



Republic of Kenya



<b>Institution/Organization Name:</b>		AFA – Miraa, Pyrethrm & other Industrial Crops Directorate		
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Ministry of Agriculture, Livestock, Fisheries and Cooperatives - State Dept of Agric & Research		
<b>Economic Sector Alignment:</b>		Agriculture		
<b>Big 4 Alignment:</b>		Food nutrition and manufacturing		
<b>Accounting Officer:</b>		Kello Harsama - Director General		
<b>Period: FY</b>		2021/2022		
<b>Process Documentation</b>				
<b>Service Name</b>		Issuance and renewal of pyrethrum processor's license		
<b>Brief Description</b> Document Purpose/Service		Pyrethrum processor's license grant and renewals		
<b>Document Control:</b> Change Record/ Version Number		MPOICD - 02		
<b>Process Owner:</b> Name and Position		1. Field Officer/crop inspector 2.		
<b>Process Reviewer (s)</b> Name and Position		1. Director- Directorate 2. DD – Regulation and Compliance		
<b>STEPS/FLOW/SEQUENCE</b>				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	IMIS registration	1	Processor	
2.	Application for the license grant/renewal	1	Processor	
3.	Submission of returns for license renewal	1	Processor	
4.	Receipt, review of the documents and notification for inspection.	10	Crop inspector/Field officer/Regulation Officer	
5.	Site visit for inspection and verification of the following documents; i. Application for the license. ii. Processor's certificate of registration from the authority. iii. Certificate of registration. Iv. Copies of national identification or passports for the Directors. V. Valid tax compliance certificate. VI. Copy of Title Deed vii. Premise license from PCPB	30	Crop inspector/Field officer	
6.	Generation of the inspection report and communication of the feedback to client	10	Field Officer/Crop inspector	
7.	License approval	3	Director- Department/Regulation Officer	
8.	Printing of the license	1	Processor	
<b>EXCEPTIONS TO THE NORMAL FLOWS</b>				
Title	No.	Description	Time	Actor

	2.	Does not provide all relevant documents	-	Processor
(if any other, add rows)				
<b>Process Maps/Visuals</b>				
Business process flowcharts/ swim lanes/screen shots				

