



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS) HEADQUARTERS

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FOOD SAFETY COMPLIANCE REQUIREMENTS FOR NEW COMPANIES INTENDING TO EXPORT EDIBLE FRESH PRODUCE

- a. Company to submit documentary evidence of the following items to KEPHIS before the audit activity:**
1. Valid HCD Export License
 2. Company's Organogram (s)
 3. Two distinct quality Manuals (farm QM and pack house QM)
 4. Documented QMS with Key food safety Policies and Procedures including but not limited to:
 - a. Technical team with clear responsibilities i.e Technical Manager, Production Manager, Agronomist, TAS, Sprayers, Pack house Manager, QA/QC, Hygiene supervisor, Table heads, Raw material clerks E.T.C
 - b. Farmer/supplier recruitment policy and procedure
 - c. Document control and record keeping policy and procedure
 - d. Calibration policy and procedure
 - e. Traceability policy and procedure
 - f. External & Internal audits and Non conformities resolution procedure
 - g. Pest Management policy and procedure
 - h. Safety and Hygiene of produce policy and procedure
 - i. Hygiene of produce handlers policy and procedure
 - j. Waste disposal policy and procedure
 - k. Training policy with clear schedules/plan for key technical team mentioned above and Farmers/suppliers
 - l. Policy on monitoring of technical team, produce harvesting and transportation, processing, cleanliness and hygiene of personnel, tools/equipment used as well as hygiene facilities
 5. Submit the lists of contracted farmers/suppliers/agents and their contracts as well as a list of own farms (Lists, PS I or PS II, contracts) and expected monthly volumes of produce intended for export
 6. Submit copies of academic certificates, short term trainings, CVs and employment offer letters for Agronomist, Farm Manager and or TAs on the ground. These should have a minimum of a Diploma in Agriculture/Horticulture or any other related field.
 7. Submit copies of academic certificates, short term trainings, CVs and employment offer letters for Pack house Manager and QA/QC. These should have a minimum of a Diploma in Food Science or any other related field. Submit similar documents for Hygiene supervisor, Table head(s), Raw

material clerks e.t.c. These should have a minimum of a relevant certificate from tertiary institution

8. Trained sprayers (Lists, relevant training records)
9. Medical examination reports for TAs, Sprayers, Pack house Manager, QA/QC, Hygiene supervisor and other key produce handlers both at farm and pack house level
10. Calibrated spray equipments (codes, calibration data)
11. Records and schedules for Planting, Weeding, Fertilizer/soil amendments applications and actual data obtained, Scouting and actual data obtained, Spray calibrations and actual data obtained, Actual spray operations, Harvesting, Cleaning of crates, PPEs & Equipment
12. Approved supplier of PPPs, contracts of supplier, lists of registered PPPs for use on the intended crop
13. HCD Inspection reports for produce collection/handling and packing facilities
14. Soil and or irrigation water reports for either chemical or microbial contaminant analysis
15. Stores such as:
 - a. PPPs stores for farmers/farmer groups/suppliers and relevant records kept
 - b. PPE and or Equipment stores and relevant records kept
 - c. Fertilizer and or Seed stores and relevant records kept
16. Waste disposal mechanisms that guarantees food, environmental and human safety

b. Site visits and audits to be conducted as arranged by exporter and competent authority officers (Phytosanitary and Food safety team)

c. Verification audits to be conducted based on the deficiencies/ gaps identified from evidence earlier gathered/submitted.

d. Verification audits also to be conducted if the exporter takes more than four weeks (one month) before successfully submitting the required evidence to KEPHIS for closure of non conformities from the day initial audits were conducted.

e. Company to submit beans/peas sample or any other sample of edible produce being inspected for analysis of pesticide residues by KEPHIS Laboratory (ACL)

f. Ensure payment of the audit /inspection fee (Ksh. 2000 per day) and approximate mileage charges (Ksh. 58.5 per kilometer subject to the location of your farm(s) is done and copy of the payment receipt submitted prior to the audit activity

g. N/B: KEPHIS shall not deal directly with companies' consultants. Companies should source consultant services in privacy and let their senior management and or technical team to present the required evidence to KEPHIS.

h. Recommendation for ECS shall be based on the auditor's report (subject to successful clearance of raised NCs) and a clean lab report of the sample(s) submitted to KEPHIS lab for analysis