

QUICK GUIDE

KS 1758-2:2016

Horticulture industry-Code of Practice.
Part 2: Fruits and Vegetables



Achieve Food and Nutrition Security
by understanding quality standards

Acknowledgement

SOCAA in collaboration with SNV (Netherlands Development Organization), IFPRI (International Food Policy Research Institute) and other Civil Society Organizations (CUTS and SACDEP) is working to address the challenges associated with food safety & food loss at county and national level under the Voice for Change Partnership (V4CP).

The KEBS Horticulture Technical Committee that was involved in the formulation of the KS 1758-2:2016 is hereby acknowledged and recognized for the efforts put in place to ensure the domestic market and local consumers are exposed to safe food and safe production habits.

Introduction

This Quick Guide is compiled by The Society of Crop, Agribusiness Adviser of Kenya (SOCAA), a membership-based society with extensive knowledge and experience in the entire horticulture (Fruits and vegetables) value/supply chain.

This Quick Guide is not and should not be used as a replacement of the KS 1758-2:2016 but as general information tool to understand the Standard as Published. Users of this Guide are encouraged to have a copy of the KS 1758-2:2016 when using this Quick Guide.

Under the Food and Nutrition Security (FNS) component we seek to achieve improved food safety for horticultural fresh produce through enhanced collaboration between stakeholders with a focus of ensuring good agricultural practices and effective traceability systems.

SOCAA works with other partners to address the challenges associated with food safety & food loss at county and national level through multi-stakeholder forums and platforms that engage public and private sector with consumer organizations with a view to influencing inclusive policies, increased budgetary allocation and enhanced service delivery.

Quick guide to KS1758

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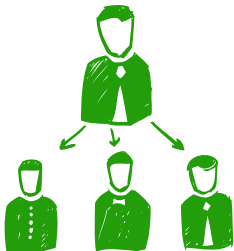
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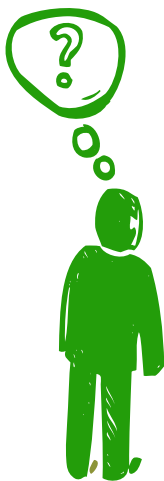
What is KS1758?

- a) It is Government standard, under Kenya Bureau of Standards (KEBS)
- b) It covers issues of food safety, environmental sustainability, and social accountability
- c) All industry value chain players –will be expected to follow laid down procedures to ensure that horticultural produce is produced and handled in a responsible way at every point.
- d) Compliance is key and is about what we must do.
- e) Harmonizes with existing International Codes on good agricultural practices and guidelines.
- f) Enhances farm assurance systems, compliance to the relevant Laws of Kenya and strict adherence to safe use of chemicals.



Who does it apply to?

- It applies to all players in the industry including but not limited to growers, propagators, breeders, consolidators, traders, shippers and cargo handlers.



Why use the standard?

- In order to maximize quality and profits in horticulture

How does it work?

MANAGEMENT SYSTEM

- The framework of policies, processes and procedures used by an organization to ensure that it can fulfill all the tasks required to achieve its objectives.
- Gives the operator requirements of a management system implementing the standard.

Managerial Responsibility requires;

- Decision making defined within the organizational structure- given qualified and experienced people.

Operator to have socio-environmental policy

- With objectives and goals.
- Action Plan to achieve its goals and objectives in these areas.
- Review them annually evidence of such review
- commitment to implementation and maintenance



Internal Audits:

The operator shall require

- Documented procedure for internal auditing to be implemented
- Corrective actions on non-compliances taken appropriately and Followed up by a management
- A documented procedure for identification and handling of environmental risk is in place and implemented
- Annual inspections, internal audits or self-evaluations,
- Audit or self-evaluation reports.
- Keep relevant records.

Complaint Handling Procedures

- The management to show commitment to adequately address complaints that may arise with regard to the activities of the firm/farm.
- Documented Complaints policy and procedure and reviewed
- Steps taken to address arising complaints and all the recommended corrective actions to be stated and acted upon.
- The evaluation system

Traceability:

The operator has a traceability system that addresses

- Raw material procurement
- Product process and conditions
- Byproducts generated
- Waste treatment
- Risk assessments
- Human resources
- Equipment employed
- Applicable standards and regulations
- Receipt to dispatch marks are not altered, adulterated or obliterated
- precise process flow



Record Keeping and Documentation:

Operator to have

- A record keeping system
- legible, readily identifiable and retrievable Records

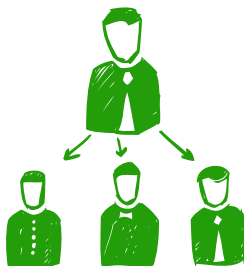
Record Keeping and Documentation

- Records maintained for a period at least two years.
- Trained record keepers adequately supervised
- Records clearly written, dated and signed by a responsible person.

CULTURAL PRACTICES

Choice of Variety or Rootstock

- Procurement of registered/certified varieties, seed stocks, rootstocks, plugs or liners is sourced from recognized for the purposes of traceability.
- Plant passport or seed import permit.
- own farm materials observe GAP
- Breeders' rights observed as per the International Union of the Protection of new Varieties of plants (UPOV) requirements.
- Propagation/planting materials to be traceable to the registered suppliers/ operators/propagators.



Seed Treatments, Nursery Stock:

- Seed treatments be done by registered seed companies
- Operators producing their own seeds to show proof of seed certification process
- Any supply of vegetative or plant material or nursery stock must be duly documented and the terms and conditions of its corresponding commercial contract meeting the required minimum health and quality standards be provided.

Genetically Modified Organisms (GMOs):

- Where GMOs are used, their use shall strictly be in compliance with both the local regulations and that of the ex/importing country

Site Selection:

- Production are not restricted by authorities.
- Farm plans and activities drawn and done in accordance with Environmental Impact Assessments (EIA).
- Crop production areas indicated in relation to staff housing, toilets, drinking water points, waste disposal sites, waste water treatment points, utility stores and social facilities.
- The records and justifications showing the suitability of the site for horticultural activity are available.
- EIA or Risk assessment must take into account potential contaminants, soil type, erosion, quality of ground water, availability of sustainable water source, land use history e.t.c
- Selection of land site not close to an area contaminated with industrial, domestic, faecal or organic wastes.
- Untreated sewage water not used for irrigation purposes.
- A recording system established for each field, orchard or green house such that each is uniquely identified with a code/number.

Plant nutrition and fertilizer use:

- A fertilizer plan on quantity and type of fertilizer used shall be developed.
- Records of application shall be kept with the timing and frequency.
- Application machinery shall be well maintained.
- Fertilizers shall be stored while covered, protected from weather elements and separate from any other chemicals.

Crop protection:

- Monitor pests and diseases in the facility.
- Control pests and diseases through sanitation, scouting and hygiene protocols.
- Procurement of pesticides shall be those registered under the Pest Control Act by PCPB and from licensed distributors.
- Pesticides shall not be transported together with food, animal feeds or any consumer goods.
- Pesticides shall be stores in suitable stores that are well ventilated, locked and away from foodstuffs.
- Application records should be kept with a spray supervisor's logbook with records of PPEs and dates of issue.
- Written procedures for safe disposal of dilute pesticides and empty containers shall be developed and followed.
- Records on periodical Residue Analysis shall be kept.

Harvesting and post-harvest handling:

- Ensure product integrity throughout the handling phases including storage, transportation, packaging and loading.
- Maintain harvesting and post-harvest handling hygiene.
- Pack houses shall comply with all relevant national laws relating to working conditions.
- Risk assessment audit shall be done in areas where food safety hazards may occur.

Worker health, safety and welfare

- Promote safe and hygienic culture that establishes controls to minimize risks identified.
- Workers representatives and Management shall establish and implement a policy for Occupational Safety, Health and Working Environment that conforms to National legislations.
- Operator shall provide safety and hygiene information to use on common areas and also the food provided to workers meets public and hygiene regulations.

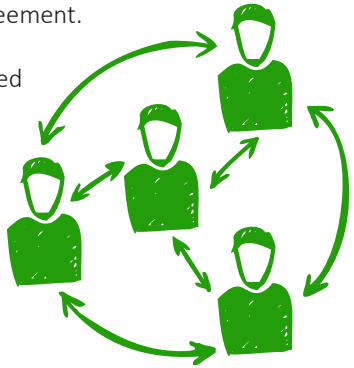
LABOUR, EMPLOYMENT AND SOCIAL ISSUES

Wages:

- All employees are paid at the agreed time and in full or by some mutually acceptable monetary means.



- No deductions of any sort other than the statutory requirements made from employee's wages without mutual agreement.
- Pay overtime
- Agreed and legally stipulated mid-day and work breaks shall be observed
- Employers make the necessary deductions and remit monthly contributions in accordance with NSSF Act, Cap. 258
- Workers selected for a particular job and paid in accordance with their ability to carry out specific tasks.
- All workers receive equal pay for equal work.
- Employer may provide reasonable housing accommodation with adequate clean water, washing and toilet facilities for each of his employees within easy access; or the employer may pay to the employee such sufficient sum as housing allowance in addition to wages or salary.
- Employers to provide transport or transport allowance when employees work outside normal working hours or when public transport is not available
- Transportation (public roads, on-farm, to and from



fields) as provided by the producer to the workers shall be safe and comply with national safety regulations

Staff Recruitment and Promotions:

- Staff shall be recruited and promoted based on their ability to perform work to be done
- Female staff, interns shall not be employed in areas identified as hazardous in the farm risk assessment
- Expectant female staff not be dismissed, discriminated against or
- Expected to undertake work that may harm the mother or the born child.

Induction and Training;

- All farm personnel shall receive basic and relevant induction, training and orientation

Work Contracts:

- All employees, including those sub-contracted, shall be given a written, legally binding employment contract signed by both parties detailing their obligations, rights and entitlements.
- Employees shall be given their individual job descriptions, terms and conditions. Subsequent changes in terms and conditions negotiated and communicated to employees.

Work Hours and Leave Days

- In every period of seven (7) days a period of rest comprising at least one rest day (paid) must be provided.

- All permanent and contract staff shall be entitled to minimum 21 leave days
- All seasonal workers/sub-contractors must be entitled to leave on a pro-rata basis.
- Employee shall be entitled to sick leave which shall be granted on production of a certified letter of incapacity signed by a recognized medical practitioner.
- All permanent and contract staff shall be entitled to minimum 21 leave days
- All seasonal workers/sub-contractors must be entitled to leave on a pro-rata basis.
- Employee shall be entitled to sick leave which shall be granted on production of a certified letter of incapacity signed by a recognized medical practitioner.

Termination:

- Each employer to have legally validated internal regulations of working and labor conditions, if not provided for by national law, which should include, among others, proper regulation of warnings and procedure for dismissals.
- Gross misconduct as set out in the Employment Act, shall be grounds for summary dismissal.
- The termination of work contract shall be formalized in accordance with the law.

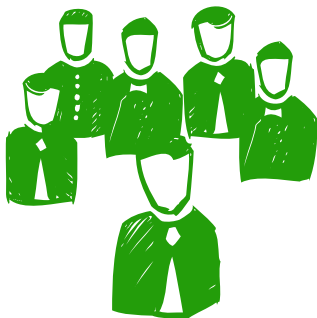
Workman's Compensation:

- Any member of the workforce who is injured in the course of his work is entitled to compensation in accordance with the Workman's Compensation Act.

- Compensation claimed is disallowed if it is proved that the injury was attributable to the serious and willful misconduct of the employee.

Freedom of Association and Participation

- Workers right with regard to the national law to establish and to join labor unions of their own choice, without prior permission.
- Workers representatives shall not be subjected to discrimination and will have access to all workplaces necessary to carry out their representation functions.
- Farm management shall provide assistance to facilitate workers committees /union.
- Workers committee/union to participate in collective bargaining.
- Where a union has been formed it shall be registered and collective bargaining is carried out in accordance with the prevailing labor laws.



Grievance and Disciplinary Procedures

- All workers have the right to be heard on matters relating to contractual terms, dismissals and general welfare.
- Clear written farm rules, grievance and disciplinary

procedures developed, implemented, communicated and explained to the workers and be accepted by all parties involved.

- Operators shall have in place formal procedure for solving complaints/disputes in the workplace within a specified time frame.

Forced Labor, Discrimination and child labor

Forced Labor

- Operators shall not make use of forced labor nor coerce anyone to work against his/her will.
- Workers will not be required to lodge or deposits their original IDs with employer.
- Workers shall decide to join and leave the company on personal and voluntary basis.



Discrimination / Harassment:

- No engagement in or support of discrimination, intimidation or coercion in any form based on ethnicity, religion, gender, union membership or political affiliation.
- Physical harassment, disciplinary practices and/ or psychological oppression not be tolerated and measures to be in place to prevent such practices.

- Employees also have access to training on equal terms.

Child Labor/Minors

- No children or minors shall be (persons under 18 years) employed for any duty or task whether gainfully or otherwise

Out-Growers/ Out Grower Associations:

- Operators shall formulate and implement a fair purchasing policy with their out growers.
- There shall be written, legally binding agreements between the operators and all out-growers covering product, volumes, frequencies of collection, pricing, grades and obligations.
- Responsibility for providing full technical advice where such need is perceived to out-growers prior to starting crop production.
- All out-growers paid in cash or by a mutually agreed monetary arrangement and supported with proper and adequate documentation.
- The operator shall be responsible for its subcontracted operations and activities and shall ensure occupational safety and health procedures are observed by their subcontractors.
- The buyer must be able to justify the pricing policy regarding the out-growers.

Visitors and Sub-Contractors:

- All visits by non-company personnel may be recorded

- in a visitor's book or similar register.
- Visitors accompanied at all times by a company representative.
- Visitors provided with suitable protective clothing or equipment when entering areas where they might be exposed to hazardous or injurious conditions.

ENVIRONMENTAL MANAGEMENT

Farming and environment are inseparably linked.

- The operator shall develop an environmental management plan to address both positive and negative impacts of the operations in accordance with the EMCA Act.



Environmental Impact Assessment

- EIA and licensing to determine the impact of the farming activity on the environment
- Operators to safeguard soil, water and air and ensure general conservation of the environment.

Packaging Resource Minimization

- Provide a description of all materials used for product packaging and shipping in the Agricultural Production Plan.
- Provide auditable records of materials used in product

packaging and shipping, including the type and quantities of materials used.

Energy Resource Use and Management

- Operator shall have written policy, practice and procedures for improving and optimizing energy use through efficient fuel use and use of renewable energy sources.
- Provide summary of energy and fuel use
- Document on site power or fuel generation and conservation measures and methods being employed.
- Monitoring of energy use and fuel used in agricultural production processes, storage operations and administrative support services.
- Farm equipment selected and maintained for optimum energy consumption

Integrated Waste and Pollution Management, Recycling And Re-Use:

- Document and implement waste and pollution management plan that minimize waste, reduce pollution and recycle waste through improved methods of waste management.
- The plan shall have written procedures for the safe, hygienic disposal of rejected produce and rubbish is implemented and confirmed by visible actions and measures.
- Organic waste materials from crops treated with pesticides not to be fed to animals.

- Documented identification of all waste generated and pollution source
- Burning of wastes is prohibited except if an approved a controlled manner.
- Disposal of hazardous waste material to be carried out by a licensed/ authorized competent facility and in an approved method/incinerator.
- Carry out reforestation activities with native species on margin of natural water sources/or in protective forest reserve area defined by NEMA.
- Operator shall put in place waste water disposal and treatment systems such as soak pit, wetlands as environmentally appropriate to reduce risk to the environment.
- Waste water from the firm activities shall be treated separately and rinsing from farm activities and equipment shall be contained away for domestic water.

Bio-Diversity and Ecological Conversation

- Documented conservation policy which comply with national and international biodiversity conservation legislation.
- Those concerned with wildlife conservation to acknowledge and respect designated environmental sites.
- Natural game corridors maintained to allow wild animals access to water and to other land areas.
- Train workers in the implementation of the Agricultural Production Plan's stated ecological procedures and

practices, and keep records of such training.

Soil Conversation:

- Where applicable riparian land boundaries established and riparian rights respected.
- The use of organic manure and composted waste encouraged for maintenance of soil fertility.

LEGAL AND CONTRACTUAL OBLIGATIONS

- Operator is to comply with applicable national laws and any binding regional and international treaties and agreements
- Operators to respect the Intellectual Proprietary rights related to the germplasm
- Operators shall obtain written information from prospective owners, seed companies or breeders about their guarantee policies
 - which should include plant health assurance in compliance to the Plant Protection Act, Cap 324, (IPPC) and the Seeds and Plant Varieties Act, Cap 326.
- Royalties will be within internationally acceptable ranges or as negotiated by the parties



- Arbitration shall be through national laid down regulations and procedures.
- Operators of nurseries shall ensure their facilities are registered by the competent authority



What do I need to do?

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