



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Seed Certification

Revision No:05

Issue No:02

SOP FOR VARIETY MAINTENANCE CHECK PLOTS INSPECTION

SOP/KEPHIS/SC&PVP/05

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 undertaking variety maintenance check plot observation

2.0 SCOPE:

From receipt of the request for variety maintenance check plot observation to reporting of observation results

3.0 REFERENCES:

3.1 Seeds and Plant Varieties (Seeds) Regulations 2016

3.2 Crop variety descriptor,

3.3 National variety list

3.4 Work instruction

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

5.0 Schematic representation

Variety Maintenance Check Plots				
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs
▪ Breeders ▪ KEPHIS ▪ Maintainer	▪ Examiner and inspector ▪ Breeder/maintainer	▪ Receipt of request for variety maintenance	▪ Observation report	▪ KEPHIS ▪ Breeders ▪ Maintainer



	▪ The seeds and Plant Varieties Act, Cap 326 ▪ Descriptor ▪ The request for observation ▪ Facilitation for observation	- check plots/ observation ▪ Verification of the request ▪ Conducting the observation ▪ Reporting		
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6.0 PROCEDURE

6.1 The H/SC&PVP /RM/OiC receives request for maintenance observation and assigns it to an inspector/examiner for verification

6.2 The inspector/examiner verifies the request using work instruction WI.1/KEPHIS/SC&PVP/05

6.2.1 If the request meets requirements, the inspector/examiner arranges with the maintainer/breeder to jointly undertake the check plot observation of the variety at the appropriate time and proceed with step 6.3

6.2.2 If the request does not meet the requirement the inspector/examiner rejects and notifies the breeder/maintainer who may undertake corrective action where possible and resubmit the request

6.3 The inspector/examiner jointly with the maintainer/breeder undertakes check plot observation of the variety to confirm whether the variety conforms to the standards and records the results on the variety maintenance form

6.4 If the variety conforms to descriptor and all other requirements as per The Seeds and Plant Varieties (Seeds) Regulations 2016, it is approved; otherwise it is rejected.

7.0 RECORDS

7.1 Variety maintenance Check plot request.

7.2 Variety maintenance Check plot reports.

7.3 Data base for variety maintenance check plots.





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. 6.4 To read.....record results on variety maintenance form 4. 6.4.1 Removal of the word inspector	Proposals made during the departments review meeting	27/05/2014	Head SC & PVP	1	2
1. Refinement of clause 6.3 and 6.4.1	Proposals made during the departments review meeting	03/11/2014	Head SC & PVP	2	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 of the whole document	To meet requirements of ISO 9001-2015 and the reviewed regulations	19/04/2018	Head SC & PVP	2	4
4. Review of the whole document	To include aspects of the automated SC&PVP system in the SOP	04/11/2024	DD SC	2	5