



# PROCEDURE FOR UPDATING AND MANAGING THE FLORVERDE SUSTAINABLE FLOWERS CERTIFICATION SCHEME'S REGULATORY DOCUMENTS

## 1. DEFINITIONS

**Updating:** Modification of the normative documents to prevent them from becoming obsolete due to changes in the work guidelines of international sustainability initiatives, local legislation, mutual recognition with other certifications, and, in general, the continuous improvement of Florverde Sustainable Flowers' socio-environmental requirements.

**FSF:** Abbreviation for Florverde Sustainable Flowers.

**Normative documents:** refers mainly to the Standard for the sustainable production of flowers and ornamentals and the General Regulations for Florverde Sustainable Flowers certification.

**Form (template):** A predefined design, either on paper or in a digital format, used as a tool to collect data and information related to an activity within a process or procedure. Once completed, it becomes a document or record of the Florverde Certification Scheme.

**Florverde Company Status List:** An informative list that reports the status of companies, either individually or as a group, that are certified or in the process of certification with Florverde.

**Master List of Documents and Records:** A list that includes all the normative controlled documents and records, as well as those supporting the operation of the Florverde Sustainable Flowers Certification Scheme. It also indicates the review status of each document, with the objective of consistently utilising the most recent version.

**Change Control Matrix:** In each Florverde document procedure, an informational table is included to track changes made to the previous version.



**Procedure:** A document that specifies or details a part of a process.

**Process:** A set of mutually related activities that transform inputs into outputs, meaning they are aimed at achieving a specific result. It indicates the order in which activities or tasks should be performed, who is responsible for carrying them out, when they should be done, and how they should be documented, as well as who will evaluate the results and how this will be done.

**Record:** A document that provides documentation of activities conducted over a period of time by presenting information and results.

**Version:** Identification that denotes the normative documents' status and serves to prevent the consultation and application of documents that are no longer in force. In this case it is identified by the date and version number.

## 2. UPDATE PROCEDURE FOR THE FSF REGULATORY DOCUMENTS

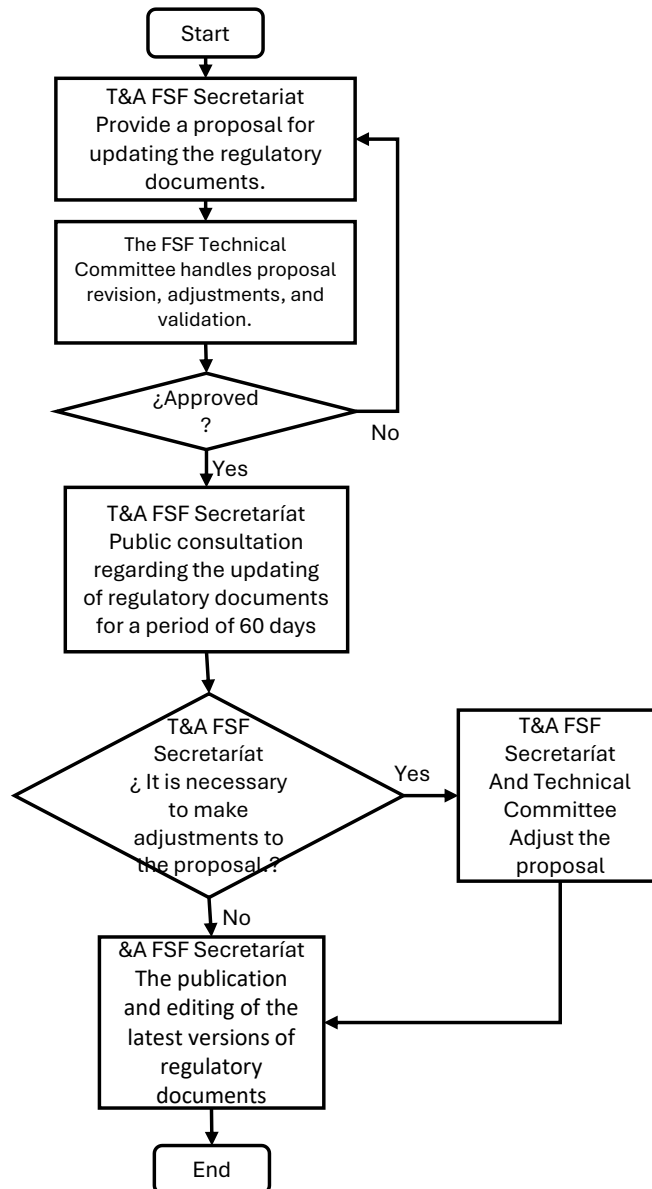
Every three (3) years, the normative documents must be revised in accordance with the General Regulations for FSF certification. This update is the responsibility of the FSF Technical Committee and the FSF Technical and Administrative Secretariat.

The FSF Technical and Administrative Secretariat shall be responsible for coordinating and proposing changes to the normative documents and the FSF Technical Committee shall review, comment on and endorse the proposal presented by the Secretariat.

The FSF Technical Committee-approved suggested update to the normative documents is made available for public consultation with stakeholders so they can offer feedback and ideas for improvements. The Technical and Administrative Secretariat and the FSF Technical Committee must examine, consider, and incorporate such remarks and recommendations into the final normative documents.

The final normative texts will be edited and published by the Technical and Administrative Secretariat. Figure 1 shows an overview of the process of updating the FSF certification scheme's normative documents.

Figure 1. Process for updating FSF normative documents



## 2.1 Normative documents to update

- Florverde Standard for the Sustainable Production of Flowers and Ornamentals
- General Regulation for Florverde Sustainable Flowers certification

## 2.2 Inputs for updating normative documents

- Standard and General Regulations for FSF certification (version to be amended)
- International initiatives



- The Floriculture Sustainability Initiative (FSI)
- World Business Council for Sustainable Development
- ITC Sustainability Map
- International Labor Organization (ILO)
- The Consumer Goods Forum
- Certification or verification standards or seals
  - GLOBALG.A.P.
  - Rainforest Alliance
  - Flor Ecuador
  - Ethical Trading Initiative (ETI)
  - Whole Foods
  - Wal Mart
  - Kroger
  - Among others
- Local legislation

### **2.3 Roles and responsibilities of the FSF Technical and Administrative Secretariat in updating the normative documents**

- Form a team of qualified professionals responsible for developing the proposal for the update of the regulatory documents. This team should have education in the social, agronomic, and environmental fields, knowledge of the certification topics for the FSF regulatory documents, and experience in the flower industry.
- The professional team must develop a proposal to update the normative documents according to the procedure defined in this document and the instructions provided by the Technical and Administrative Secretariat. The suggested changes to the regulatory documents range from minor editorial adjustments, eliminations, additions, changes in the level of requirements, to the inclusion of new topics.
- Present the proposal for updating the normative documents to the FSF Technical Committee.
- Submit the update proposal, approved by the FSF Technical Committee, for public consultation.
- Edit and publish final normative documents.

### **2.4 Roles and responsibilities of FSF Technical Committee members in updating the normative documents**

- Review, suggest adjustments and approve the proposal for updating the regulatory documents submitted by the Technical and Administrative Secretariat.



- Attend meetings scheduled by the Technical and Administrative Secretariat to analyze, suggest and approve proposed changes. The meetings will address important and relevant changes that are proposed in the update of the normative documents; meetings are not to review the changes details, since they will be approved in bulk or the using the method defined.

## 2.5 Process for preparing and standardizing the updating of normative documents

For the preparation and standardization of the updating of the normative documents, the following procedure must be followed:

### The professional team of the Technical and Administrative Secretariat FSF shall

- Review the content of the Standard and General Regulations for FSF certification in the versions to be modified.
- Review international sustainability initiatives, local legislation and the standards of other seals and socio-environmental verifications (see section 2.2) and determine possible changes to be made.
- Propose what is included, removed and modified from the Standard and the General Regulations for certification in the versions to be modified.
- Work on the proposal for changes to the Standard and General Regulations for certification, in the Excel and Word files respectively, changing the versions to be modified.
- The identification of the changes in the update of the normative documents from one version to another should be done in the following way:
  - Black: unchanged texts of the normative documents that remain in their current versions.
  - ~~Red-strikethrough~~: texts to be deleted from the normative documents in the current versions.
  - Red color: texts to be added in the current versions of the normative documents.
  - Place a footer indicating the date and prepared by the FSF Technical and Administrative Secretariat.
- Make the adjustments or changes proposed and approved by the Technical Committee to the proposed update of the normative documents. This must be done according to what is defined in the previous point and the footnote must indicate approved by the FSF Technical Committee.

### Members of the FSF Technical Committee

- Review the changes and updates to the normative documents in their versions to be modified proposed by the FSF Technical and Administrative Secretariat.
- Attend meetings to review important and relevant changes to the normative documents for their analysis, modification and approval. Changes shall be approved by majority vote, i.e. half plus one of the members of the Technical Committee.



- For the approval of the rest of the proposal to update the normative documents, it will be decided whether to hold additional meetings for approval in bulk or to send to the Secretariat by e-mail indicating its approval or suggestions for adjustments. If the committee members do not attend or do not express their opinion, it is understood that the proposed changes have been accepted.
- The format or media specified by the FSF Technical and Administrative Secretariat must be used for adjustments and approvals.

#### Public consultation

- The FSF Technical and Administrative Secretariat must prepare the list of stakeholders to send them the draft (changes and updates) of the Florverde normative documents, the list must include producers, Certification Bodies, State Institutions, NGOs, among others.
- The format and method for obtaining stakeholder feedback are established by the FSF Technical and Administrative Secretariat.
- The FSF Technical and Administrative Secretariat sends the updated normative documents to stakeholders for their comments.
- The FSF Technical and Administrative Secretariat allows a period of 60 days to receive comments from stakeholders on the normative documents posted for public consultation.
- The FSF Technical and Administrative Secretariat during the 60-day public consultation phase, will publish the draft normative documents on the Florverde website to receive comments from any stakeholder.
- The FSF Technical and Administrative Secretariat collects and consolidates stakeholder comments and submits to the FSF Technical Committee.
- The FSF Technical Committee reviews and decides on the inclusion of stakeholder suggestions in final normative documents.

### **3. DOCUMENT CONTROL**

- By version and approval or validity date, all Florverde Certification Scheme operational or normative documents that need to be controlled are recognised.
- The Florverde website provides the latest versions of all normative documents, along with certain procedures, records, and operational formats, available for download
- Language: Spanish is the original language of the documents. Florverde documents may be translated into other languages and published on the Florverde website.
- These official Florverde documents will be the only ones used for the certification procedure after they are published.

- Regarding normative documents, the following applies:
  - **Version Number:** A change in the first digit (e.g., from 7.0 to 8.0) indicates a version change and affects the accreditation of the standard. A change in other digits (e.g., from 7.1.1 to 7.1.2) indicates an update that does not affect accreditation. If the changes do not impact accreditation, the version remains "7.0", with the update noted as "7.1.2".
  - Updates to the Florverde Standard or General Regulations may occur independently, but any version change will affect all normative documents.
  - All Florverde's CB will receive the updated normative documents in an official communication format. It is the responsibility of the OC to notify their clients of these updates, as well as the producers, inspectors, and auditors.
  
- Every document that comprises the system must be evaluated annually
- The Florverde company status list should be updated by the 15th and 30th of each month (or the last day of the respective month) to identify companies that are certified or in the process of being certified under the Florverde certification scheme. The list can be found on the website: <https://www.florverde.org/encuentre-las-organizaciones-certificadas/>.
- Technical support for the Florverde website, www.florverde.org, is provided in collaboration with the Asocolflores Technology Department, which is responsible for carrying out the requests made by the Florverde Technical and Administrative Secretariat

Annex 1. Master List example

FLORVERDE SUSTAINABLE FLOWERS		LISTADO MAESTRO DOCUMENTOS FLORVERDE SUSTAINABLE FLOWERS											Versión: 1.0
													Fecha: 20231212
No.	Tipo de documento			Nombre	Versión	Fecha de aprobación	Elaborado	Archivo	Idioma		Sistema de gestión interno	Documento normativo	Ubicación
	Documento	Lista de verificación	Registro						Español	Inglés			
1	X			Estándar Florverde para la producción sostenible de flores y ornamentales	Versión 7.1.2	Julio de 2021	Secretaría Técnica y Administrativa FSF	PDF	X			X	<a href="https://florverde.org/wp-content/uploads/2022/04/202107_EstandarFSF_V2_L2_Espanol.pdf">https://florverde.org/wp-content/uploads/2022/04/202107_EstandarFSF_V2_L2_Espanol.pdf</a>
2				Florverde standards for the sustainable production of flowers and ornamentals	Version 7.1.2	July 2021	Secretaría Técnica y Administrativa FSF	PDF		X		X	<a href="https://florverde.org/wp-content/uploads/2022/04/202107_EstandarFSF_V2_L2_English.pdf">https://florverde.org/wp-content/uploads/2022/04/202107_EstandarFSF_V2_L2_English.pdf</a>

Prepared	Approved
----------	----------



Hugo Montero	Daniela España
--------------	----------------

CHANGE CONTROL

Prepared	Date	CHANGES
Hugo Montero Coordinator FSF	03/01/2024	<b>Annex 1:</b> The model of the master list has been included
Laura Forero Coordinator FSF	20/01/2025	<p>Annex 1: The master list has a column for the "Last Review Date.</p> <p>The document management system requires that all material include a change control matrix with the following headings: Responsible, Date, Changes, Approved By, and Approval Date.</p> <p>Figure 1 was modified.</p> <p><b>Definitions:</b> The Florverde company status list and the master list of documents and records were included. The section on records was modified.</p> <p><b>Florverde company status list and Change Control Matrix:</b> The frequency was defined</p>

.....END DOCUMENT.....