

GENERAL REQUIREMENTS

applicable to

MILIEUKEUR CERTIFICATION SCHEMES 'PLANT PRODUCTS FROM OPEN-FIELD CULTIVATION' AND 'PLANT PRODUCTS FROM PROTECTED CULTIVATION'

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The certification schemes, and thus this publication, are subject to continuous change. The most recent certification scheme and any 'supplementary decisions' are published on the SMK websites. The *Milieukeur* wordmark and logo are legally protected and registered with the Benelux Office for Intellectual Property under number 0516647. Sanctions will be imposed for wrongful use of the wordmark or logo.

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Certification Body – General (CIA)

Licence Agreement

A certification body (CI) is only authorised to conduct certification if it has signed a licence agreement with SMK for the relevant certification scheme. When the certification body receives the licence agreement it is accompanied by the SMK handbook.

Accreditation

Certification is conducted in accordance with the NEN-EN-ISO/IEC 17065:2012 standard by a certification body accredited for the relevant certification scheme.

A certification body shall first register with the Accreditation Council. The certification body shall send a copy of the confirmation of receipt for this registration to SMK within one week of receipt. The accreditation shall be obtained within one year after registration. If this period is exceeded, the certification body shall notify SMK of the reason.

Professional competency

The **auditor** (employed by the certification body or hired on a contract basis) assigned responsibility for the certification by the certification body must meet the following minimum requirements:

- Education: Higher professional education (*HBO*) diploma in crop husbandry, livestock husbandry or food technology, in keeping with the scope of the certification scheme. Alternative: Senior secondary vocational education (*MBO*) diploma in crop husbandry, livestock husbandry or food technology, in keeping with the scope of the certification scheme, with at least two additional years of experience in the field of product assessment and/or certification.
- Knowledge: Knowledge in the field of sustainability in the relevant sector, for example in the field of environmental impact. The knowledge must be substantiated by training certificates or by proven experience in that field. The auditor must be able to interpret the criteria correctly and be familiar with the methods and practices in the relevant sector.
- Experience: At least one year of experience conducting audits for product certification schemes, process certification schemes or inspection schemes, or at least 10 complete audits conducted under the supervision of an experienced auditor.

The **decision-maker** is not directly involved in conducting the certification audit of the relevant company (certificate holder). The **decision-maker** who establishes the certification on behalf of the certification body must meet the following minimum requirements:

- Education: Higher professional education (*HBO*) diploma in a technical or agricultural discipline in keeping with the scope of the certification scheme, or sufficient experience to demonstrate ability to function at this level.
- Knowledge: Knowledge in the field of sustainability in the relevant sector, for example in the field of environmental impact. The knowledge must be substantiated by training certificates or by proven experience in that field. The decision-maker must be able to interpret the auditor's reports correctly and be familiar with the methods and practices in the relevant sector.
- Experience: Minimum two years' experience with certification activities.

The decision-maker approves the report of the certification audit and signs it. By approving and signing it he/she confirms to be familiar with at least the general principles of the relevant certification scheme.

The certification body must be able to demonstrate the required professional competencies. If anything is unclear, the SMK Panel of Experts can be consulted.

Certification Body – Working Methods (CIW)

Exchange of information with SMK

A meeting is held between the SMK's Panel of Experts and the certification body at least annually in which the operation of the certification scheme is discussed. SMK commits to informing all certificate holders and licensed certification body of proposed and effected changes to the relevant certification scheme. In addition, all changes and supplementary decisions are published on the SMK websites (www.smk.nl).

Upon request, the certification body shall provide all the information SMK requires to make the certification scheme function effectively. This includes, among other things, information on certification holders' compliance with the criteria and their production volumes of certified products. The exact details may differ for each certification scheme and are included in a separate annex to the licence. SMK uses certificate holders' (and participants') contact details to send them certification scheme changes and *SMK News* and to publish them on the SMK websites.

Registration and deregistration

The certification body shall notify SMK of certificate holders' and participants' registration/deregistration within one month. If deregistration is accompanied with a sanction for the certificate holder or participant, this shall be stated.

A certificate holder/participant can actively deregister during a production cycle for the entire production run or a part thereof. They shall actively register with the certification body again before the next production cycle.

Cost of certification

The certification body charges the company a one-time application fee. If applicable, the certification body will also charge the certificate holder annual contributions. The rates for contributions shall be determined by SMK and made known to the certification body through the annex to the licence agreement. In the case of changes to the rates SMK shall send the certification body a new rate sheet. The rate sheet is also published on the SMK websites. The contribution applies per calendar year in which a company is certified (including partial years).

Mandatory requirements and nonconformities

A certificate will only be issued if the company meets at least the mandatory requirements of the scheme and the General Requirements applicable to that scheme. During the periodic audit or assessment a number of nonconformities with respect to these mandatory and general requirements are permitted (this is shown for each scheme). The requirements are divided into three levels: *Minor*, *Major* and *Critical major*. If a *Minor* nonconformity is established, the certificate holder is given six months to resolve it. A *Major* nonconformity must be resolved within one month. A *Critical major* nonconformity results in revocation of the certificate. The period for resolving an established nonconformity begins on the date the certification body sends its decision to the certificate holder. A certificate holder/participant is always given the opportunity to demonstrate that a nonconformity was wrongly established.

Validity of certificate

A certificate is valid indefinitely unless otherwise specified by the certification body. The certificate will be revoked if:

- The certification body establishes a *Critical major* nonconformity at the company
- The certification body so decides after the company has failed to resolve nonconformities within the agreed period
- The company deregisters for certification
- The certification body has another compelling reason to believe that the company can no longer meet the requirements of the scheme (such as bankruptcy of the company).

Transition period for revisions

If the certification scheme is revised, SMK can specify a transition period. During this transition period, existing certificate holders (and participants) have the choice to have audits (and assessments) conducted on the basis of the previous or current certification scheme. During the next audit (or assessment), once the transition period has ended, compliance with the current certification scheme is mandatory. New certificate holders (and participants) must always comply with the current certification scheme.

Disasters

In the event of disasters and force majeure situations, the SMK Panel of Experts for agro/food can issue a temporary exemption, possibly with additional conditions, for temporary nonconformity with one or more mandatory criteria. This exemption shall be issued after consultation with the relevant certificate holder(s) and/or certification body(s).

Complaint procedure

The certification body has a complaint procedure and informs the public about it on its website. Complaints are handled by an entity (group or individual) who is not (and had not been) involved in the certification activities to which the complaint relates. If there is disagreement between the complaining party and the certification body concerning interpretation of the certification scheme, SMK is informed of this. SMK then brings the interpretation dispute before the SMK Panel of Experts for agro/food.

Specification for certificate

_____ declares that the product/service _____
 (name of certification body) (type of product/service + brand name if applicable)

of _____
 (name and address of certificate holder)



Example logo

meets the requirements of the certification scheme *Milieukeur X / Barometer Y level Z*, as established by the SMK Panel of Experts for agro/food.

Applicable certification scheme:

Code and serial number of certification scheme:

Certificate details:

Registration number: (certification body's identification code + unique number, max. 10 positions)

Date of issue of certificate:

Period of validity of certificate: (indefinite unless otherwise specified by the certification body)*

Signature:

Place:

Signature:

Signed by:

Current information about certified products and certification schemes are published on the SMK websites.

Certification Body – Audits

Certification Body – Audits – General (CIAA)

Audits

The certification body(CI) conducts its audits in accordance with the requirements established in the NEN-EN-ISO/IEC 17065:2012 standard and the certification scheme, as well as with any supplementary decisions and the licence agreement with SMK.

In the case of an unplanned audit, one working day's notice may be given so the certificate holder/participant has time to gather the required data. The certificate holder/participant may postpone the unplanned audit one time for compelling reasons.

Audit frequencies

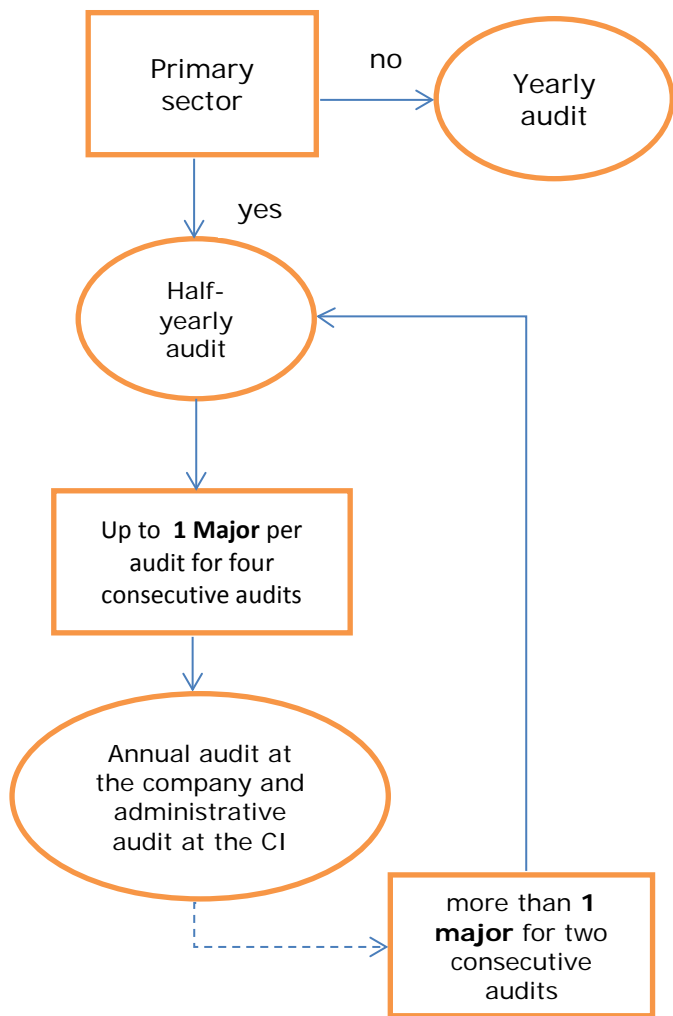
Audits of an independent certificate holder are, in principle, conducted at the frequency shown in the following flowcharts. Additional audits may be required for a specific certification scheme.

The certification body will conduct an additional administrative and/or physical audit in any case if:

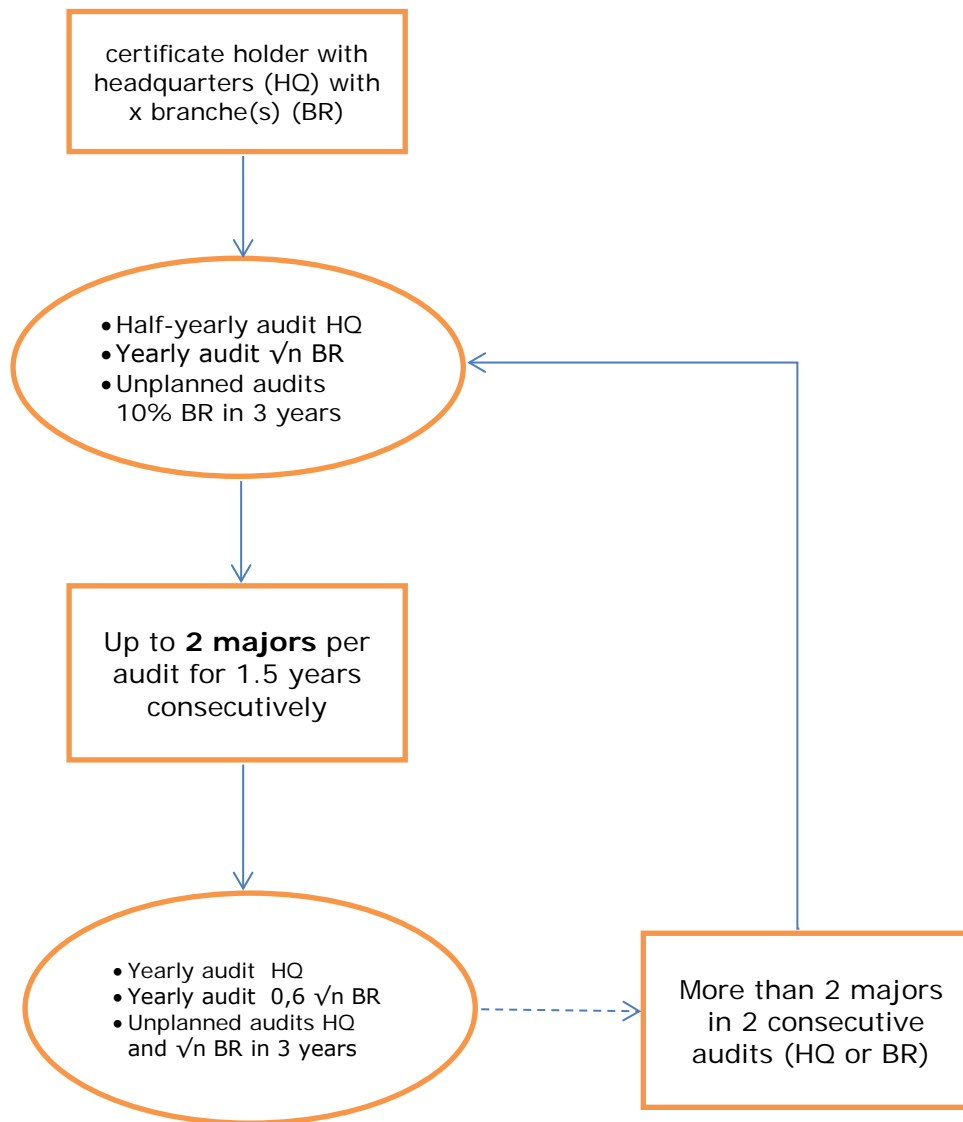
- The certification body has received substantiated complaints that the certificate holder and/or participant(s) fail(s) to meet the criteria of the certification scheme.
- The certification body and certificate holder and/or participant(s) have made specific agreements about the resolution of nonconformities.
- *Barometer* certificate holders wish to change the level of the *Barometer* (this requires an administrative and physical audit).
- The certification body deems this necessary for other reasons, to ensure compliance with the relevant criteria.

Audit frequency

Independent certificate holder



certificate holder with multiple branches



Certification Body – Audits – Plant Products (CIAP)

Audit Frequency – Plant Products

The audit frequency for 'Plant Products' certificate holders differs from the standard frequency described in 'Certification Body – Audits – General (CIAA)'. During the growing season there are three audits:

- The start audit is an administrative and visual audit at the beginning of the growing season.
- The cultivation audit is an administrative and visual audit during the growing season and prior to harvest.
- The end audit is an administrative audit after the cultivation and harvest, and may coincide with the start audit the following year.

Newly registered companies are audited as follows:

- The start audit takes place at the company, and the certification body assesses:
 - all business plans and whether it is plausible that the products based on these plans will be able to conform to the *Milieukeur* requirements throughout the year
 - the stocks of fertilizer and pesticides
- The cultivation audit takes place at the company, and the certification body assesses:
 - whether the company is in conformance with all the requirements of the scheme
 - whether there have been any nonconformities during the past 6 months
 If the audit is passed, a *Milieukeur* certificate is issued.
- After attainment of the first *Milieukeur* certificate, the end audit may coincide with the start audit of the following year (start audit for current certificate holders).

Current certificate holders are audited as follows:

- The start audit at the company.
- The cultivation audit at the company
- The end audit (may coincide with the start audit the following year).

In principle, the certification body visits the company at least twice a year for an audit (a production audit and a combined end and start audit). Companies that have obtained the *Milieukeur* certificate for two consecutive years (with no more than 1 Major per audit) can choose to have one annual audit conducted at the company and one audit at the certification body. The following conditions apply:

- the certificate holder sends the completed checklist, records, stock list, crop protection and fertilization plan, purchase invoices and final stock list to the certification body.
- during the audit at the company an additional assessment of the physically and visually verifiable requirements (such as stock levels in relation to stock lists) takes place.

Other provisions

The annual residue testing (see annex 3 of the specific requirements for the relevant scheme) may coincide with the cultivation audit. The certification body may also conduct the residue testing unannounced.

A company which for a particular year (year X) does not allow an end audit to be conducted or does not meet the requirements during the end audit will be ineligible for *Milieukeur* the following year (year X+1).

Certificate Holder – General (CHA)

Registration

No.	Requirement	Clarification	Assessment guideline	Level
CHA.1	A company that wishes to be eligible for certification signs a contract with a certification body and provides it with all required business and other data.	An application can be submitted at any time of the year.	<ul style="list-style-type: none"> - Contract with certification body - Contact details - Business data - Specific data, information and permits required for relevant certification scheme (see relevant certification scheme) 	Major

Deregistration

No.	Requirement	Clarification	Assessment guideline	Level
CHA.2	If the certificate holder wishes to end certification they shall send the certificate to the certification body within 5 working days after written deregistration.	If the certificate has not been received by the certification body within the prescribed period and no explanation has been given, the certification body is entitled to collect the certificate at the certificate holder's expense.	<ul style="list-style-type: none"> - Written proof of deregistration - Certificate 	Major

Temporary nonconformities

No.	Requirement	Clarification	Assessment guideline	Level
CHA.3	<ul style="list-style-type: none"> - If the certificate holder is temporarily or permanently no longer able to meet the certification requirements, they shall inform the certification body of this in writing within 2 working days of establishment. - If the certificate holder makes agreements with the certification body to resolve the nonconformities, the agreements must be fulfilled within the agreed period. 	<ul style="list-style-type: none"> - If applicable, the certification body makes follow-up agreements with the certificate holder. - The certification body is authorised to impose a registration prohibition of up to 2 years if the certificate holder fails to provide notification that it is no longer able to meet the certification requirements, while the certificate holder can reasonably be expected to have been aware of this. - Such a prohibition may also be imposed if the certificate holder does not comply with the follow-up agreements (within the prescribed period). - A certification body shall notify SMK of such a prohibition. 	<ul style="list-style-type: none"> - Written proof of having informed the certification body - Written proof of follow-up agreements 	Major

Complaint procedure

No.	Requirement	Clarification	Assessment guideline	Level
CHA.4	<p>The certificate holder has a procedure for complaints regarding <i>Milieukeur</i> and/or <i>Barometer</i> certified products/services. The procedure specifies that:</p> <ul style="list-style-type: none"> - complaints are registered and assigned a sequential number, date, name of complainant and brief description within 2 working days of receipt - complaints are handled within a specified period - records are kept for 2 years, including the method and date of settlement 		<ul style="list-style-type: none"> - Complaints procedure - Complaints register 	Major

Cooperation – Audits and Assessments

No.	Requirement	Clarification	Assessment guideline	Level
CHA.5	<ul style="list-style-type: none"> - The certificate holder shall provide the certification body with all the information required for certification. - The certificate holder shall cooperate with all audits (planned and unplanned) and assessments that take place within the framework of the certification. - If the time of the unplanned audit cannot be accepted due to medical or other compelling reasons, it may be postponed one time. 	<p>The decision to conduct an additional administrative and/or physical audit is taken by the certification body, for example if it has:</p> <ul style="list-style-type: none"> ▪ received complaints about nonconformity with the criteria by the certificate holder and/or participant(s) ▪ made specific agreements with the certificate holder and/or participant(s) about the resolution of nonconformities ▪ received a request from the certificate holder for a change of the <i>Barometer</i> level <p>In the case of an independent certificate holder unplanned audits are not standard procedure. However, the certification body is entitled to conduct an unplanned audit of an independent certificate holder once every five years on average. In the case of a certificate holder with participant(s)/branch(es), one unplanned audit is conducted once every three years at 10% of the participant(s)/branch(es).</p>	<ul style="list-style-type: none"> - Provision of requested documents and information and access to requested business locations. - Acceptance of the unplanned audit. 	Major

Legislation and permits

No.	Requirement	Clarification	Assessment guideline	Level
CHA.6	The certificate holder has all applicable permits and complies with all relevant national, international and regional laws and regulations. A statement to this effect is signed by the management.		Signed declaration of compliance with all relevant laws and regulations and possession of all required permits	Major

Summons

No.	Requirement	Clarification	Assessment guideline	Level
CHA.7	If the participant or certificate holder has received a summons, the supply chain manager or certification body must be notified within one week of receipt/establishment.	<p>In this context, a summons is understood to mean notification of a failure by the company to comply with applicable laws and regulations, established by the government.</p> <p>Clarification for the supply chain manager and/or certification body</p> <ul style="list-style-type: none"> - The supply chain manager shall report a summons to the certification body at once. - The certification body shall inform SMK of the summons at once. - The supply chain manager and/or certification body can establish a possible sanction on a case-by-case basis. 	<ul style="list-style-type: none"> - Proof that notification of the summons was provided within a week 	Major

Certificate Holder - Environmental Policy (CHM)

Environmental policy plan

No.	Requirement	Clarification	Assessment guideline	Level
CHM.1	<p>The certificate holder with >10 FTEs shall prepare an environmental policy plan signed by the management.</p> <p>The environmental policy plan shall address at least the following:</p> <ul style="list-style-type: none"> ▪ The general environmental policy and the company's environmental objectives ▪ How this environmental policy is reflected in the company's business objectives ▪ What actions, activities and operations are undertaken to achieve the environmental objectives (training of employees, etc.) ▪ The monitoring and recording of environmental performance ▪ Assessment of the extent to which objectives have been achieved ▪ Adaptation of the environmental policy plan based on the evaluation every three years 	<ul style="list-style-type: none"> • In the case of <i>supply chain management</i>, the requirement for the environmental policy plan applies for both the supply chain manager and the participants. 	Environmental policy plan for companies with >10 FTEs	Minor

Environmental coordinator

No.	Requirement	Clarification	Assessment guideline	Level
CHM.2	The certificate holder with >10 FTEs shall appoint an environmental coordinator, whose responsibilities are defined in a task description.	<p>The minimum responsibilities of the environmental coordinator are:</p> <ul style="list-style-type: none"> ▪ making it known within the organisation that he/she is the central point of contact for all environmental affairs ▪ ensuring that personnel receives instructions concerning environmental affairs ▪ maintaining and keeping up to date the archive on environmental affairs <ul style="list-style-type: none"> • In the case of <i>supply chain management</i>, the requirement for the environmental coordinator applies for both the supply chain manager and the participants. 	<ul style="list-style-type: none"> - Job or task description 'environmental coordinator' at companies with >10 FTEs - Instructions for personnel concerning environmental affairs - Environmental affairs archive 	Minor

Certificate Holder – Plant Products

Certificate Holder – Plant Products – General (CHPA)

Products without Milieukeur

No.	Requirement	Clarification	Assessment guideline	Level
PA.1	Products that are purchased without <i>Milieukeur</i> must be present at the company for at least one growing season to be sold as <i>Milieukeur</i> products. There must also have been a clearly demonstrable cultivation effort and growth of the crop -including trees- at the company.	<ul style="list-style-type: none"> - For perennial crops, a growing season of one year applies. - For container cultivation and open-field crops the standard growing season is assumed to be 4 months. - Products with a growing season/cultivation time of less than 4 months may only be sold under <i>Milieukeur</i> if the starting material (rooted cuttings or seed) is potted or repotted or planted out at the company in question. - For plants grown from seed or cuttings/young plants no uniform growing season can be defined. In this case the growing season is considered to be the period from sowing or potting of the cuttings until delivery of the product. 	Assessment of specifications – purchase and sales administration	Critical major

Certificate Holder – Plant Products – Protected Cultivation (CHPBT)

Scope criteria

No.	Requirement	Clarification	Assessment guideline	Level
PBT.1	Products are eligible for certification under the <i>Milieukeur</i> scheme 'Plant Products from protected cultivation' if: <ul style="list-style-type: none"> – plant products grown at the company are grown in conditioned greenhouses (with heating) for an average of 75% of the growing period – all of the intended product meets the requirements of the relevant <i>Milieukeur</i> scheme 	There are companies whose production process is not eligible for certification under the scheme 'Plant Products from protected cultivation' and also not under the scheme 'Plant Products from open-field cultivation' because in both cases the 75% threshold is not met. For these companies it is possible under certain conditions to certify one part of the production process under 'protected cultivation' and the other part under 'open-field cultivation'.	Assessment of description of production process	Major

Registration and follow-up assessments

No.	Requirement	Clarification	Assessment guideline	Level
PBT.2	Upon registration, the company shall have all the necessary documentation and records as specified in the 'Plant Products from protected cultivation' scheme and make them available to the certification body or supply chain manager.	Registration initial audit: <ul style="list-style-type: none"> – Current business operations: all relevant data going back at least 6 months is present – Business expansion (<6 months in operation): use available data from rest of the company – Start or acquisition of company (<6 months in operation): use a substantiated estimate of the data – Company that has not been certified for a certain period of time and has no data: Use a substantiated estimate Subsequent audits: all relevant data for at least one year present	Assessment of availability of documentation and records	Major

Banned pesticides or pesticides with restricted use

No.	Requirement	Clarification	Assessment guideline	Level
PBT.3	An initial audit can only take place if records can be provided to prove that no banned pesticides or pesticides with restricted use have been used for a period of 6 months.	Some pesticides are not allowed in Milieukeur production because of potential risk for the environment or for human health.	Assessment of records for purchases, inventory and use of pesticides	n/a

Compartment audits

No.	Requirement	Clarification	Assessment guideline	Level
PBT.4	Each compartment in the greenhouse shall be audited. For all compartments, and (if present) species per compartment, the requested data must be present with sufficient detail so as to be verifiable.		Assessment of compartments and presence of data	Major

Certificate Holder – Plant Products – Open-field Cultivation (CHPOT)

Scope criteria

No.	Requirement	Clarification	Assessment guideline	Level
POT.1	Products are eligible for certification under the <i>Milieukeur</i> scheme 'Plant Products from open-field cultivation' if: <ul style="list-style-type: none"> – plant products grown at the company are grown outdoors or in unheated tunnels /greenhouses for an average of 75% of the growing period – all of the intended product meets the requirements of the relevant <i>Milieukeur</i> scheme 	There are companies whose production process is not eligible for certification under the scheme 'Plant Products from open-field cultivation' and also not under the scheme 'Plant Products from protected cultivation' because in both cases the 75% standard is not met. For these companies it is possible under certain conditions to certify one part of the production process under 'protected cultivation' and the other part under 'open-field cultivation'.	Assessment of description of production process	Major

Entire Company Production

No.	Requirement	Clarification	Assessment guideline	Level
POT.2	The company shall register for the entire company production of the product.	As an exception, companies may register part of the production of a product for <i>Milieukeur</i> if: <ul style="list-style-type: none"> – the cultivation of a product is divided across multiple, separated blocks/business units – the logistical separation of the <i>Milieukeur</i> product is demonstrably ensured – the use and records of pesticides and fertilizers is verifiable – a plan to this effect has been drawn up and approved by the certification body during the initial audit <p>It is permissible to deregister a portion of a product during the growing season if it can be demonstrably ensured that the products to be sold with <i>Milieukeur</i> cannot become comingled with the products to be sold without <i>Milieukeur</i>.</p>	Assessment of whether the entire company production is registered.	n/a

Registration

No.	Requirement	Clarification	Assessment guideline	Level
POT.3	Annual products must be registered 1 month prior to the sowing or planting date. Perennial crops must be registered at least 3 months before start of harvest.	Registration for certification for channelization/sale may be done at any time throughout the year.	Assessment of sowing date	n/a

Certificate Holder – Plant Products – Tree Nursery (CHPB)**Registration**

No.	Requirement	Clarification	Assessment guideline	Level
CHB.1	The company production must be registered with the certification body no later than 1 June of a given year.		Assessment of registration of company production	n/a

Entire company production

No.	Requirement	Clarification	Assessment guideline	Level
CHB.2	A company shall register for the entire company production of the following crop groups present at the company: <ul style="list-style-type: none"> - forest trees and shrubs - avenue and park trees - fruit trees and rootstocks - roses - ornamental conifers, ornamental shrubs and creepers - perennial plants 	It is permissible for the certificate holder to deregister a portion of a production during the year. The deregistration shall not exceed 25% of the total surface area.	Assessment of whether the entire company production is registered	n/a

Crop lists

No.	Requirement	Clarification	Assessment guideline	Level
CHB.3	Company maintains cropping plans/field stock lists that provide insight into the planting of the various blocks, including at least the species name, variety and quantity, in accordance with the official registration requirements.		Assessment of the presence and accuracy of the required product records.	Major

Channelization – General (KA)

'Channelization' is aimed at preventing comingling of certified products with non-certified products during storage/transport, and production and processing processes. This requires among other things that all organisations in the supply chain are *Milieukeur* certified. In addition to the producers, this also includes any processors, preparers and traders. Processors and preparers are subject to the requirements of the *Milieukeur* scheme 'Processed and Prepared Products'. traders (which by definition do not alter the product) shall only meet the requirements for Channelization and the General Requirements for certificate holders.

Milieukeur certification is therefore **mandatory** for all companies that:

- produce certified products and sell them under *Milieukeur*
- process and/or prepare certified products and sell them under *Milieukeur*
- purchase certified *non-prepackaged* products and sell them under *Milieukeur*

Milieukeur certification is **not mandatory** for companies that:

- only purchase and sell prepackaged *Milieukeur*-certified products
- purchase non-prepackaged *Milieukeur*-certified products and do not sell them as certified products

Prepackaged product is defined in this context as product which is directly suited for preparation and/or use by the consumer **and** is packaged in such a manner that the product can only be reached by changing something on the packaging (e.g. damaging or breaking it). An exception applies (for the packaging of) *Milieukeur*-certified eggs, because consumers must have the opportunity to inspect them before purchase.

Channelization

No.	Requirement	Clarification	Assessment guideline	Level
KA.1	<p>The certificate holder shall separate certified products from non-certified products during all stages of production and/or processing (including storage and transport). Both administrative and physical (in time and/or space) separation are required.</p> <p>To this end, the certificate holder shall:</p> <ol style="list-style-type: none"> assign overall responsibility for channelization to a member of the company's management develop and implement procedures and/or work instructions so that all channelization requirements are met maintain complete, up-to-date records of all produced, purchased and delivered <i>Milieukeur</i>-certified products maintain complete, up-to-date records of all processing and preparing of <i>Milieukeur</i> product ensure that <i>Milieukeur</i> product is always identifiable (e.g. through labelling of the bulk container, transport medium, storage location) specify all certified products in quantity of kilograms on each line of customer invoices establish clear written agreements concerning administrative and physical separation if part of the production process takes place at another company 	<p>Registration of all produced, purchased and delivered <i>Milieukeur</i>-certified products enables the certification body to determine whether or not more <i>Milieukeur</i> product is sold than is produced and/or purchased. It also enables the certification body to trace back <i>Milieukeur</i>-certified products from sale to purchase or own production.</p> <p>Clarification for certification</p> <ul style="list-style-type: none"> In principle, certification can only take place once products have actually been obtained or processed. If the prospective certificate holder does not yet have <i>Milieukeur</i> product present at the company at the time of the initial audit, the method of channelization can be audited on the basis of another, separate channelized and administered flow of certified products. This is only possible if the <i>Milieukeur</i> product is going to be channelized and administered in the same way. If these requirements are met, the certification body can issue a certificate and registration number at this point in time. Within one month after processing or preparing of <i>Milieukeur</i> product has begun, the certification body will visit the certificate holder to assess whether the working method is as was established during the initial audit. Channelization of certified products shall be audited by taking a minimum of 5 samples annually. 	<p>Administrative inspection of:</p> <ul style="list-style-type: none"> job/task description of overall responsibility for channelization procedures/work instructions for channelization registration of purchase and sale of <i>Milieukeur</i>-certified product registration of processing, preparing and cutting into parts written agreements with third party <p>Physical inspection of:</p> <ul style="list-style-type: none"> physical separation during production, processing, storage and transport identifiability of <i>Milieukeur</i> product invoices 	Critical major

Downstream supply chain partners

No.	Requirement	Assessment guideline	Level
KA.2	The certificate holder shall inform the following downstream supply chain partner of the certification obligation, actively and in writing, if <i>Milieukeur</i> is used in communication.	Proof of written communication with downstream partner(s)	Major

Channelization – Tree Nursery (KB)**Channelization Tree Nursery**

No.	Requirement	Clarification	Assessment guideline	Level
KB.1	Tree nursery products sold as <i>Milieukeur</i> products must be bundled and labelled in accordance with the requirements of the <i>Raad van de Boomkwekerij</i> (Tree Nursery Council) in the Netherlands.	See www.raadvoordeboomkwekerij.nl	Visually assessment of whether delivered <i>Milieukeur</i> products are bundled and labelled in accordance with the requirements above.	Major

Supply chain management (KR)

Supply chain management enables companies to outsource responsibility for some aspects of certification to a supply chain manager and deliver certified product without being a certificate holder themselves. The supply chain manager, which is also the certificate holder, bears responsibility for ensuring that the participants in the supply chain meet the requirements of the scheme. Both the supply chain manager and the participant must meet a number of requirements.

Supply Chain Management - Supply Chain Manager (KRK)

Registration

No.	Requirement	Clarification	Assessment guideline	Level
KRK.1	A company that wishes to function as supply chain manager (=certificate holder) shall familiarise itself with all the supply chain management requirements established in the relevant certification scheme and sign a contract with a certification body.		<ul style="list-style-type: none"> - All documents and requirements of the scheme shall be present at the supply chain manager's location. - Contract with certification body 	Major

Allocation of supply chain manager tasks

No.	Requirement	Clarification	Assessment guideline	Level
KRK.2	The management/board of the supply chain manager designates a person responsible for performing the duties of the supply chain manager.	<ul style="list-style-type: none"> - The supply chain manager may also outsource these tasks to a third party, such as an external consultant. However, the supply chain manager remains the certificate holder and is therefore ultimately responsible. - The tasks can be assigned to multiple people. 	<ul style="list-style-type: none"> - Job description or another document that makes clear who is responsible for performing the tasks of the supply chain manager - If a third party performs the tasks, the contract between the supply chain manager and the party to which tasks are outsourced 	Major

Education requirements

No.	Requirement	Clarification	Assessment guideline	Level
KRK.3	The person responsible for the tasks of the supply chain manager has a higher professional education (<i>HBO</i>) diploma in crop husbandry, livestock husbandry or food technology, in keeping with the scope of the certification scheme. An alternative is a senior secondary vocational education (<i>MBO</i>) diploma in crop husbandry, livestock husbandry or food technology, in keeping with the scope of the certification scheme, with at least two additional years of experience in the field of product assessment and/or certification.	When in doubt as to whether the person responsible for the tasks of the supply chain manager meets the education and professional competency requirements, the person's CV can be submitted to the SMK Panel of Experts.	<ul style="list-style-type: none"> - Diploma - Declaration of work experience 	Major

Contract with participants

No.	Requirement	Clarification	Assessment guideline	Level
KRK.4	<p>The supply chain manager signs a contract with participants that describes each party's tasks and responsibilities.</p> <p>The contract shall include at least the following aspects:</p> <ul style="list-style-type: none"> - The supply chain manager is ultimately responsible for the conformity of the product/service to the requirements of the certification scheme. - The supply chain manager shall provide the participant with all the information necessary for participation. - The participant shall meet all the requirements of the relevant certification scheme. - The participant shall provide full cooperation during audits by the certification body and/or assessment by the supply chain manager. - The participant shall make all the necessary information available to the supply chain manager and to the certification body and/or scheme owner for the purpose of monitoring and evaluation. - Provisions concerning liability of supply chain manager and participant. 		Contract between participant and supply chain manager	Major

Participant's declaration

No.	Requirement	Clarification	Assessment guideline	Level
KRK.5	The supply chain manager issues a declaration that the relevant company is a participant in its <i>Milieukeur</i> supply chain and that the company produces and/or sells <i>Milieukeur</i> products under the supply chain manager's responsibility. This participant's declaration includes: <ul style="list-style-type: none"> - name and signature of both parties - logo with supply chain manager's registration number - date of issue and period of validity of the declaration 	The participant's declaration may not include any signature and/or logo of the certification body; it is not a <i>Milieukeur</i> certificate.	Participant's signed declaration	Major

Procedures – supply chain management

No.	Requirement	Clarification	Assessment guideline	Level
KRK.6	The supply chain manager develops and maintains procedures for the purpose of supply chain management, including: <ul style="list-style-type: none"> - rules for the admission of new participants - rules for deregistration/suspension of participants - complaint procedure for participants - communication with participants 		<ul style="list-style-type: none"> - rules for the admission of new participants - rules for deregistration/suspension of participants - complaint procedure for participants 	Major

Provision of Information

No.	Requirement	Clarification	Assessment guideline	Level
KRK.7	The supply chain manager shall provide the participant with all the information it needs to participate in the supply chain. This includes at least the following: <ul style="list-style-type: none"> - certification requirements - explanation of the certification process - explanation of participants' responsibilities - assessment procedure - frequency of audits and assessments - sanctions for nonconformities - explanation of the responsibilities of the supply chain manager and certification body <p>The supply chain manager shall actively notify participants of any changes to the certification requirements within one month, if necessary.</p>		Up-to-date website with all the information, or other proof that the information is provided to all participants	Major

Assessment

No.	Requirement	Clarification	Assessment guideline	Level
KRK.8	<p>The supply chain manager develops, manages and implements a procedure for assessing its participants in accordance with the requirements and assessment guidelines of the relevant certification scheme.</p> <p>The procedure describes at least the following:</p> <ul style="list-style-type: none"> - the assessment and reporting methods - frequency of assessment (all participants at least annually) - follow-up steps in the event that nonconformities are established 	<ul style="list-style-type: none"> - The supply chain manager performs an initial assessment of all new/prospective participants. - In addition, the supply chain manager assesses all participants annually. See also 'Supply Chain Management – Audits and Assessment'. - Assessment and reporting by the supply chain manager take place on the basis of checklists developed by the certification body. - If the certification body establishes during an audit that the assessment was not performed correctly by the supply chain manager (i.e. one or more major nonconformities were not recognised), the certification body shall be present during the next 5 assessments. The findings will be documented in a report. 	<ul style="list-style-type: none"> - Procedures for assessment - Reports of all conducted assessments 	Major

Registration

No.	Requirement	Clarification	Assessment guideline	Level
KRK.9	<p>The supply chain manager shall maintain a complete, up-to-date list of each participant which contains at least the following information:</p> <ul style="list-style-type: none"> - name and contact details - contract - assessment data and reports, based on checklists - any nonconformities and follow-up agreements - any sanctions - production and sales of <i>Milieukeur</i> products per year (in kg and €) 	<p>The data must be retained for five years.</p>	<p>Up-to-date overview of the data from participants</p>	Major

Registration of new participants

No.	Requirement	Clarification	Assessment guideline	Level
KRK.10	The supply chain manager shall report new participants that have been assessed and have met the established requirements to the certification body within 5 working days. Only after confirmation of receipt of the registration may certified products/services be sold by the relevant participant under the <i>Milieukeur</i> logo and the supply chain manager's certificate number.		<ul style="list-style-type: none"> - Assessment report for the participant - Confirmation of receipt from the certification body of the registration of the new participant 	

Deregistration of participants

No.	Requirement	Clarification	Assessment guideline	Level
KRK.10	If a participant has deregistered or is temporarily unable to meet the certification requirements, the supply chain manager shall report this to the certification body in writing within 5 working days along with any follow-up agreements.		<ul style="list-style-type: none"> - Written proof of deregistration - Written proof of follow-up agreements 	Major

Registration prohibition

No.	Requirement	Clarification	Assessment guideline	Level
KRK.11	The supply chain manager shall impose a registration prohibition of up to 2 years on the participant if: <ul style="list-style-type: none"> - the participant fails to notify the supply chain manager it can no longer meet the certification requirements, while the participant can reasonably be expected to have been aware of this - the participant does not comply with follow-up agreements with the supply chain manager (within the prescribed period) 		<ul style="list-style-type: none"> - List of excluded participants - Follow-up agreements, broken down by participant, and the agreed deadlines 	Major

Supply Chain Management – Participants (KRD)

Purchase and sale of Milieukeur product

No.	Requirement	Clarification	Assessment guideline	Level
KRD.1	<ul style="list-style-type: none"> - Upon sale of <i>Milieukeur</i> products, the participant is required to list all the <i>Milieukeur</i>-certified products on the invoice and other commercial documents (including quantity and weight) and include the registration number of the supply chain manager (=certificate holder). - Non-prepackaged <i>Milieukeur</i> products may only be purchased from and sold to third parties via the supply chain manager/certificate holder, with the exception of non-prepackaged <i>Milieukeur</i> products that are delivered directly to the consumer. 	<p>Non-prepackaged <i>Milieukeur</i> products can only be purchased and sold by participants within the supply chain manager's supply chain. Prepackaged <i>Milieukeur</i> products may be sold independently to third parties.</p> <p>'Prepackaged product' is understood to mean a product which is directly suited for preparation/use by the consumer and is packaged in such a manner that the product can only be reached by changing something on the packaging (e.g. damaging or breaking it).</p>	Invoices for delivered certified product	Major

Temporary nonconformities

No.	Requirement	Clarification	Assessment guideline	Level
KRD.2	<ul style="list-style-type: none"> - If the participant is temporarily or permanently no longer able to meet the certification requirements, they shall inform the supply chain manager of this in writing within 2 working days of establishment. - If the participant makes agreements with the supply chain manager to resolve the nonconformities, the agreements must be fulfilled within the agreed period. 	<ul style="list-style-type: none"> - The supply chain manager is authorised to impose a registration prohibition of up to 2 years if the participant fails to notify the supply chain manager that it is no longer able to meet the requirements, while the participant can reasonably be expected to have been aware of this. - Such a prohibition may also be imposed if the participant does not comply with the follow-up agreements (within the prescribed period). 	<ul style="list-style-type: none"> - Written proof of having informed the supply chain manager - Written proof of follow-up agreements 	Major

Deregistration with supply chain manager

No.	Requirement	Clarification	Assessment guideline	Level
KRD.3	If the participant wishes to end participation they shall send the proof of participation to the supply chain manager within 5 working days after written deregistration.	If the proof of participation has not been received by the supply chain manager within the prescribed period and no explanation has been given, the supply chain manager shall be entitled to collect the certificate at the participant's expense.	<ul style="list-style-type: none"> - Written proof of deregistration - Proof of participation (if applicable) 	Major

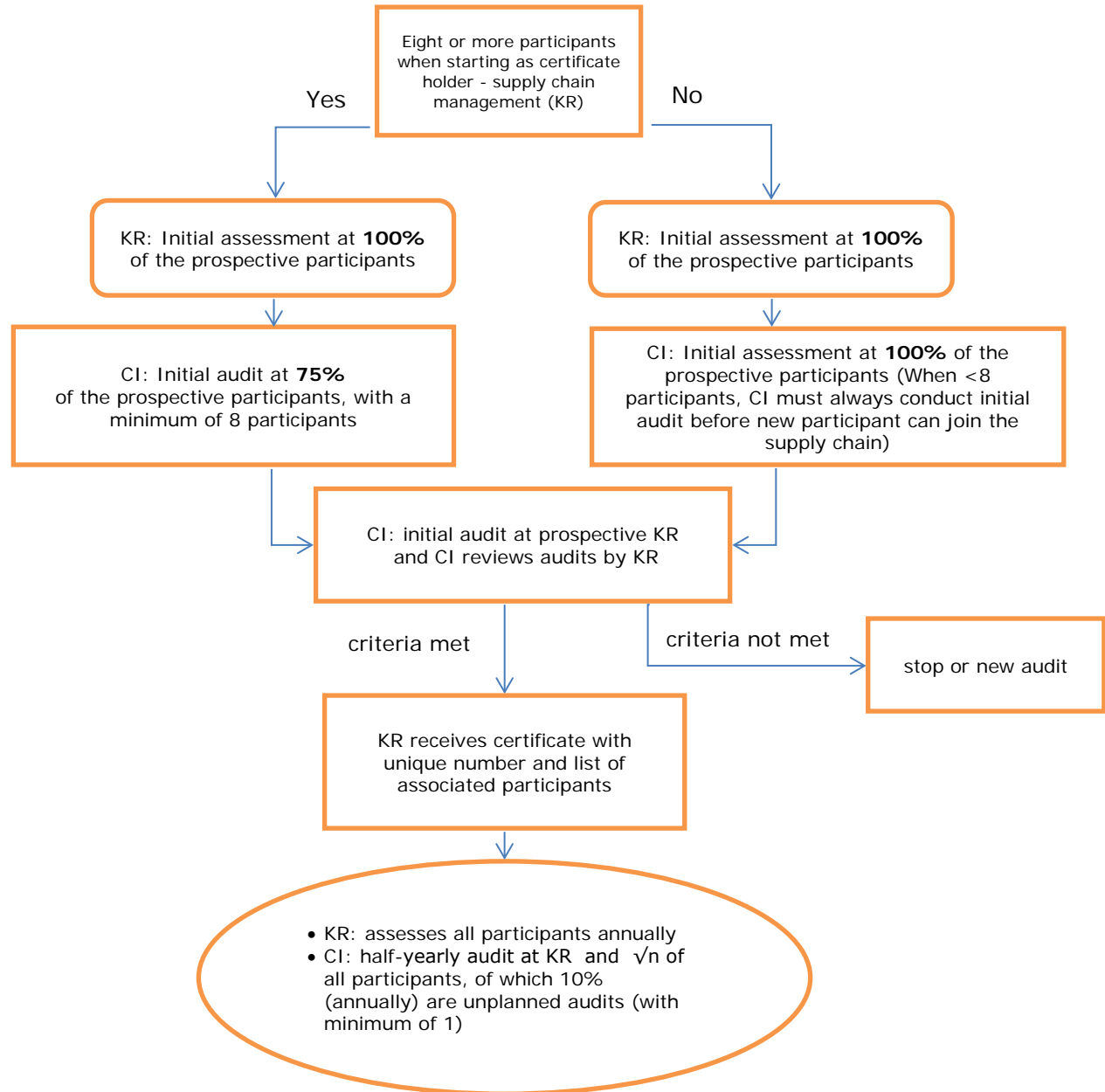
Supply Chain Management – Audits and Assessments (KRA)

The audits at an independent certificate holder with participants are conducted at a frequency as specified in the schedules shown on this page. The next page shows how to deal with headquarters and branch offices in supply chain management (KR).

The prospective certificate holder enters into a contract with certification body (CI) and contracts with potential participants. The chain director follows the guidelines for supply chain management, as described in the section entitled "Supply Chain Management (KR)".

New participants in existing chain

New members can only join the chain as both supply chain management (through an initial audit) and the certification body (via an initial audit) judge positive about the participant. The exception is when there are more than 8 new potential participants. In that case, the other participants may join after a positive assessment of the supply chain management. The certification body must conduct an initial audit within six months after the participants joins the chain.



Overview of audit frequencies at supply chain manager, participants and branches

FREQUENCY OF PHYSICAL AUDITS/ASSESSMENTS	supply chain manager	participant	branch
Initial assessment by supply chain manager	n/a	Physical 100% of participants	Physical 100% of branches
Initial audit by certification body	Yes	Physical 75% of participants with a minimum of 8 (headquarters always in initial audit)	Physical 60% of branches with a minimum of 6
Follow-up assessment by supply chain manager	n/a	Physical annual 100%	Physical annual \sqrt{n}
Continuation audit by certification body	2x/year	Physical annual: \sqrt{n} assessments of individual companies and 100% HQ. 10% of these audits are unannounced (minimum of 1)	Physical annual $0,6*\sqrt{n}$

Communication – General (CA)


Milieukeur and *Barometer* are quality marks registered by SMK, intended for *Milieukeur*- and *Barometer*-certified products and services. Use of the *Milieukeur* and/or *Barometer* logos is subject to the following requirements and guidelines.

Use of wordmark and logos

No.	Requirement	Clarification	Assessment guideline	Level
CA.1	<p>Use of the <i>Milieukeur</i> and/or <i>Barometer</i> wordmarks and logos is only permitted:</p> <ul style="list-style-type: none"> - with the written approval of the certification body. Permission is granted to the certificate holder, which is responsible for the correct use of the <i>Milieukeur</i> and/or <i>Barometer</i> wordmarks and logos. Certificate holders are not obliged to use the logo. - when accompanied by the certificate holder's unique registration number. This number is issued by the certification body. This unique registration number must always be accompanied by the certification body's name or identification code. - in the certificate holder's communications in relation to the products or services with a <i>Milieukeur</i> and/or <i>Barometer</i> certificate. - if it does not exceed the product, brand and/or trade name in size and conspicuousness. Any suggestion that <i>Milieukeur</i> is a trademark is not permitted. 	<ul style="list-style-type: none"> - For graphical presentation of the <i>Milieukeur</i> logo, see '<i>Milieukeur</i> logo guidelines' on www.milieukeur.nl. - If you have any questions or uncertainties concerning logo use, contact your certification body or SMK. - The format of the unique registration number is, for example, SGS1234567. - If a certificate holder for multiple certification schemes is certified by a single certification body, the certification body is permitted to use just one registration number. - The <i>Milieukeur</i> certificate is a product/service certificate and not a company certificate. When the <i>Milieukeur</i> name or logo is displayed with the unique registration number this therefore always pertains to a product/service. What is not permitted in communication, for example, is: '<i>Company X has the Milieukeur</i>'; what is permitted, for example, is: '<i>Company X has the Milieukeur for service Y</i>'. 	<ul style="list-style-type: none"> - Audit/assessment for compliance with communication requirements - Unique registration number is checked on: <ul style="list-style-type: none"> ▪ Websites ▪ Advertising brochures ▪ Packaging ▪ Advertisements ▪ Posters ▪ etc. 	Major

Communication – Milieukeur (CM)

Use of Milieukeur wordmark and logo

No.	Requirement	Clarification	Assessment guideline	Level
CM.1	<ul style="list-style-type: none"> - The <i>Milieukeur</i> logo may be used with or without the addition of 'een duurzame keuze' ('A sustainable choice') in the certificate holder's communications (see below). <div style="text-align: center;">  </div> <ul style="list-style-type: none"> - The <i>Milieukeur</i> wordmark and logo may not be permanently applied to reusable packaging. - The <i>Milieukeur</i> wordmark and logo may not be used on communication media and/or commercial documents if they are also to be used for communication concerning non-<i>Milieukeur</i>-certified products or services unless it is clearly stated to which products/services the <i>Milieukeur</i> certificate applies and which it does not. On commercial documents this must be indicated on a line-by-line basis. 	<ul style="list-style-type: none"> - For graphical presentation of the logo, see '<i>Milieukeur</i> logo guidelines'. You can download this document from www.milieukeur.nl or request it by sending an email to smk@smk.nl. - The slogan '<i>Milieukeur – een duurzame keuze</i>' ('Milieukeur – a sustainable choice') is registered with the <i>Slagzinnencommissie</i> (Slogans Committee) of the <i>Genootschap van Reclame</i> (GvR, Dutch Advertising Association) under number 1001033. - SMK enforces the registered regulations for use of the <i>Milieukeur</i> wordmark and logo. For more information, SMK refers you to the <i>Reglement Certificatiesysteem Milieukeur</i> (<i>Milieukeur</i> Certification System Regulations) of 11 March 2010, articles 4 (logo) and 5 (legal protection <i>Milieukeur</i>) and registration of the collective wordmark/logo with the Benelux Office for Intellectual Property (12 December 1992, registration number 0516647). The general conditions of the <i>Milieue Reclame Code</i> (Dutch Environmental Advertising Code) also apply. - When a group of individual quality mark holders wish to communicate about <i>Milieukeur</i> in general, the quality mark must be used without registration number. 	<p>Audit/assessment for compliance with communication requirements on communication media:</p> <ul style="list-style-type: none"> - Websites - Printing and writing paper - Advertising brochures - Packaging - Advertisements - Posters - Catalogues - Brochures - Commercial documents (quotes, invoices, bills of lading, product lists, etc.) - etc. 	Major

Use of Milieukeur wordmark and logo by supply chain partners

No.	Requirement	Clarification	Assessment guideline	Level
CM.2	Supply chain partners shall accompany the <i>Milieukeur</i> logo with the registration number of the supply chain manager (=certificate holder).		Audit/assessment for compliance with communication requirements on communication media: <ul style="list-style-type: none"> - Websites - Printing and writing paper - Advertising brochures - Packaging - Advertisements - Posters - Catalogues - Brochures - Commercial documents - etc. 	Major

Information about Milieukeur

No.	Requirement	Clarification	Assessment guideline	Level
CM.3	If a text about <i>Milieukeur</i> is placed on product packaging or in relation to a service, the following may be stated: 'The <i>Milieukeur</i> criteria are developed by SMK in consultation with experts from producer, consumer and environmental organisations, retailers, academic institutions and government bodies. For more information about <i>Milieukeur</i> , please contact: SMK, Alexanderveld 7, 2585 DB The Hague, or www.milieukeur.nl .		Audit/assessment for compliance with communication requirements on communication media: <ul style="list-style-type: none"> - Websites - Printing and writing paper - Advertising brochures - Packaging - Advertisements - Posters - Catalogues - Brochures - Commercial documents - etc. 	Minor

Own claims

No.	Requirement	Clarification	Assessment guideline	Level
CM.4	It is not permitted to make other environmentally related claims on the packaging of a <i>Milieukeur</i> -certified product. If the <i>Milieukeur</i> -holder wishes to use other (authorised) environmental claims, these must comply with the <i>Milieu Reclame Code</i> (Dutch Environmental Advertising Code) and written consent must be obtained from SMK (through the certification body).		Audit/assessment: <ul style="list-style-type: none"> - Packaging - Written consent from SMK 	Major

Definitions

Company	In the context of this document: all businesses, institutes and other organisations, both for-profit and nonprofit, which supply products or provide services to third parties. A company may have more than one branch. To be considered a single company with multiple branches, the administrative records relevant to certification must be available at one location (the headquarters).
Audit	Review by certification body.
Assessment	Review by supply chain manager.
Initial audit	First audit after registration (by certification body).
Initial assessment	First assessment after registration (by supply chain manager).
Periodic audit	Follow-up audit of a current certificate holder or participant.
Periodic assessment	Follow-up assessment of a current certificate holder or participant.
Certificate holder	Company possessing a certificate issued on the basis of a <i>Milieukeur</i> scheme or <i>Barometer</i> scheme managed by SMK.
Supply chain manager	(KR) Company or legal entity that manages the production, sale and assessment system of a group of companies (participants) according to the conditions of the certification scheme and permits certified products or services to be produced and/or sold under its authority. The supply chain manager (=certificate holder) is the owner and/or supplier of the product or service in the supply chain.
Participant	Company or legal entity that falls under the certificate of a supply chain manager.
Transition period	A period established to give current certificate holders the opportunity to implement new requirements after revision of the certification scheme. Within a transition period, certificate holders have the option to have the audits (and assessments) based on either the previous certification scheme or the current certification scheme. New certificate holders and new participants must always comply with the current certification scheme. During the next audit, once the transition period has ended, compliance with the criteria of the current certification scheme is mandatory. Each time a revised version of a certification scheme is published, a decision will be made as to whether or not a transition period will be allowed, and if so, how long the transition period will be.
Minor	A nonconformity with little effect on the certified product or certified service (6 months resolution time).
Major	A nonconformity with great effect on the certified product or certified service (1 month resolution time).
Critical major	A nonconformity with irreversible effect on the certified product or certified service. This nonconformity leads to the revocation of the certificate and the certificate holder will be suspended for 6 months. If a longer period is necessary, the case is submitted to the SMK Panel of Experts for agro/food.
Headquarters	A company's principal place of business, where it is legally registered and, as such, its address on file with the Chamber of Commerce. The branches are managed from the headquarters. The relevant administrative records for the branches are available at the headquarters.
Branch	Branch of a company or institute that carries out business activities at a location other than that where the headquarters are (legally) registered. A branch is accountable to the headquarters for its operational management and turnover. (Synonyms: subsidiary, branch office, daughter company)
Prepackaged product	Product which is directly suited for preparation and/or use by the consumer and is packaged in such a manner that the product can only be reached by changing something on the packaging (e.g. damaging or breaking it).