



KENYA FOREST SERVICE

DOCUMENT
TITLE:WAYLEAVE&LICENSES

REF NO:KFS-FCM-007

ISSUE NO: 1

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 :Way leave and licenses	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE	Way leave and licenses
1.	QPM	Quality Policy Manual	
2.	PR	Product Realization	
3.	PM	Procedure Manual	
4.	WI	Work instructions	

PREPARED BY: DCCF FCM

APPROVED BY: CCF



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COPY HOLDERS

1. CCF
2. QMR
3. DCF(FCM)
- 4.HEAD : WAYLEAVE AND LICENCE

RECORDS/ANEXXES

REC NO:	REC TITLE
	Licenses
	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

2. SCOPE

This procedure covers site inspection of the projects licensing and way leaves


3. PURPOSE


This is to ensure efficient and effective regulation of licenses and way leaves in the forest conservation areas

4. OBJECTIVES

NB: Refer to the performance contract

CSF	KPI	TARGET (S)	DUE

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5. RESPONSIBILITIES AND AUTHORITY

5.1 Deputy Chief Conservator of Forests (FCM)

5.1.1 Give policy guidelines on licenses and way leaves

5.2 HOD, Way leaves and licenses

5.2.1 Processing of way leaves.

5.2.2 Preparing Licenses and agreements

5.3 Conservator of Forests

5.3.1 Providing access and security to the licenses and way leave applicants during the site visits

5.4 Head: Survey and mapping

5.4.1 Mapping the area falling under way leave and licenses

5.4.2 Drafting letters to the Director on land related matters

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources


- Finances
- Personnel
- Infrastructure


6.2. Inputs

- Finances for site assessment, monitoring
- Survey Equipments and vehicles for field work

6.3. Outputs

- No of sites assessed for licences

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- No. of way leaves permits issued
- 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.

10.DETAILS OF PROCEDURE

7.1 Receive application from applicants for way leaves and licenses

7.1.1 Site project assessments for licenses and way leaves assessments


7.1.2 Preparation of reports for licenses and way leaves for approval by CCF

7.1.3 For approved licenses:

- Prepare draft licenses and forward to Head: Legal for finalization
- Disseminate the outcome to the applicant

7.1.4 For approved way leaves

- Prepared way leave permit for CCF's signature
- Disseminate information to the concerned

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11.PROCESS FLOW CHART

