



Republic of Kenya



Institution/Organization Name:

AFA FOOD CROPS DIRECTORATE

PROCESS FOR CERTIFICATE OF CONFORMITY FOR WAREHOUSE OPERATORS, FOOD PROCESSING PLANT AND DEALERS

Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	Applicant to login to IMIS system for submission of the required documents	1	Applicant
2.	Receive documents for approval	1 day	DD-R&C
3.	Give feedback to applicant if documents are not right or requirements have not been met	1 day	DD-R&C
4.	Review the documentation	1 day	DD-R&C
5.	If the requirements are not fully met, communicate to the applicant	1 day	Field Officer
6.	Inspection (warehouse, food processing plant)		
7.	AFA and FD approval processes	10 days	Committee
8.	Payment and approval of certificates	1 day	HCD-Finance and Applicant