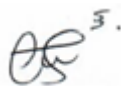


WI-1 /KEPHIS/PS/02

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Department: Phytosanitary Services	Issued by: PLANT INSPECTOR	Sign:  Date: 20/08/2021
Work Instruction for Import Inspection and Certification of Plants, plant products and other regulated articles	Approved by: HEAD OF DEPARTMENT	Sign:  Date: 20/08/2021

1. Introduction

The objective of a Phytosanitary import regulatory system is to facilitate prevention of introduction of quarantine pests or limit the possibility of entry of regulated non quarantine pests (RNQP) through imported plants, plant products and or other regulated articles.

KEPHIS carries out Pest risk analysis to determine the import requirements specific plants, plant products and other regulated articles originating from specified countries. Plant import permits are issued to all persons intending to import plants, plant products and other regulated article prescribing conditions under which they may be imported into the country. The National Plant Protection Organizations of the Exporting country are expected to ensure that the plants, plant products or other regulated articles meet the import requirements provided in the PIP and issue phytosanitary certificate corresponding to the requirements.

Prior to importation of products of biological nature, they are required to have been evaluated by specialized committee and approval granted. The committees or agencies that grant prior approval include Kenya Standing Technical Committee on Imports and Exports (KSTCIE) for Biological Agents (BCAs) and National Biosafety Authority (NBA) for material containing Genetically Modified Organisms (GMOs).

2. Scope

This work instruction covers details of the processes required in the SOP for phytosanitary Inspection of imported plants, plant products and other regulated articles including application and issuance of a plant import permit, inspection and the release or treatment, re export or destruction of the material at the entry point.

3. Importation categories

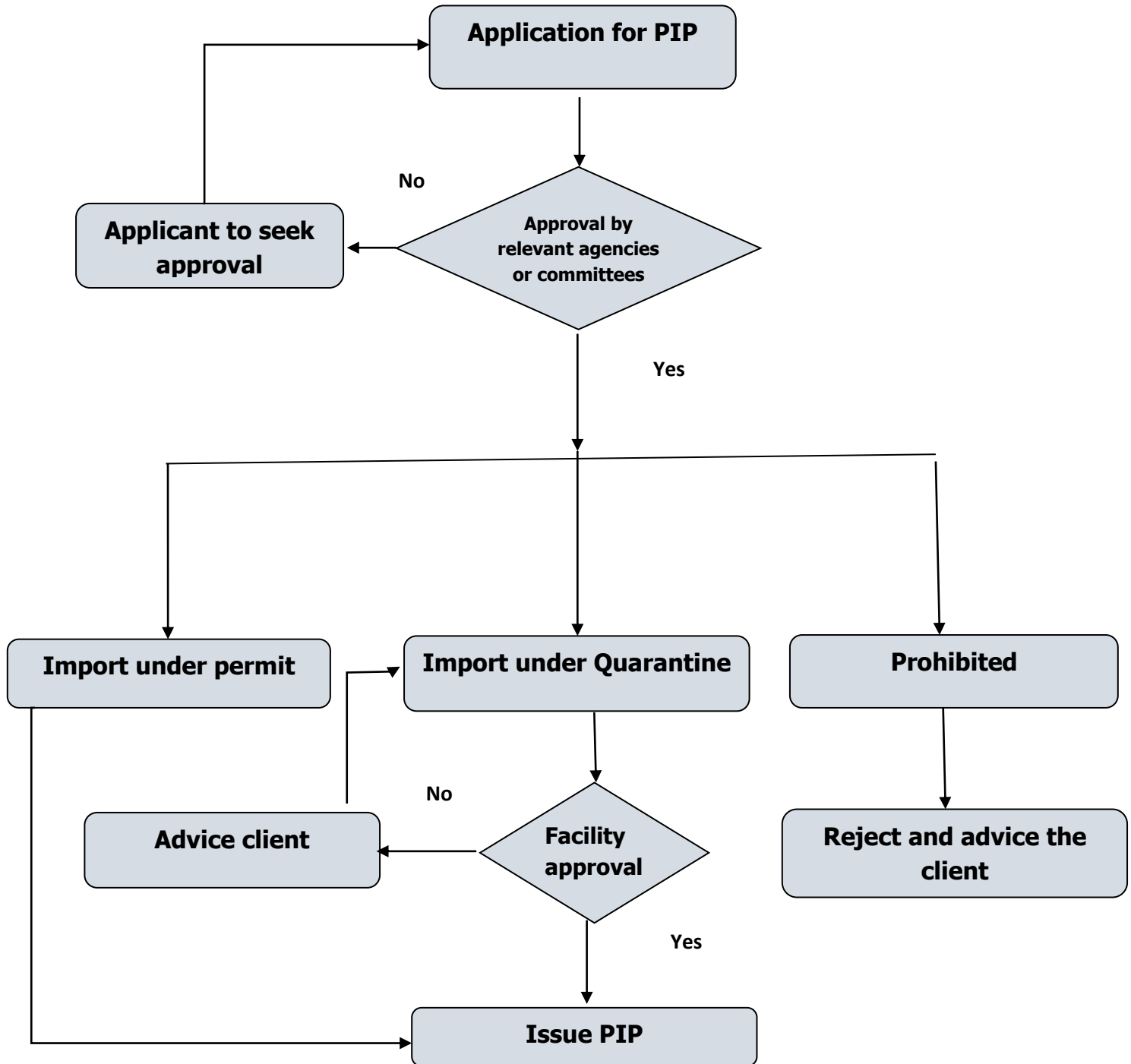
Plants, plant products or other regulated articles intended for importation into the country may fall into one of the following categories;

- a) Imports which are allowed under permit:** Plants, plant products or other regulated articles under this category carry minimum risk. Imports are permitted from clearly defined areas of the world where risk of pests of quarantine concern are not present or have not been identified after Pest Risk Assessment (PRA).
- b) Imports allowed for importation with Quarantine requirements /Bio-containment:** Plants, plant products or other regulated articles under this category carries risk of introducing injurious organisms. This category may include vegetative materials, seeds, etc. Such imports are made under a Q label.
- c) Prohibited imports.** This category includes plants, plant products and other regulated articles which are not permitted due to other laws or due to very high risk.

Import requirements and categorization is developed through PRA.

4. Process of acquisition of a Plant Import Permit (PIP)

The procedure of preparation of a PIP is as provided in the figure below:-



5. Issuance of a Plant Import Permit Step 7.2. of the SOP/KEPHIS/PS/02

- 5.1.** Log into the online system.
- 5.2.** Review the application for PIP.
- 5.3.** If the PIP status is "to issue", the PIP is issued or rejected with a valid reason.
- 5.4.** If the PIP status is "inspection pending" the inspector advises the client on the need for quarantine facility inspection.
- 5.5.** Once the facility in 5.4 is approved the PIP is issued.
- 5.6.** Record the PIP details in the PIP register.

6. Inspection of Imported plants, plant products and other regulated articles

6.1. Equipment Required During Inspection

- i. Alcohol (for insect preservation),
- ii. Brush (a small one for picking up insects),
- iii. Flash light,
- iv. Hand lens,
- v. Knife,
- vi. Pill boxes (for adult insects),
- vii. Safety equipment (plastic or rubber gloves),
- viii. Clipboard and white A4 papers.
- ix. Notebook,
- x. Protective cloths (glove, dust coats, etc),
- xi. Pest identification manual/card,
- xii. Cool box,
- xiii. Sampling bags,
- xiv. Pocket diagnostic kit e.t.c.
- xv. Sampling spike
- xvi. Weighing scale
- xvii. Forceps
- xviii. Moisture meter
- xix. Vials

6.2. Document verification – As per step 7.4 of the SOP/KEPHIS/PS/02

6.2.1. Documents are checked to ensure that they are; complete, consistent, accurate, valid and not fraudulent (section 1.4 of ISPM No. 12: *Guidelines for phytosanitary certificates*).

a) The document shall include:

- import permit
- phytosanitary certificate/re-export phytosanitary certificates
- Customs entry/invoice

(The details of Importer, Exporter, plant material, quantity should be consistent in the documents above)

b) Documents **may** include:

- treatment documents/certificates, marks (such as provided for in ISPM No. 15: *Guidelines on regulating wood packaging material in international trade*) or other indicators of treatment
 - manifest (including bills of lading)
 - certificate of origin
 - field inspection certificates/reports, producer/packing records
 - certification programme documents (e.g. seed potato certification programmes, pest free area documentation)
 - inspection reports/ISTA certificate for seed material.
 - Laboratory reports
- 6.2.2.** Ensure that the consignment is accompanied by Phytosanitary certificate that has complied with the additional declaration indicated in the import permit.
- 6.2.3.** Where treatment is prescribed in the PIP, the consignment should be accompanied by a treatment certificate, treatment attestation, phytosanitary certificate with specific treatment specified or has appropriate treatment marks.
- 6.2.4.** Where laboratory tests have been prescribed in the PIP, the phytosanitary certificate should be accompanied by laboratory reports.
- 6.2.5.** Ensure that the bauxite and iron ore is destined to a factory through ascertaining that the consignee is a factory.
- 6.2.6.** If there is non-compliance deny entry and request for correct documentation. If in compliance, proceed with the inspection of the consignment.
- 6.2.7.** If the documents are non-compliant and no correct ones are availed, intercept the consignment.

6.3. Consignment verification and Inspection

- 6.3.1.** The inspector shall ascertain the presence of the consignment in the inspection zone
- 6.3.2.** The verification of the identity and integrity of consignments involves checking to ensure that the consignment is as described by its documents.
- a) The identity checks, verifies whether the type of plant or plant product or species is in accordance with the phytosanitary certificate received.

- b) The integrity checks, verifies if the consignment is clearly identifiable and the quantity and status is as declared in the phytosanitary certificate received.

6.3.3. Verification may require a physical examination of the consignment to confirm the identity and integrity, including checking for seals, safety conditions and other relevant physical aspects of the consignment that may be of phytosanitary concern.

6.3.4. To conduct product identification check container markings, labels and accompanying documents to determine if container or its contents is the right consignment.

6.3.5. Where the verification reveals that the identity and integrity of the consignment is not as describe in the documents the consignment is intercepted and appropriate action taken in accordance with the provision of SOP.

6.3.6. If the consignment meets requirements of identity and integrity checks proceed to inspect the consignment.

6.4. Consignment Sampling

6.4.1. Sampling method

6.4.1.1. Sampling shall be carried out in accordance with sampling methodologies provided in the International Standards for Phytosanitary Measures - ISPM No. 31 Methodologies for Sampling of Consignments as appropriate.

6.4.1.2. The sampling methodology may include simple random sampling, systematic sampling, stratified sampling, sequential sampling or cluster sampling, convenience sampling and selective sampling

6.4.1.3. Sampling is based on the plant species, country of origin, type of packaging, commodity form.

6.4.2. Lot Identification

6.4.2.1. A consignment may consist of one or more lots.

6.4.2.2. Where a consignment comprises more than one lot, the inspection to determine compliance may have to consist of several separate visual examinations, and therefore the lots will have to be sampled separately.

6.4.2.3. In such cases, the samples relating to each lot should be segregated and identified in order that the appropriate lot can be clearly identified if subsequent inspection or testing reveals non-compliance with phytosanitary requirements.

6.4.3. Determining the sample size

6.4.3.1. Simple random sampling of Plants, Pant products and other regulated articles in bags/boxes/containers

- a) Where simple random sampling has been selected as the sampling methodology for products in bags, boxes containers, the sample size is determined in accordance with the table below:-

	Hyper geometric-based sampling (random sampling)	
Lot size	sample size	confidence level
1	All	1
10	10	1
50	22	0.954
100	25	0.952
200	27	0.953
300	28	0.955
400	28	0.953
500	28	0.952
1000	29	0.950
1500	29	0.954
3000	29	0.954

- b) Mark and let the importer or agent remove package unit you want pulled out of the shipment and opened for inspection.

6.4.3.2. Fixed proportion

Where the fixed proportion sampling method is applied 2 % of the units shall be sampled.

6.4.3.3. Bulk/Loose cargo

The inspector shall draw samples from each compartment or hatch of a vessel ensuring that at least 6 primary samples have been drawn per compartment. The sample drawn from the compartment should be approximately 1 kg making a composite sample of 5kg in 5 compartments (using the sleeve sampling probe).

6.4.3.4. Fruits and vegetable in bulk

convenience sampling will be employed; Convenience sampling involves selecting the most convenient (accessible) units from the lot, without selecting units in a random or systematic manner. Since these products are sourced from the EAC regional and because of the mode of packaging they are not transported very long distances from the source the risks associated with these products are deemed lower.

6.4.3.5. Timber, coal, bauxite, iron ore, clinker

No sampling is carried out for these products **but** inspection is done. Sampling is not feasible

6.4.3.6. Increase of sample size

Increase sample size and / or the number of plants to examine if:

- Symptoms or signs of pests are found in the sample
- Recent pest findings indicate a higher level of pest risks than what is in the inspection level guide

6.5. Inspection

6.5.1. Lots that are Containerized/packaged in bags or boxes

- a)** Examine, packaging material. If containing wood, dry grass, banana leaves intercept the consignment.
- b)** If there are unauthorized regulated material intercept the consignment.
- c)** Examine the growing media. If the growing media is soil, intercepted consignment.
- d)** Inspect the plants, plant material (grains animal feeds for pests and quality; where applicable send a sample to the laboratory for confirmatory tests; No live insects are allowed in the consignment.
- e)** Nursery Stock - The inspection level for nursery stock should be 100% or as close to 100% as is practical.

6.5.2. Timber/coal/bauxite/iron ore/clinker

100% visual observation of what can be seen is carried out to:-

- a) Confirm that timber is debarked; if not debarked the consignment is intercepted.
- b) Confirm that the coal and clinker is soil free; if soil is present the consignment is intercepted.

6.5.3. Cuttings

6.5.3.1. Shake or tap the plant material (incase of cutflowers or cuttings) while holding it over the inspection surface. Tap with enough force to dislodge any crawling insects' larvae, adult flying insects that cling on the article, or fecal material.

6.5.3.2. Closely examine the inspection surface to catch smaller pests such as thrips, aphids, and instars larvae. Look for anything that moves and for fecal material that may have been dislodged.

6.5.3.3. Examine the leaves and the stems for:

- i. Signs of feeding- discolored tunneling in the leaves made by insect that feed internally.
- ii. Symptoms of diseases-discolored sections, rust, or black spots.
- iii. Snails, larvae and /or insects

6.5.3.4. Examine the media- check if in sterile media: coco peat, vermiculite, peat moss

6.5.3.5. Examine roots for curling, lesions (injured tissues), necrosis (dead tissues), discolorations, galls, and crawling insects

6.5.3.6. Inspect the bottom of the box for larvae, insects, snails, or evidence of these pests.

6.5.3.7. If pest are observed then the consignment is intercepted.

6.5.4. Fruits and Vegetables

Examine the exocarp for oviposition marks; the peduncle for pests e.g scale insects; cut and examine the endocarp for pests, disease or rotten parts.

6.5.5. Grains and animal feeds

Examine the contents of the drawn samples for pests, foreign matter, soil, weed etc.

6.6. Inspection Outcome

The result of the inspection contributes to the decision to be made as to whether the consignment meets phytosanitary requirements or not.

6.6.1. Compliance

6.6.1.1. If phytosanitary requirements are met, consignments are released to the owner for the case of material under permit.

6.6.1.2. Quarantine material is released to established quarantine facility and regular monitoring and surveillance carried out to check diseases that may have been in latent stage during inspection.

6.6.2. Noncompliance

6.6.2.1. When the plants, plant products and other regulated articles do not meet the requirements, the consignment is intercepted and

- a) If you have identified the pest(s) and the pest is not actionable (not quarantine) you order for disinfestation/treatment and release shipment if otherwise admissible.
- b) If you have identified the pest(s) and the pest a quarantine pest, order for the destruction of return of the consignment to the country of origin.
- c) If you are unable to identify the pest, you send a sample to the laboratory and make a decision in (a) or (b) once the results have been received.

6.6.2.2. In cases of repeated non-compliance, amongst other actions, the intensity and frequency of inspections for certain consignments may be increased.

6.6.2.3. Where a pest is detected in an import, a detailed inspection report is prepared to allow for notifications of non-compliance.

6.6.2.4. All non- compliances are reported to the trade office via the form provided below:-

6.7. Records.

Record in the import register (import data base) the following details (where applicable)- Importer, Exporter, plant material, quantity, Air Way Bill number, place of origin, plant import permit reference number, Phytosanitary certificate reference number, vehicle registration number, customs entry number and declaring agent.