

## **Route B: Product Registration and Certification of Shipments**

### **Introduction**

Route B offers a fast track certification process for goods with reasonable and consistent levels of quality through registration of such products by the PVoC Partner. Product registration is recommended to Exporters having frequent shipments of homogenous products.

The registration is valid for a period of one year. Shipments of registered products are exempted from mandatory testing and certification may be based on physical inspection only. However, random testing of registered product is still required to ensure product conformity throughout the registration period. The following products are however not eligible for registration under Route B (*i.e. are subject to certification under Route A only*);

- I. Sugar
- II. Cereals and pulses such as Rice, wheat, beans, Maize etc
- III. Fertilizer
- IV. Animal and Fishery products (fresh and frozen- not further processed)
- V. Dairy products
- VI. Fresh horticultural produce
- VII. Used or second hand goods.

### **A.) Product Registration Process**

#### **Step 1: Submission of Registration Application Form to PVoC Partner by the Exporter**

Exporters (*i.e. Trader or Manufacturer*) seeking registration of their products under the PVoC programme may fill and submit to the PVoC Partner Registration Application form (available on the website) 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. 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. Distributorship/ Dealership agreements- if available (only applicable to manufacturer authorized distributors/ dealers).
- VII. Third party Test reports (if available)
- VIII.

***NOTE: Traders dealing in branded goods shall provide evidence of their relationship with the Original Equipment Manufacturer (OEM)***

#### **Step 2: Review of Registration Application by the PVoC Partner**

PVoC Partner shall review the submitted documentations to;

- i. Establish product compliance to Kenya Standard and/ or international equivalent.
- ii. Establish the exporter's ability to consistently supply quality goods.

The concerned PVoC Partner shall communicate the review outcome to the exporter within 4 working days of receipt of the application. On successful review by the concerned PVoC Partner, the exporter shall be issued with the **Statement of Registration** detailing the products registered, validity period and other registration conditions upon payment of the applicable fees.

### ***B) Registered Products Shipment Certification Process***

Shipments of registered products still require Certificate of Conformity in order to be permitted into Kenya. However the certification process is faster due to the above registration. Below is the procedure for certification:

#### **Step 1: Submission of Request for Certification (RFC)**

The exporter shall fill and submit a RFC (available on the website) to the concerned PVoC Partner along with the following documentations;

- i. Valid **Statement of Registration** containing goods to be shipped.
- ii. Proforma invoice and Import Declaration form (IDF)

The concerned PVoC Partner shall review the documentations with a view to establishing the validity of the Statement of Registration and schedule inspection for a date not later than 3 days from the date of receipt of the RFC unless the exporter/ supplier prefers a later date.

#### **Step 2: Consignment/ Shipment Inspection by PVoC Partner Appointed Inspector**

The inspector shall conduct inspection as per the guidelines and instructions issued by the PVoC Partner. The inspection shall focus on marking, packaging, product shelf life (where applicable), conformity to packing list/ invoice and visual product conformity.

Samples may be drawn and respective packages from which samples drawn marked appropriately by the inspector as and when advised by PVoC Partner for testing.

***NOTE: PVoC Partner shall inform the exporter when the products are to be sampled for testing. However, the conformity decision for the shipment sampled may not be pegged on the test report obtained thereafter. Such test reports may be useful in making conformity decision for subsequent shipments.***

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.

#### **Step 3: Consignment/ Shipment 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
- 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)

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.

#### **Step 4: Issuance of the Final Certification Documentation (Certification Decision) by the PVoC Partner**

Upon receipt of the inspection report (step 2), 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: Exporter may contact the concerned PVoC Partner in order to obtain Certificate of Conformity (CoC) or to know certification decision prior to shipment.***