



PEST CONTROL PRODUCTS BOARD

**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND
CO-OPERATIVES**

AGRICULTURE SECTOR

BIG FOUR ALIGNMENT: FOOD SECURITY

DEPARTMENT:
REGISTRATION

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BUSINESS PROCESS RE-ENGINEERING, 2021/2022

TITLE: SOP FOR PROCESSING OF IMPORT/EXPORT PERMITS

PREPARED BY:
HEAD OF DEPARTMENT

SIGN:.....

DATE:.....

APPROVED BY:
CHIEF EXECUTIVE OFFICER/
SECRETARY

SIGN:.....

DATE:.....

EFFECTIVE DATE:

DATE.....

1.0 Title:

SOP for processing of Import/Export permits

2.0 Purpose:

The purpose of this procedure is to ensure efficiency, timeliness and accountability in the processing of import/export permits.

3.0 Scope:

This applies to all imports and exports of pest control products.

4.0 References:

PCP Act and Regulation

Quality Management Systems-Requirements KS ISO 9001:2015

5.0 Terms (Definitions):

PCPB - Pest Control Products Board

PCP - Pest Control Product

6.0 Responsibilities:

- (i) Checking officers
- (ii) Accounts Officers
- (iii) Verification officers (Technical Officers)
- (iv) Inspection officer/Approving officer
- (v) Importer/ clearing & forwarding agents
- (vi) ICT Officers/ System administrators

7.0 Tools, Equipment/Materials

- (i) List of registered pest control products
- (ii) PCPB database
- (iii) Kenya Trade Net System
- (iv) Pro-forma invoice
- (v) Import Declaration Form

8.0 Procedure/Steps

- 8.1 The applicant shall submit the complete import/ export application online through the Kenya Trade Net System.

- 8.2 Checking officer shall verify the completeness of the applications and record in the import/export application register:
- 8.2.1 If complete, Data clerk shall forward the application to the accounts office
 - 8.2.2 If the applications are incomplete, they shall be rejected and the applicant advised accordingly.
- 8.3 Accounts Officer shall verify the payment and the registration status of the product
- 8.3.1 If correct, the application shall be forwarded to technical departments for further processing.
- 8.4 If incorrect, the Accounts Officer shall reject and advise the applicant accordingly through Kenya Trade Net System
- 8.5 The Verification Officer shall ensure the technical information is accurate through document examination and validation.
- 8.5.1 If satisfactory the application shall be forwarded to the designated Approving officer for authorization
 - 8.5.2 If the technical information is wrong, the applicant shall be informed accordingly.
- 8.6 Designated Approving Officer shall consider the application
- 8.6.1 If satisfied, Officer shall approve the permit
 - 8.6.2 If not approved, the applicant shall be informed accordingly.

NB: THE WHOLE PROCESS SHALL TAKE 2 WORKING DAYS WHERE ALL RELEVANT DOCUMENTS ARE PROVIDED

Exceptions to the Normal Flow

1. Customer provides wrong information
2. Customer does not attach the relevant documents
3. Applicant is not duly authorized to import/export the product
4. A product is not registered or has no trial permit
5. Product is sourced from unrecognized sources
6. A product whose registration has expired
7. Customer failure to make requisite payment.i.e premises, importation fee.

1.

PROCESS FLOW MAP: IMPORT/EXPORT PROCESSING

