

GUIDELINES FOR THE TRADE

KENYA Pre-shipment Verification of Conformity to Kenya Standards

This data sheet has been prepared specifically in respect of exports to Kenya

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1. PRODUCTS CONFORMITY ASSESSMENT

PROGRAM NAME	Pre-Export Verification to Conformity (PVoC)
PRAGRAM MANDATED BY	Kenya Bureau of Standards(KEBS)
IMPLEMENTATION DATE	19/02/2018 (Fifth consecutive mandate for SGS)
PROGRAM OBJECTIVES	<ul style="list-style-type: none"> • Verification of conformity to Kenya Standards or other approved standards and technical regulations. • Ensure conformity of imported products (See below regulated products) https://www.kebs.org/?opt=qai&view=new_pvoc_requirements to the applicable technical regulation and standards • All imported products subject to the programme must be accompanied by a Certificate of Conformity (CoC) issued by SGS or other authorized KEBS PVoC Partner.
VERIFICATION PROCESS	<ol style="list-style-type: none"> 1. Request: Importers or exporters submit request for CoC together with the initial set of supporting documents using GIS Customer Portal https://exporter-portal.sgs.com/. This action automatically registers application. Requests sent directly to SGS Liaison Office in Kenya or the SGS Country Office will also be processed and transferred to the portal. 2. Verification: The SGS Executing Office in the country of supply liaises with the exporter to request the mandatory documents and complementary information about the goods, i.e. detailed products description, place where the goods are available for verification as well as a copy of the invoice related to the shipment. The SGS Executing Office will then coordinate with the supplier/exporter for carrying out the applicable interventions (inspection, sampling/testing). 3. Evaluation: Reports from the verification activities (Inspection Report, Test Report(s)) together with the mandatory supporting documents are submitted to SGS Certification Centre for review against the regulatory requirements in force. 4. Attestation: The successful review of the various reports and other supporting documents lead to the issuance of Certificate of Conformity to evidence the compliance of the shipment. If discrepancies are identified, feedback is given to the exporter as well as guidance for implementing the necessary corrections to achieve compliance.
ROUTES	<ul style="list-style-type: none"> • There are four routes to obtaining CoC.

	<ul style="list-style-type: none"> • Route A – for random, one-off shipments of goods; Consignment testing and inspection <p>There are special procedures for small scale traders and goods for projects.</p> <ul style="list-style-type: none"> • Route B (Registration) – for frequent exports of homogeneous products; annual product conformity assessment (registration) and consignment inspection; • Route C (Licensing) – for manufacturers and their authorised representatives; annual factory audit and testing of goods; • Route D – for consolidated consignments; physical inspection of goods.
DOCUMENTATION	<ul style="list-style-type: none"> • Documents required for CoC issuance. <ul style="list-style-type: none"> • Completed Request for Certification (RFC) • Copy of IDF if applicable • Manufacturer's/Seller's declaration of conformity • Test Reports • Inspection report • Pro-forma/final Invoice • Other documents: When applicable and/or relevant, the following documents may also be requested: <ul style="list-style-type: none"> • Quality management system certificates (e.g. ISO 9001). • Factory records on tests performed by the manufacturer. <p>Product's technical datasheets.</p>
CERTIFICATE	<ul style="list-style-type: none"> • A Certificate of Conformity (CoC) should be issued to evidence the compliance of the shipments. • The CoC is required for every shipment: • It Provides the Kenya Bureau of Standards and Customs with a proof that the goods being imported are in compliance with the relevant standards and technical regulations. • It's a mandatory document for goods clearance at the border. • For consignments delivered to Kenya without CoC, importers may be issued a penalty of 15% CIF and are required to issue a bond 15% of the CIF value. The costs of the test will be charged to the importer as well. It is the seller's responsibility to ensure that shipments to Kenya are effected only upon issuance of a Certificate of Conformity or confirmed certification decision <p>Otherwise KEBS is mandated to conduct destination inspection and may approve clearance of subject goods even without a CoC</p> <ul style="list-style-type: none"> • CoC is a virtual document available online for authorities during clearance of imports; trade receives copies of the document by e-mail; if required by the trade, a hard copy may be issued on security paper • For consolidated goods Certificate of Inspection will be issued instead, and final verification of goods will be conducted by KEBS at destination.

OTHERS	<p>Other documents: When applicable and/or relevant, the following documents may also be requested:</p> <ul style="list-style-type: none"> • Quality management system certificates (e.g. ISO 9001). • Factory records on tests performed by the manufacturer. • Product's technical datasheets.
REGIONS SGS OPERATE IN	<p>SGS is mandated to operate in the following regions:</p> <p>REGION 1</p> <ol style="list-style-type: none"> 1. United Kingdom 2. Ireland <p>REGION 2</p> <ol style="list-style-type: none"> 3. China Mainland 4. Hong Kong 5. Taiwan 6. Mongolia <p>REGION 3</p> <ol style="list-style-type: none"> 1. India 2. Pakistan 3. Sri Lanka 4. Nepal 5. Bangladesh 6. Afghanistan 7. Myanmar <p>REGION 4</p> <ol style="list-style-type: none"> 1. Japan 2. Korea South 3. North Korea 4. Indonesia 5. Malaysia 6. Philippines 7. Thailand 8. Singapore 9. Vietnam 10. Cambodia <p>REGION 5</p> <ol style="list-style-type: none"> 1. Australia 2. New Zealand 3. Papua New Guinea 4. Samoa 5. Polynesian Islands <p>REGION 6</p> <ol style="list-style-type: none"> 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 REGION 7 1. USA 2. Canada REGION 8 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 REGION 9 1. Czech Republic 2. Slovakia 3. Romania 4. Hungary 5. Bosnia-Herzegovina 6. Serbia and Montenegro 7. Bulgaria 8. Macedonia 9. Albania 10. Poland 11. Moldova REGION 10 1. Turkey 2. Greece 3. Cyprus 4. Spain 5. Portugal 6. Malta REGION 11 1. Italy 2. France 3. Switzerland 4. Belgium 5. Luxembourg 6. Liechtenstein 7. Germany 8. Austria 9. Netherlands REGION 12 1. Norway 2. Sweden 3. Finland 4. Iceland 5. Denmark
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REGION 13

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

REGION 14

United Arab Emirates

REGION 15

1. Algeria
2. Morocco
3. Western Sahara

REGION 16

1. Egypt
2. Tunisia
3. Libya
4. Sudan
5. Chad
6. Eritrea
7. Ethiopia
8. Djibouti

REGION 17

1. Mauritania
2. Senegal
3. Cape Verde
4. Guinea
5. Mali
6. Burkina Faso
7. Cote D'Ivoire
8. Ghana
9. Togo
10. Benin
11. Nigeria
12. Equatorial Guinea
13. Niger
14. Cameroon
15. Gambia
16. Liberia
17. Guinea Bissau
18. Sierra Leone

REGION 18

1. DRC
2. Congo Brazzaville
3. Angola
4. Gabon
5. Central Africa Republic

REGION 19:

1. Zambia

	2. Malawi 3. Mozambique 4. Madagascar 5. Seychelles 6. Namibia 7. Lesotho 8. S. Africa 9. Botswana 10. Zimbabwe 11. Namibia 12. Swaziland 13. Mauritius
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2. LISTING OF REGULATED PRODUCTS

2.1 SUBJECT TO PVOC

All the products imported into country are subject to PVoC except the following:

CATEGORY	CRITERIA OF EXEMPTION	REMARKS
Importers of products regulated by other government agencies.	Proof of quality certification by the regulator(s)/ Import permits etc.	<p>Concerned importers to submit Import permit or any other quality certification documentation to KRA for processing of customs entries/IDF.</p> <p>Please refer to the next table for a detailed list of products regulated by other government agencies</p>
Registered manufacturers importing raw materials, machinery and spares for own use	<ul style="list-style-type: none"> Applicant must demonstrate to KEBS quality track record for the raw materials and the final products as confirmed by KEBS Proof of transformation of raw material (s) into a completely different product (finished product) Proof of certification to a quality management system/ or professional practice. Manufacturers to provide to KEBS data on their customers complaints Proof that the final products are directly linked to the raw materials being imported 	<p>Concerned importers to fill the form in Microsoft excel format available on KEBS website (www.kebs.org) and submit the filled form in the same format (Microsoft excel format) via email to inspections@kebs.org together with the other required documents (the required documents are listed in the excel form under instructions).</p>
Diplomats and diplomatic missions	PRO 1B form	Completed PRO 1B to be submitted to KRA at the time of importation

CATEGORY	CRITERIA OF EXEMPTION	REMARKS
Registered assemblers importing CKDs for motor vehicle and motor cycle assembly/ Manufacturing Under Bond (MUB)	Proof of registration as assembler/ MUB	Concerned importers to fill the form in Microsoft excel format available on KEBS website (www.kebs.org) and submit the filled form in the same format (Microsoft excel format) via email to inspections@kebs.org together with the other required documents (the required documents are listed in the excel form under instructions).
Importers of courier parcels	Goods imported under KEBS/CIAC MoU	Goods to be subjected to destination inspection by KEBS
Importers of printed matter and copyrighted digital materials	Textbooks, periodicals, diaries, labels, Recorded digital media, magnetic media	KRA to administer. KEBS does not have quality standards for copyrighted materials
Importers of goods certified by KEBS under Diamond Mark Scheme	Valid Diamond Mark permit	Concerned importers to submit the importation documentation to KEBS for processing of Local CoC.
Importers of goods manufactured within East African Community (EAC)	Country of Origin must be an EAC member state	Import Entries for goods from EAC Partner states to be processed by KRA based on Country of supply
Importers of new vehicles	New vehicles must be imported directly from the manufacturer of the brands or the manufacturer's appointed agent	Clearance to be based on year of manufacture. Refer to the section of this table below table "inspection of vehicles, bulldozers, agricultural tractors excavators, graders and other offroad vehicles" below
Importers of used personal effects	Goods must be pre-owned before shipment	KRA to administer
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 UAE, JAPAN, UK AND SOUTH AFRICA to be subjected to destination inspection
General consumables (stores) imported by International carriers for inflight / ships services	Proof of existence as international carrier	Concerned importers to submit licenses to KRA for processing of their import entries
Re- imports	Submission of re-importation certificate (KRA)	Concerned importers to submit re - importation certificates to KRA at the time of importation.

INSPECTION OF VEHICLES, BULLDOZERS, AGRICULTURAL TRACTORS EXCAVATORS, GRADERS AND OTHER OFFROAD VEHICLES

TYPE OF VEHICLE	REQUIREMENT
New 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
New trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles	Exempted from the requirement to provide a certificate of conformity

TYPE OF VEHICLE	REQUIREMENT
Used trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from UK, Japan, UAE and South Africa	QISJ to undertake inspections
Used trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from countries where QISJ has not been contracted to provide inspection services	KEBS to conduct destination inspection
New road vehicles that have not been sourced from manufacturers or franchise holders coming from countries where QISJ has been contracted to operate	QISJ to undertake inspections
Used motor vehicle spare parts coming from UK, Japan, UAE and South Africa	QISJ to undertake inspections
Used Motor vehicle spare parts coming from countries where QISJ has not been contracted to provide inspection services	KEBS to conduct destination inspection

LIST OF REGULATORY AGENCIES AND THE PRODUCTS THEY LICENSE, WHICH ARE EXEMPTED FROM PVOC	
GOVERNMENT AGENCY	PRODUCTS AFFECTED AND HS CODES
KENYA PLANT HEALTH INSPECTORATE SERVICES	0601 - 0604: Live plants and planting materials 0701 - 0709: Edible vegetables and certain roots and tubers – (Fresh/chilled) 1211, 1213: Oil seeds and oleaginous fruits; miscellaneous grains, seeds and fruit; industrial or medicinal plants; straw and fodder 1401- 1404: Vegetable plaiting materials; vegetable products not elsewhere specified or included
CENTRAL FIREARMS BUREAU	Chapter 93: Arms and ammunition
DIRECTORATE OF VETERINARY SERVICES	0101 – 0106: Live animals 0201 - 0210: Fresh/chilled carcasses only 4101 – 4103: Raw hides and skins 0506: bones and horn-cores, 0511: Animal semen
FISHERIES DEPARTMENT	0301 – 0302: Fish Live, fresh or chilled 0306: Crustaceans, whether in shell or not, live, fresh, or chilled 0307: Molluscs, whether in shell or not, live, fresh or chilled 0308: Other aquatic invertebrates 0511.91 10: Fish eggs
MINING GEOLOGICAL DEPARTMENT	3601 – 3604: Explosives and pyrotechnic substances
PEST CONTROL PRODUCTS BOARD	3808: Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products
REPUBLIC OF KENYA PHARMACY AND POISONS BOARD	3001: Organs and glands 3002: Blood and related products 3003, 3004: Medicaments
THE COMMUNICATIONS AUTHORITY	8526: Radar apparatus, radio navigational aid apparatus, Radio remote control apparatus
KENYA CIVIL AVIATION AUTHORITY	8801 - 8805: Aircraft and associated parts
KENYA MARITIME AUTHORITY	Chapter 89 Ships, boats and floating structures

3. SPECIAL REQUIREMENTS	
SEALING OF FCL CONTAINERS REQUIRED	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Service providers may have to seal containers subject to risk assessment of supply chain From time to time, KEBS may direct providers to seal certain consignments. At this moment all full container loads from P.R.China and Dubai under route A are to be sealed. Also, all containers with used clothes and footwear have to be sealed.
ARE USED PRODUCTS SUBJECT TO THE PROGRAM?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
REQUIREMENTS TO ELECTRIC PLUGS	1. Appliances with cord must be supplied with plugs compliant to BS 1363. 2. Appliances with cord but with plugs not complying with BS 1363 can be provided with compliant to BS 1363-5 "Fused conversion plugs" 3. Exceptions are made to appliances operating under current above 13A.

PROHIBITED IMPORTS	
CHAPTER/ HEADINGS (HS CODES)	DESCRIPTION
0506.10.00	Ossein and bones treated with acid.
0506.90.00	Other bones and horn-cores, unworked, defatted, simply prepared but not cut to shape, degelatinised powder and waste thereof.
0507.10.20	Teeth, of hippopotamus, unworked or simply prepared but not cut to shape.
0507.10.10	Ivory, of elephant, unworked or simply prepared but not cut to shape.
0507.10.30	Horn, of rhinoceros, unworked or simply prepared but not cut to shape.
0507.10.40	Other ivory, unworked or simply prepared but not cut to shape.
0507.10.90	Ivory powder and waste.
0507.90.00	Tortoise shell, whalebone and whalebone hair, other horns, antlers, hooves, nails, claws and beaks, unworked or simply prepared but not cut to shape; powder and waste thereof.
0508.00.00	Coral and similar materials, unworked or simply prepared but not otherwise worked; shells of mollusks, crustaceans or echinoderms and cuttle-bone, unworked or simply prepared but not cut to shape, powder and waste thereof.
0509.00.00	Natural sponges of animal origin.
2844.50.00	Spent (irradiated) fuel elements (cartridges) of nuclear reactors.
7214.20.00	Twisted steel bars for reinforcement of concrete*
9601.10.00	Worked ivory and articles of ivory.
9601.90.00	Bone, tortoise-shell, horn, antlers, coral, mother-of- pearl and other animal carving material, and articles of these materials (including articles obtained by moulding).
9306.29.00	Parts of shotgun cartridges or air gun pellets.
9306.30.10	For sporting, hunting , or target shooting
9306.30.90	Other cartridges & parts thereof
9306.90.10	Bombs, grenades, torpedoes, mines, missiles & similar.....of war & parts thereof

9306.90.90	For sporting, hunting , or target shooting
9307.00.00	Swords, cutlasses, bayonets, lances and similar arms and parts thereof and scabbards and sheaths thereof.
7214.20.00	Only bars and rods of iron or non-alloy steel produced during the rolling process and twisted after rolling
OTHER	Cosmetics containing substances listed in KS 1474-2:2004 (Banned)

RESTRICTED IMPORTS	
CHAPTER/ HEADINGS (HS CODES)	DESCRIPTION
3601.00.00	Propellant powders.
3602.00.00	Prepared explosives, other than propellant powders.
3603.00.10	Safety fuses; detonating fuses.
3603.00.90	Other igniters and electric detonators, percussion or detonating caps.
3604.10.00	Fireworks.
3604.90.10	Very (light) flares and railway signals.
3604.90.20	Rain rockets, anti-hail rockets and cartridges; distress and life-saving rockets.
3604.90.90	Other pyrotechnic articles.
8401.10.00	Nuclear reactors.
8401.30.00	Fuel elements (cartridges), non-irradiated, for nuclear reactors.
8401.40.00	Parts of nuclear reactors.
8710.00.00	Tanks and other armoured fighting vehicles, motorised, whether or not fitted with weapons, and parts of such vehicles.
8906.10.00	Warships.
9301.00.00	Military weapons, other than revolvers, pistols & arms of heading no.: 93.07
9302.00.00	Revolvers and pistols, other than those of heading No. 93.03 or 93.04.
9303.10.00	Muzzle-loading firearms
9303.20.00	Other sporting, hunting or target-shooting shotguns, including combination shotgun-rifles.
9303.30.00	Other sporting, hunting or target-shooting rifles.
9303.90.00	Other firearms.
9304.00.00	Other arms (for example, spring, air or gas guns and pistols, truncheons), excluding those of heading No. 93.07.
9305.10.00	Parts of revolvers or pistols.
9305.21.00	Shotgun barrels.
9305.29.00	Other parts of shotguns or rifles.
9305.90.00	Other parts of firearms other than revolver, pistols, shot guns or rifles
9306.10.00	Cartridges for riveting or similar tools or for captive-bolt humane killers and parts thereof.
9306.21.00	Shotgun cartridges.
9306.29.00	Parts of shotgun cartridges or air gun pellets.
9306.30.10	For sporting , hunting, or target shooting
9306.30.90	Other cartridges & parts thereof

9306.90.10	Bombs, grenades, torpedoes, mines, missiles & similar.....of war & parts thereof
9306.90.90	For sporting , hunting, or target shooting
9307.00.00	Swords, cutlasses, bayonets, lances and similar arms and parts thereof and scabbards and sheaths thereof.
OTHER	Used Tyres (Banned, except for some importers holding valid licenses)
OTHER	Motor Vehicles aged over 8 years – Acc.to KS1515:2000 (p.2.5.)- Banned, except in some cases
OTHER	Motor Vehicles with Left Hand Drive (not accepted for registration, unless they are for special purposes) (see pp. 2.4)
OTHER	Cosmetics containing substances listed in KS 1474-3:2004
LABELLING REQUIREMENTS	<ul style="list-style-type: none"> • All labeling of packaging of imports shall include English and/or Swahili; • All imports with a limited shelf life shall have more than seventy five per cent (75%) shelf life for food items and 50% for non-food items from the date of expected landing in Kenya • Packaged goods (e.g. foodstuffs, pharmaceuticals, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production.

4. FEES

Route A

Ad Valorem fee of 0.600% of the FOB Value of the goods imported
 Minimum fee per shipment: USD 265 (two hundred sixty five US Dollars)
 Maximum fee per shipment: USD 2700

Route B

Ad Valorem fee of 0.550% of the FOB Value of the goods imported
 Minimum fee per shipment: USD 265 (two hundred sixty five US Dollars)
 Maximum fee per shipment: USD 2700

Route C

An Ad Valorem fee of 0.350% of the FOB Value of the goods imported
 Minimum fee per shipment: USD 265 (two hundred sixty five US Dollars)
 Maximum fee per shipment: USD 2700

Route D

An Ad Valorem fee of 0.750% of the FOB Value of the goods imported
 Minimum fee per shipment: USD 265 (two hundred sixty five US Dollars)
 Maximum fee per shipment: USD 2700

Coverage and conditions

The above fees cover the documentary verification and the physical inspection of goods, including the sealing of FCL container when applicable.

The above fees **do not include** the following activities:

- Re-inspection
- Sampling of bulk cargoes
- Testing
- Product Registration
- Manufacturer licensing

The above fees: quoted on a case by case basis

The fees are net of tax.

5. SGS CONTACT LIST: available at [SGS website](#)

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For importers and others countries, please contact our office in Kenya

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