



**Kenya Bureau of  
Standards**

# **DESTINATION INSPECTION MANUAL**

## **GENERAL GOODS**

**IMPLEMENTATION DATE: 9<sup>th</sup> February 2026**

## 1. PURPOSE

This manual outlines the requirements for Destination Inspection for goods imported from countries where KEBS has no pre-inspection arrangements.

## 2. SCOPE

This Manual applies to all goods, excluding motor vehicles, imported from countries in which KEBS has not appointed inspection company(ies) to provide Pre-Export Verification of Conformity (PVoC) services.

## 3. TERMS AND DEFINITIONS

- **AWB** - Airway Bill
- **BL** - Bill of lading
- **COC** – Certificate of Conformity
- **CB**- Certification Body
- **COI** – Certificate of Inspection
- **DVS** - Department of Veterinary Services
- **DI** - Destination Inspection
- **IDF** - Import Declaration Form
- **IEC** - International Electrotechnical Commission
- **IECEE** - IEC system of conformity Assessment Systems for Electrotechnical Equipment and Components
- **KEPHIS** - Kenya Plant Health Inspectorate Service
- **LN** - Legal Notice
- **NCR** - Nonconformity Report
- **NSB** - National Standard body
- **PCPB** - Pest Control Products Board
- **PPB** - Pharmacy and Poisons Board
- **PVoC** - Pre-Export Verification of conformity
- **QMS** - Quality Management System
- **SoR** - Statement of registration
- **SoLs**- Statement of Licensure

#### 4. TERMINOLOGIES

- **KEBS Recognized Laboratory** - is a laboratory with established and demonstrated competence to conduct tests specified in approved Standards. For the purpose of this manual, a KEBS-recognized laboratory includes all laboratories duly accredited to ISO/IEC 17025:2017, NSB Testing Laboratories and Government-designated laboratories.
- **Destination Inspection** - is a conformity assessment process undertaken on imported consignments at the points of entry upon arrival, for the purpose of determining conformity with relevant standards, technical regulations and other applicable requirements.
- **Quality documents – these are verified and controlled documents, including** laboratory test reports or certification permits and related technical records issued by a certification body such as NSB, IECEE, etc. **used as objective evidence to demonstrate compliance with applicable standards, technical regulations and conformity assessment requirements.**
- **Approved Warehouse** -
- **Free Sale certificate** - is a certificate issued by an authorized agency demonstrating that the product is freely sold and compliant with the applicable regulatory requirements in the country of origin.

## 5. INTRODUCTION

The Standards Act under sections 12 (1) and (2) requires that a person who imports shall ensure that every product complies with the Kenya standard and shall not place on the market or put in service any product that is not sold freely or conforms to applicable regulatory requirements in the country of origin. Further, Legal Notice No.78 of 2020 provides for the inspection of imported products either in the country of supply or at the port of entry.

To ensure efficiency in Destination inspection while maintaining compliance of imported products to Kenya standards, importers are required to acquire and furnish their suppliers with the applicable Kenya standard for product testing in KEBS recognized Laboratories prior to importation. All imported products are required to be accompanied by quality documents from recognized certification bodies, recognized laboratories or from recognized National Standards Bodies (NSB) of the respective exporting countries as proof that the products meet the requirements of relevant Kenya Standards or approved specifications.

To facilitate efficient clearance of goods at the Ports of Entry, importers are advised to utilize the existing Pre-Arrival Processing (PAP) framework by submitting their applications and required documents referred to in clause 6 to KEBS through the KENTRADE single window system well in advance for review.

## 6. CERTIFICATION OPTIONS UNDER DESTINATION INSPECTION

KEBS shall undertake destination inspection, leading to issuance of local CoC, on a risk- based approach as outlined in the four options below.

Where sampling is undertaken, consignments may be released conditionally (at KEBS sole discretion) for safekeeping at the importer's premises pending testing.

An importer whose products have been released conditionally shall swear an affidavit to declare that the product(s) sampled for testing shall not be disposed of in any manner until testing is concluded and the final conformity assessment decision communicated by KEBS.

In general, the following importation documents shall be submitted by the importer for KEBS to commence the destination inspection process: the invoice, the IDF, the packing list, the BL/AWB customs entry, and Free Sale certificate.

### 6.1 Option 1

This option shall apply to products listed under the Legal Notice No. 78/2020 *Schedule of criteria for exemption of specific products from PVOC requirements (Annex 1)*, except Courier parcels, Products under KEBS Diamond Mark Scheme, and Products manufactured within the East African Community (EAC).

These products shall be cleared based on verification of the documents specified in the schedule of the legal notice (*Annex1*).

### 6.2 Option 2

This option applies to products that have demonstrated consistent compliance with applicable quality requirements through certification schemes such as KEBS Diamond Mark of quality, KEBS Product Registration, IECEE CB certification, EAC partner state product certification and any other product

certification scheme administered by an NSB which KEBS has signed an MoU with.

These products shall be processed for release based on document verification, physical inspection and testing shall be undertaken based on the individual scheme's surveillance plan.

In addition to the mandatory importation documents listed in clause 6 above, the importer shall submit the following documents for clearance of goods under this option.

S. No.	Category	Documents Required
1.	Products under KEBS Diamond Mark of quality certification scheme	Valid DM permit
2.	Products under KEBS Product Registration scheme.	Valid KEBS - PR certificate.
3.	Products under IECEE CB certification scheme	Valid IECEE - CB certificate
4.	Products under EAC partner state product certification scheme	Valid certification permits from EAC NSB
5.	Products under other NSB certification schemes with MoU with KEBS	Valid Product Certification Permit or Batch certification/Inspection report

### 6.3 Option 3

This option applies to courier parcels, products under Ministerial waivers and products that have previously been tested by KEBS and found to consistently comply, provided the KEBS test report is not more than six (6) months old.

These products shall be subjected to document verification and random physical inspection and/ or testing prior to clearance. In addition to the mandatory importation documents listed in clause 6 above, the importer shall submit the following documents for clearance of goods under this option.

S. No.	Category	Documents Required
1.	Courier parcels	Parcel handler's license issued by the Communications Authority of Kenya and Test Report ( <i>Where applicable</i> ).
2.	Products under Ministerial waivers	Valid waiver letter and Test Report ( <i>Where applicable</i> ).
3.	Products that have previously been tested by KEBS (Note: <i>Bulk shipments are excluded</i> )	KEBS test report not more than six months old showing compliance with quality requirements

### 6.4 Option 4 (Used Textiles and footwear)

Registration with KEBS is mandatory for all importers of used textiles and footwear. In addition to the mandatory importation documents listed in clause 6 above, these consignments shall be conditionally released based on verification of the documents listed below for physical inspection at the warehouse approved by KEBS at the time of registration.

- Fumigation certificate
- Certificate of registration of the importer

### **6.5 Option 5**

This option applies to consolidated goods imported by KEBS - registered consolidators and other products not covered under the above four options (Clauses 6.1, 6.2, 6.3 and 6.4). These products shall be subjected to mandatory physical inspection and/or testing before release. However, products accompanied with verifiable Laboratory test reports traceable to the imported batch from an ISO/IEC 17025 accredited laboratory are exempted from testing at destination.

## ANNEX 1: CRITERIA FOR EXEMPTION OF SPECIFIC IMPORTERS FROM PVOC REQUIREMENTS

No.	Category	Criteria	Remarks
1.	Industrial raw materials excluding materials specified by the National Standards Council, completely knocked down kits for road vehicles, machinery and industrial spares imported by registered manufacturers for own use.	<ul style="list-style-type: none"> <li>▪ Applicant must demonstrate quality track record for the raw materials and the final products as confirmed by KEBS</li> <li>▪ Proof of transformation of raw material(s) into a completely different product (finished product)</li> <li>▪ Proof of certification to a quality management system/ or professional practice.</li> <li>▪ Manufacturers to provide data on their customers e.g. complaints</li> <li>▪ Manufacturers to provide certificate of analysis or material safety datasheet for raw materials issued by an approved lab (accredited lab, government lab, ISO certified manufacturer's lab)</li> <li>▪ Proof that the final products are directly linked to the raw materials being imported.</li> <li>▪ Proof of registration as an assembler or Manufacturing Under Bond (MUB) or Export Processing Zone</li> <li>▪ Proof of manufacturing (License or Permit) from other government agencies.</li> </ul>	Concerned importers to fill the form in Microsoft excel format available on KEBS website ( <a href="http://www.kebs.org">www.kebs.org</a> ) and submit the filled form in the same format (Microsoft excel format) via email to <a href="mailto:inspections@kebs.org">inspections@kebs.org</a> together with the other required documents (the required documents are listed in the excel form under instructions).
2.	Equipment and original equipment manufacturers (OEM) parts for licensed power generation companies	<ul style="list-style-type: none"> <li>▪ Evidence of Original Equipment Manufacturer warranty</li> </ul>	Clearance to be based on confirmation of the invoice and warranty from the manufacturer.
3.	Original equipment medical manufacturer's parts for medical equipment	<ul style="list-style-type: none"> <li>▪ Evidence of Original Equipment Manufacturer for spare parts.</li> <li>▪ Evidence of Manufacturer's warranty</li> </ul>	Clearance to be based on confirmation of the invoice and warranty from the manufacturer.
4.	Goods imported by diplomats and diplomatic missions except motor vehicles.	<ul style="list-style-type: none"> <li>▪ PRO 1A or PRO 1B issued by the Ministry of Foreign Affairs</li> </ul>	Approved PRO 1A or PRO 1B to be submitted to KEBS for application of a Local COC at the time of clearance.
5.	Used personal effects belonging to returning residents and arriving expatriates excluding road vehicles.	<ul style="list-style-type: none"> <li>▪ Goods must be pre-owned before shipment.</li> </ul>	Approval by the Kenya Revenue Authority (KRA)

6.	General consumables (stores) imported by international carriers for in - flight or ships services and duty-free products	<ul style="list-style-type: none"> <li>▪ Proof of licensing as international carrier</li> <li>▪ Authority by KRA as proof to operate as duty free.</li> </ul>	Concerned importers to submit licenses to KRA for processing of their import entries.
7.	Re- imports	<ul style="list-style-type: none"> <li>▪ Submission of re-importation certificate (KRA)</li> </ul>	Concerned importers to submit re-importation certificates to KRA at the time of importation.
8.	Temporary imports	<ul style="list-style-type: none"> <li>▪ Proof of bond execution with Kenya Revenue Authority.</li> <li>▪ Carnet Certificate (for vehicles)</li> </ul>	Concerned importers to submit an executed bond in favour of KRA at the time of importation.
9.	New road vehicles and new mobile equipment	<ul style="list-style-type: none"> <li>▪ Manufacturer Warranty /type approval</li> </ul>	Clearance to be based on year of manufacture. <b>Refer to Annex 2 for further guidance.</b>
10.	Printed matter and recorded digital media.	<ul style="list-style-type: none"> <li>▪ Declaration that the material has not violated any intellectual property rights.</li> </ul>	
11.	<p>The following products regulated under specific laws:</p> <ul style="list-style-type: none"> <li>i. Explosives, arms and ammunition</li> <li>ii. Plants, seeds and planting materials</li> <li>iii. Live animals, carcasses and</li> <li>iv. Hatching eggs</li> <li>v. Tissues and organs</li> <li>vi. Human and veterinary</li> <li>vii. Pharmaceutical products</li> <li>viii. Pesticides</li> <li>ix. Aircraft and aircraft parts</li> <li>x. Marine craft and marine craft parts</li> <li>xi. Radioactive materials and isotopes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Proof of compliance with the relevant Regulations</li> </ul>	<b>Refer to Annex 2 for further guidance.</b>
12.	New motor vehicle parts imported from the manufacturer of the vehicle to which the parts are to be fitted or their authorized representative	<ul style="list-style-type: none"> <li>a) Evidence that the exporter is the original vehicle manufacturer or evidence of authorization by the vehicle manufacturer in the case of authorized representative.</li> <li>b) Manufacturer's warranty of the parts.</li> <li>c) Evidence of registration by KEBS as importers of those parts.</li> <li>d) Evidence of conformity of the parts with applicable standards.</li> </ul>	Concerned importers to fill the form in Microsoft Excel format available on KEBS website ( <a href="http://www.kebs.org">www.kebs.org</a> ) and submit the filled form in the same format (Microsoft excel format) via email to <a href="mailto:inspections@kebs.org">inspections@kebs.org</a> together with the other required documents (the required documents are listed in the excel form under instructions).



**ANNEX 2: PRODUCTS REGULATED BY OTHER GOVERNMENT AGENCIES THAT ARE EXEMPTED FROM PVOC PROGRAM**

No.	Government Agency	Products Affected and the HS Code/Tariff Chapter
1.	Central Firearms Bureau	<ul style="list-style-type: none"> <li>▪ <b>9301-9307:</b> Arms and ammunition, parts and accessories thereof</li> <li>▪ <b>3602.00.00</b> Prepared explosives, other than propellant powders.</li> </ul>
2.	Communications Authority of Kenya	<ul style="list-style-type: none"> <li>▪ <b>8526:</b> Radar apparatus, radio navigational aid apparatus, Radio remote control apparatus</li> </ul>
3.	Directorate of Veterinary Services	<ul style="list-style-type: none"> <li>▪ <b>0101-0106:</b> Live animals</li> <li>▪ <b>0201-0210:</b> Fresh/chilled carcasses only</li> <li>▪ <b>0407.11.00, 0407.19.00</b> – Fertilised eggs for incubation</li> <li>▪ <b>0504.00.00:</b> fresh/chilled only</li> <li>▪ <b>0506.10.00:</b> Bones and horn-cores</li> <li>▪ <b>0511.10.00:</b> Animal semen</li> <li>▪ <b>0511.99.10:</b> Animal semen other than of bovine</li> </ul>
4.	Fisheries Department	<ul style="list-style-type: none"> <li>▪ <b>0511.91.10:</b> Fish eggs</li> </ul>
5.	Kenya Civil Aviation Authority	<ul style="list-style-type: none"> <li>▪ <b>8801 - 8807:</b> Aircraft, spacecraft and parts thereof</li> <li>▪ <b>4011.30.00:</b> Aircraft tyres</li> <li>▪ <b>4012.13.00:</b> Retreaded aircraft tyres</li> <li>▪ <b>8407.10.00:</b> Aircraft engines</li> <li>▪ <b>8409.10.00:</b> Parts for aircraft engines</li> </ul>
6.	Kenya Nuclear Regulatory Authority	<ul style="list-style-type: none"> <li>▪ <b>84.01 -</b> Nuclear reactors; fuel elements (cartridges), non-irradiated, for nuclear reactors; machinery and apparatus for isotopic separation</li> <li>▪ <b>2844 – 2845:</b> Radioactive chemical elements and radioactive isotopes</li> </ul>
7.	Kenya Maritime Authority	<ul style="list-style-type: none"> <li>▪ <b>Chapter 89:</b> Ships, boats, and floating structures</li> <li>▪ <b>Spares for ships, boats, and floating structures in any chapter</b></li> </ul>
8.	Kenya Plant Health Inspectorate Services	<ul style="list-style-type: none"> <li>▪ <b>0601 - 0604:</b> Live plants and planting materials</li> <li>▪ <b>1401- 1404:</b> Vegetable planting materials; vegetable products not elsewhere specified or included</li> <li>▪ <b>Seeds for sowing under any chapter.</b></li> </ul>
9.	Mining Geological Department	<ul style="list-style-type: none"> <li>▪ <b>3601 – 3604:</b> Explosives and pyrotechnic substances</li> </ul>
10.	Pest Control Products Board	<ul style="list-style-type: none"> <li>▪ <b>3808:</b> Insecticides, rodenticides, fungicides, herbicides, anti-sprouting products</li> </ul>
11.	Pharmacy and Poisons Board	<ul style="list-style-type: none"> <li>▪ <b>3001:</b> Organs and glands</li> <li>▪ <b>3002:</b> Blood and related products</li> <li>▪ <b>3003 - 3004:</b> Medicaments</li> <li>▪ <b>3006.30.00:</b> Opacifying preparations for X-ray examinations; diagnostic reagents designed to be administered to the patient</li> <li>▪ <b>3006.40.00:</b> Dental cements and other dental fillings; bone reconstruction cements</li> <li>▪ <b>3006.60.00:</b> Chemical contraceptive preparations based on hormones.</li> <li>▪ <b>3822.19.00</b> (Reagents used in medical diagnostic only)</li> </ul>

No.	Government Agency	Products Affected and the HS Code/Tariff Chapter
		<ul style="list-style-type: none"> <li>▪ <b>3006.91.00:</b> Appliances identifiable for ostomy use</li> <li>▪ <b>3006.92.00:</b> Waste pharmaceuticals</li> <li>▪ <b>3006.93.00:</b> Placebos and blinded (or double-blinded) clinical trial kits for a recognized clinical trial, put up in measured doses</li> </ul>

12.	Veterinary Medicines Directorate	<ul style="list-style-type: none"> <li>▪ <b>3002.42.00:</b> Vaccines for veterinary medicine</li> <li>▪ <b>3002.49.00:</b> Other veterinary vaccines</li> <li>▪ Livestock and animal medicine under <b>3808</b></li> </ul>
13.	Kenya Wildlife Service	<ul style="list-style-type: none"> <li>▪ <b>0507:</b> Ivory, tortoise-shell, whalebone and whalebone hair, horns, antlers, hooves, nails, claws and beaks, unworked or simply prepared but not cut to shape; powder and waste of these products.</li> </ul>