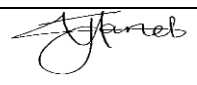
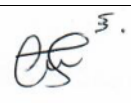


KEPHIS	DOC No SOP/ KEPHIS/PS/01	REV. No 07
	ISSUE No. 01	
SECTION: : PHYTOSANITARY SERVICES	ISSUED BY: PLANT INSPECTOR	Signature  DATE: 05/10/2020
SOP for Phytosanitary inspection and certification of exports	APPROVED BY: HEAD OF DEPARTMENT	Signature:  DATE: 05/10/2020

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1.0 Purpose

To ensure consistency in inspection and export certification of plants, plant products and other regulated articles.

2.0 Scope

This procedure describes steps and requirements for export certification of plants, plant products and other regulated articles from the point of request for inspection to issuance of relevant documents such as phytosanitary certificates, conformity certificates among others. This procedure covers the general outline for inspection and certification activities. However each Section of the phytosanitary services will use specific approved work instructions relevant to the Section.

3.0 References

- 3.1 KEPHIS Act No.54 of 2012.
- 3.2 The Plant Protection Act (Cap 324)
 - 3.2 The Agricultural Produce (Export) Act (Cap 319)
 - 3.3 The Seeds and Plant Varieties Act (Cap 326)
 - 3.4 International Standards for Phytosanitary Measures - ISPMs
 - 3.5 Market import requirements
 - 3.6 ISO 9001:2015 Standard
 - 3.7 The Biosafety Act No. 2, 2009

4.0 Definitions

- 4.1 Inspection:** Official visual examination of plants, plant products or other regulated articles to determine if pests are present and/or to determine compliance with phytosanitary regulations
- 4.2 Inspector:** An officer of Kenya Plant Health Service appointed to carry out the functions of KEPHIS in relation to the provisions of the Plant Protection Act (Cap 324).

4.3 **Phytosanitary certificate:** Document issued by an exporting country to an importing country showing compliance with the phytosanitary requirements of the importing country in a manner patterned after the model certificates of the IPPC

4.4 **Scheduled inspections:** are required on routine basis depending on destination requirements such as those for plants for plantings destined for EU market, bilateral agreements such as those with Israel and USDA APHIS and those for regular audits such ISPM 15 treatment firms, and go-down inspections..

4.5 **Unscheduled inspections:** are requested by clients from time to time for consignments that may arise and include the general movement of germplasm, cut flower exports etc., to various destinations and clients requests for Phytosanitary certification for trade purpose other than those falling under (scheduled) above.

5.0 Responsibility

The Head, Biosafety & Phytosanitary Services shall be responsible for implementation of this procedure

6.0 Schematic representation

Inspection and certification of exports						
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/ Controls
- Exporters - KEPHIS Inspector	- Client requests - Online export certification system - Plant health inspectors	- Receipt of request for export inspection - Verification of documents - Assigning of inspector	- Inspection report - Phytosanitary certificate - Advise/rejection notice	- KEPHIS inspector - Clients/applicant - Destination market NPPO	- Loss of application documents - ECS break down - Loss of security papers	- Maintaining database and hard copy applications - Regular maintenance of ECS

	▪ Market requirements ▪ Security papers	▪ ECS training and registration ▪ Inspection of field/consignment ▪ Approval of inspection ▪ Issuance of phytosanitary certificate				- system and back up servers ▪ Maintaining records on movement of security papers
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7.0 Procedure/Method

7.1 Request for export inspections

7.1.1 Unscheduled inspections: Client request is received either through telephone call, letter, e-mail, electronic certification system, visit or any other means.

7.1.1.1 The inspector/assigned officer documents the request in a register if the communication is initiated by any of the above means except electronic certification system.

7.1.2 Scheduled: The inspector shall prepare and obtain an approval for daily, weekly, monthly or quarterly schedule of inspections.

7.2 For inspections conducted by a second station. The Inspector shall confirm that an inspection report has been provided by the inspecting station and proceeds to step 7.9.

7.3 For unscheduled inspections, the appropriate reason for the inspection and the cost of the inspection is communicated to the client ahead of the inspection or at the office if client is present. Where the reason is certification of pest freedom, then the pests are clearly identified ahead of the inspection.

7.4 Where the export is from a facility such as a bio-containment or from a go-down or warehouse, then the inspector shall use work instructions for such a facility as stipulated in (*WI.1/KEPHIS/PS/01*) to generate the report.

7.5 The inspector shall verify the documents as per work instruction. (*WI.1/KEPHIS/PS/01*).

7.6 If the plants/plant products or articles are prohibited (either for export by the country of origin or entry by the importing country), the inspector shall advise the exporter to seek authority to export (where applicable) from the relevant authorities.

7.6.1 If the plants/plant products are permitted for export or the necessary authority to export has been obtained (in case of prohibition) the inspector proceeds to inspect the produce

7.7 In conducting the inspection, the inspector shall use work instructions for inspection (*WI.1/KEPHIS/PS/01*)

7.8 If the reason for the inspection has or has not been satisfactorily addressed, the inspector indicates so on an inspection record showing approval or no-approval or conditions to be met for issuance the relevant document.

7.9 A copy of the inspection report shall be provided to the Inspector office or officer to guide on the issuance of Phytosanitary certificate where applicable.

7.10 If the consignment does not comply to the market requirements, an inspector shall issue a rejection notice and communicate this to the exporter or the agent.

8.0 Records

8.1 Exports request register

8.2 Phytosanitary certificate issuance register

8.3 Advice notice file

8.4 Rejection notification file

8.5 Field/Facility Inspection reports

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change of Issuer & Approver	To reflect organizational changes	11/03/2015	H- PBS	2	5
2. Review of entire procedure	To align to ISO 9001:2015 requirements	20/05/2018	H- PBS	1	6
3. Review of entire procedure	To enhance inspection process	05/10/2020	H- PBS	1	7