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VIVAIFIORI Quality Standard

Plant & Flower Production – Garden Center – Green Maintenance

	<u>Funzione responsabile</u>	<u>Note</u>
Redatto da:	Comitato Tecnico	Riunione del 15/10/2020, 29/10/2020,12/11/2020,26/11/2020
Verificato da:	Consiglio Direttivo	Riunione del 9/12/2020
Approvato da:	Assemblea	Riunione del 21/12/2020

Rev.	Data	<u>Variazioni</u>	<u>Note</u>
00	21/12/2020	Prima Emissione	IN VIGORE

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SECTION I

Quality Process Regulation

VIVAIFIORI

GENERAL INFORMATION

This Regulation stems from the common will of floricultural supply chain operators to adopt a voluntary process certification system. It promotes the implementation of a business management system in order to improve the system's effectiveness, optimize resources and enhance competitiveness.

The VivaiFiori process certification system is addressed to floricultural supply chain operators, including Producers, Gardening Centers and Green Maintenance Operators.

This Regulation neither constitutes nor intends to replace existing national and international standards, but rather, acts as an element of historical and geographical peculiarity aimed at the active and constructive integration with other forms of international self-regulation.

Therefore, the related purpose of this Regulation is to act as a benchmark for Regulations and national and international and voluntary standards for the sector designed to provide a correct guideline for the organization of production processes of companies engaged in the Italian floricultural supply chain sector.

This Regulation is issued by the National Association for the protection of the VivaiFiori trademark (see the General Certification Regulation related to the use of the VivaiFiori trademark).

FIELD OF APPLICATION

This Regulation applies to:

1. agricultural producers operating both in the open field and protected cultivation sectors pertaining to the following production scopes:
 - Cut flowers and leafy branches;
 - Annual or perennial plants, herbaceous, shrubby or arboreal, grown and

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marketed in any type of container, root- ball or bare-root, of ornamental, horticultural, fruit and forest type;

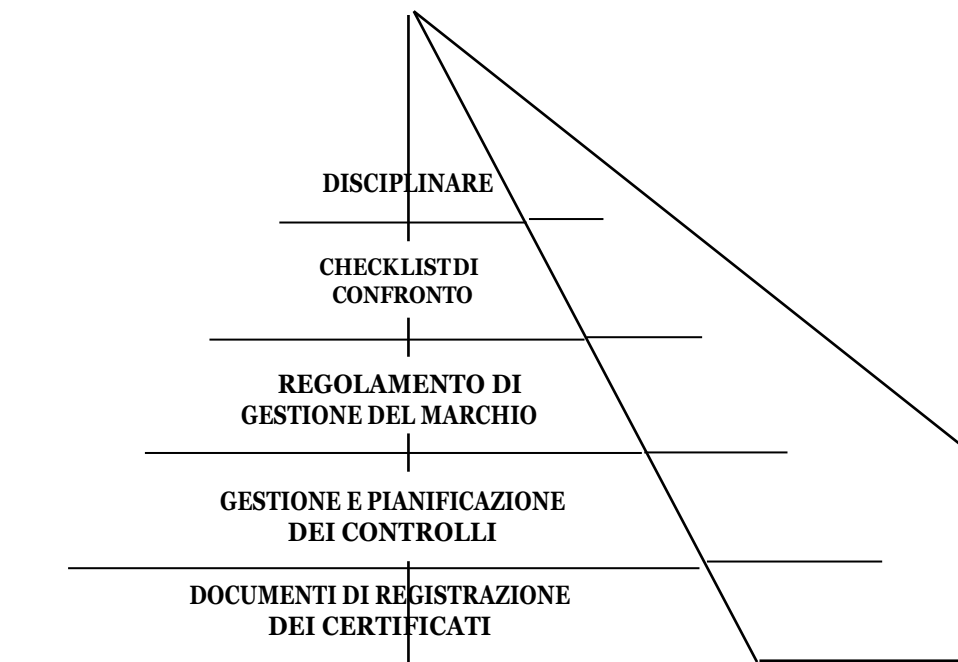
- Young plants and other plant multiplication (propagation and reproduction) material of ornamental, horticultural, fruit and forest plants;
 - Sod Producers;
 - Topiary art and artifacts made with products belonging to the above categories;
2. Agricultural producers (see point 1) with related organized sales of plants and gardening products in general (Garden Centers);
 3. Agricultural producers (see point 1) with related activities in the specialized sector of landscape care and maintenance, engaged in the construction, care and maintenance of green areas, parks and gardens.

Definition of interested parties

- Supply chain operators as defined in the chapter “Field of application”;
- Organizations of floricultural producers and pertaining to the sector;
- National Association for the protection of the VivaiFiori trademark;
- Stakeholders.

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LAYOUT OF THE CERTIFICATION DOCUMENTATION



Key:

DISCIPLINARE= REGULATION

CHECK LIST DI CONFRONTO= CONFRONTATION CHECK LIST

REGOLAMENTO DI GESTIONE DEL MARCHIO= TRADEMARK MANAGEMENT REGULATION

GESTIONE E PIANIFICAZIONE DEI CONTROLLI= CONTROL MANAGEMENT AND PLANNING

DOCUMENTI DI REGISTRAZIONE DEI CERTIFICATI= CERTIFICATE REGISTRATION DOCUMENTS

Top management of the National Association for the protection of the VivaiFiori trademark emphasizes its commitment to developing and improving the trademark management system by:

- a) communicating the importance of meeting the Regulation requirements
- b) setting up the Trademark use and promotion policy;
- c) planning controls and reviews in accordance with third party bodies;
- d) ensuring availability of the necessary resources.

Achieving a high quality level, by choice of the National Association for the protection of the VivaiFiori trademark, is the responsibility of those in charge of directing, carrying out and checking each activity that impact on the application of the Trademark.

No departure from the rules set forth herein will be admitted and any problems that may arise in such regard will be brought to the attention of top management for resolution.

Top management undertakes to make adequate resources available - including the allocation of trained personnel - for the management, execution and verification of the work, including inspections pertaining to the Trademark.

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ASSOCIATION INTERNAL MANAGEMENT SYSTEM

The Association verifies and prepares the following documents and procedures:

Internal management system of the VivaiFiori Association
01 The check report, which must always include: name of the technician in charge, name of the company manager in charge of handling this regulation, company name and relative contacts (phone, fax, email and website), date of the check and indication of the check carried out through on-site inspection or with receipt of documentation.
02 The registration form for companies willing to adhere to the certification mechanism
03 The verification check list
04 The register of training events as well as a training protocol
05 The register of adhering companies
06 The register of completed checks
07 All completed check reports are filed in a suitable format for a period of at least three years. The archive is available for controls, if need may be.
09 The Association undertakes to inform companies of the reviews foreseen in this Regulation, approved from time to time by the Assembly of the VivaiFiori Association
10 The Association adopts a procedure/operating instruction for the management of internal Audits regarding checks and conformity with this Regulation.

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SECTION II
Early inspection

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Administration and General Aspects

Enrollment with RUOP
Authorization for the issue of plant passports
Additional certifications (e.g. CaC, MPA, GLOBAL, ISO, EMAS...)
Registration with the Chamber of Commerce, assignment of VAT Number and Ateco code
Company dossier
Availability of a map of plots and crops
Evidence of cultivation in NVZ, disadvantaged areas or other constraints
Application to join the VivaiFiori program
Consistency between the documentation and the total extension of the cultivation surfaces
Authorization to use phytosanitary products
Authorization to withdraw water from wells, rivers, etc. for irrigation purposes

Management systems for companies

A procedure/ operating instruction for the management of documents and recordings in a controlled manner is in place
An organizational structure is defined, with the inclusion of tasks and responsibilities assigned to staff, in particular, to those who play an important role in the activities that impact on the regulation requirements (e.g. organization charts, job descriptions, letters of appointment, etc.)
The company adopts a procedure / operating instruction for phytosanitary risk management concerning the procurement of products and equipment, including their internal management and sale
An operating procedure / instruction is in place with regards to staff training in relation to activities that impact on the management system relative to this regulation, while appropriate records are kept.

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SECTION III
Checklist
Plant & Flower Production

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Pesticides

- 1.01** Each application of pesticide must be duly recorded and documented, with the indication of: date, crop, lot, parasitology, product used (trade name), quantity and dosage as indicated on the label, name of the workers who possess the appropriate skills (certifications). Companies must adopt tracking methods, even visual ones
- 1.02** Each application of fertilizers, organic fertilizers, cultivation substrates, tillage and cultivation operations must be recorded in an apposite report
- 1.03** The use of banned, unregistered or expired phytopharmaceuticals is not allowed in Italy. (All products in use must be officially registered and authorized by an appropriate government organization in the country of application (Ministry of Health))
- 1.04** The use of pesticides inside greenhouses is strictly prohibited if unprotected individuals are present at the same time
- 1.05** The presence of stocked phytopharmaceuticals must be indicated by permanent and clearly legible signs
- 1.06** The presence of possible hazards such as bins, tanks, workshops, access doors to fertilizer storage areas and any other type of chemical substance must be properly indicated by permanent and clearly legible signs
- 1.07** Companies must observe re-entry times according to the instructions stated on the label; in the absence thereof, re-entry time will be 48 hours
- 1.08** Workers must be provided with adequate equipment (PPE), CE marked and suitable for the application of chemical products as required by the Company Risk Assessment document
- 1.09** PPE equipment must be cleaned after each application and stored in special cabinets. In particular, filters must be kept away from phytosanitary products
- 1.10** Machines for spraying phytopharmaceuticals (with the exception of manually operated sprayers carried on the shoulder), are subject to functional controls
- 1.11** The company must freely provide workers employed in the cultivation, harvesting and processing of products with protective clothing suitable for the task, e.g. aprons, gloves, shoes and caps
- 1.12** Designated no-smoking areas must be identified with apposite signs

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1.13 Safety data sheets related to the products in use must be present and made available to users

1.14 Chemical products must be stored in their original containers. Only in the case of breakages shall the new container be identified by a label containing the same information as that stated on the original one

1.15 An inventory indicating the content (type and quantity) stored in the warehouse must be available. Quantities are indicated in kilos and litres (at least a **six-monthly** update is recommended)

1.16 Phytopharmaceuticals must be stored, weighed and mixed in a separate, adequately ventilated area by expert and well-protected operators, using suitable and clean measuring tools

1.17 An emergency procedure (fire, evacuation, leakage, etc.) shall provide all the necessary information including a list of all actions to be taken in the event of an emergency. Such procedure must be accessible to everyone within 10 meters of the storage/handling area of phytopharmaceuticals / chemical products

1.18 All fertilizers are stored in such a way as to minimize the risk of contamination of water sources, more specifically, the warehouse must be surrounded by an impermeable barrier or, alternatively, absorbent material must be available on site. Other aspects such as proximity to water courses and risk of flooding are also taken into account. Fertilizers should be kept a distance of at least 25 m from rainwater containers and stored in a sheltered place to avoid pollution risks

1.19 Inventories of fertilizers must be present and updated at least annually

1.20 Records proving the origin of the substrates in use are present

1.21 Any substrates that are not reintroduced into in the production cycle must be considered as waste and disposed of accordingly pursuant to current legislation

1.22 A DVR (Risk Assessment Procedure for Health and Safety in the Workplace) is present

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Employee safety (social aspects)

2.01 The individual contract must specify: start date of the employment relationship, employee's professional profile, assigned duties, trial period and salary established by the CCNL (National Collective Bargaining Agreement) and by the Provincial Employment Contract

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Environmental protection

- 3.01** Documents related to energy exploitation with the indication of the sources used (fuel, electricity, etc.) are present
- 3.02** Irrigation must be carried out using methods and systems aimed at minimizing water consumption as far as possible (e.g. drip irrigation, direct application to the root zone, etc.), using appropriate measurement and control methods, if technically and economically feasible
- 3.03** Where possible, rainwater is preferably collected in water basins of adequate size
- 3.04** Specific areas inside the company must be foreseen for the temporary storage of waste
- 3.05** Waste of different types must be divided and collected separately in containers identified according to the material contained therein
- 3.06** Waste of whatever kind, in particular phytopharmaceuticals and chemical residues, must not be discharged onto the ground or into sewers or waterways
- 3.07** Excess mixture or the water used to rinse tanks must be disposed of according to the national or local laws in force
- 3.08** Empty phytopharmaceutical and chemical containers/crates must be handled as special waste and / or according to local regulations
- 3.09** Empty phytopharmaceutical containers must not be reused for purposes other than storage and transport of an identical product, as stated on the original label. In particular, it is strictly forbidden to reuse containers for storing food and drinks
- 3.10** The company adopts measures to minimize the use of disposable material (plastic, paper, cardboard, etc.)

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Cultivation and phitosanitary hygiene

4.01 If required, an adequate crop rotation plan is foreseen

4.02 Soil protection actions are to be taken into account (minimum tillage, surface plowing, fertilization plans, leaching limitation, soil compaction and water stagnation areas)

4.03 The plants produced are resistant to / unharmed by one or more plant diseases

4.04 Measures for tracking incoming and outgoing materials and internal traceability methods are in place. Traceability shall take into account potential phytopathological risks deriving from the plants present in the production site

4.05 Plants and greenery are developed taking into account the size of their container (if used) and as such, are balanced and proportionate to the same. Planting patterns, suitable for the crops, ensure appropriate ventilation.

4.06 Plant residues are promptly removed from the cultivation areas

4.07 Staff is adequately trained to recognize any symptoms arising from physiological deficiencies and identify the appropriate treatment

4.08 Staff is adequately trained to recognize any symptoms arising from physiological deficiencies and identify the appropriate treatment

4.09 Phytosanitary defense measures are adopted with the aid of useful organisms, which are protected and stimulated through the growth of the population

4.10 The company keeps its staff updated on national and international regulations for the production and handling of plant material

4.11 Updates on Union, national and regional lists of invasive exotic species

4.12 Botanic identification systems for the species produced and marketed

4.13 Systems for alerting and recalling goods in the event of non-compliance with regulatory requirements

4.14 Labelling systems stating regulatory information

4.15 Cleanliness, tidiness and decorum in the workplace

4.16 Grassing of rows

4.17 Definition of a fertilization plan

4.18 Irrigation: meters, verification of rainfall data

4.19 Peat saving measures

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SECTION IV
Checklist
Garden Centers

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Plant production and sales facilities

- 5.01** The plants, throughout their entire biological cycle (multiplication phase, rearing phase, display and sale) must be protected under suitable greenhouse structures or outdoor rearing areas to ensure continuous direct light and diffuse radiation, in order to enhance all the physiological processes connected to plant well-being (in particular photosynthesis, transpiration, etc.).
- 5.02** The greenhouse structures used for displaying and selling plants must be built using transparent materials with the possibility of modulating the amount of incident radiation. In addition, they must be equipped with ventilation systems (ridge and / or side windows) to ensure the natural exchange of the internal air.
- 5.03** Automatic or manual irrigation and fertigation systems must be present inside the greenhouse structures to ensure the correct supply of water and mineral elements.
- 5.04** Pallets and / or plant display stands must be positioned at suitable distances to avoid shading.
- 5.05** Greenhouse structures must ensure optimal temperatures to enable proper plant growth.
- 5.06** Authorization for resale of phytosanitary products

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<h2>Commercial Area Management System</h2>	
6.01	<u>Environment</u> - Appropriate roofing, heating, lighting, flooring, shelving / display stands
6.02	<u>Cleanliness and sanitation</u> of aisles, racks / display stands, equipment and products to avoid potential hygiene risks
6.03	<u>Department layout and customer flow</u> . Easily identifiable and accessible department. Logical and uncluttered
6.04	<u>Safety</u> : safe display of materials and corporate safety
6.05	<u>Technical display of the product (merchandising) and product offer</u> - Easy to buy. Good product selection, minimal range overlap
6.06	<u>Stocks: Quality and Management</u> - Intact product and packaging, clearly priced
6.07	<u>Product promotion and emotional / inspirational display</u> - High-traffic points (e.g. gondola end shelving) designed to achieve high sales volumes; appealing offers, cross selling, innovative sales strategies, etc.
6.08	<u>Department / category / product signage</u> – clearly legible and aimed at helping customers to easily find a product; communication of information and advantages offered by the products on sale
6.09	<u>Staff</u> - Visible, present and helpful
6.10	<u>Additional services</u> - Clearly visible shopping carts and baskets, accessible toilets, information point and other services
6.11	<u>Animal well-being</u> - Cleanliness and size of cages, crowding, temperature