



KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

ADMINISTRATION PROCEDURES MANUAL

KEFRI/SOP/ADMIN/09

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PROCEDURE 1: REGISTRY MANAGEMENT

1.0 Purpose

The Purpose of this procedure is to ensure that registry services are managed efficiently in conformance with the requirements of ISO 9001:2015 and 14001:2015 management systems.

1.1. Scope

This procedure covers all KEFRI registries and archives.

1.2. Reference

- a) ISO 9001:2015
- b) ISO 14001:2015
- c) Records Management Procedures Manual for the Public Service, May 2010
- d) Kenya National Archives and Documentation Services Act Chapter 19
- e) Service Delivery Charter

1.3 Terms, Definitions & Acronyms

- a) DDA- Deputy Director Administration
- b) RD - Regional Director
- c) OIC- Officer in Charge
- d) HoR- Head of Registry
- e) HoA- Head of Archives
- f) BU- Bring-Up
- g) Integrated Management System

1.4 Responsibility

The DDA shall ensure implementation of this procedure.

2.0 STEPS

2.1 General

The registry shall manage both incoming and outgoing mails as detailed below.

2.2 Incoming mails

2.2.1 Incoming mails and documents at KEFRI shall be through;

- a) Emails
- b) Post office
- c) Courier
- d) Hand delivery
- e) Intra KEFRI

2.2.2 Upon receipt of mail, the HoR shall ensure sorting into personal and official mails

2.2.3 If electronically received, the HoR shall ensure printing is done where applicable on double sides of the paper

2.2.4 For personal mail, the HoR shall ensure they are placed in the respective pigeon holes or dispatch to respective recipients within the same day.

2.2.4 For official mails, the HoR shall ensure further sorting into classified and unclassified mail.

2.2.5 Classified mails shall be delivered to the secret registry at the headquarters while at the Regional Centres and Sub-Centres to the RDs and OIC offices respectively.

- 2.2.6 Both classified and unclassified mails shall be opened and recorded in the inward register.
- 2.2.7 Upon recording, the mails shall be filed as per the record control procedure and forwarded to the Director/RD/OIC for noting and marking for action
- 2.2.8 The marked mail shall be reverted to the registry for circulation to action officers within the same day.
- 2.2.9 The HoR shall ensure the mails are filed as per the record control procedure.
- 2.2.10 In circulating the files to action officer, the HoR shall ensure use of the file movement register, indicate the folio number on the guard sheet and that the action officer signs against the action folio on the guard sheet.
- 2.2.11 In case of bring up, the action officer shall indicate on the guard sheet the date when it shall be brought back for attention
- 2.2.12 The HoR shall record the request in the BU diary and present it to the action officer who made the request as per date indicated in the guard sheet
- 2.2.13 Returned files shall be managed as per record control procedure.
- 2.2.14 In case of mis-filing of correspondence, the folio shall be transferred from one file to the relevant file through the folio transfer slip
- 2.2.15 Information posted on the notice boards such as memos and circulars, shall be displayed only on designated notice boards and shall be removed within one week of expiry of the subject matter.
- 2.2.16 Displays of any nature shall strictly be placed on designated notice boards.

2.3 Documents of external origin

- 2.3.1 Documents of external origin shall be received in the registry
- 2.3.2 The HoR/CA shall maintain an inventory and a distribution list of the documents of external origin.

2.4 Outgoing Mails

- 2.4.1 Outward bound mail shall be received at the main registry for dispatch.
- 2.4.2 Upon receipt, the HoR shall ensure;
- 2.4.3 Confirmation of completeness of the mail including attachments
- 2.4.4 Sorting of the mails dependent on mode of dispatch
- 2.4.5 Weighing and franking as applicable
- 2.4.6 Packaging of mail as per records management procedure manual for the Public Service of May 2010.
- 2.4.7 The HoR shall ensure posting or delivery of the mail as per records management procedure manual for the Public Service of May 2010.
- 2.4.8 All outward bound mail shall be recorded in the Outward Mail Register

2.5 Archives

- 2.5.1 All closed files shall be appraised as provided for in the Records management procedures manual for the public service of May 2010 and the Kenya National Archives and Documentation Services Act Chapter 19 revised edition 2015 at the various registries.
- 2.5.2 The appraised files shall be recorded in the records transfer register and transferred to the archives.

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- 2.5.3 Upon receipt of the files, the files shall be sorted, arranged and stored appropriately.
- 2.5.4 A Records Retention and Disposal Schedule shall be developed and used in the management of the records
- 2.5.5 The HoA shall ensure the protection of documents from loss and damage
- 2.5.6 The HoA/HoR shall ensure that there is a file index for ease of retrieval of files.
- 2.5.7 The HoA shall ensure that any file requested from the archives, shall be done through the file request form.

2.6 Waste Management

- 2.6.1 All waste generated shall be handled as per the procedure on handling non-hazardous waste

3.0 APPLICABLE RECORDS

- a) Inward Mail Register
- b) File Movement Register
- c) Outward Mail Register
- d) Guard Sheet
- e) Delivery Book
- f) Records Retention and Disposal Schedule
- g) Bring-up diary
- h) File index
- i) Folio transfer slip
- j) File request form

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Inward Register

Consecutive No.	Date Received	From Whom	Ref No. and Date	Subject	Where Filed and folio No.

KEFRI/F/ADM/19



**KENYA FORESTRY RESEARCH INSTITUTE
BRING UP-DIARY**

Centre:.....

Date issued:.....

Date of request	B.U Date	File Title	File Ref. No.	Folio	Requesting officer

KEFRI/F/ADM/20



KENYA FORESTRY RESEARCH INSTITUTE

DOCUMENTS OF EXTERNAL ORIGIN INVENTORY

Centre:.....

Date issued:.....

Date	Title of Document	Document No.	Document Initials	Document Origin	Distributed to	Sign & Date

KEFRI/F/ADM/04



KENYA FORESTRY RESEARCH INSTITUTE

GUARD SHEET

DATE	FOLIO	OFFICER TO SEE	OFFICER INITIALS	BU DATE	DATE	FOLIO	OFFICER TO SEE	OFFICER INITIALS	BU DATE

KEFRI/F/ADM/21



KENYA FORESTRY RESEARCH INSTITUTE

FILE REQUEST FORM

Centre:.....

Date issued:.....

Date of Request	File Subject	File No.	Requesting Officer name	Requesting Dept/Section	Sign	Issuing officer	Date Returned

KEFRI/Reg./ADM/01

**KENYA FORESTRY RESEARCH INSTITUTE****Outward Mail Register**

Consecutive No.	Date received for dispatch	Date dispatched	Subject of the letter	Ref. No.	Name of addressee	Mode of dispatch

KEFRI/F/ADM/22



KENYA FORESTRY RESEARCH INSTITUTE

FOLIO TRANSFER SLIP

Centre:.....

Date issued:.....

Folio Transfer Slip

Date	Transferred From:	Transferred From:
	Folio No.	File Ref No.....
	Correspondence Ref No.	Folio Ref No.....
	Date..... Signature	

PROCEDURE 2: SECURITY AND CUSTOMER CARE

1.0 Purpose

The Purpose of this procedure is to ensure provision of security and customer care in conformance with the requirements of Integrated Management System.

1.1 Scope

This procedure will cover all KEFRI premises.

1.2 Reference

- a) ISO 9001:2015
- b) ISO 14001:2015
- c) KEFRI Strategic Plan
- d) KEFRI Service Delivery Charter

1.3. Terms, Definitions & Acronyms

- a) KEFRI- Kenya Forestry Research Institute
- b) DDA - Deputy Director Administration
- c) RD- Regional Director
- d) HoS- Head of Sections
- e) CA – Centre Administrator
- f) SO- Security Officer
- g) IMS – Integrated Management System

1.4.1 Principal Responsibility

The DDA shall ensure adherence to this procedure

2.0 STEPS

2.1 Security and customer care management at KEFRI entails;

- a) Management of security
- b) Customer care at the gate

2.2 Management of security

- 2.2.1 The DDA shall ensure that the security service providers are contracted as per the procurement procedure at the beginning of each financial year.
- 2.2.2 The SO shall hold a briefing session with the managers of the security service providers on the service level agreements.
- 2.2.3 The SO shall ensure induction is carried out for both internal and contracted security guards.
- 2.2.4 The security supervisors shall prepare a duty roster for the various work stations and present to SO/CA.
- 2.2.5 SO/CA shall ensure that security guards are issued with working tools and office space.
- 2.2.6 The SO/CA shall supervise the service level agreement implementation through weekly and impromptu inspections of the security operations.
- 2.2.7 In the event of a security incident, the SO/CA shall in liaison with the security supervisor handle the incident as appropriate including:

- a) Escalating to management
 - b) Involving the law enforcement agencies
- 2.2.8 On quarterly basis, the SO/CA shall analyze the data on security registers and advise management through security reports.
- 2.2.9 Staff working over the weekends and public holidays shall have their names registered at the gate before entry into KEFRI facilities.
- 2.2.10 The SO/CA shall coordinate with various HoSs on emergency preparedness and response including the conduct of drills as per the procedure on emergency preparedness and response.
- 2.2.11 The SO/CA shall ensure the security guards report any oil leaks so that it can be addressed as per the procedure on emergency preparedness and response.

2.3 Customer Care at the Gate

- 2.3.1 All customers visiting KEFRI shall be inspected and registered at the gate.
- 2.3.2 Any equipment, product or baggage being brought into the institute shall be inspected and registered in the equipment register.
- 2.3.3 No polythene bags shall be allowed at all KEFRI facilities
- 2.3.4 Prohibited items shall not be allowed into the institute premises.
- 2.3.5 Where applicable, visitors shall be issued with customer feedback form and visitors pass in exchange with a valid legal identification document.
- 2.3.6 All customers using vehicles shall have their vehicles inspected including oil leakages and issued with a visitors pass in addition to the above.
- 2.3.7 All visitors shall be directed to the reception/service points by the security guards
- 2.3.8 The security guards at the gate shall ensure customers return visitors pass and customer feedback form upon exit after service delivery.
- 2.3.9 Any client exiting with an institute equipment/product shall have a gate pass for the same.

3.0 APPLICABLE RECORDS

- a) Visitors Register
- b) KEFRI Motor Vehicle Register
- c) Visitors Motor Vehicle Register
- d) Left Items Register
- e) Staff Working Over Weekends/Holidays and after Working Hours Register
- f) Gate Pass
- g) Equipment Register

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KENYA FORESTRY RESEARCH INSTITUTE

VISITORS REGISTER

Centre:

Date issued:

Date	Name	ID No.	Phone	Office to visit	Purpose	Time in	Sign	Time out	Sign	Booking Officer

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KENYA FORESTRY RESEARCH INSTITUTE

KEFRI MOTOR VEHICLE REGISTER

Date	Driver's name	Vehicle reg. No.	Destination	Work ticket No.	Time out	Driver's sign out	Driver's sign in	Time in	Guard's name	Guard's sign	Checked



KENYA FORESTRY RESEARCH INSTITUTE

VISITORS MOTOR VEHICLE REGISTER

Date	Driver's name	Vehicle reg. No.	Destination	Time in	Driver's sign in	Time out	Guard's name	Guard's sign	Checked

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KENYA FORESTRY RESEARCH INSTITUTE

LEFT ITEMS REGISTER

DATE	NAME	ITEM LEFT	SERIAL NO	TIME IN	SIGN	TIME OUT	SIGN	GUARD'S NAME	GUARD'S SIGN

KENYA FORESTRY RESEARCH INSTITUTE

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KEFRI/Reg./ADM/03



KENYA FORESTRY RESEARCH INSTITUTE

GATE PASS

Section	Division	Date
Name	Indenter	Vehicle No.

The person named above us authorized to remove the goods listed below from the Central Warehouse

Reference No.	Description	Quantity

Authorizing Officer

Time out Date

Security Officer

PROCEDURE 3: INFRASTRUCTURE DEVELOPMENT, REPAIR AND MAINTENANCE

1.0 Purpose

The Purpose of this procedure is to ensure that KEFRI facilities are properly maintained in conformance with ISO 9001:2015 and 14001:2015 management systems requirements.

1.1 Scope

This procedure shall apply to all KEFRI facilities

1.2 Reference

- a) ISO 9001:2015
- b) ISO 14001:2015
- c) Prevailing KEFRI strategic plan
- d) OSHA No. 15 of 2007 (Part II, V, VI, VII, VIII & XI)
- e) GoK Code of Regulations
- f) PPAD Act of 2015
- g) National Guidelines on Safe Management of Asbestos
- h) KEFRI Service Delivery Charter

1.3 Terms, Definitions & Acronyms

- a) KEFRI- Kenya Forestry Research Institute
- b) OSHA- Occupational Safety and Health Act
- c) DDA- Deputy Director Administration
- d) DDSCM- Deputy Director Supply Chain Management
- e) RD - Regional Director
- f) PPAD- Public Procurement and Asset Disposal Act
- g) PPE- Personal Protective Equipment
- h) CA - Center Administrator
- i) EIA- Environmental Impact Assessment

1.4 Principal Responsibility

The DDA shall ensure adherence to this procedure

2.0 STEPS

2.1 General

2.1.1 The following shall be the broad steps for undertaking infrastructural development, repair and maintenance:

- a) Infrastructural Development
- b) Repair and Maintenance

2.1.2 Each step shall be executed as described below:

2.1 Infrastructural Development Projects

2.1.1 At the end of the current strategic plan cycle, the DDA shall identify KEFRI's Infrastructural Development needs for incorporation in the subsequent strategic plan cycle.

- 2.1.2 The DDA shall ensure preparation of an annual work plan for all infrastructural development before the end of every financial year.
- 2.1.3 The DDA shall ensure preparation of a budget to support the achievement of the planned Infrastructural Development projects before the end of every financial year.
- 2.1.4 The DDA shall present the consolidated Division's budget to consultative meeting for approval at the start of every financial year.
- 2.1.5 The DDA shall ensure all planned infrastructural development projects are included in the Division's procurement plan and submitted to the DDSCM as prescribed in the procurement procedure.
- 2.1.6 The DDA shall initiate the process of acquisition of suitable land for establishment of planned infrastructural development projects as outlined in the annual work plan
- 2.1.7 The Director KEFRI shall maintain land ownership documents.
- 2.1.8 The DDA shall initiate the process for procurement of a Consortium of Consultants, undertaking of an EIA and engagement of a Contractor in accordance with the procurement procedure.
- 2.1.9 Selected service providers shall commence the project as per the project management life cycle developed by the Contractor under the supervision of the Consultants and the DDA.
- 2.1.10 The DDA shall ensure site meetings on a monthly basis or as need arises are undertaken to oversee progress until the completion of the project.
- 2.1.11 The DDA in consultations with the Consultants shall ensure project handover and closure is done at the end of the project implementation period.

2.2 Repair and Maintenance

- 2.2.1 The Superintendent/CA shall prepare a five (5) year buildings repair and maintenance schedule.
- 2.2.2 At the beginning of the financial year, all scheduled repair and maintenance work shall be planned, budgeted for and included in the procurement plan.
- 2.2.3 All repair and maintenance requests shall be initiated by filling a work requisition form and forwarded to the DDA/RD for approval.
- 2.2.4 If the request is not approved, the DDA/RD shall give reasons within the same day
- 2.2.5 Upon approval, the DDA/RD shall direct the respective Superintendent/CA to implement the work.
- 2.2.6 Any materials required for the work shall be requested as per the procurement procedure.
- 2.2.7 Relevant artisan(s) shall then be assigned through a job card to undertake the repairs or maintenance works.
- 2.2.8 For repairs and maintenance by outsourced service providers, the end-user department shall liaise with the DDA/RD to source the same as per the procurement procedure.
- 2.2.9 The administrator shall ensure KEFRI lawns and compound is maintained and waste generated is handled as per the procedure on non-hazardous waste.
- 2.2.10 KEFRI's infrastructural projects where applicable shall be branded as per the branding procedure.
- 2.2.11 On quarterly basis the Superintendent/CA shall submit a report on the repairs and maintenance to the DDA/RD.

2.3.1 Asbestos Replacement

2.3.2 KEFRI shall progressively replace all asbestos roofing sheets in all KEFRI premises as per the National Guidelines on Safe Management of Asbestos.

3.0 APPLICABLE RECORDS

- a) Reports on repairs and maintenance
- b) Works requisition form
- c) Job cards
- d) Annual work plan
- e) Budget
- f) Land ownership documents

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WORKS REQUISITION FORM

CONTRACT FOR LOCAL LABOUR/FIELD RESEARCH

Part 1: Job details

KEFRI (Project Name) -----

Detailed nature of work: -----

Outline of work done (**to be filled by contractor**)
.....
.....

Duration of work: FROM: TO:

Total contract sum: -----Payment mode:.....

The parties hereby agree that the consultant/worker shall perform and deliver services as required and specified in the terms of the contract.

Name of Contractor: ----- ID/NO. ----- (attach Photocopy)

Telephone:.....Signature:..... Date:.....

Project Leader Name:..... Signature

Part 2: Confirmation of job completion

WE THE UNDERSIGNED DO AGREE THAT THE CONTRACT WAS PERFORMED AND COMPLETED AS SPECIFIED IN THE TERMS OF CONTRACT.

Signature: Contractor:..... Date:

Project Leader: Date:

Approved for payment:

Paid by: Signed: Date:

I, the Contractor, have received Kshs:...../Cheque No..... as agreed in the terms of the Contract.

Received: Signed: Date:

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JOB CARD

Date

Job title

Location of job

Job commencement dateTarget completion date

ACTIVITIES TO BE UNDERTAKEN ARE

- 1.
- 2.
- 3.
- 4.

Job authorized by Designation

Signature Date

Supervisor's name Signature Date

- Labour force involved:
- 1) Signature
 - 2) Signature
 - 3) Signature

COMMENTS ON JOB PERFORMANCE

Actual date of completion.....

Is project completed within targeted time? **YES/NO** Project cost Kshs

Reasons by Supervisor for delay in completion in case the project is not completed within the targeted time frame
.....
.....

Overall general comments by Head of Section regarding Job Performance.....

Signature Date



KENYA FORESTRY RESEARCH INSTITUTE

WORKS REQUISITION

To: Head
Maintenance Division

WR. No.

RE: REQUEST FOR EXECUTION OF WORKS

Please arrange to carry out the under listed items of work located at: -

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____

Requisitioned by: _____ Signature _____ Date _____
Program/Division _____

Forwarded by Head of Program/Division

Signature _____ Designation _____ Date _____

FOR USE BY HEAD, MAINTENANCE DIVISION

Materials and Casual Labour Required	Quantity	Cost Ksh
	Total Kshs.	

Last time similar work was carried out _____

Other comments (if any) _____
Signature _____ Date _____

ADMINISTRATION/FINANCE DEPARTMENT

Requisition Approved/Not Approved _____
Account to charge _____
Signature _____ Designation _____ Date _____

PROCEDURE 4: TRANSPORT MANAGEMENT

1.0 Purpose

The Purpose of this procedure is to enhance effective provision of transport services conformance with the requirements of ISO 9001:2015 and 14001:2015 management systems.

1.1 Scope

This procedure shall apply to provision of transport services at KEFRI

1.2 Reference

- a) ISO 9001:2015
- b) ISO 14001:2015
- c) GoK Code of Regulations,
- d) Prevailing KEFRI strategic plan
- e) Traffic Act (Cap 403)
- f) KEFRI Transport Policy
- g) KEFRI Service Delivery Charter

1.3 Terms, Definitions & Acronyms

- a) GoK - Government of Kenya
- b) KEFRI - Kenya Forestry Research Institute
- c) DDA - Deputy Director Administration
- d) Consultative meeting - Top management meeting to discuss resource allocation in KEFRI
- e) Pooled motor vehicles - Vehicles controlled centrally
- f) Field trip – An official journey to a place away from the normal working environment
- g) Local travel - Official travel within normal working environment
- h) HoD – Head of Division
- i) AO (T)- Administrative Officer (Transport)

1.4 PRINCIPAL RESPONSIBILITY

The DDA shall ensure adherence to this procedure.

2.0 STEPS

2.1 GENERAL

2.1.1 The following shall be the broad steps for management of transport services at KEFRI:

- a) Planning
- b) Procurement
- c) Administration of transport services
- d) Motor vehicle servicing
- e) Motor Vehicle Repair

2.1.2 Each of the steps above shall be executed as described;

2.2 Planning

2.2.1 At the end of every financial year, the DDA/RD shall ensure preparation of an annual work plan for transport section.

- 2.2.2 Based on the annual work plan, the DDA/RD shall prepare and present a budget to the consultative meeting for approval, at the beginning of the financial year.
- 2.2.3 If there are any amendments raised during the consultative meeting, the DDA/RD shall amend the budget as appropriate and communicate to the transport section/CA.
- 2.2.4 The DDA shall ensure all planned transport requirements are included in the Division's procurement plan and submitted to the DDSCM as prescribed in the procurement procedure.

2.3 Procurement

- 2.3.1 The DDA shall plan for procurement of any new motor vehicle, spare parts, fuel and lubricants as per the procurement procedure.

2.4 Administration of Transport Services

- 2.4.1 Local travel shall be requested one day prior to day of travel using transport requisition form
- 2.4.2 Before a field trip, an officer shall fill the transport requisition form at least three days prior to the journey and forward to the AO (T)/CA to facilitate the necessary approval and allocation.
- 2.4.3 If the request is rejected, the officer shall be advised to either postpone the journey or seek alternative means.
- 2.4.4 If there are several officers travelling to the same route, the officers will be advised to use the one vehicle
- 2.4.5 In case of medical emergency at work, transport shall be provided to ferry the affected staff to a medical facility. In case of a medical emergency after working hours, any member of staff residing within a radius of 10 kilometers from the work station, may be provided transport to a medical facility depending on availability of vehicles
- 2.4.6 Before commencement of the travel, the designated driver shall ensure that the journey is duly authorized and has all the required travel documents
- 2.4.7 During the journey, the driver shall observe all the traffic rules and regulations as stipulated in the Traffic Act (Cap 403), the public service code of regulations and KEFRI's Transport Policy.
- 2.4.8 At the end of the journey, the driver shall close the work ticket capturing the relevant information and park the motor vehicle at designated area as stipulated in the public service code of regulations and KEFRI's Transport Policy.
- 2.4.9 The AO(T)/CA shall ensure monthly analysis of record of journeys is done for all motor vehicles by 15th day of the subsequent month and data entered in the respective Logbooks
- 2.4.10 All KEFRI vehicles shall be fueled at specific fuel stations procured as per the procurement procedure unless under special circumstances where the specific station is not available.
- 2.4.11 The driver shall ensure that all waste generated in the vehicle during the journey shall be disposed off in accordance with the procedure on handling and disposal of non-hazardous solid waste
- 2.4.12 The AO (T)/CA shall ensure all motor vehicles have the requisite serviceable fire extinguishers and stocked first aid kits.

2.5 Motor Vehicle Service

- 2.5.1 The AO (T)/CA shall ensure motor vehicles service requirements are adhered to, to prevent harmful fumes which have an effect on the environment
- 2.5.2 The driver shall monitor mileage and notify the AO (T)/CA at least 1000kms before the motor vehicle is due for servicing.
- 2.5.3 After notification, the AO (T)/CA shall raise a requisition as per the procurement procedure.
- 2.5.4 After procurement of the service, the AO (T)/CA shall ensure the motor vehicle is delivered on time for servicing and take appropriate action on the defect report.
- 2.5.5 If the service is not done appropriately, the AO (T)/CA shall inform the service provider for appropriate action to be taken.
- 2.5.6 If the service is undertaken at the KEFRI garage, due care shall be taken to prevent any oil leaks but if the oil leaks happen, it shall be addressed as per the procedure for handling and storage of oil, grease and fuel and the emergency preparedness work instruction
- 2.5.7 The AO (T)/CA shall ensure oil traps are placed at appropriate locations at the garage and at the car washing bay

2.6 Repairs

- 2.6.1 The driver shall report to the AO (T)/CA any defects noted on the motor vehicle for repairs to be undertaken.
- 2.6.2 The AO (T)/CA shall raise requisition for the repairs as per the procurement procedure.
- 2.6.3 The AO (T)/CA shall then ensure the motor vehicle is availed for the repairs.
- 2.6.4 If the repair is not done appropriately, the AO (T)/CA shall inform the service provider for appropriate action to be taken.
- 2.6.5 If the repair is done in-house, any waste generated shall be handled as per the procedure for handling and disposal of non-hazardous solid waste, handling and storage of oil, grease and fuel and the emergency preparedness work instruction.

2.7 Management of project motor vehicles

- 2.7.1 The Project Coordinators shall be responsible for management of the respective project motor vehicles in accordance with Clause 2.4, 2.5 and 2.6 of this procedure and relevant procedures and guidelines set out by the development partners.

3.0 APPLICABLE RECORDS

- a) Transport requisition form
- b) Work Ticket
- c) Log Book
- d) Defect reports after service
- e) Works Requisition Form
- f) Job card
- g) KEFRI's Transport Policy

KEFRI/F/ADM/016

**KENYA FORESTRY RESEARCH INSTITUTE****TRANSPORT REQUISITION FORM**

NAME:

P/NO:

Type of journeyField trip Local running

FROM	PURPOSE (SPECIFY)	DESTINATION	APPROXIMATE MILEAGE
TOTAL KM			

EXPECTED DEPARTURE DATE: _____ TIME: _____

EXPECTED RETURN DATE: _____ TIME: _____

FUEL AMOUNT: _____ FUEL SOURCE: _____ FUEL SOURCE APPROVAL: _____

APPLICANTS NAME: _____ SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY

TRANSPORT REQUEST RECEIVED ON: _____ TIME: _____

TRANSPORT APPROVED/NOT APPROVED YES NO

IF NOT APPROVED, REASON(S): _____

VEHICLE ALLOCATED: _____ DRIVERS NAME: _____

NAME(S) OF OFFICERS USING THE VEHICLE: _____

KENYA FORESTRY RESEARCH INSTITUTE

TITLE: ADMINISTRATION PROCEDURES
MANUAL

REF: KEFRI/SOP/ADMIN/09

ISSUE DATE: 12/02/2018

NAME OF AUTHORISING OFFICER: _____ SIGN: _____ DATE: _____

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KENYA FORESTRY RESEARCH INSTITUTE

WORKS REQUISITION

To: Head
Maintenance Division

WR. No.

RE: REQUEST FOR EXECUTION OF WORKS

Please arrange to carry out the under listed items of work located at: -

- vi) _____
- vii) _____
- viii) _____

Requisitioned by: _____ Signature _____ Date _____
Program/Division _____

Forwarded by Head of Program/Division

Signature _____ Designation _____ Date _____

FOR USE BY HEAD, MAINTENANCE DIVISION

Materials and Casual Labour Required	Quantity	Cost Ksh
	Total Kshs.	

Last time similar work was carried out _____
Other comments (if any) _____
Signature _____ Date _____

ADMINISTRATION/FINANCE DEPARTMENT

Requisition Approved/Not Approved _____
Account to charge _____
Signature _____ Designation _____ Date _____

PROCEDURE 5: JANITORIAL SERVICES

1.0 PURPOSE

The Purpose of this procedure is to ensure that janitorial services are effectively carried out in conformance with the requirements of ISO 9001:2015 and 14001:2015 management systems.

1.1 SCOPE

This procedure shall be applicable when conducting janitorial services at KEFRI.

1.2 REFERENCES

- a) GoK Code of Regulations
- b) OSHA (2007)
- c) ISO 9001:2015
- d) ISO 14001:2015
- e) KEFRI Service Delivery Charter

1.1 TERMS, DEFINITION AND ACRONYMS

- a) KEFRI- Kenya Forestry Research Institute.
- b) OSHA- Occupational Safety and Health Act.
- c) DDA- Deputy Director Administration
- d) PPE- Personal Protective Equipment
- e) RD- Regional Director
- f) HoD- Head of Division
- g) CA-Centre Administrator
- h) HJ- Head Janitor

1.2 PRINCIPAL RESPONSIBILITY

The DDA shall ensure adherence to this procedure.

2.0 STEPS

2.1 GENERAL

2.1.1 Janitorial services shall include:

- a) Cleaning services
- b) Access to facilities

2.2 Cleaning services

2.2.1 At the beginning of the financial year, the DDA shall ensure cleaning services are planned, budgeted for and included in the procurement plan.

2.2.2 HJ/CA shall prepare a cleaning duty roster for all janitors at Headquarter and respective Centres/Sub-Centres at the beginning of every financial year.

2.2.3 DDA shall ensure that the cleaning materials requirements are requested as per procurement procedure according to the approved work plan.

2.2.4 The HJ/CA shall then issue materials to the respective janitors as appropriate and keep associated records.

2.2.5 The HJ/CA shall prepare cleaning schedules for each office block at the beginning of

every month and update on a daily basis after review of the work done.

- 2.2.6 The HJ/CA shall ensure cleaning of KEFRI facilities as per the duty roster.
- 2.2.7 If the standards of cleanliness are not as per the cleaning schedule, the HJ/CA shall direct the janitors to redo the work immediately.
- 2.2.8 HJ/CA shall ensure segregated waste at source is transferred to the respective bin for subsequent transfer to main receptacles.

2.3 Access to facilities

- 2.3.1 HJ/CA shall ensure preparation of a duty allocation roster to facilitate access to facilities.
- 2.3.2 Janitors on duty shall open the main entrance to buildings within the Institute at least 10 minutes before the official morning working hours.
- 2.3.3 If an officer requires access to their respective office earlier than the set working hours, the officer shall liaise with the Janitor on duty a day before for appropriate access arrangements to be made.
- 2.3.4 After official closing hours, the Janitor on duty shall ensure that all doors and windows are locked. He/She shall ensure that the lights and fans are switched off and the water taps turned off.
- 2.3.5 The HJ/CA shall prepare and maintain a Key issue/handover register of all members of staff who hold any office keys.
- 2.3.6 Any officer who loses their keys shall report in writing the loss to the DDA for necessary action.
- 2.3.7 In the event of vacating the office, the officer shall hand-over the key(s) to the HJ/CA

3.0 APPLICABLE RECORDS

- a) Cleaning Roster (to be developed)
- b) Janitor on duty roster (to be developed)
- c) Cleaning Schedule
- d) Keys issue/hand-over register

KEFRI/F/ADM/021



CLEANING SCHEDULE

Centre:

Location:.....

Cleaning frequency: Daily

Weekly

Date	Time	Walls	Floor	Dusting	WC (toilet seat)	Urinal bowl	Sink	Mirror	Soap	Tissue	Waste removal	Cleaned by	Super

NB: Tick as appropriate

KENYA FORESTRY RESEARCH INSTITUTE

TITLE: ADMINISTRATION PROCEDURES
MANUAL

REF: KEFRI/SOP/ADMIN/09

ISSUE DATE: 12/02/2018

KEFRI/F/ADM/08



KENYA FORESTRY RESEARCH INSTITUTE

Keys issue/handover form

S/N O	DATE ISSUE D	NAME OF OFFICER	DEPT/DIVI SION/ SECTION	KEY NUMB ER ISSUE D (eg M56H)	POINT OF USE	SIGNATU RE OF OFFICER	SIGNATU RE OF JANITOR	DATE RETURN ED	SIGNA TURE OF OFFIC ER	SIGN OF JANI TOR

PROCEDURE 6: ESTATE MANAGEMENT

1.0 Purpose

The Purpose of this procedure is to ensure proper management of KEFRI estates in conformance with the requirements of ISO 9001:2015 and 14001:2015 management systems.

1.1 Scope

This procedure shall cover all KEFRI residential houses.

1.2 Reference

- a) ISO 9001:2015
- b) ISO 14001:2015
- c) KEFRI Strategic Plan
- d) Physical Planning Act Cap 286
- e) Land Act No. 6 of 2012
- f) KEFRI Service Delivery Charter

1.3 Terms, Definitions & Acronyms

- a) KEFRI - Kenya Forestry Research Institute
- b) Director -Director, KEFRI
- c) Executive Committee - Top management comprising of Director, Senior Deputy Directors and Deputy Directors
- d) DDA - Deputy Director Administration
- e) RD - Regional Director
- f) Tenant - A person occupying KEFRI houses
- g) Staff - person employed by KEFRI

1.5 Principal Responsibility

The DD A shall ensure adherence to this procedure.

2.0 STEPS

2.1 General

Estate management shall entail management of staff houses.

2.2 Management of Staff Houses

- 2.2.1 Staff shall submit their requests for house allocation in writing to the Director/RD for consideration.
- 2.2.2 The Director/RD shall mark the request to the Chair, Housing Allocation Committee for consideration.
- 2.2.3 The Housing Allocation Committee shall on bi-annual basis/as need arise meet to review the applications for residential houses and allocate depending on availability and nature of work.
- 2.2.4 If the application is not approved, the Housing Allocation Committee Secretary shall

communicate in writing within 5 working days after the Committee's meeting. However, the request shall be maintained in the waiting list for future consideration.

- 2.2.5 If the application is approved, the Secretary shall communicate within 5 working days and the applicant shall be required to complete the tenancy agreement form before occupancy
- 2.2.6 Tenants shall maintain the houses in good condition as outlined in the tenant agreement form
- 2.2.7 Any tenant who wishes to vacate the house shall provide 1 month notice to the housing allocation committee and seek clearance with the Building superintendent/CA before the end of the notice period.
- 2.2.8 Where repairs are necessary after an officer vacates a house, the procedure for repair and maintenance shall apply.
- 2.2.9 Upon staff transfer, separation or death, the house shall be vacated within a period of 3 months. In exception cases the Director may allow occupancy of quarters for a maximum of one year.

3.0 APPLICABLE RECORDS

- a) Tenancy agreement form

KEFRI/F/ADM/020



DATED THE DAY OF.....

KENYA FORESTRY RESEARCH INSTITUTE

-TO-

.....
KEFRI MEMBER OF STAFF

LEASE OVER HOUSE NUMBER:

REPUBLIC OF KENYA

THE REGISTERED LAND ACT

(CHAPTER 300)

TITLE NUMBER:.....

LEASE

This Lease made the _____ day of _____ Two Thousand and
BETWEEN KENYA FORESTRY RESEARCH INSTITUTE of Post Office Box Number 20412 -
00200, Nairobi in the Republic of Kenya AND _____, ID NO:
a member of staff of the Landlord and entitled to a house/house allowance on terms agreed on as
part of his contract (hereinafter called 'the Tenant': -

WITNESSETH THAT: -

The Landlord shall lease that entire house known as House Number situated within the
Landlord's premises at (hereinafter referred to as 'the said house') on the
terms appearing below.

The monthly rent shall be Kenya Shillings Thousand (Kshs./-) which shall be
paid monthly in advance by direct deduction by the Landlord from the Tenant's monthly salary. In
the event of occupation post-employment as provided in clauses 6 and 7 below the rent shall be
payable monthly in advance, on or before the 5th day of each month.

The Tenant shall not be required to pay to the Landlord security deposit. However upon
determination of the Lease herein and if the Tenant be in arrears of any payments or in default of
fulfillment of any of his obligations under this lease, the Landlord shall be at liberty to deduct
from the Tenant's salary or other payments such sum as shall be required to ensure fulfillment of
all of the Tenant's obligations under the lease.

The Tenant shall be responsible for payment of his/her own water and electricity bills.

The Tenant shall together with other Tenants within the same premises organize joint security at
their own cost.

Upon retirement of the Tenant, the Landlord shall grant the Tenant a grace period of one year for
the Tenant to remain in occupation of the premises on the same terms as shall be current at the
time of such retirement.

In the event of the death of the Tenant, the Landlord shall grant the Tenant's family a grace period
not exceeding one year for them to remain in occupation of the premises paying the same rent as
hereinabove reserved or any such reviewed rent as shall be current at the time of such demise.

In the event of dismissal of the Tenant from employment the Tenant shall not be entitled to any
grace period and shall be required to vacate from the premises forthwith, and in any event not
later than 30 days from the date of such dismissal.

All payments hereby reserved shall be made to and in the name of the Landlord.

THE TENANT HEREBY AGREES TO THE FOLLOWING

a) To pay the rent hereby reserved on the days and in the manner aforesaid.

Not to assign sublet or part with possession of the premises or any part thereof without the previous consent in writing by the Landlord first had and obtained which consent shall not be unreasonably withheld.

To abide by the regulations for occupants set down by the management, and not to do or permit to be done anything which in the opinion of the Landlord may be or become a nuisance or annoyance to or in any way interfere with the quiet user of any adjoining or neighbouring premises.

To keep the premises in a good and tenantable condition and to carry out minor repairs necessary for keeping the premises in good condition, and to inform the landlord promptly in the event of need for repairs arising from structural causes or faults inherent in the said premises.

Upon expiry of the lease to deliver up the said in a good and tenantable condition, and to replace any locks, switches, etc.

To use the premises solely for the residential Purposes and not to carry or permit to be carried out any non - domestic or commercial activities within the said premises.

Keeping of livestock is only permitted up to a maximum of two cows and poultry keeping up to a maximum of 300 chicks. Which should be well zoned away from the residential house.

There should be no unauthorized extensions/alteration /modifications erected in the staff houses compound by tenants.

THE LANDLORD HEREBY CONVENANTS WITH THE TENANTAS FOLLOWS: -

To pay all taxes and outgoings in respect of the premises.

That the Tenant paying the rent hereby reserved and performing and observing the conditions and agreements herein contained or implied on its part to be performed and observed shall peacefully and quietly possess and enjoy the said premises without any interruption from or by the Landlord or any person lawfully claiming from or under them.

PROVIDED ALWAYS AND IT IS HEREBY MUTUALLY AGREED AS FOLLOWS: -

The landlord may terminate the lease if the tenant fails to abide by any of the conditions set out above.

Either party wishing to terminate the Lease for any reason shall give the other party One (1) Month's written notice of its intention to terminate.

IN WITNESS WHEREOF the Landlord and the Tenant has set his/her hand hereto on the day and year first before written.

SIGNED For and on Behalf of

The Landlord)

In the presence of)

SIGNED BY the Tenant)

In the presence of)

PROCEDURE 7: HANDLING AND DISPOSAL OF EFFLUENT**1.1 Purpose**

The purpose of this procedure is to ensure that the effluent generated at KEFRI facilities is safely discharged according to legal requirements.

1.2 Scope

This procedure will apply to all KEFRI facilities, which generate effluent.

1.3 References:

- a) ISO 14001: 2015 standard
- b) ISO 14004: 2016 standard
- c) Environmental Management and Co-ordination (Amendment) Act, 2015
- d) Environmental Management and Co-ordination (Water Quality Management) Regulations, 2006

1.4 Terms, Acronyms and Definitions:

- a) Effluent – Waste water.
- b) EMCA -Environmental Management and Coordination Act
- c) EMS - Environmental Management System.
- d) NEMA - National Environment Management Authority.

1.5 Responsibility

The Heads of Administration and Laboratory Heads shall have the principal responsibility of ensuring that this procedure is effectively implemented. The head of Supply Chain Management shall ensure that the waste is properly disposed

2.0 STEPS

- 2.1 The Heads of Administration shall ensure construction and maintenance of effluent receptacles in all KEFRI facilities where there is effluent generation.
- 2.2 The EMS team shall undertake to sensitize all staff to refrain from any act, which directly or indirectly causes, or may cause immediate or subsequent water pollution.
- 2.3 The Heads of Administration or their appointees will monitor quarterly the level of effluent discharge receptacles
- 2.4 The Laboratory Heads will monitor monthly pH of laboratory effluent.
- 2.5 The Heads of Supplies shall contract the services of licensed effluent disposal agents for exhaustion and disposal of effluent to designated sewage treatment plants in compliance to EMCA requirements.

3.0 APPLICABLE RECORDS

- a) Effluent receptacle inspection form
- b) Measurement and monitoring form

KEFRI/F/LAB/03



EFFLUENT MEASUREMENT AND MONITORING FORM

CENTRE:.....

PARAMETER (E.g. pH)(NORMAL RANGE---(E.g. pH 6.5-8.5).....

DATE	CURRENT READINGS	DEVIATION FROM NORMAL (Indicate "Above or Below Normal")	ACTION TAKEN
<i>Example:</i>			
06/09/2012	6.4	Below	Corrected 7.0

PROCEDURE 8: IDENTIFICATION AND ASSESSMENT OF QUALITY RISKS AND ENVIRONMENTAL ASPECTS

1.0 Purpose

To identify quality risks and environmental aspects associated with KEFRI's operations and assessment of their significance.

1.1 Scope

This procedure shall be applicable to KEFRI and to all operations covered by the Integrated Management System.

1.2 Reference

- a) ISO 9001:2015 Standard
- b) ISO 14001:2015 Standard
- c) ISO 31000:2009 Standard

1.3 Terms, Definitions & Acronyms

- a) IMS - Integrated Management System
- b) KEFRI - Kenya Forestry Research Institute.
- c) HODs - Head of Divisions
- d) RD - Regional Director
- e) Risk - Effect of uncertainty
- f) Aspect - Activities that interact or can interact with the environment
- g) Significant aspect - is one that has effect on the environmental
- h) Impact - Effect of an aspect to the environment
- i) Likelihood - chance of something happening
- j) MR – Management Representative

1.4 Responsibility

- a) MR shall ensure that this procedure is adhered to.
- b) Divisional heads shall be responsible for identifying and assessing their respective activities and associated risks.

2.0 STEPS

2.1 To conduct quality risks and environmental impacts assessment, the following steps are to be completed:

- a) Identification of operational departmental processes and activities
- b) Identify quality risks and environmental aspects associated with these activities
- c) Determine the impact, likelihood and risk rating

2.2 Identification of departmental processes and activities

- 2.2.1 Activities conducted at KEFRI shall be listed in order to ensure that all of them are assessed in the same manner
- 2.2.2 The activities are classified per division and maintained in a risk register

2.3 Identify quality risks and environmental aspects

- 2.3.1 Quality risks and environmental aspects associated with each of the activities in clause 2.2 shall be identified
- 2.3.2 Environmental aspects can be either positive or negative
- 2.3.3 To identify environmental aspects, the following factors shall be considered where relevant:
- Water pollution
 - Air pollution and noise
 - Biodiversity loss
 - Waste management and disposal
 - Contamination of land,
 - Natural resources use and depletion
 - Applicable laws and regulations and
 - Environmental impacts.
- 2.3.4 To identify quality risks, the following factors shall be considered where relevant:
- Timeliness
 - Consistency in service delivery
 - Customer satisfaction
 - Business sustainability and continuity
 - Applicable product standard requirements and statutory regulations
 - Accuracy, courtesy, completeness and accessibility in service delivery

2.4 Identify impacts, likelihood and risk rating

- 2.4.1 Once all quality risks and environmental aspects have been identified, the respective Heads of Divisions shall identify their impacts and likelihood of occurrence to determine risk rating (significance).
- 2.4.2 This risk assessment shall be based on:
- Impact (I)
 - Likelihood (L)
- 2.4.3 Risk rating (Significance) shall be obtained by the multiplication of Impact (I) with Likelihood (L) as shown in the equation below:

$$\text{RISK RATING (significance)} = \text{IMPACT} \times \text{LIKELIHOOD}$$

- 2.4.4 Risks and aspects shall be assessed using the risk matrix below:

Impact	Likelihood		
		1	2
1	1	2	3
2	2	4	6
3	3	6	9

KEY**Likelihood**

- 1- Remote, likely to occur once in a year
- 2- Occasional, likely to occur once in a quarter
- 3- Frequent, likely to occur once in a week

Impact

- 1- Minor, unlikely to affect the environment or quality of service
- 2- Serious, very likely to affect the environment or quality of service
- 3- Critical, can have catastrophic effect to the environment or quality of service

Risk rating (significance)

- 1-2** Low risk
- 3-5** Medium risk
- 6-9** High risk

2.5 Classification of risks

- 2.5.1 When the risk rating is low, the risk shall be acceptable and tolerated. This shall be classified as insignificant environmental aspects
- 2.5.2 When the risk rating is medium further controls and monitoring shall be required as per the risk register. This shall be classified as significant environmental aspects.
- 2.5.3 When the risk is high, immediate actions and more stringent controls shall be put in place to mitigate against the impact of such risks. This shall be classified as significant environmental aspects.

2.6 Review & control process

The quality risks and environmental aspects shall be reviewed every three years, or whenever there have been significant changes to KEFRI activities or services

3.0 Applicable records

- a) Risk register
- b) Aspect register

KEFRI/F/MR/14



ASPECT REGISTER

Process	Activity	Aspect	Likelihood	Significance	Effects	Controls

PROCEDURE 9: EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE

1.0 Purpose

The Purpose of this procedure is to identify potential and actual emergency situations and accidents that can have an impact on the environment and how KEFRI will respond to them.

1.1 Scope

This procedure covers actual and potential environmental emergencies and accidents emanating from KEFRI activities.

1.2 References

- a) ISO 14001:2015 Environmental Management System
- b) ISO 14004:2016 Environmental Management System - General guidelines on principles system and support techniques
- c) Occupational Safety and Health Act - 2007
- d) Environmental Management and Co-ordination (Amendment) Act, 2015

1.3 Terms, Acronyms, and Definitions

- a) Environmental emergency and accidents – any unexpected occurrence that could be harmful to the environment.
- b) OSHA - Occupational Safety and Health Act.
- c) EMCA – Environmental Management and Coordination Act.
- d) EOSHEPRAP – Environmental and Occupational Safety and Health Emergency Preparedness Response Action Plans.
- e) DD-HR- Deputy Director Human Resource
- f) KEFRI- Kenya Forestry Research Institute
- g) DDA – Deputy Director Administration
- h) RD – Regional Director

1.4 Responsibility

The DDA/RD shall have the principal responsibility to ensure that this procedure is adhered to.

2.0 STEPS

- 2.1 The Heads of administration shall update the list of foreseeable incidences and emergencies with a potential to cause negative environmental impact.
- 2.2 The section heads in consultation with Regional Directors shall assess emergency preparedness competence for persons working in areas prone to incidences and accidents as per Training and Competence Procedure
- 2.3 The section heads will forward the environmental emergency preparedness training needs through respective Regional Directors to the DD-HR as per Training and

Competence Procedure

- 2.4 The section heads shall conduct various drills to test the effectiveness of the work instructions and response plans for forest fires and chemical spills and first aid and submit report to Regional Director for necessary action(s).
- 2.5 The respective section heads shall monitor and record occurrences of environmental accidents and emergencies in various workstations, recommend corrective measures using Environmental Emergencies and Accidents Occurrences form and submit to the MR through respective Regional Directors.
- 2.6 The section heads shall maintain an inventory of available personal protective equipment and first aid kits using the respective forms and advise the Management on the same.
- 2.7 DDA/RDs shall ensure that all fire-fighting equipment are serviced as per their schedule and kept at easily accessible points.
- 2.8 DDA/RSs/section heads shall maintain a fire duty rooster during the fire season
- 2.9 KEFRI shall annually review and where necessary revise its emergency preparedness and response procedure as need arises

3.0 Applicable records

- a) Environmental emergencies and accidents occurrences form
- b) Inventory of available personal protective equipment and first aid kits form
- c) Maintenance schedule of fire-fighting equipment form
- d) Fire duty rooster

KEFRI/F/ADM/19



ENVIRONMENTAL EMERGENCIES AND ACCIDENTS OCURENCES

Centre:

Incidences/accidents	Facility affected	Severity	Response	Remarks
Forest fire	Seed orchard	50%	Staff used fire beaters and water to control the fire	-Fire breaks should be cleaned before the fire season. -Conduct fire drills

KEFRI/F/ADM/18



PERSONAL PROTECTIVE EQUIPMENT (PPE) INVENTORY FORM

Centre:.....

Section:

Item of PPE	Type	Quantity	Stored Location
Head Protection			
Hearing Protection			
Eye Protection			
Respiratory Protective Equipment (RPE)			
Overalls			
Gloves			
Footwear			
Safety Harness			
Clothing			
Other (Specify)			

KEFRI/F/ADM/21



CHEMICAL/OIL SPILL DRILL REPORT

Submitted by:.....

Centre:

Drill conducted: date:.....

1. Identify any barriers that interfere with alerting people who would be affected by the spill.
2. Describe any problems that prevent Material Safety Data Sheets (MSDS) from being used effectively.
3. Specify any difficulties in selecting and using spill control materials (absorbents, etc.)
4. Identify any problems related to emergency phone numbers, eyewash stations, emergency showers, and first-aid kits.
5. Discuss any obstacles to ventilating the area of the spill.
6. List any difficulties in selecting and using appropriate personal protective equipment.
7. Describe any problems with equipment shut-off procedures.
8. List any goals for improvement.
9. List of personnel who participated in the drill:

Signature: _____

KEFRI/F/ADM/22



FIRE DRILL REPORT

Submitted by:.....

Centre:.....

Drill conducted:..... date:.....

1. Were the Security and Fire Department notified? Yes () No ()
If no, provide detail.
2. Was the Alarm heard in all areas? Yes () No ()
If no, which areas did not sound?
3. Were the announcements clear and understood? Yes () No ()
If no, provide details.
4. List any evacuation problems encountered.
5. Did the alarm system reset properly after the drill? Yes () No ()
If no, provide details
6. Corrective Actions required
7. Approximate evacuation time from start of fire alarm until last person exited:
_____minutes
8. List of personnel who participated in the drill:

Signature:_____

KEFRI/F/ADM/23



FIRST AID DRILL REPORT

Submitted by:.....

Centre:

Drill conducted:..... Date:

1. Identify any barriers that interfere with alerting people.
2. Identify any problems related to accessing and utilizing first-aid kits.
3. Discuss any obstacles to accessing the trained first aider at the Centre.
4. Approximate response time to the type of injury : _____minutes
5. List any goals for improvement.
6. List of personnel who participated in the drill:

Signature:_____

KEFRI/F/ADM/24



FIRE-FIGHTING EQUIPMENT MAINTENANCE SCHEDULE

Centre: _____

Section: _____

Year: _____

Fire-fighting equipment	Maintenance date	Next maintenance due date

PROCEDURE 9: OCCUPATIONAL HEALTH AND SAFETY PROCEDURE

1.0 Purpose

The Purpose of this procedure is to specify KEFRI process for identifying and preventing occupational health and safety incidences in execution of its activities.

1.1 Scope

This procedure is applicable to KEFRI in execution of the Quality and Environmental Management System. All employees, contractors, sub-contractors and other interested parties have to adhere to these specifications.

1.2 Reference

- a) ISO 9001:2015 Clause 7.1.3
- b) ISO 14001:2015 Clause 8.2
- c) Occupational Health and Safety Act, 2007
- d) Employment Act, 2007
- e) Work Injury Benefits Act, 2007
- f) Other legal requirements on work place safety.

1.3 Terms, Definitions & Acronyms

- a) IMS – Integrated Management System
- b) KEFRI - Kenya Forestry Research Institute.
- c) DDA - Deputy Director Administration
- d) RD - Regional Director
- e) OIC - Officer In Charge
- f) Workplace - A KEFRI Premise
- g) Workroom - Workstation or Office Space
- h) OSH – Occupational Safety and Health

1.4 Principal Responsibility

- 1.4.1 The DDA is responsible for ensuring compliance to the OSH requirements.
- 1.4.2 The RDs and OICs are responsible for compliance to the OSH requirements in the respective regions and sub centres.

2 STEPS

- 2.1 Every workplace shall have effective provision for sufficient and suitable Lighting.
- 2.2 Effective means shall be provided and maintained for draining off the wet floors in all premises.
- 2.3 Effective and suitable provision shall be made for securing and maintaining adequate ventilation of all workrooms.
- 2.4 The workplace shall not be so overcrowded as to cause risk of injury to the health

- of the persons employed therein.
- 2.5 The floor of every workroom shall be cleaned at least once in every week as per the procedure on janitorial services.
 - 2.6 Accumulations of dirt and refuse shall be removed from the floors and benches of workrooms, staircases and passages.
 - 2.7 All plant, machinery and equipment whether fixed or mobile shall only be used for work which they are designed for and be operated by a competent person.
 - 2.8 All chains, ropes and lifting tackle shall be of good construction, sound material, adequate strength and free from defect.
 - 2.9 Sufficient and suitable sanitary conveniences for the persons employed in the workplace shall be provided, maintained and kept clean.
 - 2.10 Every refrigeration plant capable of being entered by an employee shall have all control valves situated outside the cold storage room and have all doors of cold storage room capable of being opened easily and quickly from the inside and outside.
 - 2.11 In all KEFRI stores and warehouse, all goods, articles and substances shall be stored or stacked in such manner as will ensure their stability and prevent any interference with the adequate distribution of light, ventilation systems, the unobstructed use of passageways and unobstructed access to other fire extinguishing equipment.
 - 2.12 Machinery, equipment, personal protective equipment, appliances and hand tools used in all workplaces shall comply with the prescribed safety and health standards and be appropriately installed, maintained and safe guarded.
 - 2.13 All openings in floors shall be securely fenced.
 - 2.14 There shall be safe means of access to every place at which any person has to work.
 - 2.15 All highly inflammable substances shall be kept either in a fire-resisting store or in a safe place outside any occupied building.
 - 2.16 Every workplace shall be provided with adequate means of escape conspicuously marked by a notice printed in **RED LETTERS**, properly maintained and kept free from obstruction.
 - 2.17 All emergency exit doors shall be constructed to open outwards and shall not be locked or fastened.
 - 2.18 Material safety data sheets shall be provided for all chemicals and other hazardous substances in use at the premises.
 - 2.19 Adequate supply of drinking water at suitable points conveniently accessible to all persons employed.
 - 2.20 Every workplace shall provide and maintain a readily accessible first-aid box.
 - 2.21 There shall be a Safety and Health Committee whose chairperson and Secretary are duly appointed by the Director.
 - 2.22 The committee shall conduct quarterly workplace inspections on health and safety requirements and also meet at least once every three months.
 - 2.23 Inspection and testing of all firefighting appliances in every work place shall be carried out at least once every twelve months as per the emergency preparedness

- and response procure.
- 2.24 Every workplace shall have a fire assembly point which must be painted in green.
- 2.25 Every work place shall provide adequate and suitable facilities for washing which shall be conveniently accessible and shall be kept in a clean and orderly condition.
- 2.26 Every work place shall have suitable facilities for a person employed whose work is done standing.
- 2.27 Every work place shall provide and conspicuously display means for extinguishing fire which should be free from any obstruction and readily accessible.
- 2.28 The section heads shall record incidents or accidents using incident form or accident form and forward the to the chairman of Health and Safety committee for necessary action(s).

3 APPLICABLE RECORDS

- 3.3.1 Health and Safety Committee Minutes
- 3.3.2 Inspection Reports
- 3.3.3 Incident form
- 3.3.4 Accident form

KEFRI/F/ADM/16

**ACCIDENT FORM**

Part A	Victims details
Name: _____ Personal number _____	
Department: : _____ Job title: _____	
Telephone number: _____ Accident Location: _____	
When did the accident happen?	
Date: _____ Time: _____	
What happened?	
Description: (Include details of any object, machine or substance involved)	
Was the accident/ work related? _____	
Declaration: The above report provides a true, accurate and complete account of the accident	
Name: _____ Date: _____ Sign: _____	
Part B	First aiders' comments
What first aid was administered to the victim?	
Name: _____ Date: _____ Sign: _____	

KEFRI/F/ADM/17

**INCIDENT INVESTIGATION REPORT FORM**

This form is to be filled by health and safety representatives within 12 hours of any incident.

Date of Incident:	Time of Incident :
_____	_____
Place of Incident :	
Description of Incident (What happened?):	
What injury, if any, was caused:	
What property damage, if any, was caused:	
How was the incident arrested:	
Action taken to prevent recurrence:	
Name:	Signature:

PROCEDURE 10: COMPLIANCE TO LEGAL AND OTHER REQUIREMENTS PROCEDURE**1.0 Purpose**

The Purpose of this procedure is to ensure proper identification and evaluation of applicable legal and others requirements relating to Integrated Management System.

1.1. Scope

This procedure shall be applicable to KEFRI and to all activities covered by the Integrated Management System.

1.2 Reference

- a) ISO 9001:2015 Standard
- b) ISO 14001:2015 Standard
- c) All legal requirements as identified in the Legal Compliance Register.

1.3 Terms, Definitions & Acronyms

- a) IMS – Integrated Management System
- b) KEFRI - Kenya Forestry Research Institute.
- c) MR - Management Representative
- d) RD – Regional Director

1.4. Principal Responsibility

- 1.4.1 The MR shall be responsible for identifying and updating of IMS legal and other requirements.
- 1.4.2 Shall ensure the identified legal and other requirements are complied with as applicable.

STEPS**2.1 General**

The MR shall manage compliance to applicable IMS legal and other requirements as detailed below:

2.1.1 Identification of Requirements

- 2.1.2 KEFRI through its MR shall identify applicable IMS legal and other requirements that the Institute subscribes to.
- 2.1.3 Applicable requirements shall be listed and tracked in the Legal Compliance register,

2.2 IMS Requirements Update

- 2.2.1 The MR shall ensure updates of applicable existing and emerging IMS legal

and other requirements.

2.2.2 The MR shall tracks these updates in the Legal Compliance register.

2.3 Compliance Review

2.3.1 The MR shall be in charge of the compliance review to ensure that all KEFRI activities are undertaken in accordance to applicable IMS, legal and other requirements.

2.3.2 The review shall be done during internal audits as per the internal audit procedure.

2.3.3 The MR shall communicate as provided for in the Communications Procedure to concerned people pertinent IMS requirements based on the compliance review.

3 APPLICABLE RECORDS

3.1.1 Legal Compliance Register

PROCEDURE 11: HANDLING AND DISPOSAL OF NON-HAZARDOUS SOLID WASTE**1.0 Purpose**

To ensure that non-hazardous waste generated from KEFRIs operations is properly handled, segregated and disposed in a manner that minimizes environmental pollution.

1.1 Scope

This procedure will apply to all KEFRI activities, which generate non-hazardous solid waste with significant environment impact.

1.2 References

- a) ISO 14001: 2015 Standard
- b) ISO 9001:2015 Standard
- c) EMCA 1999: 2015 Environmental Management and Coordination Act Regulations on Solid Wastes
- d) PPAD 2015: The Public Procurement and Asset Disposal Act, 2015

1.3 Terms, acronyms and definitions

- a) Waste receptacle – Temporary central waste holding facility within KEFRI premises.
- b) Re-use - Waste used with or without cleaning and/or repairing.
- c) ISO - International Organization for Standardization.
- d) GR – Goods Return
- e) DDA -Deputy Director Administration
- f) RD -Regional Director
- g) OiC – Officer in Charge
- h) HOD – Head of Division

1.4 Responsibility

- 1.4.1 The DDA, RDs and OiCs shall have the principal responsibility of constructing receptacles and providing colour coded bins.
- 1.4.2 HODs shall ensure this procedure is adhered to in their respective sections
- 1.4.3 DDSCM shall ensure that waste is properly disposed off.

2.0 STEPS

- 2.1 Categories of non-hazardous solid waste generated by KEFRI include plastics from seed packaging and from tree nursery potting operations, general plastics, used paper, glass ware and metal.

2.2 Waste Segregation

2.2.1 All KEFRI staff shall segregate solid wastes according to colour coded waste bins as per the table below:

Category of Waste	Colour Code
Paper	Blue
Plastic	Yellow
Glass	White
Electronics (e-waste)	Black
- Computers/printers/scanners/UPS - Cartridges, tonners - Electric bulbs and tubes - Calculators	Dedicated rooms with compartments for each waste
Rubber and tyres	Dedicated room
Ceramics	Dedicated room
Organic	Green
Metal /cans	Grey
Used cooking oil	Black drums
Oil filters & oily used Spare parts	Black drums
Sanitary waste and condoms	Sanitary bins

2.2.2 All colour coded waste bins shall meet the following requirements:

- a) They must be in sound condition.
- b) They must be constructed of an appropriate material to prevent leakage.
- c) They must be closed except when adding or emptying waste materials from the container.
- d) They must be kept clean of any spilled material.
- e) They are handled and stored so as not to cause rupture or leakage.

2.2.3 Janitors shall collect, weigh and dispose the segregated solid wastes into the respective designated waste receptacles.

2.2.4 The janitors shall record the waste measurements in solid waste measurement form.

2.2.5 Heads of Administration shall monitor the wastes levels and establish trend analysis on quarterly basis.

2.3 Waste management

2.3.1 Ceramic waste shall be crashed and buried in designated areas.

2.3.2 Sanitary waste shall be disposed off through contracted service providers as per the procurement procedure.

2.3.3 Cooking oil produced at various catering outlets shall be decanted into securely sealed drums and collected by an approved waste contractor as per procurement

- procedure.
- 2.3.4 Organic waste shall be composted in a compost pit.
 - 2.3.5 Plant materials such as non-viable seeds shall be disposed on recommendation and approval of the seed disposal committee. The disposal method shall be by composting.
 - 2.3.6 The Heads of supplies shall ensure the quantities of oil, grease and fuel stored at any one time does not over expose the environment to risks (spills, fires, e.t.c) by ensuring that the stored quantities do not exceed the following amounts: Oil-20 litres, Petrol-100 litres, Diesel-180 litres, Parafin-15 litres, Grease-5 kg.
 - 2.3.7 In case of oil or fuel leak or spills, emergency preparedness procedure shall apply.
 - 2.3.8 Waste from the timber workshop shall be sold to interested parties as per the Enterprise procedure.
 - 2.3.9 Workshop Manager in timber workshop shall minimize the wood waste generated by laminating waste timber pieces.
 - 2.3.10 DDSCM shall contract waste disposal agents.

NOTE:

KEFRI staff shall not dispose off any waste on a public highway, street, road, and recreational area or in any public place except in designated public waste receptacles.

3.0 Applicable records

- a) Solid waste measurement form
- b) Non-viable seed disposal form

KEFRI/F/SM/14



NON-VIABLE SEED DISPOSAL FORM

Category of seed: **Centre:**

Species name	Germination capacity	Quantity for disposal	Remarks

Approved By:

Ben E.N. Chikamai (PhD)

Director KEFRI

Signature 

Date: 12th February 2018



RISK AND OPPORTUNITIES REGISTER

Administration Division

S. no	Process	Activity	Risk	Opportunity	Likelihood	Severity	Risk rating	Risk category	Controls	Responsibility	Timeframe
1	Planning	Development of Annual Work Plans	Misaligned Activities	None	1	2	2	Low	Effective Planning Framework	DD A/ CA	At the beginning of every financial year
2		Resource Allocation	Allocation of Inadequate Financial Resources	Revenue generation activities and engagement of development partners	2	2	4	Medium	Alternative Revenue Generation Initiatives	Resource Mobilization Officer, General Manager Enterprise	Continuous
3	Incoming Mail	Filing of Records and Documents	Loss of Records and Documents	Acquisition of Document Management System	1	3	3	Medium	Document Management System, Adherence to Registry Management Procedure	DD A/ CA	Continuous

4	Archives	Filing and Storage	Fire	None	1	3	3	Medium	Acquisition of fire proof filing cabinets, Provision of fire fighting equipment	DD A/ CA	Progressively/ Annually
			Rodents, Dust	None	1	2	2	Low	Pesticides, Dusting regularly and use of PPEs	DD A/ CA	Quarterly
6	Security Services	Contracting of Security Service Providers	Incompetent guards		2	2	4	Medium	Supplier Evaluation, contract management	DD SCM, DDA/CA	Annually
7			Unauthorized Access		1	2	2	Low	Orientation of the guards and fencing	DD A/ CA	Continuous
			Theft	CCTV Surveillance cameras	1	2	2	low	Regular patrols, CCTV surveillance camera	DD A/ CA	Continuous/progressively
			Emergency Preparedness	Fire, oil spills, natural disasters	Personal Development - Training of First Aiders and Fire	1	3	3	Medium	procedure for Emergency Preparedness, Fire fighting equipment and drills	DD A/ CA

				Marshals								
8	Transport	Use of Motor vehicles	Accidents	None	1	3	3	Medium	Training and capacity Building, Insurance policies	DD A/ CA	Continuou s/ Annually	
9		Repair and Maintenance	Wear and tear	None	2	2	4	Medium	Scheduled repair and maintenance	AO-Transport/CA	As Necessary	
10	Infrastructural Development, Repair and Maintenance	Selection of Service Providers	Incompetent Service providers	None	1	3	3	Medium	Supplier Evaluation/ Due Diligence	DD SCM	Before Commencement of Project	
11		Payment	Litigation and/ or payment of interest due to delayed Payments	None	2	3	6	High	Sufficient budgetary allocation, Alternative Revenue Generation initiatives	DD A, DD F, RMO, GME	Annually	

12		Project Completion	Delayed project completion	None	1	3	3	Medium	Adherence to Project Management Life Cycle, Timely provision of resources	Director, DD A	During the Life of the Project	
13		Repair and Maintenance	Accidents	None	1	2	2	Low	Provision of PPEs, Training and Capacity Building	DD A/ CA, DD HR	Annually	
14			Misuse of Resources	None	2	1	2	Low	Supervision and Oversight	Superintendent/ CA	Continuous	
15	Janitorial Services	Cleaning Services	Diseases	None	1	2	2	Low	Supervision and Oversight, Training, Provision of PPEs	DD A/CA, DD HR	Continuous	
16				Misuse of Resources	None	1	1	1	Low	Supervision and Oversight	DDA/ CA	Continuous
17			Access to Facilities	Loss of Keys	None	1	2	2	Low	Keeping of Spare Keys and Change of Locks	DDA/ CA, Head Janitor	Continuous/ As Necessary
18				Not updating key issue	None	1	2	2	Low	Supervision and Oversight, updating of key	DDA/ CA, Head	Continuous

			register						register.	Janitor	
19	Estate Management	Staff Houses	Misuse of Houses	None	1	2	2	Low	Inspections, tenancy agreement	Housing Committee	Annually

RISK ASSESMENT MATRIX

Impact	Likelihood		
	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

KEY**Likelihood****d**

1- Remote, likely to occur once in a year

2- Occasional, likely to occur once in a quarter

3- Frequent, likely to occur once
in a week

Impact

1-Minor, unlikely to affect the environment or quality
of service

2-Serious, very likely to affect the environment or
quality of service

3-Critical, can have catastrophic effect to the
environment or quality of service

Risk rating **(significance)**

1-2 Low risk/insignificant aspect

3-5 Medium risk/significant aspect

6-9 High risk/significant aspect



ENVIRONMENTAL ASPECTS REGISTER

Administration Division

Process name	Activities	Aspects	Likelihood	Severity	Significance	Aspect Category	Environmental Impact	Controls	Responsibility	Timeframe
Planning	Preparation of annual budget and workplan	Energy and Paper Consumption	3	1	3	Medium	Depletion of Natural Resource	procedure on non-harzadous waste	DD A/CA	At the beginning of the Financial Year
		Waste Generation	3	1	3	Medium	Pollution	procedure on non-harzadous waste	Head Janitor	Daily
		Recycling Operations	1	1	1	Low	Conservation of Resources	None	DD SCM	As Necessary
Registry Services										
Incoming Mail	Sorting of Mail	Waste Generation	3	1	3	Medium	Pollution	procedure on non-harzadous waste	Head Janitor	Daily
	Electronicall y Received Mail	Energy and Paper Consumpti	3	1	3	Medium	Depletion of Natural Resource	procedure on non-harzadous waste	DD A/CA	Continuous

		on								
Archives	Filing and Storage	Dust Generation	2	2	4	Medium	Pollution, Health and Safety	PPEs, procedure on Occupational Safety and Health	DD A/CA	Continuous
Transport Section										
Administration of Transport Services	Use of Motor Vehicles	Energy Consumption	3	1	3	Medium	Depletion of Natural Resource	Pooling of Transport	DD A/CA	Continuous
		Noise	2	1	2	Low	Noise Pollution	Repair and Maintenance of motor vehicles	DD A/CA	1000km before due for service
		Smoke Emission	2	1	2	Low	Air pollution	Maintenance of motor vehicles	DD A/CA	1000km before due for service
		Waste Generation	2	1	2	Low	Pollution	Proper Waste Segregation and Disposal	DD A/CA	Continuous
	Cleaning of motor vehicles	Oil and grease	2	1	2	Low	Pollution	Use of Oil Traps, sand and saw dust	DD A/CA	Continuous
Repair and Maintenance	Repair and maintenance	Waste Generation	2	1	2	Low	Pollution	Procedure on non-hazardous waste	DD A/CA	Continuous

e	of motor vehicles								Procedure for effluent handling and work instructions, legal compliance		
		Oil Leaks	2	1	2	Low	Pollution			DD A/CA	Continuous
Infrastructural Development, Repair and Maintenance											
Acquisition of Land	Development of infrastructure	Interference with Biodiversity	2	3	6	High	Loss of flora and fauna		Legal Compliance	DD A	Before Project Commencement
Repair and Maintenance	Repair and maintenance of Infrastructure	Waste Generation	2	2	4	Medium	Pollution		Procedure on non-hazardous waste	DD A/CA	As Necessary
	Use of Asbestos	Health and Safety Risk	2	3	6	High	Diseases		Legal Compliance and relevant guidelines	DD A	Progressively
Janitorial Services											
Cleaning Services	Cleaning	Waste Generation	3	1	3	Medium	Pollution		Procedure on non-hazardous waste	DD A/CA, Head Janitor	Continuous

Access to Facilities	Switching off of lights, fans, and closing running taps	Waste of Natural Resource	2	1	2	Low	Depletion of Natural Resource	Sensitization	DD A/CA	Continuous
Estate Management										
Estate Management	Repair and Maintenance	Waste Generation	2	1	2	Low	Pollution	Procedure on non-hazardous waste	Superintendent	Continuous
	Tenancy	Waste Generation	2	1	2	Low	Pollution	Sensitization on Proper Waste Segregation and Disposal, Inclusion of Clause on waste management in the Tenancy Agreement	Housing Committee, DDA/CA	Continuous

REGISTER OF INTERESTED PARTIES**Administration Division**

Stakeholder	Stakeholder Category	Needs/Expectations
Employees	Internal	Prompt payment of salaries, conducive working environment, improved employee safety, empowerment to undertake duties, Career progression and personal development, job security
Community	External	Efficient service delivery, corporate social responsibility, environmental protection and conservation, employment opportunities
Government-National and County, Agencies and Departments	External	Efficient Service delivery, partnership and collaboration, resource allocation, policy development, compliance to legal requirements
Development Partners	external	Efficient Service Delivery, concern for environmental protection and conservation, funding, Knowledge exchange, Infrastructural development, good corporate image, efficient use of resources, good governance
Suppliers	external	Prompt processing of payments, Concern for the environment (3Rs), transparency, clear terms of reference
Financial Institutions	external	Business, Efficient check off system, Collaboration and Partnerships
Religious Organizations	external	Efficient service delivery, Environmental conservation, integrity,
Regulatory bodies -NEMA, KRA, NCA, KEBS, EACC	External	Legal and regulatory compliance

Contractors	External	Prompt processing of payments, environmental conservation, compliance to legal requirements			
Consultants	External	prompt processing of payments, environmental conservation,clear terms of reference,intergrity			
Students	External	Attachment/Internship Opportunities,fair treatment,skills enhancement			
Institutions of higher learning	External	Partnerships and collaboration, knowledge exchange			
Non-Governmental Organizations	External	Partnerships- efficient service delivery and environmental conservation,			
Farmers	External	Quality products, provision of land for demonstration plots, improvement in livelihoods, dissemination of information and technology,corporate social responsibility			
Community Based Organisations/Community Forest Association	External	Quality products, provision of land for demonstration plots, improvement in livelihoods, dissemination of information and technology,corporate social responsibility,environmental conservation			
Media	External	Opportunities for Information dissemination, business opportunities			
General Public	External	Information dissemination,environmental conservation,			
Intra-Governmental Organization (EAC, AU,UN)	External	Environmental Conservation,Policy Development			

**INTERNAL AND EXTERNAL ISSUES REGISTER****Administration Section**

No	Internal Issues	External Issues
1	Funding	Funding
2	Organizational Culture	Competition
3	ICT Infrastructure	Legal requirements and framework
4	Staff Establishment	Emerging ICT Products
5	Institutional Policies and Procedures	Security and Emerging Security Threats
6	Governance and Leadership	Political environment
7	Ethics and Integrity	Natural factors
8	Availability of land for research activities	Social unrest
9	Infrastructural Development	Executive appointments
10	Transport Services	Restructuring of Public Institutions
11	Staff Compensation and Benefits	Fiscal and Monetary Policy
12	Knowledge Management	Societal Culture
13	Succession Planning and Mentorship	Government Policy and Regulation
14	Physical infrastructure	Corruption

15		Land for Research
16		International Treaties and Protocols
17		Community needs and expectations