



KENYA BUREAU OF STANDARDS

Pre-Export Verification of Conformity to Standards

Route A: Consignment Certification

Introduction

Under Route A, products to be shipped have to be both tested (see step 4 of the procedure) and physically inspected to demonstrate conformity to relevant standards, essential requirements or manufacturer's specification (see selection of standards- step 2)

This Route is opened to any trade party, shipments or products and certification process is as outlined below;

Step 1: Submission of Request for Certification (RFC) by the Exporter

The exporter shall complete and submit RFC form (available on the website) to the respective PVoC Partner's office (i.e. Intertek or SGS) together with the following documentations;

- i. Product data sheet and/ or Product description (to specify the product intended use) – *(Mandatory)*. Copy of product technical specification – from the manufacturer *(if available)*
- ii. Manual/ operating instructions *(where applicable)*
- iii. Production data (i.e. Batch size/ number, Name of manufacturer, Date of manufacture/ expiry, manufacturer's certificates – *where applicable*)
- iv. Proforma invoice and Import Declaration Form (IDF) – *(Mandatory)*
- v. QMS Certificates/ Conformity Marks/ Safety Marks/ National approvals *(if available)*
- vi. Road vehicle Log book *(Mandatory)* and maintenance records *(if available)*
- vii. Distributorship/ Dealership agreements- *if available* (only applicable to manufacturer authorized distributors Dealers).
- viii. Third party Test reports *(if available)*

NOTE:

Quality and completeness of the above mentioned documentation directly influences time and cost of processing of the order/ request.

Step 2: Review of RFC/ Documentation submitted by Exporter by the PVoC Partner.

The concerned PVoC Partner shall review the documentation for completeness (see step 1 above) and to;

- i. Establish the appropriate Kenya Standard and/ or international equivalent (Standard application priority to be applied)
- ii. Establish the essential requirements (Based on Health and safety hazards as per the Standard)
- iii. Establish product risk profile (for purposes of determining level of intervention)
- iv. Prepare inspection and testing instructions (See step 3 and 4)



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And respond to the exporter's request giving details specified below within 48 hours;

- a) Missing documents (*if any*)
- b) Essential requirements (*as per the identified standard*) and the level of intervention (*i.e. where testing must be done, the exporter shall be informed*)
- c) Proposed inspection date and schedule for the exporter's confirmation.

(NOTE: Inspection shall be scheduled for a date not later than 3 days from receipt of the missing documents specified in the PVoC Partner's communication to the exporter after reviewing RFC. However if the RFC was accompanied with all the valid documents specified in Step 1, the inspection shall be scheduled for a date not later than 5 days from receipt of RFC unless the exporter prefers a later date)

- d) Any other PVoC related requirements.

Step 3: Consignment Inspection by the Appointed Inspector

The inspection shall be carried out as per the instruction prepared in Step 2 (iv). The inspection shall focus on marking, packing, product shelf life (where applicable) and visual product conformity for reconciliation with the test report. Assessment of product functionalities is critical more so where testing is not feasible (see Step 4).

Samples shall be drawn and respective packages from which samples drawn marked appropriately by the inspector (as per Step 2- iv) for testing as explained in step 4 below. Upon completion of the inspection, the inspector shall prepare report detailing findings and remarks (recommendation). A copy of the report shall be submitted to the exporter immediately thereafter. Any discrepancy noted during inspection shall be brought immediately to the attention of the exporter through a discrepancy report.

NOTE:

Conformity assessment process is not yet complete upon completion of physical inspection of goods. Final decision on conformity of the inspected goods will be undertaken by the concerned PVoC Partner after evaluation of the inspection report, test reports (where applicable) and other relevant quality documentations.

Step 4: Consignment Testing

Testing shall be confined to essential requirements or parameters of the applicable standard only. Testing shall only be performed on samples drawn by the concerned PVoC Partner in any of the following laboratories;

- i. Any PVoC Partner laboratory (i.e. Intertek or SGS)
- ii. An independent laboratory accredited to ISO/IEC 17025 worldwide.
- iii. Any laboratory not accredited to ISO/IEC 17025 or the manufacturer's laboratory under witnessing by PVoC Partner. (This option is only open in instances where the first two labs cannot be found within the locality)



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Witness testing shall be performed by qualified personnel familiar with the product and test methods. The PVoC Partner shall witness testing only in laboratories meeting requirements specified in ISO 9001:2000.

Where testing is not economically viable/ feasible due to multi- line items, low value- consignments, dis- assembled machinery etc, evaluation of the following documents may be carried out in lieu of testing;

- i. Manufacturer's own test report
- ii. Safety marks/ conformity marks/ National approvals (e.g. CE mark, type approval reports etc)
- iii. Relevant Quality Management System Certificates

Step 5: Issuance of the Final Certification Documentation (Certification Decision) by the PVoC Partner

Upon receipt of the inspection report (step 3) and test report/ documentary evaluation report (step 4), the PVoC Partner shall take a certification decision and issue certificate (i.e. Certificate of Conformity or Non Conformity Report) within 3 working days of receipt of the reports and the final invoice.

NOTE:

- 1) *Where testing has to be carried out, the final decision on conformity of goods will be taken no earlier than completion of testing.*
- 2) *Exporter may contact the concerned PVoC Partner in order to obtain Certificate of Conformity (CoC) or to know certification decision prior to shipment.*