



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:02

Issue No:07

SOP FOR REGISTRATION OF SEED MERCHANTS

SOP/KEPHIS/SC&PVP/06

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 objective of this procedure is to define the sequence of events, interfaces and responsibilities involved in registration of seed merchants

2. SCOPE

From receipt of application (form SR 1) to issuing of the registration certificate (form SR 2)

3. REFERENCE

- 3.1. The seeds and Plant varieties Act CAP 326
- 3.2. The seeds and plant varieties (seeds) Regulations 2016
- 3.3. KEPHIS Service Charter
- 3.4 KEPHIS Quality Manual
- 3.5 KEPHIS Annual work plan
- 3.6 KEPHIS Strategic plan
- 3.7 ISO 9001:2015 Standard
- 3.8 SC&PVP database

4. RESPONSIBILITIES

The H SC&PVP and RMs/OiC will be responsible for implementation of this procedure.

5. Schematic representation

Registration of seed merchants				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Applicant ▪ KEPHIS	▪ The seeds and Plant Varieties Act, Cap 326 ▪ Dully filled Form SR 1 and payment ▪ Client particulars ▪ Facilitation for inspection	▪ Receipt of application and payment ▪ Vetting the application ▪ Premise inspection and assessment of capacity ▪ Report writing and recommendation ▪ Approval/rejecti	▪ Inspection report ▪ Certificate in Form SR 2 ▪ seed merchant data base	▪ KEPHIS ▪ Seed merchant ▪ Public



		on of application ■ Issuance of certificate		
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6. PROCEDURES

- 6.1. Receipt of application on a dully filled form SR 1 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 application for compliance with the requirements as stipulated in the Seeds and Plant Varieties (seeds) Regulations CAP 326
- 6.4. If the application meets the requirements, the inspector schedules an inspection of the applicant's facilities, if not met the application is rejected
- 6.5. The inspector inspects the applicant's facilities to confirm the fulfilment of registration requirements as stipulated in the Seeds and Plant Varieties (Seed) Regulations, CAP 326
- 6.6. Based on the inspection results the inspector makes recommendation for approval or rejection to the Managing Director.
- 6.7. If the application is approved, the registration certificate is processed in form SR2 and the new seed merchant is auto updated in the system
- 6.8. Where an application is rejected, the applicant is notified through the system

7. RECORDS

- 7.1 certificate of registration as a seed merchant (SR 2)
- 7.2 seed merchant's data base
- 7.3 Duly filled application forms (SR 1) and premise inspection report



7.4 Client particulars



REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change Approver of Document 2. 3.2 Change of word register to Registrar	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	5	3
1. Review of entire procedure	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	1	4
1. Review of whole document	Agreement during a consultative meeting for document review	18/05/2015	Head SC & PVP	1	5
2. To change issuer of document	To reflect departmental changes	28/03/2017	Head SC & PVP	2	5
3. Review of the entire SOP	To meet requirements of ISO 9001-2015 and the reviewed regulations	17/04/2018	Head SC&PVPO	2	6
4. Review of the entire SOP	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	DD SC	2	7