



# KENYA FOREST SERVICE

DOCUMENT TITLE:FOREST  
SALES INVENTORY

REF NO:KFS-PEDD-002

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, Forest Inventory.	10 <sup>th</sup> June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head, Forest Sales Inventory.	31 <sup>st</sup> May 2018

## REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	QPM – 7	Product Realization
3	PM WI	Procedure Manual
4	KFS/INV/WI/01	Work Instructions
5		Strategic Plan
		Forest Plantation Management Plan
6		Forest Service General orders
7		Forests Management and conservation Act,2016
8		Performance Contract

## COPY HOLDERS

1	CCF
2	SDCCF-FO
3	DCCF-P&E
4	QMR
5	Head Sales Inventory.
6	Field inventory officer.

## RECORDS/ANNEXES

REC. NO	REC. TITLE
	Preparation of Assessment reports
	Data analysis Reports
	Quarterly Progress Reports
	Annual progress report.

**PREPARED BY:** Head, Forest Sales Inventory.

**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
DBH	Diameter at Breast Height
PEDD	Plantation and Enterprise Development Division
DCCF	Deputy Chief Conservator of Forest
CCF	Chief Conservator of Forest

## 2. SCOPE

This procedure covers from authorizing and undertaking plantation assessment for sales purpose, way leave assessment and valuation of private tree resources, computing tree volume and payable A.I.A.

## 3. PURPOSE

This is to collect and analyses data for all forest resources for sales to raise government revenue through sustainable management.

## 4. OBJECTIVE

**NB: Refer to the performance contract.**

CSF	KPI	TARGET(S)	DUE
Valuation of forest resources for sales	All government revenue is collected.	135,000 ha	Continuous

## 5. RESPONSIBILITY AND AUTHORITY

### 5.1. Chief Conservator of Forests

- 5.1.1. To ensure that plantations are managed on a sustained yield basis.
- 5.1.2. To avail resources for carrying out plantation forests materials assessment.

### 5.2. Senior Deputy Chief Conservator of Forests-Field Operations

- 5.2.1. To ensure that all stations have operational Plantation Management Plans
- 5.2.2. To ensure that only plantations which are in the felling plans are harvested.

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## 5.3. DCCF-P&E

- 5.3.1. To prepare and review Plantation Management Plans
- 5.3.2. To prepare felling plans in all plantation areas.
- 5.3.3. To prepare Performance Contract for the Division

## 5.4. Head Forest Plantation Management

- 5.4.1. Prepares Annual work plan and Budget
- 5.4.2. Supervise forest sales inventory
- 5.4.3. Monitors and evaluates forest sales inventory

## 5.5. Head Forest Sales Inventory

- 5.5.1. Overall in charge of forest sales inventory activities.
- 5.5.2. Ensure that all assessments are done as per work and felling plans.
- 5.5.3. Prepares Annual work plan and Budget.
- 5.5.4. Supervise, Monitors and evaluates forest sales inventory officers
- 5.5.5. Compilation of Assessment reports, quarterly performance contract progress report.

## 5.6. Sales Inventory Forester

- 5.6.1. Receive Forest sales inventory data and reports
- 5.6.2. Ensure that plantations materials assessment data is captured.
- 5.6.3. Prepares forest royalty bills.
- 5.6.4. Carry out quality control in the field.
- 5.6.5. Keeps records of inventory equipments and their status in headquarter.
- 5.6.6. Issue inventory stores to field terms.

## 5.7. ICT Officer

- 5.7.1. Maintains sales inventory data base.
- 5.7.2. Analyse forest material sales inventory data for reports.
- 5.7.3. Supervise sales inventory data entry.

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## 5.8. Inventory Field Team

- 5.8.1. Undertake tree measurements in the field
- 5.8.2. Undertake Survey of plantations being assessed.
- 5.8.3. Compile and Submit inventory data, monthly reports and quarterly reports.

## 5.9. Data Clerk

- 5.9.1. Key-in field data

## 6. RESOURCES, INPUTS AND OUTPUTS

### 6.1. Resources

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

### 6.2. Inputs

- 6.2.1. Inventory tools and equipments.
- 6.2.2. Inventory Field staff.
- 6.2.3. Tree diameter measurements at Breast height
- 6.2.4. Tree height measurements
- 6.2.5. Complete enumeration of plantation actual densities
- 6.2.6. Establishment of Actual stocked sub compartment areas

### 6.3. Outputs

- 6.3.1. Establishment of the plantation volumes and revenue to be charged.
- 6.3.2. Assessment reports
- 6.3.3. Sales Quarterly progress reports.

## 7. CRITERIA OF MEASUREMENT

**NB: Refer to Performance progress reports**

## 8. RISK AND OPPORTUNITIES

**NB: Refer to the Service's Risk register**

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## 9. EVALUATION OF PROCESS

**NB: Refer to the Monitoring and Evaluation Reports.**

## 10. DETAILS OF PROCEDURE

- 10.1. CCF authorises assessment of forest material as per felling plan/way leave.
- 10.2. Head inventory instructs the respective field team to carry out the inventory and submit the data.
- 10.3. Assessment data is received in the office.
- 10.4. Data is entered in the computer.
- 10.5. Data processing and analysis is carried out.
- 10.6. Preparation of assessment report to CCF and a copy is filed.
- 10.7. -The CCF allocates the material or tendered.

## 11. PROCESS FLOW CHART

ACTIVITY	RESPONSIBILITY
Start	
Survey of plantations to be harvested, Tree measurements and submitting of assessment data	Inventory Forester in-charge of Field Team
Sales data captured and analysis at the Inventory head office	ICT Officer
Assessment report to CCF, Monthly progress report, quarterly reports prepared and actionable reports to DCCF-P&E office	Head Sales Inventory

CCF receives Assessment report. Other plantation reports from DCCF- P&E Forwards to action officers

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End



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