



**Kenya Plant Health
Inspectorate Service**

PROCEDURE FOR REGISTRATION AS AN EXPORTER OF AGRICULTURAL PRODUCE

- I. Apply to the MD KEPHIS in writing. The application should be accompanied by:
 - i. HCD Export license.
 - ii. Company registration certificate.
 - iii. KRA PIN certificate and copies of the identification documents of the directors.
 - iv. Signed contract without growers (If you have any).
 - v. Signed agreement when sourcing from authorized exporters
 - vi. Details of the physical location of farm(s), crops under production, acreage and market destination.
2. Upon receipt of the applications a system audits shall be conducted within ten working days.

For growers and consolidators of perishable agricultural products the audit will entail:-

- i. Demonstration of understanding and documentary evidence of market requirements by the auditee.
- ii. Audit of documented policies and procedures for:-
 - a) Farmer recruitment
 - b) Calibrations of spray equipment and sprayers
 - c) Traceability
 - d) Internal audits/Addressing Non conformities
 - e) Pest management
 - f) Safety and hygiene of produce

- g) Hygiene of produce handlers
- h) Waste disposal
- iii. Verification of the practice of the documented policies and procedures which will cover Contracted farmers, own farms and suppliers. Areas of verification include:-
 - a) Schedules for Planting, Weeding, Fertilizer/soil amendments applications and actual data obtained, Scouting and actual data obtained, Spray calibrations and actual data obtained, Actual spray operations, Harvesting, Cleaning of crates, PPEs & Equipment
 - b) Pest management systems
 - c) Approved lists of PPPs
 - d) Quality control management systems
 - e) Competence of TA's on the ground, with a minimum of tertiary in Agriculture/ Horticulture or any other related field
 - f) Trained sprayers
 - g) Calibrated spray equipments
 - h) Storage facilities such as:
 - 1. PPPs stores for farmers/farmer groups/suppliers and relevant records kept
 - 2. PPE and or Equipment stores and relevant records kept
 - 3. Fertilizer and or Seed stores and relevant records kept
 - i) Waste disposal mechanisms that guarantees food, environmental and human safety
 - j) Compliance of Produce handling and packing facilities
- IV. For dealers in fresh fruits and Vegetables a sample of the produce should be submitted for pesticide residue laboratory analysis at the KEPHIS Laboratory (ACL) after a successful field audit.

For dealers in export of dried/processed agricultural products the audit (Facility inspection) shall entail:-

- I. Demonstration of understanding and documentary evidence of market requirements by the auditee.
- II. Audit of documented policies and procedures and practice for:-
 - a) Quality control management

- b) Good Handling Practices
- c) Sanitation and general house keeping
- d) Worker health and hygiene
- e) Pest control programme

3. Electronic Certification System (ECS) training is then carried out for all companies.

4. Upon successful system audit and ECS training the company shall be notified in writing and registered into the ECS (Electronic Certification System). This will be done as follows :-

- i. You will visit the Kephis website
- ii. Click on online services and chose the option of Electronic Certification System(ECS)
- iii. Click on Electronic Certification System at the end of the page
- iv. Apply for client Registration
- v. You shall then wait to be given a password for the system to be able to log in as a client.

Note:

The audits to be conducted as arranged by exporter and competent authority officers (Phytosanitary and food safety team)



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