



## KENYA BUREAU OF STANDARDS

### Pre-Export Verification of Conformity to Standards

#### ROUTE A: CONSIGNMENT CERTIFICATION

##### 1.0 Introduction

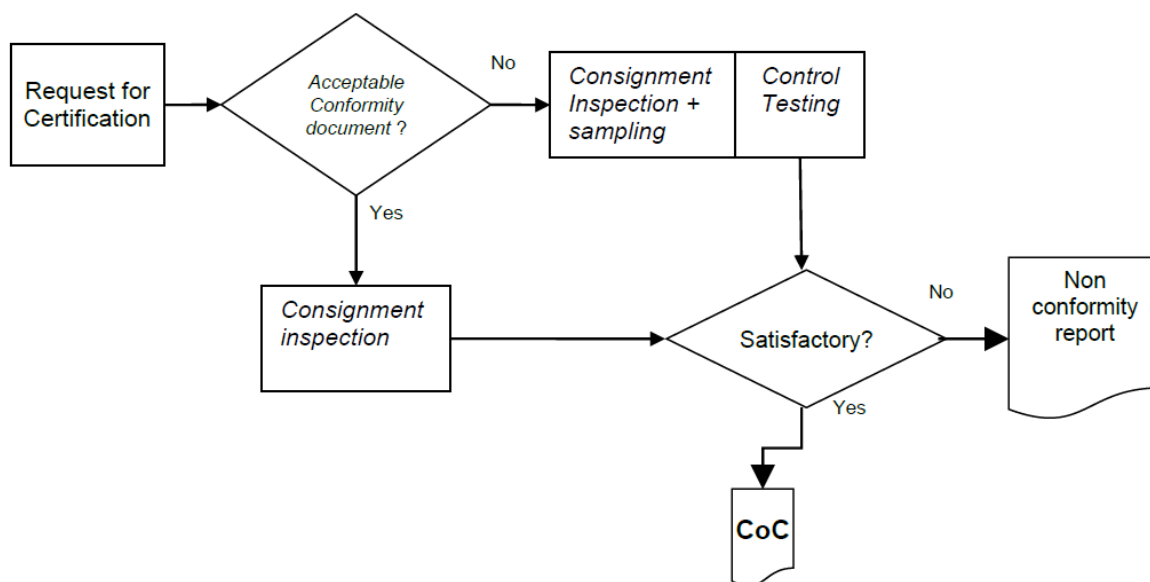
This route is open to any trade party, shipments or products.

This procedure is based on the CBCA (Consignment Based Conformity Assessment) Code of Practice of IFIA (International Federation of Inspection Agencies). Arrangements have been made in accordance with PVOC objectives and Kenyan trade configuration.

Under Route A, products to be shipped shall have to be

- *Control tested* or provided with *acceptable conformity document* and
- Physically inspected to demonstrate conformity to *applicable standard(s)*

The certification process under Route A is as outlined below;



##### 2.0 Submission of Request for Certification (RFC) by the Exporter

The exporter shall complete and submit RFC form to the respective PVoC Agent's office together with the following information/documentation;

- Unique Consignment Reference -UCR Number (mandatory).
- Proforma / commercial invoice (mandatory).
- Packing list (mandatory).
- Import Declaration Form (IDF) – (where applicable).
- Copy of product technical specification from the manufacturer (if available)



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- vi. Manual / operating instructions (*where applicable*). The manual/instruction shall include English or Swahili translation
- vii. Production data (i.e. Batch size and number, Name of manufacturer, Date of manufacture/expiry, manufacturer's certificates – *where applicable*).
- viii. QMS Certificates (*if available*).
- ix. Distributorship/Dealership agreements- *if available* (only applicable to manufacturer-authorized distributors/ Dealers).
- x. Test reports traceable to the goods being shipped, (*if available*).

**3.0 Review of RFC/ Documentation by the PVoC Agent.**

The PVoC Agent shall review the documentation for completeness and to;

- i. Establish the *applicable Standard*
- ii. Review provided conformity documents (if any) for each line item to define whether they are acceptable or not.
- iii. Prepare inspection Instructions and testing instructions with due regard to the requirements of the relevant standards.
- iv. Prepare inspection instructions and testing instructions.

**4.0 Consignment Inspection**

The inspection shall be carried out as per the instruction prepared under 3.0 (iv) above.

**Note:**

- i. Sampling of fertilizer shall be based on International Fertilizer Industry Association procedures.
- ii. Sampling of cereals/ grains shall be based the Grain and Feed Trade Association (Gafsa) Sampling Rules No. 124)

**5.0 Consignment Testing**

When *control testing* is required, samples shall be selected during consignment inspection and forwarded to a recognized laboratory for testing.

**Note:**

- i. Samples shall be drawn and forwarded to any recognized laboratory by PVoC Agents.
- ii. Control testing is required where there is no test report from a recognized laboratory for the goods being shipped.

**6.0 Issuance of the Final Certification Documentation (Certification Decision) by the PVoC Agent**

The PVoC Agent shall take a certification decision and issue Certificate of Conformity or a Non Conformity Report based on the inspection and test reports.

To avoid post issuance amendments of the COC, the PVoC agent shall send to the owner a copy of the draft certificate for confirmation of its correctness with regard to shipment identification, goods description, quantities and values.

**Note:** *Where testing has to be carried out, the final decision on conformity of goods will be taken no earlier than completion of testing.*



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***7.0 Low-Value Consignments***

Low-value goods whose value is less than USD 5,000 may be issued with CoCs on the basis of physical inspection only. Certification undertaken through this route shall be identified in the CoCs as Route A1.