



KENYA PLANT HEALTH INSPECTORATE SERVICE

WORK INSTRUCTION

Department: Seed Certification

Revision No:04

WORK INSTRUCTION FOR VERIFICATION OF VARIETY MAINTENANCE CHECK PLOT OBSERVATIONS APPLICATION

WI.1/KEPHIS/SC/05

Issued by: Sign.....

Seed Inspector

Date 04.11.24

Approved by: Sign.....

Deputy Director SC

Date 04.11.24



Verify the application by confirming the following details

1. Verify that the request is from an authorized applicant. (the applicant shall either be the breeder, the maintainer of the variety or a person or entity with authorization from the breeder)
2. That the varieties applied for have been officially released and all other related processes (such as payment of relevant fees) completed
3. That for varieties still undergoing testing for purposes of registration/release (not officially released) there is commitment from the breeder that the maintenance being carried out is at his/her own risk (should the material fail DUS or NPT then the maintenance process is terminated)
4. That the descriptors, SOPs and other related reference materials (such as UPOV test guidelines & previous observation reports where applicable) are readily available.
5. If application meets the above conditions, proceed with the observation



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WORK INSTRUCTION FOR CLEARING SEED FOR PROCESSING

WI.1/KEPHIS/SC/08

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Seed Inspector

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Deputy Director SC

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Clearance of seed for processing

1. Receive correctly filled request in form SR 8A from seed merchant.
2. Verify the details of the seed against the approved field inspection reports/list of approved fields, seeds transport notice SR7, MLND results for maize and bacterial wilt results for Irish potato where applicable
3. Check if seed consignment is properly marked and physically separated from other lots.
4. Check if all parts of the seed consignment are easily accessible.
5. Verify to ascertain (1) Species (2) Variety (3) Number of containers per grower (4) Class as indicated in the stenciled bags or tags on the bags counter-checking with the field inspection reports/list of approved seed fields and seeds transport notice Form SR7.
6. Check for insect/rodent damage. If extremely damaged it is rejected and appropriate action recommended.
7. To ensure the seed consignment is uniform, check for any physical indications of heterogeneity such as different identification marks (mixed consignments). If heterogeneous, the consignment is rejected, but if homogeneous proceed to do machine inspection
8. Conduct machine inspection where applicable to ensure that the processing machine is free from any seed or inert matter. Issue a machine inspection report.
9. If all requirements above are met, then clear the seed for processing by completing the section for official use in form SR 8A



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WORK INSTRUCTION FOR LOT EXAMINATION

WI.1/KEPHIS/SC /08

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Lot examination

1. Verify that the lot has been cleaned either by passing through the machine or by hand sorting.
2. Take a sample and conduct lot examination as provided in the Seeds and Plant Varieties (seeds) regulations 2016. And the SOP for sampling
3. Enter lot examination results in the lot examination report form.



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WORK INSTRUCTION FOR LABELING AND SEALING

WI.1/KEPHIS/SC/08

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Deputy Director SC

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Labeling and sealing.

1. Identify the processing inspection result form (SR 8B) to use.
2. Identify the seed lot to be labeled.
3. Verify the following before labeling- (1) If the details on the label are correct (2) If the containers are properly stenciled or printed (3) If the seed lot meets the minimum purity and germination standards and other relevant tests
4. In cases where labeling and sealing has been requested before germination test results are released, ensure that a stop sale order is issued on the seed lot
5. If all the requirements above are met, then conduct labeling.
6. Record details of labels and containers in the processing inspection result form (SR8B).



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WORK INSTRUCTION FOR SEED CROP INTAKE VERIFICATION, INSPECTION AND SAMPLING

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Verify the request by confirming the following details

1. Confirm crop details from the database/list of approved seed fields/Seed Transport Notice/consignment delivery note/SR6 that seeds to be offloaded at the intake were inspected and approved
2. Inspect intake/handling system to ensure it is free from other seed or inert matter and that the system only receives one variety/seed class at a go.
3. Inspect the consignment to ascertain trueness to type, varietal purity, pest damage, moisture content, sprouts, diseases and any other requirement.
4. If the requirements are met, the inspector approves in the intake notice form and allows intake/offloading and draws a representative post control sample otherwise reject and advice the seed merchant by issuing an intake advice note



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Revision No:03

WORK INSTRUCTION FOR VERIFICATION OF SEED CROP FIELD INSPECTION APPLICATION

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WORK INSTRUCTION FOR VERIFICATION OF SEED CROP FIELD INSPECTION APPLICATION

To verify the application by confirming the following details

1. That the application is dully filled by the seed merchant/grower
2. That the varieties applied for have been officially released (for schedule 2 crops only).
3. That is valid proof of origin of the seeds planted is attached
4. That the quantities reflected in the attached proof of origin tally with the quantities planted.
5. That there is a map attached to the application, GPS coordinates or provision for a guide to show the location of the farm where the crop is grown