



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:06

Issue No:02

SOP FOR LICENSING OF SEED SELLERS

SOP/KEPHIS/SC&PVP/10

Issued by: Sign.....

Seed Inspector

Date 04.11.24

Approved by: Sign.....

Deputy Director SC

Date 04.11.24



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1. Purpose

The purpose of this procedure is to define the sequence of events, interfaces, and responsibilities involved in licensing of seed sellers

2. Scope

From receipt of application form for seed sellers' license (SR 12) to issuance of seed seller's license (SR13)

3. References

- 3.1 Seeds and Plant Varieties Act CAP 326
- 3.2 Seeds and Plant Varieties (seeds) Regulations 2016
- 3.3 KEPHIS Service Charter
- 3.4 Seed sellers' database
- 3.5 KEPHIS Quality Manual
- 3.6 KEPHIS Strategic Plan
- 3.7 KEPHIS Annual work plan
- 3.8 ISO 9001:2015 Standard



4. Responsibilities

The H SC&PVP/RM/OiC will be responsible for implementation of this procedure

5. Schematic representation

Licensing of seed sellers				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Applicant ▪ KEPHIS ▪ Seed merchant ▪ County Agricultural offices	▪ Inspector ▪ The Seeds and Plant Varieties Act, Cap 326 ▪ The Seeds and Plant Varieties (Seeds) Regulations 2016 ▪ Correctly filled Form SR 12 ▪ Facilitation for premise inspection	▪ Receipt of application and payment ▪ Vetting the application ▪ Premise inspection ▪ Issuance of license	▪ Filled premise inspection checklist ▪ Seed seller's license SR 13 ▪ Auto-updated seed seller's database	▪ KEPHIS ▪ Seed seller ▪ Seed merchant ▪ Farmers ▪ Other collaborators

6. Procedure

- 6.1 Receipt of application on a dully filled form SR 12 by KEPHIS accountant for verification of payment and forwarding to the HSC&PVP/RM/OiC
- 6.2 The HSC&PVP/RM/OiC receives and assigns the application to an inspector
- 6.3 The inspector evaluates the application by checking the following:
 - 6.3.1 Letter of appointment from a registered seed merchant
 - 6.3.2 Recommendation from Sub County Agricultural office where applicable
 - 6.3.3 Whether the form is dully filled
- 6.4 If all the requirements are met, the inspector schedules for premise inspection. Otherwise the inspector rejects the application



- 6.5 At the seed seller's premise, the inspector carries out premise inspection as per the checklist Form/QA/Checklist for inspection of seed seller's premise/04.
- 6.6 If the premise meets the requirements as per the check list, the inspector approves the application and a license is auto-generated in the system.
- 6.7 If the premise does not meet the requirements as per the check list the inspector rejects the application and advises the applicant accordingly.
- 6.8 In case of a renewal request, the accountant receives and verifies the proof of payment, the license is auto-generated in the system and the database auto-updated.

7. Records

7.1 Dully filled SR12 Forms

7.2 Seed sellers' data base

7.3 Filled checklist

8. Appendix

Checklist for Seed sellers premise inspection



KENYA PLANT HEALTH INSPECTORATE SERVICE

(KEPHIS)



Website: www.kephis.org

FORM/SC&PVP/CHECKLIST FOR INSPECTION OF SEED STOCKIST'S PREMISE/04

Date of Inspection..... Name of Applicant/seed seller.....

Centre/Market.....Location..... Division

County Contact.....



NO.	OBSERVATION	Yes	No	REMARKS
1.	Is seed seller currently registered?			
2.	Are the seed containers intact?			
3.	Are the seeds properly labeled including the lot numbers?			
4.	Are all the seed lots valid? If No state action taken.			
5.	Are the storage conditions appropriate (cool and dry atmosphere with no direct sunlight)?			
6.	Are the seeds appropriately separated from injurious substances (Fertilizer, foodstuffs and chemicals)?			
7.	Are the seeds obtained from known sources (registered seed merchants)?			
8.	Is the seed kept separate from other items?			
9.	Is the premise well aerated			
10.	Is the seed placed on wooden pallets or shelves?			
11.	Is the general store hygiene maintained			
12.	Is there any violation of the Seeds and Plant Varieties Act(CAP326)			
13.	Are there complaints from farmers related to quality of seeds? If yes, state			

Recommendations

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Name of Inspector(s)..... Stockist's Name.....



Signature Sign.....

Date Date.....

FOR: MANAGING DIRECTOR-KEPHIS



REVISION DETAILS

REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change Approver of Document 2. 5.0 Responsibility lies with the Head SC & PVP as well as RMs and OICs 3. Amendments of clause 6.2.2, 6.4.4, and 6.5	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	6	2
1. Reviewing the whole document	Proposals made during the departments review meeting	03/11/2014	Head SC & PVP	1	3
2. Review of whole document	Agreement during a consultative meeting for document review	18/05/2015	Head SC & PVP	1	4
3. Change of issuer of document	To reflect departmental changes	28/03/2017	Head SC & PVP	2	4
4. Review of the whole document	To meet requirements of ISO 9001-2015 and the reviewed regulations	18/04/2018	Head SC & PVP	2	5
5. Review of the whole document SOP/KEPHIS/SC&PVP/10	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	DD SC	2	6