



Republic of Kenya



Institution/Organization Name:		AFA-Horticultural Crops Directorate		
Affiliations; Ministry / Department/ County/Parent Company:		Ministry of Agriculture, Livestock, Fisheries and Cooperatives - State Dept of Agric & Research		
Economic Sector Alignment:		Agriculture		
Big 4 Alignment:		Food nutrition and manufacturing		
Accounting Officer:		Kello Harsama - Director General-AFA		
Period: FY		2021/2022		
Process Documentation				
Service Name		Nursery Operators		
Brief Description Document Purpose/Service		Issuance of annual licence for all nursery operators		
Document Control: Change Record/ Version Number		HCD - 03		
Process Owner: Name and Position		1. DD-Regulation and compliance 2. Assistant Director _R&C		
Process Reviewer (s) Name and Position		1. Director-HCD 2.		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
1.	Applicant to register in IMIS system for system username and password and submission of the required documents	1	Applicant	
2.	Receive documents for approval	1 day	DD-R&C	
3.	Give feedback to the applicant if documents are not right or requirements have not been met	1 day	DD-R&C	
4.	Review the documentation and send alert for inspection	1 day	DD-R&C	
5.	Field inspection and submission of inspection report to compliance	15 days	Field officer-R&C	
6.	If the requirements are not fully met, communicate to the applicant	1 day	Field Officer	
7.	Payment, approval and printing of licence	1 day	HCD-Finance and Applicant	
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor
Nursery operators documents required and license fee	1.	The applicant has not submitted all the required documents/fees	7	Applicant
	2	The applicant has not met compliance criteria	30 Days	Applicant

Process Maps/Visuals

