

DEPARTMENT: REGISTRATION



PEST CONTROL PRODUCTS BOARD

DEPARTMENT: REGISTRATION	DOC. NO.: SOP PCPB/REG/01	
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SECTION: REGISTRATION	TITLE: SOP FOR REGISTRATION OF CONVENTIONAL AND BIOCHEMICAL PEST CONTROL PRODUCTS	
PREPARED BY: HEAD OF DEPARTMENT	SIGN:..... DATE:.....	
APPROVED BY: CHIEF EXECUTIVE OFFICER/ SECRETARY	SIGN:..... DATE:.....	
EFFECTIVE DATE:	DATE.....	
ISSUED BY:	SIGN:..... DATE OF ISSUE:	

1.0 Title:

SOP for registration of Conventional and Biochemical Pest Control Products.

2.0 Purpose:

To ensure that pest control products registered for use in Kenya are safe, effective, of high quality and economic value.

3.0 Scope:

This procedure applies to Conventional and Biochemical Pest Control Products.

4.0 References:

- i. European Union Directives.
- ii. CODEX alimentarius
- iii. FAO Guidelines.
- iv. Pest Control Products Act (Cap 346, Laws of Kenya).
- v. Quality Management Systems-Requirements KS ISO 9001:2015

5.0 Terms (Definitions):

Accredited scientists/institution- means a person or an institution that has been officially recognized by the PCPB as having the capacity and competence to undertake biological efficacy trials.

Biochemical Pest Control Products - Pest Control Product containing chemicals derived from living things e.g. plants, microorganism and natural enemies

Convectional Pest Control Products -They are pesticides derived from synthetic chemicals

PCPB - Pest Control Products Board

PCP - Pest Control Product

FAO - Food and Agriculture Organization

6.0 Responsibilities:

The Head of Registration Department shall be responsible for the effective implementation of the procedure.

7.0 Tools, Equipment and materials

- (i) Product dossier
- (ii) Forms A
- (iii) Forms A3
- (iv) Efficacy trial report

8.0 Procedure

- 8.1 The applicant shall prepare and submit the application to PCPB Registration Department in accordance with regulations using Form A (for Conventional Pest Control Products) and Form A3 (for Biochemical Pest Control Products).
- 8.2 Registration Officers shall carry out completeness check and evaluation of the application
 - 8.2.1 If accepted, Registration Officers shall inform applicant to pay introductory fee through Payment Advise to PCPB Account section.
 - 8.2.2 If not accepted, the applicant will be informed of the deficiencies.
- 8.3 Registration Officers prepare an experimental permit for CEO's signature and then sent to the testing institution and copied to the applicant within one month from the date of submission.
- 8.4 The product samples shall be delivered by the applicant to PCPB and forwarded by PCPB Laboratory Analyst to the institutions accredited to carry out efficacy trials.
- 8.5 The accredited institution shall conduct trials and prepare a report of the trial/study and forward to PCPB.
- 8.6 The Registration and Technical Committee shall evaluate and make a recommendation.
 - 8.6.1 If recommended, the application shall be presented to the Board in the next Board meeting.
 - 8.6.2 If not recommended, the applicant will be informed accordingly within one month.
- 8.7 The Board shall consider the application and either approve or reject.
- 8.8 The CEO shall notify the Head of Registration Department of the decision of the Board within fourteen (14) working days.
 - 8.8.1 If approved, the ICT Officer is notified to update records and the accounts section is notified to receive payments.
 - 8.8.2 If not approved, the applicant will be informed accordingly within one month.
- 8.9 The Board shall issue a registration certificate within 45 working days from the date of approval upon payment of requisite fees.
- 8.10 The ICT Officer shall update the product details in the PCPB Database Management System and the List of Pest Control Products registered for use in Kenya upon payment of requisite registration fee.
- 8.11 The Registration Department informs the updates to the Regional offices

PROCESS FLOW CHART: REGISTRATION PROCEDURE

