



# CER/F/01: APPLICATION FOR GRANT/RENEWAL OF MANAGEMENT SYSTEM REGISTRATION

**NOTE:**

- The information given in reply to this questionnaire shall be treated confidentially.
- Additional sheets may be appended where it is necessary to expand any statement.
- Statements given herein shall relate to the Management System available at the time of completing the form.

## 1. Company Details:

Name of Organization: .....

Postal Address: .....

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Physical Location .....

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Telephone.....

Email .....

Contact Person .....

Position .....

Alternative Contact Person .....

Position .....

### 1.1 Number of Employees

Please give total in the company for which registration/certification is being sought.

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1.2 If the firm consists of several sites all contributing to the overall scope of any proposed registration, please list all such sites, their addresses, the specific activities performed at each site and the numbers of staff at each site on a separate sheet, attach and tick to indicate that an extra sheet is appended.

Extra sheet appended? YES  NO

Please provide this information in the following format;

SN	Name of Site	Postal address	Physical address	Activities	Number of Employees at the site

1.3 If the firm operates at **temporary** sites which are within the proposed scope of registration, please provide information on a separate sheet, attach and tick to indicate that an extra sheet is appended.

Extra sheet appended? YES  NO

Please provide this information in the following format;

SN	Name of <b>Temporary Site</b>	Postal address as applicable	Physical address	Activities	Number of Employees at <b>each temporary site</b>

1.4 Do you trade under any other trading names? YES  NO   
 If 'YES' give further details:

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1.5 Is your organization part of some larger organization? YES  NO   
 If 'YES' give name of the larger organization/holding company.

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**2. Other Information**

2.1 Did you seek the assistance of a Consultant during the development of your management system? YES  NO   
 If 'YES' which Consultancy Firm? .....

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 Give names of the person(s) involved in the consultancy services

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2.2 (a) What other departments of KEBS do you interact with and which services/ activities do these departments offer to your organization?

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(b) If your organization interacts with the Quality Assurance department of KEBS (standardization mark or general quality assurance) please indicate the name(s) of the Quality Assurance officers you deal with

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2.3 (a) Does your organization operate in Shifts? YES  NO   
 If yes, how many? .....

- (b) If the organization operates in shifts, kindly list on a separate sheet, the activities of each shift, number of personnel, the controls in each shift such as the level of supervision and the average number of \*EFFECTIVE personnel per shift.

Please provide this information in the following format;

Shift	Time (Beginning and ending)	Activities	No. of *EFFECTIVE Personnel in shift	Controls

NOTE: \*The EFFECTIVE number of personnel consists of all full time personnel involved within the scope of certification including those working on each shift. Non-permanent (seasonal, temporary, sub-contractors and contracted personnel) and part time personnel who will be present at the time of the audit shall be included in this number.

\*\* Controls include number of supervisors during the shift, availability of technical personnel, availability for Quality assurance services e.g. testing

- 2.4 Which statutory and regulatory requirements are applicable to your organization? Kindly list the sections/subsections of the law

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- 2.5 Scopes requested.

a) For management systems other than Food safety, please tick the appropriate code that matches the operation of the applied scope (for Food Safety fill item (b) below).

EA Code	Scope Description	Tick (✓) if applicable
01	Agriculture, fishing	
02	Mining and quarrying	
03	Food products, beverages and tobacco	
04	Textiles and textile products	
05	Leather and leather products	
06	Wood and wood products	
07	Pulp, paper and paper products	
08	Publishing companies	
09	Printing companies	
10	Manufacture of coke and refined petroleum products	
11	Nuclear fuel	
12	Chemicals, chemical products and fibers	
13	Pharmaceuticals	
14	Rubber and plastic products	
15	Non-metallic mineral products	
16	Concrete, cement, lime, plaster etc	
17	Basic metals and fabricated metal products	
18	Machinery and equipment	
19	Electrical and optical equipment	
20	Shipbuilding	
21	Aerospace	
22	Other transport equipment	
23	Manufacturing not elsewhere classified	

24	Recycling	
25	Electricity supply	
26	Gas supply	
27	Water supply	
28	Construction	
29	Wholesale and retail trade; Repair of motor vehicles motorcycles and personal and household goods	
30	Hotels and restaurants	
31	Transport, storage and communication	
32	Financial intermediation; real estate; renting	
33	Information technology	
34	Engineering services	
35	Other services	
36	Public administration	
37	Education	
38	Health and social work	
39	Other social services	

Others, please give details: .....

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b) Fill the table below for Food safety management systems (FSMS/FSSC/HACCP/KS 2573).  
**Select by a tick (✓) on the relevant cluster, category, and subcategory.**

Cluster <sup>a</sup>	Category		Subcategory		Examples of included activities	Tick if applicable
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing <sup>b</sup> and storage	
			AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing <sup>b</sup> and storage	
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing <sup>b</sup> and storage	
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing <sup>b</sup> and storage	
Food and feed processing	C	Food Manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products	
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses	
			CIII	Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals	
			CIV	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt	
	D	Animal Feed Production	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals	
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals	
Catering	E	Catering		Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit		

Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)	
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging <sup>c</sup>	
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging <sup>c</sup>	
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging <sup>c</sup>	
Auxiliary services	H	Services			Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal	
	I	Production of Food Packaging & Packaging material			Production of Food Packaging material	
	J	Equipment manufacturing			Production & development of food processing equipment & vending machines	
Biochemical	K	Production of (Bio) Chemicals			Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids  Pesticides, drugs, fertilizers, cleaning agents	

a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.

b "Farm packing" means packaging without product modification and processing.

c "Associated packaging" means packaging without product modification and processing and without altering the primary packaging.

### 3. Management system information

#### 3.1 Organization seeking registration for:

- ISO 9001
- ISO 14001
- ISO 22000
- FSSC
- HACCP
- ISO 27001
- ISO 20000-1
- OHSAS 18001
- ISO 13485
- KS 2573
- ISO 39001
- ISO 50001

Any other .....

3.2 List all the activities/ departments/processes/sections covered under the scope for which certification is sought (*append a separate sheet if necessary*)

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3.3 Please describe, within the space provided, the **scope** (products/services or product categories and processes) for your firm’s activities for which registration/certification is sought and which will define your product range or services to potential customers.

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3.4 List any other products or services offered, or department(s) for which registration is **NOT** being sought:

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3.5 Which processes of the management system are outsourced by your organization?

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3.6 Does your firm currently hold any other certifications? YES  NO

If ‘YES’ specify the type of certification(s) (e.g. ISO 9001 QMS, ISO 14001 EMS, HACCP, ISO 22000 FSMS, ISO 27001, OHSAS 18001, etc).....

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3.7 Are you migrating from another Certification Body to KEBS- Certification Body?

YES  NO

If Yes, please indicate:

Management System.....Expiry date.....

Certification Body (former).....

**4. Readiness for certification**

4.1 Have you developed the necessary management system documentation?  
YES  NO

4.2 Are the employees in the organization aware of the management system?  
YES  NO

4.3 What training (if any) have the employees undergone in relation to the management system?

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4.4 How soon (specify in weeks or months) does your organization wish to be registered?  
*(Please note that management system documentation must be submitted to KEBS at least 3 weeks before the date of audit)*

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**5. Additional information for clients applying for Food safety system (FSMS, FSSC, HACCP, FSCE) certification.**

5.1 List the HACCP studies and the process lines covered under the scope for which registration/certification is sought.

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5.2 Do you have any clients with special needs i.e., groups of users/consumers known to be especially vulnerable to specific food safety hazards? Kindly list them below, if any.

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**6. Additional information for clients applying for re-certification.**

Kindly indicate in the space below if there has been any significant change(s) to the management system, the activities, equipment, personnel or the context to which the management system is operating, such as changes to legislation.

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**7. How did you learn about KEBS certification services?**

- Customer                       Personal Contacts                       Seminar   
Exhibition                       Recommendation                       Supplier   
Others  Please state: .....

**8.** Please note that by filling this form, the applicant does not commit to a formal certification arrangement with KEBS. Formal certification process shall begin after the payment of the necessary application/audit fees. *(Please refer to the conditions of the contract overleaf)*

Form completed by:  
Name.....

Position: .....

Signature: ..... Date: .....

*Please return to:*  
**HOD Certification**  
**Kenya Bureau of Standards**  
**P. O. Box 54974 - 00200, NAIROBI. KENYA**  
or email to [certification@kebs.org](mailto:certification@kebs.org)

[Conditions of contract](#)

[A. Obligations of the Client](#)

1. The client shall give KEBS auditors access to all premises, facilities and sites, which are the subject of certification with prior notification during the working hours of the premises, facilities and sites involved.
2. The client shall pay to KEBS such reasonable fees and charges as shall be mutually agreed from time to time and will include all expenses in relation to the surveillances audits, sampling, testing and administration costs
3. The client shall not vary the management system that is subject of certification without prior written authority by KEBS
4. The client shall inform the KEBS of any intended modification in the product, production process or management system applicable prior to such modification.
5. The client shall inform KEBS without delay of matters that may affect the capability of the management system to continue to fulfill the requirements.
6. The client shall not use the KEBS management system certification mark in a way that may be interpreted as denoting product/service conformity
7. The client shall keep records on complaints regarding aspects of products or services covered by the certification and shall upon request by KEBS provide the records to KEBS



## **B. Obligations of KEBS CB**

1. KEBS shall issue the client with a certificate of registration (the certificate) as evidence that the client has been registered and its name entered into the Register.
2. KEBS shall provide appropriate and timely information on the audit and certification process and about the certification status to specific interested parties to be agreed upon by KEBS and the client.
3. KEBS shall give the client due notice of any changes to KEBS requirements for certification.
4. Upon a request by any party KEBS shall correctly state the status of the client's management system.
5. KEBS shall not disclose any information about the client, which is confidential in nature and shall ensure that confidentiality is maintained by its (KEBS') employees and agents concerning all confidential information with which they become acquainted as a result of their contacts with the client.
6. KEBS shall inform the client in advance of any information it intends to put in the public domain and any confidential information about the client shall only be disclosed to a third party upon the client's written consent.
7. Where KEBS is required by law to release confidential information to a third party, it shall notify the client in advance on the information provided and the parties to whom such information is being disclosed.
8. KEBS shall carry out surveillance audits of the client's management system to determine its continued conformity. The surveillance audits shall be carried out by KEBS or its agents at the expense of the client.

## **C. Dispute resolution**

Any dispute arising out of this grant, which cannot be amicably settled between the parties, shall be referred to arbitration in accordance with the laws of Kenya and/or any other relevant law in other countries of operation by mutual agreement.