Kenya Bureau of Standards

PVOC PROGRAM OPERATIONS MANUAL

Version 15, Date: 19th February 2026

1. INTRODUCTION

The Kenya Bureau of Standards (KEBS) is a statutory body established under the Standards Act, CAP. 496, Laws of Kenya, mandated to provide quality inspection of imports based on Kenya Standards or approved specifications, among other services. KEBS inspects imported goods either in the country of export through the Pre-Export Verification of Conformity (PVoC) to Standards Programme or at the destination/Ports of Entry.

This Manual provides detailed guidance on the inspection of imported goods in the country of export under the Pre-Export Verification of Conformity (PVoC) Programme. Guidance on Destination Inspection is set out in **destination inspection manual.**

1.1. *General Overview of the PVoC Program*

PVOC Program is a conformity assessment program applied to products at the respective exporting countries, to ensure their compliance with the applicable Kenya standards, approved specifications, and other applicable regulations.

1.2. *Legal Basis of the PVoC Program*

PVOC program was started on 29th September 2005 by KEBS, through the publication of Legal Notice No. 78 of 15th July 2005 by then Minister for Trade and Industry. This Legal Notice was superseded by Legal Notice No. 127 of 19th June 2018. On 12th November 2019, the Cabinet Secretary, Ministry of Trade, Industry and Co-operatives revoked this Legal Notice and issued Legal Notice 183.

On 28th April 2020, Legal Notice 183 was revoked and replaced with Legal Notice 78 (2020). There have been further amendments to Legal Notice 78 (2020) to improve the program as listed below:

i. Legal Notice 212 (18th December 2020)
ii. Legal Notice 53 (22nd April 2021)

The program is also compliant with the provisions of Article 5 of WTO TBT Agreement.

1.3. *Objectives of the program*

- To ensure quality of products, health and safety, and environmental protection for consumers.
- To facilitate trade by ensuring that compliant goods are given expedited clearance at the port of entry.
- To safeguard the country from unfair trade practices and dumping of substandard goods by ensuring that imported products comply with the same requirements to which locally manufactured goods are subjected.
- To safeguard the country's national security.
- To prevent deceptive trade practices.
- To enhance efficiency of clearance of imported goods at the ports of entry

1.4. *Operations of the Program*

- The Programme is implemented by contracted inspection companies that provide PVoC services to suppliers and exporters of goods destined for Kenya.
- The exporting countries are grouped into eight (8) Zones as detailed under clause 5.2 below.
- Goods from countries NOT covered under the program will be subjected to destination inspection. These countries are listed under clause 5.3 below
- The basis of certification is Kenya standards, approved specifications, and other applicable regulations.

2. TERMS AND DEFINITION

▪ **COC**	Certificate of Conformity
▪ **COR-**	Certificate of Roadworthiness for Motor Vehicles
▪ **DVS**	Department of Veterinary Services
▪ **IDF**	Import Declaration Form
▪ **KEPHIS**	Kenya Plant Health Inspectorate Service
▪ **Mobile Equipment**	Refers to bulldozers, agricultural / Industrial machinery, excavators, graders, stone crushing machines, road rollers, forklifts, wheel loaders, Railroad car/wagon, Asphalt Milling Machine, moveable cranes, and other off-road vehicles.
▪ **NCR**	Nonconformity Report
▪ **PCPB**	Pest Control Products Board
▪ **PPB**	Pharmacy and Poisons Board
▪ **PVOC**	Pre-Export Verification of Conformity to Standards
▪ **PVOC Contractors**	KEBS - Appointed Inspection Companies.
▪ **QMS**	Quality Management System
▪ **Recognized Laboratory**	Laboratory testing facilities duly accredited to ISO/IEC 17025, contractor's laboratory, or government-owned laboratories.
▪ **RFC**	Request for Certification
▪ **VAT**	Value Added Tax
▪ **Witness Testing**	This is a type of testing that involves an independent third-party observer or "witness" who observes and verifies the testing of a product. In the case of PVoC Program, the witnessing is done by the PVoC contractor.
▪ **Free Sale Certificate**	This is a certificate issued by an authorized agency demonstrating that the product is freely sold and compliant with the applicable regulatory requirements in the country of origin.

3. RESPONSIBILITIES UNDER THE PVOC PROGRAM

3.1. Importers

a) To request PVoC services by submitting a request for certification (RFC) to PVoC Contractors.
b) Obtain the applicable Kenya Standards from KEBS and share the requirements with their suppliers.
c) Obtain other regulatory import requirements applicable to their imports and share with their suppliers.
d) Ensure that only goods meeting the requirements of the applicable Standard or approved specifications and issued with CoC or CoR are shipped to Kenya. Goods not meeting the applicable requirements and issued with NCRs shall not be shipped to Kenya.
e) Ensure that consignments that are not accompanied by CoC, or CoR as required , are presented to KEBS for destination inspection and/or testing prior to release from the Port of Entry.
f) To obtain a Free sale certificate from the exporter and present the same to KEBS at the port of Entry.

3.2. Exporters

a) Ensure their products or goods meet the requirements specified in relevant Kenya standards, approved specifications, and other applicable regulations before shipment by carrying out tests and facilitating physical inspection, where required, by PVoC Contractors.
b) Ensure that the consignments have been issued with a CoC, or CoR by PVoC Contractors for all products subject to the PVoC program before shipping.

c) Obtain and submit Free Sale certificate to the PVoC contractor before CoC issuance

Note: *Importer or exporter is required to confirm the details in the CoC/CoR draft given by the PVoC Contractor before issuance of the final CoC/CoR. KEBS will not allow amendments after issuance. Exporters/Importers must confirm details in the draft CoC/CoR within 48 hours of receipt of the draft from PVoC contractor, failure to which the same shall be issued as is.*

3.3. PVoC Contractors

Nine (9) inspection companies (PVoC Contractors) have been contracted by KEBS to undertake PVoC activities from the year 2026 to 2029. These are;

a) General Goods

i. Quality Inspection Services Inc. Japan.(QISJ)
ii. China Hansom Inspection and Certificate Co. Ltd.(CHIC)
iii. ASTC As Test Certification Tech. (Hangzhou) Co. Ltd.(ASTC)
iv. China Certification and Inspection Group Inspection Company Limited.(CCIC)
v. Intertek International Limited.(INTERTEK)
vi. Cotecna Inspection SA.(COTECNA)
vii. TÜV Rheinland Middle East FZE.(TUV Rheinland)
viii. Bureau Veritas Kenya Limited.(BV)
ix. Société Générale De Surveillance SA.(SGS)

b) Motor Vehicles, Motor Vehicle Spare Parts, and Mobile Equipment

i. Quality Inspection Services Inc. Japan (QISJ)

The role of PVoC Contractors is to undertake conformity assessment activities in the assigned zones. These activities include inspection, sampling, testing, sealing of full-load containers (where applicable) and issuance of COCs/ CORs / NCR.

The inspection shall be scheduled in liaison with the exporter. The physical inspections shall be undertaken within four (4) working days and one (1) working day of receipt of the duly completed Request for Certification Form from the exporter for sea bound shipments and one air freight shipment respectively unless a different date is requested in writing by the exporter.

Issuance of Certificates of Conformity for compliant consignments shall be within two (2) working days and one (1) working day of receipt of final documentation and meeting payment terms by the exporter/importer for sea bound cargo and air freight cargo respectively.

3.4. KEBS

Ensure that only goods meeting the requirements of the relevant Kenya Standards or approved specification enter the country as provided for in the Standards Act Cap 496, Laws of Kenya, and the Standards (Verification of Conformity to Standards and other Applicable Regulations) Order, 2020.

3.5. Partner Government Agencies

All other government agencies with mandate over international trade operations shall continue to remain accountable for the discharge of their respective mandates in accordance with existing legal frameworks, but subject to adherence with the guidelines provided by the Government circular reference OP/CAB 9/83A dated 4th June 2019.

4. PVOC SCOPE

All imported goods destined to Kenya from countries listed under clause 5.2, including those regulated by other Partner Government Agencies except those listed in the schedule of the Legal Notice No. 78 of April 2020 (Annex 3), shall undergo mandatory certification in the country of origin or supply prior to shipment into the country failure to which the same shall be subjected to destination inspection and/or testing in accordance with paragraph 9 of the Legal Notice 78 (2020).

5. CERTIFICATION OF GENERAL GOODS

5.1. Contacts Details of the Liaison Offices for PVoC Contractors for General Goods

5.1.1. China Certification & Inspection (Group) Inspection Co. Ltd (CCIC)

Volvo Plaza Building, Loita Street,
P.O. Box 28035-00200, Nairobi, Kenya.
Phone: +254-724-458752 / +254701647580 / +254714364378
Email: ccickenya@ccic.com / ccickenya@gmail.com

5.1.2. China Hansom Inspection & Certificate Co. Ltd (CHIC)

Likoni Lane, Off Dennis Pritt Road,
P.O Box 22877-00100 Nairobi, Kenya
Phone: +254 721 690 390 / +254 769 815 170
Email: ad@chic-global.com/africa@chic-global.com/kebs1@chic-global.com/kebs2@chic-global.com

5.1.3. SGS S.A

2nd Floor - North Wing, Victoria Towers, Kilimanjaro Road, Upperhill,
P.O. Box 72118–00200, Nairobi, Kenya
Phone: 0709633000 / 0709633400 / 0709633402
E-mail: info.pvoc.kenya@sgs.com

5.1.4. QISJ

Flamingo Towers, 3rd Floor, Wing B, Mara Road, Upper Hill, Nairobi
Tel: +254 727009004
E-Mail: kerwi@qisjp.com

5.1.5. Intertek International Limited

House of Vanguard, 4th FL,
P.O. Box 696, 00621, Crossway Rd, Westlands, Nairobi, Kenya
Tel: +254 20 4449132 to 33 or 36,+254 (0)20 4452939 / +254 714 900397,+254 020 815 5274-75
Email: info.nairobi.gs@intertek.com

5.1.6. ASTC As Test Certification Tech. (Hangzhou) Co. Ltd.

ASTC – Kenya Liaison Contact (Interim Office)
Suite 401, Marsabit Plaza, Ngong Road, Kilimani, Nairobi, Kenya
Telephone: +254 733 227 744 +86 132 6299 9001
Email: office.ke@astcplus.com
Website: http://www.astcplus.com

5.1.7. Bureau Veritas

Delta Corner, Oracle Tower, 5th Floor, Along Waiyaki Way, Westlands
P.O. Box 34378-00100 Nairobi - Kenya
Office: +254 20 366 9000
Mobile: + 254 702 000 723
Email: conformity.kenya@bureauveritas.com

5.1.8. TUV Rheinland

Nachu Plaza, 12th Floor,
Kiambere Road, UpperHill, Nairobi Kenya.
Phone number +254732752928
Email: valerie.wagner@uae.tuv.com

5.1.9. Cotecna Inspection SA

K.C. Arora Complex – Mombasa Road (Next to LÓreal East Africa)
P.O.Box 49864 – 00100 Nairobi,KENYA.
Email: pvoc@cotecnakenya.com
Phone Numbers: - +254 0207 861 603 / +254 702 863 103 / +254 782 863 103
http://www.cotecna.com

5.2. PVoC Contractors' Zones / Countries of Responsibilities:

The PVoC Contractors have been allocated zones of responsibilities as detailed in the table below:

Zone No.	Countries in the Zones	Contractor responsible
1	China, Hong Kong, Taiwan, Mongolia	CCIC, CHIC, QISJ, ASTC, Intertek, Cotecna,TUV Rheinland & BV
2	India, Pakistan, Sri Lanka	SGS, Intertek, TUV Rheinland & BV
3	Japan, South Korea	SGS & QISJ
4	Indonesia, Malaysia, Philippines, Thailand, Singapore, Vietnam, Cambodia	SGS, Intertek, TUV Rheinland & BV
5	Mexico, Guatemala, El Salvador, Honduras, Nicaragua, Costa Rica, Panama, Venezuela, Colombia, Brazil, Ecuador, Peru, Bolivia, Paraguay, Uruguay, Argentina, Chile, Cuba, Jamaica, Guyana, Dominican Republic	SGS
6	Belarus, Ukraine, Georgia, Armenia, Azerbaijan, Turkmenistan, Uzbekistan, Kazakhstan, Kyrgyzstan, Tajikistan, Russia, Turkistan	SGS
7	Turkey, Iran, Iraq, Syria, Jordan	SGS, Intertek, TUV Rheinland & BV
8	Saudi Arabia, Oman, Lebanon, Yemen, Bahrain, Qatar, Kuwait, United Arab Emirates	SGS, Intertek, TUV Rheinland & BV

5.3. Countries NOT subject to PVoC Program (Goods from these countries to be subjected to destination inspection)

Region	Countries
Africa	Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Republic of the Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Tunisia, Uganda, Zambia, Zimbabwe
Europe	Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom
North America	United States of America, Canada, Antigua and Barbuda, Bahamas, Barbados,

and the Caribbean	Belize, Dominica, Grenada, Haiti, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago
Asia	Afghanistan, Bangladesh, Bhutan, Brunei, Israel, Laos, Maldives, Myanmar, Nepal, North Korea, Palestine
Oceania	Australia, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu

5.4. Testing of Products

The test reports considered for certification shall be from a recognized laboratory or as guided in the table below.

No.	Category of Goods	Test Report	Remarks
1.	Consumer products	Use of test report from recognized lab	In absence of these laboratories, PVOC contractors may undertake the witness testing of the product to inform them of their certification decision.
2.	Machinery and spares	Use of internal test reports from Manufacturer's lab	The manufacturer Lab must be certified to ISO 9001.
3.	Medical equipment (except medical consumables)	Use of internal test reports from Manufacturer's lab plus a permit from the Pharmacy and Poisons Board (PPB)	The manufacturer Lab must be ISO 13485 certified.
4.	Automotive parts and spares	Use of internal test reports from Manufacturer's Lab	The manufacturer Lab must be IAFT 16949 certified.
5.	Chemicals/raw materials without applicable Kenya Standards	Use of internal test reports from Manufacturer's Lab	The manufacturer Lab must be certified to ISO 9001.

5.5. Certification Routes for General Goods

There are three (3) possible routes for obtaining the CoC under the PVOC program. The route applied depends on the risk assessment conducted by the PVOC contractor upon receipt of a request for certification from the exporter/supplier.

5.5.1 Route A (Consignment inspection and Testing)

Under this Route, products to be shipped must be both tested (as specified under clause 5.4 above) and physically inspected to demonstrate conformity to relevant standards and regulatory requirements. Additionally, all containerized cargo under this route from China and United Arab Emirates must be sealed by the PVOC contractor and seal and container numbers indicated in the CoC.

However, the following products are only eligible for certification under route A regardless of the outcome of the risk assessment conducted by the PVOC contractor.

- Animal and Fishery products (fresh and frozen - not further processed)
- Bulk Petroleum products and base oils
- Bulk shipments of cereals and pulses such as rice, wheat, beans, maize etc.
- Edible cooking oils
- Fertilizer

- Fresh dairy products
- Fresh horticultural produce
- Liquid Petroleum Gas (LPG)
- Sugar
- Used or secondhand goods.

5.5.2 Route B - Product Registration

This route offers a fast-track certification process for goods of low risk but with reasonable and consistent levels of quality through registration of such products by the PVoC Contractor. Product registration is recommended for exporters having frequent shipments of homogeneous products. Among the mandatory documents required for registration are test report(s) from any of the recognized laboratories issued in accordance with clause 5.3 above for previous shipments certified under Route A demonstrating conformity to relevant Kenya Standards or approved specification. The registration is valid for a period of one year.

PVOC contractor shall conduct risk assessment for each request for certification of registered products to determine the level of intervention required before issuing the COC. However, the PVOC contractor is obliged to conduct at least 2 surveillance inspections and testing within the registration validity period.

5.5.3 Route C - Product Licensing

This route is open only to manufacturers who can demonstrate existence of a quality management system in their production/ manufacturing process. It involves auditing of such production processes and licensing of products manufactured thereof by authorized PVoC Contractor(s) in line with ISO IEC 17067. Products presented for licensing shall be subjected to testing in any of the recognized laboratories in accordance with clause 5.4 above to determine their conformity with requirements of relevant Kenya Standards or approved specifications. On successful conclusion of this process, the manufacturer will be presented with a License for the relevant products valid for a period of three (3) years or as determined by the PVoC contract validity period.

PVOC contractor shall conduct risk assessment for each request for certification of licensed products to determine the level of intervention required before issuing the COC. However, the PVOC contractor shall conduct factory surveillance inspection and testing as guided by ISO IEC 17067.

5.6. Fees Charged Under the PVoC Program

- **Route A:** 0.60% of the FOB Value min USD 300 max USD 3500
- **Route B:** 0.55% of the FOB Value min USD 300 max USD 3500
- **Route C:** 0.50% of the FOB Value min USD 300 max USD 3500

The above fees cover documentary verification, physical inspection and sampling , including sealing of the containers where applicable. The fees do not include: -

- Laboratory testing
- Manufacturer Licensing
- Registration fees
- Sampling of Bulk shipment
- Re-inspection.

These services shall be charged directly by the contractor on a case-by-case basis.

5.7. Enriched Certificate of Conformity

The Government through a Government circular reference **OP/CAB 9/83A** dated 4th June 2019 directed that the number of government agencies operating at the port be reduced from 28 to 4. For the purposes of ensuring conformity to quality standards and the adherence to other regulatory requirements for cargo entering the country, KEBS was mandated to be the lead agency for the purpose of coordinating the inspection of goods at the country of origin and the issuance of enriched CoCs where goods comply with the requirements and issue an NCR (Nonconformity Report) to goods that do not comply to requirements.

- Consignments issued with NCR shall not be allowed entry into Kenya.
- Goods issued with NCR by a PVoC Contractor shall not be presented to another PVoC contractor for certification.

6. MOTOR VEHICLES, MOBILE EQUIPMENT AND USED SPARE PARTS THEREOF

6.1. Motor Vehicle, Mobile Equipment and Spare Parts Inspection

KEBS has appointed QISJ to offer Pre-Export Verification of Conformity services in the following five (5) Countries:

No.	Country
1.	Japan
2.	Singapore
3.	South Africa
4.	Thailand
5.	United Arab Emirates
6.	United Kingdom

QISJ handles the inspection of:

i. Used Vehicles, in accordance with **KS 1515 - *Code of Practice for Inspection of Road Vehicles*** and for the inspection of used vehicles for radioactive contamination and verification of odometer integrity**.**
ii. Mobile equipment in accordance with relevant Kenya Standards or approved specification.
iii. Used spare parts for vehicles and Mobile equipment in accordance with relevant Kenya Standards or approved specifications.

Note:

1. All road vehicles classified as written-off, salvaged, or converted must be accompanied by a Certificate of Repair and a verifiable chassis alignment report issued by an authorized garage before being subjected to roadworthiness inspection**.**
2. Radiation contamination inspection will be undertaken for all used vehicles, Mobile Equipment and Spare parts from **Japan** and **United Arab Emirates**. It is a mandatory requirement that vehicles, Mobile Equipment and Used spare parts coming from the countries listed in the table above are subjected to inspection to demonstrate conformity to the relevant standard before shipment and must be accompanied with CoRs or COCs. Used vehicles, mobile equipment and spare parts from the aforementioned countries at the port of entry without a CoC or CoR shall be subjected to destination inspection in accordance with paragraph 9 of Legal Notice 78 (2020).

6.2. QISJ Contacts

Liaison Office Contact Details:

Physical Location: Flamingo Towers, 3rd Floor, Wing B, Mara Road, Upper Hill, Nairobi
Tel: +254 740349737, +254 101349737

E-Mail: kerwi@qisjp.com

Full Contact List:

https://www.kebs.org/index.php?option=com_content&view=article&id=86&Itemid=342#quality- inspection-services-japan-qisj

6.3. Inspection Fees Charged Under the PVoC Program

6.3.1. Motor vehicles

- Japan USD 155
- Singapore USD 220
- South Africa USD 225
- Thailand USD 250
- United Arab Emirates USD 192
- United Kingdom USD 255

6.3.2. Mobile equipment and used spare parts

- **0.6%** of the FOB Value min USD **300** max USD **3500** per unit or consignment submitted for inspection.

7. CONSIGNMENTS ISSUED WITH NON-CONFORMITY REPORT (NCR)

- Consignments issued with NCR shall not be allowed entry into Kenya.
- Goods issued with NCR by a PVoC Contractor shall not be presented to another PVoC contractor for certification.

8. IMPORTS FROM COUNTRIES WHERE PVOC CONTRACTORS ARE NOT PRESENT

General goods and used motor vehicles being imported from countries where PVOC Contractors are not present (see clause 5.3 and 6.1) shall be subject to destination inspection upon payment of destination inspection fee equivalent to 0.6% of the approved Customs Value subject to minimum of USD 300 and maximum of USD 3500 per used motor vehicle unit or consignment submitted for inspection. Testing fee is payable where testing is required to determine conformity.

9. EXEMPTIONS AND WAIVERS FROM PVOC

Criteria for exemption of specific importers from PVoC requirements is as given in Annex 1.

Other request for waivers shall be handled in accordance with the provisions of Legal Notice No. 78 of 28 th April 2020, Clause 10 as per the Waivers Evaluation Technical Committee (WETC) criteria in **Annex 4**. The importers seeking for waiver shall write to KEBS seeking for waiver and providing all the required documentation for review.

10. CERTIFICATION OF USED CLOTHING AND SHOES

10.1 Accreditation of Mitumba baling facilities

Facilities for sorting and baling of used textiles and used footwear meant for Kenya will be required to be accredited by PVOC contractor, and the details shared with KEBS as per the **Protocol for Importation of Used Textiles and Used Footwear**.

10.2 Registration of importers of Used Textiles and Used Footwear

Importers of Used Textiles and Used Footwear will be required to be registered with KEBS and be issued with a registration certificate

10.3 Certification of Used Textiles and Used Footwear

For certification of used textiles and footwear, the exporter baling facility must be accredited by the PVoC contractor, while KEBS shall register the importer for an RFC to be accepted. Inspection shall be conducted by the PVOC contractor to determine compliance with KS EAS 356:2019: and KS 1533: 1999. COC shall be issued to compliant consignments supplied by accredited sorting and baling facilities. All shipment containers for Used Textiles and Used Footwear must be sealed by the PVOC inspection company after inspection.

11. HANDLING OF IMPORTS AT PORT OF DESTINATION (KENYA)

- Goods arriving at the port of entry with a certificate of conformity will be given direct release. However, targeted consignments may be released conditionally pending surveillance testing.
- Copies of CoR and CoC must be submitted to both KEBS and KRA through the Kenya National Electronic
- Single Window System ("Single Window") to facilitate cargo clearance at the Ports of Entry.
- Other Import documents to be submitted through the Single Window, for KEBS clearance are:
    i. Customs Approved Entry
    ii. Bill of Lading
    iii. Import Declaration Form (IDF)
    iv. Invoice
    v. Packing list
    vi. Genuine, authentic Warranty type approval for New Motor vehicle spare parts, New Motor vehicle, and mobile equipment (where applicable).
    vii. Permits and approval by other Partner government agencies (where applicable).
    viii. Free sale certificate (For general goods).

12. CONTACT INFORMATION

Queries about the inspection requirements should be addressed to KEBS through the following contact details:
Email: pvoc@kebs.org; inspections@kebs.org
Tel: +254 20 6948 423 / 439 / 645/ 646 / 647 / 652 / 000

ANNEX 1

CRITERIA FOR EXEMPTION OF SPECIFIC IMPORTERS FROM PVOC REQUIREMENTS

No.	Category	Criteria	Remarks
1.	Industrial raw materials excluding materials specified by the National Standards Council, completely knocked down kits for road vehicles, machinery and industrial spares imported by registered manufacturers for own use.	▪ Applicant must demonstrate 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 product (finished product) ▪ Proof of certification to a quality management system/ or professional practice. ▪ Manufacturers to provide data on their customers e.g., complaints ▪ Manufacturers to provide certificate of analysis or material safety datasheet for raw materials issued by an approved lab (accredited lab, government lab, ISO certified manufacturer's lab) ▪ Proof that the final products are directly linked to the raw materials being imported. ▪ Proof of registration as an assembler or Manufacturing Under Bond (MUB) or Export Processing Zone ▪ Proof of manufacturing (License or Permit) from other government agencies.	Concerned importers to fill the form in Microsoft excel format available on KEBS website (www.kebs.org) and submit the filled form in the same format (Microsoft excel format) via email to inspections@kebs.org together with the other required documents (the required documents are listed in the excel form under instructions). The application fees for exemption are: a) **KES. 10,000** exclusive of VAT initial application processing fees for manufacturers whose final products are subject to S-MARK product certification scheme. Renewal applications to be done free of charge. b) **KES. 50,000** exclusive of VAT initial application processing fees and **KES 30,000** exclusive of VAT renewal application processing fees for manufacturers whose final products are not subject to S-MARK product certification scheme. c) **KES. 5,000** exclusive of VAT processing fee for any additional items and/or amendment of items in the exemption certificate for both S-MARK and non- S-MARK holders.
2.	Equipment and original equipment manufacturers (OEM) parts for licensed power generation companies	▪ Evidence of Original Equipment Manufacturer warranty	Clearance to be based on confirmation of the invoice and warranty from the manufacturer.
3.	Original equipment medical manufacturer's parts for medical equipment	▪ Evidence of Original Equipment Manufacturer for spare parts. ▪ Evidence of Manufacturer's warranty	Clearance to be based on confirmation of the invoice and warranty from the manufacturer.
4.	Goods imported by diplomats and diplomatic missions except motor vehicles.	PRO 1A or PRO 1B issued by the Ministry of Foreign Affairs	Approved PRO 1A or PRO 1B to be submitted to KEBS for application of a Local COC at the time of clearance.
5.	Courier parcels with a value specified by the Council and direct assessment items approved by the Kenya Revenue Authority	▪ Parcel handler's license issued by the Communications Authority of Kenya ▪ Direct assessment documents approved by Kenya Revenue Authority	Goods to be subjected to destination inspection. If parcels constitute food stuff, they shall be well labelled specifying ingredients and storage conditions.

6.	Goods certified by Kenya Bureau of Standards (KEBS)	Valid Diamond Mark permit	Concerned importers to submit the importation documentation to KEBS for processing of Local CoC.

No.	Category	Criteria	Remarks
	under the Diamond Mark Scheme		
7.	Goods manufactured within the East African Community (EAC)	▪ Country of Origin must be an EAC member state. ▪ Certificate of Origin ▪ Valid Product Certification Permit or Certificate of Analysis (raw materials) or Test Report issued by the respective National Standard Body of the country of origin.	Import Entries for goods from EAC Partner states to be processed by KRA based on Country of supply.
8.	Used personal effects belonging to returning residents and arriving expatriates excluding road vehicles.	▪ Goods must be pre-owned before shipment.	Approval by the Kenya Revenue Authority (KRA)
9.	General consumables (stores) imported by international carriers for in-flight or ships services and duty free Products	▪ Proof of licensing as international carrier ▪ Authority by KRA as proof to operate as duty free.	Concerned importers to submit licenses to KRA for processing of their import entries.
10.	Re- imports	▪ Submission of re-importation certificate (KRA)	Concerned importers to submit re-importation certificates to KRA at the time of importation.
11.	Temporary imports	▪ Proof of bond execution with Kenya Revenue Authority. ▪ Carnet Certificate (for vehicles)	Concerned importers to submit an executed bond in favor of KRA at the time of importation.
12.	New road vehicles and new mobile equipment	▪ Manufacturer Warranty /type approval	Clearance to be based on year of manufacture.
13.	Importers of vehicles from countries where KEBS does not have a motor vehicle inspection arrangement.	Country of exportation must be a country where KEBS does not have a motor vehicle inspection arrangement.	Vehicles not from United Arab Emirates, Japan, United Kingdom, Thailand, and South Africa to be subjected to destination inspection at a fee of 0.6% of the Customs Value or USD 265 whichever is higher.
14.	Printed matter and recorded digital media.	Declaration that the material has not violated any intellectual property rights.	

15.	The following products are regulated under specific laws: i. explosives, arms and ammunition ii. plants, seeds and planting materials iii. live animals, carcasses and iv. hatching eggs v. tissues and organs vi. human and veterinary vii. pharmaceutical products viii. pesticides ix. aircraft and aircraft parts x. marinecraft and marinecraft parts xi. radioactive materials and isotopes	Proof of compliance with the relevant Regulations	***Refer to Annex 2 for further guidance.***
16.	New motor vehicle parts imported from the manufacturer of the vehicle to which the parts are to be fitted or their authorized representative	(a) Evidence that the exporter is the original vehicle manufacturer or evidence of authorization by the vehicle manufacturer in the case of authorized representative. (b) Manufacturer's warranty of the parts. (c) Evidence of registration by KEBS as importers of those parts. (d) Evidence of conformity of the parts with applicable standards.	Concerned importers to fill the form in Microsoft Excel format available on KEBS website (www.kebs.org) and submit the filled form in the same format (Microsoft excel format) via email to inspections@kebs.org together with the other required documents (the required documents are listed in the excel form under instructions).

ANNEX 2

PRODUCTS REGULATED BY OTHER GOVERNMENT AGENCIES THAT ARE EXEMPTED FROM PVOC PROGRAM

No.	Government Agency	Products Affected and the HS Code/Tariff Chapter
1.	Central Firearms Bureau	▪ **9301-9307**: Arms and ammunition, parts and accessories thereof ▪ **3602.00.00** Prepared explosives, other than propellent powders.
2.	Communications Authority of Kenya	▪ **8526:** Radar apparatus, radio navigational aid apparatus, Radio remote control apparatus
3.	Directorate of Veterinary Services	▪ **0101–0106**: Live animals ▪ **0201–0210**: Fresh/chilled carcasses only ▪ **0407.11.00**, **0407.19.00** – Fertilised eggs for incubation ▪ **0504.00.00**: fresh/chilled only ▪ **0506.10.00**: Bones and horn-cores ▪ **0511.10.00:** Animal semen ▪ **0511.99.10**: Animal semen other than of bovine
4.	Fisheries Department	▪ **0301 – 0302:** Fish Live, fresh, or chilled ▪ **0306:** Crustaceans, whether in shell or not, live, fresh, or chilled ▪ **0307:** Molluscs, whether in shell or not, live, fresh or chilled ▪ **0308:** Other aquatic invertebrates ▪ **0511.91.10**: Fish eggs
5.	Kenya Civil Aviation Authority	▪ **8801 - 8807**: Aircraft, spacecraft and parts thereof ▪ **4011.30.00:** Aircraft tyres ▪ **4012.13.00:** Retreaded aircraft tyres ▪ **8407.10.00:** Aircraft engines ▪ **8409.10.00**: Parts for aircraft engines ▪ **Aircraft parts under any chapter**.
6.	Kenya Nuclear Regulatory Authority	▪ **84.01 -** Nuclear reactors; fuel elements (cartridges), non-irradiated, for nuclear reactors; machinery and apparatus for isotopic separation ▪ **2844 – 2845:** Radioactive chemical elements and radioactive isotopes
7.	Kenya Maritime Authority	▪ **Chapter 89**: Ships, boats, and floating structures ▪ **Spares for ships, boats, and floating structures in any chapter**
8.	Kenya Plant Health Inspectorate Services	▪ **0601 - 0604**: Live plants and planting materials ▪ **1401- 1404**: Vegetable planting materials; vegetable products not elsewhere specified or included ▪ **Seeds for sowing under any chapter**.
9.	Mining Geological Department	▪ **3601 – 3604**: Explosives and pyrotechnic substances
10.	Pest Control Products Board	▪ **3808**: Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products
11.	Pharmacy and Poisons Board	▪ **3001**: Organs and glands ▪ **3002**: Blood and related products ▪ **3003 - 3004**: Medicaments ▪ **3006.30.00**: Opacifying preparations for X-ray examinations; diagnostic reagents designed to be administered to the patient ▪ **3006.40.00**: Dental cements and other dental fillings; bone reconstruction cements ▪ **3006.60.00**: Chemical contraceptive preparations based on hormones. ▪ **3822**.19.00 (Reagents used in medical diagnostic only)

No.	Government Agency	Products Affected and the HS Code/Tariff Chapter
		▪ **3006.91.00**: Appliances identifiable for ostomy use ▪ **3006.92.00**: Waste pharmaceuticals ▪ **3006.93.00**: Placebos and blinded (or double-blinded) clinical trial kits for a recognized clinical trial, put up in measured doses
12.	Veterinary Medicines Directorate	▪ **3002.42.00:** Vaccines for veterinary medicine ▪ **3002.49.00:** Other veterinary vaccines ▪ Livestock and animal medicine under **3808**
13.	Kenya Wildlife Service	▪ **0507:** Ivory, tortoiseshell, whalebone and whalebone hair, horns, antlers, hooves, nails, claws and beaks, unworked or simply prepared but not cut to shape; powder and waste of these products.

ANNEX 3: LEGAL NOTICE 78

LEGAL NOTICE NO. 78

THE STANDARDS ACT

(Cap. 496)

IN EXERCISE of the powers conferred by section 20 of the Standards Act, the Cabinet Secretary for Industrialisation, Trade and Enterprise Development, in consultation with the Council, makes the following Order—

THE STANDARDS (VERIFICATION OF CONFORMITY TO STANDARDS AND OTHER APPLICABLE REGULATIONS) ORDER, 2020

PART I—PRELIMINARY

Citation.

1. This Order may be cited as the Standards (Verification of Conformity to Standards and Other Applicable Regulations) Order, 2020.

Interpretation.

2. In this Order, unless the context otherwise requires—

"Bureau" means the Kenya Bureau of Standards established by section 3 of the Act; and

"Council" means the National Standards Council established by section 6 of the Act.

Application.

3. This Order shall apply to all products imported into Kenya.

Exempted products.

4. (1) Notwithstanding any other provision of this Order, the products specified in the first column of the Schedule shall be exempted from the provisions of this Order:

Provided that a person importing any exempted product specified in the Schedule shall provide the documents specified in the second column of the Schedule with respect to the exempted product.

(2) The products specified in the Schedule may be inspected on arrival at a port of entry.

Compliance with standards.

5. (1) An importer of products shall ensure that the imported products meet Kenya standards, approved specifications and other applicable regulations.

(2) An importer of products shall notify the Bureau in the prescribed form before importing any product into Kenya and provide proof that the imported product meets Kenya standards, approved specifications and other applicable regulations.

Appointment of inspection bodies.

6. (1) The Bureau may appoint an inspection body in the country of exportation of products, or in a transhipment port, or in a

port of entry, to undertake verification of conformity to Kenya standards, approved specifications and other applicable regulations.

(2) The Bureau may recognise a national standards body of an exporting country that performs inspection functions as an inspection body for the purposes of pre-shipment verification of conformity.

Verification of conformity.

7. (1) Any product which is the subject of this Order may be subjected to verification of conformity to Kenya standards, approved specifications and other applicable regulations in the exporting country or transhipment port by the inspection body appointed under paragraph 6.

(2) Notwithstanding the provisions of subparagraph (1), the Bureau may reinspect the imported product at a port of entry if, in the Bureau's opinion, it is necessary to do so.

Certificate of conformity and non-conformity report.

8. (1) The Bureau or an inspection body appointed under paragraph 6 shall issue a certificate of conformity, certificate of inspection or certificate of roadworthiness in respect of a product that conforms to Kenya standards, approved specifications and other applicable regulations.

(2) The Bureau or an inspection body appointed under paragraph 6 shall issue a non-conformity report in respect of a product that does not conform to Kenya standards, approved specifications and other applicable regulations.

(3) A product that does not conform to Kenya standards, approved specifications and other applicable regulations shall not be permitted to be imported into Kenya and shall be re-exported to the exporting country or destroyed at the importer's expense.

Destination inspection.

9. (1) A product which is the subject of this Order which arrives at a port of entry without a certificate of conformity, certificate of inspection or certificate of roadworthiness shall be subjected to destination inspection at a fee equal to five per cent of the approved customs value of the product.

(2) The importer of a product which is the subject of this Order which arrives at a port of entry without a certificate of conformity, certificate of inspection or certificate of roadworthiness shall, in addition to the fee specified in subparagraph (1), execute a security bond in favour of the Bureau equal to five per cent of the approved customs value of the product.

(3) A product which is the subject of this Order which arrives at a port of entry without a certificate of conformity, certificate of inspection or certificate of roadworthiness shall be held at the port of entry or kept in an approved warehouse for the purposes of inspection and testing.

(4) A product which is the subject of this Order which arrives at a port of entry without a certificate of conformity, certificate of inspection or certificate of roadworthiness from an exporting country where the Bureau has not appointed an inspection body shall be subjected to destination inspection at the importer's expense at the rate

that would be applicable if inspection had been undertaken in the exporting country by an inspection body appointed by the Bureau.

Exemption from Order.

10. The Cabinet Secretary may, on the advice of the Council, exempt any product from the provisions of this Order if the Cabinet Secretary is satisfied that it is in the national interest to do so.

Revocation of L.N. 183/2019.

11. The Standards (Verification of Conformity to Kenya Standards and Other Applicable Regulations) Regulations, 2019, are revoked.

SCHEDULE *(para. 4)*

CRITERIA FOR EXEMPTION OF SPECIFIC PRODUCTS FROM PRE-SHIPMENT VERIFICATION OF CONFORMITY REQUIREMENTS

No.	CATEGORY	REQUIRED DOCUMENTS
1.	Industrial raw materials excluding materials specified by the Council, completely knocked down kits for road vehicles, machinery and industrial spares imported by registered manufacturers for own use	(a) Certificate of registration of the manufacturer or assembler issued by the Bureau or any other regulatory agency responsible for regulating manufactured products
		(b) Certificate of analysis or material safety datasheet for raw materials
2.	Equipment and original equipment manufacturers (OEM) parts for licensed power generation companies	Evidence of original equipment manufacturer warranty
3.	Original equipment medical manufacturer's parts for medical equipment	(a) Evidence of original equipment manufacturer for spare parts
		(b) Evidence of manufacturer's warranty
4.	Products imported by diplomats and diplomatic missions except motor vehicles	Form PRO 1A or PRO 1B issued by the Ministry of Foreign Affairs
5.	Courier parcels with a value specified by the Council and direct assessment items approved by the Kenya Revenue Authority	(a) Parcel handler's license issued by the Communications Authority of Kenya
		(b) Direct assessment documents approved by the Kenya Revenue Authority
6.	Products certified by the Bureau under the Diamond Mark Scheme	Valid Diamond Mark Permit issued by the Bureau
7.	Products manufactured within the East African Community	(a) Certificate of origin
		(b) Product Certification Permit or Certificate of Analysis (Raw Materials) or Test Report issued by

		the respective National Standards Body of the Country of Origin
8.	Used personal effects belonging to returning residents and arriving expatriates excluding road vehicles	Approval by the Kenya Revenue Authority
9.	General consumables (stores) imported by international carriers for in-flight or ships services and duty-free products	(a) Proof of licensing as an international carrier
		(b) Authority by Kenya Revenue Authority to operate as duty-free
10.	Re-imports	Re-importation certificate issued by the Kenya Revenue Authority
11.	Temporary imports	(a) Proof of bond execution with Kenya Revenue Authority
		(b) Carnet certificate (for road vehicles)
12.	New road vehicles and new mobile equipment	Manufacturer's warranty or type approval
13.	Printed matter and recorded digital media	Declaration that the material has not violated any intellectual property rights
14.	The following products regulated under specific laws: (1) explosives, arms and ammunition (2) plants, seeds and planting materials (3) live animals, carcasses and hatching eggs (4) tissues and organs (5) human and veterinary pharmaceutical products (6) pesticides (7) aircraft and aircraft parts (8) marinecraft and marinecraft parts (9) radioactive materials and isotopes	Proof of compliance with the relevant Regulations

Dated the 14th April, 2020.

BETTY C. MAINA,
Cabinet Secretary for Industrialisation, Trade and Enterprise Development.

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ANNEX 4: WETC CRITERIA

EVALUATION CRITERIA FOR THE WAIVERS EVALUATION TECHNICAL COMMITTEE (WETC)

POSSIBLE CIRCUMSTANCES AND REQUIREMENTS FOR CONSIDERATION OF WAIVER OF PRODUCTS FROM THE REQUIREMENTS OF THE PVOC PROGRAM, LEGAL NOTICE 78 (2020)

SIXTH REVISION

DATE: 7TH SEPTEMBER 2022

Category	Guidelines for Circumstances	Justifications	Documents Required
1	Items, equipment and customized vehicles for disabled people.	▪ For vehicles, the vehicle is already customized for disabled persons' use. ▪ Affirmative action for disabled persons in the spirit of Persons with Disabilities Act.	i. Letter of application/application form. ii. Proof of disability of the applicant (Evidence of registration by National Council for Persons with Disabilities). iii. Independent report/ clear full color photographs detailing vehicle identification and customization of the· vehicle .to accommodate the disability. iv. Import documents. v. Test report showing compliance with emission standards as outlined in KS 1515:2019
2	Vehicles, equipment, materials and spare parts imported for Government projects and other goods imported for national interest.	▪ Good imported for use in specific projects. ▪ Majority are temporary importation to facilitate project mobilization by moving equipment from similar projects elsewhere. ▪ Goods are for National interest.	i. Letter of application /application form. ii. Contract documents by GOK/Support by relevant ministry. iii. Letter of exemption from duty/taxes from National Treasury. iv. Schedule of vehicles to be imported. v. Proof of security bond for re-shipment after projects where applicable. vi. Proof of ownership where· applicable. vii. Master list compliant with 40% local content government policy. viii. Test report showing compliance with emission standards as outlined in KS 1515:2019
3	Special purpose vehicles (mobile laboratories, fire engines, ambulances, jet fuel bowsers, etc.).	Vehicles customized to a specific application.	i. Letter of application /application form. ii. Independent report detailing customization from the country of supply / clear full color photographs detailing vehicle identification and customization. iii. Record of serviceability. iv. The Vehicles should not be more than 20 years of age from the year of manufacture. v. Test report showing compliance with emission standards as outlined in KS 1515:2019

Category	Guidelines for Circumstances	Justifications	Documents Required
4	Vehicles for motor sports e.g. Safari rally, motor cross.	▪ The motor sports industry is self- regulated. ▪ Vehicles participate in global motor sports and are usually imported on temporary basis. ▪ Vehicles not used on the road on regular basis.	i. Letter of application /application form. ii. Endorsement by the Kenya Motor Sports Association. iii. Valid license as rally driver. iv. Full color photographs detailing vehicle customization as a motor sports vehicle. v. Test report showing compliance with emission standards as outlined in KS 1515:2019
5	Vehicles imported for UN missions in the region	Need to facilitate UN activities in the region	i. Letter from UN detailing the nature of the mission and time frame. ii. Proof of ownership by UN. iii. Test report showing compliance with emission standards as outlined in KS 1515:2019
6	Vehicles being re-imported into Kenya.	▪ Vehicles pre-owned by importer. ▪ Vehicle previously registered in Kenya before exportation from Kenya.	i. Letter of application /application form. ii. Proof of validity of the original Kenyan registration. iii. Copy of Passport. iv. Test report showing compliance with emission standards as outlined in KS 1515:2019
7	Changing of status from diplomatic, Government to private use.	These vehicles already in use in Kenya.	i. Letter of application /application form. ii. Copies of sale documents from the Government of Kenya /Mission. iii. Consent letter from Kenya Revenue Authority. iv. Vehicle must be right hand drive.
8	Vehicles for expatriates.	▪ Changing residence. ▪ The vehicles were already owned by the applicant before importation. ▪ To be re-exported at the end of tenure.	i. Letter of application /application form. ii. Proof of ownership for at least one year. iii. Work Permit. iv. Test report showing compliance with emission standards as outlined in KS 1515:2019

Category	Guidelines for Circumstances	Justifications	Documents Required
9	Vehicles being imported by returning residents	The vehicles are owned by Kenyan Citizens	i. Letter of application /application form. ii. Proof of legal residency (minimum of 2 years). iii. Proof of ownership of the vehicle (minimum of 365 days). iv. Tabulation of movements using applicant's passport. v. Sworn affidavit on the truth of the information provided. vi. Vehicle must be right hand drive. vii. Test report showing compliance with emission standards as outlined in KS 1515:2019
10	Donations under national interest	Goods are for National interest	i. Letter of application /application form. ii. Registration status of the importer. iii. Donation certificate from the donor iv. Support by relevant Government ministry.
11	Police Auctioned Vehicles	The vehicles are in Kenya in the custody of Kenya police and are not claimed.	i. The waiver Application letter ii. Multi-Agency pre-Auction Report iii. Gazette Notice by the National Police Service listing the vehicle for auction specifying units for use on roads and those for scrapping in line with multi-agency pre-auction report iv. Court order authorizing the auction v. License of the Auctioneer who conducted the auction and the certificate of sale vi. Tape lift from the Directorate of Criminal Investigations vii. Interpol clearance

PİYASA GÖZETİMİ VE DENETİMİ KURULUŞU	**ÜRÜN GRUPLARI**
Koordinatör Kuruluş: Ticaret Bakanlığı	
Sanayi ve Teknoloji Bakanlığı	ATEX ürünleri, asansörler, aerosol kaplar, basınçlı ekipmanlar, elektrikli ekipmanlar, gaz yakan cihazlar, makineler, motorlu araçlar, sivil kullanım amaçlı patlayıcılar, kazanlar, ölçü aletleri, hazır ambalajlı mamuller, pil ve akümülatörler
Ticaret Bakanlığı	Deterjanlar, oyuncaklar, bazı kimyasal ürünler (dövme mürekkebi, temizleme ve yıkama ürünleri), çocuk bakım ürünleri, düzenlenmemiş alanda yer alan hazır giyim tekstil ve ayakkabı, dekoratif malzemeler, mobilyalar, el aletleri, aygıtlar, hobi ve spor ekipmanları, mutfak/pişirme gereçleri, çakmaklar, kırtasiye ürünleri, çocuk ekipmanları, gıda görünümlü ürünler.
Sağlık Bakanlığı	Kozmetikler, tıbbi cihazlar, biyosidal ürünler
Tarım ve Orman Bakanlığı	Gıda maddeleri, gıdalarla temas eden madde ve malzemeler, yem, gübreler, bitki koruma ürünleri, veterinerlikte kullanılan tıbbi ürünler, Tütün mamulleri ve etil alkol
Çevre, Şehircilik ve İklim Değişikliği Bakanlığı	Yapı malzemeleri, katı yakıtlar
Bilgi Teknolojileri ve İletişim Kurumu	Telsiz ve telekomünikasyon terminal ekipmanları
Çalışma ve Sosyal Güvenlik Bakanlığı	Kişisel koruyucu donanımlar
Ulaştırma ve Altyapı Bakanlığı	Taşınabilir basınçlı ekipmanlar, gezi tekneleri, gemi teçhizatı
Enerji Piyasası Düzenleme Kurumu	Akaryakıtlar