

PEST CONTROL PRODUCTS BOARD

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

BIG FOUR ALIGNMENT: FOOD SECURITY

DEPARTMENT: REGISTRATION DOC. NO.: SOP PCPB/REG/05 ISSUE NO.:01

REV. NO.: 03

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/ | SIGN: |
| SECRETARY | |
| | 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

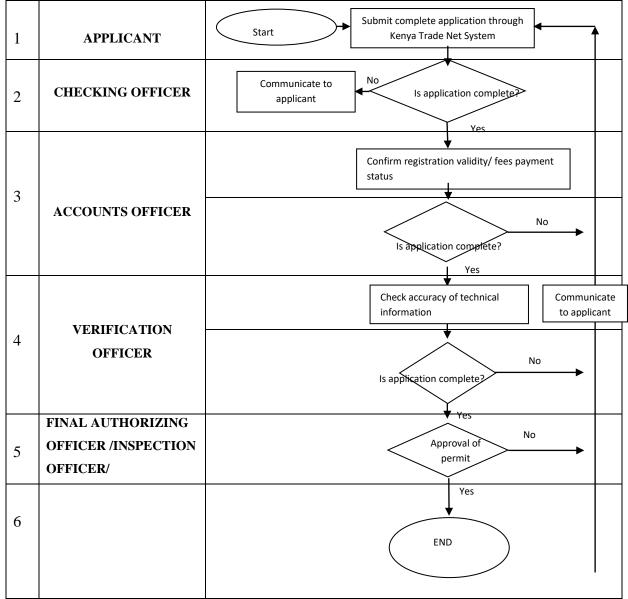
8.1 The applicant shall submit the complete import/ export application online through the Kenya Trade Net System.

- 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 advice 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.



PROCESS FLOW MAP: IMPORT/EXPORT PROCESSING