



Kenya Bureau of Standards
Standards for quality life

INITIAL FACTORY INSPECTION REPORT

NOTE

1. Section 1 shall be completed by the applicant and shall be returned together with the application form STA/1
2. Separate sheets may be included where necessary.
3. The provided spaces can be enlarged to capture all the details
4. The statements shall relate to the facilities available as of the date of completion of the form.
5. The information provided in this document shall be treated in Confidence.

SECTION 1 (TO BE COMPLETED BY THE APPLICANT)

A. FIRM DETAILS

1. Name of the Firm:
2. Company Registration Number.....
3. Postal Address:
.....
4. Company Telephone Number:.....
5. Authorized Company Representative:
6. Company Email Address:.....
7. Physical Location:.....
8. Town.....
9. Total No. of Personnel:
10. Competency of key personnel in charge of Production and Quality Control

S/no	Name	Qualifications Relevant to the Sector (Academic/professional/experience)
i.		
ii.		
iii.		



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B. PRODUCTION CONTROLS

1. Raw Materials

Specify the type of raw materials and origin (attach their specification and testing records where applicable):

S/N O.	Product	Raw materials	Origin/Supplier	Raw materials Specifications e.g. (Standard, company specification,)	Quality checks (attach records)
1					
2					
3					
4					
5					
6					

2. Machinery and Plant

S/NO.	Machine and Plant	Process/ Usage
1.		
2.		
3.		
4.		
5.		
6.		

3. Manufacturing process

(Attach a flowchart showing sampling/quality control points and relevant evidences where possible)

S/No.	Production process flow/ Operations	Critical Process parameters Monitored	Frequency	Process monitoring records
1.				



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2.				
3.				
4.				
5.				
6.				

4. How do you handle nonconformities at the following manufacturing process steps:

i. Raw materials step

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.....
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ii. In-process step

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.....

iii. Final product step

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.....
.....

5. What mechanism do you have for recalling/withdrawing nonconforming products from the market?

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6. How do you store the following?

i. Raw materials?

.....

ii. End product?

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7. What monitoring, measuring and/or testing equipment exist on your premises?

S/No.	Equipment	Parameters Monitored /Measured/ Tested	Calibration/Verification Status
1			
2			
3			
4			

8. Specify any testing arrangement with other external laboratories and parameters tested:

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9. Marking and Labelling:

Is your product labelled and marked in compliance to the relevant standard? Specify and attach label(s) as applicable

S/No	Standard Marking/labelling requirement	Indicated/Not Indicated
1		
2		
3		
4		
5		

10. Handling of Complaints

How do you handle consumer complaints? Attach evidence of complaints records.

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Authorized Company Representative

Designation.....

Signature.....

Date.....



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SECTION 2 (FOR OFFICIAL USE ONLY)

A. INSPECTOR'S REPORT AND RECOMMENDATIONS

1. State the adequacy of the following:

- i. Production facility/premises:

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- ii. Plant layout:

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- iii. Suitability of location:

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- iv. Suitability of equipment

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- v. Cleaning and maintenance programmes

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.....
.....



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2. How is the Hygiene and general plant housekeeping?

Describe

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.....

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3. Are the Staff provided with necessary work wear?

Describe

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4. Has the company complied with relevant statutory/regulatory requirements (e.g. Public Health Act, OHS requirements)?

Describe.....

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.....

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5. Marking and Labelling:

S/No	Standard Marking/labelling requirements	Compliance Status (Y/N)	Remarks
1			
2			
3			
4			
5			



6. Environmental considerations

- i. Have the potential sources of contamination to the product(s) been identified? How are they managed?

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- ii. How are wastes emanating from the process handled?

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7. Recommendations/Conclusions findings on processes

- i. Specify areas noted for Improvement i.e. nonconformities (attach separate sheet as necessary)

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- ii. Inspector's recommendation for certification?

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KEBS/.....



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S/No.	Inspector's Name	Designation	Signature
1.			
2.			
3.			

Date

Supervisor's comments:

Name.....

Designation.....

Signature.....

Date:.....