



**Kenya Bureau of
Standards**
Standards for quality life

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KEBS/CER/1/2/Vol.14/216

DATE: 19TH August 2022

To All Stakeholders

Dear Stakeholder,

RE: PILOTING OF KEBS CB AUTOMATED MANAGEMENT SYSTEM

KEBS CB is in the process of rolling out an automated system to manage the certification process. Key features of the system include **e-application, e-quotations, e-planning of audits, e-certificates and collaboration platform.**

The system is projected to go live by 30/09/2022 and is now being piloted to ascertain its suitability for purpose. This is expected to enhance efficiency of the certification process from application to certification.

The purpose of this letter is therefore to request you to participate in this pilot phase by processing new (**initial certification**) and renewal(**recertification**) of certification requests using the automated system.

Please register in the system through the link <https://ims.kebs.org/> or visit our Website and got to certification body pages to access a similar link.

Attached find a **user guide manual** for the CB Automated System. For further assistance please contact Mr. Davis Kimutai of KEBS at kimutaid@kebs.org , mobile_ **0728008113**.

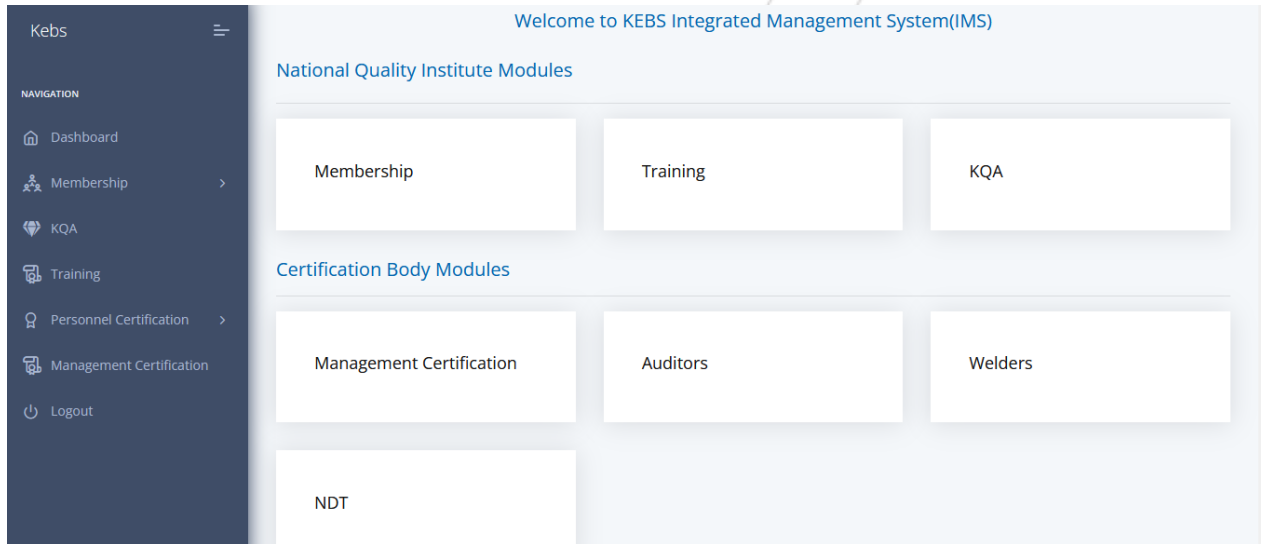
Thank you in advance for participating in the pilot program.

Yours Sincerely,

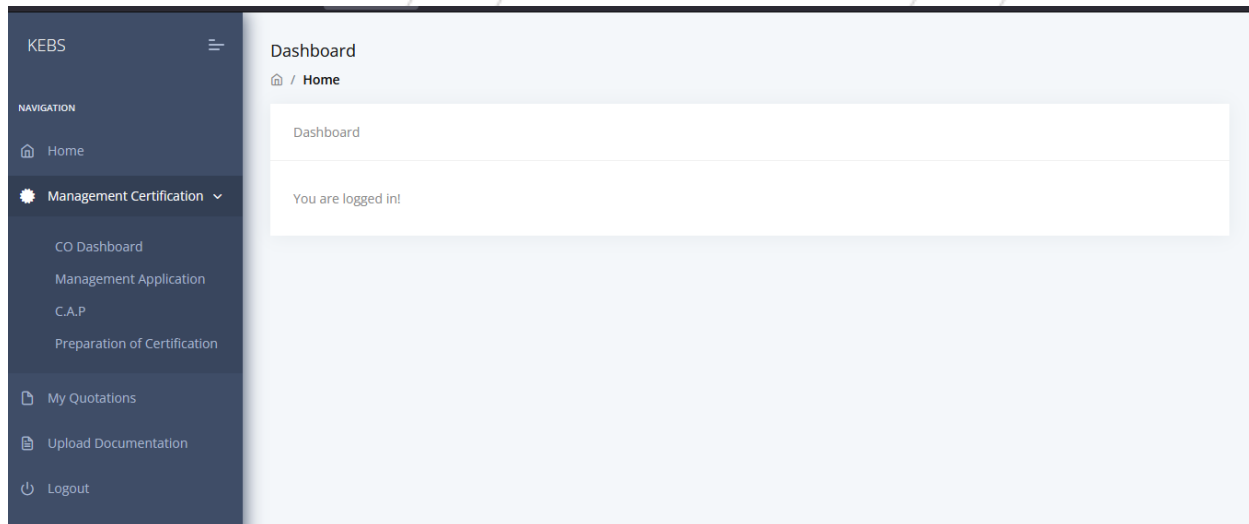
ODERA SAMSON OMBOK
HEAD- KEBS CERTIFICATION BODY

Management Certification Module Guide

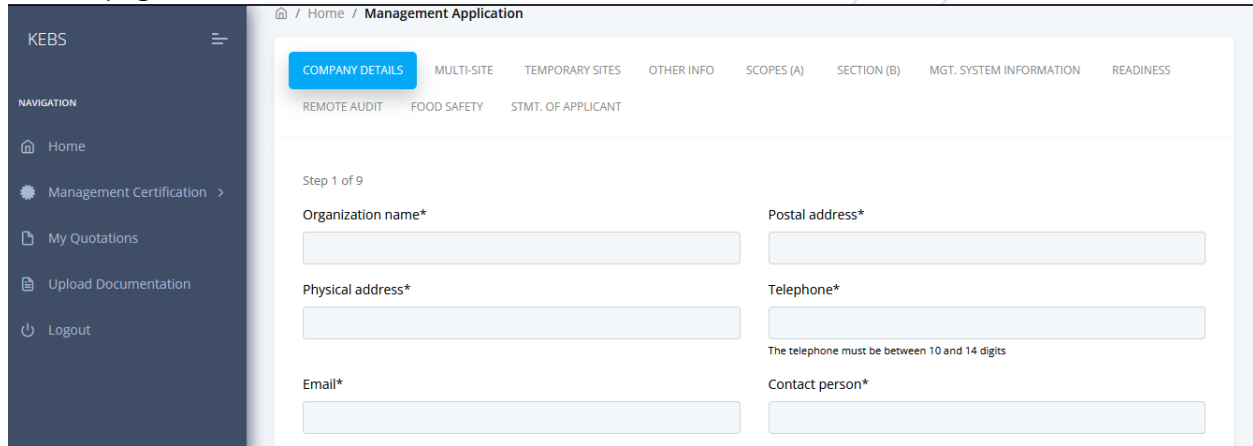
1. Use the link below to Register your account and login to the KEBS IMS Portal <https://ims.kebs.org>. By default, the system assigns the client role to the user. Any other additional roles are assigned by the administrator
2. You will be redirected to the KEBS IMS Main Dashboard as per the image below



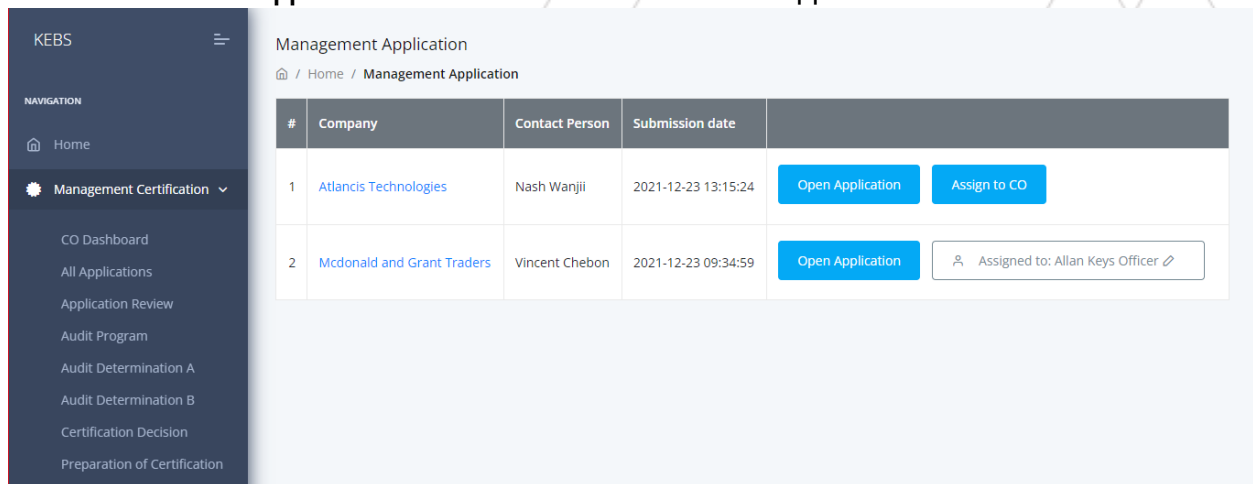
3. Click on the Management Certification menu. You will be redirected to the Management Certification Dashboard. This guide will start from a client making an application.



- Click on the Management Application menu, select New Application and proceed to fill in all the relevant information in the tabs as per the screenshot below. Fill in the multi-site tab so as to generate the annex.
Every time you click on the Next button, the system saves the information entered in that page.

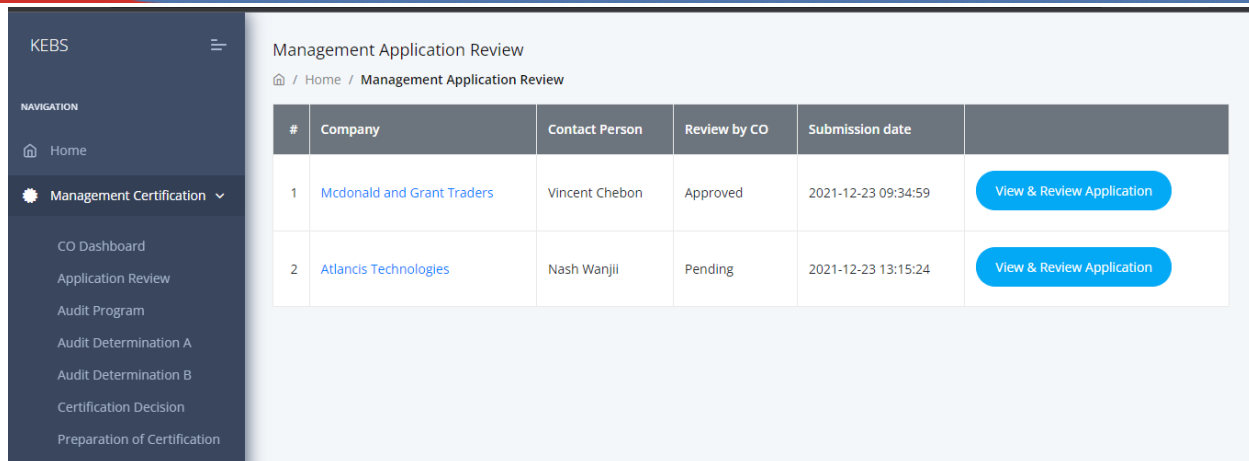


- Log in as a Scheme Manager to review and assign the application to the certification officer. Click on **All applications**. You will see a list of all the applications submitted



#	Company	Contact Person	Submission date	
1	Atlancis Technologies	Nash Wanjii	2021-12-23 13:15:24	Open Application Assign to CO
2	Mcdonald and Grant Traders	Vincent Chebon	2021-12-23 09:34:59	Open Application Assigned to: Allan Keys Officer

- Click on the **open application** button to view the application. It will open the application in a new tab. Once you have viewed the details of the application, return to the previous tab and click on **Assign to CO Button**. You will see a list of Certification Officers to assign. Select one to assign. The system will assign that application to that CO and send them an email notification on the same.
- Log out and log in as the Certification Officer assigned to that application. Click on **Application Review**. From the list of applications, click on the **View and Review Button** for the desired application.



Management Application Review

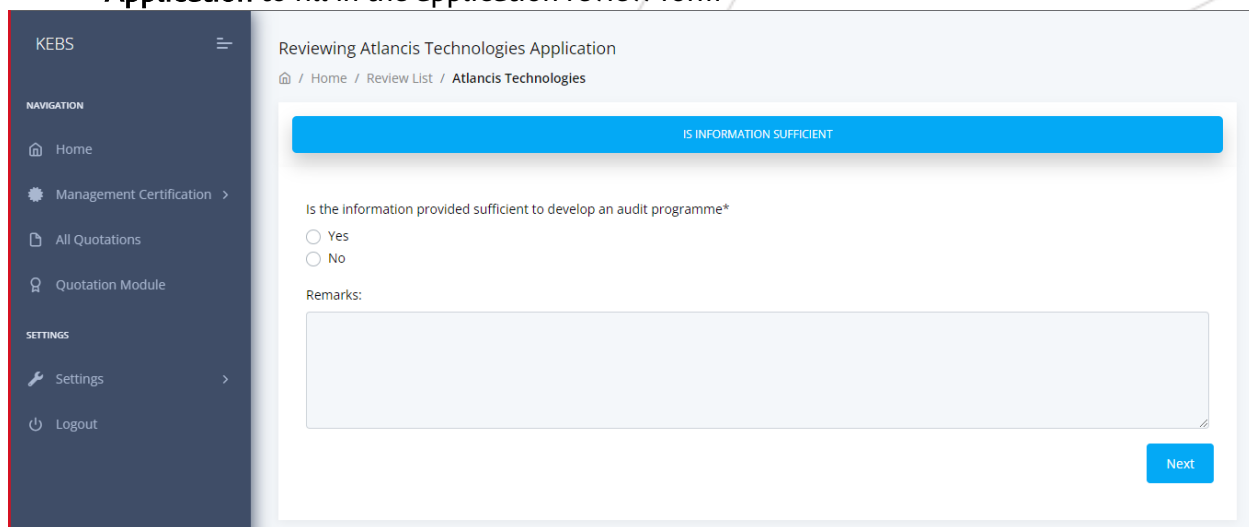
Home / Management Application Review

#	Company	Contact Person	Review by CO	Submission date	
1	Mcdonald and Grant Traders	Vincent Chebon	Approved	2021-12-23 09:34:59	View & Review Application
2	Atlancis Technologies	Nash Wanjli	Pending	2021-12-23 13:15:24	View & Review Application

NAVIGATION

- Home
- Management Certification
 - CO Dashboard
 - Application Review
 - Audit Program
 - Audit Determination A
 - Audit Determination B
 - Certification Decision
 - Preparation of Certification

8. The certification officer can view all the details of the application. Select the last tab **Review Application** to fill in the application review form



Reviewing Atlancis Technologies Application

Home / Review List / Atlancis Technologies

IS INFORMATION SUFFICIENT

Is the information provided sufficient to develop an audit programme*

☐ Yes

☐ No

Remarks:

[Next](#)

NAVIGATION

- Home
- Management Certification
 - All Quotations
 - Quotation Module
- SETTINGS
 - Settings
 - Logout


9. Fill in the form and click next to continue. It is a 4 step process. Continue up to the last step and then submit

Success! Application review updated successfully!

IS INFORMATION SUFFICIENT PERSONAL INFORMATION - STEP 1 PERSONAL INFORMATION - STEP 2 PERSONAL INFORMATION - FINAL

Name of certification officer* Date*

Allan Keys Officer dd-----yyyy

Signature: 

Change Signature

Choose File No file chosen

☒ I certify that the statements contained in this form are correct to the best of my knowledge and belief at this time. *

Prev Submit Review

10. Audit Program

- Log in as the certification officer
- Click on the Audit Program, select the **Create Audit Program** button to prepare the audit program.

Audit Program

Home / Audit Program

#	Company	Standard Applied	Contact Person	Review Status	Submission date	
1	Atlancis	QMS	Nash	Reviewed by CO	2022-04-22 11:03:16	Create Audit Program Audit Notification

- Fill in the details of the audit program by clicking on the add department button. To add the clauses, select the checkbox for the type of audit to be conducted. I.e. for Stage 1 and Stage 2 audits, select the respective checkbox. Etc. The view application button allows you to see what the applicant filled in. See below sample.

[View Application](#)

Audit Program

Department	Stage one audit clause	Stage two audit clause	1 Surveillance audit clause	2 Surveillance audit clause
ICT	<input checked="" type="checkbox"/> 1.0, 1.1, 1.3	<input checked="" type="checkbox"/> 2.0, 2.3, 2.4,	<input type="checkbox"/> 	<input type="checkbox"/>
Finance	<input checked="" type="checkbox"/> 2.0, 2.3, 2.4, 2.8, 2.6, 2.7, 7.8,	<input checked="" type="checkbox"/> 6.2, 8.6, 4.2, 2.5, 8.5,	<input type="checkbox"/> 	<input type="checkbox"/>
HR	<input checked="" type="checkbox"/> 2.3, 2.4, 2.6, 8.4	<input checked="" type="checkbox"/> 5.3, 8.6, 7.3	<input type="checkbox"/> 	<input type="checkbox"/>
Enter department	<input type="checkbox"/> Enter clause	<input type="checkbox"/> Enter clause	<input type="checkbox"/> Enter clause	<input type="checkbox"/> Enter clause

[Add Department](#)
[Submit](#)

11. Audit Determination Form:

- a. Click on the **Audit Determination form A** button to calculate the audit duration. Click on the **Calc. Auditor Determination** button as shown below

KEBS

NAVIGATION

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[Audit Determination A](#)

Audit Determination A

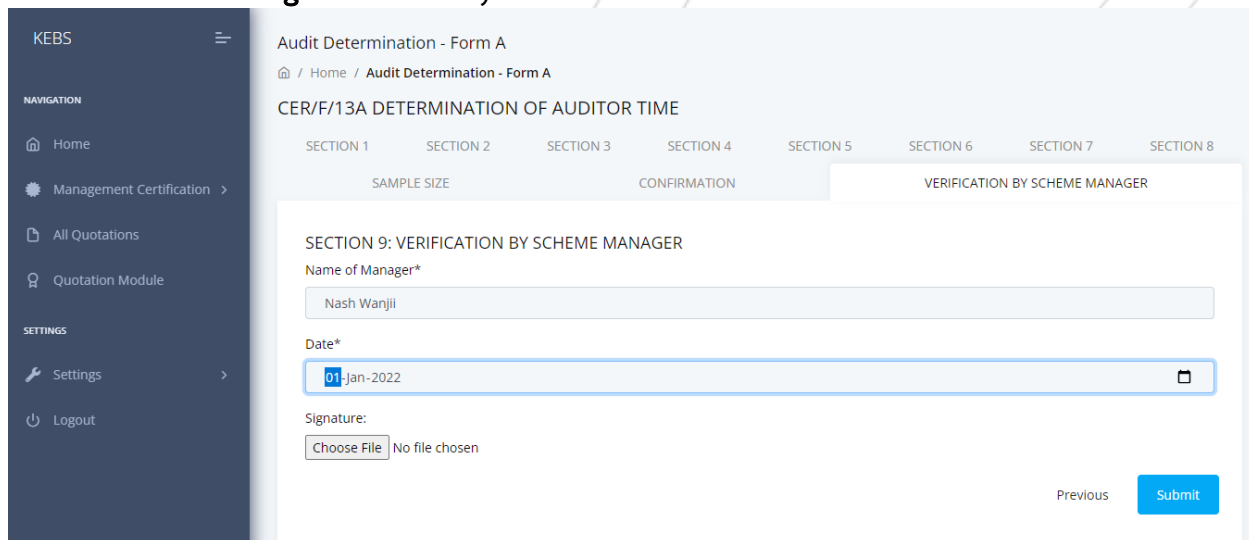
[Home](#) / [Audit Determination Form A](#)

#	Company	Contact Person	Review Status	Submission date	
1	Mcdonald and Grant Traders	Vincent Chebon	Approved	2021-12-23 09:34:59	Calc. Auditor Determination
2	Atlancis Technologies	Nash Wanjili	Approved	2021-12-23 13:15:24	Calc. Auditor Determination

- b. Fill in all the relevant information in the different tabs as shown in the screenshot below.

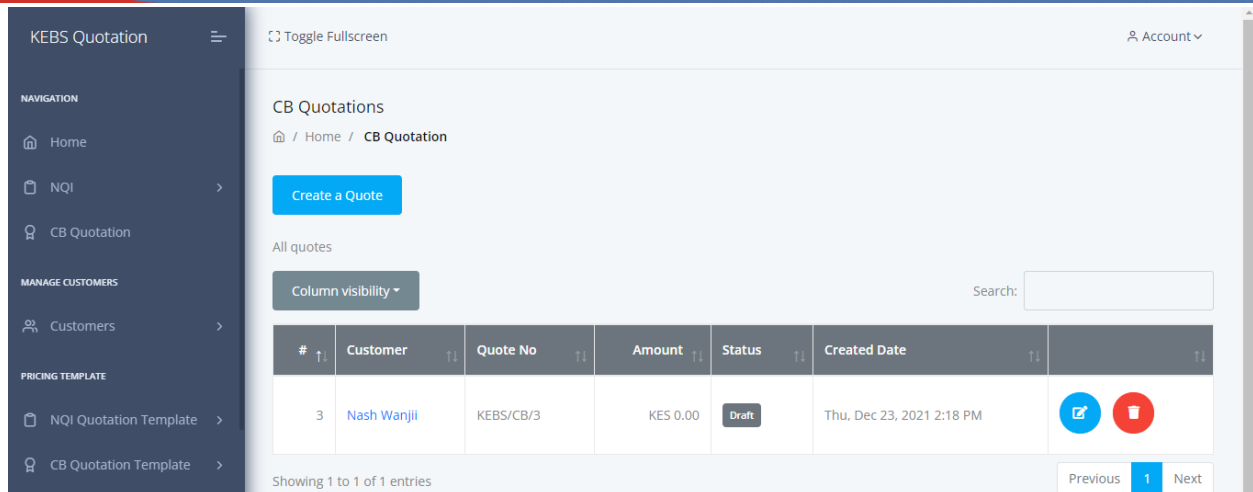


12. Login as a Scheme Manager. Click on the **Audit Determination A** menu, select **Calc. Audit Determination button**. Review the details submitted and then click on the **Verification by Scheme Manager Tab** to verify and submit the form.

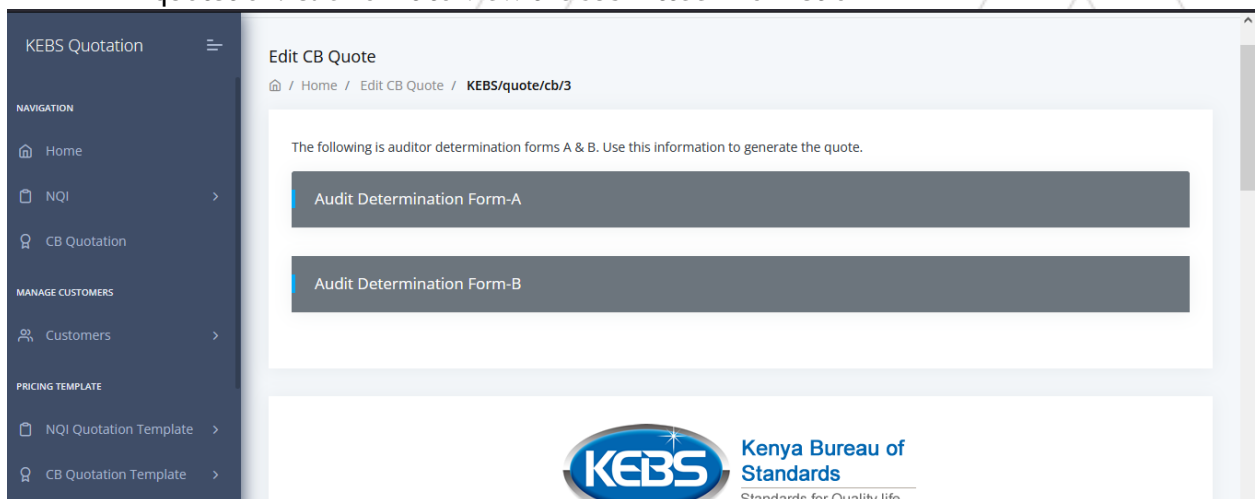


13. Quotation Module:

- a. Click on the Quotation Module menu and log in. Once logged in, click on the CB Quotation menu to the left as shown below.

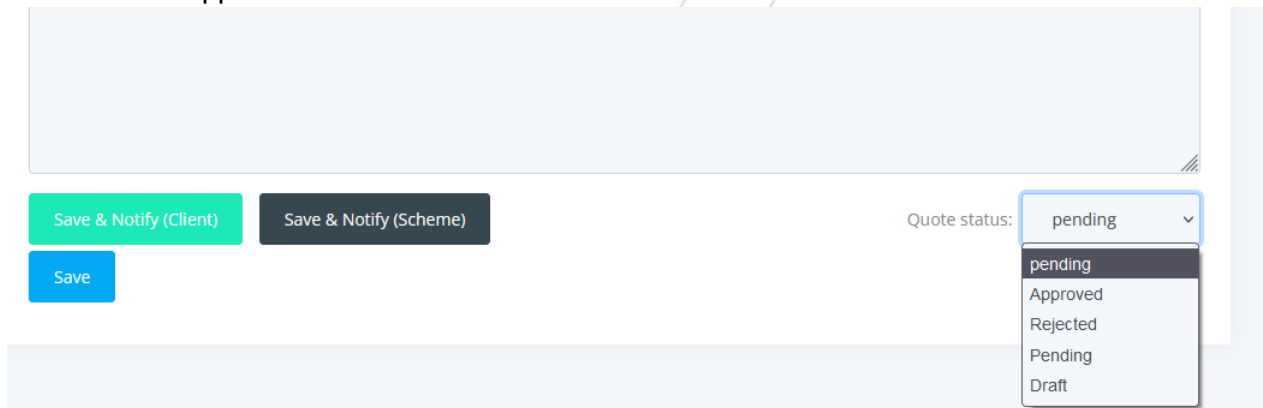


- b. Under CB Quotations, you will see a list of customers. Click on the edit icon to the right to begin generating the quotation.
- c. The Auditor Determination forms A and B that were filled in the previous steps will be visible for that customer as shown below. This will assist you in generating the quotation. Click on it to view the submitted information



- d. Once done, scroll down to generate the quote. Fill in all the relevant fields as below.
 - i. Valid from and Valid to
 - ii. Reference
 - iii. Summary of customer requirements if needed
 - iv. Type of audit: Select from the drop down menu
 - v. Audit Location: Type in the location. If not applicable, put a dash (-)
 - vi. Rate: In the rate per auditor day, put the amount
 - vii. No: Days, put the number of days
 - viii. VAT: Select this checkbox if VAT should be applied

- ix. Subsistence: Select the edit icon in that column to populate the subsistence amount where applicable
- x. Travel: Select the edit icon in that column to populate the travel amount where applicable
- e. There is an option to save it as a draft or submit it to the client for review by clicking the save and send button. The client will receive an email notification with the quotation generated. The Save & Notify (Scheme) button sends the generated quote to the scheme manger.
- f. The Certification officer will then proceed to approve the quotation in the system upon agreement with the client. This is done by changing the status from pending to approved.



Save & Notify (Client) Save & Notify (Scheme) Save

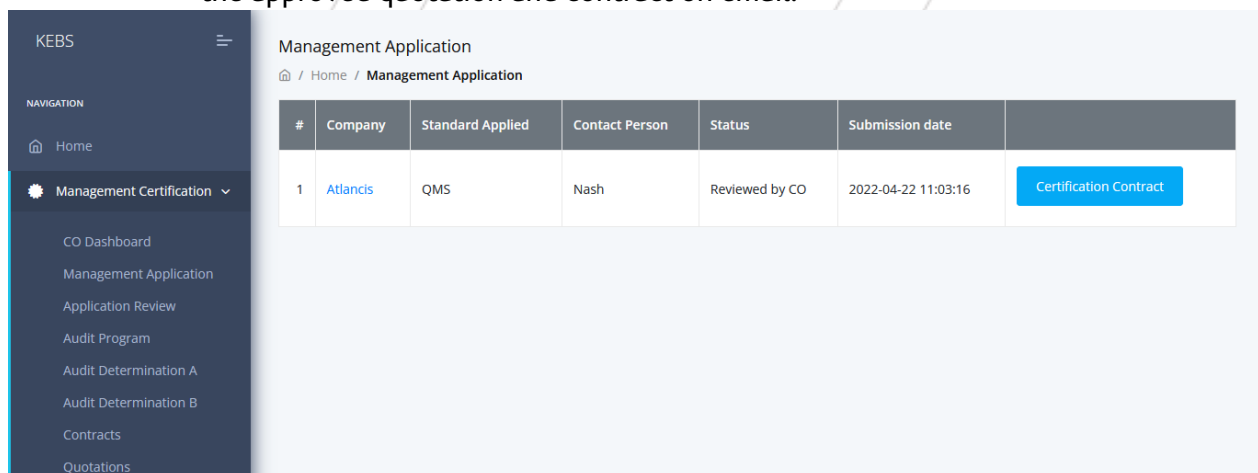
Quote status: pending

- pending
- Approved
- Rejected
- Pending
- Draft

- g. Once the quote is approved, the client/auditee can view it under the My Quotation menu in their account.

14. Contract Preparation: Log in as the certification officer and follow the steps below.

- a. Click on the contracts menu.
- b. Click on certification contracts menu to the right.
- c. Upload the contract to send to the client then click save. The client will receive both the approved quotation and contract on email.



KEBS

NAVIGATION

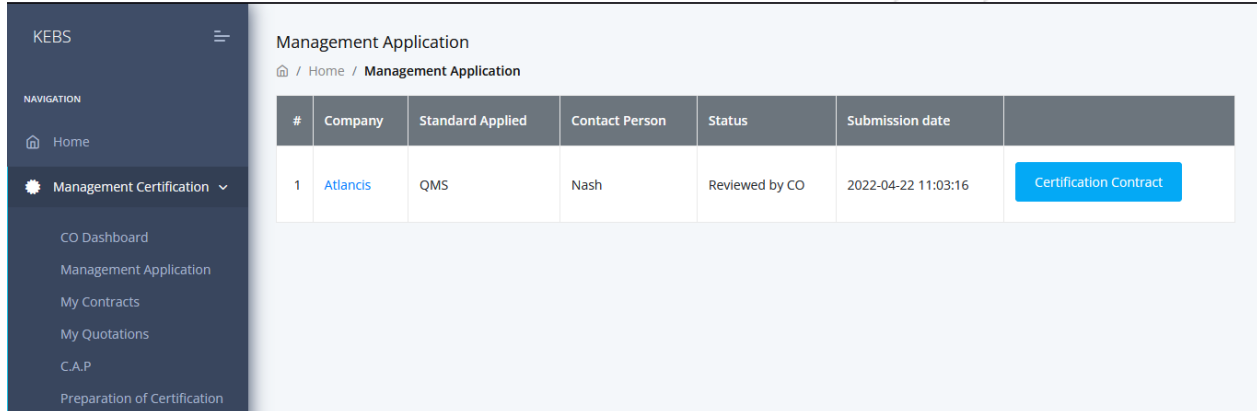
- Home
- Management Certification
- CO Dashboard
- Management Application
- Application Review
- Audit Program
- Audit Determination A
- Audit Determination B
- Contracts
- Quotations

Management Application

Home / Management Application

#	Company	Standard Applied	Contact Person	Status	Submission date	
1	Atlancis	QMS	Nash	Reviewed by CO	2022-04-22 11:03:16	Certification Contract

- d. Login as the client/auditee, click on My Contracts menu, then select Certification Contract. You can download the KEBS Contract, sign and upload the signed contract for review.



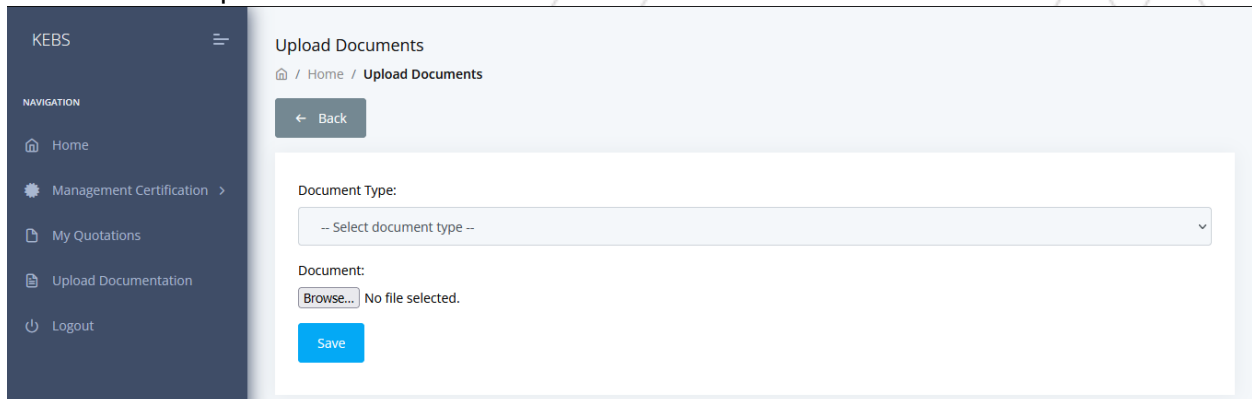
Management Application

Home / Management Application

#	Company	Standard Applied	Contact Person	Status	Submission date	
1	Atlancis	QMS	Nash	Reviewed by CO	2022-04-22 11:03:16	Certification Contract

15. Payment Method: The next step is to log in as the client and follow the steps below to upload your LSO/Commitment Letter/Bank Slip

- Click on My Quotations
- Select Payment Method
- Upload the relevant document and click save



Upload Documents

Home / Upload Documents

[← Back](#)

Document Type:

-- Select document type --

Document:

[Browse...](#) No file selected.

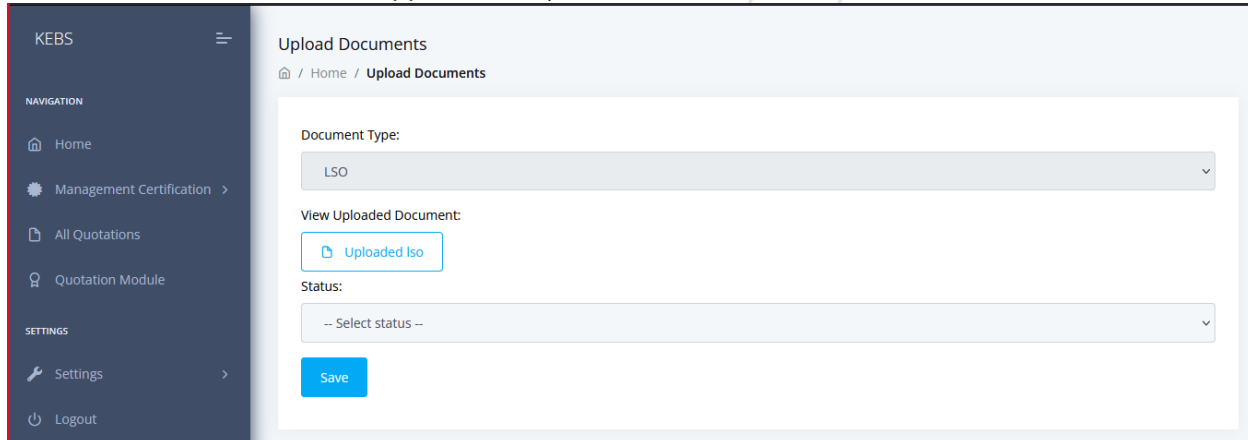
[Save](#)

16. Log in as a certification officer and follow the steps below to view and approve the commitment letter

- Click on the Quotations menu under Management Certification
- Click on the open button against the desired organization
- Click on Review to approve or reject the uploaded document. If rejected, the client will be prompted via email to re-upload the commitment document.

Quote No#	Client Name	Organization	Quote date	
KEBS-CB-5	Nash	Wanjii ENT	2022-02-08 13:10:18	View Quote Review uploaded Iso

- d. Select the uploaded Iso to view it.
- e. Under status, approve or reject the LSO

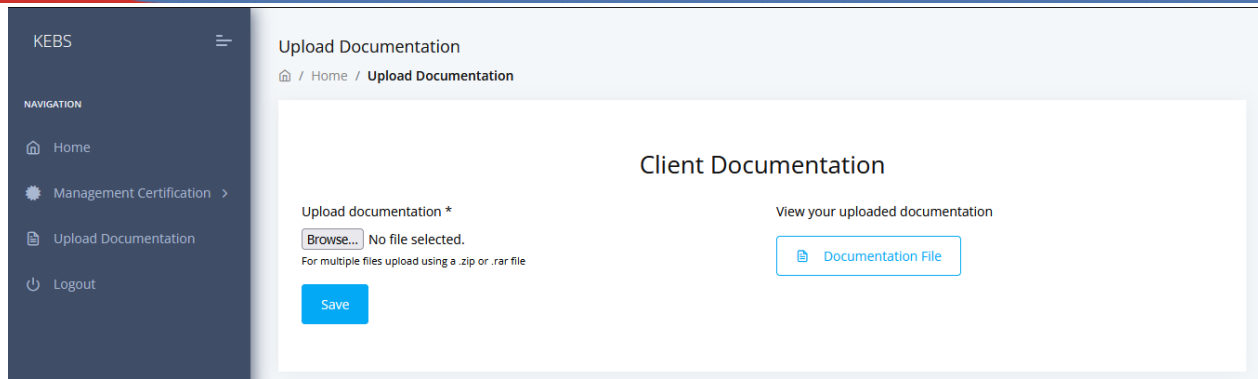


17. Audit notification: Log in as a certification officer

- a. Click on Audit Program then select audit notification.
- b. Fill in all the required fields then click on Save & Notify client to send the audit details to the client
- c. If the client is okay with the composition of the audit, they will proceed to upload their client documentation. If they, require a change, they will communicate to the certificate officer via email. The CO can then update the audit details.

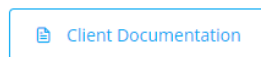
18. Client Documentation: Log in as a client.

- a. Click on Upload Documentation
- b. Click on the browse button to upload the required documentation. It should be in a compressed .zip or .rar folder
- c. Click save to submit



- d. Log in as a certification officer.
- e. In the audit program window, select Audit notification
- f. At the bottom of the page, you will see the uploaded client documentation. Click on Notify audit team to send the audit composition and client documentation to the appointed auditors.

Download client documentation:



Notify Audit Team

19. Audit Plan: Log in as a lead auditor

- a. Click on Audit Plan
- b. Click on create audit plan
- c. Fill in all the required information then click next
- d. Under the audit timetable tab fill in the required dates, timings and key participants of the audit. The Activity and Elements field are auto populated from the audit program. Click submit once done.
- e. You can download the timetable by clicking on the view timetable in pdf button at the top right.

[View Timetable in PDF](#)

AUDIT PLAN
AUDIT TIMETABLE

Stage 1 Audit Timetable

Date/Time	Activity	Elements of ISO/IEC 27001:2013	Key Participants
Date: <input style="width: 100%;" type="text" value="05 / 02 / 2022"/>	<input style="width: 100%;" type="text" value="ICT"/>	<input style="width: 100%;" type="text" value="1.0, 1.1, 1.3"/>	V.C - Lead Auditor N.W - Auditor
From: <input style="width: 100%;" type="text" value="08 : 00 : 00 AM"/>			
To: <input style="width: 100%;" type="text" value="11 : 00 : 00 AM"/>			

20. Audit findings: Log in as an auditor
- Click on Audit Findings menu.
 - Click on Record Audit Findings
 - Fill in the Audit Findings Form and submit

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NAVIGATION

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⚙ Management Certification ▾

[CO Dashboard](#)

[Audit Findings](#)

[Auditor CAR Form](#)

[Follow up](#)

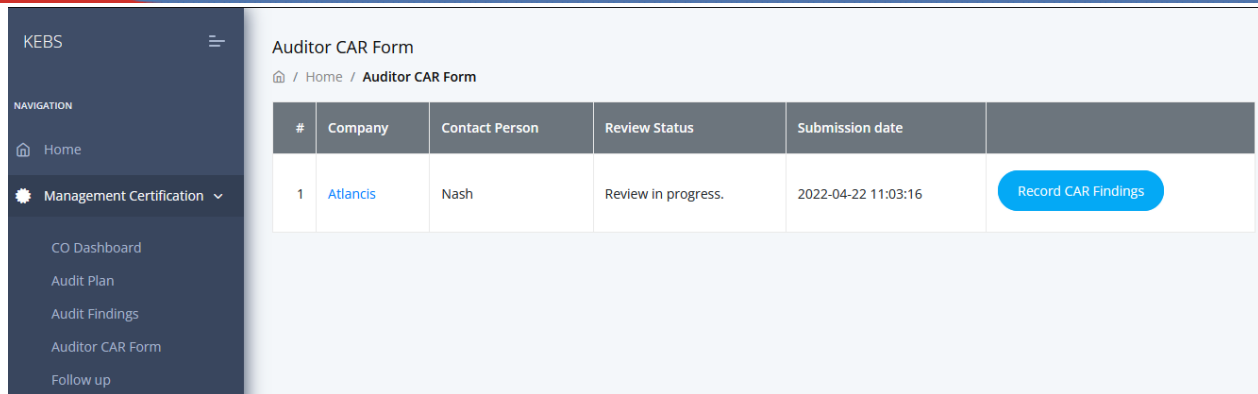
[C.A.P](#)

Audit Findings

[Home](#) / [Audit Findings](#)

#	Company	Standard Applied	Contact Person	Review Status	Submission date	
1	Atlancis	QMS	Nash	Review in progress.	2022-04-22 11:03:16	Record Audit Findings

21. Audit Report: Log in as a Lead auditor
- Click on the Audit Findings menu
 - Click on view audit findings
 - The lead auditor can view the findings submitted by the auditors. They can then proceed to upload the audit report under the Upload Report tab. Click Save & Send Mail to send the report to the client and CO
22. CAR Form: Log in as an auditor
- Click on Auditor CAR Form
 - Click on Record CAR Findings

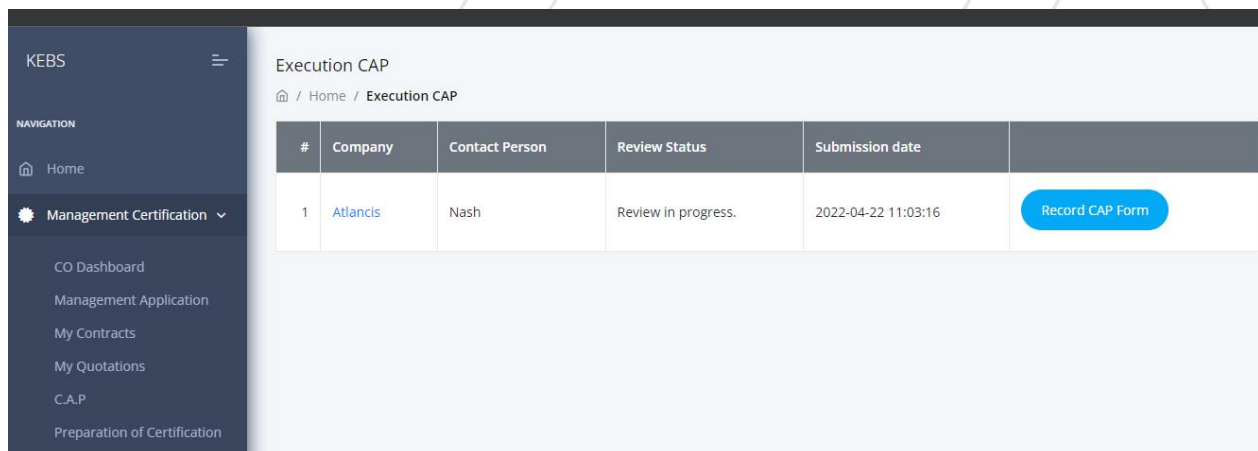


Auditor CAR Form

Home / Auditor CAR Form

#	Company	Contact Person	Review Status	Submission date	
1	Atlancis	Nash	Review in progress.	2022-04-22 11:03:16	Record CAR Findings

- c. Fill in the Non-conformity to be raised.
 - d. If raising a major NC from a minor one, under the Reference Minor CAR no option, select the minor NC to be referenced. If not, select none.
 - e. Click submit to send to client.
23. CAP Form: Log in as a client
- a. Click on C.A.P
 - b. Click on Record CAP Form
 - c. You will be able to see the NCs that have been raised and fill in the CAP for each NC.
 - d. Once you have filled all the required fields, upload your signature and click on Submit finish.



Execution CAP

Home / Execution CAP

#	Company	Contact Person	Review Status	Submission date	
1	Atlancis	Nash	Review in progress.	2022-04-22 11:03:16	Record CAP Form

24. Review CAP: Log in as an auditor
- a. Click on C.A.P menu
 - b. You will be able to view the CAP that has been filled in by the client.
 - c. Click on Review CAP at the bottom of the screen.

- d. If the CAP is insufficient, select the insufficient option in the status dropdown menu, enter your remarks on what the clients need to change then submit. The client will get a notification on the same.
- e. If the CAP is sufficient, select Approve in the status dropdown menu, enter your remarks and submit.

Review CAP

Status:

Approve

Approve

In-sufficient

Close

Submit

25. Follow Up: Log in a an auditor
 - a. Click on Follow Up menu
 - b. Click on Record Follow up
 - c. Click on Do Follow up to fill in for each NC raised.
26. Certificate Decision: Log in a certificate officer:
 - a. Click on Certificate Decision
 - b. Click on Fill Cert.Decision A-B

KEBS

Audit Determination A

Audit Determination B

Contracts

Quotations

C.A.P

Certification Decision

Verification of Certificates

Management Application

Home / Management Application

#	Company	Contact Person	Submission date	
1	Atlancis	Nash	2022-04-22 11:03:16	<div>Fill Cert. Decision Form A-B</div>

- c. Fill in the first four tabs
- d. Log in as a peer reviewer and fill in section C

KEBS

Audit Determination A

Audit Determination B

Contracts

Quotations

C.A.P

Certification Decision

Verification of Certificates

Preparation of Certification

Audit Decision

Home

 /

Audit Decision

SECTION B-1

SECTION B-2

SECTION B-3

CONFIRMATION BY CO

SECTION C

Peer Evaluation

☒ I *Peer Reviewer* declare that I shall be impartial and treat all information obtained during peer evaluation of the audit in a confidential manner.

Please comment briefly on the following:

Adherence to established procedures for auditing(CER/GD/01) *

- e. Log in as a decision committee member, under the certification decision fill in Section D. Once done, click Next to upload the Committee minutes and signatures. Section D and uploading the minutes are done by one committee member. However, once this done, individual committee members can log in and append their signatures to validate the decision made.

SECTION B-1

SECTION B-2

SECTION B-3

CONFIRMATION BY CO

SECTION C

SECTION D

COMMITTEE MINUTES & SIGNATURES

Decision Committee

Decision of committee *

☒ Issue Certificate
 ☐ Suspend
 ☐ Withdraw Certificate
 ☐ Reduce Scope
 ☐ Reinstate

Justification of the decision *

Sample text

27. Verification of Certificates: Log in as a Certification Officer:

- Click on the Verification of Certificates menu.
- Fill in section A of the form
- Log in as a Scheme manager fill in section B
- Log in as a HOD fill in section C

KEBS

Audit Determination A

Audit Determination B

Contracts

Quotations

C.A.P

Certification Decision

Verification of Certificates

Preparation of Certification

Verification of Certificates

Home / Verification of Certificates

#	Company	Contact Person	Submission date	
1	Atlancis	Nash	2022-04-22 10:53:59	Verification of Certificates

28. Preparation of Certification: Log in a Certification Officer

- Under the preparation of certification menu, click open.
- You will be presented with a summarized view of the entire certification process.

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MANAGEMENT APPLICATION

APPLICATION REVIEW

AUDIT PROGRAM

AUDIT PROGRAM REVIEW

AUDIT DETERMINATION A

AUDIT DETERMINATION B

AUDIT PLAN

AUDIT FINDINGS

AUDITOR CAR FORM

AUDITOR FOLLOW UP

AUDITEE CAP FORM

COMPANY DETAILS

MULTI-SITE

TEMPORARY SITES

OTHER INFO

SCOPES (A)

SECTION (B)

MGT. SYSTEM INFORMATION

READINESS

REMOTE AUDIT

FOOD SAFETY

STMT. OF APPLICANT

Step 1 of 9

Organization name*

Atlancis

Postal address*

02225

Physical address*

Kindaruma

Telephone*

0920144444

The telephone must be between 10 and 14 digits

Email*

nashwanji@gmail.com

Contact person*

Nash

Position*

ICT Director

Mobile*

0700123456

The mobile must be between 10 and 14 digits

- Once you have reviewed, click on Generate Certificate at the bottom left of the page.

All Information About Atlancis

Home / All Information About Atlancis

Go Back

MANAGEMENT APPLICATION

APPLICATION REVIEW

AUDIT PROGRAM

AUDIT PROGRAM REVIEW

Generate & Preview Certificates

If your confident with the certificates, click send to the client.

Send to Client

- d. Click the Generate & Preview Certificates. This action creates and downloads the certificates to your computer. They are downloaded as a zip file.
- e. Click the send to client button to send the certificates to the client.