



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST
MANAGEMENT INVENTORY

REF NO: KFS-PEDD-006

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, Forest Inventory & Statistics	31 st 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 Act
8		Performance Contract

COPY HOLDERS

1	CCF
2	SDCCF-FO
3	DCCF-P&E
4	QMR
5	Head Inventory Management

RECORDS/ANNEXES

REC. NO	REC. TITLE
	Plantation Updating Records
	Survey of Young Plantations
	Analysis Reports
	Progress Reports

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST
MANAGEMENT INVENTORY

REF NO: KFS-PEDD-006

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	5
7. CRITERIA OF MEASUREMENT	5
8. RISK AND OPPORTUNITIES	6
9. EVALUATION OF PROCESS	6
10. DETAILS OF PROCEDURE	6
11. PROCESS FLOW CHART	6

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST
MANAGEMENT INVENTORY

REF NO: KFS-PEDD-006

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
DBH	Diameter at Breast Height
PEDD	Plantation and Enterprise Development Division

2. SCOPE

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

3. PURPOSE

To collect, consolidate and update database for all forest resources for sustainable management.

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE
Valuation of forest resources for management	Up to date plantation inventory database	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 updating all plantation forests.

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST
MANAGEMENT INVENTORY

REF NO: KFS-PEDD-006

ISSUE NO: 1

REVISION NO:

PAGE: 4 of 7

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.

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 management inventory

5.4.3. Monitors and evaluates forest management inventory

5.5. Head Forest Management Inventory

5.5.1. Overall in charge of forest management inventory.

5.5.2. Supervises management inventory officers.

5.5.3. Ensure that all updating are done as per work plans.

5.5.4. Prepares Annual work plan and Budget.

5.5.5. Monitors and evaluates forest management inventory

5.6. Management Inventory Forester

5.6.1. Ensure that plantations are updated and captured in the database.

5.6.2. Surveying of young plantations

5.7. ICT Officer

5.7.1. Maintains forest management inventory database.

5.7.2. Analyse forest management inventory data for reports

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF



5.8. Inventory Field Team

- 5.8.1. Undertake tree measurements in the field
- 5.8.2. Survey of young plantations and re-survey of existing plantations
- 5.8.3. Submitting monthly progress 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 Equipment: Diameter tapes, linear tapes, hypsometers and GPS
- 6.2.2. Tree diameter measurements at Breast height
- 6.2.3. Tree height measurements
- 6.2.4. Establishment of plantation densities
- 6.2.5. Actual sub compartment areas

6.3. Outputs

- 6.3.1. Updated information for preparation of felling plans
- 6.3.2. Available data for reviewing of plantation management plans
- 6.3.3. Updated plantation maps drawn
- 6.3.4. Projection of plantation volumes and revenue realized.

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF



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.Survey of young plantations
- 10.2.Taking tree measurements
- 10.3.Data send to headquarters
- 10.4.Volume analysis carried out
- 10.5.Reports produced
- 10.6.Reports handed over to CCF for action.

11.PROCESS FLOW CHART

ACTIVITY	RESPONSIBILITY
	Field Inventory forester
	Field inventory forester

Field data captured in the data base system at the headquarters

PREPARED BY: Head Management Inventory

APPROVED BY: CCF

Monthly progress report prepared, quarterly reports prepared and actionable reports to DCCF-P&E



KENYA FOREST SERVICE

DOCUMENT TITLE: FOREST
MANAGEMENT INVENTORY

REF NO: KFS-PEDD-006

ISSUE NO: 1

REVISION NO:

PAGE: 7 of 7

	ICT Officer
	Head Management Inventory
	CCF

PREPARED BY: Head Management
Inventory

APPROVED BY: CCF