



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:02

Issue No:07

SOP FOR SEED CROP FIELD INSPECTION

SOP/KEPHIS/SC&PVP/07

Issued by: Sign.....

Approved by: Sign.....

Seed Inspector

Deputy Director SC

Date 04.11.24

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1.0 PURPOSE

The purpose of this procedure is to define the sequence of events, interfaces and responsibilities involved in seed field inspection.

2.0 SCOPE

From receipt of seed inspection application (form SR 5) to approval/withdrawal/rejection of the seed crop (form SR 6)

3.0 REFERENCES

- 3.1 OECD Seed schemes
- 3.2 COMESA seed regulations
- 3.3 Seed Inspection manual
- 3.4 Seeds and plant varieties Act (CAP 326) 2012
- 3.5 Seeds and plant varieties (seeds) Regulations 2016
- 3.6 Crop variety descriptors
- 3.7 KEPHIS Service Charter
- 3.8 KEPHIS Quality Manual
- 3.9 ISO 9001:2015 Standard
- 3.10 KEPHIS Strategic plan
- 3.11 KEPHIS Annual work plan

4.0 Responsibilities

The Head SC&PVP and RMs/OiCs will be responsible for implementation of this procedure

5.0 Schematic representation

Seed crop field inspection				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Seed merchant/ grower ▪ KEPHIS	▪ Inspector ▪ The seeds and Plant Varieties Act, Cap 326 ▪ Seeds and plant varieties (seeds) Regulations 2016	▪ Receipt of application ▪ Vetting the application as per the work instruction ▪ Registration of the seed crop ▪ field inspection and report	▪ Inspection report on form SR 6 ▪ Auto-updated field inspection database	▪ KEPHIS ▪ Seed merchant ▪ Seed grower



	▪ Dully filled Form SR 5 and proof of origin ▪ The national variety list ▪ Field inspection manual ▪ variety descriptors ▪ Facilitation for inspection ▪ Inspection tools and equipment	writing		
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6.0 Procedures

- 6.1 Receipt of application on a dully filled form SR 5 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 shall evaluate the SR5 form for compliance and make a decision based on CAP 326 and (WI.1/KEPHIS/SC&PVP/07)
- 6.4 If the application is compliant, the inspector shall schedule for the seed crop field inspection at the time when the crop is at the appropriate stage for inspection as per the seed Inspection manual, Seeds and plant varieties (seeds) Regulations 2016 and CAP 326. If not, the application is rejected.
- 6.5 The Inspector (s) undertakes field inspection and determines if the seed crop meets the minimum seed field inspection standards, as per the field inspection manual, Seeds and plant varieties (seeds) Regulations 2016 and Cap 326.
 - 6.5.1 If the seed crop meets the minimum field inspection standards, the seed crop is approved, if it does not the crop is rejected and the results are issued in form SR 6
 - 6.5.2 If the merchant/grower disagrees with the report or upon correction of the non-conformity he or she may initiate an



appeal as per Seeds and plant varieties (seeds) Regulations 2016 and re-inspection carried out as per steps 6.5 to 6.5.1 or
6.6 The seed merchant shall dispose rejected seed crops under supervision of the service and provide evidence of the disposal method used unless the rejection was due to reasons that do not allow any yields out of the seed crop.

7.0 RECORDS

- 7.1 Correctly filled SR5 form
- 7.2 Correctly completed SR6-Field Inspection report
- 7.3 Field Inspection Database
- 7.4 Request for appeal

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 6.5, 6.6 and 6.6.2 4. Addition of clause 6.7	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	5	2
1. Reviewing the whole document	Proposals made during the departments review meeting	03/11/2014	Head SC & PVP	1	3



1. Review of whole document	Agreement during a consultative meeting for document review	18/05/2015	Head SC & PVP	1	4
2. Change of issuer of document	To reflect departmental changes	28/03/2017	Head SC & PVP	2	5
3. Review of the whole 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