



KENYA FOREST SERVICE

DOCUMENT TITLE: SURVEY & MAPPING

REF NO: KFS-FCM-004

ISSUE NO: 2

REVISION NO: 1

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ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1.	None, no change has been done.	Head: Survey and mapping	10 th June 2010
2.	Changes made to conform to ISO 9001:2015 standard	Head: Survey and mapping	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2.	QPM -7	Product Realization
3.	PM	Procedure Manual
4.	FCMA	Forest conservation and Management Act 2016
5.	FP	Forest Policy
6.	SP	KFS Strategic Plan 2018-2022
7.	FCMA	Forest conservation and Management Act 2016

COPY HOLDERS

1. Chief Conservator of Forests
2. Deputy Chief Conservator of Forests (FCM)
3. QMR
4. Head: Survey

PREPARED BY: DCCF FCM

APPROVED BY: CCF



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RECORDS/ANEXSES

REC NO:

REC TITLE

Site assessment reports

Progress M&E reports

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1. TERMS AND DEFINITIONS

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests
FCM	Forest Conservation Management

2. SCOPE

This procedure covers from surveying, mapping and maintenance of boundaries to database management

3. PURPOSE

This is to ensure adequate control of survey and mapping

4. OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE


5. RESPONSIBILITY AND AUTHORITY

5.1 Chief Conservator of Forest

- Give guidance on policy matters affecting survey and mapping

5.2 HOD, Survey and Mapping

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- Drafting letters to the chief conservator of forest on land related matters
- Writing court briefs on land related disputes for the purpose of instructing lawyers representing KFS
- Directing personnel in Survey section from day to day operations
- Liaising with the Ministry of Lands on land related issues besides carrying out survey and mapping duties

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- Finances
- Personnel
- Infrastructure

6.2. Inputs

- Survey equipments and tools
- Transport

6.3. Outputs

- No of newly gazetted forest areas
- No of replaced forest beacons
- Distance of forest boundary aligned
- Progress reports

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

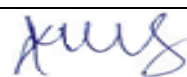
NB: Refer to the Service's Risk register


9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

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10. DETAILS OF PROCEDURE

7.1 Survey and Mapping

- Get base map of the area (geographical map).
- Get the controls
- Carry out a traverse, by the set standards of survey (degree of accuracy)
- Compute the work
- Draw a plan.
- Register the survey work with director of survey for authentication (both data and plan)

7.2 Maintenance of Boundaries

- Erect/ensure corner beacons in/are place
- Get information of vandalized beacons
- Foresters' counter check beacons dail
- Look for relevant data
- Use data to re-establish vandalized beacons
- Arrest and assist in prosecuting vandalizers where possible

7.3 Database Management

- Receive data
- Check the form for accurate completion
- Retrieve the file and enter the data into computer
- Verify data for error of entry by data cleaning/proof reading
- Confirm if entered data is accurate
- Analyze the data

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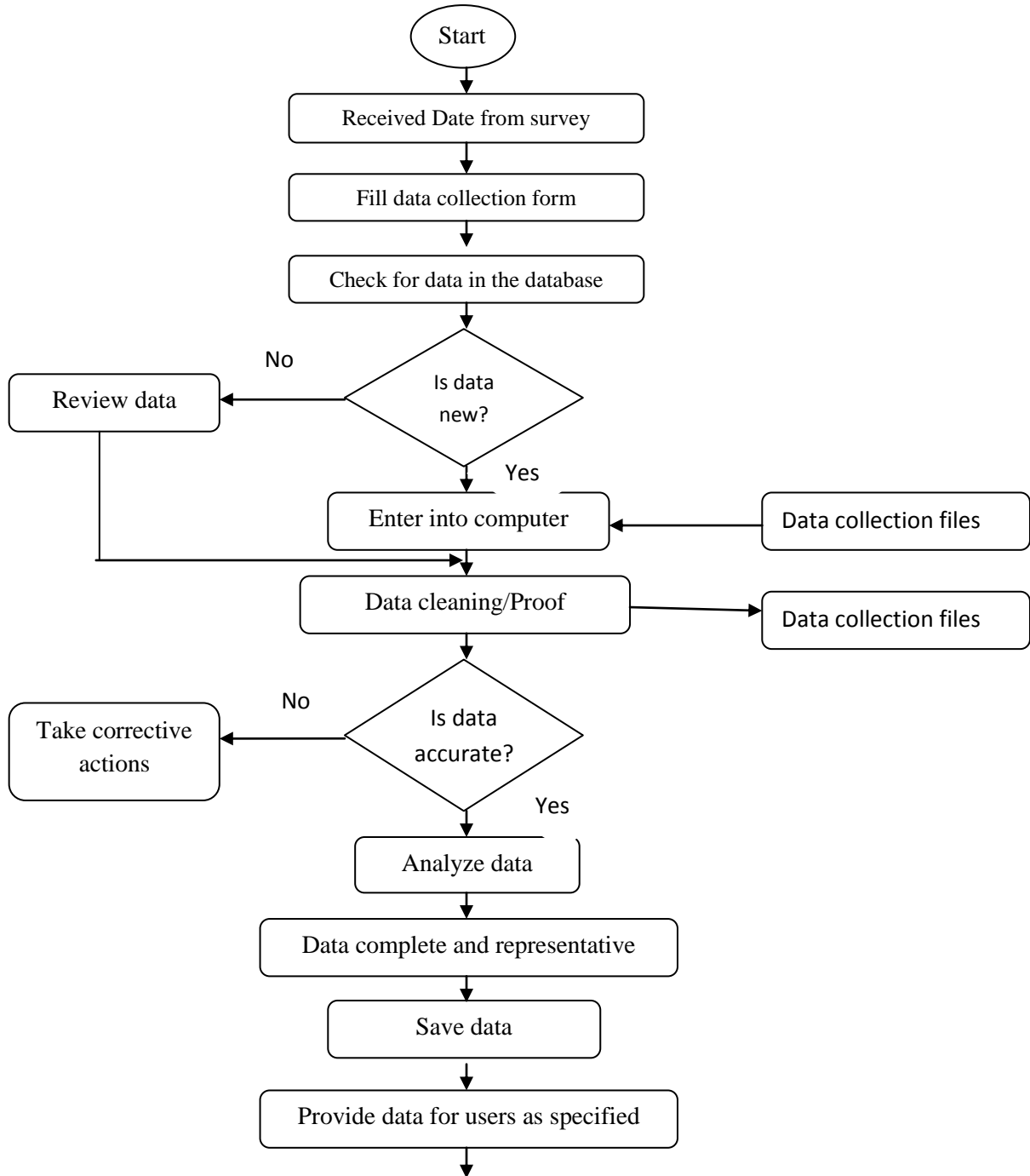
- Verify if data is complete and representative
- File the data form in a file

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11. PROCESS FLOW CHART





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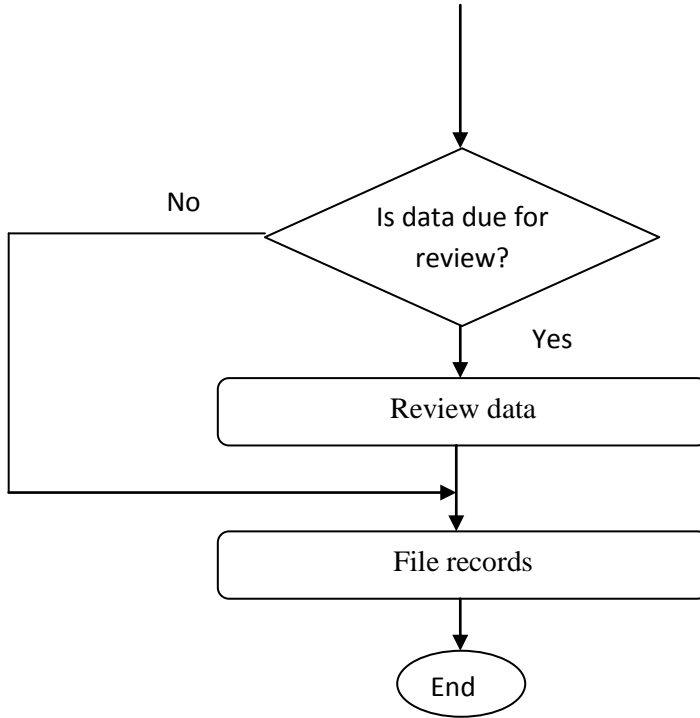
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