



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 12

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Head: Plantation Management	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Head: Plantation Management	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1.	QPM	Quality Policy Manual
2	PM	Procedure Manual
3	FCM	Forest Conservation and Management Act 2016
4		Forest Policy 2017
5		KFS Service Charter
6		KFS Subject files
7		KFS Strategic Plan
8	AWP	Annual Work Plan Manual
9		Product Realization
10		Procedure Manual
11		Work Instructions
12		Material information on seeds
13		Vision 2030
14		Technical orders
15		Forest Plantation Management plans
16		EIA Reports and Certificates
17		Performance Contract

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	SDCCF-FO
4	DCCF P&E
5	ACCF

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:2 of 12

RECORDS/ANNEXES

REC. NO	REC. TITLE
AWP	Annual work plan
	Compartment Registers
	Progress reports
	Monitoring & Evaluation reports
	Plantation trials reports
	Import and Export Timber reports
	Budget records
	Planning documents

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:3 of 12

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	2
1. TERMS AND DEFINITION.....	4
2. SCOPE	4
3. PURPOSE.....	4
4. OBJECTIVE	5
5. RESPONSIBILITY AND AUTHORITY	5
6. RESOURCES, INPUTS AND OUTPUTS.....	7
7. CRITERIA OF MEASUREMENT	7
8. RISK AND OPPORTUNITIES.....	8
9. EVALUATION OF PROCESS	8
10. DETAILS OF PROCEDURE	8
11. PROCESS FLOW CHART.....	12

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:4 of 12

1. TERMS AND DEFINITION

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
SDCCF	Senior Deputy Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests
HOC	Head of Conservancy
EC	Ecosystem Conservator
FSM	Forest Station Manager
SWOT	Strengths, Weaknesses, Opportunities and Threats
PESTLE	Political, Economic, Social, Legal and Environmental
PPR	Policy, Planning and Research
SP	Strategic Planning
HOD	Head of Department
P&M	Planning and Monitoring
SCM	Supply Chain Management

2. SCOPE

This procedure covers from setting targets, procuring seeds, Seedlings production, maintenance of nurseries to establishing and managing plantations. It also covers from setting targets on Pruning, Thinning, Respacing, Coppice reduction to maintaining Fire breaks in forest plantations. The procedure also covers development and monitoring of forest plantation management plans, undertaking Camcore pine trials to licensing timber imports and exports.

3. PURPOSE

This is to ensure effective and efficient control of operations and procedures of reforestation and plantation management. Also to ensure sustainable harvesting of forest resources, ensure maximum productivity of forest plantations through research and control timber trade in the country.

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:5 of 12

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY

5.1. Chief Conservator of Forests

- 5.1.1. Approve appropriate forest plantations planning policies and strategies
- 5.1.2. Provide adequate resources.

5.2. DCCF Plantation and Enterprise

- 5.2.1. Formulate develop and review forest plantation policies and
- 5.2.2. Strategies in line with the changing environment.
- 5.2.3. Formulate strategies for computerization and communication systems.
- 5.2.4. Ensure implementation of strategies and policies on forest plantation technical services.
- 5.2.5. Ensure compliance with corporate and statutory requirements.
- 5.2.6. Ensure implementation, monitoring and evaluation of forest plantation activities.

5.3. Head – Plantation Management

- 5.3.1. Monitoring of plantation development.
- 5.3.2. Tree seed sources and dissemination.
- 5.3.3. Development of guidelines & regulations for plantation development.
- 5.3.4. Development of silvicultural notes, packages and orders.
- 5.3.5. Monitoring of applications of silvicultural guidelines & approved guidelines.
- 5.3.6. Preparation and Implementation review of KFS plantation management plans.

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:6 of 12

- 5.3.7. Prepare and review harvesting plans
- 5.3.8. Prepare and review Commercial thinning plans
- 5.3.9. Processing licenses for timber imports and exports
- 5.3.10. Monitoring of Revenue generation and collection.
- 5.3.11. Monitor the implementation of forest plantation management plans
- 5.3.12. Liaison Research on forest plantation management

5.4. Head of Conservancy (HOC)

- 5.4.1. Monitoring of plantation development.
- 5.4.2. Monitoring of applications of silvicultural guidelines & approved guidelines.
- 5.4.3. Monitoring of the implementation of felling plans.
- 5.4.4. Monitoring the implementation of thinning plans
- 5.4.5. Monitoring the implementation of forest plantation management plans
- 5.4.6. Coordination of planning for all forest plantation activities in the conservancy.

5.5. Ecosystem Conservator (EC)

- 5.5.1. Monitoring of plantation development.
- 5.5.2. Tree seed sources and dissemination
- 5.5.3. Monitoring of applications of silvi-cultural guidelines & approved guidelines
- 5.5.4. Prescribe harvesting activities in the compartment register.
- 5.5.5. Monitoring of the implementation of felling plans.
- 5.5.6. Monitoring the implementation of thinning plans
- 5.5.7. Monitor and track revenue generation
- 5.5.8. Implementation of strategic plan.

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:7 of 12

5.6. Forest Station Manager

- 5.6.1. Sourcing of seeds
- 5.6.2. Seedlings production
- 5.6.3. Plantation establishment
- 5.6.4. Silvicultural operations
- 5.6.5. Revenue generation
- 5.6.6. Density check for commercial thinning
- 5.6.7. Update compartment register
- 5.6.8. Revenue generation

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. Plantation Management Plans
- 6.2.2. Felling and Thinning plans
- 6.2.3. Procurement Plan for environmental audit
- 6.2.4. Environmental Audit Professionals

6.3. Outputs


- 6.3.1. Plantation management report
- 6.3.2. Environmental Audit report

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

PREPARED BY:DCCF-P&E

APPROVED BY: CCF

	KENYA FOREST SERVICE	DOCUMENT TITLE: PLANTATION MANAGEMENT	
REF NO:KFS-PEDD-004	ISSUE NO: 2	REVISION NO: 1	PAGE:8 of 12

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. Setting Targets

10.1.1. Forest Station Manager compiles area that has been clear fell from their stations by November.

10.1.2. Forest Station Manager writes a report & budget to Ecosystem Conservators, by January. The report must capture among others the following:- Targets for planting, pruning, thinning, area due for weeding & cleaning, fire patrol & fighting, Road maintenance, Patrolling & Policing, maintenance schedule of Trenches, game moats, Electric Fence and Felling Plan.

10.1.3. Ecosystem Conservator consolidates all target (report/budgets) from all stations.

10.1.4. Ecosystem Conservator sends the complied report to the respective HOC.

10.1.5. HOC consolidates the reports from the Ecosystem Conservators.

10.1.6. HOC forwards the consolidated report to the HQs (Plantation & Enterprise Development Division).

10.1.7. DD and other line heads from the HQs align the forwarded targets to the national targets.


10.1.8. Suggest any amendments.

10.1.9. Communicate to the HOCs, Ecosystem Conservators & Forest Station Managers and come to an agreement.

10.1.10. Draw final targets and budgets.

10.2. Procuring Seeds

10.2.1. FSM Carry out seed indents from the targets.

PREPARED BY: DCCF-P&E	APPROVED BY: CCF 
----------------------------------	---



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:9 of 12

10.2.2.FSM Makes detailed request to EC.

10.2.3.EC send LPO and indent to KEFRI.

10.2.4.KEFRI gives feedback to inform the EC.

10.2.5.KEFRI packages the seeds.

10.2.6. EC collects the seeds and distributes to all the stations

10.3. Tree Seedlings Production

10.3.1.FSM prepares seedbeds and sows the seeds.

10.3.2.Attend to the seedbeds accordingly.

10.3.3.Prick out the seeds have germinated and put them in beds or polythene bags.

10.3.4.Attend to the seedlings accordingly until they're plantable.

10.4. Planting Tree seedlings

10.4.1.Clear bushes three months before planting.

10.4.2.Do staking out and pitting two months before planting

10.4.3.Start planting the plantable seedlings

10.4.4.Carry out survival count four months after planting

10.4.5.If the survival is below 30%, the plantation has to be re-planted.

10.4.6.If the survival is between (above 30 to75) %, do beating up

10.4.7.If the survival is above 75% and above the plantation survival is okay

10.4.8.Carry out survey and mapping of the young plantation one year after planting and survival is over 75%.

10.4.9.Continue weeding and cleaning three times per year.

Note 1: Tree planting should be done when there is enough moisture build up.

Note 2: Hired casual labour is used for planting trees.

10.5. Maintenance of Forest plantations

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:10 of 12

- 10.5.1. Carry out brushing at the second year.
- 10.5.2. Monitor and protect the plantation.
- 10.5.3. Do 1st pruning by the 2nd year.
- 10.5.4. Do 1st thinning by the 7th year. Sample and mark
- 10.5.5. 2nd pruning by the 4th year.
- 10.5.6. Do 3rd pruning (high pruning) when top height is 9.25metre
- 10.5.7. Do 2nd thinning by the 12th year.
- 10.5.8. Do 3rd thinning by the 17th year.
- 10.5.9. Do 4th pruning when the top height is 11.25 meters
- 10.5.10. Do 4th thinning by the 22th year for pine for plywood.
- 10.5.11. Do 1st Coppice Reduction 6 months after clear fell
- 10.5.12. Do 2nd Coppice Reduction 6 months after the 1st coppice reduction

10.6. Developing, Reviewing and Monitoring implementation of Forest Plantation management plans

- 10.6.1. Identification of the site for development
- 10.6.2. Updating of existing forest plantation management data
- 10.6.3. Prepare the draft.
- 10.6.4. Involvement of the stakeholders.
- 10.6.5. Prepare the final draft for approval.
- 10.6.6. Monitoring Implementation of the plan.

10.7. Harvesting of Forest Plantation Materials

- 10.7.1. Undertake all thinning as per guidelines and dispose off materials as guided by forest fees and charges schedule
- 10.7.2. Clear fell Cypress and pine plantations between 28th to 35th year through allocation to prequalified licensees

PREPARED BY:DCCF-P&E

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:
PLANTATION MANAGEMENT

REF NO:KFS-PEDD-004

ISSUE NO: 2

REVISION NO: 1

PAGE:11 of 12

10.7.3. Clear fell Eucalypts plantations between 8th to 12th year for Poles and fuel wood and 20th year for timber to prequalified licensees.

10.8. Timber Export and Import

10.8.1. Fill application form online

10.8.2. Send a timber grader

10.8.3. For the case of imports, Applicant goes to the country of origin

10.8.4. Get the export from the country of origin

10.8.5. Get a letter of no objection to import the timber.

PREPARED BY: DCCF-P&E

APPROVED BY: CCF

A handwritten signature in blue ink, appearing to be 'Jung'.



11. PROCESS FLOW CHART

Activity	Responsibility
Start	
↓	
Set Targets for forest Plantation Management	DCCF P & E
↓	
Procure seeds at KEFRI	Head, SCM
↓	
Raise seedlings in the Tree Nurseries	Respective FSM
↓	
Establish plantable tree seedlings	Respective FSM
↓	
Maintain the forest plantations	Head, plantation Management
↓	
Develop, Review and monitor Forest Plantations management plans	Head, plantation Management
↓	
Harvesting of Forest plantation materials	DCCF P & E
↓	
Export and Import of Timber	Head, plantation Management
↓	
End	

PREPARED BY:DCCF-P&E

APPROVED BY: CCF