	<b>KENYA FOREST SERVICE</b>		<b>DOCUMENT TITLE: QUARTER MASTER</b>
	<b>REF NO:KFS-ENCOM-001</b>	<b>ISSUE NO: 2</b>	<b>REVISION NO:1</b>

<b>ISSUE HISTORY</b>			
<b>ISSUE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>PROCESS OWNER</b>	<b>EFFECTIVE DATE</b>
1	None, no changes have been done	Superintendent	1 <sup>st</sup> June 2010
2	Changes to conform to ISO 9001:2015	Superintendent	31 <sup>st</sup> May 2018

<b>REFERENCED DOCUMENTS</b>		
<b>S/NO</b>	<b>REF</b>	<b>TITLE</b>
1.	QPM	Quality Policy Manual
2.	AR	Achievements Reports
3.	QPM	Quality Procedure Manual
4.	PM	ENCOM Procedure Manual(SOP)
5.	FA	Forest Management and Conservation Act 2016
6.	CK	Constitution of Kenya 2010
7.	COR	Disciplinary Code of conduct for Disciplined Officers
8..	FA	Fire Arms Act,114
9.	WI	Work Instructions
10.		Public Procurement and Asset disposal Act, 2015
11.	SP	Strategic Plan

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## COPY HOLDERS

1. CCF
2. QMR
3. Commandant
4. Quartermaster
5. Head of Conservancy
6. Regional Commandants
7. Ecosystem Conservator
8. Forest Station Managers

## RECORDS/ANEXXES

REC NO:	REC TITLE
	Fire arms Movement Book
	Fire Arms Register
	S13 Forms (GRN)
	S3 Cards
	S11 Stores Issue Note

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## 1. TERMS AND DEFINITIONS

<b>TERM</b>	<b>DEFINITION(S)</b>
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests
FPPR	Forest Protection Patrol Register

## 2. SCOPE

This procedure covers procurement plan, procurement of uniforms, security equipment, initiate Construction and maintenance of ENCOM staff houses process and maintenance of records

## 3. PURPOSE


This is to ensure effective management and control of the quarter master section.

## 4. OBJECTIVES

**NB: Refer to the performance contract**

<b>CSF</b>	<b>KPI</b>	<b>TARGETS</b>	<b>DUE</b>

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## 5. RESPONSIBILITY AND AUTHORITY

### 5.1 CCF

- Accounting officer
- Provide leadership, Facilitation and guidance for operations.

### 5.2 DCCF P&S /Commandant–

- Initiates and facilitates the process

### 5.3 Quarter Master, Logistics

- Ensure all records of stores/items are properly kept.
- In charge of all store men under ENCOM.
- Sets in motion the procurement plan and implements in liaison with supply chain.
- Handles requisition, receives and issues all ENCOM stores.
- Liaise with engineering department on construction and repair ENCOM offices and houses
- Ensures proper storage of weapons and Ammos and general equipment.

### 5.4 Stores Officer, Armoury

- Maintain all records of armoury/items are properly kept.
- Handle requisition, receives and issues fire arms, ammunitions and accessories.
- Ensures proper storage of weapons, Ammos and general equipment.
- Compiles fire arms quarterly returns


### 5.5 Stores Assistant, Logistics

- Maintain all records of stores/items are properly kept.
- Handles requisition, receives and issues ENCOM Stores .
- Ensures proper storage of office supplies and general equipment

### 5.6 Armorer

- Ensures all firearms are clean and serviceable.
- Reports any faults in fire arms.
- Issue fire arms & ammunitions to officers on duty.
- Receives back fire arms and ammunitions from officers upon completion of assignment.

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- Maintain firearms register.

## 6. RESOURCES, INPUTS AND OUTPUTS

### 6.1. Resources

- Finances
- Personnel
- Infrastructure

### 6.2. Inputs

- Raising of requisition memo to superitendant
- Approval of memo by commandant
- Approval by CCF

### 6.3. Outputs

- Approved memo by CCF to supply chain management for procurement
- Collection of uniforms
- Issuing of uniforms

## 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

**This procedure includes the following:**

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**Equipping Disciplined Cadre (Uniforms)**

Each officer is issued with uniform once in every two year.  
 Disciplined cadre uniform as outlined in Standard Operating Procedures  
 Quarter master raises memo to the commandant in  
 the need to secure cadre uniform.  
 Commandant approves as necessary and forwards to the CCF  
 CCF approves as necessary.  
 Forwards to the finance and accounts division for funds availability.  
 Raise request to the supply chain management for procurement.  
 Liaise with stores for collection of the uniform.  
 Issue the uniform using the uniform register.


**Equipping Discipline Cadre (Firearms/Ammunition)**

**Note 1: Armorers are trained on annual basis regarding their professionalism and record maintained**

Fire arms are issued to officers by the armourer  
 Each station is issued own firearms and ammunitions  
 Armourer ensures all fire arms are clean and serviceable  
 Each ranger is issued own fire arms and ammunitions while on duty  
 Officer signs the firearms movement book on collection of fire arms  
 Signs off the firearms movement book on returning the fire arms/ammunitions  
 The Firearms Movement Book must capture among others;  
     Details of the officer –Name, Personal number, rank, date,  
     Type of fire arms and calibre, quantity of ammunitions, Purpose of fire  
 arms (area send to work), Time issued, Time received back,  
 Number of ammunitions surrendered, Condition of fire arms and signature of  
 officer returning firearm

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Armourer (store officer) signs the Arms Movement Book (AMB) as an approval of details

### **Maintenance of Records**

Each station has an arms movement book and a Forest Protection Patrol Register (FPPR)

### **Procurement Plan**

Superintendent and armoire determine purchase requirements/budget as per work instructions

Prepare specifications for the required purchase/service

Raise IPR as per product/service specifications

Receive approved IPR from user/stores

Check list of approved suppliers and select suppliers

Request and evaluate quotations as necessary.

Fill IPR with price and suppliers details and seek approval as per authorized limits.

Raise LPO and forward for approval

Update records and dispatch copies.

Expedite/follow-up of placed orders as per work instructions.

Receive/Verify and sign delivery notes and raise GRN and inform user

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**11.PROCESS FLOW CHART**

<b>ACTIVITY (Equipping disciplined cadre –uniform)</b>	<b>RESPONSIBILITY</b>
START	
Superintendent raises memo to the commandant for cadre uniform.	Superintendent
Commandant approves as necessary and forwards to the CCF	Commandant
CCF approves as necessary	CCF
SP raises request to the supply chain management for procurement.	SP

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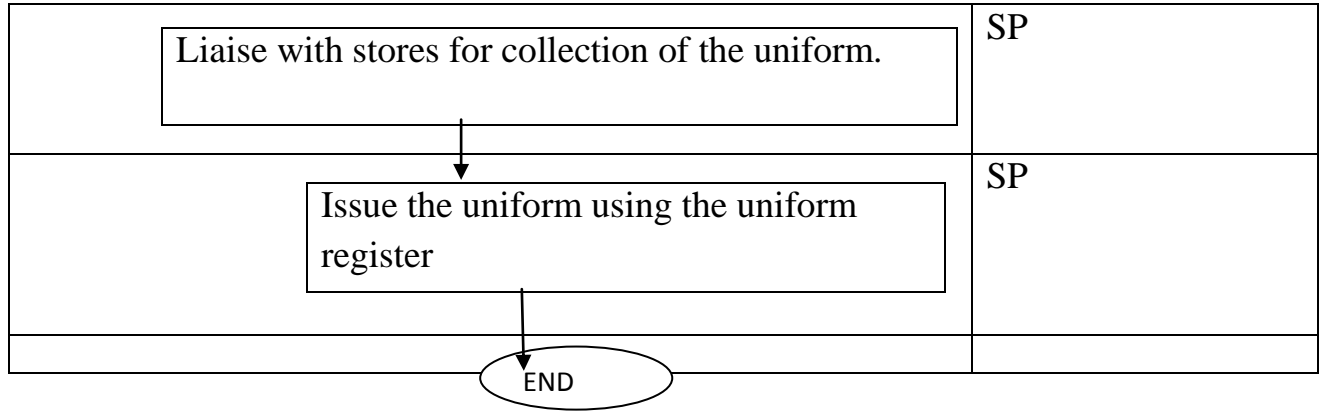
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