

Company name  
Address  
telephone number

fax number  
e-mail address  
web-site  
date

MPS Number  
Auditor:  
Auditee(s):

Implementation

yes

no

compliance critical control points

Remarks

Number	Description requirement	Remarks previous audit bevindingen vorige audit	Remarks	Implementation		Critical control point
				yes	no	
<b>General</b>						
	The certification schedule applies to floriculture products					
1.1	All producers of the aforementioned products who comply with one of the three MPS qualifications (A, B or C), or the MPS D(participant) qualification or equivalent, can participate in MPS-GAP, both nationally and internationally. The MPS D(participant) for a maximum of 17 periods after the start of participation in the MPS ABC certification scheme.	1			1	1
<b>2 Concrete requirements for MPS-GAP</b>						
2.1	With effect from 2003, the participant must carry out an internal audit at least once a year to assess the MPS-GAP requirements. the results of which are documented	1			1	1
	Corrective measures should be implemented and documented, as should the audit.	1			1	1
2.2	Correct and up-to-date company records for the purpose of auditing.	1			1	
2.3	A system should be in place, which enables to trace the MPS-GAP certified product to the farm where it has been grown. Documented traceability.	1			1	1
	If MPS-GAP logo used, follow conditions	1			1	1
2.4	All producers have a documented recall procedure to manage the withdrawal of registered products from the market.	1			1	1
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.	1			1	1
	<ul style="list-style-type: none"> <li>Records of 3 months available during certification audit</li> <li>Visual identification glasshouse/ plot no</li> </ul> The records must be retained for at least 2 years	1 1 1			1 1 1	1 1 1
<b>2.6 With regard to land/plot use:</b>						
	The soiltype of each plot should be known (based on soil profile and analysis).	1			1	1
	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.	1			1	1
	A plan must be drawn up showing how any risks are to be managed.	1			1	1
1.7	<b>With regard to the substrate</b> the participant must:					

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						yes	no	
a	Use mechanical treatment where possible to maintain or improve the soil structure	1				1		
b	Use techniques to counter soil erosion	1				1		
c	Avoid disinfecting the substrate with chemicals so far as possible and	1				1		1
	have investigated alternatives before using chemical methods. If substrates are reused, steaming is the preferred option. The use of methylbromide is prohibited.	1				1		1
d	Demonstrate the suitability of non-inert substrates, and their place of origin must be traceable. The substrate may not originate from nature reserves.	1 1				1 1		
e	Participate in a substrate recycling programme when using inert substrates. When no participation in a recycling program, this must be justified.	1				1		
f	Demonstrate the use of crop rotation for field cultivation; if crop rotation is not used, this must be justified.	1				1		
g	When sterilising substrates by use of chemicals, this has to be included in the records: <ul style="list-style-type: none"> <li>Application date</li> <li>trade name</li> <li>active ingredient</li> <li>type of equipment</li> <li>application method</li> <li>name of person applying</li> <li>pre-planting interval</li> </ul>	1 1 1 1 1 1 1				1 1 1 1 1 1 1		1 1 1 1 1 1 1
h	The grower has to comply with a pre-planting interval.	1				1		
<b>2.8</b>	<b>With regard to parental material:</b>							
a	With regard to parental material (seed and purchased material), the participant must: Demonstrate agreements with the customer(s) and keep records with regard to quality, variety, rootstock, health and product guarantees (recognised health certificates)	1				1		
	Store these with the crop records.	1				1		
b	Be able to prove the varieties' degree of pest and disease sensitivity and resistance/tolerance.	1				1		
c	Ensure that the (purchased) product is free of visible diseases and pests and provide written information for any damage present.	1				1		
d	Where parental material is grown in-house, be able to demonstrate the health of the parental material through monitoring.	1				1		
e	Apply seed treatment if this is the most effective way of combating disease.	1				1		
f	If parental material is bought in, request details of the products used from the supplier	1				1		
g	Proof that the choice of variety or rootstock meets the relevant regulations as well as intellectual property rights (UPOV)	1				1		1
h	The grower keeps records of sowing/planting method, sowing/planting date and seed/planting rate.	1				1		
<b>2.9</b>	<b>With regard to the qualifications of employees and advisers:</b>							
	The participant must be able to show that the employees performing the work, and any external organisations, are adequately qualified in accordance with their level of involvement with or responsibility for the relevant aspects under this certification schedule.							
	<ul style="list-style-type: none"> <li>training required for operating dangerous and complex equipment.</li> </ul>	1				1		1
	<ul style="list-style-type: none"> <li>Records of trainings for each relevant employee</li> </ul>	1				1		1

Number	Description requirement	Remarks previous audit bevindingen vorige audit		Remarks		Implementation		Critical control point
						yes	no	
	<ul style="list-style-type: none"> <li>Growers / advisors documentation competence</li> <li>Operators for crop protection agents and fertilisers application</li> </ul>	1				1		1
		1				1		1
<b>2.10</b>	<b>With regard to waste,</b>							
a	<p><b>the participant must:</b></p> <p>Draw up and implement a plan which contains an inventory of all potential waste 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.</p> <p>When organic waste is composted on the farm an utilised for soil conditioning, there is no risk of disease carrying over.</p> <p>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.</p>	1 1 1 1 1 1				1 1 1 1 1 1		1 1 1 1 1 1
b	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.	1 1 1				1 1 1		1 1 1
c	Enable the rinsing water from the chemical product packaging to flow back to the spraying equipment.	1				1		
d	Have obsolete pesticides removed by a company approved and certified for this purpose or by another recognised and environmentally safe method.	1				1		
e	Preferably remove other remains of chemical products via an official collection and processing system, and be able to prove this.	1				1		
<b>2.11</b>	<b>With regard to storage locations:</b>							
a	<p>Storage locations for fertilisers must be</p> <ul style="list-style-type: none"> <li>Lockable</li> <li>clean</li> <li>dry</li> <li>comply with local regulations.</li> </ul> <p>The storage locations must be designed in such a way that they cannot be a source of diseases or pests.</p>	1 1 1 1 1				1 1 1 1 1		
b	<p>Storage locations for crop protection agents must be</p> <ul style="list-style-type: none"> <li>Lockable</li> <li>Solid</li> <li>Fireproof</li> <li>non-absorbent</li> <li>clean</li> <li>dry</li> <li>well-ventilated and</li> <li>well-lit and</li> <li>comply with local regulations.</li> </ul> <p>The storage locations must be designed in such a way that they cannot be a source of diseases or pests.</p>	1 1 1 1 1 1 1 1 1 1				1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1 1 1 1
c	Pesticides and fertilisers must preferably be stored separately. If this is not possible, they must be separated by a partition and labelled.	1				1		
d	<p>The storage locations must be equipped with emergency facilities (eye-bath, clean water, warning notices).</p> <p>For storage and mixing locations:</p> <ul style="list-style-type: none"> <li>Absorbent inert material</li> <li>Eye- bath</li> <li>Clean running water (&lt; 10 meter)</li> <li>First – aid box</li> <li>Accident procedure</li> </ul>	1 1 1 1 1				1 1 1 1 1		

Number	Description requirement	Remarks previous audit bevindingen vorige audit	Remarks	Implementation		Critical control point
				yes	no	
e	The storage locations may not cause environmental contamination <ul style="list-style-type: none"> <li>Collecting tanks/leak trays or coated walls/ floors</li> </ul>	1		1		
f	Fertilisers and pesticides must be stored above Floor level, and not in the same space as parental material or freshly harvested product.	1		1		1
g	The storage locations should only be accessible to people who have undergone adequate training.	1		1		
h	The storage locations should contain only pesticides which are used for own cultivation and are in their original packaging.	1		1		1
i	Solid pesticides should be stored above liquid pesticides	1		1		
j	Only pesticides may be stored in the storage location for pesticides.	1		1		
k	The shelves on which pesticides are stored must be made of non-absorbent material (leak trays are acceptable).	1		1		
l	Containers and packaging must be stored indoors at night, even if products are packaged outdoors	1		1		
m	Reused packaging must be clean	1		1		
n	Containers and packaging must be stored so as to minimise the risk of contamination by rodents, birds, physical or chemical causes. (applies to consumer packaging / containers)	1		1		
<b>2.12</b>	<b>With regard to the application, use and storage of pesticides (incl. pre-treatments), fertilisers, energy and water:</b>					
a	<b>Crop protection plan</b> where relevant to the use and where possible, this must be done in as focused a manner as possible on the basis of cultivation plan, residue analyses, be checked against the list of legally approved products, be aimed at minimising wastage and risks to humans, the environment and crop, and remain within the applicable national standards.	1		1		1
b	Any additional restrictions stipulated by customers and relevant countries with regard to the use of pesticides (including post-harvest treatments) will be recorded and followed. (Presence of documentation) The company has a procedure to prevent using chemicals that are banned in Europe on crops destined for sale in Europe.	1		1		1
c	A list of all permitted pesticides (including post-harvest treatments) for the crop(s) concerned must be present. In the event of changes, the list must be amended. Only products Permitted for the relevant crop(s) may be stored	1		1		1
d	Instructions on pesticide (including post-harvest treatments) labels must be followed. Each application should be accompanied with clear symbols or instructions indicating the dosage and application method to be used.	1		1		1
e	The correct filling and handling procedures (as specified on the label) must be followed.	1		1		
f	Employees (including 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.	1		1		1
g	Protective clothing must be stored away from the pesticides.	1		1		1
h	Protective clothing must be cleaned after use.	1		1		
i	Safety recommendations and re-entry times must be respected and followed. <ul style="list-style-type: none"> <li>Warning signs clearly displayed at treated locations</li> </ul>	1		1		1

Number	Description requirement	Remarks previous audit bevindingen vorige audit		Remarks		Implementation		Critical control point
						yes	no	
j	Products must be free of visible residue.	1				1		
k	The required quantity of pesticide must be demonstrably calculated for each application. Taking into account: <ul style="list-style-type: none"> <li>• approved plans</li> <li>• crop</li> <li>• application method</li> <li>• surface area to be treated</li> <li>• speed and</li> <li>• pressure of the equipment used</li> </ul>	1 1 1 1 1 1				1 1 1 1 1 1		
l	There must be sufficient weighing, measuring and mixing equipment available.	1				1		
m	The use of pesticides must be recorded periodically, including the use during the propagation phase on site. A stock check of the pesticides must be carried out at least every 3 month's  <b>Crop protection records:</b> <ul style="list-style-type: none"> <li>• Crop name</li> <li>• Place of application</li> <li>• Date of application</li> <li>• Reason of application</li> <li>• Technical approval of the application</li> <li>• Name of crop protection product</li> <li>• Quantity applied</li> <li>• Method of application</li> <li>• Name of person applying</li> </ul> Stock records for crop protection products <ul style="list-style-type: none"> <li>• Every 3 Months</li> </ul>	1 1 1 1 1 1 1 1 1 1 1				1 1 1 1 1 1 1 1 1 1		1 1 1 1 1 1 1
n	Surplus pesticides must be stored carefully or disposed of responsibly (according to national or local law) , e.g. by spraying on untreated plots.	1				1		
o	Records should be kept of the quantities involved The use of post-harvest products must be recorded, including: <ul style="list-style-type: none"> <li>* lot of batch of harvested crop treated,</li> <li>* location</li> <li>* application date</li> <li>* tupe of treatment</li> <li>* trade name</li> <li>* active ingredient</li> <li>product quantity</li> <li>* name of operator</li> </ul>	1 1 1 1 1 1 1 1				1 1 1 1 1 1 1		1 1 1 1 1 1
<b>2.13</b>	<b>With regard to the application, use and storage of pesticides (incl. pre-treatments), fertilisers, energy and water:</b>							
a	Draw up a cultivation plan and fertilising program. These must be aimed at minimising (fertiliser) wastage:	1				1		
b	A risk analysis (analysis of chemical composition) must be demonstrably carried out before using organic fertiliser. The fertilising value must be included in the cultivation plan.	1 1				1 1		
c	The use of sewage sludge is prohibited.	1				1		1
d	Purchased inorganic fertilizers has to be accompanied by documentary evidence of chemical (including heavy metals) and nutrient content (N, P, K).	1				1		
e	The required quantity of fertiliser must be demonstrably calculated for each application. Taking into account: <ul style="list-style-type: none"> <li>• crop</li> <li>• application method</li> <li>• surface area to be treated</li> <li>• speed and</li> <li>• pressure of the equipment used</li> </ul>	1 1 1 1 1				1 1 1 1 1		
f	There must be sufficient weighing, measuring and mixing equipment available.	1				1		

Number	Description requirement	Remarks previous audit bevindingen vorige audit	Remarks	Implementation		Critical control point	
				yes	no		
g	The use of fertilisers must be recorded periodically, including the use during the propagation phase on site. A stock check of the fertilisers must be carried out at least every 3 months <b>Fertiliser records</b> <ul style="list-style-type: none"> <li>Place of application</li> <li>Date of application</li> <li>Name of fertiliser and concentration</li> <li>Quantity applied</li> <li>Method of application</li> <li>Name of person applying</li> </ul> <b>Stock records for fertilisers</b> <ul style="list-style-type: none"> <li>every 3 months</li> </ul>	1 1 1 1 1 1 1			1 1 1 1 1 1 1		
h	Surplus fertilisers 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	1 1			1 1		
<b>2.14</b>	<b>With regard to the application, use and storage of pesticides (incl. pre-treatments), fertilisers, energy and water:</b>						
a	Draw up a watermanagementplan	1			1		
b	Crops should be irrigated in the most efficient way, matching to the needs of the crop (e.g. by using measurement results and forecasting). This must be demonstrable. Water usage must be recorded.	1 1			1 1		
c	Sustainable sources must be used for irrigation (where possible after consulting water management authorities). Sewage water may not be used, <b>treated sewage water on certain conditions.</b>	1 1			1 1		1 1
d	The water source must be analysed at least once a year using accepted standards, on the basis of the risk assessments and taking into account the characteristics of the crop. If deviations are found, adequate steps must be taken. <ul style="list-style-type: none"> <li>Irrigationwater</li> <li>Post harvest water</li> </ul> If deviations are found, adequate steps must be taken. Steps taken must be documented.	1 1 1 1			1 1 1 1		
e	Closed cultivation systems must be used where possible.	1			1		
f	Groundwater and surface water pollution must be avoided wherever possible, e.g. by taking account of mineralisation and effects of over-fertilising.	1			1		
g	A risk-assessment has to be completed for post-harvest water.	1			1		
<b>2.15</b>	<b>With regard to the use of energy:</b>						
2.15a	Draw up energymangementplan	1			1		
<b>2.16</b>	<b>With regard to maintenance:</b>						
	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, where possible by participating in an independently certified maintenance programme. <ul style="list-style-type: none"> <li>Regular maintenance for crop protection and fertiliser application equipment</li> <li>Calibration records for equipment mentioned above at least once a year.</li> </ul>	1 1			1 1		
<b>2.17</b>	<b>With regard to safety, health and hygiene</b>						
a	A general hygiene protocol based on a risk assessment must be present in all permanent storage and accommodation locations for all to see.	1 1			1 1		
b	Adequate measures must be taken against vermin	1			1		

Number	Description requirement	Remarks previous audit bevindingen vorige audit		Remarks		Implementation		Critical control point
						yes	no	
c	General hygiene training must be provided for all employees on the basis of the risk inventory. (documented).	1				1		
d	A protocol must be drawn up for all possible emergency situations (disaster plan). This should be displayed, visible to all, and must definitely include the names of contact persons and telephone or emergency numbers as well as directions to the nearest telephone	1 1 1 1				1 1 1 1		
e	Procedures to be followed in the case of accident and emergency must be understood by everyone and drawn up in the language spoken by the employees	1 1				1 1		
f	Dangerous and risky areas should be clearly marked as such, in both permanent and temporary situations	1				1		
g	An occupational risk assessment must be carried out, and a plan to promote health and safety must be drawn up	1 1				1 1		
h	There must be adequate first aid facilities in the workplaces at fixed locations (non-permanent workplaces (in the field): with the supervisor).	1				1		
i	There must be a sufficient number of employees trained in first aid present at the company. They must demonstrably attend regular refresher courses.	1 1				1 1		
j	The company's compliance with local and national legal requirements for working conditions must be demonstrable. <ul style="list-style-type: none"> <li>• Wages</li> <li>• minimum ages</li> <li>• working hours</li> <li>• safe working conditions</li> <li>• freedom of organisation</li> <li>• Security of employment</li> <li>• pension provisions</li> <li>• medical provisions</li> </ul>	1 1 1 1 1 1 1 1				1 1 1 1 1 1 1 1		
k	The facilities at the company must be well-maintained (toilet, washing facilities, food storage area and accommodation). There must be drinking water, a toilet and washing facility near the workplace	1 1				1 1		
l	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.	1				1		
m	If employees are housed at the company, the basic provisions must be present and the accommodation fit for habitation.	1 1				1 1		
n	When required safety advice for substances hazardous to worker health is available/accessible.	1				1		
o	The grower has to provide an accurate overview over all workers of the farm.	1				1		
p	A responsible attitude with regard to employees in the area of health, safety, welfare and training. Evidence of annual meeting between employee and maanger must be available.	1				1		1
<b>2.18</b>	<b>Policy plans:</b>							
	The company must formulate policy plans containing aims that continually go further with regard to the aspects listed in this certification scheme. Part of the plan should be a nature conservation plan (refer to 'General' as well). This nature conservation plan should strive to convert unproductive sites to conservation areas for the encouragement of natural flora and fauna. Subjects: <ul style="list-style-type: none"> <li>• Fertilisation</li> </ul>	1				1		

Number	Description requirement	Remarks previous audit bevindingen vorige audit	Remarks	Implementation		Critical control point	
				yes	no		
	<ul style="list-style-type: none"> <li>• Crop protection</li> <li>• Energy</li> <li>• Waste</li> <li>• Substrate</li> <li>• Natural resources such as soil, water, air</li> <li>• Parental material</li> <li>• Storage</li> <li>• Maintenance</li> <li>• Safety, health and hygiene.</li> </ul> <p>Description: the situation at the company, how the company deals with the subjects mentioned and what the policy is for the future.</p> <p>Nature conservation plan includes: base measurement, actions to improve habitats and increase biodiversity, convert unproductive sites to conservation areas for the encouragement of natural flora and fauna.</p>	1 1 1 1 1 1 1 1 1 1 1			1 1 1 1 1 1 1 1 1 1 1		
<b>2.19</b>	<b>Complaint registration:</b>						
	Complaints relating to this schedule must be recorded as stipulated in the MPS certification schedule.	1			1	1	
	Any corrective measures must be recorded as well.	1			1	1	
2.20	The subcontractor must carry out an assessment of compliance against the MPS-GAP requirements relevant to the services provided on the farm.	1			1		
<b>2.21</b>	<b>With regard to GMO's:</b>						
a	The planting of GMO's (also trials) has to comply with all applicable legislation in the country of production.	1			1	1	
b	There must be documentation available when the producer is growing GMO's.	1			1		
c	The grower has to inform his clients about the GMO status of his product.	1			1	1	
d	The grower has to draw up and implement a plan to minimise risk of mixing GM crops and conventional crops.	1			1		
e	GM crops have to be stored separately from other crops.	1			1	1	
<b>2.22</b>	<b>With regard to integrated pest management:</b>						
a	The grower has to show evidence of implementation of at least one activity that falls in the category of "Prevention".	1			1		
b	The grower has to show evidence of implementation of at least one activity that falls in the category of "Observation and Monitoring".	1			1		
c	The grower has to show evidence of implementation of at least one activity that falls in the category of "Intervention".	1			1		