



KENYA FOREST SERVICE

DOCUMENT TITLE: MOVEMENT
OF FOREST PRODUCE

REF NO:KFS-FDFP-002

ISSUE NO: 1

REVISION NO:

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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



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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 acquitting relevant documents from the source of the product; proof of origin from the individual/association and certificate of origin from the relevant department in the county government, verification of these documents and issuance of a movement permit by EC to supervisor by a forest officer during loading of the forest produce.

3. PURPOSE

To ensure adequate control of forest produce movement

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

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5.2.2. Recommends for issuance of export permits

5.3. Head of department

5.3.1. Designs, proposes and confirms features of a forest movement permit

5.3.2. Requisition for printing of forest movement permits from supply chain management

5.3.3. Analyses of forest movement permits

5.3.4. Review of movement permit features as maybe necessary from time to time

5.3.5. Advising the DCCF on forest products to be covered

5.3.6. Interpretation of the law in relation to forest produce movements

5.3.7. Capacity building of county government s on movement of forest produce within the respective counties

5.3.8. Address conflicts arising from movements of forest produce

5.4. HOC

5.4.1. Review the extent of forest produce movement vis-a vis the planting rate to determine extent of sustainability

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

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6.1.3. Infrastructure

6.2. Inputs

6.2.1. Letter of land tree ownership from chief

6.2.2. Sale receipt

6.2.3. Certificate of origin from County Government/ Proof of origin from charcoal producer Association or private owner

6.2.4. Application request

6.2.5. Licence for charcoal production from county government

6.2.6. Receipt from the vendor

6.3. Outputs

6.3.1. Receipt for movement permit issued

6.3.2. Forest Produce/Charcoal Movement 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. Transportation of forest produce

10.1.1. The transporter acquires relevant document from the source of the product; proof origin from the individual/association and certificate of origin from the relevant department in the county government

10.1.2. Present the relevant documentation to the Ecosystem Conservator

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10.1.3.EC verifies the authenticity of documents presented within two days and if satisfied issues the movement permits to the transporter to any part of the country as requested.

10.1.4.Forest Officer inspects and confirms the loading of the charcoal and counter signs the movement permit.

10.1.5.The vendor transports the products to the stated destinations within the country

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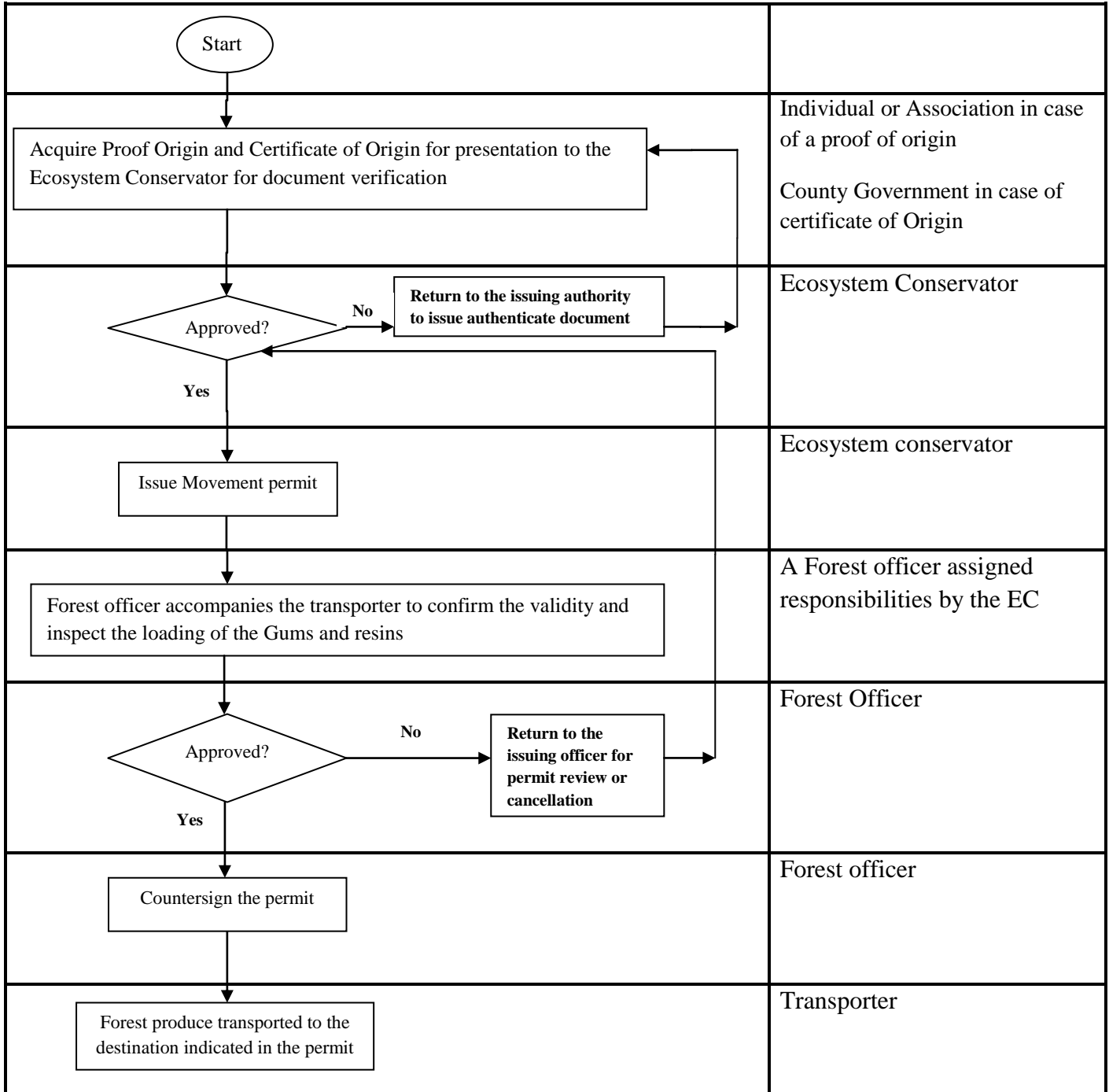
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11. PROCESS FLOW CHART

11.1. Transportation of forest produce



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