

REVIEW OF EXPORT CERTIFICATION SYSTEM AND INSPECTION PROCEDURE IN KENYA



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and Enterprise Development



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**REVIEW OF EXPORT CERTIFICATION SYSTEM
AND INSPECTION PROCEDURE IN KENYA**

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FOREWORD

Food export certification and inspection systems are employed by Competent Authorities to attest compliance of a product to food safety requirements. The inspection of food can be done at any point of production and distribution process depending on the regulatory framework of the country and its objective. The main objective of inspection oversight of harvesting, and post-harvest handling of produce is consumer health protection. Certain internationally recognised principles like those derived from CODEX standards are used in export certification and inspection systems to ensure transparency and objectivity of the exercise.

The Agriculture and Food Authority implements the Crops Act and specific Crops regulations that provides guidance on the registration of exporters, export certification and inspection. The EU-Funded MARKUP project implemented by UNIDO made an assessment of the regulatory framework for enforcing traceability for food of plant origin and established that the export certification system implemented by the Horticulture Directorate is through inspections of exporters' production and post-harvest handling facilities. However, it was established that there are diverse quality management systems for export companies including shared facilities and produce sourcing approaches that required a re-look of the inspection checklists and export certification documents.

In order to achieve a robust certification and inspection system, the tools for certification and inspection have to be effective in attaining the objective of certification. It is important that an inspection checklist adequately monitors compliance with traceability requirements, particularly at critical traceability events along the value chain. The inspection checklist should be backed up by an export certification system that demonstrates a back-and-forward tracing of the produce.

The document reviewed the export certification system and inspection criteria of horticulture produce and proposed amendments to the inspection checklists used by the directorate as well as on the documents used for export certification. These documents were validated by HCD inspectors and are expected to facilitate the enforcement of produce traceability thereby enhancing the competitiveness of Kenyan produce in the international market.

Director General, AFA

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LIST OF ACRONYMS

EAC	East African Community
EU	European Union
HCD	Horticulture Crops Directorate
KEBS	Kenya Bureau of Standards
KEPHIS	Kenya Plant Inspectorate Service
SMAP	Standards and Market Access Program

01. THE MARKUP PROJECT

The EU in partnership with the EAC launched the Market Access Upgrade Programme (MARKUP) to support member countries improve market access of agro-food products to the EU and regional markets. The MARKUP is structured around two intervention levels: the EAC Regional Window and the Partner States National Window with country-specific projects. UNIDO is the implementation partner for the Kenya-Partner States Window.

The main purpose of this project is to contribute to the economic development of Kenya by increasing the value of both extra and intra-regional agricultural exports in selected horticulture value chains (snow peas and peas, mangoes, passion fruit, chillies, herbs and spices, nuts). Recent studies have analyzed the reasons for low productivity and competitiveness in these value chains such as the need for specialized extension services and a diffuse lack of knowledge on appropriate good agricultural practices. These value chains for exports are also lacking compliance with market requirements and standards. National quality infrastructure is at an advanced development stage including conformity assessment services; however, some conformity assessment services are not yet fully recognized by the targeted international markets.

This project addresses these challenges through an intervention, and aims to: improve the institutional and regulatory framework for better conformity assessment services in Kenya's horticultural sector; increase revenue and MARKUP for Kenya's smallholder producers and enterprises in export-oriented horticulture sectors.

The current project builds upon the success of the SMAP project to further strengthen the market potential of high-value horticulture. MARKUP focuses on the horticulture sector and in particular, UNIDO's component addresses the challenges in the following value chains snow peas and peas, mango, passion fruit, chillies, herbs and spices and nuts in different counties listed below.

Table 1: List of MARKUP selected Counties and value chains

Subsector	Value Chain	County Selected
Fruits	Mango	Makueni Machakos Embu
	Passion Fruit	Uasin Gishu Bungoma Trans Nzoia

Vegetables	French Beans	Trans Nzoia Bungoma Taita Taveta Machakos Kajiado
	Snow Peas	Trans Nzoia Nakuru Taita Taveta
Herbs & Spices	Export Oriented herbs e.g Basils, Coriander, Dill, Sage, Mint, etc	Kajiado Nakuru
	Chillies- capsicum	Busia Kajiado
Nuts	Macadamia	Embu Bungoma
	Groundnuts	Busia Siaya Homabay

1.1 REVIEW OF THE NATIONAL TRACEABILITY REGULATORY FRAMEWORK

The project engaged a National Expert in collaboration with MARKUP international expert to conduct and review and analyze the export certification and inspection procedures by HCD against best international practices. The review also involved an assessment of the inspections conducted by the Directorate regarding exporters' compliance with food safety requirements. The analysis will highlight the gaps existing in the certification system and highlight recommendations including changes to the checklist used for both packhouse and on-farm inspection.

The work will contribute to the fulfilment of the AFA/HCD and KEBS, based on identified areas of intervention, and aligned with the MARKUP action plan. In particular, it will support the delivery of both Output 1.1 and 1.2 (policy, technical regulation, standards framework in priority sectors addressed, capacity building of inspectors and strengthening of the traceability for food safety control of food of plant origin).

1.2 SCOPE OF WORK

The scope of work was to review and analyze the export certification and inspection procedures by HCD.

1.3 OBJECTIVES

- (a) Review the current process and criteria for the issuance of export certificates by HCD
- (b) Propose changes in the process and criteria for export certification in line with best international practices and reflect the changes in regulations on traceability
- (c) Review inspection checklists for packhouses and propose changes that reflect traceability requirements and packhouse contractual agreements

02. INTRODUCTION

The export of horticultural produce from Kenya is regulated by both HCD on the Food safety and quality side and KEPHIS on the Phytosanitary aspects of plants. For a business operator to export, they must be registered by HCD and will be issued an export license. Once licensed, an operator is registered on the Electronic Certification System operated with KEPHIS for purposes of obtaining a Phytosanitary certificate. The export certification and inspection system is different for both KEPHIS and HCD and are guided by the respective Acts and regulations implemented by the two regulatory institutions. KEPHIS is the National Plant Protection body for the country that conducts phytosanitary checks on plants and plant products before issuing a Phytosanitary certificate. The export certification by HCD is documentation based to ensure that only exporters whose systems have been verified and have been registered are exporting and does not include inspection of the produce.

03. REVIEW OF EXPORT CERTIFICATE ISSUANCE PROCESSES AND CRITERIA

The Directorate conducts systems inspection on the Business operator at the time of license application, renewal or routinely as may be determined by the Directorate. The Directorate uses the National Horticulture Standard to conduct the systems inspections. The systems inspection evaluates the business operator's commitment to implementing food safety standards at both the packhouse and the farm by having policies and facilitating the food safety infrastructure including personnel required to fulfil the standard. The inspection covers chemical management practices at the farm and packhouse, produce traceability, produce handling hygiene practices, and monitoring of pesticide residues among others. The export certificate is a document used to confirm that the quality systems of the business operator have been checked and found to be compliant with the standard.

It is therefore a requirement by the Horticulture Regulations 2020 that licensed exporters of horticultural produce intending to export must ensure that each consignment is accompanied by an export certificate.

The export certificate is the final approval document before the final release of the cargo and serves the following purpose:

1. A confirmation that the consignment is an authorized good for trade in the country, in other words, the consignment is not illicit.
2. A traceability document used to identify the exporter in case there is a problem with documentation or produce nonconformity at the market.
3. Capture export data by providing provide performance indicators for the sector for planning purposes.
4. Used to calculate export levy.
5. Issued to licensed exporters for every consignment to confirm production and handling systems are according to food safety standards.

The export certificate application is done online on the Trade facilitation platform through the IMIS system of AFA. The horticulture regulations have provided for a format for applying for the export certificate as shown in figure 1.

Form 21 **r.29(1)**

APPLICATION FOR EXPORT CERTIFICATE

Name of Export Company.....

Address.....Tel.....

Email.....Physical Location.....

Contact person

Export License No.

Export date and time Date:.....Time.....

Point of Exit.....

Is hereby authorized to export the following; ☐ Fresh produce ☐ Processed product (*Tick as appropriate*)

Produce Type (Hs Code)	Quantity (Kilograms)	Country of Origin	Value (F.O.B) KES


Figure 1: HCD Form for application of export certificate


The business operator is required to provide the following information to process the export certificate:

- Commercial invoice copy that is stamped by HCD
- Fill out a form and provide the following information;
 - Details of the exporter including contact, physical address and License number,
 - Export Destination,
 - Information on the means of transport,
 - Consignee or
 - Customs value of the produce indicating the currency used,

- The product common name, HS code and
- The weight of the consignment.

Once the information is received, the Directorate issues an export certificate for the consignment within an hour or less from the time of application. The Directorate is the last point of clearance for horticultural produce.





REPUBLIC OF KENYA
THE CROPS ACT (NO. 16 OF 2013)
THE CROPS (HORTICULTURAL CROPS) REGULATION, 2020
SCHEDULE II
EXPORT CERTIFICATE


ORIGINAL


The Consignment of which particulars are given below has been inspected according to the provision of The Crops Act (No. 16 of 2013) and The Crops (Horticultural Crops) regulation, 2020 and has been found to conform to with the Export Requirements

Document No: 0805181913000 Dealer Name: REBBROSE VENTURES Exporter Code: 0805181913000 Valid From: 12-Aug-2022 Telephone: 254722225419 Physical Location: 0 NAIROBI Consignee: MASTER ZONE VEGETABLES Currency: USD Date: 12/08/2022 2:13 PM	Dealer Invoice No: RBB 187 Registration No: LA11/1004273 Address: 0 NAIROBI Valid To: 13-Aug-2022 Email: rombonya@yahoo.com Contact Person: ROSELINE ADONGO OMBUNYA Destination: UNITED ARAB EMIRATES Terms: FOB Exit Point: ACH	
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Product	Units	Unit Value	Weight	Total Value	Value (KSH)
FRESH AVOCADO	6,000.00	3.00	24,000.00	18,000.00	2,140,200.00
Grand Totals			24,000.00	18,000.00	2,140,200.00

NB: Attach Invoice
FOR OFFICIAL USE
 Checked by:
 Official name:.....George Onyango.....




 Head
 Horticultural Crops Directorate

Date Printed: 12-Aug-2022

Terms and Conditions:
 1. The exporter shall provide all the information of the transaction in question to the Authority on demand.
 2. The export permit may be suspended without notice where such exporter infringes the legal requirements as set out in the laws of Kenya

Valid for 24 hours from the time of Final Inspection

This certificate is issued by the Government of Kenya which bears no responsibility for the accuracy of any statement contained herein or for any omission therefrom.

Figure 2: HCD Export Certificate

The export certificate is issued online after the validation of documents by HCD and has a validity period of 24 hours for each consignment. A consignment that delays beyond the validity period is stamped extending the validity period with communication to the other relevant agencies indicating the delay. Each certificate has a reference number that captures the exporter license number, the person and contacts of the person who applied as shown in figure 2. The product name refers to the common name of the produce and in most cases has resulted in different names used for the same product depending on the client eg fine beans, French beans, Kenyan beans etc. The inclusion of the produce scientific name besides the common name would provide more clarity on the product.

Given the aforementioned, the export certification process by HCD is a documentation process which is done by documentation verification personnel. Except for Avocados and Mangoes, the HCD export certification process is a pre-export system inspection and does not involve product inspection.

04. PROPOSED CHANGES IN THE PROCESS AND CRITERIA FOR EXPORT CERTIFICATION

The objective of the export certificate is to ensure that only registered exporters whose systems have been inspected and conform to the National horticulture standards are allowed to export produce. However, challenges in compliance with food safety requirements by the EU market require a proactive way to monitor compliance at any point of the supply chain by the regulators which requires operators to have in place traceability systems for transparency and accountability in the value chain. Among the aspects to address the food safety gaps is traceability monitoring at the point of exit. The certification system by HCD provides an opportunity for addressing food safety concerns. However, certain aspects of the certification procedure need to be improved to enable the origin of the produce to be traced by the business operator and regulators when required.

The information required in the export certificate to enable monitoring of produce needs to be enhanced. Table 2 has analyzed the gaps existing in the export certification procedures and provided recommendations that will support the regulator monitor exporter traceability system.

Table 2: Gaps in export certification and recommendations

#	Information	Comments	Recommendation
1	Produce type	<p>Produce type refers to the broad category (eg fresh vs processed, or fruits/vegetable/flowers etc) of the product therefore does not obligate the operator to specify the recognized name of the commodity.</p> <p>Essentially, exporters identify produce differently which they derive from the import orders or the trade name which differ from country to country. For example, the system will show mangetout and also snow peas in different lines when they are supposed to be identified together.</p> <p>There is also no room for providing information where produce is mixed with other products, therefore, limiting the additional details of the consignment.</p>	<ul style="list-style-type: none"> The produce type to be changed to the name of the produce (Scientific name, common name including the variety) and the HS code Products constituting different produce mixes require a listing of all the produce included in the mix.

2	Quantity of export consignment	The quantity of produce provided for by the current certification system is for the total consignment by weight. However, the consignment is composed of several produce packages. The number of packages is important particularly when produce is sourced from different growers whose produce makes up different packages or a single package composed of produce from several growers.	The certification of the produce should specify the number of packages in a consignment.
3	Traceability monitoring	<p>Produce traceability is not included in the current certification system. The information captured is the details of the exporter since traceability within the current HCD framework is through the PSI and PSII forms whose weaknesses have been discussed.</p> <p>The inclusion of a list of the growers and their unique identifiers (codes) contributing to a particular part of a consignment (could be a box or physical package etc) on the certificate and application of the codes on the particular part of the consignment will enable the Directorate monitor through inspection of produce traceability.</p>	<p>Exporters to include traceability information during export certification.</p> <p>HCD to revise the inspection checklist to include the</p>
4	inspection	<p>Inspection of operator traceability system is not currently conducted during export registration or licence renewal to ensure that if produce is intercepted (due to exceedance of pesticide MRL or any other non-compliance) the source of the non-compliance can be identified.</p> <p>The inspection should be conducted by evaluating documents at operator packing facilities and farms from where produce is obtained. Inspection procedures will need to be enhanced to assess systems deployed by owners of common user packhouses.</p>	Revision of the inspection checklist to evaluate the traceability system of exporter consignment to produce source and at any stage of the value chain.

05. REVIEW INSPECTION CHECKLISTS FOR EXPORT

The Directorate has a checklist for inspecting the packing facility, farm and transport for an exporter. However, the MARKUP report on the Analysis of National Traceability on Foods of Plant Origin in Kenya established that the checklists were not adequate to monitor compliance with traceability. Additionally, the export certificate as is currently is unable to guarantee produce traceability. Therefore, products obtained from undocumented unverifiable sources may be exported posing a food safety risk.

5.1 TRACEABILITY INSPECTION CHECKLIST

The current certification for operator traceability by packhouse inspection checklist is shown in figure 3.


 AGRICULTURE AND FOOD AUTHORITY - HORTICULTURE CROPS DIRECTORATE EXPORT LICENSE PACKHOUSE / WAREHOUSE INSPECTION CHECKLIST					
Name of Exporter			Date:		
Exporter's contacts Telephone			Exporter's email:		
Name of Packhouse			Telephone		
Packhouse location			License number		
Produce/crop handled					
Criteria	Evidence	Yes	No	Remarks	Comments
Certification to Food safety standards	Valid certification			Minor Must	
Contract between Exporter & Packhouse (where applicable)	Duly signed and witnessed contracts [Between exporter(s) and pack house user(s)]			Major Must	
	Evidence of export license by all users of the packhouse			Major Must	
Records-Source of produce	List & codes of own farms or contracted farmers (Check on the documentation)			Major Must	
	Register of in-coming produce matches the PS form?			Major Must	
	Are all the produce sources declared in the PS forms			Major Must	
	Food safety policy in place and displayed			Major must	
	Packhouse quality management manual				
Traceability codes accompanying produce from farm to pack house	Copies of produce collection note/Goods received notes			Major Must	
	Harvest date & quantity harvested			Major Must	

Figure 3: Copy of Export inspection checklist

A separate checklist is required for produce traceability. The current packhouse checklist should be separated and dedicated to sanitary inspection. The current checklist also links received produce with Produce Source form I and form II as stipulated in the Horticulture regulations. The proposed checklist is geared to evaluate the operator traceability system and ensure that the operator captures the key data elements of critical traceability events. The proposed reviewed checklists for the farm and packhouse as well as reviewed document for export certification are detailed in Annexures 1, 2 and 3.

06. ANNEX 1: PROPOSED PACK HOUSE INSPECTION CHECKLIST

Objective: To assess the compliance of exporters to National and relevant international standards on good manufacturing practices

Methodology

1. An inspection notice should be sent to the exporter
2. At the site:
 - a. Opening meeting with exporter representative is conducted with exporter to explain the scope of inspection and assure confidentiality
 - b. Review exporter records
 - c. Inspection of produce handling facilities
3. A closing briefing meeting should be done
4. NC form raised where applicable

Table 3: Proposed packhouse inspection checklist

#	Compliance area	Compliance criteria			Comments
			Yes.	No.	
1	Common user facilities	<ul style="list-style-type: none"> Is there a Contract between Exporter & Packhouse owner indicating commitment and obligation to: Compliance to produce safety as outlined in the National horticulture standard ensure produce traceability within the packing facility assess the user capacity of facility 			
2	Key Packhouse staff & their training	Is there an Organizational structure outlining the Responsibilities of personnel			
		Are qualifications of technical staff relevant to the QMS (CVs, Offer letter, JD, contract)			
		Are there Schedules for training			
		Check on the relevance of food safety training certificates (not more than two years)			

3	Traceability records of Produce received from growers	<p>Are there traceability records for incoming produce indicating:</p> <ul style="list-style-type: none"> • Common name, variety name and description of the produce • Name and mobile number of the grower • Farm location (county, sub-county and ward), GPS • Harvest date of the produce • Quantity harvested and the unit of measure, • Name and contact (mobile number) of the transporter • Registration of the delivery vehicle • Date and Time of delivery • Is produce for each grower assigned a unique identifier? 			
4	Traceability records of Produce received from marketing agent	<p>If the produce is from a marketing agent provide the following:</p> <ul style="list-style-type: none"> • common name, variety and description of the produce • Name and mobile number of marketing agent • Name, mobile number and farm location of growers supplying the marketing agent • Quantity supplied in Kg, • Name and contact (mobile number) of the transporter • Registration of the delivery vehicle • Date and Time of delivery <p>Unique identification of produce from each grower</p> <p>HPMA number of the marketing agent</p>			
5	Traceability records of Produce received from another exporter	<p>If produce is from another exporter/ importer</p> <p>Common Name, variety and description of the produce</p> <p>Name, contact and license number of the exporter</p> <ul style="list-style-type: none"> • Name and contact (mobile number) of the transporter • Quantity in Kgs • Registration of the delivery vehicle • Date and Time of delivery • Unique identification of produce from the importer/exporter 			

6	Produce segregation	<ul style="list-style-type: none"> Is there separation and identification of each batch of the product during each stage of the processing, according to its supplier. Is there clear identification and separation of raw material, rejects and finished products 			
7	Packing records	<p>The packing register has:</p> <ul style="list-style-type: none"> name and description of the produce (Variety and common name) The batch number, Number of units in each batch, Quantity of each batch, Number of batches Packing date, List of the grower (s)/marketing agents/ exporter supplying the raw material for the consignment Name and authorization of Quality control personnel 			
8	Distribution records	<p>Distribution list:</p> <ul style="list-style-type: none"> Name and description of the produce Batch number Name and Contacts of including email and telephone number of the importer/retailer Location (Country if distributed to an importer or County/physical location for the local market 			
9	Produce disposal records	<p>Is there a Disposal register for rejected/non-conforming produce detailing:</p> <ul style="list-style-type: none"> Rejected weight for each batch reasons for rejection, Disposal codes, Date of rejection, Name and authorization of Quality control personnel 			

10	Recall and withdrawal of noncompliant produce	<ul style="list-style-type: none"> Is there a recall and withdrawal procedure in place to: Identify any person from whom they have received a batch of products? Identify any person from whom they have supplied a batch of products? Recall a non-conforming product from the market effectively and efficiently? Communicate with relevant stakeholders during recall in a timely manner? 			
11	Certification to recognized Food Safety Standards	Minimum KS1758 standard			
12	Packing facility and personnel Hygiene	Are the working areas and premises kept free of waste materials?			
		Have food handling personnel undergone medical examination			
		Are food handling equipment made of rust-free, food-grade and easy-to-clean material			
		Does the pack house have adequate ventilation, temperature control and lighting			
		Does the facility conform to the provisions of the Occupational Safety and Health Act, of 2007			
		Is the facility designed to prevent the entry of domestic animals, rodents, insects, birds, dust and any other unwanted animal			
		Are Prominent signs displayed forbidding smoking, eating or drinking within the facility			
		Are prominent produce specifications displayed for each produce handled?			

		Is there a storage area of packaging material that will minimize contamination risk			
		Is there a First in First out policy			
13	Internal audits/ self-assessment	<ul style="list-style-type: none"> Is there a GAP monitoring plan in place (MRL monitoring plan must be provided for beans and peas exporters) Are there monitoring reports according to the plan (MRL analysis for beans and peas) Are there recordings Non-Conformities and Corrective actions to address Non-Conformities 			

ANNEX 2: PROPOSED REVIEWED ON-FARM INSPECTION CHECKLIST FOR FRUITS AND VEGETABLES

Objective: To assess the compliance of a grower or group of growers to National and relevant international standards

Methodology

5. May or may not notify the grower of the inspection
6. At the site:
 - a. Opening meeting is conducted with the grower to explain the scope of the inspection and assure confidentiality
 - b. Review farm records
 - c. Field observation
7. A closing briefing meeting on observation
8. NC form raised where applicable

Table 4: Proposed farm inspection checklist

#	Compliance Criteria	Evidence	Conformity		Comments
			Yes.	No.	
1	Certification to recognized GAP	Relevant valid GAP certificates (minimum KS1758)			
2	Relevant training on GAP	Relevant training on GAP-related courses e.g. Safe use of pesticides, harvesting and post-harvest handling, hygiene etc). the certificate should not be more than two years.			
3	Implementation of GAP	<p>Grower should demonstrate compliance to GAP by availing records on:</p> <ul style="list-style-type: none"> • Land preparation, • Seed records/Receipts, • Planting and harvesting, • Produce sale records • Field sanitation records • Soil/Water management, • Fertilizer applications, • Scouting, • Pesticide calibrations data, • Pesticide applications, • Cleaning & Waste disposal, 			
4	Working Traceability system	<p>Growers should demonstrate traceability system procedures including:</p> <ul style="list-style-type: none"> • Farm and block identification • Produce identification • Registers for produce sold by the farm • Produce collection date and time • Condition of the produce • Produce description and type, • Quantity sold • Name and contact of the buyer representative collecting the produce and • Vehicle registration number 			

5	Pesticide applications/ personnel/ Approved PPPs	<ul style="list-style-type: none"> • Pesticide application Procedure, • Pest control program • Spray drift management • Training of spray operators and Scouters • Calibration data for each spray equipment • Hygiene (Spray operator and equipment) • Medical examination records • Lists of Plant Protection Products (PPPs) for specific crops, Active ingredients (A.I), Re-entry period, post-harvest intervals (PHI), Receipts/ Invoices from an approved supplier(s). 			
6	Produce handling at collection/ Holding shed	<ul style="list-style-type: none"> • Is there a farmer register of growers delivering to the shed? • Is there a register of incoming produce from farmers that includes: <ul style="list-style-type: none"> a. Name of each farmer and mobile number that delivered produce, b. Produce delivery date and time c. Condition of the produce d. Produce description, common name and variety common Name, variety and description of the produce e. The volume delivered per farmer and f. Batch identification per farmer and collection centre g. The total volume collected from the farmers h. Name and contact of the business operator representative collecting the produce and h. The physical location of the facility, Geo-Coordinates I. Vehicle registration number? • Does the shed meet minimum hygienic conditions as outlined in the horticulture standards? 			

7	Chemical Storage facilities (Chemical, PPE, Equipment, fertilizer, seed)	<ul style="list-style-type: none"> • PCPB inspection report of the chemical store in case of a storage facility, • Appropriate Labelling of equipment and Products. • PPEs availability and access, • Segregation of products, • Chemical Inventories, • Is Mixing areas well labelled and well secured 			
8	Farm Hygiene facilities	<ul style="list-style-type: none"> • Availability of hygienic sanitation facilities (e.g. Toilets, Bathrooms, Changing rooms, hand washing) • Clean harvesting equipment • Clean and shaded area for handling produce • Clean storage area for harvesting equipment 			
9	Waste and pollution management	<ul style="list-style-type: none"> • Should demonstrate the safe disposal of chemicals, inorganic and organic waste including: • Availability of soak pit, Identified and protected, • Disposal of organic wastes, • Chemical wastes and empty containers are secured before disposal, • Contract with waste disposal company (ies) 			

ANNEX 3: PROPOSED REVIEWED EXPORT DOCUMENTATION

Objective: To assess the compliance of an exporter to pre-export system certification requirements and produce traceability

Methodology

1. An exporter submits an export certificate application form
2. The checking clerk validates the required documents to be submitted
3. Inspection may be done to ascertain traceability information

Table 5: Proposed export certification documentation

	Compliance Criteria	Evidence	Conformity		Comments
			Yes	No	
1	Valid Import/Export licence	Import/Export license number			
2	Valid documentation	<ul style="list-style-type: none"> • Signed and stamped valid Phytosanitary certificate from KEPHIS • Consignment invoice with the following information: • The product name (common name and variety); • The import origin/export destination of the product; • The name and address of the consignor/consignee; • The shipping vessel number: • The unit value of the produce, indicating the currency; and • The weight of each product being imported/exported in Kilograms, quality grades and number of packages/boxes; • Quality inspection reports • MRLs monitoring report for beans and peas from an accredited laboratory 			
3	Traceability information	Information provided: <ul style="list-style-type: none"> • Product, category, name and variety as indicated in the invoice/Certificate of Origin / Exit Note • Batch number • Name of the supplier (grower, marketing agent, importer/exporter) supplying each batch, volumes 			



MARKUP

EU-EAC MARKET ACCESS UPGRADE PROGRAMME



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