



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:02

Issue No:05

SOP FOR CONDUCTING POST SEED CERTIFICATION SURVEY

SOP/KEPHIS/SC&PVP/12

Issued by: Sign.....

Approved by: Sign.....

Seed Inspector

Deputy Director SC

Date 04.11.24

Date 04.11.24



Table of contents	Page
1.0 Purpose	3
2.0 Scope	3
3.0 References	3
4.0 Responsibilities	3
5.0 Schematic representation	4
6.0 Procedure	4
7.0 Records	5
8.0 Appendix	5



1.0 PURPOSE:

The objective of this procedure is to define the sequence of events, interfaces and responsibilities involved in conducting post seed certification survey

2.0 SCOPE:

From planning of post seed certification survey to reporting

3.0 REFERENCE:

3.1 Seeds and Plant varieties Act CAP 326,
Seeds and plant varieties (seeds) Regulations 2016

3.2 Seed sellers' database.

3.3 Previous Post seed certification survey reports

3.4 Seed test data base

3.5 KEPHIS quality Manual

3.6 KEPHIS Annual work plan

3.7 KEPHIS Strategic plan

3.8 ISO 9001:2015 Standard

4.0 RESPONSIBILITIES:

The HSC&PVP/RM/OiC is responsible for the implementation of this procedure



5.0 Schematic representation

Conducting post seed certification survey				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
KEPHIS	- Inspector - The seeds and Plant Varieties Act, Cap 326, The seeds and Plant Varieties (Seeds) regulations 2016 - Seed test database - seed sellers database - Facilitation for the survey	- Planning and budgeting - Conducting the survey - Post certification reporting - Seed sampling - Laboratory and post control testing	- Post certification survey report - Seed test report - Post control test report	- KEPHIS - Seed sellers - Seed merchants - Farmers - Other collaborators

6.0 PROCEDURE:

6.1 Inspector/RM/OiC prepares work plans and budget for post seed certification surveys and forwards for approval after which he/she prepares to carry out the survey

6.2 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.

6.3 The inspector will then advise the seed seller on any nonconformity as per Seeds and Plant Varieties (Seeds) Regulations, CAP 326

6.4 The inspectors may sample seeds for testing and issue a stop sale order for seed lots that fail the test. Where a stop sale order is issued, an



official communication is done to the seed merchant to retrieve the seed lot(s) from the market.

6.5 In case an inspector comes across seed sellers violating the seed regulations, he/she may opt for seizure, disposal or prosecution as per CAP 326.

6.6 The inspector on completion of the exercise compiles a post seed certification survey report and hands over to HSC&PVP/RM/OIC's.

7.0 RECORDS

7.1 Post Certification Survey Reports

7.2 Premise inspection checklist

7.3 Stop sale orders SR 11A

7.4 Seizure forms SR 11B

8.0 Appendix

Check list for Seed Sellers premise inspection



KENYA PLANT HEALTH INSPECTORATE SERVICE

(KEPHIS)



Website: www.kephis.org

FORM/QA/CHECKLIST FOR INSPECTION OF SEED SELLER' 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

.....

 ..



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

Signature Sign.....

Date Date.....



REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change Approver of Document 2. Delete reference 3.3, definitions 4.6 and clause 6.3.6 3. Amend clause 6.3.1, 6.3.3, 6.5 and 6.6 4. Amend records 7.1 to read Post Seed Certification Survey Reports	Proposals made during the departments review meeting	03/11/2014	Head SC & PVP	4	2
1. Review of whole document	Agreement during a consultative meeting for document review	18/05/2015	Head SC & PVP	1	3
2. Change of Issuer of document	To reflect departmental changes	28/03/2017	Head SC & PVP	2	3



3. Review the whole document	To meet requirements of ISO 9001-2015 and the reviewed regulations	18/04/2018	Head SC & PVP	2	4
4. Review the whole document	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	DD SC	2	5