



KENYA FOREST SERVICE

DOCUMENT TITLE:EXPORT OF
FOREST PRODUCE

REF NO:KFS-FDFP-001

ISSUE NO: 1

REVISION NO:

PAGE:1 of 7

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Head of Department	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		Forest Act
5		Strategic Plan
6		Work plan

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	HOD

RECORDS/ANNEXES

REC. NO	REC. TITLE
	Certificate Of Origin
	Proof Of Origin
	Sale Agreement
	Sale Receipt
	Movement Permit
	Application for movement and export

PREPARED BY:DCCF-FDFP

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:EXPORT OF FOREST PRODUCE

REF NO:KFS-FDFP-001

ISSUE NO: 1

REVISION NO:

PAGE:2 of 7

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	1
1. TERMS AND DEFINITION.....	3
2. SCOPE	3
3. PURPOSE.....	3
4. OBJECTIVE	3
5. RESPONSIBILITY AND AUTHORITY	3
6. RESOURCES, INPUTS AND OUTPUTS.....	4
7. CRITERIA OF MEASUREMENT	5
8. RISK AND OPPORTUNITIES.....	5
9. EVALUATION OF PROCESS	5
10. DETAILS OF PROCEDURE	5
11. PROCESS FLOW CHART.....	7

PREPARED BY:DCCF-FDFP

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:EXPORT OF FOREST PRODUCE

REF NO:KFS-FDFP-001

ISSUE NO: 1

REVISION NO:

PAGE:3 of 7

1. TERMS AND DEFINITION

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
HOC	Head Of Conservancy
EC	Ecosystem Conservator

2. SCOPE

This procedure covers from application to the CCF through the EC ad HOC using the prescribed form; payment of the prescribed application fee; approval of application o issuance of an export and movement permit

3. PURPOSE

To ensure adequate control of export forest produce

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forest


- 5.1.1. Approves forest produce export applications
- 5.1.2. Issues export permits for forest produce

5.2. Deputy CCF

- 5.2.1. Recommends approval for application
- 5.2.2. Recommends for issuance of export permits

PREPARED BY:DCCF-FDFP

APPROVED BY: CCF

	KENYA FOREST SERVICE	DOCUMENT TITLE:EXPORT OF FOREST PRODUCE	
REF NO:KFS-FDFP-001	ISSUE NO: 1	REVISION NO:	PAGE:4 of 7

5.3. Head of Department

- 5.3.1. Verify forest produce export applications and attachments thereof
- 5.3.2. Designs, proposes and confirms features of a forest produce export permit
- 5.3.3. Requisition for printing of forest produce export permits from supply chain management
- 5.3.4. Analyses of forest produce export permits
- 5.3.5. Review of export permit features as maybe necessary from time to time
- 5.3.6. Advising the DCCF forest products to be covered
- 5.3.7. Interpretation of the law in relation to export of forest produce
- 5.3.8. Sensitisation of EC on export of forest produce
- 5.3.9. Address conflicts arising from export of forest produce

5.4. HOC

- 5.4.1. Recommendations and forwarding of export applications

5.5. EC

- 5.5.1. Verification of documents presented by the transporter
- 5.5.2. Issuance of movement permits
- 5.5.3. Recommendation and forwarding of export applications


5.6. Forest Officer

- 5.6.1. Verification of forest products at the source
- 5.6.2. Counter signing the movement permit

6. RESOURCES, INPUTS AND OUTPUTS

6.1. Resources

- 6.1.1. Finances
- 6.1.2. Personnel
- 6.1.3. Infrastructure

PREPARED BY:DCCF-FDFP	APPROVED BY: CCF 
------------------------------	---



KENYA FOREST SERVICE

DOCUMENT TITLE:EXPORT OF FOREST PRODUCE

REF NO:KFS-FDFP-001

ISSUE NO: 1

REVISION NO:

PAGE:5 of 7

6.2. Inputs

- 6.2.1. Application request
- 6.2.2. Consignee order documents
- 6.2.3. Application fee receipt

6.3. Outputs

- 6.3.1. Forest produce Movement permit and export permit receipts
- 6.3.2. Forest produce Movement permit
- 6.3.3. Export permit

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

10.1. Export of forest produce

- 10.1.1. A person who wishes to acquire a forest produce export permit shall make an application to the CCF through the EC and HOC issuing the prescribed form; applicant to attach consignee order document including address and order specification. The applicant shall pay prescribed application fee.
- 10.1.2. The application form is forwarded to the CCF through EC and HOC for consideration.
- 10.1.3. The CCF shall assign an officer to authenticate the information provided and make necessary recommendation

PREPARED BY: DCCF-FDFP

APPROVED BY: CCF

	KENYA FOREST SERVICE	DOCUMENT TITLE:EXPORT OF FOREST PRODUCE	
REF NO:KFS-FDFP-001	ISSUE NO: 1	REVISION NO:	PAGE:6 of 7


10.1.4.The CCF shall, if satisfied that one has met all the requirements for exports approve the application. Once the CCF approves an application the applicant will then pay the prescribed fee for the export permit

10.1.5.The CCF shall issue the applicant issue the applicant with an export permit

10.1.6.The exporter shall hence present the export permit to EC for issuance of a

10.1.7.movement permit to facilitate for movement of forest produce to be transported from the source to the point of export

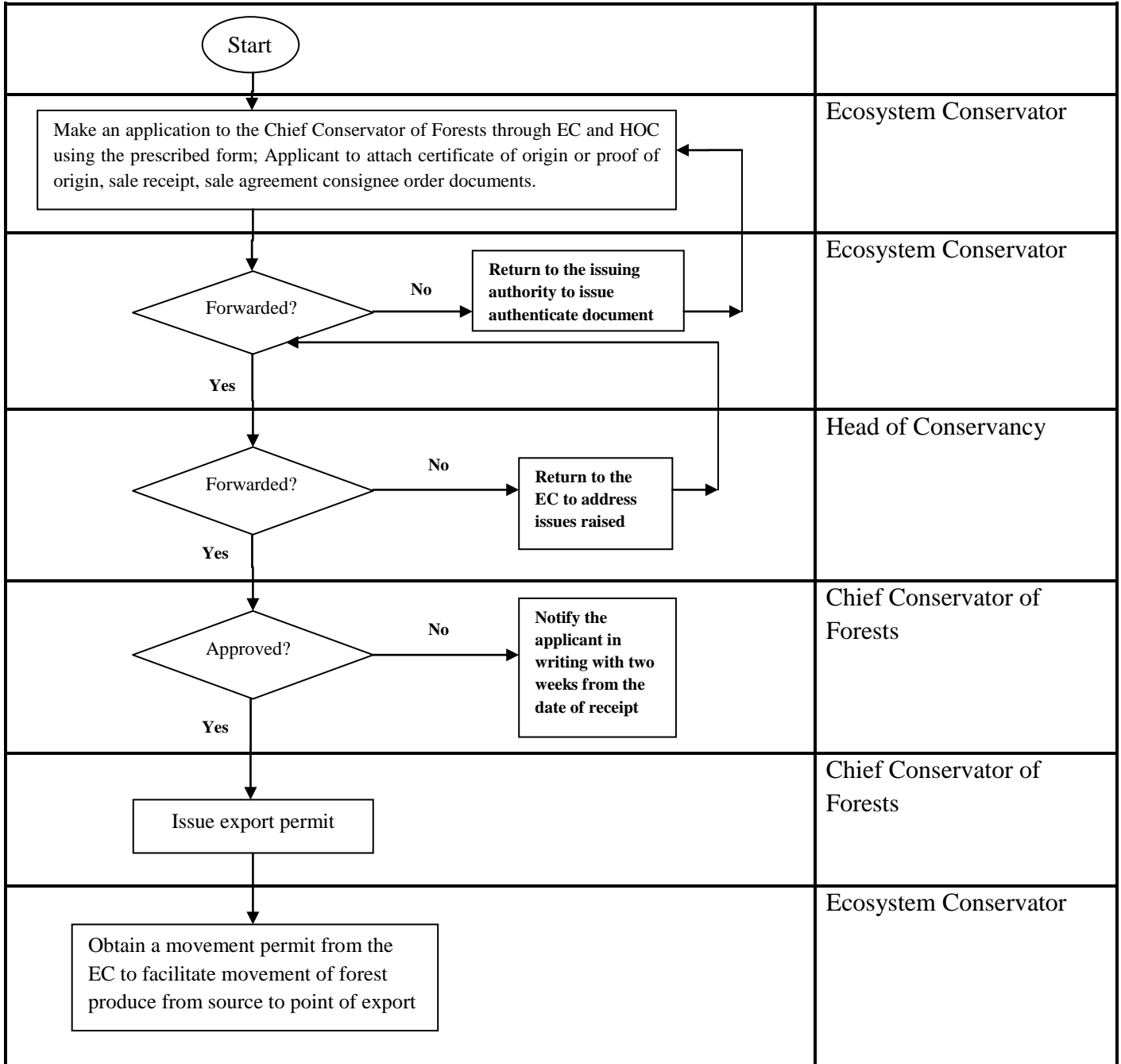
10.1.8.The exporter surrenders the export permit to the customs officer at the port of export or where such export permit, safety certificate are required by the importer and the said export permit and safety certificate shall be endorsed at the port of export. The permit shall expire either in the date specified thereon or when the consignment is shipped or whichever occurs first

PREPARED BY:DCCF-FDFP	APPROVED BY: CCF 
------------------------------	---



11. PROCESS FLOW CHART

11.1. Transportation of forest produce



PREPARED BY:DCCF-FDFP

APPROVED BY: CCF