



ISTA SEED TESTING LABORATORY ACCREDITATION STANDARD

KEPHIS SEED TESTING LABORATORY

ISTA MEMBER LABORATORY KEDL0100

QUALITY ASSURANCE MANUAL

Revision Number 13

PART 2

ORGANISATION AND MANAGEMENT

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Date-----

**OFFICIAL SEED TESTER
(QUALITY ASSURANCE MANAGER)**



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FIGURE 1: KENYA PLANT HEALTH INSPECTORATE SERVICE ORGANOGRAM AND ORGANIZATIONS IT AFFILIATES TO

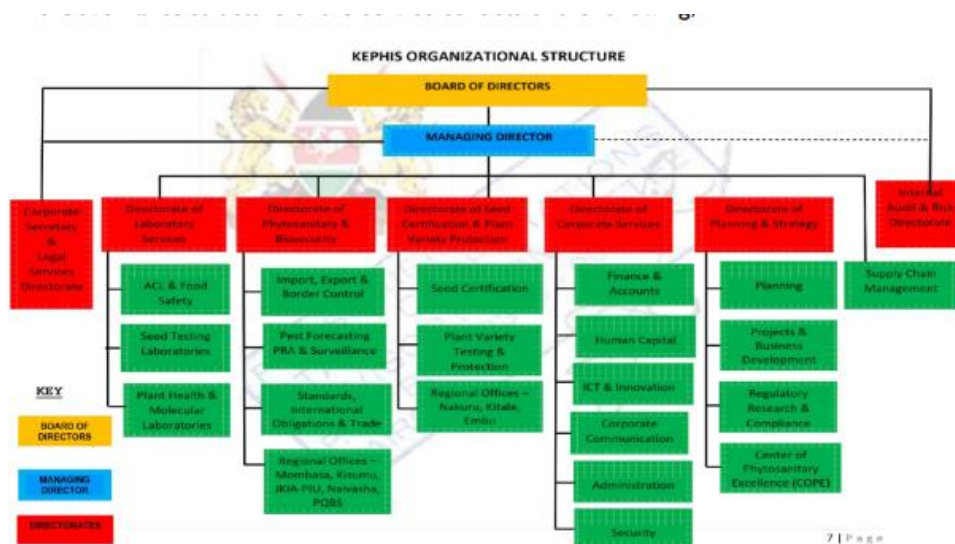


Figure 2a: ORGANISATION AND MANAGEMENT STRUCTURE OF NAKURU REGIONAL OFFICE

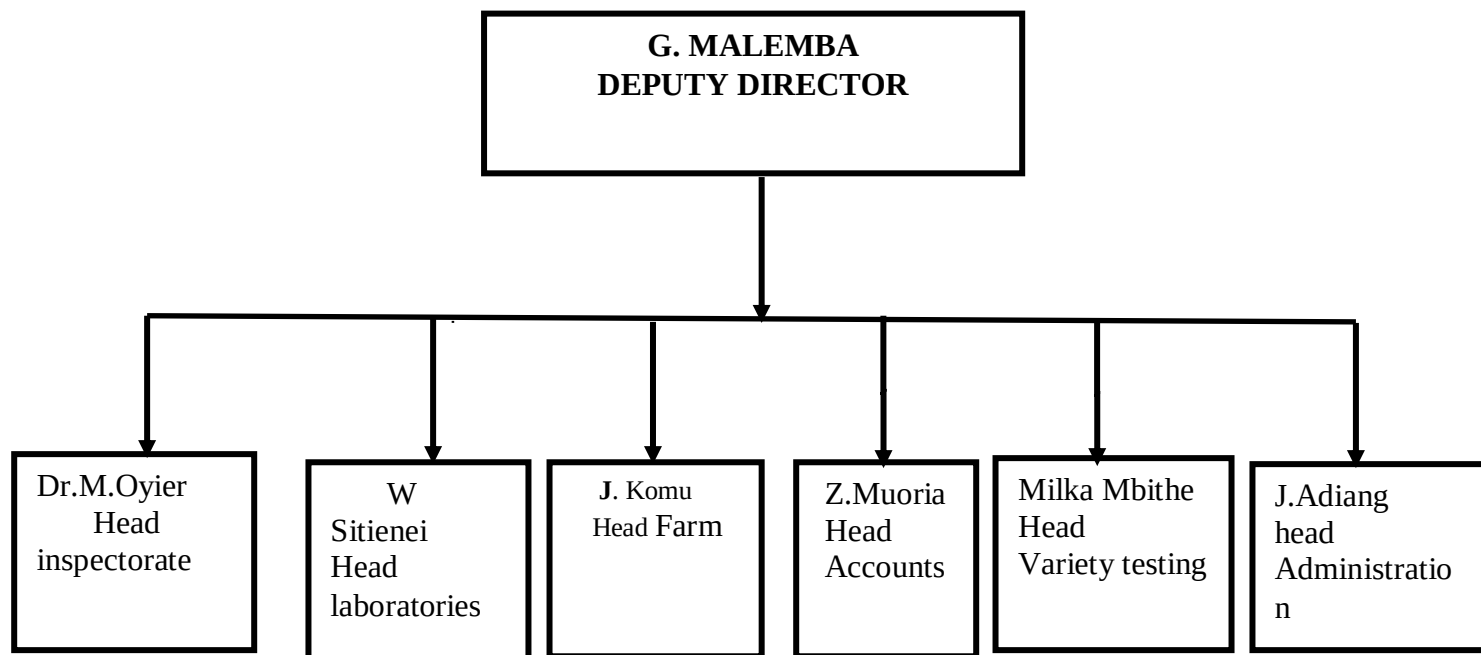


FIGURE 2b: ORGANOGRAM FOR KEPHIS SEED TESTING LABORATORY

NB: KEPHIS SEED TESTING LABORATORY IS UNDER KEPHIS NAKURU REGIONAL OFFICE. THE REGIONAL MANAGER IS THE OFFICIAL SEED TESTER

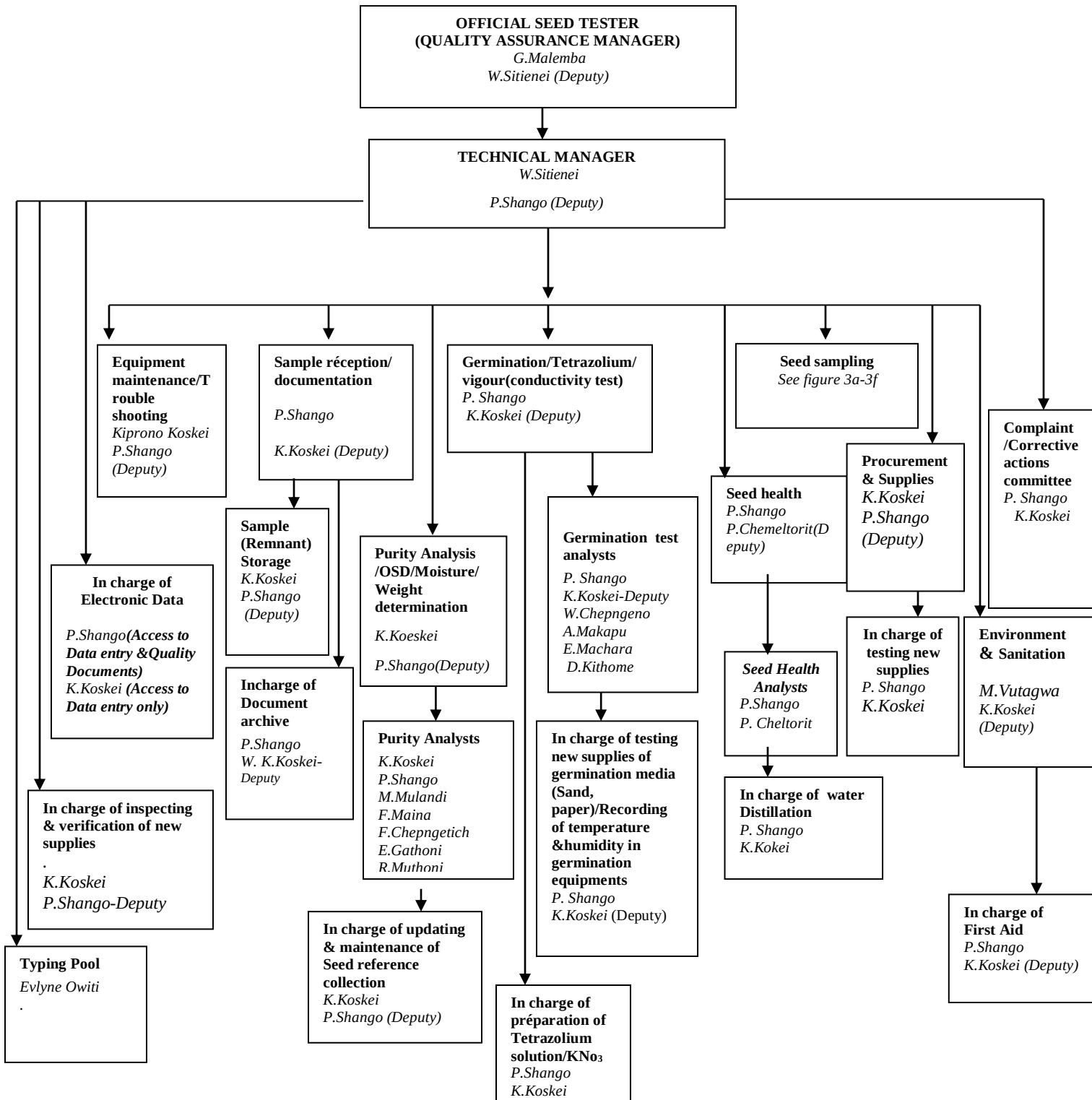
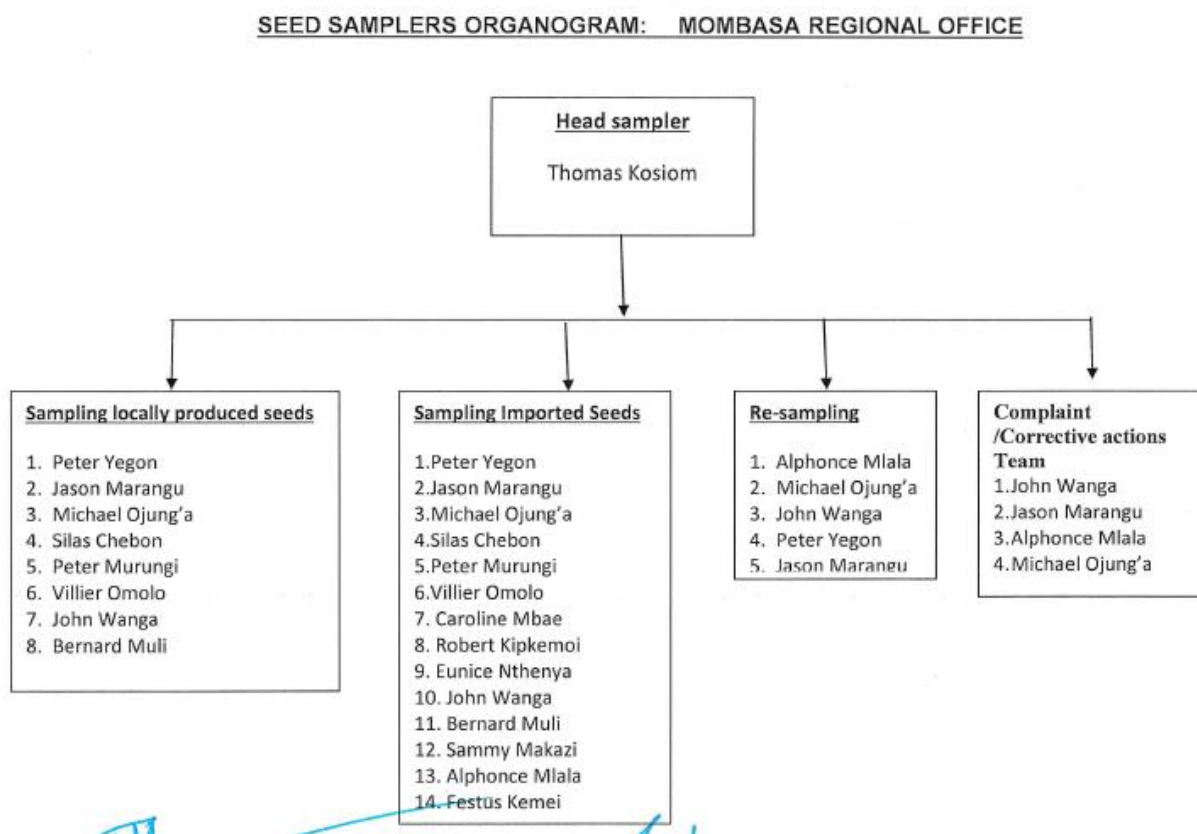


FIGURE 3: ORGANISATIONAL CHARTS FOR KEPHIS SAMPLERS IN KEPHIS REGIONAL OFFICES

FIGURE 3A: MOMBASA REGIONAL OFFICE

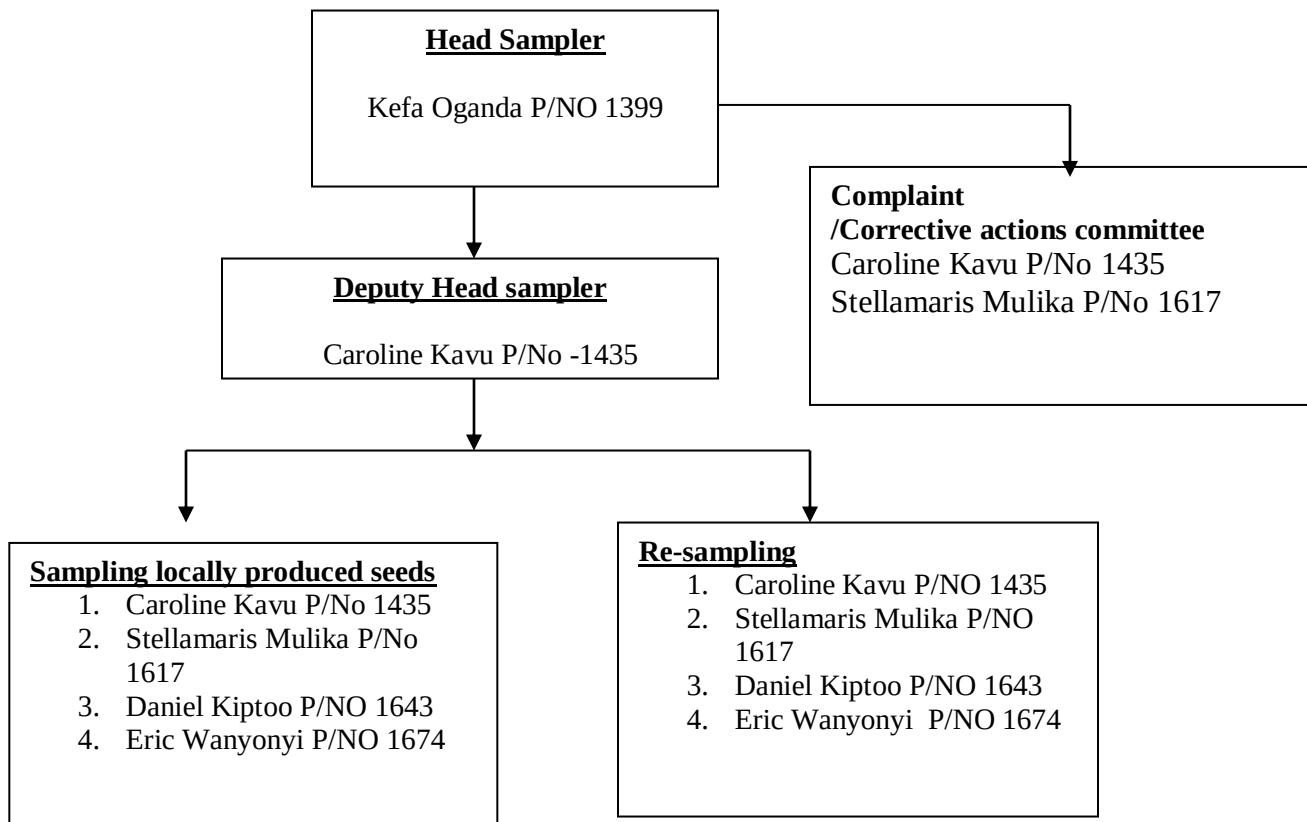


Major activities undertaken in Mombasa are:

- Sampling of imported seeds.
- Resampling.
- Sampling of locally produced seeds.

FIGURE 3B: NAIROBI REGIONAL OFFICE

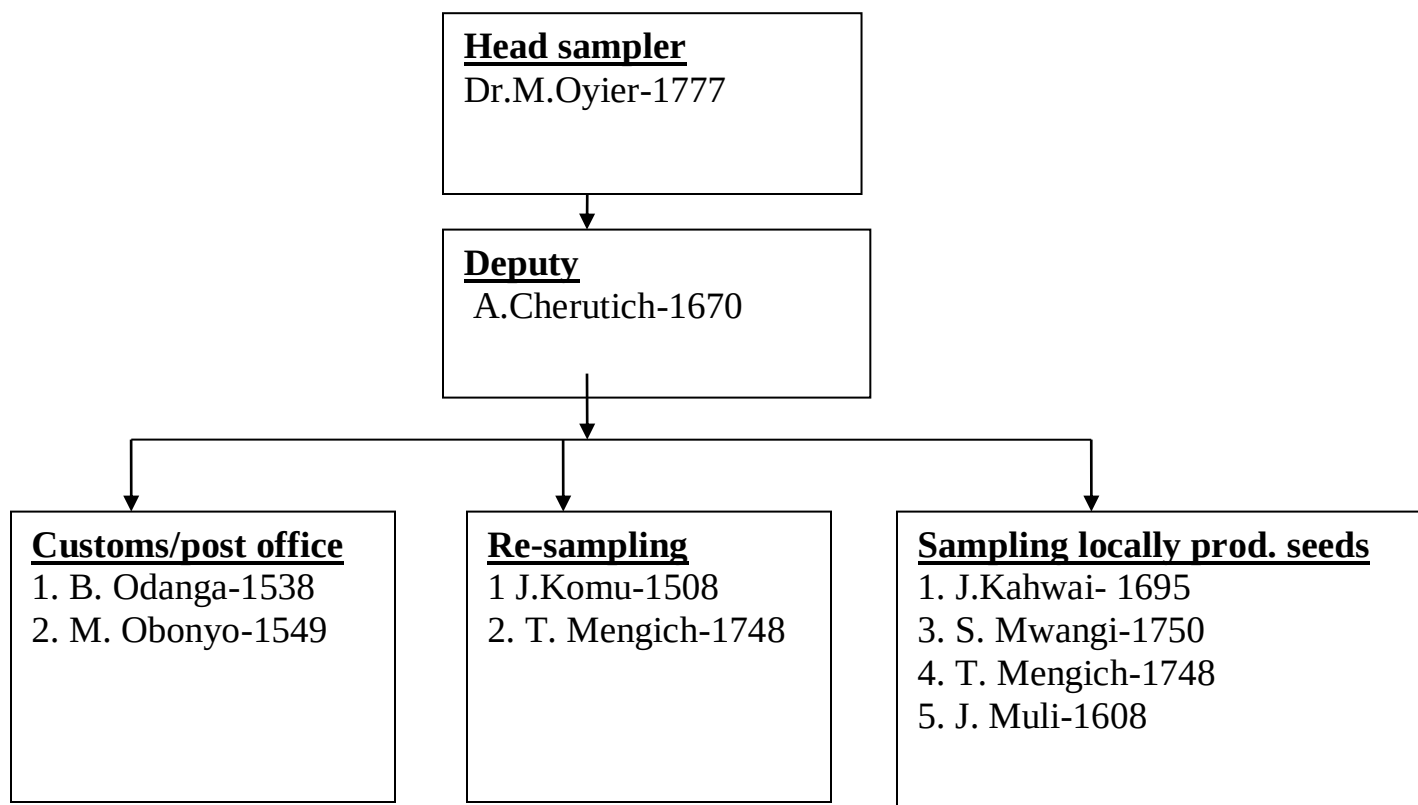
FIGURE 3E: NAIROBI REGIONAL OFFICE



Major activities undertaken in Nairobi include

- Sampling of locally produced seeds
- Sampling of imported seeds

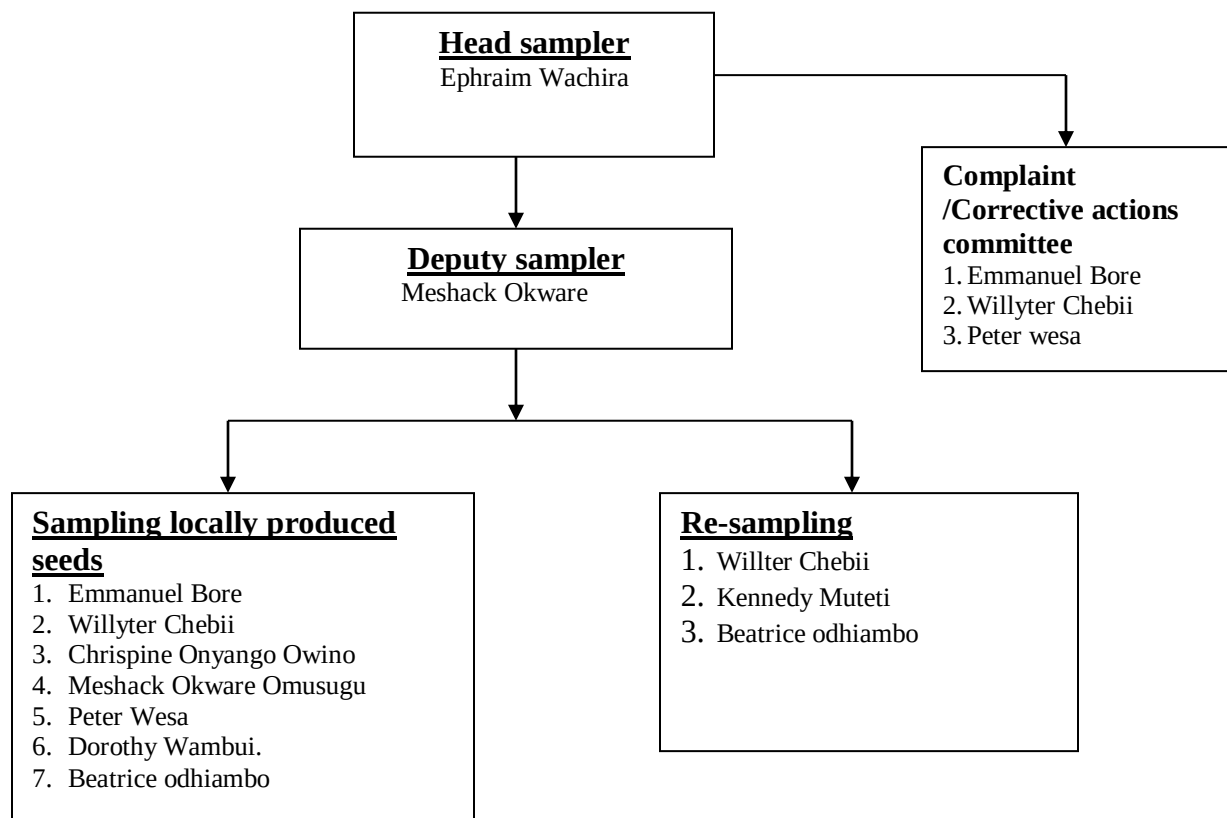
FIGURE 3C: NAKURU REGIONAL OFFICE



Major Activities in Nakuru include:

- Sampling of locally produced seeds
- Resampling at the seed sellers stores
- Sampling at the Post Office/customs.

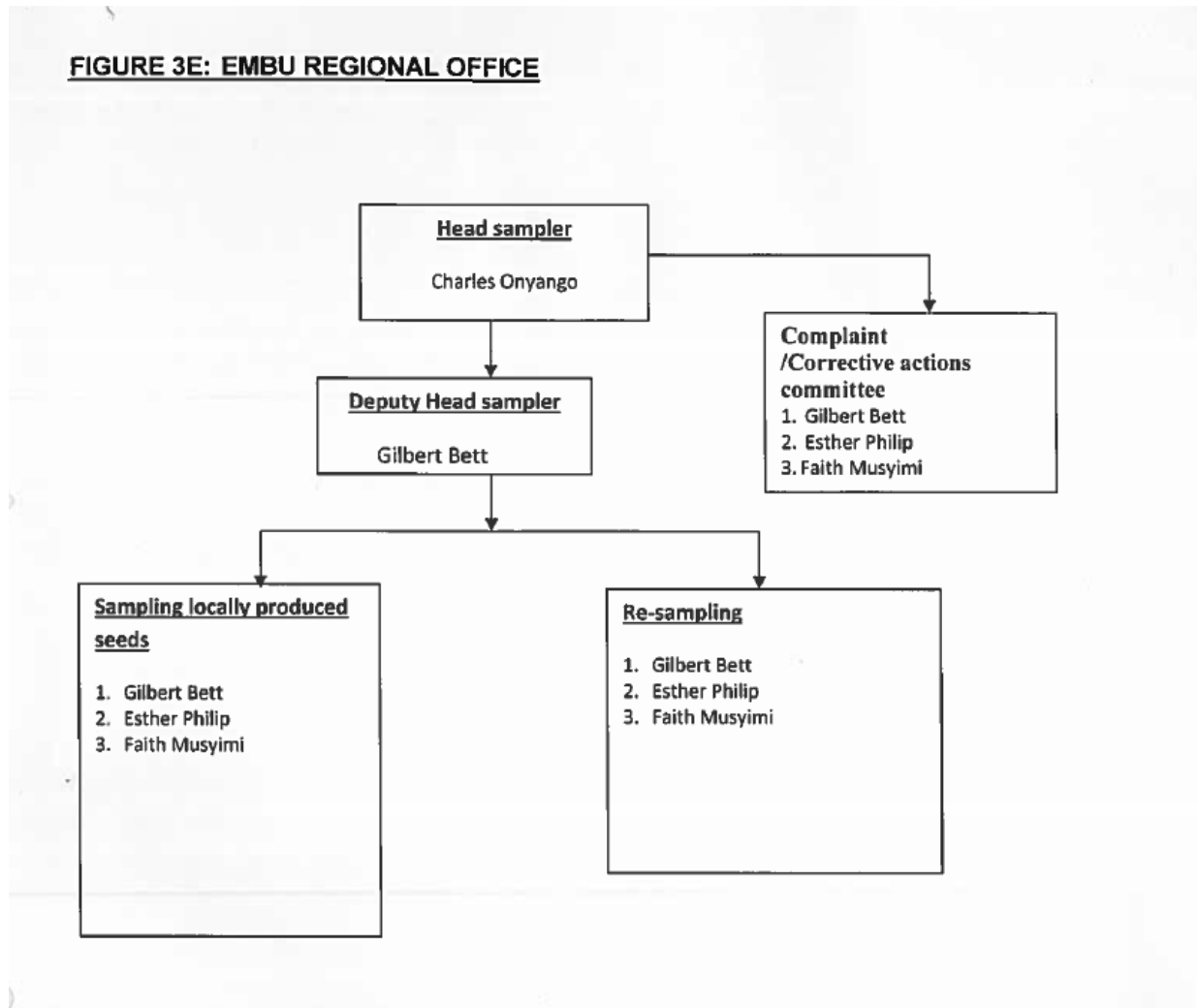
FIGURE 3D:: KITALE REGIONAL OFFICE



Major activities undertaken in Kitale include

- Sampling of locally produced seeds
- Resampling at the seed sellers stores
- Sampling of imports/Exports

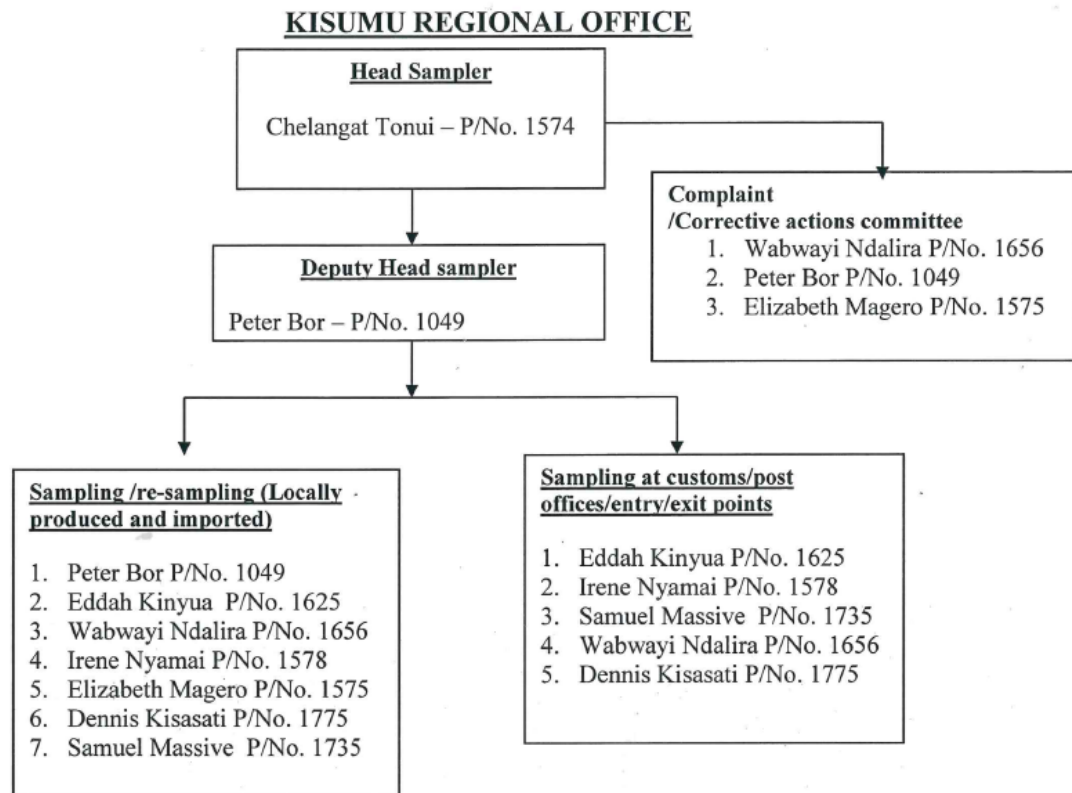
FIGURE 3E: EMBU REGIONAL OFFICE



Major activities undertaken in Embu include

- Sampling of locally produced seeds
- Resampling at the seed sellers stores

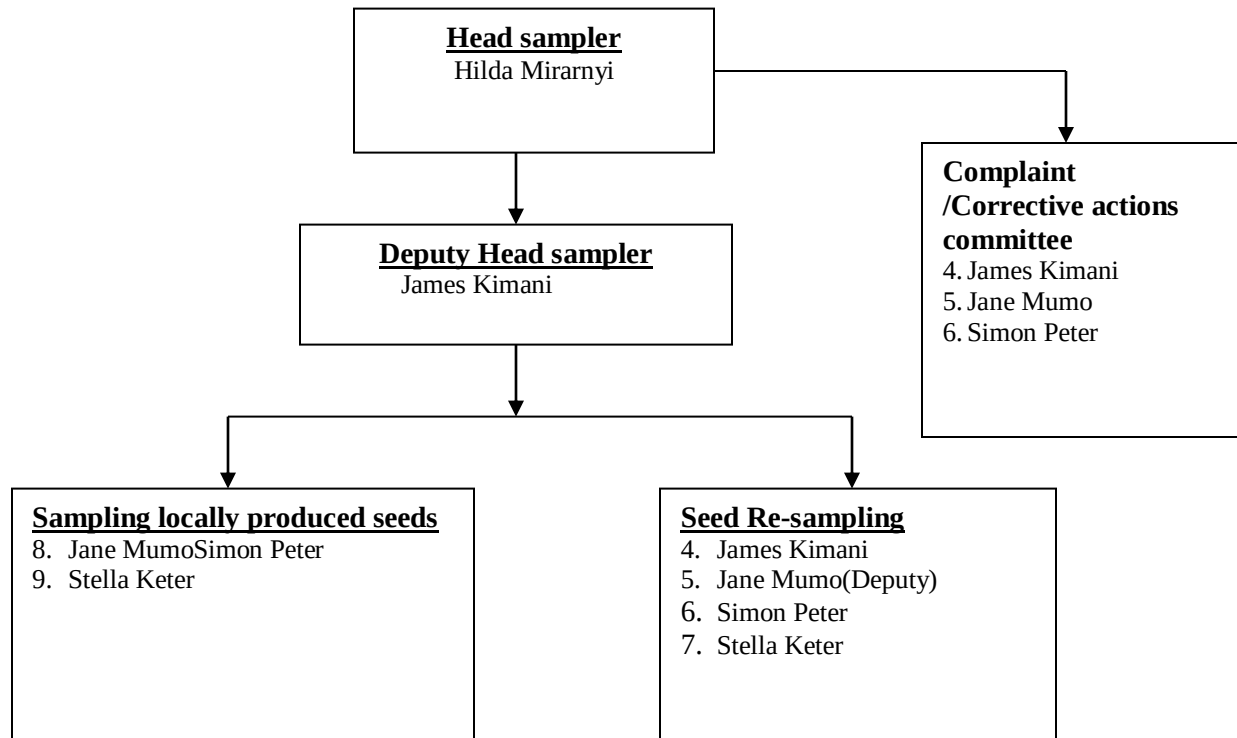
FIGURE 3F: KISUMU REGIONAL OFFICE



Major activities undertaken in Kisumu include

- Sampling of locally produced seed lots during processing
- Resampling at the seed merchants depots

FIGURE 3G: NAIVASHA REGIONAL OFFICE



Major activities undertaken in Kisumu include

- Sampling of locally produced seeds
- Resampling at the seed sellers stores and at merchants depots
- Sampling at customs/Post office
- Sampling of imported seeds

FIGURE 3H: KEPHS JKIA REGIONAL OFFICE

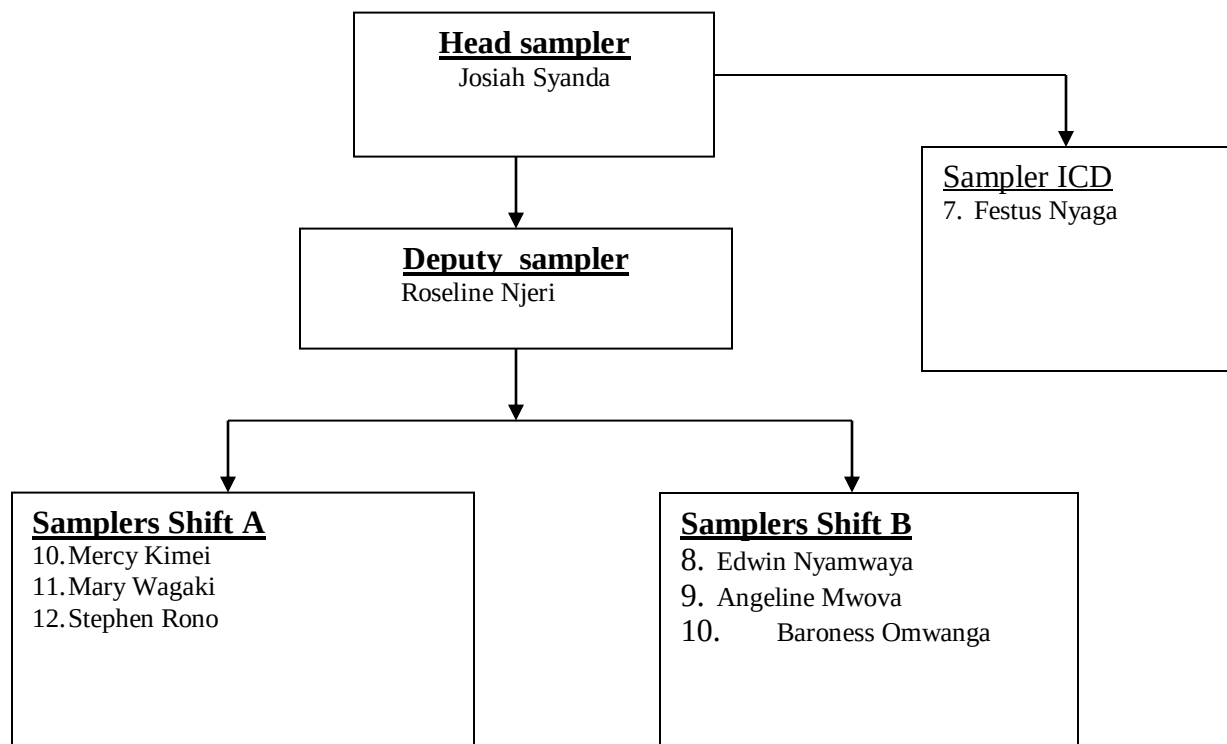


TABLE 1A: SEED TESTING LABORATORY STAFF RESPONSIBILITIES MATRIX.

Name	Quality Assurance	Technical management	Check Sampling	Sample Reception & Documentation	Purity Analysis	Moisture content	Germination media preparation	Germination	Seedling evaluation	Tetrazolium Tests	Vigour (Conductivity Test)	Seed Health	Test Result evaluation & verification	Equipment maintenance	Testing new supplies	Test certificates	Typing pool	Sample storage	Balance calibration	E nvironment and Sanitation	Complaints/Corr. Action committee
G.Malemba	R,C,D	-	R,C,D	-	-	-	-	-	-	-	-	-	-	R,C	R,C	R,E,C,D	-	-	-	-	R,E,C,D
W.Sitienei	R,E	R, E	E,C	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	R,E,C
P. Shango	-	R, E	R	R	R	R	R,E	R,E	R,E	R	R	R	R,E,D	R,E,D	R,E,D	R,E,C,D	-	E	R	R	R,E,C
K.Koskei	-	-	-	-	R,C,E	R,C,E	R	R	R	R	R	-	-	-	-	-	-	E	R,C,E	-	R,E
M.Mulandi	-	-	-	E	E	E	-	-	-	-	-	-	E	E	-	-	-	E	E	-	-
F.Maina	-	-	-	E	E	E	-	-	-	-	-	-	E	E	-	-	-	E	E	-	-
F.Chepngetich	-	-	-	E	E	E	-	-	-	-	-	-	E	E	-	-	-	E	E	-	-
E.Gathoni	-	-	-	E	E	E	-	-	-	-	-	-	E	E	-	-	-	E	E	-	-
R.Muthoni	-	-	-	E	E	E	-	-	-	-	-	-	E	E	-	-	-	E	E	-	-
M.Vutagwa	-	-	-	-	-	-	E	E	E	E	E	-	E	E	-	-	-	-	-	R,C,E	-
W.Chepngeno				-	-	-	E	E	E	E	E	-	E	E	E	-	-	-	-	-	-
A.Makapu							E	E	E	E	E	-	E	E	E	-	-	-	-	-	-
E.Machara							E	E	E	E	E	-	E	E	E	-	-	-	-	-	-
D.Kithome							E	E	E	E	E	-	E	E	E	-	-	-	-	-	-
E.Owiti	-	-	-	-	-	-	-	-	-	-	-		-	-	-	-	R,E	-	-	E	-

E=Execution R=Responsible. C= Control D=Decision



TABLE 1B: KEPHIS MOMBASA SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

RESPONSIBILITY MATRIX: MOMBASA REGIONAL OFFICE

TABLE 1B: KEPHIS MOMBASA SEED SAMPLERS RESPONSIBILITIES MATRIX

	Document verification	Determination of sampling protocol	Assembling sampling equipment	Lot examination	Actual sampling	Preparation of sample	Dispatch of sample for testing	Document retention	Test results and decision	Complaints/Corrective action committee
T. Kosiom	R,C,E,D	R,E	R	R	R	R	R,D,C	R,C,D	R,	R,C,D
A. Mlala	R,C,E,D	R,E	R,E,C	E,D	R,E	R,C,E	R,C,E	R,C,E	-	R,C,E,D
M. Ojung'a	R,C,ED,	R,E	R,E,C	E,D	R,E	R,C,E	R,C,E	R,C,E	-	R,C,E,D
P. Yegon	E,R,C,	E	R,E,C	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
F. Kemei	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
C. Mbae	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
J. Wanga	R,C,E,D	R,E	R,E,C	E,D	R,E	R,C,E	R,C,E	R,C,E	-	R,C,E,D
J. Marangu	E,R,C	E	R,E,C	E,D	R,E	R,C,E	R,C,E	R,C,E	-	R,C,E,D
U. Nthenya	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
R. Kipkemoi	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
H. Wambua	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
P. Murungi	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
V. Omolo	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
B. Muli	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
S. Makazi	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-
S. Chebon	E,R	E	E	E,D	R,E	R,C,E	R,C,E	R,C,E	-	-

E=Execution, R=Responsible, C=Control, D=Decision



TABLE 1C: KEPHIS NAIROBI SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

Name	Coordination of sampling	Requisition of sampling tools	Training of seed samplers	Receiving/Verification of sampling request	Sampling and QAM link	Control and Distribution of quality documents	Preparation of technical reports	Lot identification	Assembling of sampling tools	Equipment calibration	Determination of sampling intensity	Duty allocation to samplers	Actual sampling	Sample preparation/ Documentation	Sample dispatch	Labelling and sealing of seed lot	Cleaning offices and tools	Manual sealing of seed lots	Transfer of samples	Monitoring of sampling activities	Complaints/Corrective action committee
Kefa Oganda	R,C,D	R,C	R,C,E	R,C	R	R	R	-	-	R,C	-	R	-	-		-	-	-	-	R	R,C,D,E
C.Kavu	-	-	E	-	R,E	R,E,C	-	R,E	R,E,C	-	E	-	R,E	R,E,D	R,E,D	E,R,C,D	-	R,E	-	-	R,C,E
S.Mulika	-	-	-	-	R,E	R,E,C	E,R	R,E	R,E,C	-	E	-	R,E	R,E,D	R,E,D	E,R,C,D	-	R,E	-	-	-
Daniel Kiptoo	-	-	-	-	R,E	R,E,C	-	R,E	R,E,C	-	E	-	R,E	R,E,D	R,E,D	E,R,C,D	-	R,E	-	-	-
E.Wanyonyi	-	-	-	-	R,E	R,E,C	-	R,E	R,E,C	-	E	-	R,E	R,E,D	R,E,D	E,R,C,D	-	R,E	-	-	-

E=Execution

R=Responsible

C= Control

D=Decision



TABLE 1D: KEPHIS NAKURU SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

Name	Coordination of sampling	Requisition of sampling tools	Training of seed samplers	Receiving/Verification of	Sampling and QAM link	Control and Distribution of quality documents	Preparation of technical reports	Lot identification	Assembling of sampling tools	Equipment calibration	Determination of sampling intensity	Duty allocation to samplers	Actual sampling	Sample preparation/ Documentation	Sample dispatch	Labeling and sealing of seed lot	Cleaning offices and tools	Manual sealing of seed lots	Transfer of samples	Monitoring of sampling activities
M.Oyier 1777	R,C, D	R	R,C, E	R C D	RCD	R,CD	RCD	RCD	RCD	RCD	RCD	R,C,D	RCD	RED	RCD	RCD	RCD	RCD	RCD	RCD
A. Cherutich 16370	R,C	R	R,E	E, D	-	-	E	E	R,E	R,C	R,E	E	R,E	R,E,D	R,E,D	R,E,D	-	-	R,E,C	R
J.Komu 1508	-	-	E	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R
J. Kahwai-1695	-	-	E	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R
T. Mengich-1748	-	-	-	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R
S. Mwangi-1750	-	-	-	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D	R	C	R,E,C	R
B. Odanga-1538	-	-	-	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R
M. Obonyo-1549	-	-	-	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R
J. Muli-1608	-	-	-	-	-	-	E	R,E	R,E	-	R,E	-	R,E	R,E,D	R,E,D	R,E,D		C	R,E,C	R

E=Execution**R=Responsible****C= Control****D=Decision**

TABLE 1E: KEPHIS KITALE SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

	Document verification	Determination of sampling protocol	Assembling sampling equipment	Lot examination	Actual sampling	Preparation of sample	Dispatch of sample for testing	Document retention	Test results and decision	Complaints/ Corrective action committee
E. Wachira	R,C,D	R	-	R	R	R	R,D,C	R,C,D	R,C,D	R,CD
M. Okware	R,C,E	R	E	R	R	R	R,C,E	R,C	R,C,D	R,CD,E
Alexander Agui	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	R,CE
Willyter Bii	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	R,CE
C. Owino	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-
Bore K. E.	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-
Peter wesa	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-
K. Muteti	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-
Dorothy Wambui	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-
Beatrice odhiambo	E	E	E	E,D	R,E	R,C,E	R,C,E	R	-	-

E=Execution R=Responsible C= Control D=Decision



TABLE 1F: KEPHIS EMBU SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

	Document verification	Determination of sampling	Assembling sampling equipment	Lot examination	Actual sampling	Preparation of sample	Dispatch of sample for testing	Document retention	Test results and decision	Complaints/ Corrective action committee
C.Onyango	R,CD	R	-	R	R	R	R,C,E	R,C	R,C,D	R,C,D
G.Bett	R,CD	R,D	RCD	RD	RE	RCE	R,C,E	R	-	R,C,E
P.Munene	E	E	E	ED	R,E	R,C,E	R,C,E	R	-	R,C,E
Faith Muchimi	E	E	E	ED	R,E	R,C,E	R,C,E	R	-	-

E=Execution R=Responsible C= Control D=Decision



TABLE 1G: KEPHIS KISUMU SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

	Document verification	Determination of sampling	Assembling sampling equipment	Lot examination	Actual sampling	Preparation of sample	Dispatch of sample for testing	Document retention	Test results and decision	Complaint and corrective
C.Tonui	R,CD	R	R,C,D	R	R	R	R,C,E	R,C	R,C,D	R,C,D
J.Ayieko	R ,E,D	E, D	E	E,D	R	E	R,C,E	R,C,E	R,C,D	R,C,E
E.Magero	R ,E,D	D,R	R,C,D	R,D	R,E	R,C,E	R,C,E	R	-	R,C,E
P.Bor	R,E,D	D,R	R,C,D	R,D	R,E	R,C,E	R,C,E	R,C,E,D	-	-
B.Odhiambo	R,E,D	E	E	E,D	R	E	R,C,E	R,C,E,D	-	-
S.Massive	R,E,D	E	E	E,D	R	E	R,C,E	R,C,E,D	-	-
R.Kabiru	E,D	E	R,C,E,D	R,C,E,D	R,C,E,D	E,R	R,C,E,D	R,C,E,D	-	-
I.Nyamai	E,D	E	R,C,E,D	R,C,E,D	R,C,E,D	E,R	R,C,E,D	R,C,E,D	-	-
W.Ndalira	E,D	E	R,C,E,D	R,C,E,D	R,C,E,D	E,R	R,C,E,D	R,C,E,D	-	-

E=Execution R=Responsible C= Control D=Decision



TABLE 1H:KEPHIS-JKIA OFFICE SEED SAMPLING STAFF RESPONSIBILITIES MATRIX

	Document verification	Determination of sampling protocol	Assembling sampling equipment	Lot examination	Actual sampling	Preparation of sample	Dispatch of sample for testing	Document retention	Complaints/ Corrective action committee
J.Syanda	R	R	R	R	R	R	R	R,C,	R,C,D
R. njeri	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R,C	R,C,D,E
Mercy Kimei	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R,C,D,E
Mary wagaki	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R
Stephen Rono	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R
Festus Nyaga	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R
Edwin Nyamweya	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R,C,D,E
Angeline Mwova	E,D	E	E	E,D	E,R,D	R,C,E	R,C,E	R	R
Baroness Omwanga	E,D	E	E		E,R,D	R,C,E	R,C,E	R	R

E=Execution R=Responsible C= Control D=Decision

