



AGRICULTURE AND FOOD AUTHORITY

NUTS AND OIL CROPS DIRECTORATE

Date.....

MACADAMIA PROCESSING FACILITY COMPLIANCE AUDIT CHECKLIST/REPORT

1. Name of the processor
2. Postal Address..... Official Tel. No.....
3. Official email address of the company.....
4. Contact person
- Email..... Tel/Mobile No.....
5. Location of the processing facility: Area..... County.....
6. Current Directors of the Company

No	Name	Nationality	Remarks
1			
2			
3			
4			

Please attach current CR12

7. Staff establishment of the company

No	Category	No.	Remarks
1	Directors		
2	Permanent employees		
3	Seasonal/casual employees		

4	Total		

Daily minimum rate for the seasonal employees (in KSh.)

8. Type of produce/products handled

9. Number of marketing agents and/or field officers declared by the processor to the Authority and buying centres/stores/warehouses?

County	Buying Centres		Stores/Warehouses		No. of Marketing agents	No. of Field staff
	Name	Capacity	Name	Capacity		

10. Source of Raw Material (indicate as appropriate):

Source	Tick	Total Acreage	Specify the Counties	Varieties
Own orchards/farms				
Own orchards/farms as well as other growers/farmers				
Other growers/farmers				

11. Composition of the processing line (Machinery/equipment)

Process/Section	Machinery/ Equipment Used	Machinery/ Equipment Model	Current Capacity e.g per day	Number of Machinery/E quipment	Remarks
Raw materials receiving					
Size grading (In-shell)					

Washing					
Boiler					
Drying					
Cracking					
Sorting					
Style grading (kernels)					
Metal Detection					
Sterilization					
Packing					
Laboratory					

12. Factory capacity per year (of undried nuts in shell)

	Capacity (In tons)	Remarks
Total installed capacity		
Current utilized capacity		

13. What was the average raw nuts quality in %?.....

14. What was the average Sound Kernel Recovery (SKR) in %

15. Final product average grade/style composition

Grade/Style	% Composition	Remarks
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16. List of by products and their uses

By-Products	Use	Remarks

17. Is there any separate processing line using any of the by-products as raw material? Yes..... No.....

If yes, describe

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18. Type of boiler fuel.....

Reason(s) for choosing the said fuel

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19. Legal Documents Assessment

	Type of Document	Validity	Remarks
1	AFA-NOCD License		
2	Tax Compliance Certificate		
3	Food Safety Certificate		
4	Business Permit from the County Government/EPZA		
5	Environmental Impact Assessment (EIA) Certificate		
6	Registration of Workplace Certificate		

7	Food Drugs and Chemical Substances License		
8	Food Handlers' Medical Certificates		
8	Fire Certificate		
9	Boiler Inspection Certificate		
10	Industry Association Certificate		
11			
12			

20. Processing Returns

Month	Opening stock (tons)		Nuts in-shell purchased (tons)	Processed Kernels (tons)	Marketed Kernels					Closing stock (tons)		Farm gate price per kg (KSh.)
	In shell	Processed Kernels			Exports			Local Sales (Kgs)		In shell	Processed Kernels	
					Destination (Country)	Qty (tons)	Value (KSh.)	Qty (tons)	Value (KSh.)			

NB: Attach supporting documents eg Delivery Notes, KRA Entry Documents and bill of lading, Packing List etc.

Local sales may include good quality nuts sold locally, RRA, RRB but does not include shells sold

21. Mode of payment for purchased nuts from farmers: (Tick Appropriate)

Mode of payment	Tick appropriately	Remarks
Cash on Delivery		
Mobile Money eg Mpesa, Airtel Money etc		
Direct deposit to farmers' bank account		
Cheque		
Credit		

22. Are there any deductions by the processor on farmer/marketing agent expected income?

Yes..... No.....

If yes, indicate the breakdown per kg of nuts e.g. for transport, farm inputs, weeding, harvesting etc

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**23. Has the Directorate received all the returns expected from the processor? Yes..... No.....
 If no, give reasons**

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24. Any suggestions on how the industry can be improved/ made competitive.

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25. Is the processor supporting the development of the industry? Yes..... No.....

If yes describe the support.

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NB:

Failure to declare correct information on Clause 11 and failure to submit accurate monthly returns can lead to immediate revocation of the license without further reference to the processor by the Authority

26. Audit Conducted by;

Name:

Designation:

Sign: Date:

Name:

Designation:

Sign: Date:

For the Factory;

Name:

Designation:

Sign: Date: