



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:06

Issue No:02

SOP FOR SEED PROCESSING INSPECTION

SOP/KEPHIS/SC&PVP/08

Issued by: Sign.....

Approved by: Sign.....

Seed Inspector

Deputy Director SC

Date 04.11.24

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1.0 PURPOSE

To ensure a seed lot meets minimum processing quality standards as per the Seeds and Plant Varieties (Seed) Regulations 2016

2.0 SCOPE

This procedure describes seed processing inspection from request for processing to labeling and sealing of a seed lot.

3.0 REFERENCES

- 3.1 Seeds and Plant Varieties Act, CAP 326
- 3.2 Seeds and Plant Varieties (seed) Regulations 2016
- 3.3 COMESA regulations
- 3.4 OECD seed schemes
- 3.5 KEPHIS Service Charter
- 3.6 List of approved seed crops
- 3.7 ISTA Sampling Hand book
- 3.8 Work Instructions
- 3.9 KEPHIS Quality Manual
- 3.10 ISO 9001:2015 Standard
- 3.11 KEPHIS Strategic Plan
- 3.12 KEPHIS Annual work plan
- 3.13 SOP for Sampling

4.0 Responsibilities

The Head SC&PVP/RM/OiC will be responsible for implementation of this procedure

5.0 Schematic representation

Seed Processing Inspection				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Seed Merchant ▪ KEPHIS	▪ Inspector ▪ The seeds and Plant Varieties Act, Cap 326 ▪ Correctly filled Form SR 8A and list of approved fields ▪ Seed transport	▪ Receipt of request for seed processing inspection (Form SR 8A) ▪ Vetting the application as per the work instruction ▪ Issuance of processing	▪ Auto-updated seed processing database ▪ Processing and Inspection result form SR 8B ▪ Seed sample ▪ Machine inspection	▪ KEPHIS ▪ Seed merchant



	notice (Form SR7) ■ Notice to Import (Form SR 14), PIP, ISTA and Phytosanitary certificates ■ ISTA Sampling Handbook and SOP for sampling ■ Request for sampling/sealing/testing of seed for certification (Form SR9) ■ Facilitation for inspection and sampling ■ Inspection and sampling tools and equipment	inspection Result Form SR 8B ■ Carry out consignment inspection and Lot identification ■ Carry out machine inspection ■ Carry out Lot Examination ■ Sampling of the Lot ■ Seed testing ■ Issuance of STOP sale order on failed seed lots ■ Labelling and sealing ■ Resampling	report ■ Test certificate	
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6.0 Procedure

- 6.1 The H/SC & PVP/RM/OiC shall receive request for processing inspection and assign it to an inspector for verification, consignment identification and machine inspection as per W.I 1/KEPHIS/SC&PVP/08.
- 6.2 If the request meets the requirements, the Inspector shall clear the seed consignment for processing by completing the section for official use in form SR 8A and generate form SR8B. If not, and the anomaly can be rectified, the applicant shall be advised to correct. Otherwise the application is rejected.
- 6.3 During processing, carry out lot examination as per WI. 2/KEPHIS/SC&PVP/08.
- 6.4 If the seed lot meets the required processing standards, the inspector shall inspect dressing, packaging and draw samples for laboratory and post control tests as per ISTA guidelines on sampling. Seed lots for repackaging do not need dressing and sampling.
- 6.5 If the seed lot meets the laboratory standards, the inspector carries out labeling and sealing of seed lot where applicable as per WI. 3/ KEPHIS/SC&PVP/08.



6.6 For lots failing to meet laboratory standards, the seed lot is rejected and stop sale order is issued on form SR 11

6.7 In case a merchant contests the results, re-testing is done using the remnant sample.

7.0 RECORDS

7.1 SR.8A request for seed processing inspection

7.2 SR 10 Seed testing certificate

7.3 Machine Inspection Report

7.4 Lot examination report

7.5 SR.8B processing inspection result form

7.6 SR. 9 Request for sampling/sealing/testing of seed for certification

7.7 . SR.11A Stop sale order



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 6.4.1 and 6.5	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	5	2
1. Reviewing the whole document 2. Inclusion of clause 6.8	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	2	4



			& PVP		
3. Review the whole document	To meet requirements of ISO 9001-2015 and the reviewed regulations	18/04/2018	Head SC & PVPO	2	5
4. Review the whole document	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	DD SC	2	6