



## Guidelines for Exporters and Importers

29<sup>th</sup> September 2005

### Introduction

The Kenyan Bureau of Standards (KEBS) a statutory organization of the government of Kenya is responsible for the preparation, adoption and application of Standards for both imported and domestically manufactured products in the Kenyan market. As of September 2005, KEBS has implemented the **Pre-Export Verification of Conformity (PVoC) to Standards Programme** as a conformity assessment and verification procedure applied to specific **Imported Products** at the respective exporting countries, to ensure their compliance with the applicable Kenyan Technical Regulations and Mandatory Standards or approved equivalents. KEBS has appointed SGS Société Générale de Surveillance S.A. and Intertek to operate the PVoC program on its behalf, depending on the country of supply. The countries that fall under Intertek's and SGS' separate zones of responsibility are listed in an appendix to this document.

All subject consignments must obtain a Certificate of Conformity issued by **KEBS Country Offices** (*offices operated and managed by authorised KEBS partners*) prior to shipment. The Certificate is a mandatory Customs Clearance document in Kenya; subject consignments arriving at Kenyan Ports without this document will be denied admission into the country. In exceptional cases, at the sole discretion of KEBS, specific consignments may be allowed to undergo destination inspections after receiving the appropriate application from importers. Such consignments will be subject to a penalty of 15% of the goods CIF value plus 15% bond and the testing and inspection costs. All consequent expenses incurred at destination will be borne solely by the importer.

### How to obtain a Certificate of Conformity

The PVoC compliance procedures are designed to provide maximum flexibility to exporters and importers by providing 3 possible routes for obtaining a Certificate of Conformity (CoC) for their shipments. The method utilized will depend on the frequency of the exporters' shipments to Kenya and the level of compliance they are able to demonstrate initially when applying for certification.

#### Request For Certification

The electronic **Import Declaration Form (IDF)** data is to be received from KEBS. The KEBS Country Office in the Country of supply may contact the exporter and provide him with a **Request For Certification Form, (RFC)**. The exporter must send the form completed together with a pro-forma invoice and provide information about the date and place for inspection. The exporter joins to the RFC form the test reports (if available) and when applicable copies of the statements of registration and / or license.

#### Determination of Route

The KEBS Country Office will review the RFC and attached documentation and will confirm the applicable route for certification and the standards applicable.

#### Product testing

Wherever possible, the exporter shall arrange for product testing with an approved or an ISO 17025 accredited laboratory in advance of the scheduled date of shipment. The KEBS Country Office may assist upon request for product sampling and for identifying an appropriate laboratory. Upon request from the exporter, product sampling during physical inspection and subsequent laboratory testing will be arranged by the KEBS Country office. In such case however, exporters should wait for test results before shipment.

Upon completion of product testing, test reports must be submitted to the KEBS Country Office. Test reports must be sufficiently detailed so as to demonstrate traceability to the consignment to be shipped to Kenya, as otherwise a Non Conformity Report will be issued. If the test report comes from a third party laboratory (non KEBS Partners laboratory) and the test has not been witnessed by KEBS Partner's authorised personnel, the exporter must provide the KEBS Country Office with a copy of the laboratory accreditation.

#### Inspection

The KEBS Country Office will contact the place of inspection and confirm the appointment for physical inspection of the consignment. Physical inspection is normally carried out to verify requirements that may be visually verified (e.g. product labelling) and to ensure reconciliation of the consignment with previously submitted test reports.

#### Certification

Except for air-shipments, the exporter shall submit a final invoice to the KEBS Country Office, as soon as possible after physical inspection. The KEBS Country Office will perform a final review of all test and inspection reports and decide upon the issuance of the Certificate of Conformity or Non Conformity Report. KEBS Country Office will indicate any corrective actions needed prior the issuance of a Certificate of Conformity. Only if the discrepancy is corrected, a CoC will be issued.



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# Routes for Certification

### Route A: Consignment Inspection and Testing

Exporters may contact their nearest **KEBS Country Office** and submit a **Request for Certification** together with their Pro-forma Invoice for the shipment. Alternatively, Importers can trigger the process by submitting a copy of the **Import Declaration Form** and Pro-forma Invoice to our **Kenya Liaison Office**. The KEBS Country Office in the exporter's country will arrange for an inspection of the consignment to assess the visually verifiable requirements of the relevant Kenyan technical regulations/standards and shall draw samples to be forwarded for testing.

A KEBS recognised laboratory will perform the testing to specially selected requirements drawn from the applicable Kenyan technical regulations/standards relating to the essential safety requirements and return their report to the KEBS Country Office. Testing requirements may be satisfied by the presentation of test data produced by an ISO 17025 accredited laboratory, witness testing by a KEBS Partner or by manufacturer's independently certified data.

Upon satisfactory inspection and testing together with the submission of a final commercial invoice from the exporter (as an exception, for air shipments, the CoC may be issued on the basis of the Pro-forma invoice), the KEBS Country Office will issue a Certificate of Conformity. The CoC is valid only for one consignment and for a maximum of 90 days from the date of inspection.

### Route B: Product Registration, Inspection and Limited Testing

This route is recommended for frequent exporter to Kenya with homogeneous products.

Exporters and Manufacturers may reduce the level of shipment intervention by **registering** their regulated products with one of **KEBS Registration and Licensing / Certification Centres**. The Registration takes the form of a self-declaration of compliance to applicable Kenyan technical regulations/standards or other relevant International or National standards. The declaration should be submitted for evaluation supported by substantiated evidence in the form of Test Reports. The evaluation allows for an assessment to be made of the current level of compliance to declared standards. The manufacturer is informed of the deficiencies (if any) and the steps to be taken in order to satisfy the full requirements, which may involve product testing and modification.

Successful completion of the Registration process will result in the issuance of a **Statement of Registration** for the relevant products.

Each time the products are shipped the Exporter should submit a copy or the reference of their Statement of Registration to the KEBS Country Office along with their Request for Certification and Pro-forma Invoice.

The status of Registration will mean that the KEBS Country Office conducts consignment inspection as in Route A, but will only perform testing on selected shipments to monitor continued compliance.

Upon satisfactory inspection (and testing where applicable) and receipt of the Exporter's final commercial invoice, a Certificate of Conformity will be issued.

Registration is annually renewable subject to ongoing continual compliance with the appropriate registration requirements. When registered products undergo subsequent technical or physical modifications, re-Registration of the modified product models or type is required.

### Route C: Product Licensing

Manufacturers who have Registered their products and shown consistent shipment compliance may apply to have their regulated products **Licensed** by a **KEBS Registration and Licensing / Certification Centres**. The process involves evaluation of test reports and possibly additional testing to demonstrate full compliance with the relevant Kenyan Standard. This is accompanied by an audit of the manufacturing facility and subsequent surveillance visits to ensure that the Kenyan requirements are consistently integrated into the manufacturing process. Licensing procedures closely follow ISO / IEC Guide 28 – General Rules for a Model 3<sup>rd</sup> party Certification Systems for products.

On successful conclusion of this process, the manufacturer will be presented with a **Licence** for the relevant regulated products.

When shipping these products, the manufacturer may apply to their nearest KEBS Country Office and submit their Request for Certification, final commercial invoice and a copy or reference to their Licence to apply for a Certificate of Conformity (if requested). The KEBS Country Office will issue the certificate on the basis of this documentation alone and will not routinely instigate inspection and testing.

In order to monitor compliance, KEBS Country Offices reserve the right to randomly inspect licensed shipments, but exporters will be given adequate notice when this is the case.

A PVOC Licence is annually renewable subject to ongoing continual compliance with the appropriate licensing requirements. When registered products undergo subsequent technical or physical modifications, re-Registration of the modified product models or type is required.

### Other Requirements

#### Container Sealing requirements

Wherever feasible, sealing of FCL Containers (Full Container Loads) is required during physical inspection. Sellers are required to give advance notice to KEBS Country Office of container stuffing arrangements, so that the date of inspection is scheduled to coincide with the container stuffing.

#### Labeling and shelf-life requirements

All labelling of packaging of imports shall include English and / or Swahili;

Packaged goods (e.g. foodstuffs, pharmaceuticals, chemicals, cosmetics, and similar) shall indicate the batch numbers and dates of expiration and/or date of production.

All imports with a limited shelf life shall have more than seventy five per cent (except pharmaceuticals which shall have more than fifty per cent) shelf life from the date of expected landing in Kenya;

#### Motor vehicles

All used motor vehicles shall conform to the published Kenya Standard KS 1515:2000 and any other Kenya standards or approved specifications issued from time to time by KEBS.

For some motor vehicles (ambulances, mounted water drilling equipments – rigs-, fire tenders/engines, special purpose vehicles for physically handicapped), two requirements of the standard KS 1515-2000 do not apply: the right drive and the age. All other requirements remain applicable.



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### Frequently Asked Questions

#### **Which office deals with which service?**

The Intertek and SGS KEBS Country Offices (KCOs) that are listed later in this document deal with the shipment processes of arranging inspection and testing followed by issuance of the Certificate of Conformity.

The KEBS Registration and Licensing / Certification Centers administer the Registration and Licensing services and should be contacted on any matters relating to these or specific technical product enquiries. The KEBS Registration and Licensing / Certification Centers are listed later in this document.

#### **How do I start the process?**

When you have a shipment of subject products destined for Kenya, contact your nearest KEBS Country Office and submit a Request for Certification found at the end of these Guidelines, together with a copy of your Pro-forma Invoice. Please consult the appendices below to establish whether your shipment falls under the SGS or Intertek zone of responsibility, dependant upon country of supply.

#### **What if I wish to Register my products before shipping?**

Prior to submitting your Request for Certification to the KEBS Country Office, you should contact your nearest KEBS Registration and Licensing / Certification Centers. They will confirm requirements for Registration. Complete the relevant forms and return with the requested supporting documents.

#### **How much does PVoC cost?**

The fees are payable by the Exporter or Manufacturer and payable in advance. Full details of the fees are presented later in these Guidelines.

#### **How much will testing cost?**

The cost of testing is dependent upon the product type and whether the aim of the test is to obtain a Certificate of Conformity or to satisfy Registration or Licensing requirements. Quotes for testing will be provided on a case-by-case basis from KEBS Approved Laboratories

#### **At this time I have nothing to demonstrate the compliance of my Regulated Products with Kenya or International Standards. How should I proceed?**

You may follow 'Route A' to obtain a Certificate of Conformity, as this requires no prior demonstration of conformity. Alternatively, you may arrange at your own expense to have products tested and use the resulting reports as the basis for Registration. Your nearest KEBS Registration and Licensing / Certification Centers can offer guidance on appropriate standards and laboratories should you require assistance.

#### **I am unsure whether my products are regulated, how can I obtain clarification?**

A list of exempted, prohibited and restricted goods is provided in the appendices to this document. Clarification may be obtained directly by contacting your nearest KEBS Registration and Licensing / Certification Centers or one of the KEBS Partner's Liaison Office in Nairobi (for SGS) or the PVoC Program Management office in Dubai (for Intertek)

#### **How long does the process take?**

Not more than 3 working days are required from completion of a successful inspection or receipt of your final applicable documents (whichever is the latter) to produce your Certificate of Conformity. Where testing is required, the duration is dependent on the product type and tests to be performed. However, where the products are Registered, the KEBS Country Office may allow the tests to proceed outside the shipment process and not delay the issue of the certificate provided inspection has been satisfactory.

#### **If I Register my products how much testing must I undergo?**

In the case of products that are not subject to significant variation during production (e.g. some electrical products), provided the Registration has been properly substantiated with test reports, the frequency of periodic testing will be substantially reduced. Consignment inspection will still be a requirement. For products that are subject to greater degrees of variation during the manufacturing process (e.g. cosmetics, chemicals, batch-produced products), intermittent testing will be arranged by the KEBS Registration and Licensing / Certification Centers or KEBS Country Offices. First hand traders can apply for registration on the condition that they have an accredited quality management system and can provide a copy of the manufacturer's QMS certificate, in addition to the test report.

#### **If I have already had my products tested independently at my own expense, must they be retested under PVoC?**

During the PVoC process we will always seek to prevent duplication and unnecessary costs. Provided the reports for your products are from a recognized and appropriately accredited laboratory and cover all the necessary requirements it is unlikely that we will require re-testing. Where the report omits certain tests or requirements and where feasible, we may agree simply to test the outstanding items rather than organize a complete re-test.

#### **Which laboratories are used for testing under PVoC?**

KEBS has approved a list of laboratories situated around the world for the testing of products under the PVoC. A full listing can be obtained from your nearest KEBS Country Office or KEBS Registration and Licensing / Certification Centers giving their locations, contact details and scope of expertise.

#### **Should I wish to License my products and my factory already undergoes 3rd party audits for ISO-9000, must I now have additional PVoC audits?**

Again, we would seek not to duplicate effort and cost. If your facility already undergoes ISO-9000 or similar audits, we would request that you incorporate the relevant Licensing requirements into your existing audit plan and submit the audit reports to us. Alternatively we may perform supplementary audits and surveillance covering only the areas omitted from your existing 3<sup>rd</sup> party audits.

#### **What happens if I fail inspection and/or testing?**

Upon failure you will be informed immediately and given the opportunity to take any corrective action to bring the goods into compliance. If the nature of the discrepancy is such that it cannot be corrected, the KEBS Country Office will issue a Non-Conformity Report. Modifications to the product will need to be made before attempting future shipments to Kenya.

#### **If I am a Trader, can I apply for Route B (Product Registration)?**

If you have your own QMS system and you can provide KEBS Partner Office with the QMS Certificate of the product's manufacturer, yes, you can apply for Route B.

#### **I am already a KEBS Diamond Mark holder, what benefits do I gain?**

As a Diamond Mark Holder, you may apply directly for Route C.

#### **Transition Period: when does the program start?**

The program starts on Sept. 29<sup>th</sup>, 2005. All the IDF application from this date will be subject to the Program. Nevertheless, no shipment later than November 1<sup>st</sup>, 2005 (date of loading) will be allowed without CoC, even if the IDF has been submitted prior to Sept. 29<sup>th</sup>, 2005.

#### **What is the validity of a Certificate of Conformity?**

A CoC is valid for a maximum period 90 days from the date of inspection. If no inspection took place (under route C for example), the CoC is valid 90 days from the date of issuance.



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### PVoC Fees

#### KEBS Country Office Fees

##### Route A

0.475% of FOB value subject to a minimum of USD 180

##### Route B

0.425% of FOB value subject to a minimum of USD 180

##### Route C

0.25% of FOB value subject to a minimum of USD 135

##### Testing Fees

Calculated on a case by case basis

#### RLC / CC Fees

##### Registration and Licensing

Registration and Licensing fees are calculated on a case by case basis. Please contact your nearest RLC / Certification Centre for further information.



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Regulated Products	Prohibited Products
<p>All products are regulated regardless of their value, except the ones mentioned below</p> <ul style="list-style-type: none"> <li>○ Precious stones, precious metals &amp; jewelry.</li> <li>○ Object of art and antiques.</li> <li>○ Explosives and pyrotechnic products.</li> <li>○ Ammunition, weapons implements of war.</li> <li>○ Live animals, plants, seeds &amp; propagation materials.</li> <li>○ Current newspapers, periodicals and printed matters (books).</li> <li>○ Personal effects.</li> <li>○ Parcel post or samples not for sale.</li> <li>○ Gifts made by foreign governments or international organizations to foundations, charities and recognized humanitarian organizations. Subject to KEBS destination inspection</li> <li>○ Gifts and supplies to diplomatic and consular missions and to agencies depending from the United Nations Organization, imported for their own needs. YES, except for motor vehicles.</li> <li>○ Grants in kind. Subject to KEBS destination inspection</li> <li>○ Scrap metals. Subject to KEBS destination inspection</li> <li>○ New railway, aircrafts, ships (of chapters 86, 88, 89)</li> <li>○ Medicines. Subject to KEBS destination inspection</li> <li>○ Soils</li> <li>○ Waste materials</li> <li>○ Export Processing Zone (EPZ) products, subject to KEBS destination inspection.</li> <li>○ Used vehicles from Dubai &amp; Japan.</li> </ul>	<ul style="list-style-type: none"> <li>0506.10.00 Ossein and bones treated with acid.</li> <li>0506.90.00 Other bones and horn-cores, unworked, defatted, simply prepared but not cut to shape, degelatinised powder and waste thereof.</li> <li>0507.10.20 Teeth, of hippopotamus, unworked or simply prepared but not cut to shape.</li> <li>0507.10.10 Ivory, of elephant, unworked or simply prepared but not cut to shape.</li> <li>0507.10.30 Horn, of rhinoceros, unworked or simply prepared but not cut to shape.</li> <li>0507.10.40 Other ivory, unworked or simply prepared but not cut to shape.</li> <li>0507.10.90 Ivory powder and waste.</li> <li>0507.90.00 Tortoise shell, whalebone and whalebone hair, other horns, antlers, hooves, nails, claws and beaks, unworked or simply prepared but not cut to shape; powder and waste thereof.</li> <li>0508.00.00 Coral and similar materials, unworked or simply prepared but not otherwise worked; shells of mollusks, crustaceans or echinoderms and cuttle-bone, unworked or simply prepared but not cut to shape, powder and waste thereof.</li> <li>0509.00.00 Natural sponges of animal origin.</li> <li>2844.50.00 Spent (irradiated) fuel elements (cartridges) of nuclear reactors.</li> <li>9601.10.00 Worked ivory and articles of ivory.</li> <li>9601.90.00 Bone, tortoise-shell, horn, antlers, coral, mother-of- pearl and other animal carving material, and articles of these materials (including articles obtained by moulding).</li> <li>9306.29.00 Parts of shotgun cartridges or air gun pellets.</li> <li>9306.30.10 For sporting, hunting , or target shooting</li> <li>9306.30.90 Other cartridges &amp; parts thereof</li> <li>9306.90.10 Bombs, grenades, torpedoes, mines, missiles &amp; similar.....of war &amp; parts thereof</li> <li>9306.90.90 For sporting, hunting , or target shooting</li> <li>9307.00.00 Swords, cutlasses, bayonets, lances and similar arms and parts thereof and scabbards and sheaths thereof.</li> </ul>



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### Restricted Products

- 3601.00.00 Propellant powders.
- 3602.00.00 Prepared explosives, other than propellant powders.
- 3603.00.10 Safety fuses; detonating fuses.
- 3603.00.90 Other igniters and electric detonators, percussion or detonating caps.
- 3604.10.00 Fireworks.
- 3604.90.10 Very (light) flares and railway signals.
- 3604.90.20 Rain rockets, anti-hail rockets and cartridges; distress and life-saving rockets.
- 3604.90.90 Other pyrotechnic articles.
- 8401.10.00 Nuclear reactors.
- 8401.30.00 Fuel elements (cartridges), non-irradiated, for nuclear reactors.
- 8401.40.00 Parts of nuclear reactors.
- 8710.00.00 Tanks and other armoured fighting vehicles, motorised, whether or not fitted with weapons, and parts of such vehicles.
  
- 8906.10.00 Warships.
- 9301.00.00 Military weapons, other than revolvers, pistols & arms of heading no.: 93.07
- 9302.00.00 Revolvers and pistols, other than those of heading No. 93.03 or 93.04.
- 9303.10.00 Muzzle-loading firearms
- 9303.20.00 Other sporting, hunting or target-shooting shotguns, including combination shotgun-rifles.
- 9303.30.00 Other sporting, hunting or target-shooting rifles.
- 9303.90.00 Other firearms.
- 9304.00.00 Other arms (for example, spring, air or gas guns and pistols, truncheons), excluding those of heading No. 93.07.
- 9305.10.00 Parts of revolvers or pistols.
- 9305.21.00 Shotgun barrels.
- 9305.29.00 Other parts of shotguns or rifles.
- 9305.90.00 Other parts of firearms other than revolver, pistols, shot guns or rifles
- 9306.10.00 Cartridges for riveting or similar tools or for captive-bolt humane killers and parts thereof.
- 9306.21.00 Shotgun cartridges.
- 9306.29.00 Parts of shotgun cartridges or air gun pellets.
- 9306.30.10 For sporting , hunting, or target shooting
- 9306.30.90 Other cartidges & parts thereof
- 9306.90.10 Bombs, grenades, torpedoes, mines, missiles & similar.....of war & parts thereof
- 9306.90.90 For sporting , hunting, or target shooting  
Swords, cutlasses, bayonets, lances and similar arms and parts thereof and scabbards and sheaths thereof.
- 9307.00.00 Others  
 Used Tyres (Banned, except for some importers)  
 Motor Vehicles aged over 8 years – Acc.to KS1515:2000 (p.2.5.)- Banned, except in some cases)  
 Motor Vehicles with Left Hand Drive (not accepted for registration, unless they are for special purposes) (see pp. 2.4)  
 Cosmetics containing substances listed in KS 1474-3:2004  
 Cosmetics containing substances listed in KS 1474-2:2004 (Banned)



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**Intertek Country Offices**  
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### CHINA

16th Floor, Fangdi Mansion  
N0.201 Laoshan Road (West)  
Lujiazui Finance & Trade Zone, Pudong  
Shanghai, China, 200120  
Tel (86) 21 6887-9250/Fax (86) 21 5840-  
1622/1674  
IO Manager: Alan Wang  
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### INDIA

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Tel: (91) 22 56934848/ Fax: (91) 22 56934800  
Manager: Sridhar Raghavan  
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### JORDAN

Wafsi Tal Street (Opposite Jordan National  
Bank)  
Ammon Building  
PO Box 182154  
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Tel No. (962) 6 5698 509  
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Manager: Bishara Al-Soussi  
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### UNITED KINGDOM

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Kenya Contract Manager: Chantelle Rowe  
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### FRANCE

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Delivery Address: 3 Rue Edmond Mailloux  
27100 Le Vaudreuil  
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Tel: (33) 2 32 09 36 58 / Fax: (33) 2 32 61 19  
58  
General Manager: Lena Atmani  
Manager: Leila Senouoa  
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### ITALY

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832  
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### KOREA

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### SPAIN

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### KENYA LIAISON OFFICE

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E-mail: douglas.nyamori@intertek.com  
Contact: Douglas Nyamori

### HONG KONG

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Central, Hong Kong  
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### JAPAN

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Japan  
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Fax No. (81) 3 5245 0730  
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### UNITED ARAB EMIRATES

Al Moosa Tower II, 25<sup>th</sup> floor,  
Sheikh Zayed Road.  
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Operations Manager: Husny Saeed  
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### Intertek Zone of Responsibility

#### Europe

Office	Country
France	Austria Belgium Denmark Finland France Greenland Iceland Luxemburg Monaco Norway Sweden
Italy	Greece, Italy, Switzerland Turkey
Spain	Portugal Spain
United Kingdom	Cyprus Ireland Israel Malta UK

#### Middle East and North Africa

Office	Country
Dubai	Bahrain Egypt Iraq Lebanon Libya Qatar Saudi Arabia Syria Yemen
Jordan	Jordan



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### Asia

Office	Country
China	China
Hong Kong	China Hong Kong Taiwan
India	Bangladesh India Sri Lanka
Korea	South Korea
Japan	Japan
Singapore	Afghanistan Indonesia Malaysia, Pakistan Singapore



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### Intertek Registration and Licensing Centres (RLCs) – Contact Details

#### ASIA PACIFIC REGION

##### KEBS Licensing Manager

2/F, Garment Centre  
576 Castle Peak Road  
Kowloon,  
HONG KONG

Tel: 852 2173 8888  
Fax: 852 2745 8306  
Email: [3H4Hrlc3@intertek.com](mailto:3H4Hrlc3@intertek.com)  
Contact: Wilbur Ng

#### EUROPE, MIDDLE EAST & AFRICA (Group VIII- Electrical and Electronics)

##### KEBS Licensing Manager

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Tel: +46 8 750 00 00  
Fax: +46 8 750 04 48  
Email: [5Hrlc2@intertek.com](mailto:5Hrlc2@intertek.com)  
Contact: Gunilla Lindström

#### (All other Groups)

##### KEBS Licensing Manager

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Tel: +33 232 633 161  
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#### JAPAN

##### KEBS Licensing Manager

c/o ETL SEMKO Japan K.K.,  
West 203, Kanagawa Science Park,  
3-2-1 Sakado  
Takatsu-ku  
Kawasaki 213-0012  
JAPAN

Tel: (81) 44 822 0035  
Fax: (81) 44 844 9767  
Email: [7Hrlc4@etlsemko.co.jp](mailto:7Hrlc4@etlsemko.co.jp)  
Contact: Norio Kaburagi

#### NORTH, CENTRAL & SOUTH AMERICA

##### Licensing Manager

2307 East Aurora Rd.  
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Twinsburg, Ohio 44087,  
U.S.A.

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Fax: +1 330 405 6017  
Email: [8Hmoamar.mustafa@intertek.com](mailto:8Hmoamar.mustafa@intertek.com)  
Contact: Moamar Mustafa

### Intertek PVoC Program Management – Contact Details

#### Regional Management office

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United Arab Emirates.

Tel: +971 4 3312440  
Fax: +971 4 3316735  
E-mail: [william.graham@intertek.com](mailto:william.graham@intertek.com)  
Contact: William Graham



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### SGS Zone of responsibility

<p><b>Europe</b></p> <ol style="list-style-type: none"> <li>1. Albania</li> <li>2. Bulgaria</li> <li>3. Czechoslovakia</li> <li>4. Germany</li> <li>5. Hungary</li> <li>6. Netherlands</li> <li>7. Poland</li> <li>8. Romania</li> <li>9. Countries that belonged to the EX USSR</li> <li>10. Countries of EX Yugoslavia</li> </ol> <p><b>Middle East</b></p> <ol style="list-style-type: none"> <li>1. Iran</li> <li>2. Kuwait</li> <li>3. Oman</li> <li>4. United Arab Emirates (UAE)</li> </ol> <p><b>North Africa</b></p> <ol style="list-style-type: none"> <li>1. Algeria</li> <li>2. Morocco</li> <li>3. Spanish Sahara</li> <li>4. Tunisia</li> </ol> <p><b>Selected Asian Countries:</b></p> <ol style="list-style-type: none"> <li>1. Burma</li> <li>2. North Korea</li> <li>3. Philippines</li> <li>4. Thailand</li> <li>5. Vietnam</li> </ol> <p><b>The Americas and the Caribbean Countries</b></p> <ol style="list-style-type: none"> <li>1. Antigua</li> <li>2. Argentina</li> <li>3. Bahamas</li> <li>4. Barbados</li> <li>5. Belize</li> <li>6. Bolivia</li> <li>7. Brazil</li> <li>8. Canada</li> <li>9. Chile</li> <li>10. Colombia</li> <li>11. Costa Rica</li> <li>12. Cuba</li> <li>13. Dominica</li> <li>14. Dominican Republic</li> <li>15. Ecuador</li> <li>16. El Salvador</li> <li>17. Grenada</li> <li>18. Guatemala</li> <li>19. Guyana &amp; French Guyana</li> <li>20. Haiti</li> <li>21. Honduras</li> <li>22. Jamaica</li> <li>23. Mexico</li> <li>24. Nicaragua</li> <li>25. Panama</li> <li>26. Paraguay</li> <li>27. Peru</li> <li>28. Puerto Rico</li> <li>29. St. Vincent Grenadines</li> <li>30. St. Lucia</li> <li>31. Surinam</li> </ol>	<ol style="list-style-type: none"> <li>32. Trinidad &amp; Tobago</li> <li>33. USA</li> <li>34. Uruguay</li> <li>35. Venezuela</li> </ol> <p><b>Australia and Pacific Islands</b></p> <ol style="list-style-type: none"> <li>1. Australia</li> <li>2. Fiji</li> <li>3. Kiribati</li> <li>4. New Guinea</li> <li>5. New Zealand</li> <li>6. Solomon Island</li> <li>7. Tuvalu</li> <li>8. Vanuatu</li> <li>9. West Samoa</li> </ol> <p><b>Africa (Excluding part of North Africa)</b></p> <ol style="list-style-type: none"> <li>1. Angola</li> <li>2. Benin</li> <li>3. Botswana</li> <li>4. Burkina Faso</li> <li>5. Burundi</li> <li>6. Cameroon</li> <li>7. Cape Verde Islands</li> <li>8. Central African Republic</li> <li>9. Chad</li> <li>10. Congo People's Republic</li> <li>11. Democratic Republic of Congo (DRC)</li> <li>12. Djibouti</li> <li>13. Equatorial Guinea</li> <li>14. Eritrea</li> <li>15. Ethiopia</li> <li>16. Gabon</li> <li>17. Gambia</li> <li>18. Ghana</li> <li>19. Guinea</li> <li>20. Guinea - Bissau</li> <li>21. Ivory Coast</li> <li>22. Lesotho</li> <li>23. Liberia</li> <li>24. Malagasy (Madagascar)</li> <li>25. Malawi</li> <li>26. Mali</li> <li>27. Mauritania</li> <li>28. Mauritius</li> <li>29. Mozambique</li> <li>30. Namibia</li> <li>31. Nigeria</li> <li>32. Reunion</li> <li>33. Rwanda</li> <li>34. Sao Tome</li> <li>35. Senegal</li> <li>36. Seychelles</li> <li>37. Sierra Leone</li> <li>38. Somalia</li> <li>39. South Africa</li> <li>40. Swaziland</li> <li>41. Sudan</li> <li>42. Tanzania</li> <li>43. Togo</li> <li>44. Uganda</li> <li>45. Zambia</li> <li>46. Zimbabwe</li> </ol>
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## Guidelines for Exporters and Importers

29<sup>th</sup> September 2005

### SGS Country Offices and contact points

#### SGS Liaison Office

SGS Nairobi Liaison Office  
2<sup>nd</sup> Floor, Victoria Towers  
Kilimanjaro Road Upperhill,  
P.O. Box 72118  
00200 **Nairobi**, Kenya  
Inquiries: [info.pvoc.kenya@sgs.com](mailto:info.pvoc.kenya@sgs.com)

Phone: +254 20 273 3693-99  
Fax: +254 20 273 3664

#### SGS Inspection Centers

At [www.sgs.com/contact\\_us.htm](http://www.sgs.com/contact_us.htm),  
select Business line : "Governments  
and Institutions" to obtain the contact  
details of SGS Inspection Centres.

The complete SGS address list of  
offices and laboratories is available at  
[www.sgs.com/contact\\_us.htm](http://www.sgs.com/contact_us.htm)

### SGS Certification Centres

SGS Certification Centres	Countries covered by the Certification Centre		
<b>SGS Kenya Limited</b> 2 <sup>nd</sup> Floor, Victoria Towers Kilimanjaro Road Upperhill, P.O. Box 72118 00200 <b>Nairobi</b> , Kenya  Phone: +254 20 273 3693-99 Fax: +254 20 273 3664	Djibouti Eritrea	Ethiopia Kenya	Tanzania Uganda
<b>SGS Gulf Ltd-</b> SGS Head Office Arabian Peninsula, Trade Assurance Services Jebel Ali free Zone. P.O. Box 12993, <b>Dubai</b> , UAE  Phone: (+971) 4 883 2222 Fax: (+971) 4 883 5455	Iran, I.R. of Kuwait Oman	United Arab Emirates Algeria	Morocco Tunisia
<b>SGS South Africa (PTY) LTD</b> 399 George Road, Unit 5, Mifa Park, Randjespark, Midrand P.O. Box 5472 Halfway House 1685 Johannesburg South Africa  Phone: +27 11 652 1400/1475 Fax: +27 11 652 1455	Angola Benin Botswana Burkina Faso Burundi Cameroon Cape Verde Islands Central African Rep. Chad Congo Dem. Rep. of Congo, Rep. of Côte d'Ivoire Equatorial Guinea Gabon	Gambia, The Ghana Guinea Guinea-Bissau Lesotho Liberia Madagascar Malawi Mali Mauritania Mauritius Mozambique Namibia Nigeria	Reunion Rwanda São Tomé & Principe Senegal Seychelles Sierra Leone Somalia South Africa (*) Spanish Sahara Sudan Swaziland Togo Zambia Zimbabwe



**KENYA BUREAU OF STANDARDS**  
**Pre-Shipment Verification of Conformity**

## SGS Certification Centres

SGS Certification Centres	Countries covered by the Certification Centre		
<p><b>SGS Germany GmbH</b>            Raboisen 28            20095 <b>Hamburg</b> Germany</p> <p>Phone: +49 (0) 40 – 30 101 – 0            Fax: +49(0) 40 – 32 63 31</p>	Albania Armenia Azerbaijan Belarus Bosnia & Herzegovina Bulgaria Croatia Czech Republic	Estonia Georgia Germany (*) Hungary Kazakhstan Kyrgyz Republic Latvia Lithuania Macedonia, FYR Moldova	Netherlands Poland Romania Russia Serbia & Montenegro Slovak Rep. Slovenia Ukraine Uzbekistan Yugoslavia n.s.
<p><b>SGS Gulf Limited</b>  <b>Regional Operating Head Quarters</b>            20<sup>th</sup> floor Citibank Tower            8741 Paseo de Roxas            Makati, <b>Manila</b>            Philippines</p> <p>Phone: +63 2 848 08 18/+63 2 848 07 77            Fax: +63 2 818 29 71</p>	Australia Fiji Kiribati Myanmar New Zealand	North Korea Papua New Guinea Philippines Samoa Solomon Islands	Thailand Tuvalu Vanuatu Vietnam
<p><b>SGS NORTH AMERICA INC. Trade Assurance Services</b>            8120 NW 53 Street            Suite 200            33166 <b>Miami, FL</b>            USA</p> <p>Phone: +1 305 592 0410            Fax: +1 305 592 6925</p>	Antigua and Barbuda Argentina Bahamas, The Barbados, The Belize Bolivia Brazil Canada Chile Colombia Costa Rica Cuba	Dominica Dominican Republic Ecuador El Salvador French Guyana Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico	Nicaragua Panama Paraguay Peru Puerto Rico St Vincent & Grenadines St. Lucia Suriname Trinidad and Tobago United States Uruguay Venezuela