



**Kenya Bureau of  
Standards**

# **PVOC PROGRAM OPERATIONS MANUAL**

## 1. INTRODUCTION

### 1.1. General Overview of the PVoC Program

PVOC Program is a conformity assessment program applied to products at the respective exporting countries, to ensure their compliance with the applicable Kenya standards, approved specifications and other applicable regulations.

### 1.2. Legal Basis of the PVoC Program

PVOC program was started on 29<sup>th</sup> September 2005 by KEBS, through the publication of Legal Notice No. 78 of 15<sup>th</sup> July, 2005 by then Minister for Trade and Industry. This Legal Notice was superseded by Legal Notice No. 127 of 19<sup>th</sup> June 2018. On 5<sup>th</sup> December, 2019, the Cabinet Secretary, Ministry of Trade, Industry and Co-operatives revoked this Legal Notice and issued Legal Notice 183.

On 28<sup>th</sup> April, 2020, Legal Notice 183 was revoked and replaced with Legal Notice 78 (Annex 4).

The program is also fully compliant with the provisions of Article 5 of WTO TBT Agreement.

### 1.3. Objectives of the program

- To ensure quality of products, health and safety, and environmental protection for consumers.
- To facilitate trade by ensuring that compliant goods are given expedited clearance at the port of entry.
- To safeguard the country from unfair trade practices and dumping of substandard goods by ensuring that imported products comply with the same requirements to which locally manufactured goods are subjected.
- To safeguard the country's national security.
- To prevent deceptive trade practices.
- To enhance efficiency of clearance of imported goods at the ports of entry

### 1.4. Operations of the Program

- The program is operated by accredited third party inspections companies on behalf of KEBS.
- The world is divided into nineteen (19) zones based on proximity and trade volumes. In addition, the program provides for multiple Partners in majority of the zones to enhance efficiency.
- The basis of certification is Kenya standards, approved specifications and other applicable regulations.

## 2. TERMS AND DEFINITION

- **COC** – Certificate of Conformity
- **COI** – Certificate of Inspection
- **COR**- Certificate of Roadworthiness for Motor Vehicles
- **DVS**- Department of Veterinary Services
- **IDF**- Import Declaration Form
- **KEPHIS**- Kenya Plant Health Inspectorate Service
- **NCR**- Non conformity Report
- **PCPB**- Pest Control Products Board
- **PPB**- Pharmacy and Poisons Board
- **PVOC** – Pre-Export Verification of Conformity to Standards
- **PVOC Partners** – KEBS - Appointed Inspection and Certification Companies.
- **QMS**- Quality Management System
- **RFC**- Request for Certification
- **WETC** – Waivers Evaluation Technical Committee

- **Mobile Equipment** - refers to bulldozers, agricultural / Industrial machinery, excavators, graders, stone crushing machines, road rollers, fork lifts, wheel loaders, Railroad car/wagon, Asphalt Milling Machine, moveable cranes and other off-road vehicles.

### 3. RESPONSIBILITIES UNDER THE PVOC PROGRAM

#### 3.1. Importers

- a) Ensure to notify KEBS in a prescribed form of intention to import any commodity
- b) Notify the PVoC Partner through request for certification (RFC).
- c) Ensure their suppliers are conversant with import quality requirements specified in relevant Kenya standards, approved specifications and other applicable regulations and that their consignments are accompanied with a Certificate of Conformity (CoC), Certificate of Inspection (Col) or Certificate of Roadworthiness (CoR) from the appointed PVoC Partners.
- d) Ensure goods that are imported meet Kenya standards, approved specifications and other applicable regulations.
- e) Ensure that consignments that are not accompanied by CoC, Col or CoR as required in (b) above are presented to KEBS for destination inspection and/or testing prior to release from the Port of Entry.

#### 3.2. Exporters

- a) Ensure their products or goods meet the requirements specified in relevant Kenya standards, approved specifications and other applicable regulations before shipment by carrying out tests
- b) Ensure that the consignments have been issued with a CoC, Col or CoR from the appointed PVoC Partners for all products subject to the PVoC program before shipping.

**Note:** *Importer or exporter is required to confirm the details in the CoC/Col/CoR draft given by the PVoC Partner before issuance of the final CoC/Col/CoR. KEBS will not allow amendments after issuance*

#### 3.3. PVOC PARTNERS

Eight (8) inspection companies (PVoC Partners) have been contracted by KEBS to undertake PVoC activities. These are:

##### a) General Goods

- i. Bureau Veritas GSIT S.A.S (BV)
- ii. Cotecna Inspection SA
- iii. China Certification & Inspection (Group) Inspection Co. Ltd (CCIC)
- iv. Intertek International Limited
- v. Societe Generale de Surveillance S.A (SGS)

##### b) Motor Vehicles, Motor Vehicle Spare Parts and Mobile Equipment

- i. Auto Terminal Japan Limited (ATJ)
- ii. EAA Company Ltd (EAA)
- iii. Quality Inspection Services Inc. Japan (QISJ)

The role of these Partners is to undertake conformity assessment activities in the country of origin for general goods, motor vehicles, spare parts and mobile equipment being imported into Kenya. These activities include inspection, sampling, testing, sealing of full-load containers and issuance of COCs / COIs / CORs / NCR as applicable,

The inspection shall be scheduled in liaison with the exporter and perform the physical inspection of commodities within four (4) working days for sea bound shipments and one (1) working day for air freight upon receipt of the duly completed Request for Certification Form and other relevant documentation from the exporter unless otherwise requested by the exporter in writing.

Issue certificate of conformity within two (2) working days of receipt of final documentation and meeting payment terms from the exporter/importer for sea bound cargo and one (1) working day for airfreight where the verified consignment complies with the applicable standards, specification and/or regulations.

### **3.4. KEBS**

Ensure that only quality goods gain entry into the country as provided for in the Standards Act Cap 496, Laws of Kenya and the Standards (Verification of Conformity to Standards and other Applicable Regulations) Order, 2020, thereby protecting consumer health and safety as well as environment in addition to promoting fair trade practices.

### **3.5. Partner Government Agencies**

All other government agencies with mandate over international trade operations shall continue to remain accountable for the discharge of their respective mandates in accordance with existing legal frameworks, but subject to adherence to the guidelines provided by the Government circular reference OP/CAB 9/83A dated 4<sup>th</sup> June, 2019.

## **4. PVOC SCOPE**

All imported goods destined to Kenya including those regulated by Partner Government Agencies except those listed in the schedule of the Legal Notice (Annex 4) shall be required to undergo mandatory certification in the country of origin or supply prior to shipment into the country or at the port of destination.

Products in **Annex 3** shall not be allowed into the country without a CoC/Col/CoR issued by the PVoC partner in the country of supply.

## **5. CERTIFICATION OF GENERAL GOODS**

### **5.1. Contacts details of the liaison offices for the contracted inspection companies for general goods**

#### **5.1.1. Bureau Veritas S.A**

First Floor, ABC Place,  
Waiyaki Way, Westlands, Nairobi  
Phone: + 254 20 445 05 60/1/2/3/4  
Fax: + 254 20 445 05 65  
Email: [conformity.kenya@ke.bureauveritas.com](mailto:conformity.kenya@ke.bureauveritas.com)

#### **5.1.2. China Certification & Inspection (Group) Inspection Co. Ltd**

Fortis Suites, 3rd Floor, Hospital Rd, Upperhill, Nairobi  
P.O Box 21641 – 00100 NAIROBI  
Phone: + 254 710 458752  
Email: [ccickenya@ccic.com](mailto:ccickenya@ccic.com) / [ccickenya@gmail.com](mailto:ccickenya@gmail.com)

#### **5.1.3. Cotecna Inspection S.A**

Pili Trade Centre, Mombasa Road (opposite Hilton Garden Hotel)  
P.O Box 49864-00100, Nairobi  
Telephone numbers: + 254 20 786 103, +254 702 863 103, + 254 782 863 103  
Email: [info@cotecnakenya.com](mailto:info@cotecnakenya.com)

#### **5.1.4. Intertek International Limited**

House of Vanguard, 4th Floor,  
P.O. Box 696–00621  
Chiromo Road, Westlands, Nairobi, Kenya

Tel: +254 20 4449132 / 3 / 6  
 Mobile: +254 736 715456 or +254 714 900397  
 E-mail: [info.kenyapvoc@intertek.com](mailto:info.kenyapvoc@intertek.com)

#### 5.1.5. SGS S.A

2nd Floor - North Wing, Victoria Towers,  
 Kilimanjaro Road, Upper hill,  
 P.O. Box 72118-00200  
 Nairobi, Kenya  
 E-mail: [info.pvoc.kenya@sgs.com](mailto:info.pvoc.kenya@sgs.com)  
 Tel: +254 20 272 7815 / 32 / 34  
 Mobile: +254 722 717771, + 254 733 777300  
 Fax: +254 20 273 3664

#### 5.2. Partner's Zones / Countries of Responsibilities:

The PVoC Partners have been allocated zones of responsibilities as per below table:

No.	Zone	Countries	Partners Responsible
1	United Kingdom	1. Ireland 2. United Kingdom	Bureau Veritas, Intertek, SGS
2	China	1. China Mainland 2. Hong Kong 3. Taiwan 4. Mongolia	Bureau Veritas, CCIC, Cotecna, Intertek, SGS
3	Indian Subcontinent	1. India 2. Pakistan 3. Sri Lanka 4. Bangladesh 5. Afghanistan 6. Myanmar 7. Nepal	Bureau Veritas, Intertek, SGS
4	Far East	1. Japan 2. Korea (South and North) 3. Indonesia 4. Malaysia 5. Philippines 6. Thailand 7. Singapore 8. Vietnam 9. Cambodia	Cotecna, Intertek, SGS
5	Australia, New Zealand and Polynesia Islands	1. Australia 2. New Zealand 3. Papua New Guinea 4. Samoa 5. Polynesia Islands	Intertek, SGS
6	Central America and Caribbean	1. Mexico 2. Guatemala 3. El Salvador 4. Honduras 5. Nicaragua 6. Costa Rica 7. Panama 8. Venezuela 9. Colombia 10. Brazil 11. Ecuador 12. Peru 13. Bolivia 14. Paraguay 15. Uruguay 16. Argentina 17. Chile 18. Cuba 19. Jamaica 20. Guyana 21. Dominican Republic	Intertek, SGS
7	Americas	1. USA 2. Canada	Bureau Veritas, Intertek, SGS
8	Ex-Soviet Union Republics	1. Latvia 2. Estonia 3. Lithuania 4. Belarus 5. Ukraine 6. Georgia 7. Armenia 8. Azerbaijan 9. Turkmenistan 10. Uzbekistan 11. Kazakhstan 12. Kyrgyzstan 13. Tajikistan 14. Russia	Intertek, SGS
9	Eastern Europe	1. Czech Republic 2. Slovakia 5. Bosnia- Herzegovina 6. Serbia 9. Macedonia 10. Albania 11. Poland	Intertek, SGS

No.	Zone	Countries			Partners Responsible
		3. Romania 4. Hungary	7. Montenegro 8. Bulgaria	12. Moldova	
10	Mediterranean Europe	1. Turkey 2. Greece	3. Spain 4. Portugal	5. Malta 6. Cyprus	Bureau Veritas, Intertek, SGS
11	Central Europe	1. Italy 2. France 3. Switzerland	4. Belgium 5. Germany 6. Austria	7. Netherlands 8. Luxembourg 9. Liechtenstein	Bureau Veritas, SGS
12	Nordic Countries	1. Norway 2. Sweden	3. Finland 4. Iceland	5. Denmark	Intertek, SGS
13	Middle East	1. Iran 2. Iraq 3. Saudi Arabia 4. Oman	5. Jordan 6. Syria 7. Lebanon 8. Israel	9. Yemen 10. Bahrain 11. Qatar 12. Kuwait	Intertek, SGS
14	UAE	1. United Arab Emirates			Bureau Veritas, Cotecna, Intertek, SGS
15	Maghreb Countries	1. Algeria	2. Morocco	3. Western Sahara	Intertek, SGS
16	North Africa	1. Egypt 2. Tunisia 3. Libya	4. Sudan 5. Chad 6. Eritrea	7. Ethiopia 8. Djibouti	Cotecna, SGS
17	West Africa	1. Mauritania 2. Senegal 3. Guinea 4. Mali 5. Burkina Faso 6. Cote D'Ivoire	7. Ghana 8. Togo 9. Nigeria 10. Equatorial Guinea 11. Niger 12. Cameroon	13. Gambia 14. Liberia 15. Guinea Bissau 16. Sierra Leone 17. Cape Verde 18. Benin	Intertek, SGS
18	Central Africa	1. DRC 2. Gabon	3. Congo Brazzaville 4. Angola	5. Central Africa Republic	Intertek, SGS
19	Southern Africa	1. Zambia 2. Malawi 3. Mozambique 4. Madagascar	5. Seychelles 6. Namibia 7. Lesotho 8. South Africa	9. Botswana 10. Zimbabwe 11. Swaziland 12. Mauritius	Bureau Veritas, Intertek, SGS

### 5.3. Certification Routes for General Goods

The PVOC program has been designed to provide maximum flexibility to exporters and importers by providing four (4) possible routes for obtaining the CoC/Col. The route applied depends on the frequency of exporters' shipments to Kenya and the level of compliance they are able to demonstrate initially when applying for certification.

#### 5.3.1. Route A (Consignment inspection and Testing)

Under this Route, products to be shipped have to be both tested and physically inspected to demonstrate conformity to relevant standards and regulatory requirements. This route is open to all products being exported by either traders or manufacturers. Additionally, all containerized cargo under this route must be sealed by the contracted inspection agencies and seal and container numbers indicated in the CoC.

The following products are eligible for certification under Route A only:

- Animal and Fishery products (fresh and frozen - not further processed)
- Bulk Petroleum products and base oils

- Bulk shipments of cereals and pulses such as rice, wheat, Barley, beans, maize etc.
- Edible cooking oils
- Fertilizer
- Fresh dairy products
- Fresh horticultural produce
- Liquid Petroleum Gas (LPG)
- Motorcycle helmets
- Steel e.g. flat bars, Angle bars, Channels, Round bars, Deformed bars, RHS and SHS
- Sugar
- Tyres
- Used or second hand goods

### **5.3.2. Route B (Product Registration)**

This route offers a fast track certification process for goods with reasonable and consistent levels of quality through registration of such products by the PVoC Agent. Product registration is recommended to Exporters having frequent shipments of homogenous products. The registration is valid for a period of one year. Shipments of registered products are exempted from mandatory testing and certification may be based on physical inspection only. However, regular testing of registered product is still required to ensure product conformity throughout the registration period.

### **5.3.3. Route C Product Licensing:**

This route is open only to manufacturers who can demonstrate existence of a quality management system in their production/ manufacturing process. It involves auditing of such production processes and licensing of products manufactured thereof by authorized PVoC Agent(s) in line with ISO/IEC TR 17026:2015. On successful conclusion of this process, the manufacturer will be presented with a License for the relevant products valid for a period of three (3) years. Licensed products shall be subject to random physical inspection by authorized PVoC Agent(s) prior to issuance of Certificate of Conformity and subsequent shipping of the same. However, the PVoC Agent(s) shall carry out surveillance testing during the license validity period.

**Note:** The PVoC Agent(s) will review the Request for Certification (RFC) received from the exporter before determining the most appropriate certification route and the applicable standard to be used in the certification process.

### **5.3.4. Route D Consolidated Cargo Imports**

This route is open only to registered importers of consolidated cargo. This is cargo containing a wide range of products or merchandise generally in small quantities or parcels belonging to several consignees who have pooled or assembled together their parcels to form one consignment which may be declared as belonging to various persons assembled to form one consignment at the country of supply which may be declared as belonging to one importer(consolidator) at the port of destination and de-consolidated back into the original individual consignments for delivery to the respective cargo owners upon arrival at the destination port or consolidators warehouse.. For purposes of this procedure a consolidated cargo shall contain not less than 3 different products/ brands. Registered consolidators, who bring together separate items from different individuals or sources into a one consignment for importation, shall apply for certification and submit the packing list and commercial invoice to PVOC agent at least forty-eight (48) hours before inspection. The PVOC partners shall assign the required number of inspectors to the consolidation points to undertake inspection and thereafter issue Certificate of Inspection (Col). High risk goods imported through this Route shall be subjected to testing at

destination by KEBS before release. Importers of such goods are required to meet the cost of testing at destination. Additionally, all containerized cargo under this route must be sealed by the contracted inspection agencies and seal numbers indicated in the CoC/COI.

#### 5.4. Fees Charged Under the PVoC Program

- **Route A:** 0.60% of the FOB Value min USD 265 max USD 2700
- **Route B:** 0.55% of the FOB Value min USD 265 max USD 2700
- **Route C:** 0.35% of the FOB Value min USD 265 max USD 2700
- **Route D:** 0.75% of the FOB Value min USD 265 max USD 2700

The above fees cover documentary verification, physical inspection and sampling including sealing of the containers where applicable. The fees do not include: -

- Laboratory testing
- Manufacturer Licensing
- Registration fees
- Sampling of Bulk shipment
- Re-inspection.

These services shall be charged directly by the contractor on a case by case basis.

#### 5.5. Enriched Certificate of Conformity

The Government through a circular reference OP/CAB 9/83A dated 4<sup>th</sup> June, 2019 directed that the number of port operators be reduced from 28 to 4. For the purposes of ensuring conformity to quality standards and the adherence to other regulatory requirements for cargo entering the country, KEBS was mandated to be the lead agency for the purpose of coordinating the inspection of goods at the country of origin/supply and the issuance of enriched CoCs where goods comply with the requirements and issue a NCR to goods that do not comply to requirements.

## 6. MOTOR VEHICLES, MOBILE EQUIPMENT AND USED SPARE PARTS THEREOF

### 6.1. Motor Vehicle, Mobile Equipment and Spare Parts Inspection

KEBS has appointed ATJ, EAA and QISJ to offer Pre-Export Verification of Conformity services in the following six (6) Countries:

No.	Country	Partners
1.	Japan	ATJ, EAA and QISJ
2.	Singapore	ATJ and EAA
3.	South Africa	ATJ, EAA and QISJ
4.	Thailand	ATJ, EAA and QISJ
5.	United Arab Emirates	ATJ, EAA and QISJ
6.	United Kingdom	ATJ, EAA and QISJ

ATJ, EAA and QISJ handle the inspection of:

- i. Used Vehicles, in accordance with **KS 1515:2000 - Code of Practice for Inspection of Road Vehicles** and for the inspection of used vehicles for radioactive contamination and verification of odometer integrity.



- ii. Mobile equipment in accordance with relevant Kenya Standards or approved specification.
- iii. Used spare parts for vehicles, Mobile equipment and Industrial / Agricultural Machinery in accordance with relevant Kenya Standards or approved specification.

**Note:** Radiation contamination inspection will be undertaken for all used vehicles, Mobile Equipment and Spare parts from Japan and United Arab Emirates. It is a mandatory requirement that vehicles, Mobile Equipment and Used spare parts coming from the aforementioned countries are subjected to inspection to demonstrate conformity to the relevant standard before shipment and must be accompanied with CoRs or COCs.

## **6.2. Motor Vehicle, Mobile Equipment and Spare Parts Inspection Partners Contacts**

### **6.2.1. AUTO TERMINAL JAPAN (ATJ)**

**Physical Location:** ATJ East Africa Office,  
Kenyatta International Conference Centre(KICC),  
Lower Ground Floor Suite 12

P.O. Box 39097-00623,  
Parklands, Nairobi Kenya.  
Phone: +254208012117  
E-mail: [gcteam@inspections.jp](mailto:gcteam@inspections.jp)

**Full Contact List:**

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=86&Itemid=342#autoterminal-japan-ltd](https://www.kebs.org/index.php?option=com_content&view=article&id=86&Itemid=342#autoterminal-japan-ltd)

### **6.2.2. EAA COMPANY LTD (EAA)**

**Physical Location:** EAA Kenya Office,  
3rd Floor, Plot 17  
Enterprise Road

P.O. Box 29263-00100  
GPO Nairobi, Kenya  
Phone: 0729012003  
Email: [kenya@eaa-s.jp](mailto:kenya@eaa-s.jp)

**Full Contact List:**

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=86&Itemid=342#eaa-company-limited](https://www.kebs.org/index.php?option=com_content&view=article&id=86&Itemid=342#eaa-company-limited)

### **6.2.3. QUALITY INSPECTION SERVICES INC JAPAN (QISJ)**

**Physical Location:** Mwakilingo street

P.O. Box 4060-80107  
Mombasa, Kenya.  
**Tel:** 254796222222,  
**E-Mail:** [kerwi@qisjp.com](mailto:kerwi@qisjp.com)

**Full Contact List:**

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=86&Itemid=342#quality-inspection-services-japan-qisi](https://www.kebs.org/index.php?option=com_content&view=article&id=86&Itemid=342#quality-inspection-services-japan-qisi)

It is a mandatory requirement that vehicles coming from the mentioned countries are subjected to inspection to demonstrate conformity to the standard before shipment and must be accompanied with CoRs.

**6.3. Main Features of KS 1515:2000**

The following are the key requirements of this Kenya Standard that must be complied with before further inspection can proceed:

- i. The vehicle must be Right Hand Drive.
- ii. The vehicle must be less than 8 years from the year of first registration.
- iii. The difference between manufacture and registration must be less than one year.

Physical Inspection is only undertaken for vehicles that have met the preliminary requirements above.

Road vehicles are also inspected for evidence of conversion of steering side and converted road vehicles are not allowed for importation into Kenya.

**NOTE:** KS 1515:2000 applies to road vehicles, which include motorbikes, cars, vans, buses, trucks and trailers of all sizes.

**6.4. Inspection Fees Charged Under the PVoC Program****6.4.1. Motor vehicles**

▪ Japan	USD 155
▪ Singapore	USD 220
▪ South Africa	USD 225
▪ Thailand	USD 250
▪ United Arab Emirates	USD 192
▪ United Kingdom	USD 225

**6.4.2. Mobile equipment and used spare parts**

- **0.5%** of the FOB Value min USD 265 max USD 2700 per unit or consignment submitted for inspection.

**7. CONSIGNMENTS ISSUED WITH NON-CONFORMITY REPORT (NCR)**

- Consignments issued with NCR shall not be allowed entry into Kenya.
- Goods issued with NCR by a PVoC Partner shall not be presented to another partner for certification.

**8. IMPORTS FROM COUNTRIES WHERE PVOC PARTNERS ARE NOT PRESENT**

General Goods and Motor Vehicles being imported from countries where PVOC partners are not present shall be subject to destination inspection at 0.6% of Customs Value min USD 265 max USD 2700 per motor vehicle unit or consignment submitted for inspection.

## 9. EXEMPTIONS AND WAIVERS FROM PVOC

Criteria for exemption of specific importers from PVoC requirements is as given in Annex 1.

Other request for waivers shall be handled in accordance with the provisions of Legal Notice No. 78 of 28<sup>th</sup> April, 2020, Clause 10 as the Waivers Evaluation Technical Committee (WETC) criteria as attached in **Annex 5**. The importers seeking for waiver shall write to KEBS seeking for waiver and providing all the required documentation for review.

## 10. HANDLING OF IMPORTS AT PORT OF DESTINATION (KENYA)

- Goods arriving at the port of entry with a certificate of conformity will be given an expedited clearance.
- Copies of CoR and CoC must be submitted to both KEBS and KRA to facilitate cargo clearance at the Ports of Entry.

## 11. CONTACT INFORMATION

Queries about the inspection requirements should be addressed to KEBS through the following contact details:

**Email:** [pvoc@kebs.org](mailto:pvoc@kebs.org)

**Tel:** +254 20 6948 423 / 439 / 645/ 646 / 647 / 652 / 000

## ANNEX 1

### CRITERIA FOR EXEMPTION OF SPECIFIC IMPORTERS FROM PVOC REQUIREMENTS

No.	Category	Criteria	Remarks
1.	Industrial raw materials excluding materials specified by the National Standards Council, completely knocked down kits for road vehicles, machinery and industrial spares imported by registered manufacturers for own use	<ul style="list-style-type: none"> <li>▪ Applicant must demonstrate quality track record for the raw materials and the final products as confirmed by KEBS</li> <li>▪ Proof of transformation of raw material(s) into a completely different product (finished product)</li> <li>▪ Proof of certification to a quality management system/ or professional practice.</li> <li>▪ Manufacturers to provide data on their customers e.g. complaints</li> <li>▪ Manufacturers to provide certificate of analysis or material safety datasheet for raw materials issued by an approved lab (accredited lab, government lab, ISO certified manufacturer's lab)</li> <li>▪ Proof that the final products are directly linked to the raw materials being imported</li> <li>▪ Proof of registration as an assembler or Manufacturing Under Bond (MUB) or Export Processing Zone</li> <li>▪ Proof of manufacturing (License or Permit) from other government agencies.</li> </ul>	Concerned importers to fill the form in Microsoft excel format available on KEBS website ( <a href="http://www.kebs.org">www.kebs.org</a> ) and submit the filled form in the same format (Microsoft excel format) via email to <a href="mailto:inspections@kebs.org">inspections@kebs.org</a> together with the other required documents (the required documents are listed in the excel form under instructions).
2.	Equipment and original equipment manufacturers (OEM) parts for licensed power generation companies	<ul style="list-style-type: none"> <li>▪ Evidence of Original Equipment Manufacturer warranty</li> </ul>	Clearance to be based on confirmation of the invoice and warranty from the manufacturer
3.	Original equipment medical manufacturer's parts for medical equipment	<ul style="list-style-type: none"> <li>▪ Evidence of Original Equipment Manufacturer for spare parts.</li> <li>▪ Evidence of Manufacturer's warranty</li> </ul>	Clearance to be based on confirmation of the invoice and warranty from the manufacturer
4.	Goods imported by diplomats and diplomatic missions except motor vehicles	PRO 1A or PRO 1B issued by the Ministry of Foreign Affairs	Approved PRO 1A or PRO 1B to be submitted to KEBS for application of a Local COC at the time of clearance
5.	Courier parcels with a value specified by the Council and direct assessment items approved by the Kenya Revenue Authority	<ul style="list-style-type: none"> <li>▪ Parcel handler's license issued by the Communications Authority of Kenya</li> <li>▪ Direct assessment documents approved by Kenya Revenue Authority</li> </ul>	<p>Goods to be subjected to destination inspection.</p> <p>If parcels constitute food stuff, they shall be well labelled specifying ingredients and storage conditions.</p>
6.	Goods certified by Kenya Bureau of Standards (KEBS) under the Diamond Mark Scheme	Valid Diamond Mark permit	Concerned importers to submit the importation documentation to KEBS for processing of Local CoC.
7.	Goods manufactured within the East African Community (EAC)	<ul style="list-style-type: none"> <li>▪ Country of Origin must be an EAC member state</li> <li>▪ Certificate of Origin</li> <li>▪ Valid Product Certification Permit or Certificate of Analysis (raw materials) or Test Report issued by the respective National Standard Body of the country of origin</li> </ul>	Import Entries for goods from EAC Partner states to be processed by KRA based on Country of supply.

No.	Category	Criteria	Remarks
8.	Used personal effects belonging to returning residents and arriving expatriates excluding road vehicles.	<ul style="list-style-type: none"> <li>Goods must be pre-owned before shipment</li> </ul>	Approval by the Kenya Revenue Authority (KRA)
9.	General consumables (stores) imported by international carriers for in-flight or ships services and duty free products	<ul style="list-style-type: none"> <li>Proof of licensing as international carrier</li> <li>Authority by KRA as proof to operate as duty free</li> </ul>	Concerned importers to submit licenses to KRA for processing of their import entries.
10.	Re- imports	<ul style="list-style-type: none"> <li>Submission of re-importation certificate (KRA)</li> </ul>	Concerned importers to submit re-importation certificates to KRA at the time of importation.
11.	Temporary imports	<ul style="list-style-type: none"> <li>Proof of bond execution with Kenya Revenue Authority.</li> <li>Carnet Certificate (for vehicles)</li> </ul>	Concerned importers to submit an executed bond in favor of KRA at the time of importation.
12.	New road vehicles and new mobile equipment	<ul style="list-style-type: none"> <li>Manufacturer Warranty /type approval</li> </ul>	Clearance to be based on year of manufacture.  <b>Refer to Annex 2 for further guidance.</b>
13.	Importers of vehicles from countries where KEBS does not have a motor vehicle inspection arrangement	Country of exportation must be a country where KEBS does not have a motor vehicle inspection arrangement	Vehicles not from United Arab Emirates, Japan, United Kingdom, Thailand, Singapore and South Africa to be subjected to destination inspection at a fee of 0.6% of the Customs Value or USD 265 whichever is higher.
14.	Printed matter and recorded digital media.	Declaration that the material has not violated any intellectual property rights	
15.	<p>The following products regulated under specific laws:</p> <ul style="list-style-type: none"> <li>i. explosives, arms and ammunition</li> <li>ii. plants, seeds and planting materials</li> <li>iii. live animals, carcasses and hatching eggs</li> <li>iv. tissues and organs</li> <li>v. human and veterinary pharmaceutical products</li> <li>vi. pesticides</li> <li>vii. aircraft and aircraft parts</li> <li>viii. marine craft and marine craft parts</li> <li>ix. radioactive materials and isotopes</li> </ul>	Proof of compliance with the relevant Regulations	<b>Refer to Annex 4 for further guidance</b>

**ANNEX 2:**  
**RAW MATERIALS WHICH DO NOT QUALIFY FOR EXEMPTION**

<b>No.</b>	<b>Item</b>
1.	Base oils
2.	Methanol/Ethanol, Acetone or any organic solvents
3.	Live cultures
4.	Fresh/dried fruits and vegetables
5.	Nuts
6.	Meat and meat products
7.	Milk and milk products
8.	Salt
9.	Sugar
10.	Rice
11.	Wheat
12.	Maize
13.	Fresh/sprouted/Dried Legumes
14.	Fabrics except for EPZ

### ANNEX 3

#### INSPECTION OF VEHICLES, BULLDOZERS, AGRICULTURAL TRACTORS, EXCAVATORS, GRADERS AND OTHER OFF-ROAD VEHICLES

No.	Type of Vehicle	Requirement
1	<b>New</b> road vehicles that are imported directly from the manufacturer of the brands or the manufacturer's appointed agent	Exempted from the requirement to provide a certificate of conformity
2	<b>New</b> trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles	Exempted from the requirement to provide a certificate of conformity
3	<b>Used</b> trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from UK, Japan, UAE, Thailand, Singapore and South Africa	ATJ, EAA and QISJ to undertake inspections
	<b>Used</b> trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from countries where KEBS has not contracted an agent to provide inspection services	KEBS to conduct destination inspection on arrival of the unit(s).
5	<b>New</b> road vehicles that have not been sourced from manufacturers or franchise holders coming from countries where KEBS has contracted an agent to operate	ATJ, EAA and QISJ to undertake inspections
6	<b>Used</b> motor vehicle spare parts coming from UK, Japan, UAE, Thailand, Singapore and South Africa	ATJ, EAA and QISJ to undertake inspections
7	<b>Used</b> Motor vehicle spare parts coming from countries where KEBS has not contracted an agent to provide inspection services	KEBS to conduct destination inspection on arrival of goods
8	<b>New</b> road vehicles that are imported directly from the manufacturer of the brands or the manufacturer's appointed agent	Exempted from the requirement to provide a certificate of conformity

**ANNEX 4**  
**PRODUCTS REGULATED BY OTHER GOVERNMENT AGENCIES THAT ARE EXEMPTED FORM PVOC**  
**PROGRAM**

No.	Government Agency	Products Affected and the HS Code/Tariff Chapter
15.	Central Firearms Bureau	<ul style="list-style-type: none"> <li>▪ <b>93:</b> Arms and ammunition</li> </ul>
16.	Communications Authority of Kenya	<ul style="list-style-type: none"> <li>▪ <b>8526:</b> Radar apparatus, radio navigational aid apparatus, Radio remote control apparatus</li> </ul>
17.	Directorate of Veterinary Services	<ul style="list-style-type: none"> <li>▪ <b>0101–0106:</b> Live animals</li> <li>▪ <b>0201–0210:</b> Fresh/chilled carcasses only</li> <li>▪ <b>0506:</b> bones and horn-cores,</li> <li>▪ <b>0511:</b> Animal semen</li> <li>▪ <b>4101 – 4103:</b> Raw hides and skins</li> </ul>
18.	Fisheries Department	<ul style="list-style-type: none"> <li>▪ <b>0301 – 0302:</b> Fish Live, fresh or chilled</li> <li>▪ <b>0306:</b> Crustaceans, whether in shell or not, live, fresh, or chilled</li> <li>▪ <b>0307:</b> Molluscs, whether in shell or not, live, fresh or chilled</li> <li>▪ <b>0308:</b> Other aquatic invertebrates</li> <li>▪ <b>0511.91 10:</b> Fish eggs</li> </ul>
19.	Kenya Civil Aviation Authority	<ul style="list-style-type: none"> <li>▪ <b>8801 - 8805:</b> Aircraft and associated parts</li> </ul>
20.	Kenya Maritime Authority	<ul style="list-style-type: none"> <li>▪ <b>Chapter 89</b></li> <li>▪ Ships, boats and floating structures</li> </ul>
21.	Kenya Plant Health Inspectorate Services	<ul style="list-style-type: none"> <li>▪ <b>0601 - 0604:</b> Live plants and planting materials</li> <li>▪ <b>0701 - 0709:</b> Edible vegetables and certain roots and tubers – (Fresh/chilled)</li> <li>▪ <b>1211, 1213:</b> Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial or medicinal plants; straw and fodder</li> <li>▪ <b>1401- 1404:</b> Vegetable planting materials; vegetable products not elsewhere specified or included</li> <li>▪ <b>Seeds for sowing under any chapter.</b></li> </ul>
22.	Mining Geological Department	<ul style="list-style-type: none"> <li>▪ <b>3601 – 3604:</b> Explosives and pyrotechnic substances</li> </ul>
23.	Pest Control Products Board	<ul style="list-style-type: none"> <li>▪ <b>3808:</b> Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products</li> </ul>
24.	Pharmacy and Poisons Board	<ul style="list-style-type: none"> <li>▪ <b>3001:</b> Organs and glands</li> <li>▪ <b>3002:</b> Blood and related products</li> <li>▪ <b>3003 - 3004:</b> Medicaments</li> <li>▪ <b>3006.60.00:</b> Chemical contraceptive preparations based on hormones.</li> </ul>
25.	Radiation Protection Board	<ul style="list-style-type: none"> <li>▪ <b>2844 – 2845:</b> Radioactive chemical elements and radioactive isotopes</li> </ul>
26.	Veterinary Medicines Directorate	<ul style="list-style-type: none"> <li>▪ <b>3002.30.00:</b> Vaccines for veterinary medicine</li> </ul>



## ANNEX 5

### PRODUCTS THAT MUST BE CERTIFIED & ISSUED WITH A COC AT THE COUNTRY OF SUPPLY

No.	Product	Tariff Chapter/Heading
1.	<b>All bulk shipments (including but not limited to)*:</b>	
	a) cereals and pulses such as rice, wheat, beans, maize, Barley, Sorghum , Groundnuts	10
	b) Petroleum products and base oils	27.09
	c) LPG	27.11
	d) Fertilizer	31
	e) Edible oil	15
	f) Sugar	17.01
	g) Steel Products e.g. Flat bars, Billets, Angle bars, Channels, Round bars, Deformed bars, Rectangular Hollow Section (RHS) and Square Hollow Section (SHS)	7208-7229
2.	<b>High Risk Products (irrespective of packaging)</b>	
	a) Used or second hand clothes and shoes (spread of communicable diseases and concealment of prohibited items)	63.09
	b) Motor cycle and bicycle helmets	6506.1
	c) Used Motor Vehicles, Mobile Equipment and Spare Parts (theft, age cheating and radiation risks)	8701 - 8711, 8713, 8714, 8716
	d) Used electronics and electrical (Obsolete technologies leading to e-waste problem)	85
3.	<b>Products with no capacity for local testing</b>	
	Solar Panels and Solar Lighting Kits	8541.40.00
	Lithium Ion, Lithium Polymer, Nickel Cadmium (NiCd), Nickel – Metal hydride (NiMH) batteries,	8507.10-8507.80
	Refrigerators, freezers and other refrigerating or freezing equipment,	84.18
	Electric generating sets	85.02
	Electric motors and generators	85.01
	Tyres for Motor vehicles, Motor Cycles and Bicycles	40.11
	Galvanized steel coils for roofing sheets and Pre-painted metal coated steel sheets	7210.20 -7210.90
	Galvanized steel wire rods for conversion to Barbed and chain link fencing	7301
	Steel Rivets	7318.23

## ANNEX 6

### WAIVERS EVALUATION CRITERIA

#### POSSIBLE CIRCUMSTANCES FOR THE WAIVERS OF MOTOR VEHICLES UNDER KS 1515 AND OTHER GOODS OF NATIONAL AND HUMANITARIAN INTEREST

Category	Guidelines for Circumstances	Justification	Documents Required
1	Items, Equipment and Customized vehicles for disabled people	<ul style="list-style-type: none"> <li>Vehicle already customized for disabled persons' use</li> <li>Affirmative action for disabled people in the spirit of People with Disability Act</li> </ul>	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Proof of disability of the applicant</li> <li>iii. Independent report detailing customization of the vehicle to accommodate disability</li> <li>iv. Import documents</li> </ul>
2	<ul style="list-style-type: none"> <li>Vehicles, equipment, materials and spare parts imported specifically for goods under national interest</li> <li>Other goods</li> </ul>	<ul style="list-style-type: none"> <li>Majority are temporary importation</li> <li>To facilitate project mobilization by moving equipment from similar projects elsewhere</li> <li>Goods are for National interest</li> </ul>	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Contract documents by GOK</li> <li>iii. Letter of exemption from duty/taxes from Ministry of Finance</li> <li>iv. Schedule of vehicles to be imported</li> <li>v. Proof of Security bond for re-shipment after projects</li> <li>vi. Proof of ownership where applicable</li> <li>vii. Particulars of Applicants</li> <li>viii. Registration status of importer (NGO and charitable organizations)</li> </ul>
3	Special purpose vehicles like mobile laboratories, fire engines, ambulances, jet fuel bowsers, etc.	Vehicles customized to a specific application	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Independent report detailing customization from the country of supply</li> <li>iii. Record of serviceability</li> <li>iv. Particulars of the applicants</li> </ul>
4	Vehicles for motor sports e.g. Safari rally, motor cross	<ul style="list-style-type: none"> <li>The motor sports industry is self-regulated</li> <li>Vehicles are usually imported on temporary basis</li> </ul>	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Endorsement by the Kenya Motor Sports Association</li> <li>iii. Particulars of the applicant</li> </ul>

Category	Guidelines for Circumstances	Justification	Documents Required
5	Vehicles imported for UN missions in the region	Need to facilitate UN activities in the region	<ul style="list-style-type: none"> <li>i. Letter from UN detailing the nature of the mission and time frame.</li> <li>ii. Proof of ownership by UN</li> </ul>
6	Re-imports	Vehicles pre-owned by importer	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Proof of validity of the original Kenyan registration</li> <li>iii. Copy of Passport</li> </ul>
7	Changing of status from diplomatic, Government to private use	These vehicles already in use in Kenya	<ul style="list-style-type: none"> <li>i. Letter of application /application form</li> <li>ii. Copies of sale documents from the Government of Kenya /Mission</li> <li>iii. Consent letter from Kenya Revenue Authority</li> </ul>
8	Vehicles for expatriates	<ul style="list-style-type: none"> <li>▪ Changing residence</li> <li>▪ The vehicles were already owned by the applicant before importation</li> <li>▪ To be re-exported at the end of tenure</li> </ul>	<ul style="list-style-type: none"> <li>i. Proof of ownership for at least one year</li> <li>ii. Work Permit</li> <li>iii. Letter of application</li> </ul>
9	Supplies imported on duty free arrangement under the Privileges and Immunities Act like DoDs	Supplies are exempted from Duties, taxes and related permits	<ul style="list-style-type: none"> <li>iv. Letter of Application</li> <li>v. Letter of Clearance from Customs Services Department</li> <li>vi. MoU between GoK and British Government</li> </ul>

## ANNEX 7

### THE STANDARDS (VERIFICATION OF CONFORMITY TO STANDARDS AND OTHER APPLICABLE REGULATIONS) ORDER, 2020 (LEGAL NOTICE 78)

To access Legal Notice 78 of 28<sup>th</sup> April 2020, kindly refer to the link below:

[https://www.kebs.org/index.php?option=com\\_content&view=article&id=714:l-n-no-78-the-standards-act-cap-496-the-standards-verification-of-conformity-to-standards-and-other-applicable-regulations-order-2020&catid=23&Itemid=180](https://www.kebs.org/index.php?option=com_content&view=article&id=714:l-n-no-78-the-standards-act-cap-496-the-standards-verification-of-conformity-to-standards-and-other-applicable-regulations-order-2020&catid=23&Itemid=180)