

| GUIDELINES FOR THE TRADE | | | |
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| KENYA Pre-shipment Verification of Conformity to Kenya Standards | | | |
| This data sheet has been prepared specifically in respect of exports to Kenya | | | |
| Date issued: 02/13/2018 | Last modification 01/31/2022 | | |
| 1. PRODUCT CONFORMITY ASSES | SMENT | | |
| PROGRAM NAME | Pre-Export Verification to Conformity (PVoC) | | |
| PROGRAM MANDATED BY | Kenya Bureau of Standards (KEBS) | | |
| IMPLEMENTATION DATE | 02/19/2018 (fifth consecutive mandate for SGS) | | |
| PROGRAM OBJECTIVES | Verification of conformity to Kenyan Standards or other approved standards and technical regulations Ensure conformity of imported products (See below regulated products) <u>https://www.kebs.org/?opt=qai&view=new_pvoc_requirments</u> to the applicable technical regulation and standards All imported products subject to the program must be accompanied by a Certificate of Conformity (CoC) issued by SGS or other authorized KEBS PVoC Partner | | |
| VERIFICATION PROCESS | Request: Importers or exporters submit a request for a CoC together with the initial set of supporting documents using the GIS Customer Portal https://exporter-portal.sgs.com/. This action automatically registers the application. Requests sent directly to the SGS Liaison Office in Kenya, or the SGS Country Office, will also be processed and transferred to the portal Verification: The SGS Executing Office in the country of supply liaises with the exporter to request the mandatory documents and complementary information about the goods, i.e. detailed product descriptions, place where the goods are available for verification, as well as a copy of the invoice related to the shipment. The SGS Executing Office will then coordinate with the supplier/exporter to carry out the applicable interventions (inspection, sampling/testing) Evaluation: Reports from the verification activities (Inspection Report, Test Report(s)) together with the various reports and other supporting documents are submitted to the SGS Certification Center for review against the regulatory requirements in force Attestation: The successful review of the various reports and other supporting documents will lead to the issue of a Certificate of Conformity to evidence the compliance of the shipment. If discrepancies are identified, feedback is given to the exporter as well as guidance for implementing the necessary corrections to achieve compliance | | |



| ROUTES | There are three (3) certification routes to obtaining a CoC: Route A – for random, one-off shipments of goods. Consignment testing and inspection and FCL container sealing for used clothes and used footwear There are special procedures for small scale traders and goods for projects: Route B (Registration valid for 1 year) – for frequent exports of homogeneous products. Annual product conformity assessment (registration) and 30% consignment inspection and test report by manufacturer traceable to the inspected batches to be shipped Route C (Licensing valid for 3 years) – for manufacturer traceable to the inspect by the shipped |
|-----------------------|---|
| RECOGNIZED LABORATORY | PVoC service providers laboratory, including SGS labs Laboratory accredited to ISO/IEC 17025 Government owned laboratory |
| DOCUMENTATION | Documents required for CoC issuance: Completed Request for Certification (RFC) Copy of IDF if available and UCR-mandatory Manufacturer/Seller declaration of conformity Test reports issued by a recognized laboratory Inspection report Pro-forma/final invoice Valid statement of Registration for Route B Valid statement of License for Route C Other documents: When applicable and/or relevant, the following documents may also be requested: Quality management system certificates (e.g. ISO 9001) Factory records on tests performed by the manufacturer in case of monitoring under routes B and C Product technical datasheets |
| CERTIFICATE | A Certificate of Conformity (CoC) should be issued to evidence the compliance of shipments The CoC is required for every shipment It provides the Kenya Bureau of Standards and Customs with proof that the goods being imported are in compliance with the relevant standards and technical regulations It is a mandatory document for goods clearance at the border For consignments delivered to Kenya without a CoC, importers may be issued a penalty of 5% CIF and are required to issue a bond for 5% of the CIF value. The costs of the test will be charged to the importer as well. It is the seller's responsibility to ensure that shipments to Kenya are effected only upon issue of a Certificate of Conformity, or a confirmed certification decision Otherwise KEBS is mandated to conduct destination inspection and may approve clearance of subject goods even without a CoC. A CoC is a virtual document available online for authorities during clearance of imports; trade receives copies of the document by email. If required by the trade, a hard copy may be issued on security paper |
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| OTHERS | Other documents: When applicable and/or relevant, the following documents may also be requested: • Quality management system certificates (e.g. ISO 9001) • Factory records on tests performed by the manufacturer • Product technical datasheets. • Test reports from a recognized laboratory SGS is mandated to operate in the following regions: | |
|------------------------|--|--|
| | REGION 1REGION 2REGION 3• United Kingdom• China mainland• India• Ireland• Hong Kong• Taiwan• Mongolia• Nepal• Mongolia• Afghanistan• Myanmar | |
| REGIONS SGS OPERATE IN | REGION 4: Japan (Korea (North and South)REGION 5 (Australia) (Papua New Guinea (Singapore)REGION 6 (Malaysia) (Singapore)1 Thailand (Singapore)Samoa (Polynesian) IslandsNicaragua (Costa Rica) (Panama) (Colombia) (Singapore)2 Vietnam (Cambodia)Polynesian (Singapore)Nicaragua (Costa Rica) (Panama) (Colombia) (Paraguay) (Colombia) (Paraguay) (Colombia) (Paraguay) (Uruguay) (Argentina) (Ciba) <br< td=""></br<> | |
| | REGION 7REGION 8REGION 9• USA• Latvia• Czech Republ• Canada• Estonia• Slovakia• Lithuania• Romania• Belarus• Hungary• Ukraine• Bosnia-• Georgia• Armenia• Azerbaijan• Serbia and Montenegro• Uzbekistan• Macedonia• Kazakhstan• Albania• Kazakhstan• Moldova• Russia• Moldova | |



| | REGION 10 • Turkey • Greece • Cyprus • Spain • Portugal • Malta | REGION 11 • Italy • France • Switzerland • Belgium • Luxembourg • Liechtenstein • Germany • Austria • Netherlands | REGION 12 • Norway • Sweden • Finland • Iceland • Denmark |
|---|--|---|---|
| | REGION 13 Iran Iraq Saudi Arabia Oman Jordan Syria Lebanon Israel Yemen Bahrain Qatar Kuwait | REGION 14 • United Arab Emirates | REGION 15 Algeria Morocco Western Sahara |
| | REGION 16 • Egypt • Tunisia • Libya • Sudan • Chad • Eritrea • Ethiopia • Djibouti | REGION 17 Mauritania Senegal Cape Verde Guinea Mali Burkina Faso Cote D'Ivoire Ghana Togo Benin Nigeria Equatorial Guinea Niger Cameroon Gambia Liberia Guinea Bissau Sierra Leone | REGION 18 DRC Congo Brazzaville Angola Gabon Central Africa Republic |
| | REGION 19: • Zambia • Malawi • Mozambique • Madagascar • Seychelles • Namibia • Lesotho • S. Africa • Botswana • Zimbabwe • Namibia • Swaziland • Mauritius | | |
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2. LISTING OF REGULATED PRODUCTS

2.1 According to latest update by KEBS (www.kebs.org), all products imported into the country are subject to PVoC except the following:

| CATEGORY | CRITERIA OF EXEMPTION | REMARKS |
|---|--|---|
| Importers of products regulated by other government agencies | Proof of quality certification by the regulator(s)/import permits, etc. | Concerned importers to submit an import permit, or any other quality certification documentation, to the KRA for processing of customs entries/IDF <i>Please refer to the next table for a</i> <i>detailed list of products regulated by</i> <i>other government agencies</i> |
| Registered manufacturers importing raw materials, machinery and spares for own use | Applicant must demonstrate to KEBS a quality track record for the raw materials and the final products, as confirmed by KEBS Proof of transformation of raw material(s) into a completely different (finished) product Proof of certification to a quality management system/or professional practice Manufacturers to provide KEBS with data on their customer complaints Proof that the final products are directly linked to the raw materials being imported | Concerned importers to complete the form in Microsoft Excel, available on the KEBS website (<u>www.kebs.org</u>), and submit the completed form in the same format (Microsoft Excel) via email to <u>inspections@kebs.org</u> together with all other required documents (the required documents are listed in the Excel form under 'instructions') |
| Diplomats and diplomatic missions | Forms PRO 1A and PRO 1B | Completed forms PRO 1A and IB to be submitted to the KRA at the time of importation |
| Registered assemblers importing CKDs for motor vehicle and motorcycle assembly or Manufacturing Under Bond (MUB) | Proof of registration as an assembler/MUB | Concerned importers should complete the form in Microsoft Excel, available on KEBS website (<u>www.kebs.org</u>), and submit the completed form in the same format (Microsoft Excel) via email to <u>inspections@kebs.org</u> together with all other required documents (the required documents are listed in the Excel form under 'instructions') |
| Importers of courier parcels valued up to a maximum of KES 500,000 | Goods imported under the KEBS/CIAK MoU | Goods to be subjected to destination inspection by the KEBS |
| Importers of printed matter and copyrighted digital materials | Textbooks, periodicals, diaries, labels, recorded digital media, magnetic media | KRA to administer. The KEBS does not have quality standards for copyrighted materials |
| Importers of goods certified by KEBS under the Diamond Mark Scheme | Valid Diamond Mark permit | Concerned importers to submit the importation documentation to the KEBS for processing of the Local CoC |

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| Importers of goods manufactured within East African Community (EAC) | Country of origin must be an EAC member state | Import entries for goods from EAC partner states to be processed by the KRA based on the country of supply |
|--|--|--|
| Importers of new vehicles | New vehicles must be imported directly from the manufacturer of the brand, or by the manufacturer's appointed agent | Clearance to be based on year of manufacture Refer to the "inspection of vehicles, bulldozers, agricultural tractors excavators, graders and other off-road vehicles" section of this table below |
| Importers of used personal effects | Goods must be pre-owned before shipment | The KRA to administer |
| Importers of vehicles from countries where the KEBS does not have a motor vehicle inspection arrangement | Country of exportation must be a country where the KEBS does not have a motor vehicle inspection arrangement | Vehicles from countries other than the UAE, Japan, the UK and South Africa to be subject to destination inspection |
| General consumables (stores) imported by international carriers for inflight/ship services | Proof of existence as an international carrier | Concerned importers to submit licenses to the KRA for processing of their import entries |
| Re-imports | Submission of re-importation certificate (KRA) | Concerned importers to submit re- importation certificates to the KRA at the time of importation |
| Emergency spare parts for non- manufacturers following breakdown | Type approval/certificate of conformity/warranty from manufacturer | Local inspection at 20% of customs value |
| Importers of temporary goods | Submission of a bond executed in favor of the KRA | Concerned importers to submit an executed bond in favor of the KRSA at the time of importation |

INSPECTION OF VEHICLES, BULLDOZERS, AGRICULTURAL TRACTORS EXCAVATORS, GRADERS AND OTHER OFF-ROAD VEHICLES

| TYPE OF VEHICLE | REQUIREMENT |
|---|--|
| New road vehicles that are imported directly from the manufacturer of the brand or by the manufacturer's appointed agent | Exempted from the requirement to provide a CoC |
| New trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles | Exempted from the requirement to provide a CoC |
| Used trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from the UK, Japan, UAE and South Africa | QISJ to undertake inspections |
| Used trailers, bulldozers, agricultural tractors, excavators, graders and other off-road vehicles coming from countries where QISJ has not been contracted to provide inspection services | KEBS to conduct destination inspection |
| New road vehicles that have not been sourced from manufacturers or franchise holders coming from countries where QISJ has been contracted to operate | QISJ to undertake inspections |
| Used motor vehicle spare parts coming from the UK, Japan, UAE and South Africa | QISJ to undertake inspections |
| Used motor vehicle spare parts coming from countries where QISJ has not been contracted to provide inspection services | KEBS to conduct destination inspection |
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LIST OF REGULATORY AGENCIES AND THE PRODUCTS THEY LICENSE, WHICH ARE SUBJECT TO PVOC

| GOVERNMENT AGENCY | PRODUCTS AFFECTED AND HS CODES |
|---|--|
| Communications Authority of Kenya | 8526-Rada, radio navigational aid and radio remote control apparatus |
| Kenya Plant Health Inspectorate Services – KEPHIS | 0701-0709: Edible vegetables and certain roots and tubes 1211-1213: Oilseeds & Oleaginous fruits, miscellaneous grains, seeds, industrial or medicinal plants, straw and fodder Seeds for sowing under any chapter |
| Directorate of Veterinary Services | 0201-0210: Fresh/chilled carcasses only 0506: Bones and horn-cores 4101-4103: Raw hides and skins 0407.11-0407.19: Hatching eggs for chicken etc. |
| Fisheries Department | 0301-0302: Fresh or chilled 0306: Crustaceans, whether in shell or not, fresh, or chilled 0307: Mollusks, whether in shell or not, fresh or chilled 0308: Other aquatic invertebrates |
| Pharmacy and Poisons Board | 3003, 3004: Medicaments 3006.60.00: Chemical contraceptive preparations based on hormones |
| Kenya Maritime Authority | Ships, boats and floating structures spares |
| Radiation Protection Board | 2844-2845: Radioactive chemical elements and radioactive isotopes |
| Kenya Civil Aviation Authority | Balloons and dirigibles; girders, hang gliders and other non- powered aircraft and parts thereof |
| Mines and Geological Department | 3601-3604: Explosives and pyrotechnic substances |
| Pest Control Products Board | 3808: Insecticides, rodenticides, fungicides, herbicides, anti- sprouting products |
| Veterinary Medicines Directorate | Animal Medicaments (excluding of heading 3002, 3005 or 3006) consisting of two or more constituents which have been mixed together for therapeutic or prophylactic uses, not put up in measured doses or in forms or packaging for retail |

| 3. SPECIAL REQUIREMENTS | |
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| Sealing of FCL Containers Required | ☑ YES ☐ NO Seal Full Container Loads for consignments of used clothes and used footwear, LCL to be sealed by the KGCHA |
| Are the products used subject to the program? | |



| Requirements for Electric Plugs | Appliances with a cord must be supplied with a plug compliant to BS 1363 Appliances with a cord but with a plug not complying with BS 1363 can be provided with compliant to BS 1363-5 "Fused conversion plugs" Exceptions are made to appliances operating under current above 13A |
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PROHIBITED IMPORTS

| CHAPTER/HEADINGS (HS CODES) | DESCRIPTION |
|-----------------------------|--|
| 0506.10.00 | Ossein and bones treated with acid |
| 0506.90.00 | Other bones and horn-cores, unworked, defatted, simply prepared but not cut to shape, degelatinized powder and waste thereof |
| 0507.10.20 | Teeth, of hippopotamus, unworked or simply prepared but not cut to shape |
| 0507.10.10 | Ivory, of elephant, unworked or simply prepared but not cut to shape |
| 0507.10.30 | Horn, of rhinoceros, unworked or simply prepared but not cut to shape |
| 0507.10.40 | Other ivory, unworked or simply prepared but not cut to shape |
| 0507.10.90 | Ivory powder and waste |
| 0507.90.00 | Tortoise shell, whalebone and whalebone hair, other horns, antlers, hooves, nails, claws and beaks, unworked or simply prepared but not cut to shape; powder and waste thereof |
| 0508.00.00 | Coral and similar materials, unworked or simply prepared but not otherwise worked; shells of mollusks, crustaceans or echinoderms and cuttle-bone, unworked or simply prepared but not cut to shape, powder and waste thereof |
| 0509.00.00 | Natural sponges of animal origin |
| 2844.50.00 | Spent (irradiated) fuel elements (cartridges) of nuclear reactors |
| 7214.20.00 | Twisted steel bars for reinforcement of concrete* |
| 9601.10.00 | Worked ivory and articles of ivory |
| 9601.90.00 | Bone, tortoiseshell, horn, antlers, coral, mother-of-pearl and other animal carving material, and articles of these materials (including articles obtained by molding) |
| 9306.29.00 | Parts of shotgun cartridges or air gun pellets |
| 9306.30.10 | For sporting, hunting, or target shooting |

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| 9306.30.90 | | Other cartridges and parts thereof |
|--|--|--|
| 9306.90.10 | | Bombs, grenades, torpedoes, mines, missiles and similarof war and parts thereof |
| 9306.90.90 | | For sporting, hunting, or target shooting |
| 9307.00.00 | | Swords, cutlasses, bayonets, lances and similar arms and parts thereof, and scabbards and sheaths thereof |
| 7214.20.00 | | Only bars and rods of iron or non-alloy steel produced during the rolling process and twisted after rolling |
| OTHER | | Cosmetics containing substances listed in KS 1474-2:2004 (Banned) |
| | | Indian Hemp and related products |
| RESTRICTED IMPORTS | | |
| CHAPTER/HEADINGS (HS CODES) | | DESCRIPTION |
| 3601.00.00 | | Propellant powders |
| 3602.00.00 | | Prepared explosives, other than propellant powders |
| 3603.00.10 | | Safety fuses; detonating fuses |
| 3603.00.90 | | Other igniters and electric detonators, percussion or detonating caps |
| 3604.10.00 | | Fireworks |
| 3604.90.10 | | Very (light) flares and railway signals |
| 3604.90.20 | | Rain rockets, anti-hail rockets and cartridges; distress and life-saving rockets |
| 3604.90.90 | | Other pyrotechnic articles |
| 8401.10.00 | | Nuclear reactors |
| 8401.30.00 | | Fuel elements (cartridges), non-irradiated, for nuclear reactors |
| 8401.40.00 | | Parts of nuclear reactors |
| 8710.00.00 | | Tanks and other armored fighting vehicles, motorized, whether or not fitted with weapons, and parts of such vehicles |
| 8906.10.00 | | Warships |
| 9301.00.00 | | Military weapons, other than revolvers, pistols and arms of heading no. 93.07 |
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| 9302.00.00 | Revolvers and pistols, other than those of heading No. 93.03 or 93.04 |
|------------|---|
| 9303.10.00 | Muzzle-loading firearms |
| 9303.20.00 | Other sporting, hunting or target-shooting shotguns, including combination shotgun-rifles |
| 9303.30.00 | Other sporting, hunting or target-shooting rifles |
| 9303.90.00 | Other firearms |
| 9304.00.00 | Other arms (for example, spring, air or gas guns and pistols, truncheons), excluding those of heading No. 93.07 |
| 9305.10.00 | Parts of revolvers or pistols |
| 9305.21.00 | Shotgun barrels |
| 9305.29.00 | Other parts of shotguns or rifles |
| 9305.90.00 | Other parts of firearms other than revolver, pistols, shot guns or rifles |
| 9306.10.00 | Cartridges for riveting or similar tools or for captive-bolt humane killers and parts thereof |
| 9306.21.00 | Shotgun cartridges |
| 9306.29.00 | Parts of shotgun cartridges or air gun pellets |
| 9306.30.10 | For sporting, hunting, or target shooting |
| 9306.30.90 | Other cartridges and parts thereof |
| 9306.90.10 | Bombs, grenades, torpedoes, mines, missiles and similar of war, and parts thereof |
| 9306.90.90 | For sporting, hunting, or target shooting |
| 9307.00.00 | Swords, cutlasses, bayonets, lances and similar arms and parts thereof, and scabbards and sheaths thereof |
| OTHER | Used tires (Banned, except for some importers holding valid licenses) |
| OTHER | Motor vehicles aged over 8 years – According to KS1515:2000 (p.2.5.) - Banned, except in some cases |
| OTHER | Motor vehicles with left hand drive (not accepted for registration, unless they are for special purposes) (see pp. 2.4) |
| OTHER | Cosmetics containing substances listed in KS 1474-3:2004 |

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| LABELING REQUIREMENTS | All labeling of packaging of imports shall include English and/or Swahili |
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| | • All imports with a limited shelf life shall have more than 75% shelf life for food items and 50% for non-food items from the date of expected landing in Kenya |
| | Packaged goods (e.g. foodstuffs, pharmaceuticals, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production |
| | • Brand Name – no unbranded goods should be issued with a CoC. The brand name must be indicated in both the CoC and in the CoC data |
| | • Detailed actual description of the exported goods to include the name, type, size, model, make and/or shape, as applicable |
| TARGETED PRODUCTS FOR MANDATORY DESTINATION TESTING BY THE KEBS | Surgical and examination gloves |
| | Medical and non-medical masks |
| | Lead acid batteries (starter batteries) |
| | Lamps (LED and compact fluorescent lamps |
| | Greases |
| | Z-angles and flat bars |
| | Pre-painted steel coils |
| | Shoes |
| | Electric cables |
| | Sanitary towels |
| | Plastic piping products |
| | Virgin olive oils and refined olive pomace oil |
| | Food products (except rice) |
| | All bulk consignments (except rice) |

4. FEES

Route A

Ad Valorem fee of 0.600% of the FOB Value of the goods imported Minimum fee per shipment: USD 265 (two hundred and sixty-five US Dollars) Maximum fee per shipment: USD 2700

Route B

Ad Valorem fee of 0.550% of the FOB Value of the goods imported Minimum fee per shipment: USD 265 (two hundred and sixty-five US Dollars) Maximum fee per shipment: USD 2700

Route C

An Ad Valorem fee of 0.350% of the FOB Value of the goods imported Minimum fee per shipment: USD 265 (two hundred and sixty-five US Dollars) Maximum fee per shipment: USD 2700

Route D

An Ad Valorem fee of 0.750% of the FOB Value of the goods imported Minimum fee per shipment: USD 265 (two hundred and sixty-five US Dollars) Maximum fee per shipment: USD 2700



Coverage and conditions

The above fees cover the documentary verification and the physical inspection of goods, including the sealing of an FCL container when applicable.

The above fees do not include the following activities:

- Re-inspection
- Sampling of bulk cargoes
- Testing
- Product registration
- Manufacturer licensing

The above fees: quoted on a case-by-case basis

The fees are net of tax.

5. SGS CONTACT LIST: available on the SGS website

Generic email address: pca.enquiries@sgs.com

For importers and other countries, please contact our office in Kenya

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The information contained herein is for the purpose of facilitating pre-shipment inspection and does not relieve exporters or importers from their obligation in respect of compliance with the import regulations of the country of importation. Although every effort has been made to ensure the correctness of the information, as at the date of issuance of this data sheet, SGS does not accept any responsibility for errors or omissions and, furthermore, the information may subsequently be subject to change as may be announced by the Authorities in the country of importation. Consequently, exporters and importers are advised to check with SGS, prior to shipment of the goods, if there is any doubt concerning the issuance of a Clean Report of Findings or any other Certificate. For further information, or clarification, please contact the SGS TFS Administrative Office in the country of inspection of the goods.

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