KENYA BUREAU OF STANDARDS INTERIM
GUIDELINES FOR VERIFICATION FOR QUALITY OF IMPORTS

1.0 INTRODUCTION

1.1 Background

Following the expiry of the PSI contract on 30th June 2005, Kenya Bureau of Standards (KEBS) has taken over the full responsibility of ensuring that all goods coming to Kenya meet our standards. KEBS then put in place interim import procedures with respect to quality inspection whereby consignments are required to demonstrate that they comply to Kenyan standards or any other standard defined by KEBS. This information was communicated to all importers through public adverts through the local dailies.

Given the wide range of products (goods), applicable standards and the large number of laboratories accredited to ISO/IEC 17025, many importers sought clarification with KEBS enquiry centre. The enquiry centre has for the last three weeks been busy attending to importers queries. This situation was envisaged having realised that it was not possible to have everyone understand all the necessary importation details for specific products instantly and it was not possible to release such information in the general advert released. The enquiries have enabled us so far to understand the concerns and hence address specific pertinent issues such as those concerning raw materials, pharmaceuticals, spare parts etc. and also handle general questions relating to certificate format and contents, lists of accredited laboratories, to mention but a few.

It is worth noting on the onset that the measures and procedures in place now are interim. In the meantime, KEBS is in the process of establishing more comprehensive, elaborate and customer friendly procedures, which we hope, to switch to in two-three months time.

1.2 Objective

The primary objective of these interim guidelines on quality requirements is to clarify and/or communicate the necessary specific detail requirements needed by the importers or their agents to import the desired products and have them cleared through the ports of entry without difficulties.
2.0 RESPONSIBILITY

2.1 Exporters: Ensure their products or goods meet the regulations and quality requirements of Kenya before shipment by carrying out tests and/or obtaining the necessary certification as mentioned.

2.2 Importers: Ensure their suppliers are conversant with import quality requirements and that their consignments are accompanied with the necessary certification.

2.3 Joint Responsibility: The responsibility is on the above two groups to provide evidence that their goods meet the required quality standards. KEBS will verify the information given to determine whether the goods comply and hence can be allowed into the country.

2.4 KEBS: Will ensure that only quality goods gain entry into the country as provided for in the Standards Act Cap 496 and the Quality Imports Order No. 78 of July, 2005, thereby offering the necessary protection to Kenyans and the environment.

3.0 DEFINITIONS

3.1 Raw Materials

Goods or materials not for direct consumption but require further processing into another product.

3.2 Semi-Processed (Intermediate) Product

A product that can be used in its current form or may be further processed into a final product.

3.3 Certificate of Compliance

A document issued by an accredited laboratory that indicates a product conforms to a certain standard based on laboratory tests.

3.4 Type Approval

A detailed document prepared by a competent technical body that establishes reports of performance and physical characteristics and features of a certain brand, make or model of a product after intensive testing.

3.5 Accredited Laboratory
A test laboratory that has been assessed and acknowledged to meet the requirements of ISO/IEC 17025 Standard.

3.6 Test Report

A document from a laboratory that reports the results of analysis of a product.

3.7 Test Certificate

A document issued by a laboratory that indicates a product has been tested and found to meet the requirements of a certain standard.

3.8 Data Sheet

A document in sheet form that indicates the quality characteristics and performance level of a product as set out by the manufacturer of the product.

3.9 Machine

A combination of rigid or resistant bodies having definite motions and capable of performing specific tasks.

3.10 Machinery

A group of parts or machine arranged to perform a useful function.

3.11 Plant

Heavy equipment used for the performance of a certain work industrial in nature.

3.12 Non Conformity Certificate (NCC)

A test report that indicates failure by a product to meet some requirement(s) of a standard.

3.13 Document of Conformity

Test report or certificate, certificate of conformity, type approval, analysis report, data sheet.
All the other terms are as defined in ISO 17000.

4.0 GENERAL REQUIREMENTS

Mode of Submission - Copies of test reports/certificates, certificates of compliance, type approvals, analysis report shall be submitted to Kenya Bureau of Standards using any of the following means:

- Email to kebs-msa@swiftmombasa.com or info@kebs.org or pvoc@kebs.org
- By fax to (020)609660, (020)604031 or (041)2229448, (041)2226804.
- By courier service to KEBS Headquarters, off Mombasa Road, Nairobi, or KEBS – Coast Regional office Ambalal House (8th floor Southern Wing) or handed in at KEBS Headquarters or KEBS –Coast Regional office.

Importers are advised to submit copies of their type approval well in advance of the consignment(s) for technical evaluation.

Early submission of Certificate of Compliance, test reports/certificates and analysis reports will facilitate faster clearance of the imported consignments.

Original Certificate of Compliance, test reports/certificates, analysis reports and type approvals shall be submitted at the point of entry for clearance purpose.

5.0 REQUIREMENTS FOR DOCUMENTS

All the documents shall be written in English.

5.1 Test reports/certificates shall bear the following information and features:

- Name of testing laboratory
- Be duly signed
- Be sealed or stamped
• Carry contact information of the issuing authority
• Be in the line with requirements of ISO/IEC 17025
• A unique number/code
• Name of the recipient or customer
• Standards applied or used

5.2 Product type approvals shall bear the following information and features:

• Name of issuing organization
• Be duly signed
• Be sealed
• Contact information of the issuing authority
• Indicate standards used
• Name and description of the product

5.3 Certificate of compliance shall carry the information outlined in 5.1

5.4 Manufacturer’s certificate of analysis reports shall:

• Bear name of manufacturer
• Bear contact information of manufacturer
• Be duly signed
• Be dated
• Indicate the company standards used
• Name and description of product analysed

5.5 Manufacturer’s data sheets shall bear the following information:

• Manufacturer’s name
• Manufacturer’s contact information
• Parameters and performance levels
• Signature, and
• Date of issue

5.6 Manufacturer’s declarations shall:
• Bear the manufacturer’s name or trademark
• Name and description of product
• Statement regarding quality of product
• Be signed, and
• Be dated

6.0 GENERAL GUIDELINES

6.1 ISO 9000 Certified Firms

Although ISO 9000 certification is an added advantage, ISO 9000 certified firms should be required to submit relevant Certificate of Compliance, Type approvals, Test reports/Certificates, and analysis reports for the purpose of clearance of goods.

6.2 Product Certification

Quality marks obtained through product certification by organizations with mutual recognition agreements with KEBS shall be considered for clearance purposes by KEBS.

6.3 Motor Vehicles

All motor vehicles imported into the country shall be Right Hand Drive (RHD).

All used motor vehicles originating from Japan and UAE shall be accompanied by a Certificate of Roadworthiness (CRW) issued by JAAI in Japan and JAAI/CAAC in UAE.
All other used motor vehicles will be subject to Destination Inspection (DI).

7.0 KEBS RIGHTS TO VERIFY GOODS

KEBS reserves the right to verify imported goods at the points of entry into the country. The verification may be done for surveillance purpose to ensure quality is maintained at all times.

8.0 VERIFICATION OF GOODS WITHOUT DOCUMENTS OF CONFORMITY

Goods arriving at an import entry point without relevant document(s) of conformity shall:

- Be detained for destination inspection at the entry point.
- Only be released after confirmation of conformity to relevant Standards.
- A penalty of 15% of its CIF value paid in full to KEBS.

9.0 RESHIPMENT OF GOODS

- Goods arriving with Non Conformity Certificates shall be denied entry into the country and reshipped back to the country of origin at the importers’ expense.
- Goods inspected at the point of entry found not to comply with all the requirements of relevant Kenya Standards shall be immediately shipped to the country of origin, at the importers’ expense.