



KENYA BUREAU OF STANDARDS
Pre-Export Verification of Conformity to Standards

ROUTE D: INSPECTION OF CONSOLIDATED CARGO IMPORTS

1.0 PURPOSE

The purpose of this procedure is to ensure that consolidated cargo are inspected and issued with Certificates of Inspection before shipment into Kenya.

2.0 SCOPE

This procedure shall apply to consolidated cargo imported through all entry points in Kenya manned by KEBS and KRA.

3.0 TERMINOLOGY

3.1 Definition of terms used

For the purpose of this procedure the following terms shall apply.

3.1.1 Inspection:

Is examination of a product design, product, service, process or plant, and determination of their conformity with specific requirements or, on the basis of professional judgment, with general requirements.

3.1.2 Consolidated cargo:

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 one importer at the port of destination or de-consolidated back into the original individual consignments for delivery to the respective cargo owners upon arrival at destination port. For purposes of this procedure a consolidated cargo shall contain not less than 3 different products/ brands.

Note:

These types of products are obtained from different suppliers often without quality documentation.

3.1.3 Consolidator

An individual or firm who brings together separate items from different individuals or sources into a one consignment for importation.

3.1.4 High risk products

Products that are subject to potential danger or hazard that have a bearing on health, safety and environment.

3.1.5 Low risks products

Products that by nature are considered not to cause potential danger or hazard on health, safety and environment.

3.1.6 Joint Committee:

A committee comprising of KEBS and Kenya Revenue Authority (KRA) officials mandated to process applications for registration of consolidators and to oversee the effective implementation of these guidelines



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3.2 Abbreviations and acronyms

3.2.1 KEBS - Kenya Bureau of Standards

3.2.2 KRA –Kenya Revenue Authority

3.2.3 COI – Certificate of Inspection

3.2.4 NCR- Non Conformity Report

3.2.5 CIF Cost Insurance and Freight (value of goods).

4.0 PROCEDURE DETAILS

4.1 PART ONE – REGISTRATION AND FOR OPERATION AS A CONSOLIDATOR

4.1.1 Conditions for Operation as a Consolidator

4.1.1.1 To operate as a consolidator under these guidelines one must be registered as a consolidator by the Joint Committee.

4.1.1.2 To be registered as a consolidator one must fulfill the following requirements.

- i. The consolidator must be licensed to do business in the country of export.
- ii. The consolidator must have access to a warehouse in the country of origin or export which fulfills the requirement given under clause 4.1.2 where goods shall be kept in preparation for inspection and shipment.

4.1.1.3 Anyone wishing to be registered as a consolidator shall apply to the Joint Committee using the application form attached as Appendix 1 and shall give the following information:

- (i.) The name of the consolidator
- (ii.) Contact information: physical address, telephone number and email address.
- (iii.) Contact person
- (iv.) Physical address of the warehouse.

4.1.2 Conditions for approval of the warehouse

4.1.2.1 The warehouse shall meet the following conditions to be approved for use under these guidelines:

- i. The warehouse shall have adequate area to enable the inspector access any part of the consignment with ease.
- ii. The premises shall be well secured and have adequate lighting.
- iii. The warehouse shall have sanitation facilities.
- iv. The warehouse shall have weighing scales, measures, and other facilities, for examining and taking account of goods and for securing them as an inspector may require.

4.1.3 Certificate of registration as a consolidator



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Where the location and condition of the warehouse are deemed to be suitable for the holding goods pending inspection, Registration Certificate shall be issued. The certificate of registration is not transferrable.

4.1.4 Conditions for Operation of Warehouses

4.1.4.1 The consolidator shall maintain a record of all goods in the warehouse and shall avail such records for examination by an Inspector when required;

4.1.4.2 The consolidator shall stack and arrange the goods in the warehouse so as to permit reasonable access by the inspector to every package at all times

4.1.4.3 The consolidator shall provide all necessary labor and materials for examining, marking, weighing, and taking stock, of the warehoused goods whenever an inspector so requires.

4.1.4.4 The consolidator shall not remove or substitute goods which have been inspected and marked so without obtaining the permission of the inspector.

4.1.4.5 An inspector shall have unfettered access to the warehouse premises and to inspect any goods and documents relating to goods stored in the warehouse. After inspection the consolidator shall electronically submit to KEBS and KRA the packing list prior to the arrival of the goods.

4.2 PART TWO CERTIFICATION OF CONSOLIDATED GOODS

4.2.1 Inspection by the PVOC Agents in the Country of Supply

4.2.1.1 KEBS shall compile and circulate to PVOC Agents a list of products considered to be high risk.

4.2.1.2 The consolidators shall apply for certification and submit the packing list (Appendix 4) and commercial invoice (Appendix 5) to PVOC agent at least forty-eight (48) hours before inspection.

4.2.1.3 The packing list shall contain proper product description, brand name, Model, Quantity, Origin and Value supported by attached copy of the vendor's invoice. It must also contain the importer contacts, PIN and ID/ Passport details. The packing list should also give the identity of the owners of the individual packages (format annexed).

4.2.1.4 The PVOC agents shall assign the required number of inspectors to the consolidation points to undertake inspection.

4.2.1.5 The inspector(s) shall carry physical inspection of the packaging, labelling and other physically verifiable parameters as per the relevant standards and identify any high risk products in the consignment based on the list circulated by KEBS.

4.2.1.6 The inspectors shall in addition confirm the actual quantities as per the packing list and have this documented as part of the report to be forwarded to KEBS.

4.2.1.7 The PVoC agent may, upon agreement with the consolidator, subject high risk products identified in Clause 4.2.4 to tests before issuance of Col. Where testing is not done, the PVoC agent shall issue a Col with a clear indication of the high risk products to be targeted for testing in Kenya by KEBS.

4.2.1.8 The PVoC agent shall ensure that all Container- load consolidated cargo is sealed and seal numbers indicated in the Col. For air shipment no sealing shall be done, however appropriate marks and numbers shall be applied on packages as an indication that the goods were inspected.



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4.2.1.9 The PVOC agent shall issue a Col in the format provided as Appendix 3 within 24 hours after receipt of IDF from the consolidator and final review of inspection reports. Goods issued with NCR should not be shipped.

4.2.1.10 The consolidator shall pay the PVoC Agent inspection fees as per the prevailing rates before being issued with a Col.

4.2.1.11 PVoC agents shall ensure that item(s) and corresponding quantities and values are clearly indicated in the Col/NCR. The Col/ NCR shall be availed to KEBS in both pdf and text files for use in destination clearance purposes.

4.2.1.12 The PVoC agent shall transmit the COI data to designated addresses at KEBS and KRA at least 1 day before the arrival of the cargo.

4.2.2 Destination Inspection and Clearance of consolidated Goods at the Port of Destination in Kenya by KEBS and KRA

4.2.2.1 Imported goods shall undergo the normal Customs formalities and verification on arrival.

4.2.2.2 Goods identified as high risk by the PVoC Agent in the Col shall be sampled by KEBS for test at fee equivalent to 0.5% of customs value (CIF Value) of the consignment or Kshs. 25,000/- per product sampled whichever is higher.

4.2.2.3 Low risk goods meeting general requirements and accompanied with Col, shall be released by KEBS

4.2.2.5 High risk goods targeted for test at destination shall be deposited at the Customs warehouse at the point of entry until satisfactory test report is issued by KEBS.

4.2.2.6 Where high risk goods subjected to destination test fail to conform to Kenya standards or approved specifications they shall be rejected. Such goods shall be re-shipped or destroyed at a cost to the consolidator.

4.2.2.7 Where goods subjected to destination inspection fail to comply with Kenya Standards or approved specifications in non-critical parameters they shall be subjected to rectification/rework as applicable.

4.3 PART 3 - SANCTIONS FOR CONTRAVENTION OF CONDITIONS OF CONSOLIDATION

4.3.1 A consolidator who uses, or permits to be used, his or her warehouse in contravention of any of the terms of his or her registration commits breaches to the terms of this registration and shall be liable for any sanctions up to and including the following;

1. Temporary suspension from operating under these guidelines
2. Deregistration as a consolidator

4.3.2 A consolidator who imports prohibited or concealed goods commits an offence and shall be liable to penalties stipulated under various relevant Acts administered in Kenya.

4.3.3 A person who violates any import regulations in force in Kenya or in any matter relating to Customs, makes any entry, a declaration, certificate, application or other document, which is false or in correct in any



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particular, commits an offence and shall be liable to penalties and sanctions stipulated under the East African Community Customs Management Act, 2004.

4.3.4 A Consolidator/importer who imports substandard goods not meeting the requirements of the standards commits an offence. The substandard goods shall be rejected and the consolidator dealt with in line with provision of the Standards Act Cap 496 Laws of Kenya.

5.0 Flow Chart for route D

See Appendix 2



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APPENDIX 1: APPLICATION FOR REGISTRATION FORM APPLICATION FORM
REGISTRATION AS A CONSOLIDATOR
PART I: CONSOLIDATOR'S DETAILS

COMPANY NAME: _____

PIN: _____

ADDRESS: _____

PHYSICAL LOCATION: _____

TELEPHONE: _____ EMAIL: _____

CONTACT PERSON: _____ TELEPHONE: _____

DETAILS OF DIRECTORS:

NAME: _____ PIN: _____

NAME: _____ PIN: _____

NAME: _____ PIN: _____

PART II: WAREHOUSE INFORMATION:

NAME OF THE BUILDING: _____

STREET NAME: _____ TOWN/CITY: _____

COUNTRY TELEPHONE: _____ E-MAIL: _____

PART III DECLARATION:

I have read and understood the terms and conditions for operating as a consolidator under PVOC program and the information provided in this form is true.

APPLICANT'S NAME: _____ SIGN: _____ DATE: _____

NOTE: *The following documents should be attached:*

1. Company Registration Certificate
2. Tax Compliance Certificate

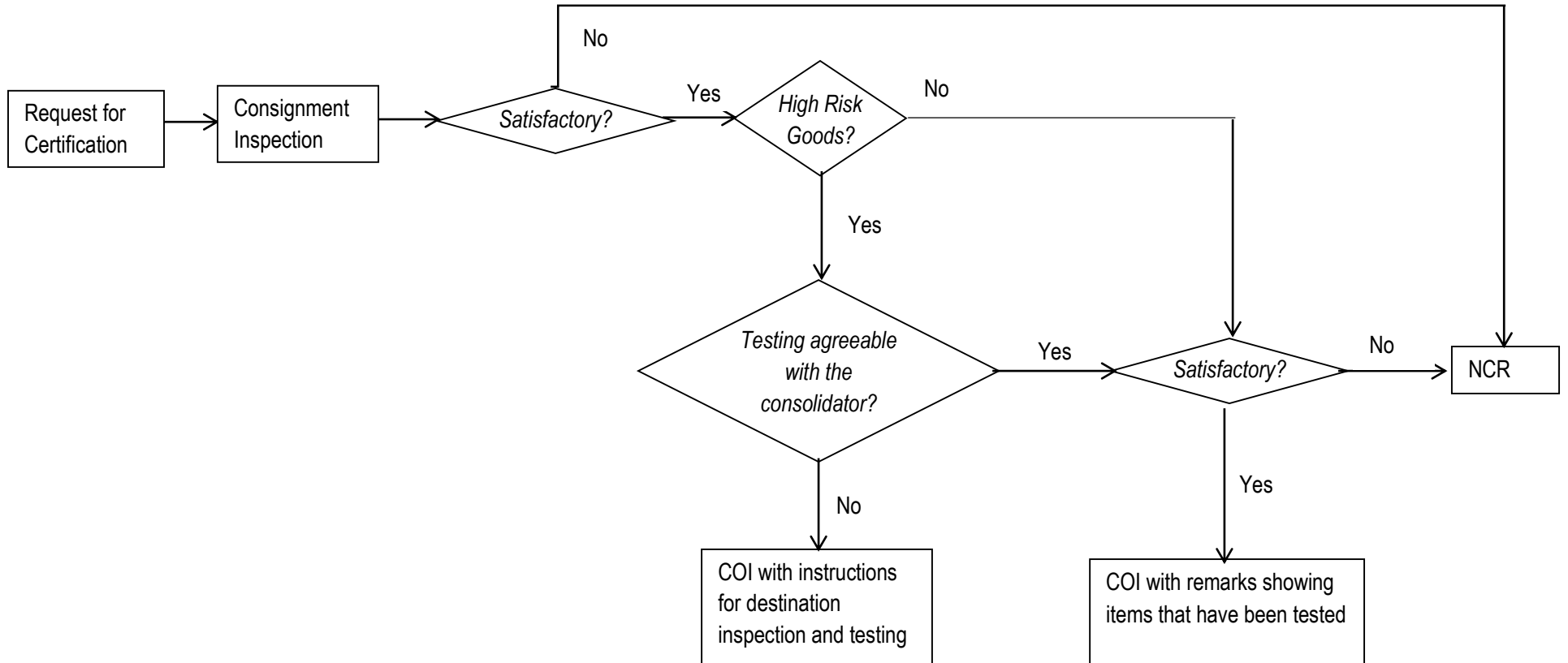
For Official Use Only:

Serial Number: _____


Checked by: _____ Sign: _____ Date: _____

Approved by: _____ Sign: _____ Date: _____

Appendix 2: Route D Flow chart



Appendix 3: Certificate of Inspection (Col)

	KENYA BUREAU OF STANDARDS	PARTNER LOGO			
CERTIFICATE OF INSPECTION (Route D Certification)					
UCR Number: RFC DATE: REFERENCE NO:		IDF No. CERTIFICATE NO: Issuance Date:			
Consignee: Warehouse: Physical Address: Contact person: Telephone: E-mail:		Exporter/Consolidator : Warehouse: Physical Address: Contact person: Telephone: E-mail:			
Date of Inspection	Place of Inspection	Port of Destination			
Shipment Mode: Gross Weight		Country of Supply			
FOB Value		Invoice No: Invoice Date:			
Declared HS code	Quantity	Product	Standard/Normative Ref.	Owner/Trader Name	Inspector Remarks
Container No.	Seal No.				
Signed: Issuing Office: Conditions:					

Packing List

Date: March 21, 2018
Packing List #: [100]
Customer ID: [ABC12345]

Ship to:

[Name]

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Phone]

[Importer PIN]

[Importer ID/Passport Details]

Make all checks payable to [Your Company Name]
Thank you for your business!

[Street Address], [City, ST ZIP Code] [Phone] [Fax] [E-mail]

Invoice

[Street Address], [City, ST ZIP Code] [Phone] [Fax] [E-mail]