



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:04

Issue No:06

SOP FOR SEED INTAKE INSPECTION

SOP/KEPHIS/SC&PVP/09

Issued by: Sign.....

Approved by: Sign.....

Seed Inspector

Deputy Director SC

Date 04.11.24

Date 04.11.24



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1.0 PURPOSE:

The objective of this procedure is to define the sequence of events, interfaces, and responsibilities involved in seed intake inspections

2.0 SCOPE:

From receipt of request for seed crop intake inspection to seed crop approval for temporary storage awaiting processing. (Only applicable where seed maize is delivered to the processing plant in cobs.)

3.0 REFERENCE:

- 3.1 Seeds and Plant Varieties Act CAP 326,
- 3.2 KEPHIS -Service Charter.
- 3.3 Seeds and Plant Varieties (seeds) Regulations 2016
- 3.4 List of approved seed crop fields.
- 3.5 Work Instruction
- 3.6 KEPHIS QUALITY Manual
- 3.7 KEPHIS Annual work plan
- 3.8 KEPHIS Strategic Plan
- 3.9 ISO 9001:2015 Standard

4.0 RESPONSIBILITIES

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

5.0 Schematic representation

Conducting seed intake inspection				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Seed merchant ▪ KEPHIS	▪ Inspector ▪ The seeds and Plant Varieties Act, Cap 326 ▪ List of approved seed fields ▪ Transport notice ▪ Consignment	▪ Receipt of intake program ▪ Documentation of received consignments ▪ Verification of consignment based on the list of approved fields ▪ Consignment	▪ Intake advice note ▪ Register/list of received consignments ▪ Cob sample report	▪ KEPHIS ▪ Seed merchants ▪ Seed growers



	delivery note	inspection ▪ Issuance of intake advice ▪ Inspection of conveyance and holding facility ▪ Cob sampling		
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6.0 PROCEDURE:

- 6.1 The HSC&PVP/RM/OiC receives and documents seed intake inspection request and the Seed intake schedule from the seed merchant.
- 6.2 The HSC&PVP/RM/OiC forwards the request to an inspector who verifies using WI.1/KEPHIS/SC&PVP/09
- 6.3 If the request meets the requirements, the Inspector will undertake the handling and temporary storage facility inspection, as per WI.1/KEPHIS/SC&PVP/09
- 6.4 If the facility meets the requirements, the inspector approves use of facility for handling and temporary storage if not; advice the merchant to undertake corrective measures and re-inspection is done.
- 6.5 Draw a sample for post control as per work instruction WI.1/KEPHIS/SC&PVP/09 and dispatch it to the sample store.

7.0 RECORDS

- 7.1 SR7- Seeds transport notice
- 7.2 List of approved seed crops
- 7.3 Consignment delivery note
- 7.4 Seed intake notice/request
- 7.5 Seed intake report
- 7.6 Seed intake advice note



REVISION DETAILS

REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change Approver of Document 2. Amendments of clause 6.3 and 6.4 3. Deletion of clause 6.6	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	5	2
4. Change of Issuer of document	To reflect departmental changes	28/03/2017	Head SC & PVP	6	2
5. Review of the whole document	To meet requirements of ISO 9001-2015 and the reviewed regulations	18/04/2018	Head SC & PVP	6	3
6. Review of the whole document	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	Deputy Director SC	6	4