



KENYA BUREAU OF STANDARDS

Pre-Export Verification of Conformity to Standards

ROUTE C: PROCEDURE FOR LICENSING AND CERTIFICATION OF LICENSED CONSIGNMENTS

1.0 Introduction

Licensing (Route C) offers a fast track certification process for manufacturers who have a compliant and appropriate quality management system in place.

1.1 Licensing Criteria

- a) Must be the manufacturer of the products.
- b) Must have a compliant quality management system implemented at factory level (shall include all production sites authorized to manufacture the products). This shall be demonstrated by at least one of the following conditions:
 - Have a valid certification issued by an accredited body. Following certifications are acceptable: ISO 9001, ISO/TS 16949, HACCP, ISO 22000, ISO13485 and the like.
 - Manufacture products certified to safety standards, be authorized to affix a safety certification mark on these products and have its factories periodically inspected for these certification marks (last factory inspection report to be provided with certificates related to the products).

Note:

The following products (commodities) are not eligible for licensing under Route C:

1. Sugar
2. Cereals and pulses such as rice, wheat, beans, maize etc. except prepackaged rice and beans not exceeding 10kgs
3. Fertilizer except bagged folia fertilizer not exceeding 25kgs
4. Animal and Fishery products (fresh and frozen- not further processed),
5. Fresh dairy products
6. Fresh horticultural produce
7. Used or second hand goods

On successful review of licensing application, a statement/notification of licensing is issued for the products and is valid for three (3) years (upon payment of the applicable fees).

2.0 Licensing Process

2.1 Submission of Application Form for Licensing

Applications for product licensing shall be submitted by the product manufacturer (or the official representative of the manufacturer). The application shall be accompanied by the necessary supporting documents-test reports and the manufacturer's quality system documentation or QMS certificates

2.2 Review of Licensing Application by the PVoC Agent

PVoC Agent shall:

- (a) Conduct an assessment of the manufacturer's production process and quality management system documentation; and communicate the outcome to the manufacturer within 4 working days.



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

- (b) Review submitted test reports and where they are not submitted or are inadequate; undertake control testing of the products in accordance with the applicable product standards.

2.3 Licensing Decision

After the review of the application, the PVOC Agent shall in case of satisfactory results, grant the manufacturer a Statement of Licensing (SoL). The SoL shall be valid for a period of three (3) years, upon payment of applicable fees. If the manufacturer does not meet the criteria for licensing the Agent shall communicate the non-conformities to the manufacturer.

3.0 Monitoring of Licensed Goods

3.1 Annual Audits

The PVOC Agent shall conduct an annual audit of the manufacturing process and review the quality management system for licensed products. Audit schedule for each licensed product(s) shall be submitted to KEBS together with SoL immediately after licensing.

3.2 Surveillance Inspection

Surveillance inspection plan with at least one (1) surveillance inspection being year during the validity period of the license shall be prepared and shared with KEBS.

Surveillance Inspection shall be carried out in accordance with ISO 17067- scheme 5.

4.0 Suspension of a license for a product

4.1 The license may be suspended if:

1. product nonconformity is detected of such a nature that immediate withdrawal is not necessary
2. the licensee contravenes the terms of the license
3. the licensee suspends production of a licensed product.

4.2 The Agent shall on suspension of a license notify KEBS PVOC office. Products under a suspended license shall be certified in line with the procedure for Route A certification

5.0 Withdrawal (cancellation) of a License

5.1 The registration may be withdrawn/cancelled if:

1. a product nonconformity is detected
2. the exporter contravenes the terms of the registration agreement
3. the exporter fails to take adequate corrective measures after suspension of the registration
4. the manufacturer notifies the agent of intention to suspend or suspends production of the affected product for a limited time.
5. Voluntary discontinuation by the exporter
6. Change in production process, brand ownership or product requirements that make it impossible to ensure continued conformity.



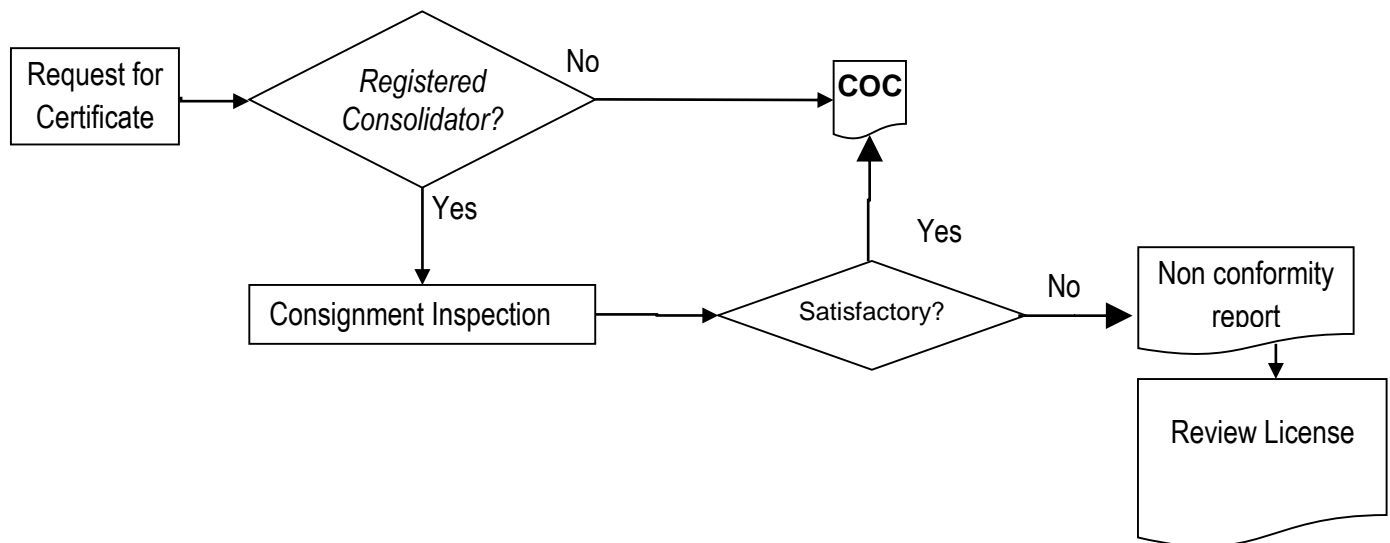
KENYA BUREAU OF STANDARDS

Pre-Export Verification of Conformity to Standards

5.2 The Agent shall on withdrawal of a license notify KEBS. Products under a suspended/withdrawn license shall cease to be designated as such and shall be treated as Route A shipments.

6.0 Certification Process for Licensed Products

Shipments of licensed products require Certificate of Conformity in order to be permitted into Kenya. The procedure for certification of licensed products is as follows:



6.1 Submission of Request for Certification (RFC)

The exporter shall fill and submit the RFC (available on the website) at least 4 days before shipment to any PVoC Agent along with the following documentations;

- i. Valid Statement of Licensing.
- ii. Unique Consignment Reference number (*mandatory*)
- iii. Proforma invoice/ Commercial Invoice and packing list.
- iv. Import Declaration Form (*where applicable*)

The PVoC Agent shall review the documentation with a view to establishing the validity of the Statement of Licensing and decide whether monitoring will be performed or not on this shipment.

6.2 Consignment/ Shipment monitoring by PVoC Agent

This step shall be performed as per scheduled surveillance monitoring schedule.

Under the monitoring, consignment inspection is carried out on products having acceptable conformity documents.



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

PVOC Agent may also request control testing and/or conformity document review when a specific doubt is identified.

6.3 Step 3: Issuance of the Certificate of Conformity (CoC) or Non-Conformity Report (NCR)

Upon completion of the monitoring (if any), and submission of final invoice, the PVoC Agent shall issue CoC or NCR.