traps, bait boxes etc. and regular cleaning.
2.19c	Yearly general hygiene and health and safety training that corresponds to their work activities must be provided for all employees, on the basis of the risk assessment.	* General hygiene and health and safety training for all employees (including subcontractors) may, for example, be given on the basis of the risk assessment and on the basis of company regulations, staff rules (cleaning of the cafeteria, smoking, eating, drinking, using the toilet) etc. * All new employees must also receive these instructions. * The training and instructions given are documented. * Training is provided by qualified people. * All workers, owners and managers included, must have the signed and reviewed hygiene instructions at their disposal at all times. * Workers with duties identified in the hygiene procedures must demonstrate competence during the inspection. * No n/a.
2.19d	The company must have a written risk assessment for hygiene covering the production environment.	* The risks depend on the products produced and/or supplied. * The risk assessment can be generic, but must be tailored to the specific circumstances of the company. * The assessment must be reviewed annually and updated when changes occur. * No n/a
2.19e	A protocol must be drawn up for all possible emergency situations (disaster plan). This must be visibly present for all and should at the very least specify the names of the contacts and their telephone or emergency numbers and should state the location of the nearest telephone.	* Accident procedures must be present in every work building (packing room, storage rooms, offices etc.) and must be communicated to the employees. * The information with the names of contacts and telephone or emergency numbers, as well as the location of the nearest telephone, address of the company and a ground plan of the company must be displayed in accessible and clearly visible places (for visitors and subcontractors as well) at the company.
2.19f	Procedures to be followed in the case of accident and emergency must be understood by everyone and must be in the language(s) of the employees.	* The accident and emergency procedures must be formulated in the language(s) of the employees and must be understood by everyone. * Supported by symbols where necessary. (emergency exits, locations of fire extinguishers).
2.19g	Dangerous and risky areas should be clearly marked as such, in both permanent and temporary situations	* All danger and risk areas, such as during the application of crop protection agents, waste pits and fuel tanks must be clearly identifiable, possibly supported with hazard symbols and / or warning signs. * This also includes permanent danger / risk areas.

2.19h	An occupational risk assessment must be carried out and a plan must be drawn up in order to promote health and safety of employees.	* An up-to-date work risk assessment must be present based on national, regional and local legislation. A RI&E must be adjusted and re-assessed if there are changes at the company in terms of procedures, working conditions or technical innovations. * This will preferably be conducted by an independent qualified organization. * A documented action plan must have been drawn up for any shortcomings and be implemented with the following elements: shortcomings, actions to be taken, timetable, person responsible.
2.19i	There must be adequate first aid facilities in the workplaces at fixed locations.	Complete and maintained First Aid boxes (according to national regulations and recommendations) must be present and accessible in all workplaces (permanent work spaces and in the field), whereby the supervisor may carry the box in non-permanent workplaces (in the field).
2.19j	There must be a sufficient number of employees trained in first aid present at the company. It must be demonstrable that they attend refresher courses on a regular basis.	Each group of 50 employees includes at least one person who has attended a First Aid course, and who attends refresher courses (at least once every 5 years). Guideline: 1 first aid worker per 50 employees.
2.19k	The facilities at the company must be well-maintained (toilet, washing facilities, cafeteria, food storage area and accommodation). There must be drinking water, a toilet and washing facility near the workplace.	* Food storage areas, a cafeteria and drinking water must be available. Any facilities must be visibly clean. * Toilets accessible to the employees must be located in or in the immediate vicinity (500m or 7 minutes walking) of the workplace, they must be clean and offer a facility for handwashing. * Both permanent and mobile toilets must be made of materials that can be easily cleaned. * Any potential risk of contamination of the product must be minimised. * Contamination in the reproduction area must be prevented.
2.19l	Relevant health checks (including blood tests where applicable) should be carried out at the employees' request, where possible in accordance with local codes of conduct.	If employees work with crop protection agents they must undergo an annual medical check-up on request in accordance with the guidelines contained in local codes of conduct. Use of the results of these checks is allowed, but only if personal data is respected.
2.19m	If employees are housed at the company, the basic provisions must be present and the accommodation must be fit for habitation.	If employees have residential accommodation at the company this must be habitable: * Sound roof, windows and doors * Basic provisions such as running water, toilets, sewage and electricity. * If there is no sewage system, then the use of septic tanks can be accepted (subject to compliance with local laws and regulations) * If no accommodation at the company, then approve.
2.19n	Safety advice for substances hazardous to worker health is available/accessible (e.g. website, telephone numbers, etc.)	Safety advice for substances hazardous to human health must be available/accessible on request.

2.19o	A responsible attitude with regard to employees in the area of health, safety, welfare and training.	* There is an open approach to the employees and there is communication with the employees about the social aspects of the work such as health, safety, welfare and possible training courses. * A member of management is identified as responsible for worker welfare, safety and health. * The member of management and the employer may be the same person. * This may be documented in an organization chart, for example. * Two way communication covering these subjects should take place at least two times a year, of which records are kept. * Recording may be done e.g. by means of minutes, responsibility of management e.g. in an organization chart.
2.19p	If the employer makes transportation (to fields/locations et cetera) available to the staff, then the transportation must be safe and if this concerns transportation on public roads, then this too must comply with local laws and regulations.	Concerning transportation over public roads, the transportation for employees must be safe and must comply with the regulations that apply.
2.20	The company must formulate a nature conservation plan. This nature conservation plan should strive to convert unproductive sites to conservation areas for the encouragement of natural flora and fauna.	* The plan must be compatible with sustainable production with minimum negative impact on the environment and the requirements from the scheme. * The nature conservation plan must set out the company's policy. - The plan can be specific to the company or part of a regional plan. - Part of the plan should be a benchmark test of the actual level, location and status of flora and fauna, which must be used to determine the appropriate measures to be taken. - The plan contains actions to improve habitats and increase biodiversity. There are tangible activities and initiatives which the grower can demonstrate, either at the company or through participation in a group which is active with regard to initiatives to protect the environment. - This nature conservation plan should strive to convert unproductive sites to conservation areas for the encouragement of natural flora and fauna.
2.21	The company must operate a complaints procedure for complaints relating to the MPS-GAP scheme.	* The aim of the complaints procedure is to register and deal with all complaints. Any corrective measures that have been taken must be documented. * Part of this procedure is that a company reports to MPS when it is under investigation by a competent (local) authority and / or has received a sanction that relates to the scope of this certification scheme. *No n/a

2.22	If a contractor uses subcontractors, he is responsible to supervise them to make sure their activities comply with the relevant MPS-GAP requirements.	* The producer is responsible for observance of the control points applicable to the work performed by the subcontractor/ contractor by checking and signing the assessment of the subcontractor for each task and season contracted. * The proof of compliance with the relevant requirements must be available during the audits. * The participant is allowed to perform the assessment himself. The subcontractor/ contractor must accept that MPS approved certifiers are allowed to verify the assessments through a physical inspection where there is doubt. * If the audit has been performed by a CB recognized by MPS the following information must be available to the participant: audit date name of CB name of auditor details of the subcontractor/ contractor audit report with assessment of the relevant requirements
2.23	**With regard to GMOs:**	
2.23a	The planting of GMOs (also trials) has to comply with all applicable legislation in the country of production.	When the grower is growing GMOs, the following has to be available: * documented records of use * a copy of the legislation in the country of produce * documented evidence of communication with clients regarding GMOs * evidence that GMO crops are stored separately from conventional crops.
2.23b	There must be documentation available when the producer is growing GMOs.	If the grower is growing GMOs, the following has to be available: * documented records of use * a copy of the legislation in the country of produce * documented evidence of communication with clients regarding GMOs * evidence that GMO crops are stored separately from conventional crops.
2.23c	The grower has to inform his clients when he is growing GMOs.	If the grower is growing GMOs, the following has to be available: * documented records of use * a copy of the legislation in the country of produce * documented evidence of communication with clients regarding the use of GMOs and that the products supplied comply with the client-specific requirements. * evidence that GMO crops are stored separately from conventional crops.
2.23d	The grower has to draw up and implement a plan to minimise risk of mixing GMO crops and conventional crops.	If the grower is growing GMOs, the following has to be available: * documented records of use * a copy of the legislation in the country of produce * documented evidence of communication with clients regarding GMOs * evidence that GMO crops are stored separately from conventional crops. * a documented plan which describes how GMOs (e.g. crops and trials) are handled and stored to prevent risks of contamination with conventional crops and to maintain product integrity.
2.23e	GMO crops have to be stored separately from other crops.	If the grower is growing GMOs, the following must be available: * documented records of use * a copy of the legislation in the country of produce * documented evidence of communication with clients regarding GMOs * evidence that GMO crops are stored separately from conventional crops.

2.24	**With regard to integrated pest management:**	
2.24a	The grower has to show evidence of implementation of at least two activities for each crop that fall in the category of "Prevention".	The grower can demonstrate that he has taken precautions to prevent diseases, plagues and weeds as much as possible and interventions are limited. For example: proper propagation material, selection of plant varieties, crop rotations, hygiene, fertilization, irrigation, catch crops, intermediate crops and actions to stimulate the performance of naturally occurring enemies.
2.24b	The grower has to show evidence of implementation of at least two activities for each crop that fall in the category of "Observation and Monitoring".	The grower can demonstrate that he collects and interprets data concerning when and to what extent plagues and naturally occuring enemies are present, enabling him to decide whether or not to take action. For example: warning systems for moulds based on temperature and humidity, insect catching boxes and soil samples for eelworms.
2.24c	The grower has to show evidence of implementation of at least one activity that falls in the category of "Intervention".	The grower can demonstrate that he takes direct measures if, after observation, it appears that the precautions he has taken are insufficient and have negative economical consequences for the crop. Measures that may be taken include culture measures, mechanical control, pheromone disruption, biological control, natural enemies, chemical control and resistance management. Not applicable if intervention proved unnecessary.
2.24d	Recommendations for the prevention of resistance must be observed in order to maintain the effectiveness of the crop protection agents that are available.	
2.25	**Mass balance**	
2.25a	Sales registrations must be present for all of the sold volumes and registered products.	Sales data is available of all of the registered products (certified and non-certified). It is to be demonstrated that there is a consistent balance between the certified and non-certified in and output. Not non-applicable
2.25b	The amounts produced, stored and/or purchased must be registered and summarised with respect to all products.	The amounts of the following products must be registered (in volume or weight): * certified * non-certified * incoming (including purchased) * outgoing * stored In addition, a summary must be made for all registered products to allow for the process of the mass balance verification. The frequency of the mass balance verification must be determined and must be in keeping with the scale of the activities, yet it must take place at least once a year. Not non-applicable.
2.25c	Conversion ratios and/or losses (input-output calculations of a certain process) must be calculated and checked during the treatment.	Conversion ratios must be calculated and must be available for each relevant treatment process. All amounts of product waste that are generated must be estimated and/or determined. Not non-applicable.
2.26	There must be a procedure for non-conforming products in place and this must be implemented.	The procedure specifies that all non-conforming products shall be clearly identified and quarantined as appropriate. These products shall be handled or disposed of according to the nature of the problem and/or specific customer requirements.

3 Plant propagation material (not applicable to ornamental plant cultivation companies with only end product). Always applicable for bulb cultivation.

3.1	**Substrates**	
3.1.1	The code of conduct of the substrate supplier must be available.	The producer disposes of the code of conduct of the substrate supplier with respect to the environmental strategies of the company. If the substrate supplier can demonstrate that it participates in RPP, then approve.
3.1.2	A specification of all of the substrates that are used at the company must be available.	A specification with the following information must be available: * Nutrient content * Texture * Object of the substrates If the substrate RHP is correctly certified, then approve.
3.1.3	A nutrient analysis of the purchased substrates must be available.	The nutrient analysis must be carried out by an independent laboratory. If the substrate RHP is correctly certified, then approve.
3.1.4	A disease analysis of the purchased substrates must be available.	A disease analysis (for example, Salmonella, Listeria, E.coli) from the supplier of the substrates must be available. If the substrate is RHP Horticulture certified, then approve.
3.1.5	The bulk density of the rockwool must be registered.	The registration of the bulk density must be present for each lot of rockwool.
3.1.6	Samples must be stored of each lot of substrate.	Samples are stored of each lot of substrate (until the expected harvest date). If the substrate is RHP Horticulture certified, then approve.
3.1.7	The substrates from different sources and with different specifications must be stored separately.	Storage space must be organized such that the substrates from different sources and with different specifications remain separated and are not mixed. Not non-applicable.
3.1.8	The storage accommodations of the substrates must be weather-proof.	All of the peat (loose or in bags) must be adequately covered when stored in order to prevent contamination of the environment. Not non-applicable.
3.2	**Reproduction**	
3.2.1	A hygiene analysis must be carried out for both the reproduction activities and the transportation at the company.	Documented and up-to-date (annually revised) risk analyses regarding physical, chemical and microbiological contamination and illnesses transferred by humans, specifically for the products, must be available. Not non-applicable.
3.2.2	A hygiene procedure must be implemented for the reproduction process.	Someone within the company has been appointed to bear responsibility for the implementation of the hygiene procedure. Not non-applicable.
3.2.3	Employees must have access to facilities to wash their hands (close to the workplace).	Employees have access to permanent or mobile facilities for washing and disinfecting their hands.
3.2.4	Casks and tools used in the production process are to be cleaned and maintained and protected against contamination.	Reusable casks, tools and other devices and machines are cleaned and well maintained. A cleaning and disinfection schedule must be observed to prevent the contamination of plants (at least once a year).
3.2.5	Pots, bins, et cetera, may only be used for plants.	Pots, bins, et cetera, intended for plants may only be used for plants. If carts, trailers, wagons, et cetera, are used for purposes other than transporting plants, then these must first be disinfected before these can be used to transport plants again.

3.2.6	The breeder must be aware of the significance of the cultivation method of the propagation crop (vegetatively reproduced crops, for example) for the registered plants concerned.	Techniques and measures are used/taken during the cultivation of the propagation crop as a result of which the use of crop protection agents and fertilizers in the registered plants can be minimized.
3.2.7	Plant propagation material must be trackable back to its supplier and lot number.	Registrations must be kept of the suppliers of plant propagation material, including the identification of the lot number, demonstrating the trackability. Propagation material shall be grown under the ownership of the certified/applicant propagator/nursery at least 3 months before being sold as certified. In the case the propagation cycle is shorter than 3 months, at least two thirds of the cycle shall be done by the propagator/nursery. Not non-applicable
3.2.8	Documentation regarding the GMO status of the material supplied must be available from the supplier of the plant propagation material.	There must be a document available in which the GMO status of the supplied material is described.
3.2.9	Cultivated plants must be tolerant/resistant to illness and pests that are significant in a commercial sense.	Breeder can demonstrate that the cultivated varieties are resistant/tolerant against important disease and pests, if available, and can substantiate the choice for a variety.
3.2.10	Plant propagation material of various sources, species and varieties must be kept separate to avoid the contamination of lots.	Not non-applicable
	Registrations of reproduction must contain the following:	
3.2.11	Sowing/planting schedule	Variety and lot number/source of the organic propagation material used must be recorded in the registration of the sowing/planting schedule Not non-applicable.
3.2.12	Lot number of the substrate	Not non-applicable
3.2.13	Client reference	Demonstrable by means of, for example: code and/or name and/or purchase order number.
3.2.14	Bedding out/planting out schedule	If applicable
3.2.15	A registration must be available (on each rack or each bin) if crop protection agents have been used that could affect the health of the clients or employees.	If crop protection agents are used prior to the dispatching by the company, then this must be registered and the bins/racks concerned must be equipped with relevant labels that state the safety and health risk.
	4 Reproduction facilities (not applicable to ornamental plant cultivation companies with only end product). Always applicable for bulb cultivation.	
	The following maintenance schedules and registrations must be in place:	
4.1.1	Regarding the cultivation site/greenhouse construction	All maintenance and cleaning activities must be planned and registered.
4.1.2	For the ventilation system (if applicable)	All maintenance and cleaning activities must be planned and registered. If subcontractors are used, then invoices are accepted as registration of the maintenance carried out.
4.1.3	For the heating system (if applicable)	All maintenance and cleaning activities must be planned and registered. If subcontractors are used, then invoices are accepted as registration of the maintenance carried out. If the heating source is located at the company, then an inspection may be required.
4.1.4	For the lighting system (if applicable)	All maintenance and cleaning activities must be planned and registered. If subcontractors are used, then invoices are accepted as registration of the maintenance carried out.

4.1.5	For the CO2 enrichment system (if applicable)	All maintenance and cleaning activities must be planned and registered. If subcontractors are used, then invoices are accepted as registration of the maintenance carried out.
4.1.6	For the germination unit (if applicable)	All maintenance and cleaning activities must be planned and registered. If subcontractors are used, then invoices are accepted as registration of the maintenance carried out.
4.1.7	Location and equipment for the processing of plants and seeds must be cleaned and properly maintained to prevent contamination.	Process lines, machines, walls, floors, et cetera, must be cleaned and properly maintained in accordance with the cleaning schedule. Registration must be documented. Not non-applicable
4.1.8	The presence of weeds at the company is to be controlled.	Weeds are is to be controlled in both greenhouses and on the rest of the company grounds. Weed-free sections are maintained around the exterior of the greenhouses and the preparation units.
	Cleaning	
4.1.9	Racks must be cleaned prior to their use for new lots. In addition, they must be disinfected yearly.	Racks are scrubbed clean to remove any remnants. In accordance with the cleaning schedule, racks are washed with a biocide every year. All cleaning is registered.
4.1.10	The sowing machine is to be cleaned in between the different varieties/species.	All cleaning is registered.
4.1.11	Registrations must be kept of the use of biocides for the cleaning of trays.	Registrations must comprise the following: * trade name of the product * quantity of biocides * minimum interval between the application of a biocide and filling a tray with medium.
4.1.12	The company must have a permit, if applicable, if discharges take place from the tray-cleaning facility.	If an emission/discharge permit is required, then it must be present at the company. It must be issued by the authority concerned, so that the emission/discharge is approved.
4.1.13	The design of the floors must be such that water is drained away if water is used for cleaning purposes.	floors with fall and/or drainage channels are kept free of obstacles and orderly so that water can be drained away.
4.1.14	Rejected plants and waste must be stored at clearly designated locations. These locations must be cleaned and disinfected.	Documented registrations of the cleaning activities must be kept.
4.1.15	Cleaning agents, lubricants, et cetera, must be stored at the location designated for that purpose, separated from plants and materials that are used for processing plants.	This storage location is accessible for authorized staff only.
	Safety and hygiene	
4.1.16	Unbreakable lamps or lamps with a protective cover must be used above sowing and storage locations.	The contamination of plants resulting from breakage must be prevented.
4.1.17	Procedures regarding how to deal with glass and transparent hard plastic must be available.	Procedures regarding how to deal with broken glass and hard plastic in reproduction greenhouses and locations where preparations and storage take place must be available.
4.1.18	The access to locations must be restricted for pests and pets.	The contamination of plants is to be prevented. Pest control may be contracted out, the effectiveness must be registered and demonstrated.
4.1.19	Clean racks and trays are to be kept separate from the racks and trays that are returned by clients, from the field or that may be contaminated/polluted.	There are facilities to separate the clean racks/trays from dirty racks/trays, to prevent the contamination of plants sent by the company.

4.1.20	There must be an emergency power unit present in the event of a power failure.	There must be sufficient capacity. May be in ownership or leased (with proof that the capacity is sufficient). A high-voltage current is available in addition to the meter cupboard.
5	**Health, safety and well-being of employees (not applicable to ornamental plant cultivation companies with only end product). Always applicable for bulb cultivation.**	
5.1	The company must have employers' liability insurance if such is required by local law.	Certification and working conditions policy must be clearly present.
5.2	Staff that work with crop protection agents at the company must be examined medically on a regular basis.	Medical exams are performed in accordance with local laws and legislation / recommendations. Staff in a workplace environment must also be offered the opportunity to undergo a medical examination (should this be indicated as a result of the risk assessment).
5.3	An introductory training programme should be available for all new employees.	The programme comprises: * health and safety requirements * emergency procedures * First Aid * hygiene requirements Any training must be documented.
5.4	An accident log book must be present at the company.	A system must be present for the purpose of reporting and registering accidents that occur at the company (or location). Not n/a
6	**Terms and conditions of trading (not applicable to ornamental plant cultivation companies with only end product). Always applicable for bulb cultivation.**	
6.1	General	
6.1.1	The terms and conditions of trading must be communicated to the clients.	The conditions subject to which the company operates must be communicated to all of the clients.
6.1.2	Orders must be confirmed with the client.	Order confirmation must specify the following: * reference to terms and conditions of trading * variety * quantity * cell size * date and time of delivery * specification * price
6.1.3	A detailled invoice is to be drawn up for every order sent.	The invoice for each order must contain the following: * lot number * variety * cell size * quantity Further details regarding the crop protection agents used are available to the client upon request. If crop protection agents are used just prior to sending, then all bins must have labels stating: the name of the crop protection agent, the quantity and the date of application.
6.1.4	National laws and legislation with respect to official certification must be observed.	The company is to keep records of relevant company registrations and inspections (EU plant passport number, for example).
6.1.5	Registrations are to be kept of the number of plants supplied per location.	Registrations of the number of plants supplied per location in a production year.
6.2	**Quality guarantees**	
6.2.1	All plants must be supplied with a documented quality guarantee or certified product guarantee.	All plants supplied must be accompanied by a document stating that the propagation material complies with the guidelines that apply and that it is healthy and suitable for the intended purpose. For example, quality certificate, terms of delivery, plant passports, et cetera. * Not non-applicable

7 Food fraud mitigation (n.a. for PPM Flowers&Ornamentals)

7.1	A risk inventory must be present designed to identify vulnerability to food fraud.	A documented risk inventory for identifying potential food fraud is present, up-to-date and is being implemented.
7.2	There must be a plan in place to prevent food fraud and this must be implemented.	Documented plan is in place and is implemented with measures taken against identified food fraud threats.

Enclosure A: EN MPS-GAP Sanction regulations

	Regulation	Non-compliance	Sanction
1	**Requirements of MPS-GAP**		
1.1	**Certification audit**		
1.1a	All requirements set out in the MPS-GAP certification scheme must be met.	A non-conformity has been found.	The participant must demonstrably take corrective steps within 28 days following receipt of the audit results.
1.1b	Corrective steps must demonstrably be taken within the specified period.	Corrective steps are either not taken or not demonstrably taken within the specified period.[1]	A new audit is scheduled.
1.2	**Follow up audit**		
1.2a	All requirements set out in the MPS-GAP certification scheme must be satisfied.	A non-conformity has been found	Warning. The certificate is withdrawn. Participant must demonstrably take corrective steps within 28 days following receipt of the audit results.
1.2b	An internal audit has to be carried out.	Internal audit has not been carried out.	Audit will be delayed.
1.2c	Corrective steps must be demonstrably taken within the specified period.	Corrective steps are either not taken or not demonstrable within the specified period.[1]	The certificate is withdrawn. The agreement is suspended temporarily until corrective steps have been demonstrably taken. [2]
1.2d	Changes to the certification programme must be implemented by the participant.	Changes have not been implemented by the participant.	The certificate is withdrawn. The agreement is suspended temporarily until corrective steps have been demonstrably taken. [2]

1.2e	Corrective steps / implementation of the amendments must be demonstrated within 6 months in the event of temporary suspension of the agreement.	The corrective measures / implementation of the amendments have not been demonstrated within the 6 month period.	The agreement is terminated.
1.3	The unannounced visit cannot take place.	The visit cannot take place because of non-justifiable reasons.	The agreement will be suspended.
		The CB finds evidence of fraud and/or is able to prove that the requirements of MPS-GAP are not expected to be satisfied.	The agreement is terminated.
		There is contractual failure.	The agreement is terminated.

If the suspension is voluntary, the period and corrective actions for compliance are set by the grower himself, which must be agreed upon with the respective CB, but must be closed out before re-registration.

1 Demonstrable correction means that written/visual evidence is made available to CB.

2The temporary suspension of the agreement will last no longer than 6 months. If corrective steps have not demonstrably been taken, the agreement will thereupon be dissolved.

Enclosure B: Plant protection product use in countries that allow extrapolation

	Registration Scheme in Country of Use	Safe Use Criteria in this Situation (Operator and Environment)	Authorisation of Plant Protection Products for Use on Individual Crops
A	**NO REGISTRATION SCHEME EXISTS:** Some control over PPP imports may be in place.	PPPs that are used must have clear guidance for the user to allow for the safe use of the product in line with the "International Code of Conduct on the Distribution and use of Pesticides" (FAO Rome 2002).	Extrapolated Uses are permitted.
B	**A REGISTRATION SCHEME EXISTS:** Imported PPPs are permitted for sale with the label of the country of origin. This may be in addition to national labels for the PPPs.	The user of the PPP which is a direct import must be provided with clear guidance to allow for the safe use of the product. This guidance could be in the form of label translations or notes provided by the distributor.	1. The imported PPP carries a label which matches the national approval.
			2. The imported PPP carries a label which is different to the current national approval. In this case this PPP can be used on the crop where the national approval is valid.
			3. The crop is not covered on the national label. Extrapolated uses are permitted, if the national scheme does not exclude this practice.

EXCEPTION: Where field trials are performed by producers in cooperation with the government as the final trials before approval of plant protection products (PPP), the producer can still receive MPS-GAP certification, even though part of the product will be destroyed or used for further analyses. There must be clear traceability and information on the area (size) used for the trials. The producer must also have available meaningful documents indicating that the producer is taking part in a legal field trial in full conformity with the legislation of the country of production. Furthermore, clear procedures must exist on the management of these trials. The PPPs that are being trialed are not allowed for use on the product to be certified and the residue testing must not show residues of this product.