



LEGAL NOTICE NO.....

**THE KENYA ACCREDITATION SERVICE (GENERAL)
REGULATIONS, 2025**

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THE KENYA ACCREDITATION SERVICE ACT

(Cap. 496A)

IN EXERCISE of the powers conferred by section 34 of the Kenya Accreditation Service Act, the Cabinet Secretary for Investments, Trade, and Industry makes the following Regulations—

THE KENYA ACCREDITATION SERVICE (GENERAL) REGULATIONS, 2025

PART I—PRELIMINARY

Citation. 1. These Regulations may be cited as the Kenya Accreditation Service (General) Regulations, 2025.

Interpretation. 2. In these Regulations, unless the context otherwise requires—

Cap.496A “Act” means the Kenya Accreditation Service Act;

“accreditation schedule” means the document issued together with an accreditation certificate which specifies the scope of activities for which a conformity assessment body is accredited;

“applicant” means conformity assessment body that applied to the Service for accreditation or exemption;

“assessor” means a person authorized by the Service to perform all or part of an assessment alone or as part of an assessment team for a conformity assessment body;

“combined mark” means the accreditation symbol combined with marks from bodies providing international recognition issued by the Service;

“exemption” means the time-bound authorization granted by the Service to a conformity assessment body accredited by a foreign accreditation body, permitting it to operate in Kenya without obtaining accreditation from the Service;

“foreign accreditation body” means an accreditation body established in a country or jurisdiction other than Kenya and includes such an accreditation body operating within Kenya.; and

"stepwise process" means a structured, progressive process through which a conformity assessment body builds its capacity and systems in stages with the aim of achieving full compliance with accreditation requirements.

Object and Purpose.

3. The Object of these Regulations is to—

- (a) set out procedures for accreditation and exemption from accreditation for conformity assessment bodies;
- (b) regulate the use of accreditation symbols, marks and badges issued by the Service;
- (c) prescribe the framework for training in conformity assessment and accreditation standards;
- (d) prescribe obligations for regulatory agencies that designate or license conformity assessment bodies; and
- (e) establish procedures for monitoring, conducting compliance checks and enforcement by the Service.

Scope and application

4. (1) These Regulations shall apply to—

- (a) regulatory agencies that—
 - (i) carry out conformity assessment activities; or
 - (ii) certify, designate or license other bodies to undertake conformity assessment activities;
- (b) conformity assessment bodies carrying out activities including—
 - (i) testing;
 - (ii) medical testing;
 - (iii) calibration;
 - (iv) inspection and verification;
 - (v) certification of management systems;
 - (vi) certification of persons;

- (vii) certification of products, processes or services;
 - (viii) proficiency testing;
 - (ix) production of reference materials;
 - (x) validation and verification;
 - (xi) and any other schemes that the Service will develop; and
- (c) training on conformity assessment and accreditation standards.

PART II– ACCREDITATION

Obligation of conformity assessment bodies

5. A person shall not operate as a conformity assessment body unless accredited by, or has submitted an application for accreditation to, the Service.

Basis for Accreditation Schemes

6. The Service shall accredit conformity assessment bodies based on—

- (a) internationally recognised schemes;
- (b) sector-specific schemes; and
- (c) national-developed schemes in response to emerging trends and local market demands.

Application for Accreditation

7. (1) A person intending to operate as a conformity assessment body shall apply to the Service for accreditation using Form KENAS-ACC-FM-01 set out in the First Schedule

- (2) The application shall be accompanied by—
- (a) the Accreditation Agreement duly filled and signed;
 - (b) the documents specified in Form KENAS-ACC-FM-01; set out in the First Schedule;
 - (c) any other document as may be specified by the Service; and
 - (d) a non-refundable application fee
- (3) The Service shall—

- (a) acknowledge receipt of the application within five (5) working days.
 - (b) conduct an application completeness check; and
 - (c) notify the applicant of the outcome of the application completeness check.
- (4) An incomplete application shall be returned to the applicant with a request to submit the missing information.
- (5) Upon confirming completeness, the Service shall—
- (a) sign and return a copy of the Accreditation Agreement.
 - (b) appoint an assessment team; and
 - (c) request the applicant for concurrence.
- (6) Any application that remains incomplete after sixty (60) days from the date of receipt by the Service, will be deemed to have expired.
- (7) Applicants not meeting the requirements for accreditation shall be subjected to a mandatory stepwise process leading to accreditation.
- (8) The Service shall maintain a public register of all accredited conformity assessment bodies or conformity assessment bodies that have applied for accreditation.

Assessment

8. (1) The team appointed under sub regulation 7 (5) (b) shall conduct an assessment to verify conformance with the applicable accreditation standards.

(2) The assessment undertaken under sub regulation (1) shall include—

- (a) a document review; and
- (b) an onsite assessment.

Document Review

9. (1) The team appointed in sub regulation 7 (5) (b) shall conduct a document review and issue a report to the applicant.

(2) Where gaps are identified—

- (a) the Service shall notify the applicant in writing within ten (10) working days of completing the review;
- (b) the applicant shall be required to address and submit corrective documents within ten (10) working days from the date of notification;
- (c) the assessment team shall review the revised documents and confirm closure of gaps before proceeding to onsite assessment

Onsite Assessment

10. (1) The Service shall notify the applicant of the onsite assessment dates and assessment team for concurrence.

(2) The Service shall conduct the onsite assessment and submit a report to the applicant within ten (10) working days from the date of closure of the assessment.

(3) Where gaps are identified, the conformity assessment body shall develop a corrective action plan within seven (7) days indicating the timelines for closure and seek concurrence with the Service.

(4) The conformity assessment body shall provide evidences of corrective actions taken for closure within three (3) months from time of concurrence.

(5) The Service shall verify the effective closure of findings and progress the application for review before the accreditation decision is made.

Accreditation Decision

11. (1) Following review, the Service may make the following accreditation decision where applicable -

- (a) grant accreditation;
- (b) grant accreditation with reduced scope; or
- (c) decline accreditation.

(2) Where accreditation is granted, the decision shall be accompanied with—

- (a) accreditation certificate issued in the prescribed form.;

- (b) schedule of accreditation specifying the scope, locations and parameters accredited;
- (c) assessment programme;
- (d) accreditation symbol or combined mark, where appropriate; and
- (e) any additional instructions or obligations determined by the Service.

Accreditation
Certificate

12. The accreditation certificate shall specify—

- (a) name of the conformity assessment body;
- (b) unique accreditation identification number;
- (c) number of the certificate;
- (d) conformity assessment standard to which accreditation is granted;
- (e) effective date;
- (f) the period of validity; and
- (g) any conditions attached.

Periodic Assessment

13. (1) The Service shall undertake periodic assessments for all accredited conformity assessment bodies as specified in the assessment programme to confirm continued compliance with regulation 10.

(2) The Service may also undertake unscheduled assessments for all accredited conformity assessment bodies where it deems necessary.

(3) Following a periodic assessment , the Service may make the following accreditation decision where applicable

-

- (a) maintain accreditation;
- (b) reduce the scope of accreditation;
- (c) suspend accreditation; or
- (d) withdraw accreditation.

(4) Where the decision is to reduce the scope of accreditation, the conformity assessment body shall cease operations in the affected scope.

(5) Where the decision is to suspend accreditation—

(a) the suspension shall not exceed six (6) months;

(b) the reasons for suspension shall be provided in writing;

(c) the conformity assessment body shall cease all activities under the accredited scope during the suspension period;

(d) failure to remedy the cause of suspension within the six (6) months in (a) above, shall result in withdrawal of accreditation.

Extension or Reduction
of Scope

14. (1) A conformity assessment body may apply to the Service for extension of its accredited scope.

(2) The application shall be made using Form KENAS-ACC-FM-01 as set out in First Schedule and shall include—

(a) supporting documentation; and

(b) payment of applicable fees.

(3) Upon review of the application, the Service shall conduct an assessment as set out in regulation 10.

(4) Upon review, the Service may—

(a) grant the extension of scope; or

(b) decline the extension of scope.

(5) The revised accreditation schedule shall be issued upon grant of extension of scope.

(6) A conformity assessment body may apply to the Service for reduction of scope after provision of sufficient justification.

Reaccreditation

15. (1) A conformity assessment body may apply for reaccreditation six (6) months before the expiry of the current accreditation.

(2) The application shall be—

- (a) submitted in the prescribed form;
- (b) accompanied by the applicable fees.

(3) The reaccreditation assessment shall follow the procedure as prescribed in regulation 10.

(4) Following review, the Service may make the following accreditation decision where applicable -

- (a) maintain accreditation;
- (b) reduce the scope of accreditation;
- (c) suspend accreditation; or
- (d) withdraw accreditation.

Withdrawal of Accreditation

16. Where accreditation is withdrawn, the conformity assessment body shall cease all conformity assessment activities and comply with any additional instructions from the Service.

Exemption from Accreditation

17. (1) A conformity assessment body may apply for exemption if—

- (a) it holds valid accreditation from a foreign accreditation body; and
- (b) the foreign accreditation body is a signatory to a multilateral or mutual recognition arrangement recognized by the Service under section 10A(3) of the Act; and
- (c) the Service is satisfied that such recognition is consistent with Kenya's national interests, including the protection of health, safety, the environment, and other policy considerations prescribed under the Act

(2) The application shall be accompanied with—

- (a) Form 2 - ACC-FM-60 set out in the First Schedule.
- (b) proof of valid foreign accreditation;
- (c) legal or registration documents;
- (d) scope or schedule of accreditation issued by a foreign accreditation body;
- (e) proof of payment of exemption fees as set out in the Accreditation (fees) Regulations; and
- (f) any other relevant supporting documents

(3) The Service shall acknowledge receipt of the application within ten (10) days.

(4) Upon receipt, the Service shall—

- (a) verify application adequacy;
- (b) conduct due diligence, including background checks, risk assessment, and verification of legal status and accreditation history; and
- (c) carry out a technical review of the documents and grounds for exemption.

(5) The service shall—

- (a) evaluate the due diligence and technical review findings;
- (b) assess risk mitigation measures; and
- (c) make a recommendation

(6) An exemption granted under this regulation shall be valid until the date of expiry of accreditation from the foreign accreditation body or upon the conformity assessment body applying to the Service for accreditation, whichever comes earlier.

(7) The Service shall charge annual exemption fees as set out in the Accreditation (Fees) Regulations.

(8) The Service may decline an exemption application if the applicant fails to meet the set criteria or submits incomplete or inaccurate information.

(9) Upon expiry of exemption, a conformity assessment body intending to seek accreditation from a foreign accreditation body, shall apply for exemption from the Service.

Review of
Accreditation
Decisions

18. (1) A person aggrieved by a decision under this Part may apply for review.

(2) An application under sub regulation (1) shall—

(a) be made in writing within thirty days from the date of notification of the decision;

(b) state the name of the person or conformity assessment body requesting the review.

(c) specify the decision against which the review application is made;

(d) set out the grounds for review; and

(e) be accompanied by any supporting documents.

(3) The Service shall communicate its decision within twenty-one working days of the receipt of the application.

(4) A review under this regulation shall be handled by officers of the Service who were not involved in making the decision under review.

Maintenance of
Public register

19. The Service shall maintain a public register of conformity assessment bodies subject to the applicable laws.

Offences

20. (1) A person who carries out conformity assessment activities without accreditation or exemption from the Service shall be liable to an administrative fine not exceeding five hundred thousand shillings.

(2) It shall be an offence for a conformity assessment body to provide false, misleading or incomplete information in any application submitted under these Regulations.

(3) Where a conformity assessment body provides falsified or misleading information, the Service shall—

(a) decline the application; and

(b) apply appropriate sanctions under these Regulation

(4) A conformity assessment body that contravenes any provision of this part for which no offence is provided, shall be liable to a general administrative fine of five hundred thousand shillings or imprisonment for a term not exceeding six months.

PART III – ACCREDITATION, DESIGNATION AND LICENSING REQUIREMENTS FOR REGULATORY AGENCIES

Accreditation of Regulatory Agencies

21. A Regulatory Agency that carries out conformity assessment activities in fulfilment of its mandate shall be accredited by the Service.

Designation of conformity assessment bodies by Regulatory Agencies

22. A Regulatory Agency that designates conformity assessment bodies to carry out conformity assessment activities on its behalf shall designate only those conformity assessment bodies that are accredited by the Service.

Licensing of conformity assessment bodies by Regulatory Agencies

23. A regulatory agency that licenses conformity assessment bodies shall, in addition to the licensing requirements, require those conformity assessment bodies to provide proof of application for accreditation to the Service or accreditation by the Service under these Regulations.

Mutual Notification of Sanctions

24. (1) Where the Service suspends or withdraws accreditation of a conformity assessment body that is designated or licensed by a Regulatory Agency, the Service shall notify the Agency.

(2) Where a Regulatory Agency suspends or withdraws designation or licensure of a conformity assessment body, the agency shall notify the Service.

PART IV – USE AND MISUSE OF SERVICE LOGO, ACCREDITATION SYMBOLS, MARKS AND STATUS

Use of Accreditation Symbols and Marks

25. (1) All accredited conformity assessment bodies shall use—

(a) the Accreditation Symbol; or

(b) the Combined Mark, as issued by the Service.

(2) The Accreditation Symbol or Combined Mark shall be—

- (a) issued by the Service in the prescribed manner; and
- (b) reproduced using an authorised version provided by the Service.

(3) Issuance of the Accreditation Symbol or Accreditation Mark by any person other than the Service shall attract a fine of five hundred thousand Shillings or imprisonment for a term not exceeding six months.

(4) Only a conformity assessment body accredited by the Service shall be authorised to use the Accreditation Symbol or the Combined Mark.

Misuse of Service
Logo, Accreditation
Symbols, Combined
Marks and
Accreditation Status

26. (1) The requirements set out under this regulation shall apply to all claims of accreditation made in—

- (a) certificates;
- (b) reports relating to conformity assessment activities; or
- (c) any other communication, unless otherwise specified by the Service.

(2) It shall be an offence for a conformity assessment body to—

- (a) misrepresent its accreditation status; or
- (b) bring its accreditation to disrepute through its conduct.

(3) A conformity assessment body that commits an offence under sub regulation 2, shall be liable to a fine not exceeding five hundred thousand Shillings or imprisonment for a term not exceeding six months or both.

(4) A conformity assessment body shall not use the Accreditation Symbol, Combined Mark, or refer to its accredited status in a manner that implies accreditation in scopes, facilities, sites, or locations not covered under its accreditation schedule.

(5) The Accreditation Symbol and the Accreditation Marks issued by bodies providing International Accreditation are trademarks protected under applicable laws and remain the property of—

(a) the Service; and

(b) the respective international recognition bodies.

(6) Any unauthorized use of the marks referred to in sub regulation (4) shall constitute an infringement of proprietary rights.

(7) All accredited conformity assessment bodies shall take reasonable steps to prevent the misuse of the Accreditation Symbol or Combined Mark by—

(a) the body itself; or

(b) its clients.

(8) An accredited conformity assessment body shall report any misuse under sub regulation (4) to the Service.

(9) Any misuse of the Accreditation Symbol or Combined Mark shall, in the first instance, require corrective action, and continued misuse shall attract an administrative fine of five hundred thousand shillings.

PART V– TRAINING

Designation of Trainer

27. (1) The Service shall be the primary provider of training in conformity assessment and accreditation standards.

(2) The Service shall designate a person as a trainer if that person—

(a) is registered or approved as a trainer in accordance with the Industrial Training Act by the National Industrial Training Authority.

- (b) has successfully completed a Trainer of Trainers programme conducted or approved by the Service of a duration not less than one week, or holds an equivalent trainer qualification recognized by the Service;
 - (c) demonstrates competence in the relevant conformity assessment and accreditation standards; and
 - (d) is of integrity and is free from any conflict of interest in the performance of training functions.
- (3) Any public body, Regulatory Agency, or institution, intending to offer the training prescribed in 27(1) above shall apply to the Service for prior recognition.
- (4) An application under sub regulation (3) shall be made—
- (a) using Form 3 set out in the First Schedule;
 - (b) accompanied by proof of payment of the prescribed fees in the Accreditation (fees) Regulations; and
 - (c) together with all supporting documents required by the Service.
- (5) All documents submitted with the application shall be certified as true copies of the original.
- (6) The Service shall process the application and communicate the outcome to the applicant in writing within ten (10) working days of making its decision.
- (7) Recognition shall be valid for one year and shall be renewable annually in accordance with the Accreditation (fees) Regulations.
- (8) The Service shall publish a list of all recognised trainers and training institutions.

28. (1) A person shall be recognized as a trainer upon attaining the requirements under section 27(2), and undertaking a Trainer of Trainers program conducted by the Service lasting not less than 1 week.

(2) Recognition of trainers or training institutions under this regulation shall not be transferable.

(3) Recognised trainers or training institutions shall be obligated to ensure that the training they offer meets both national and international requirements. Failure to comply with these obligations may result in the withdrawal of their recognition.

Renewal of
Recognition

29. (1) A recognised trainer or training institution shall renew their recognition annually on or before the 31st day of July by paying the prescribed renewal fee.

(2) A trainer or training institution applying for renewal shall—

(a) be in good standing with their professional body; and

(b) have attended the annual Assessor Conclave hosted by the Service.

(3) A renewed registration shall be valid until the 30th of June of the following year.

Removal from the
Training Recognition
List

30. (1) The Service may remove a trainer or training institution from the Training recognition list where—

(a) they no longer meet the requirements for renewal;

(b) they request in writing to be removed;

(c) they violate Chapter Six of the Constitution or any other applicable law;

(d) they breach contractual terms with clients and such breach is formally reported to the Service;

(e) they participate in an assessment within two years of delivering training to the same client; or

(f) they are found to have engaged in ethical impropriety or misconduct.

PART VI – MONITORING AND SURVEILLANCE

Monitoring and
Surveillance

31. (1) The Service shall monitor the activities of conformity assessment bodies to ensure compliance with these Regulations.

(2) Monitoring and surveillance shall be undertaken through—

- (a) routine surveillance and follow-up visits;
- (b) application of digital verification systems, including emerging technologies systems;
- (c) market and regulatory intelligence reports; and
- (d) digital and media monitoring tools.

(3) The Service may conduct a surveillance—

- (a) on its own motion; or
- (b) upon receipt of intelligence reports and any other information of possible non-compliance.

(4) A conformity assessment body shall grant the Service access to any premises, records, digital systems or relevant personnel for purposes of monitoring and surveillance.

Enforcement Action

32. (1) Where the Service determines that a conformity assessment body is in breach of these Regulations, the Service may impose—

- (a) an instant fine not exceeding five hundred thousand shillings;
- (b) a warning or notice of corrective action;
- (c) suspension or withdrawal of accreditation; or
- (d) referral to a regulatory agency or law enforcement body, where applicable.

(2) In imposing a sanction under this regulation, the Service shall consider—

- (a) the nature, frequency and severity of the breach;
- (b) any prior non-compliance by the conformity assessment body; and
- (c) the extent of cooperation shown by the conformity assessment body.

Right of Review

33. A conformity assessment body aggrieved by an enforcement decision made under regulation 32 may apply for review in accordance with regulation 18.

PART VII--SAVINGS AND TRANSITIONAL PROVISIONS

Savings and
Transitional Provisions

34. (1) Any, accreditation or exemption granted by the Service prior to the commencement of these Regulations shall remain valid for the remainder of its term.

(2) A person who, at the commencement of these Regulations, was carrying out any activity regulated under these Regulations without application for accreditation or accreditation shall comply within two (2) years of the commencement date.

(3) A person undergoing the application process at the time of commencement shall have their application reviewed under these Regulations.

(4) Any instrument, procedure or form issued under previous administrative arrangements shall remain in force until replaced under these Regulation

SCHEDULES

FIRST SCHEDULE

FORM 1: ACC-FM-06

r. 7(1), r. 13(2), r. 15(1)

APPLICATION FOR ACCREDITATION OF CONFORMITY ASSESSMENT BODIES

Instructions:

- a) This form should be filled by entities and organizations carrying out Conformity Assessment activities.
 - b) The conformity assessment body shall be licensed or seeking licensure with the relevant regulator, where applicable.
 - c) This form shall be completed in full and submitted together all the required supporting documents specified including two (2) copies of a duly executed Accreditation Agreement (AG-01)
 - d) Upon review of the application, the applicant shall be guided on the next steps.
- Please type or write clearly in BLOCK LETTERS

1 CONTACT DETAILS

Name of Organisation	
Address (Physical)	
Address (Postal)	
Telephone Number	
Email Address	
Website	
Contact person/Authorised Representative Position within the organisation Contact Email Contact Telephone	
Type and Nature of business	
Type of conformity assessment activity	<input type="checkbox"/> Testing <input type="checkbox"/> Calibration <input type="checkbox"/> Medical Testing <input type="checkbox"/> Veterinary Testing <input type="checkbox"/> Management System Certification <input type="checkbox"/> Certification of Persons <input type="checkbox"/> Product Certification <input type="checkbox"/> Validation and/or Verification <input type="checkbox"/> Proficiency Test Providers <input type="checkbox"/> Inspection <input type="checkbox"/> Other Specify
Indicate the Conformity assessment Standard to which you are seeking accreditation.	<input type="checkbox"/> ISO/IEC 17025 <input type="checkbox"/> ISO 15189 <input type="checkbox"/> ISO/IEC 17025 + WOA <input type="checkbox"/> ISO/IEC 17021-1 <input type="checkbox"/> ISO/IEC 17024 <input type="checkbox"/> ISO/IEC 17065

	<input type="checkbox"/> ISO/IEC 17029 <input type="checkbox"/> ISO/IEC 17043 <input type="checkbox"/> ISO/IEC 17020 <input type="checkbox"/> Other Specify
Physical Location of Conformity assessment activity applied for accreditation.	
Does your organisation operate on mobile/satellite, virtual sites, other facilities?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please provide details of mobile/satellite, virtual, other facilities?	
Has your organisation Undergone training on the relevant standard?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, please provide details of the trainings and the institutions/persons that offered	

2 ORGANIZATIONAL DETAILS

a) Indicate the Legal Status of your organisation	<input type="checkbox"/> Certificate of incorporation/establishing instrument, <input type="checkbox"/> CR12 or list of directors (for foreign entities), <input type="checkbox"/> list of beneficial owners (beneficial ownership), <input type="checkbox"/> KRA PIN certificate (where applicable). If electronic versions are available, provide an openable link)
b) Type of organization <i>Indicate as appropriate</i>	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-governmental organization <input type="checkbox"/> Other specify

Scheme	No.	Management System Sub-Scope	Technical Cluster	IAF Code	Description of Economic Activity	Critical Code	No. of Certifications	No of Auditors

Scheme	No.	Scheme	Product	Code/ Regulations/Std.
Certification (product) (17065)				

Scheme	No.	Scheme	Code / Regulations/Std.
Certification (Persons)			

4 PARTICIPATION IN PROFICIENCY TESTING (PT) SCHEMES / INTERLABORATORY COMPARISONS (ILCs)

Please indicate below the PT schemes / ILCs that you have participated in and provide results of participation.

Attach report of participation and include laboratory codes

Note: Participation in PT/ILC is a prerequisite to accreditation.

Scheme Name	Date of participation	Parameters	Frequency of Participation	Remarks on The Adequacy and Acceptability of the PT

5 SUBMISSION OF DOCUMENTS

Document	Has the document been provided?	Explain "No" or "N/A" response
Cross-reference matrix of internal documents against the Normative standard	Yes: " No: " N/A: "	
Quality Manual (If available)	Yes: " No: " N/A: "	
Management System Policies and Procedures	Yes: " No: " N/A: "	
Test/Inspection/Certification/ Validation/ Verification Methods/Procedures	Yes: " No: " N/A: "	
CV's of proposed Technical Signatories, certificates & competence profiles	Yes: " No: " N/A: "	
Copies of current licences of practice for regulated professions (<i>Medical, Engineers, NDT testing etc.</i>)	Yes: " No: " N/A: "	
Evidence of PT / ILC	Yes: " No: " N/A: "	
Status of legal entity (<i>Certificate of incorporation, CRI2 or list of directors of foreign entities/ beneficial ownership (owners) information / establishing Act of Parliament / Legal Notice/ Trust deed, etc.</i>)	Yes: " No: " N/A: "	

Document	Has the document been provided?	Explain “No” or “N/A” response
Legal Requirements (Current Licenses / certificates)	Yes: " No: " N/A: "	
Regulatory Requirements (Current Licenses / certificates)	Yes: " No: " N/A: "	
Statutory Requirements e.g. tax compliance certificate (Current Licenses / certificates)	Yes: " No: " N/A: "	
Industry Requirements (Current Licenses / certificates)	Yes: " No: " N/A: "	
Application Fee paid	Yes: " No: "	

6 DECLARATION

I/We hereby declare that the above information is correct. I/We agree to abide with the terms and conditions of accreditation for the specific scopes applied for accreditation and obligation as stated in the accreditation agreement and any other amendments as well as regulations that KENAS may determine from time to time.

Name	
Organization	
Designation	
Signature	
Date	

7 REVIEW BY KENAS

Application form complete?	Yes: " No: "
Application fee payment confirmed?	Yes: " No: "
Applicable documents seen?	Yes: " No: "
Applied Scope confirmed?	Yes: " No: "
Adequacy of resources confirmed?	Yes: " No: "

Explain any No response and Action	
Reviewed by;	
Designation	
Signature	
Date	

EXEMPTION OF ACCREDITATION BY KENAS APPLICATION FORM

Instructions:

- a) This form should only be filled in by Conformity Assessment Bodies (CABs) that are seeking exemption for accreditation by KENAS. The CAB should have been accredited by other accreditation bodies apart from KENAS.
- b) A separate application form shall be filled in for each scope and the requisite fees paid.
- c) Once KENAS has evaluated the scope of accreditation and accepted the application for exemption, the CAB shall then be expected to fill the exemption agreement

Please type or write clearly in BLOCK LETTERS

1 Organization Details

Name of Conformity Assessment Body (CAB):	
Address (Physical)	
Address (Postal)	
Telephone	
Email	
Website	
Contact person	
Designation of Contact Person	
Type and Nature of business	
Country of Registration	
Name of Foreign Accreditation Body (AB)	

2 Exemption Details

Reason for Seeking Exemption:	
-------------------------------	--

3 Submission of Documents

Kindly attach the following documents with your application:

- a) Legal Instrument or Registration Documents

- b) The Scope/Schedule of accreditation.
- c) Receipt or proof of payment of Application Fees
- d) Any other relevant supporting documents

4 Declaration

I/we, the undersigned, hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that providing false information may result in penalties as stipulated in the *Policy on Exemption from KENAS Accreditation*.

Name	
Organization	
Designation	
Signature	
Date	

5 Review by KENAS

Item	Confirmation	Explain any No response and Action
Application form complete	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Receipt or proof of payment of application Fees	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Legal Instrument or Registration Documents	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
The Scope/Schedule of accreditation	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Any other relevant supporting documents	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

Reviewed by:	
Designation:	
Signature:	
Date:	

APPLICATION FOR RECOGNITION AS A TRAINER / TRAINING INSTITUTION

1 Applicant Type and General Information

a) Type of Application

Individual Trainer Training Institution

b) For Individual Trainer

i) Name of Applicant:	
ii) National ID / Passport Number:	
iii). KRA PIN:	
iv) Designation:	
v) Postal Address:	
vi) Physical Address (Building, Street, Town)	
vii) Phone Number:	
viii) Email Address:	
ix) Are you a person living with disability? (Provide PWD certificate)	Yes <input type="checkbox"/> No <input type="checkbox"/>

c) For Training Institution

i) Name of Applicant:	
ii) Registration Number:	
iii) KRA PIN:	
iv) Name of Contact Person:	
v) Designation of Contact Person:	

vi) Postal Address:	
vii) Physical Address (Building, Street, Town):	
viii) Phone Number:	
ix) Email Address:	

2 Preferred Training Fields

ISO/IEC 17025 ISO/IEC 17020 ISO/IEC 17021-1 ISO/IEC 17024

ISO/IEC 17065 ISO/IEC 17067 ISO 15189 ISO/IEC 17029

ISO/IEC 17043 ISO 14064 ISO 20387 ISO/IEC 17034

Other (specify): _____

3 Education and Training Qualifications

Attach certified copies of your academic certificates.

Institution	Qualification	Field of Study	Year Completed

Attach professional certificates

Institution	Qualification	Year Completed

4 Training and Technical Experience

a) Years of Training Experience: _____

b) Previous Work Experience

Institution	Role	Duration	Trainings Conducted

c) Have you been involved in the following activities? (Tick all that apply)

- Development of training materials
- Participation in accreditation assessments
- Internal/External audits
- Consultancy on management systems

5 Institutional Capacity (Institutions only)

List of Trainers

No.	Name of Trainer	Education	Training Qualifications	Designated Training Fields

6 Attachments Checklist

- Certified academic/professional certificates
- CV (for individuals) / Company Profile (for institutions)
- Letters of reference (minimum 2)
- Sample training materials or curriculum

Copy of ID/Passport or Certificate of Incorporation

7 DECLARATION

I hereby declare that the information provided herein is true and complete. I understand that any false or misleading information may lead to the denial or revocation of recognition by the Service.

Name of Applicant /
Authorized Institution

Representative: _____

Signature: _____ Date: _____

8 FOR OFFICIAL USE ONLY (The Service)

Date Received:	
Application Ref. No.:	
Reviewer Name:	
Review Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Deferred <input type="checkbox"/> Rejected
Remarks:	
Signature of Reviewer:	
Date:	

Made on the..... 2025

LEE KINYANJUI
*Cabinet Secretary for Investments,
Trade, and Industry*