

KS1758 PORTAL USER MANUAL

Presented to:



KS1758 SECRETARIAT

Submitted by:



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VERSION HISTORY

This is the first version of the system, version 1.0. The system was first developed and deployed in August, 2020 for the KS1758 implementation secretariat.

ACRONYMS AND ABBREVIATIONS

CB	Certification Bodies
TOT	Trainer of Trainers
CAC	Conformity Assessment Committee
NSC	National Steering Committee
IE	Internet Explorer
URL	Uniform Resource Locator
HCD	Horticultural Crops Directorate
KS1758	Kenya Standards 1758

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1.0 INTRODUCTION

Kenya Standard 1758:2016 (KS 1758) is a code of practice for the horticulture industry in Kenya which stipulates the hygienic and safety requirements during the production, handling and marketing of flowers & Ornamentals, fruits, vegetables, herbs and spices. The standard is in two parts; Part 1-Floriculture and Part 2-Fruits and vegetables.

The standard applies to all operators in the horticulture value chain including but not limited, to breeders, propagators, producers, consolidators, traders, shippers, and cargo handlers for local, regional and international markets.

The Standard was developed in line with domestic and international protocols on food safety, workers health & safety, environment, and good agricultural practices. This is intended to enhance farm assurance systems, compliance to relevant laws of Kenya and strict adherence to safe use of chemicals.

The standard is administered by a secretariat hosted at AFA-Horticulture Crops Directorate. The Secretariat is drawn from industry stakeholders. The standard has implementation guidelines that define the rules for trainers, laboratories, inspectors, certification bodies participating in the implementation and conformity assessment of the KS 1758 standard.

Certification to the standard is achieved through accredited certification bodies. Operators are required to comply with the requirements of the standard at all times.

The portal is expected to play a major role in automating the standard implementation along the horticultural value chain players.

1.1 Training Manual Scope

This training manual has been prepared for the following Portal Users:

1. Applicants
 - a. Certification Bodies
 - b. Auditors,
 - c. Laboratories
 - d. Master Trainers
 - e. Operators
 - f. Trainer of Trainers(ToTs)
2. Finance Department

3. Front Office/Secretariat
4. Conformity Assessment Committee
5. Standard Implementation Committee
6. Steering Committee
7. Admins

1.2 Document Organization

The document has been divided into sections based on users roles. It describes the chronological steps that an application goes through from submission to approval and awarding of the relevant certificate. Refer to the table of contents to access a desired section.

1.3 Security and the Privacy Act

This subsection of the Training manual, provides a brief discussion of the system's security controls and the need for security and protection of sensitive data. Confidential Information is any material, knowledge, information and data (verbal, electronic, written or any other form) concerning the KS1758; not generally known to the public consisting of, but not limited to information concerning investors, customers, suppliers, consultants and employees, concepts, designs, blueprints, drawings, prototypes, algorithms, computer programs, software, financial and pricing data, and any other concepts, ideas or information involving or related to KS1758 which, if misused or disclosed, could adversely affect the implementation of the KS1758 Portal. All users are therefore required to comply with data and information integrity policy.

1.4 Points of Contact

This subsection of the Training Plan provides the title of key points of contact for system development and support.

Role	Name	Contact Email
First point of Contact for external support	HCD	directorhcd@afa.go.ke
Technical Support and System Upgrade	Eujim Solutions Limited	support@eujimsolutions.co.ke

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1.5 Login endpoints for users

User type	Link	Supported browsers
Organization staff	https://ks1758.afa.go.ke/accounts/login/	IE, google chrome, Microsoft edge, Firefox browser
Applicants	https://ks1758.afa.go.ke/accounts/login/	IE, google chrome, Microsoft edge, Firefox browser

To access the system, type or copy the URL to your preferred browser: <https://ks1758/afa.go.ke>. The following window will be displayed.

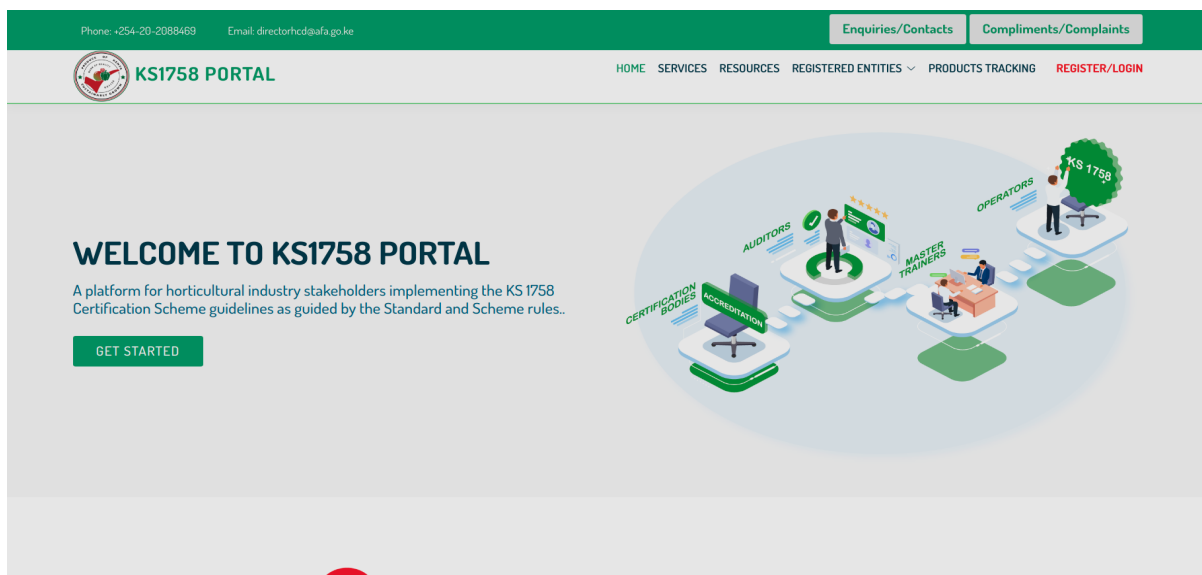


Figure 1

2.0 APPLICANTS SECTION

Access KS1758 portal by loading the url “<https://ks1758.afa.go.ke/>” in any browser. Applicants/Users will be redirected to a page similar to figure 2 below.

2.1 Sign up, Login and Forgot Password

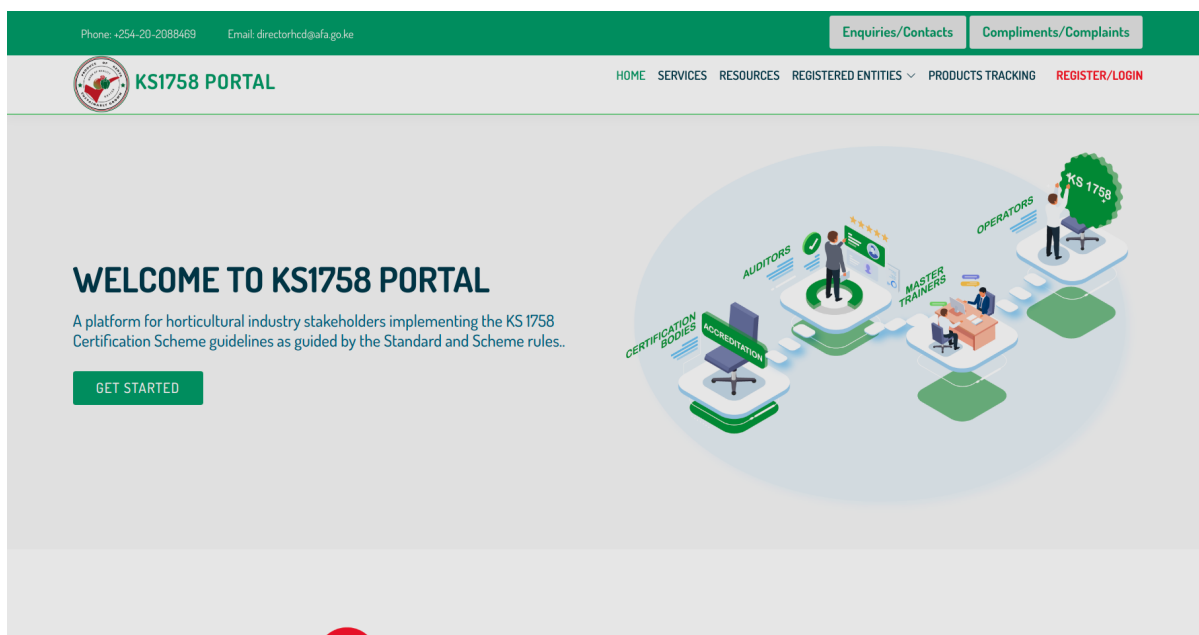


Figure 2

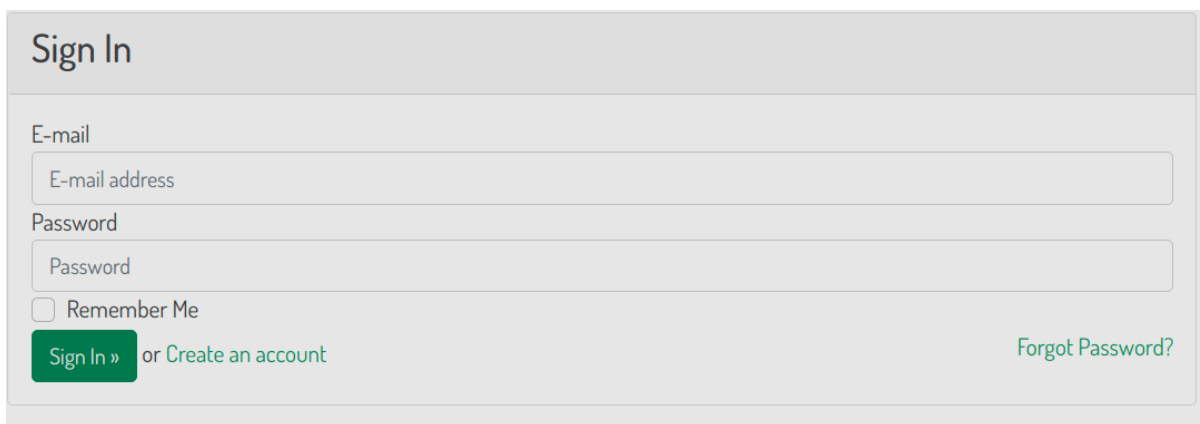
2.2 Applicant(s) actions on figure 2:

- **Registration/Login-** Applicants can register on the portal by clicking on **Register/Login** Menu Item on the top navigation bar.
- **Login** - In the event applicants have successfully registered on the portal and confirmed their accounts from the message sent to their emails, users/applicants will be redirected to login page
- **Services** -This links to a page displaying different applicants categories with a brief description of each of the categories
- **Resources** - This is a link to resources repository. Documents here include standards, policies etc
- **Registered Entities** - This links to the respective entity that has been fully registered into the KS1758 scheme
- **Products Tracking** - This links to a page that allows members of the public to search for a particular product and/or farm
- **Enquiries/Contacts** - This links to a page that allows members of the public to access HCD contact details and make inquiries
- **Compliments/Complaints** -allows members of the public to raise complaints and/or complements

2.3 Sign Up

To sign up, click on **Register/Login**. A login page will be shown as illustrated in figure 3 below.

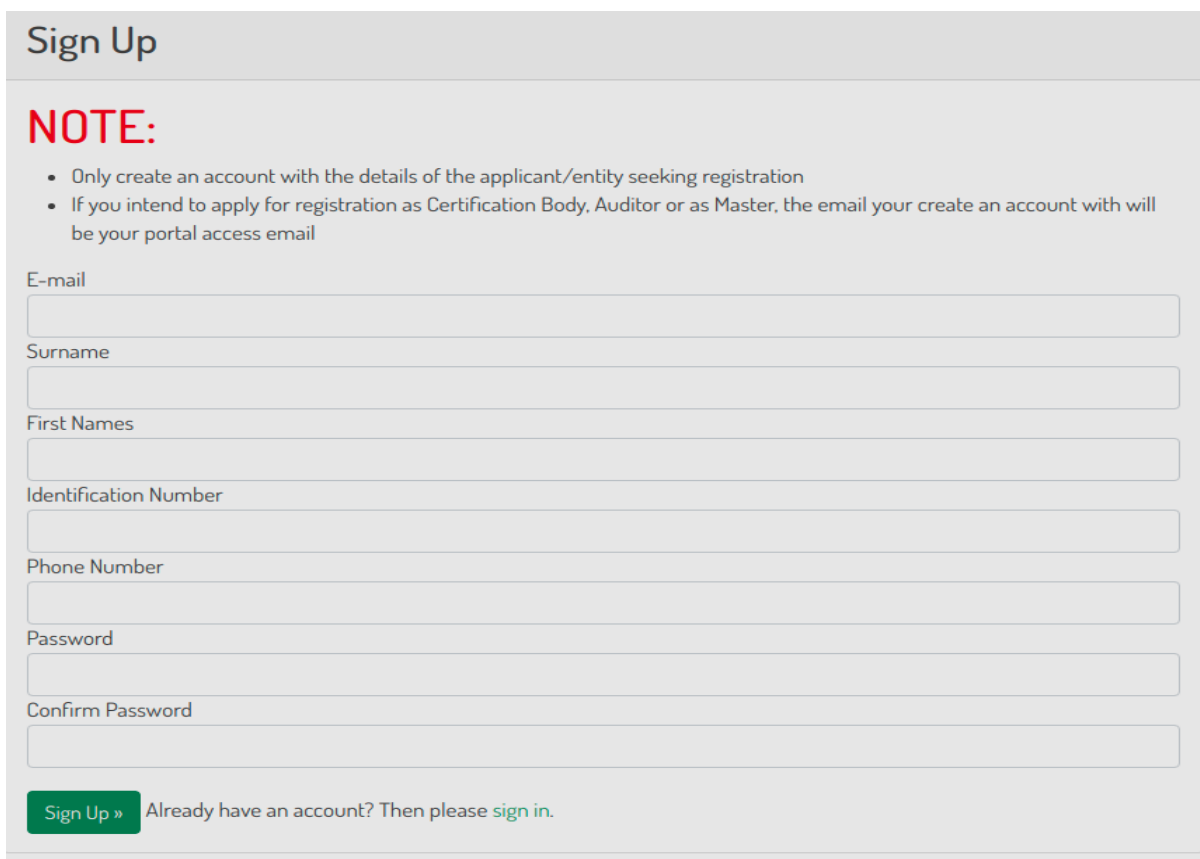
Click on **Create Account** to proceed and complete the signup process



The 'Sign In' form is a light gray rectangular box with a title bar at the top. Below the title bar, there are two input fields: 'E-mail' with a placeholder 'E-mail address' and 'Password' with a placeholder 'Password'. Below these fields is a checkbox labeled 'Remember Me'. At the bottom left, there is a green button labeled 'Sign In »' followed by the text 'or Create an account'. At the bottom right, there is a link labeled 'Forgot Password?'.

Figure 3

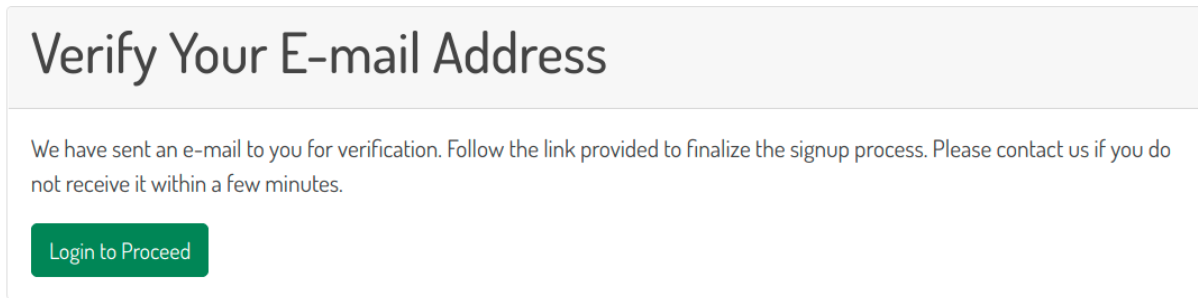
The following sign up form will be displayed on clicking **Create an account**



The 'Sign Up' form is a light gray rectangular box with a title bar at the top. Below the title bar, there is a red 'NOTE:' section with two bullet points: 'Only create an account with the details of the applicant/entity seeking registration' and 'If you intend to apply for registration as Certification Body, Auditor or as Master, the email you create an account with will be your portal access email'. Below the note, there are seven input fields: 'E-mail', 'Surname', 'First Names', 'Identification Number', 'Phone Number', 'Password', and 'Confirm Password'. At the bottom left, there is a green button labeled 'Sign Up »' followed by the text 'Already have an account? Then please sign in.'.

Figure 4

Once applicant(s)/user has filled the above form and clicked on the **sign up** button, they will be redirected to a page similar to the one on figure5 below



Verify Your E-mail Address

We have sent an e-mail to you for verification. Follow the link provided to finalize the signup process. Please contact us if you do not receive it within a few minutes.

Login to Proceed

Figure 5

Click **Login to proceed** once you verify your email address.

2.4 Login

The following window will be displayed.



Sign In

E-mail

E-mail address

Password

Password

☐ Remember Me

Sign In » or [Create an account](#)

[Forgot Password?](#)

Figure 6

In the event that you have entered a wrong Email or Password, the system will show an error message telling you that you have entered wrong credentials as shown below:

The image shows a 'Sign In' form. At the top, there is a red error message box with a close icon and the text: 'The e-mail address and/or password you specified are not correct.' Below this, there are two input fields: 'E-mail' containing 'support@eujimsolutions.co.ke' and 'Password' containing 'Password'. Both fields have a green checkmark on the right. Below the password field is a 'Remember Me' checkbox. At the bottom left, there is a green 'Sign In »' button followed by the text 'or Create an account'. At the bottom right, there is a link that says 'Forgot Password?'.

Figure 7

2.5 Forgot password

The image shows a 'Password Reset' form. The title 'Password Reset' is at the top. Below it, a message says: 'Enter your e-mail address below. We'll send you an e-mail with reset instructions'. There is an 'E-mail' label above a text input field containing 'E-mail address'. Below the input field is a green button labeled 'Reset My Password'. At the bottom, there is a text link: 'Please contact us if you have any trouble resetting your password.'

Figure 8

Key in your email password and then click **Reset My password**. You will receive an email with a link to set a new password. Click on the link and a form will be displayed as shown below. Key in the new password and confirm your new password;

The image shows a 'Change Password' form. The title 'Change Password' is at the top. Below it, there are two input fields: 'New Password:' containing 'New Password' and 'New Password (again):' containing 'New Password (again)'. Below these fields is a button labeled 'change password'.

Figure 9

Click on the **Change password** button. You will be redirected to a new page with a notification that the password has been successfully changed. You will then be redirected to the login page as illustrated above. Proceed to login with the new set credentials. An applicant who registered and logged in successfully will be redirected to the services page to select the service they would like to apply for as shown in figure 10 below.

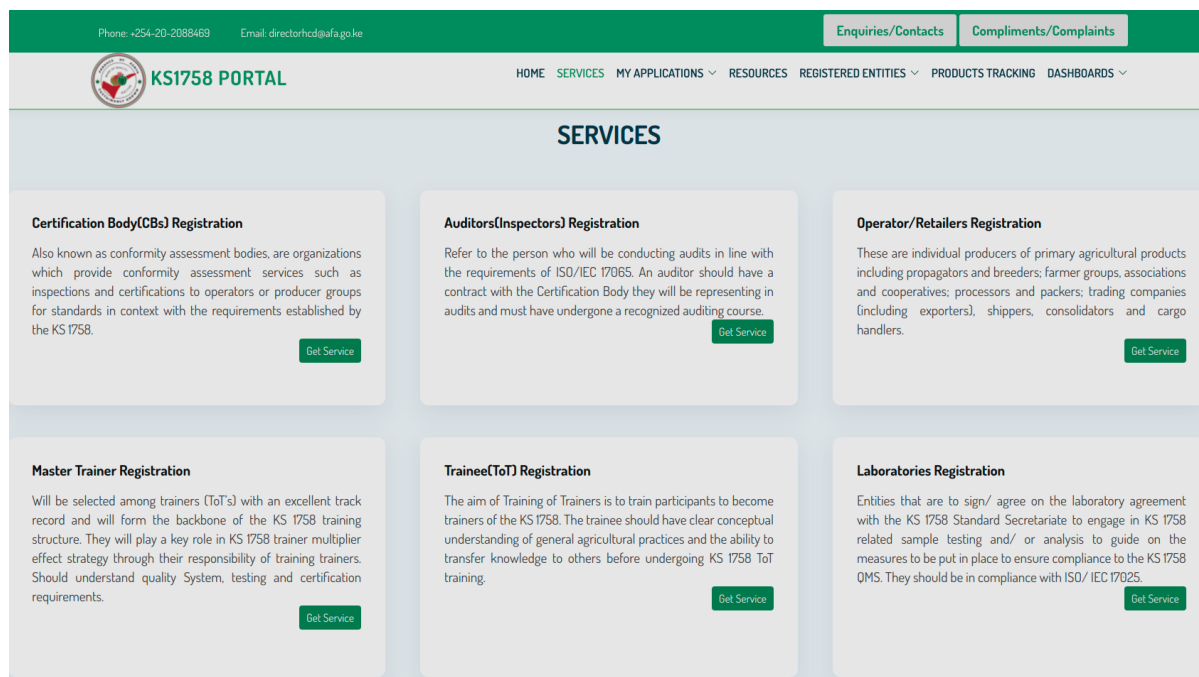


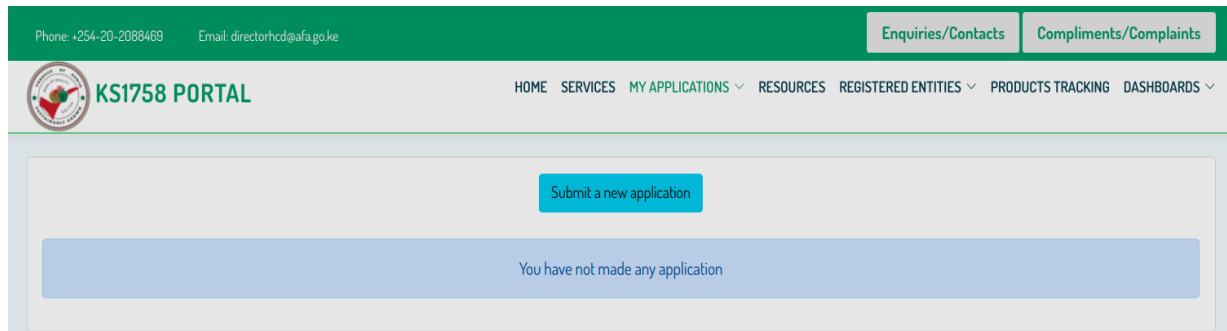
Figure 10

A. On this page, an applicant has the following crucial rights to execute:

1. **Apply as a CB:**
2. **Apply as a Auditor:**
3. **Apply as a Master Trainer:**
4. **Apply as a TOT:**
5. **Apply as an Operator**
6. **Apply as a Laboratory**

2.6 Certification Body Application

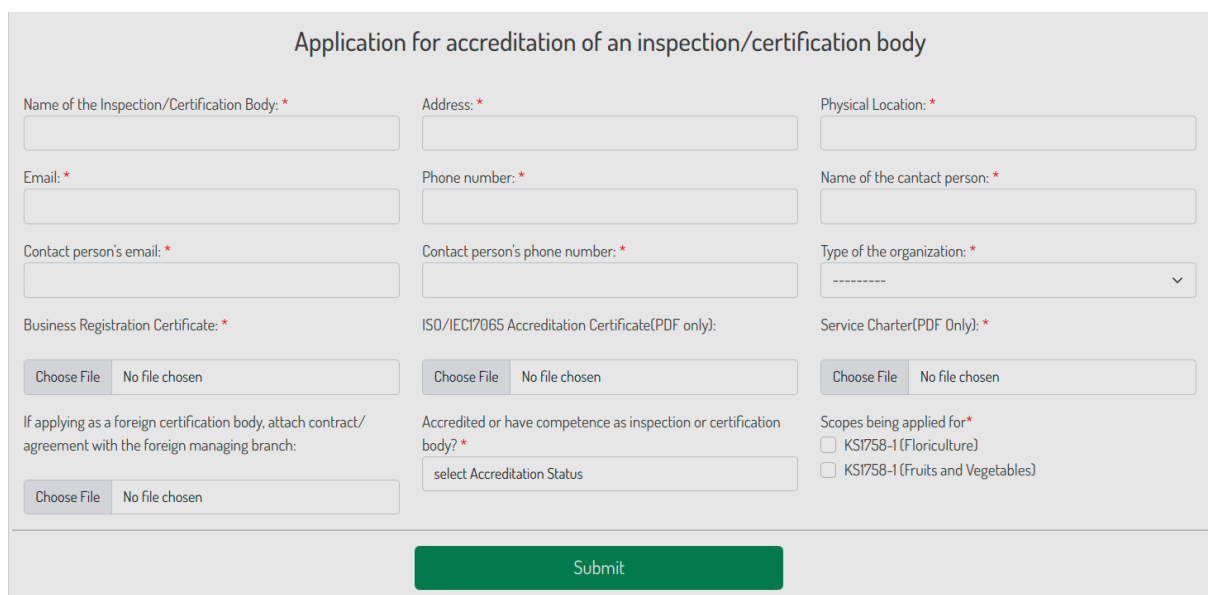
To apply as a CB, An applicant should click on the **Get Service** button under the **Certification Body Registration** panel on the services page. They will be redirected to a page similar to figure11 below;



The screenshot shows the KS1758 PORTAL dashboard. At the top, there is a green header with contact information: Phone: +254-20-2088469 and Email: directorhcd@afa.go.ke. Below the header, there is a navigation bar with links: HOME, SERVICES, MY APPLICATIONS (with a dropdown arrow), RESOURCES, REGISTERED ENTITIES (with a dropdown arrow), PRODUCTS TRACKING, and DASHBOARDS (with a dropdown arrow). The main content area features a blue button labeled 'Submit a new application' and a light blue box with the text 'You have not made any application'.

Figure 11

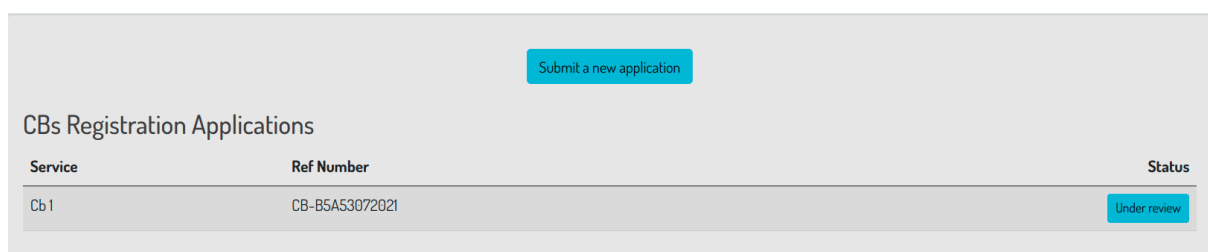
From here, an applicant should click on the **submit new application** button, they will then be redirected to a page where they can key in the certification body's details as show below;



The screenshot shows the 'Application for accreditation of an inspection/certification body' form. The form is divided into several sections with input fields and file upload buttons. The sections include: Name of the Inspection/Certification Body, Address, Physical Location, Email, Phone number, Name of the contact person, Contact person's email, Contact person's phone number, Type of the organization (dropdown menu), Business Registration Certificate, ISO/IEC17065 Accreditation Certificate(PDF only), Service Charter(PDF Only), and a section for foreign certification bodies with checkboxes for 'KS1758-1 (Floriculture)' and 'KS1758-1 (Fruits and Vegetables)'. A green 'Submit' button is located at the bottom of the form.

Figure 12

On submitting the application, the applicant is redirected to the applications page where they can track the application progress of the submitted application as shown below; The applicant also receives an email notification upon successful application submission.



The screenshot shows the 'CBs Registration Applications' table. The table has three columns: Service, Ref Number, and Status. There is a single row with the following data: Service: Cb 1, Ref Number: CB-B5A53072021, Status: Under review. A blue button labeled 'Submit a new application' is located above the table.

Service	Ref Number	Status
Cb 1	CB-B5A53072021	Under review

The application page is also accessible for the applicants from the **Certification Body Applications** drop down menu item under the **My Applications** tab.

From this applications page, an applicant is able to view the following different application statuses;

- I. **Under review** - Means the application is being processed.

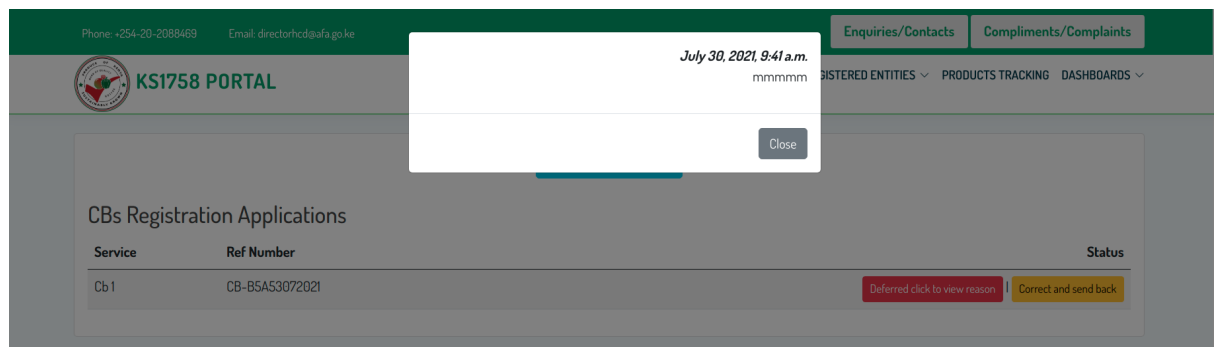


Figure 13

- II. **Deferred** - Means the application has been returned to the applicant for correction.

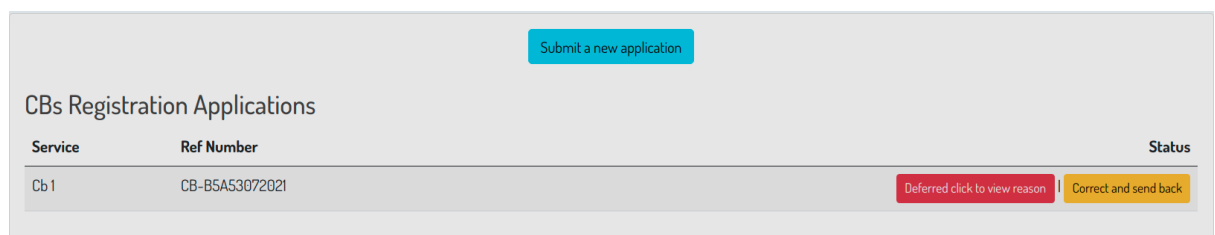


Figure 14

The applicant should click on the **Deferred view reasons** button to be able to see/view the reason as to why the application was deferred. Clicking on the **Correct and send back** button redirects the applicant to a page where they can edit the application and send it back for processing upon clicking the **submit** button as shown below. Clicking on the submit button redirects the applicant to the applications page with the status changing to under review.

Application for accreditation of an inspection/certification body

Name of the Inspection/Certification Body: *	Address: *	Physical Location: *
<input type="text" value="CB 1"/>	<input type="text" value="P.O. Box 42601"/>	<input type="text" value="parklands"/>
Email: *	Phone number: *	Name of the contact person: *
<input type="text" value="support@eujimsolutions.co.ke"/>	<input type="text" value="0718099959"/>	<input type="text" value="michael ombwayo"/>
Contact person's email: *	Contact person's phone number: *	Type of the organization: *
<input type="text" value="michael.ombwayo@gmail.com"/>	<input type="text" value="+254718099959"/>	<input type="text" value="Government"/>
Business Registration Certificate: *	ISO/IEC17065 Accreditation Certificate(PDF only):	Service Charter(PDF Only): *
Currently: CBs Registration Certificate/sample_9nBSInM.pdf	Currently: CBs accreditation certificates/sample_6ZR889x.pdf	Currently: CBs Charters/sample_cp5J94M.pdf
Change:	Change:	Change:
<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
If applying as a foreign certification body, attach contract/ agreement with the foreign managing branch:	Accredited to have competence as an inspection or certification body	Scopes being applied for*
Currently: Agreements/sample_cxwPgg5.pdf <input type="checkbox"/> Clear	Accredited by: twitter inspection body	KS1758-1 (Floriculture)
Change:	Change accreditation status: Accredited or have competence as inspection or certification body? *	KS1758-1 (Fruits and Vegetables)
<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	<input type="text" value="select Accreditation Status"/>	Pick additional Scope
		<input type="checkbox"/> KS1758-1 (Floriculture)
		<input type="checkbox"/> KS1758-1 (Fruits and Vegetables)
<input type="button" value="Submit"/>		

Figure 15

- III. **Complete. Declined** -This means the application processing has been completed and the request has been declined/rejected. This marks the end of that particular application processing process. Clicking on the button will display the reason for decline to the applicant.

<input type="button" value="Submit a new application"/>		
CBs Registration Applications		
Service	Ref Number	Status
Cb 1	CB-B5A53072021	<input type="button" value="Complete. Declined"/>

Figure 16

- IV. **Approved. Pending Payment**-This means the application processing has been completed and the request has been approved. The applicant should at this stage click on the button to get the payment instructions, make payments and upload payment slips.

Phone: +254-20-2088469 Email: directorhcd@aafa.go.ke

KS1758 PORTAL

Enquiries/Contacts Compliments/Complaints

REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

CBs Registration Applications

Service	Ref Number
Cb 1	CB-B5A53072021

Make payment of Kshs, 30,000 to the following account details then scan and upload your payment slip here.

MPESA
Paybill number: 7159591
Account number: Name of your company/ Organization

BANK
Bank : ABSA Bank
Branch: Queensway
Account Name: AFA- Horticultural Crops Directorate
Account Number: 0945019115

Transaction Code:(If uploading bank slip then type N/A)

 No file chosen

Complete: Approved, click to make upload payment slip

Figure 17

Uploading the slip changes the status to **Pending payment verification** as shown below;

[Submit a new application](#)

CBs Registration Applications

Service	Ref Number	Status
Cb 1	CB-B5A53072021	Pending payment verification

Figure 18

Upon payment verification and confirmation by the Accountant, the CB will be registered and the application status changes to **Complete. Registered**. Applicants should click on this button to be able to download their certificates.

[Submit a new application](#)

CBs Registration Applications

Service	Ref Number	Status
Cb 1	CB-B5A53072021	Complete. Approved, click to download certificate

Figure 19

Sample Certificated



Figure 20

A registered CB is also granted access to a dashboard where they can vet/assess an operator applications.

2.6.1 Assessment of Operators by CBs

To access the dashboard, a registered CB should click on the **Certification Bodys Dashboard** drop down link under the **Dashboards Menu** Tab. This will redirect them to a dashboard with a page similar to the one below;

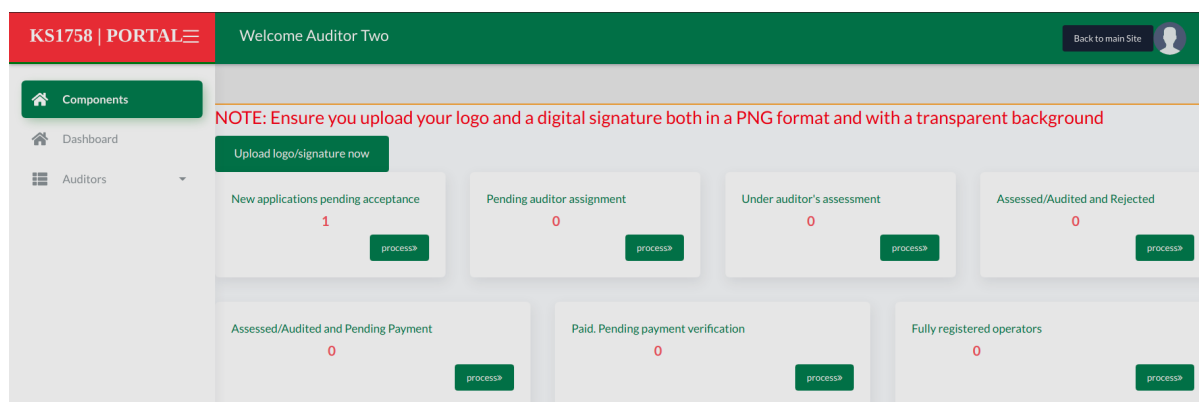


Figure 21

Before a CB processes any application, they should upload their logo and a digital signature by clicking on the **Upload logo/Signature now** button

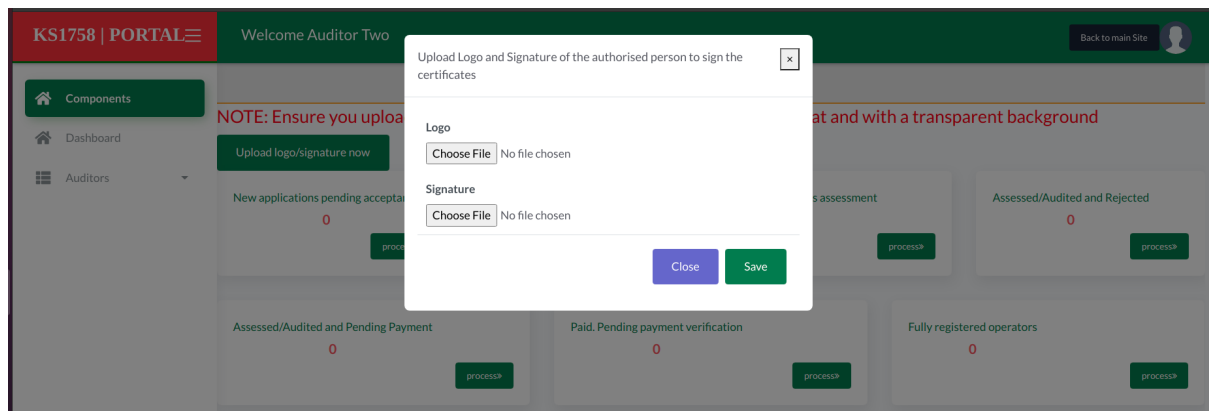


Figure 22

To start processing applications, the CB should click on the **new applications pending acceptance** button. This will redirect them to a page listing all the new operator applications to be accepted as shown in the figure below.

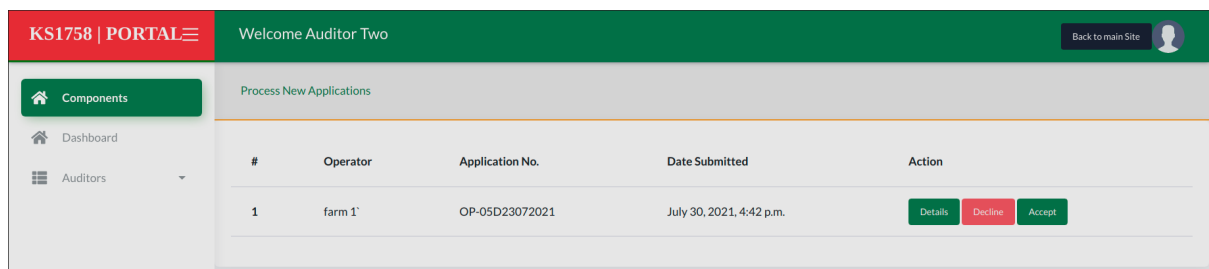


Figure 23

From this page, the CB is presented with three options.

1. Details- Displays the details of the operator as shown below;

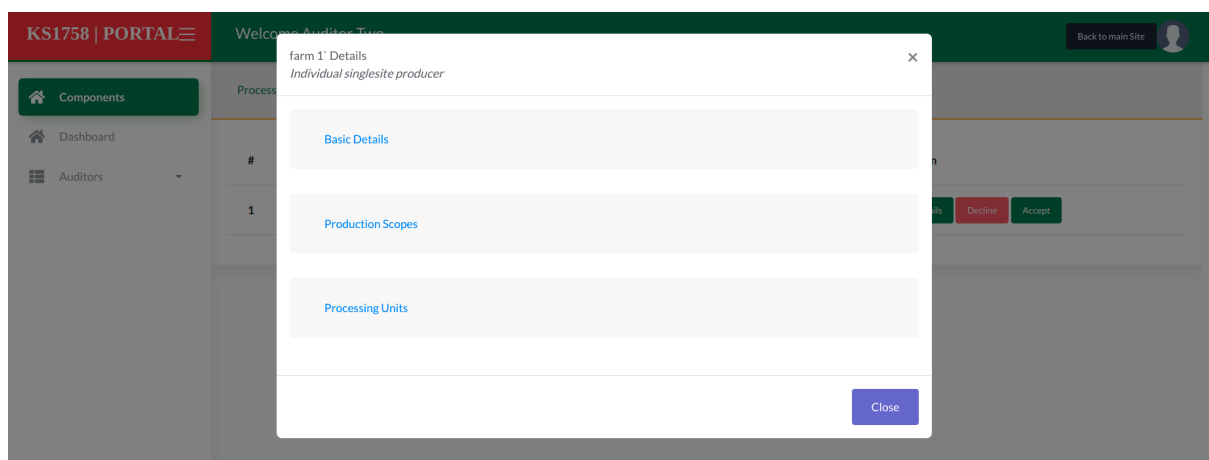


Figure 24

2. **Decline:** Enables the CB to decline the audit request with a reason;
3. **Accept:** Enables the CB to accept the audit request and proceed to the next stage of auditor assignment

Once the CB has responded to all the requests, he/she should click on the **dashboard** menu item on the left to return to the dashboard and proceed to the auditor assignment stage.

From the dashboard, Click on the **Process** button under the auditor assignment panel to proceed and assign the auditor to the operator. This displays a page similar to the one shown below where the CB has functionalities to view the operator's details and also assign the application to the auditor.

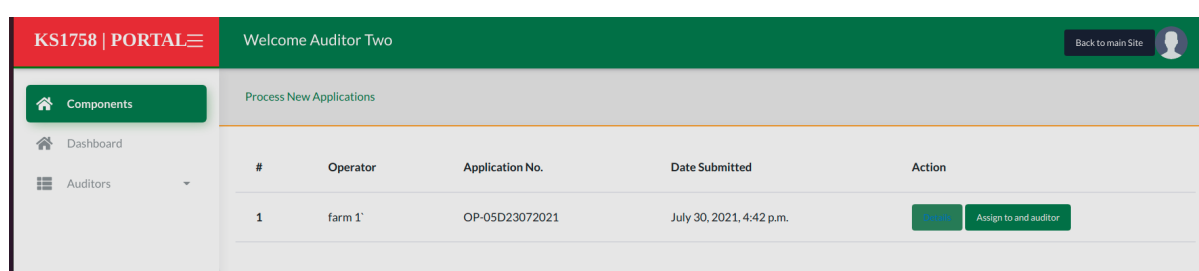


Figure 25

The C B should click on the **Assign to auditor** button to proceed and select the auditor to be assigned the application then clicks submit to complete the assignment process. A CB is only able to access a list of auditors belonging to them.

Once an auditor has inspected an operator and sends back the approval to the CB, the CB should make a payment of Ksh. 1000 to the KS1758 Secretariat for the operator to be fully accredited and registered. To make the payment, the CB should click on the **Process** button under the **Assessed/Audited and Pending Payment** panel on the dashboard to access a list of operators approved by the auditor as shown in the figure below.

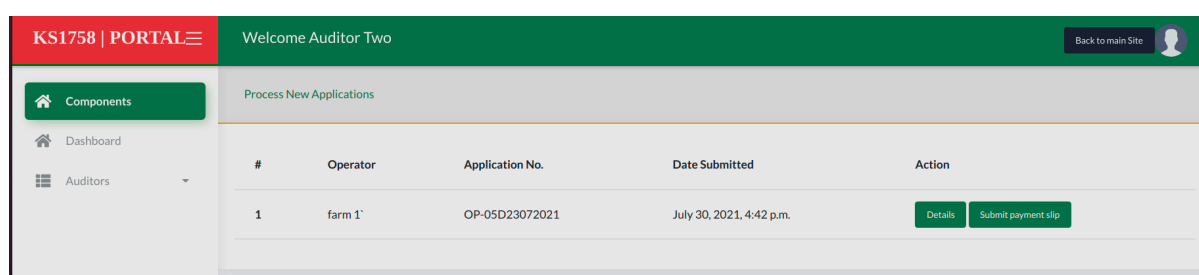


Figure 26

From the page, the CB should click on **Submit payment slip** button to upload a payment slip for the respective approved operator as shown below;

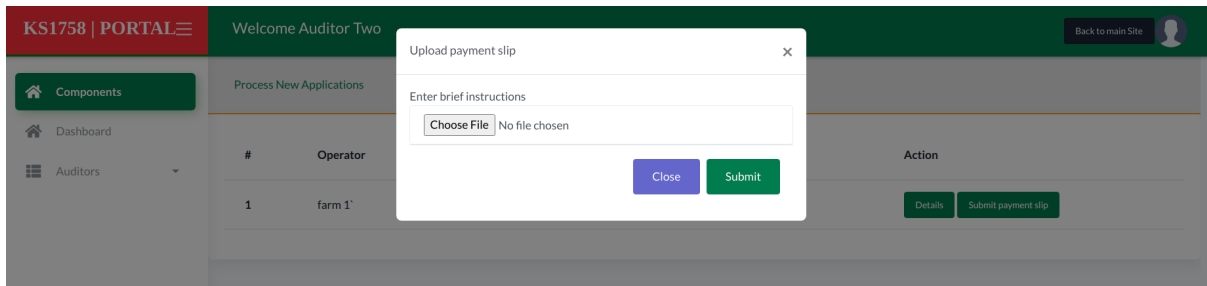


Figure 27

On submitting the payment, the CB is redirected to the same page with a list of pending payments. The CB should then click on the **Dashboard** menu item on the left to return to the dashboard for more actions. On the dashboard, clicking on the **Process** button under the **Paid. Pending payment verification** panel redirects to a list of operators whose payments are yet to be verified by the KS1758 Secretariat, accountant. Once the payment has been verified, the respective operator is fully marked as registered and moved to the registered list of operators. This list is accessible to the CB by clicking on the **Process** button under the **Fully registered operators** panel

2.7 Auditor Application

To apply as an auditor, An applicant clicks on the **Get Service** under the **Auditor(Inspectors) Registration** panel on the services page. They will be redirected to a page similar to the figure below where they should click on the **submit new application** button to initiate an application process;

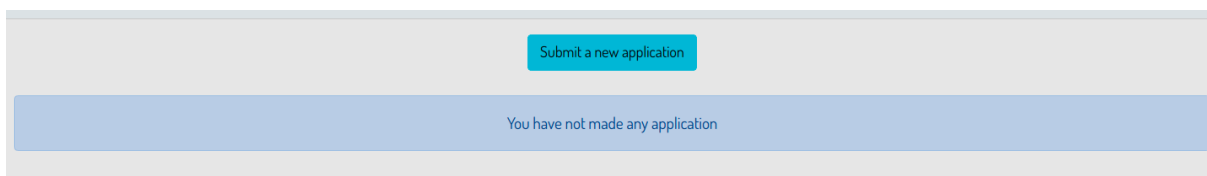


Figure 28

The Auditor's application has three stages. Clicking on the **Submit new application** button as shown above activates the first stage which enables the applicant to fill in and submit their personal details as shown below.

Application for registration as an auditor
Personal Details

Full Name: * <input type="text" value="Full Name"/>	ID/Passport Number: * <input type="text" value="ID/Passport Number"/>	Email: * <input type="text" value="Email"/>
Phone number: * <input type="text" value="Phone number"/>	Permanent Address: * <input type="text" value="Permanent Address"/>	Post Code: * <input type="text" value="Post Code"/>
City: * <input type="text" value="City"/>	Country: * <input type="text" value="Country"/>	Certification Body's Recommendation Letter: * <div>Choose File No file chosen</div>
Master Trainer Recommendation or Training Results: <div>Choose File No file chosen</div>	Select Gender: <input type="radio"/> Male <input type="radio"/> Female	Select Organization(s) working for * <div>Nothing selected ▼</div>

[Save and proceed to upload your qualifications](#)

Figure 29

On clicking the submit button, the details are saved and the auditor/applicant is redirected to stage two of the application where they should capture their academic qualifications details and submit as shown in the figure below.

Auditor's academic qualifications details (AUD-DC5C3072021)
Upload both your formal, technical and any other qualifications related to auditing horticultural producers

Year: * <input type="text" value="Year"/>	Institution name: * <input type="text" value="Institution name"/>	Course title: * <input type="text" value="Course title"/>
Level: * <div>----- ▼</div>	Examination body: * <input type="text" value="Examination body"/>	Certificate: * <div>Choose File No file chosen</div>

Ensure you click on **Save and add another qualification** button to save the records before proceeding to the next level

[Save and add another qualification](#)

[Previous](#)
[Proceed to upload work experience](#)

Figure 30

After capturing all the qualifications, The applicant should click on Proceed to upload work experience button to proceed to the final stage of the application as shown below.;

Work Experience(AUD-DC5C3072021)

Year: *

Place of work: *

Position held: *

Achievement: *

Recommendation:

Choose File
No file chosen

Ensure you click on **Save and add another experience** button to save the records before proceeding to the submit application

Save and add another experience

Year	Place of work	Position Held	Achievements	Recommendation	Action
2018	Safaricom	Internal Auditor	Audite several firms		Remove

Previous
Submit application

Figure 31

On this page, the applicant should capture all the relevant work experience then click on the **Submit application** button to finalize on the application process. This will redirect the applicant to the Auditors' applications page where they can track the progress of their applications processing as shown in the figure below.

Make a new application

Auditor Registration Applications

Applicant Name	Ref Number	Status
Imbwayo Michael	AUD-DC5C3072021	Under Processing

Figure 32

From this applications page, the applicant is able to view the following different application statuses;

Under review - Means the application is being processed.

Deferred - Means the application has been returned to the application for correction.

Submit a new application

CBs Registration Applications

Service	Ref Number	Status
Cb 1	CB-B5A53072021	Deferred click to view reason Correct and send back

Figure 33

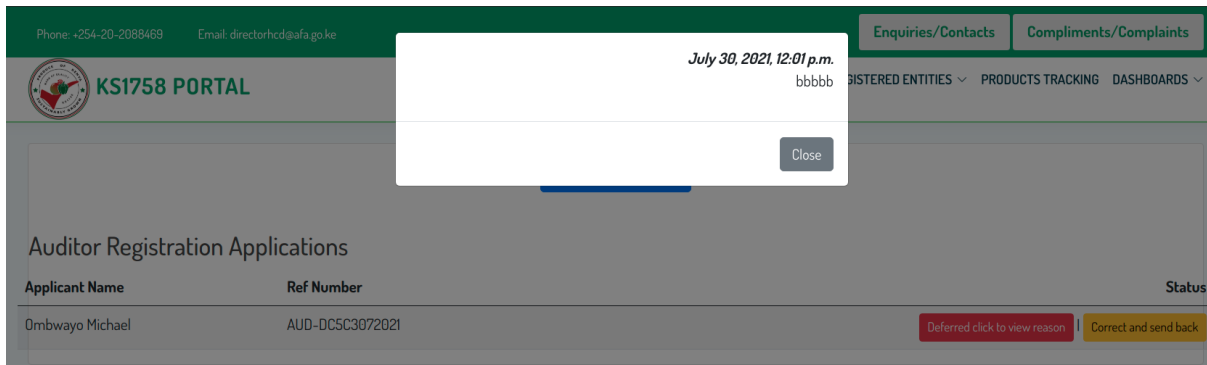


Figure 34

The applicant should click on the **Deferred view reasons** button to be able to view the reason as to why the application was deferred. Clicking on the **Correct and send back** button redirects the applicant to a page where they are able to edit the application and send it back for processing upon clicking the **submit** button as shown below. The edit page follows the same process as the new application submission process described above

Complete. Declined -This means the application processing has been completed and the request has been declined/rejected. This marks the end of that particular application processing process. Clicking on the button will display the reason for the decline to the applicant.

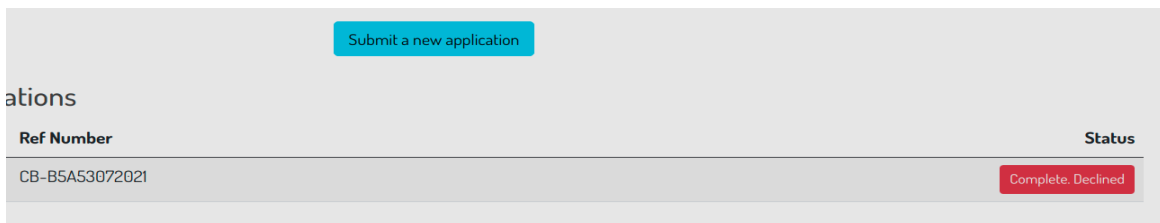


Figure 35

Complete.Approved. This means the application processing has been completed and the request has been approved. The applicant should at this stage click on the **Complete** button to download their registration certificate.

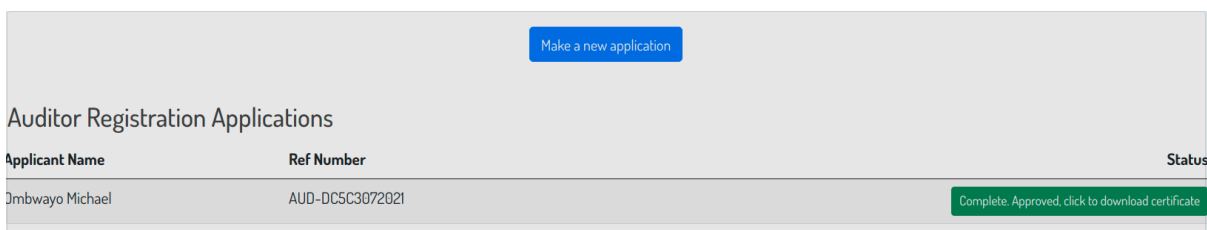


Figure 36

Sample Certificated



Figure 37

A registered Auditor is also granted access to a dashboard where they can vet/assess an operator's applications.

2.7.1 Assessment of An Operator by an Auditor

To access the dashboard, a registered Auditor clicks on the **Auditors Dashboard** drop down link under the **Dashboards Menu** Tab. This will redirect them to a dashboard with a page similar to the one below;

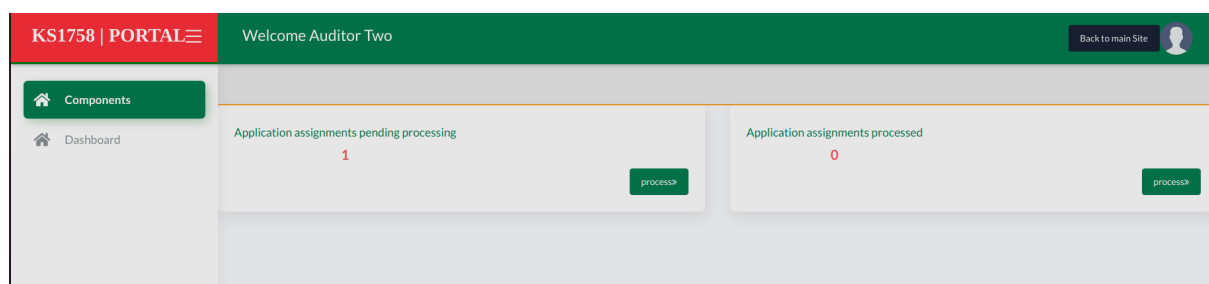
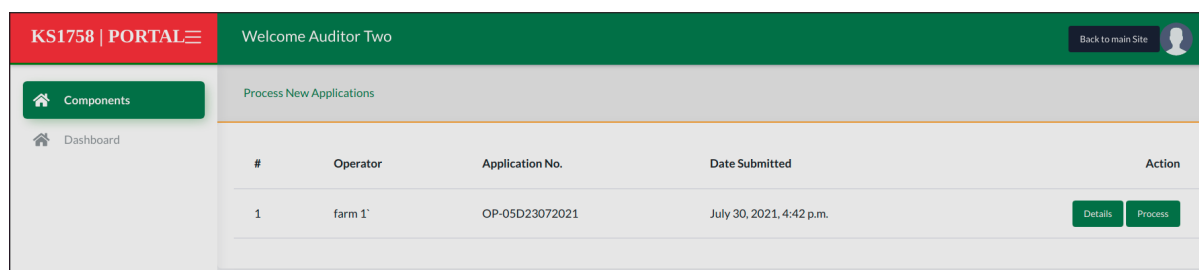


Figure 38

From the dashboard, an auditor can perform two roles.. Vet operators and view a list of operators he/she has already vetted.

To vet or inspect an operator, an auditor clicks on the **Proceed** button under the applications pending vetting panel. This redirects the auditor to a page showing a list of all the available applications as shown below.

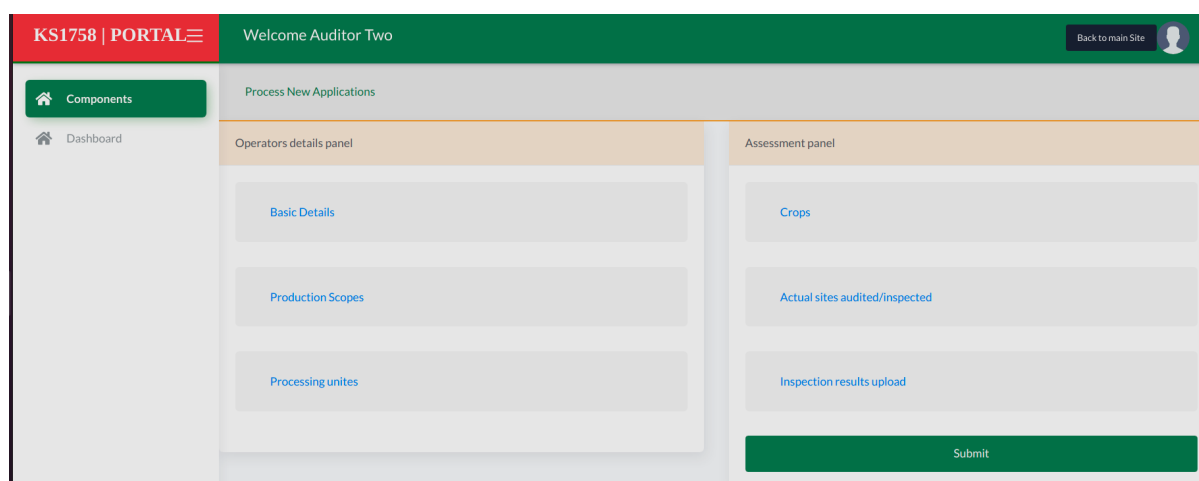


The screenshot shows a web portal interface. At the top, there is a red header with 'KS1758 | PORTAL' and a green header with 'Welcome Auditor Two'. A sidebar on the left contains 'Components' and 'Dashboard' links. The main content area is titled 'Process New Applications' and displays a table of applications. The table has columns for '#', 'Operator', 'Application No.', 'Date Submitted', and 'Action'. There is one application listed with the number 1, operator 'farm 1', application number 'OP-05D23072021', and date 'July 30, 2021, 4:42 p.m.'. To the right of the application row are two buttons: 'Details' and 'Process'.

#	Operator	Application No.	Date Submitted	Action
1	farm 1	OP-05D23072021	July 30, 2021, 4:42 p.m.	Details Process

Figure 39

An auditor can click on the details page to view the operators details or **Process** button to proceed with processing. This action will display a page where the auditor captures different inspection data as shown below.



The screenshot shows the 'Process New Applications' page. It features a sidebar with 'Components' and 'Dashboard' links. The main content area is divided into two panels: 'Operators details panel' and 'Assessment panel'. The 'Operators details panel' contains three sub-panels: 'Basic Details', 'Production Scopes', and 'Processing unites'. The 'Assessment panel' contains three sub-panels: 'Crops', 'Actual sites audited/inspected', and 'Inspection results upload'. At the bottom of the 'Assessment panel' is a large green 'Submit' button.

Figure 40

On this page, an auditor is presented with two panels, the first one displays the details of the operator and the second one is the assessment panel. An auditor clicks on each of the titles displayed under the assessment panel and captures their respective data then clicks submit to finalize on the vetting process. They should select a recommendation from the two options. Not recommending will end the process, while Recommending sends the results back to the CB for further processing.

2.8 Master Trainer Application

To apply as a master trainer, An applicant clicks on the **Get Service** under the Master Trainer Registration panel on the services page.

They will be redirected to a page similar to the figure below where they should click on **submit new application** button to initiate an application process;

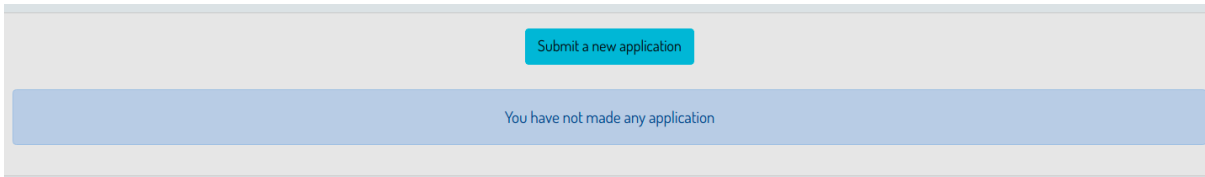


Figure 40

A screenshot of the "KS1758 PORTAL" application form. The header includes contact information (Phone: +254-20-2088469, Email: directorhcd@aifa.go.ke) and navigation links (Enquiries/Contacts, Compliments/Complaints). The main title is "Application for accreditation of as a master trainer". The form fields are: Applicant's Full Name (michael ombwayo), Address (77034), Physical Location (parklands), Email (michael.ombwayo@gmail.com), Phone number (+254718099959), Organization Representing (HCD), and Certificate (sample.pdf). A green "Submit" button is at the bottom.

Figure 41

On clicking the submit button, the details are saved and the auditor/applicant is redirected to the Master applications page where they can track the progress of their applications processing as shown in the figure below.

A screenshot of the "KS1758 PORTAL" Master Trainer Registration Applications page. The header is the same as Figure 41. Below the header, there is a blue button labeled "Make a new application". The main content area is titled "Master Trainer Registration Applications" and contains a table with the following data:

Applicant Name	Ref Number	Status
Michael Ombwayo	MT-12EB3072021	Under Processing

Figure 42

From this applications page, the applicant is able to view the following different application statuses;

Under review - Means the application is being processed.

Deferred - Means the application has been returned to the application for correction.

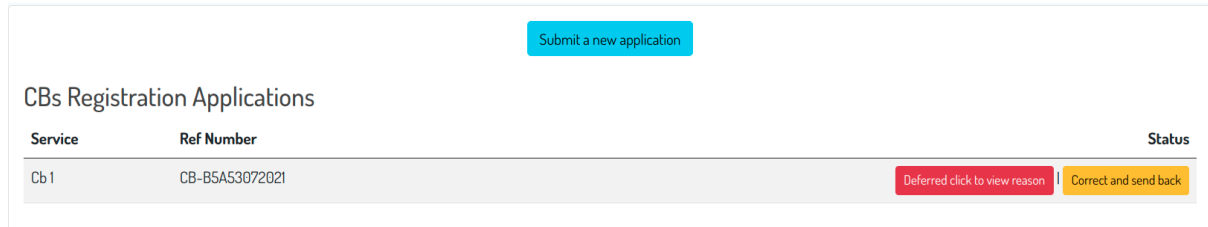


Figure 43

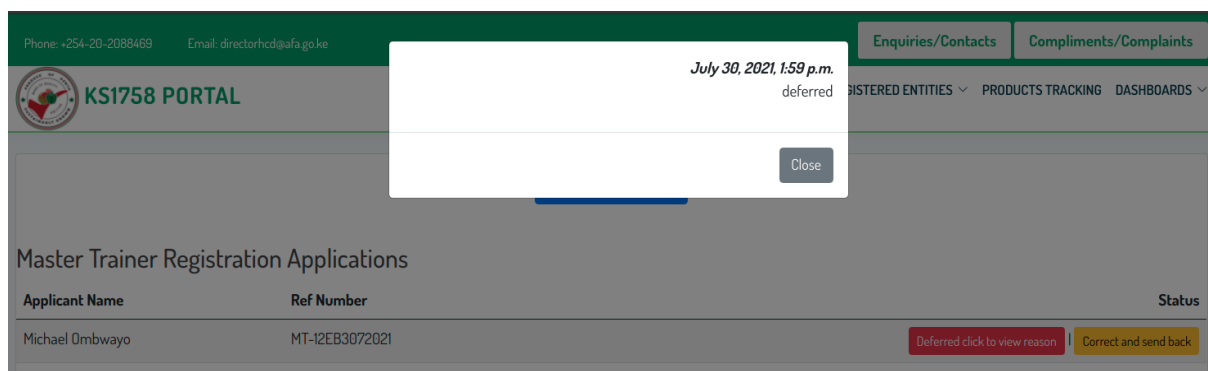


Figure 44

The applicant should click on the **Deferred view reasons** button to be able to see/view the reason as to why the application was deferred. Clicking on the **Correct and send back** button redirects the applicant to a page where they can edit the application and send it back upon clicking submit. The edit page follows the same process as the new application submission process described above

Complete. Declined -This means the application processing has been completed and the request has been declined/rejected. This marks the end of that particular application processing process. Clicking on the button will display the reason for the decline to the applicant.

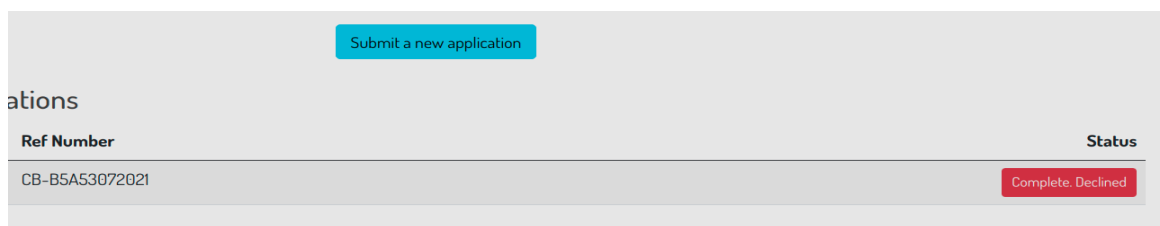


Figure 45

Complete.Approved. This means the application processing has been completed and the request has been approved. The applicant should at this stage click on the **Complete** button to download their registration certificate..

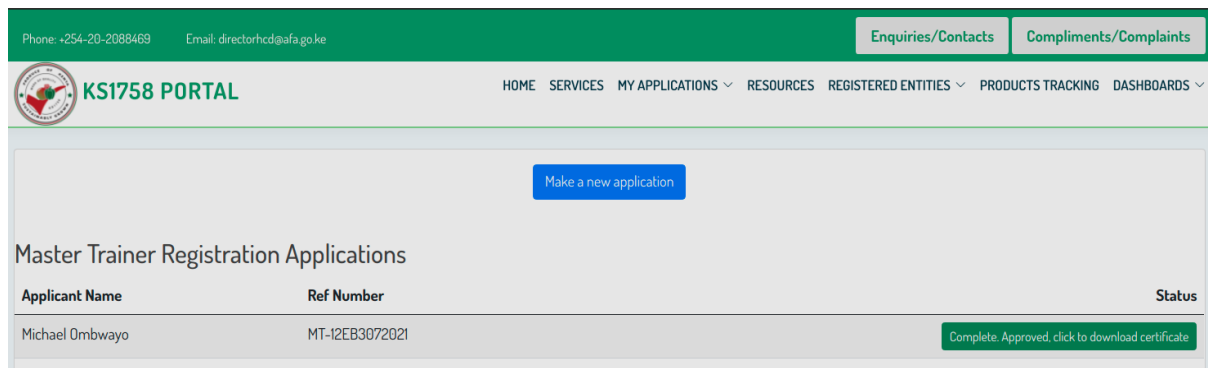


Figure 46
Sample Certificated

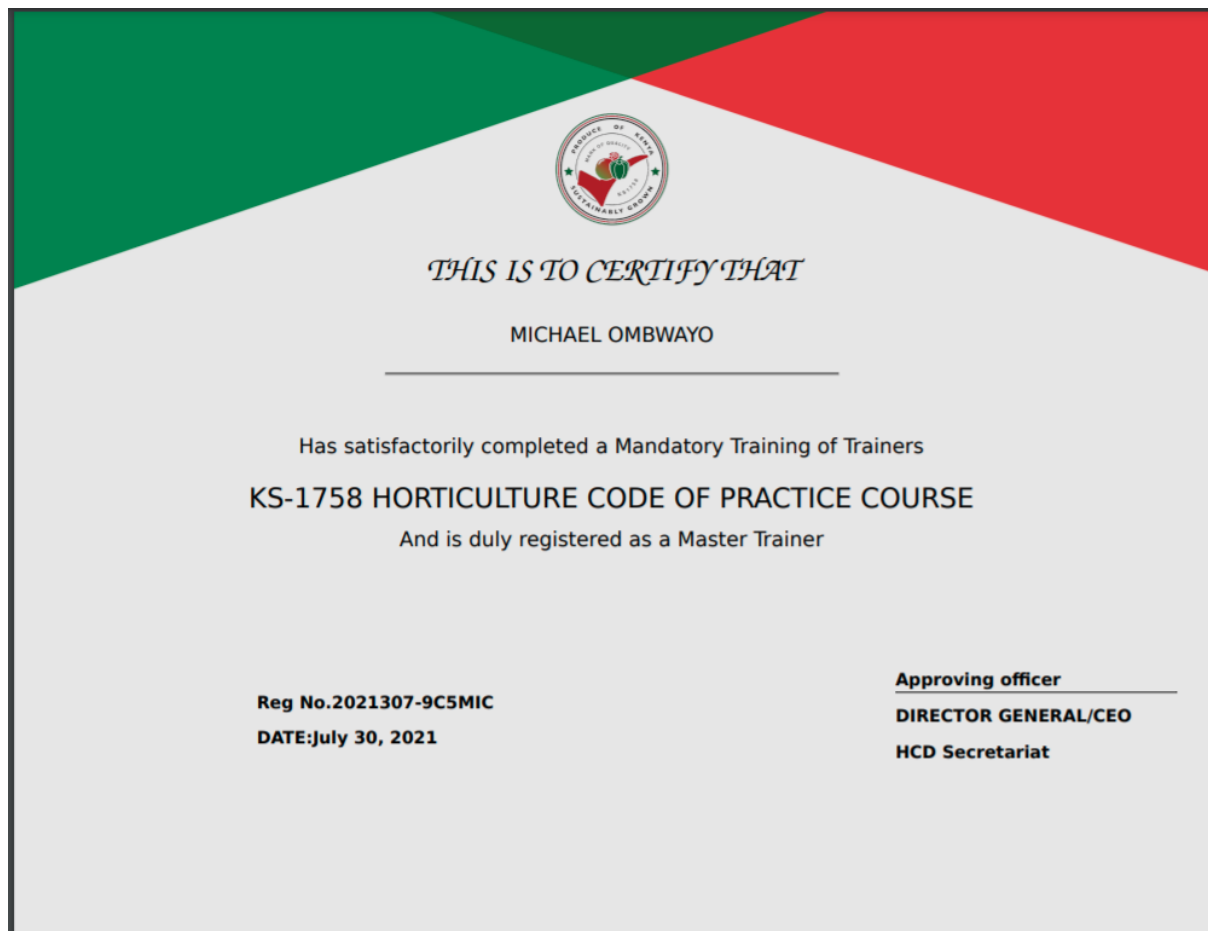
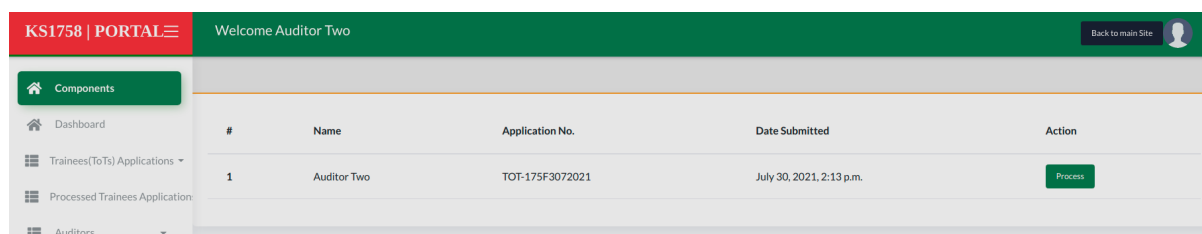


Figure 47

Registered master trainers are also granted access to a dashboard where they can vet/assess Trainees(ToTs) applications.

2.8.1 Assessment of Trainees by Master Trainer

To access the dashboard, a registered master trainer should click on the **Master Trainers Dashboard** drop down link under the **Dashboards Menu** Tab. This will redirect them to a dashboard with a page similar to the one below;



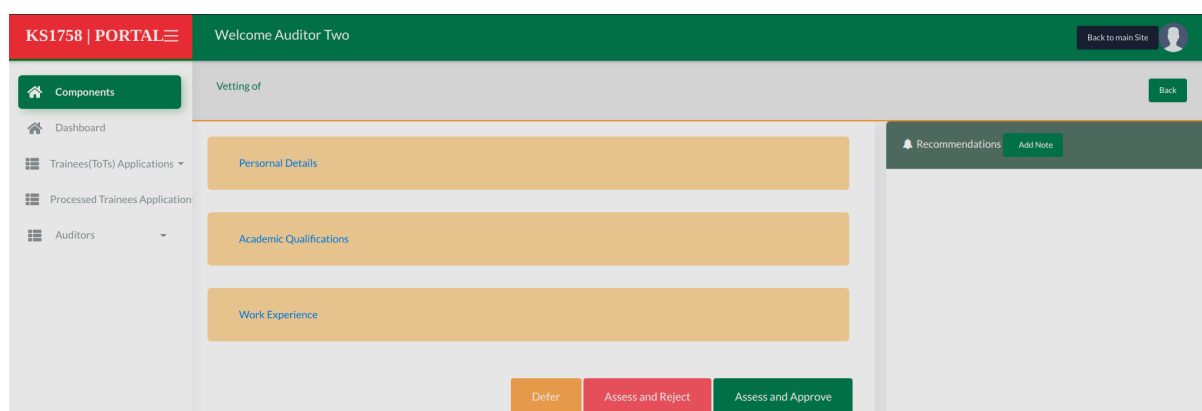
The screenshot shows a web application interface for a master trainer. At the top, there is a green header bar with 'KS1758 | PORTAL' on the left, 'Welcome Auditor Two' in the center, and a 'Back to main Site' button with a user profile icon on the right. Below the header is a sidebar with a 'Components' menu containing 'Dashboard', 'Trainees(ToTs) Applications', 'Processed Trainees Application', and 'Auditors'. The main content area displays a table of new ToT applications. The table has five columns: '#', 'Name', 'Application No.', 'Date Submitted', and 'Action'. There is one row of data with the following values: '# 1', 'Name Auditor Two', 'Application No. TOT-175F3072021', 'Date Submitted July 30, 2021, 2:13 p.m.', and 'Action' with a green 'Process' button.

#	Name	Application No.	Date Submitted	Action
1	Auditor Two	TOT-175F3072021	July 30, 2021, 2:13 p.m.	<button>Process</button>

Figure 48

Master trainer is able to access a list of all new ToTs applications from this page. Process a particular application.

Master trainer clicks on the **Process** button alongside each application(ToTs) name. This will redirect the master trainer to the ToT evaluation page similar to the figure below.



The screenshot shows the 'Vetting of' page for a ToT application. The header is green with 'KS1758 | PORTAL' on the left, 'Welcome Auditor Two' in the center, and a 'Back to main Site' button with a user profile icon on the right. The sidebar is the same as in Figure 48. The main content area is titled 'Vetting of' and has a 'Back' button in the top right. Below the title, there are three orange boxes for 'Personal Details', 'Academic Qualifications', and 'Work Experience'. To the right of these boxes is a 'Recommendations' panel with an 'Add Note' button. At the bottom of the page, there are three buttons: 'Defer' (orange), 'Assess and Reject' (red), and 'Assess and Approve' (green).

Figure 49

From the dashboard, the master trainer can view details of the applicant by clicking on the respective nav; **Personal Details, Academic Qualification and Work Experience**.

A master trainer can add a note to this application by clicking on the **Add Note** button under the notifications panel on the right hand side of the page. He/She can also send back the application to the ToT/Applicant for correction. To process and decline the application, the master trainer should click on the **Assess and Reject** button.

To process and approve the application, the master trainer should click on the **Assess and Approve** button. This displays a pop up with different assessment parameters to be filled by the master trainer as shown below;

Figure 50

Submitting the assessment report will redirect the master trainer to the dashboard for more applications processing.

2.9 Trainers of Trainers(ToTs) Application


To apply as an auditor, An applicant clicks on the **Get Service** under the Trainee(ToTs) Registration panel on the services page. They will be redirected to a page similar to the figure below where they should click on **submit new application** button to initiate an application process;

Figure 51

The ToTs application has three stages. Clicking on the Submit new application button as shown above activates the first stage which enables the applicant to fill in and submit their personal details as shown below.

Phone: +254-20-2088469
Email: directorhcd@afa.go.ke

Enquiries/Contacts
Compliments/Complaints


KSI758 PORTAL

HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Application for registration as a Trainer of Trainers

Personal Details

Full Name: *

Address: *

Physical Location: *

Email: *

Phone number: *

Select Master Trainer *

Save and proceed to upload your qualifications

Figure 52

On clicking the submit button, the details are saved and the ToT/applicant is redirected to stage two of the application where they capture their academic qualifications details and submit as shown in the figure below.

Academic Qualifications Details (TOT-175F3072021)

Year: *

Institution name: *

Course title: *

Level: *

Examination body: *

Certificate: *

Ensure you click on **Save and add another qualification** button to save the records before proceeding to the next level

Save and add another qualification

Previous

Proceed to upload work experience

Year	Qualification Title	Institution	Level	Examination Body	Certificate	Action
2020	BS IT	Dedan Kimathi	Doctorate (PHD)	Dedan Kimathi	Certificate	Remove

Figure 53

After capturing all the qualifications, The applicant should click on **Proceed to upload work experience** button to proceed to the final stage of the application as shown below.;

Work Experience(AUD-DC5C3072021)

Year: *

Place of work: *

Position held: *

Achievement: *

Recommendation:

Choose File
No file chosen

Ensure you click on **Save and add another experience** button to save the records before proceeding to the submit application

Save and add another experience

Year	Place of work	Position Held	Achievements	Recommendation	Action
2018	Safaricom	Internal Auditor	Audite several firms		Remove

Previous
Submit application

Figure 54

On this page, the applicant should capture all the relevant work experience then click on the **Submit application** button to finalize on the application process. This will redirect the applicant to the ToTs applications page where they can track the progress of their applications processing as shown in the figure below. The same page can also be accessed by clicking on the **ToTs Applications** drop down icon from **My Applications** tab

Make a new application

Auditor Registration Applications

Applicant Name	Ref Number	Status
Imbwayo Michael	AUD-DC5C3072021	Under Processing

Figure 55

From this applications page, the applicant is able to view the following different application statuses;

Under review - Means the application is being processed.

Deferred - Means the application has been returned to the application for correction.

Service	Ref Number	Status
Cb 1	CB-B5A53072021	Deferred click to view reason Correct and send back

Figure 56

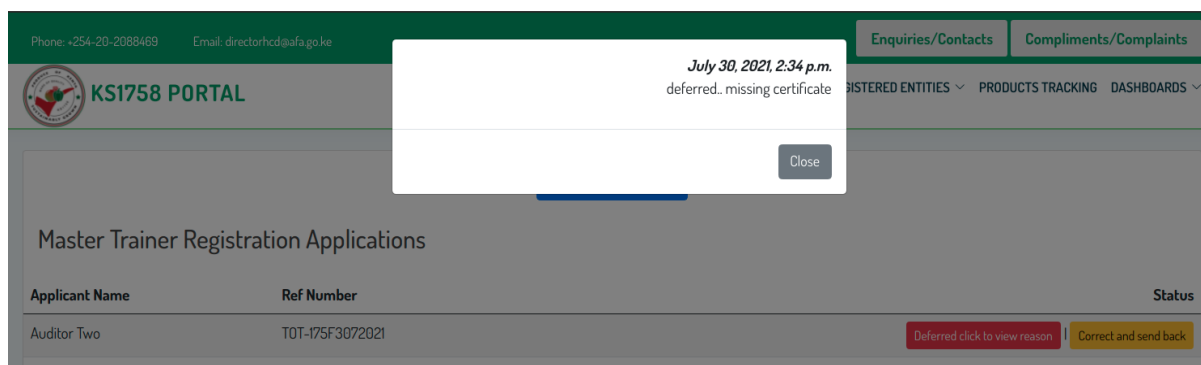


Figure 57

The applicant should click on the Deferred **view reasons** button to be able to see/view the reason as to why the application was deferred. Clicking on the **Correct and send back** button redirects the applicant to a page where they can edit the application and send it back upon clicking submit as shown below. The edit page follows the same process as the new application submission process described above

Complete. Declined -This means the application processing has been completed and the request has been declined/rejected. This marks the end of that particular application processing process. Clicking on the button will display the reason for the decline to the applicant.

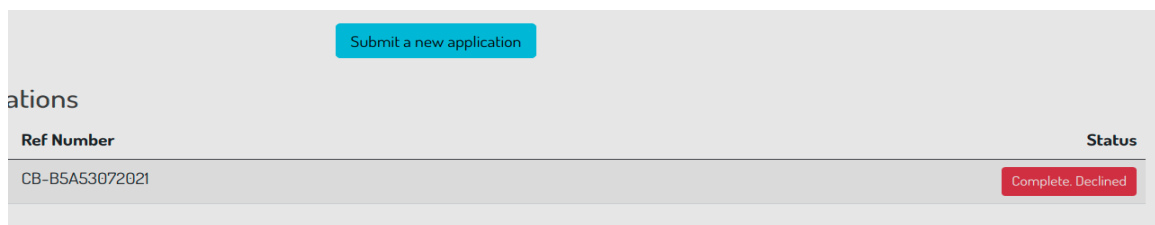


Figure 58

Complete.Approved. This means the application processing has been completed and the request has been approved. The applicant should at this stage click on the **Complete** button to download their registration certificate.

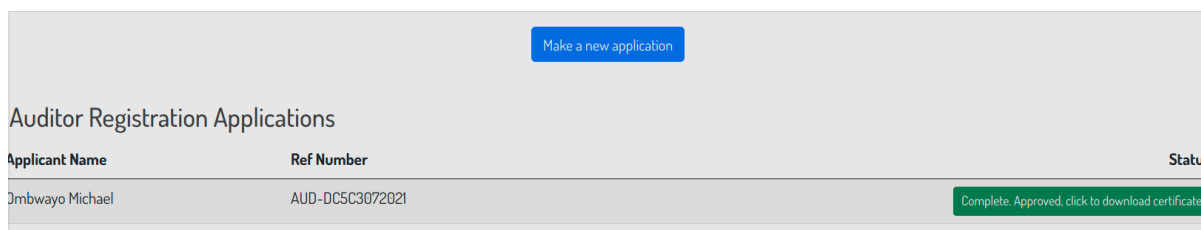


Figure 59

Sample Certificated



Figure 56

2.10 Laboratories Application

To apply as a laboratory, An applicant clicks on the **Get Service** under the Laboratory Registration panel on the services page. They are then redirected to a page similar to the one on the figure below where they should click on **submit new application** button to initiate an application process;

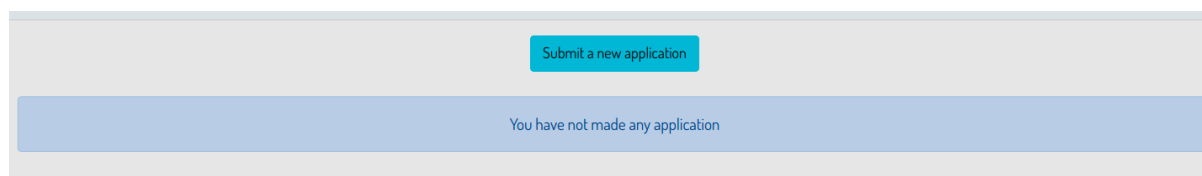



Figure 57

Phone: +254-20-2088469
Email: directorhcd@aafa.go.ke
Enquiries/Contacts
Compliments/Complaints


KS1758 PORTAL
HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Laboratory Name: *

Address: *

Physical Location: *

Email: *

Phone number: *

Name of the laboratory manager: *

Laboratory manager's email: *

Laboratory manager phone number: *

Type of the organization: *

Accreditation certificate: *

Service charter: *

Service fee: *

I agree to conform to good laboratory practices as stated under ISO17065, I also certify that that the statements made in this application form are true and correct to the best of my knowledge and belief.
☐

Business Registration Certificate: *


Accredited or have competence as inspection or certification body? *

Scopes being applied for*
Capture all scopes before submitting the application

Figure 58

On clicking the submit button, the details are saved and the applicant is redirected to the Laboratories applications page where they can track the progress of their applications processing as shown in the figure below.

Phone: +254-20-2088469
Email: directorhcd@aafa.go.ke
Enquiries/Contacts
Compliments/Complaints


KS1758 PORTAL
HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Laboratory registration applications

Service	Ref Number	Status
lab2	LAB-829B3072021	<input type="button" value="Under review"/>

Figure 59

From this applications page, the applicant is able to view the following different application statuses;

Under review - Means the application is being processed.

Deferred - Means the application has been returned to the application for correction.

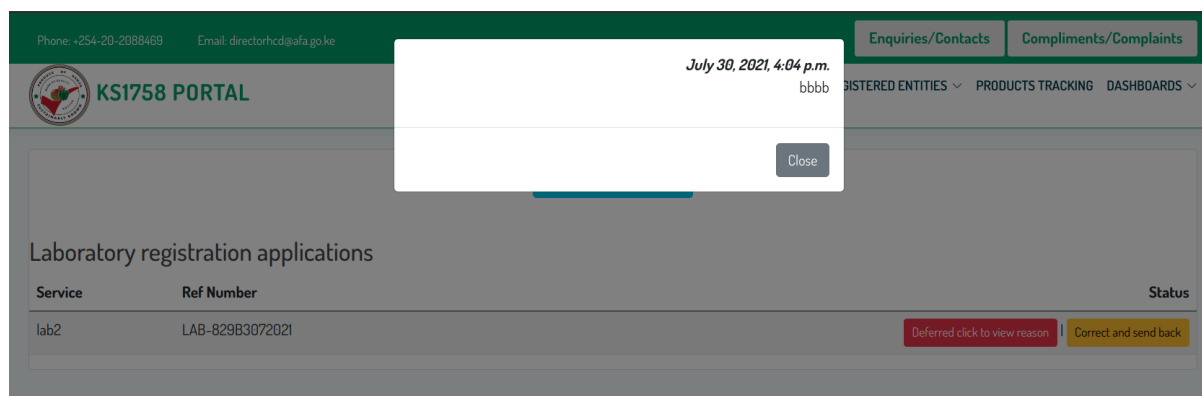


Figure 60

The applicant should click on the **Deferred view reasons** button to be able to see/view the reason as to why the application was deferred. Clicking on the **Correct and send back** button redirects the applicant to a page where they can edit the application and send it back upon clicking submit. The edit page follows the same process as the new application submission process described above

Complete. Declined - This means the application processing has been completed and the request has been declined/rejected. This marks the end of that particular application processing process. Clicking on the button will display the reason for the decline to the applicant.

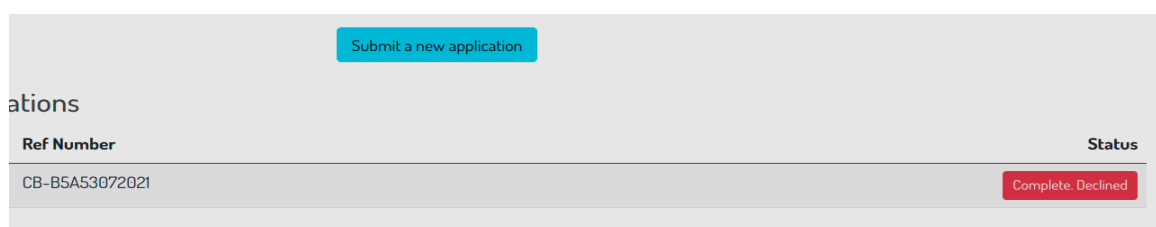



Figure 61

Complete.Approved. This means the application processing has been completed and the request has been approved. The applicant should at this stage click on the **Complete** button to download their registration certificate and the annex to the certificate..

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

 **KS1758 PORTAL** HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

[Submit a new application](#)

Laboratory registration applications

Service	Ref Number	Status
lab2	LAB-829B3072021	Complete, download certificate Download Annex

Figure 62

Sample Certificate

CERTIFICATE

THIS CERTIFICATE

ISSUED TO

Certificate Number: C439-30LAB-72021

PERMANENT ADDRESS OF CERTIFICATION BODY

77034,
parklands,
Telephone No: +254718099959,
Email: michael.ombwayo@gmail.com

Valid from: July 30, 2021

Valid to: July 30, 2024

Director
Horticultural Crops Directorate

The above-named company has satisfactorily demonstrated compliance with KS 1758 Scheme rules and is duly registered as a laboratory to perform sample testing and/or analysis to guide on the measures to be put in place to ensure compliance with the KS 1758 Standard Scheme.

Figure 63



lab2,
77034,
parklands,
Cell Phone: +254718099959,
michael.ombwayo@gmail.com

Agriculture and Food Authority, Tea House.
Naivasha Road, P.O. Box 37962-00100, Nairobi.
Cell Phone: +254 722200556/734600944.
Wire- less: +254 020 2536869/2536886.
Email: in- fo@afa.go.ke. Website: www.afa.go.ke



Annex to CERTIFICATE No: C439-30LAB-72021

LAB2
77034
PARKLANDS

This certificate including the annex remains property of the KS 1758 Secretariat and can be withdrawn in case of terminations as mentioned in the laboratory contract or if deviations of the above-mentioned data occur. The licensee is obliged to inform the KS 1758 Secretariat immediately any changes on the above data occur.

KS Schedule of accreditation

Testing Field	Type of Test	Test Method	Test
data	20	20	20
data3	30	30	30

Date of issue: July 30, 2021
Valid from: July 30, 2021
Valid to: July 30, 2024

Authorized bys

CHIEF EXECUTIVE OFFICER
HCD

Figure 64

2.11 Operators Application

To apply as an auditor, An applicant clicks on the **Get Service** under the Operators/Retailer Registration panel on the services page. They are then redirected to a page similar to the one on the figure below where they should click on **submit new application** button to initiate an application process;

[Submit a new application](#)

You have not made any application

Figure 65

The Operator's application has three stages. Clicking on the Submit new application button as shown above activates the first stage which enables the applicant/Operator to fill in and submit their basic details as shown below and also select the crops they deal with and add sites.

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS RESOURCES REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

Basic Details

Name of the operator/Producer/Group/Company: *

Email: *

Phone number: *

Address: *

Farm Location: *

County: *

Name of the contact person: *

Contact Person (relationship to operator/Group): *

Contact person's email: *

Contact person's phone number: *

Registration number of company: *

Business Registration Certificate: *

Select CB to audit/inspect you *

GPS Reading(Cordinates) *

Select all the crops you grow or deal with from this list: You can use the search option to search for the crop you intend to select

Nothing selected

Select Application Category *

Production Sites

Click on **Add site** to capture all the of your production sites(entities)

Site Name Area(Acres) Location County

Figure 66

On clicking the submit button, the details are saved and the operator/applicant is redirected to stage two of the application where they capture the crops grown under each of the previously added production sites...

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS RESOURCES REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

Application for registration as a producer/operator

Production Sites Completion

Select crops produced in each of the production sites you specified.

NOTE:

You must select atleast one crop perform, otherwise the the form will not submit. Click on each of the farms below to select crops

siaya farm	+
Luka Farm	+
kakamega	+

Save and proceed to the next section Skip to the next section

Figure 67

On the page above, the applicant/operator should click on each of the production sites listed to add the crops grown on it as illustrated in the figure below then click on **Save and proceed to the next section** .

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS RESOURCES REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

siaya farm

Selected more crops to add

- ☒ Cherimoya
- ☒ Aloe
- ☐ Artemesia
- ☐ Salvia
- ☐ Amaranth
- ☐ Artichoke
- ☐ Asparagus

Luka Farm	+
kakamega	+

Save and proceed to the next section Skip to the next section

Figure 68

This redirects the applicant/operator to the final stage where they should capture the operator's processing units as shown in the figure below. Always click on **save** button and continue to capture all the sites before clicking on **Complete application**

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS RESOURCES REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

Application for registration as a producer/operator

Processing Units

Capture all processing units/sites together with their scopes and crops handled. After capturing the details of one site, click on **Save** to save and add other records. Once done, click on **complete application** button at the bottom of the table to submit your application for processing

Site Name: Location: Select Processing Scopes: Select Crops Handled: Save

☐ Flowers ☐ Cherimoya
☐ Fruits ☐ Aloe
☐ Artemesia
☐ Salvia
☐ Amaranth
☐ Artichoke
☐ Asparagus

Site Name	Location	Scopes	Crops	
Luka Farm	parklands	Flowers, Fruits,	Cherimoya, Aloe, Artemesia,	Remove farm
Sirisia Farm	Sirisia	Fruits,	Amaranth, Artichoke, Asparagus,	Remove farm

Previous Complete application

Figure 69

After capturing all the sites, the applicant should click on **Complete application** button to submit the application.;

This will redirect the applicant to the Operators applications page where they can track the progress of their applications processing as shown in the figure below.

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS RESOURCES REGISTERED ENTITIES PRODUCTS TRACKING DASHBOARDS

Make a new application

Producer registration applications

Applicant Name	Ref Number	Status
farm T	OP-05023072021	Pending CB's response

Figure 70

From this applications page, the applicant is able to view the following different application statuses;

Under review - Means the application is being processed.

Pending CBs response - Means the application is yet to be accepted by the selected CB.

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Make a new application

Producer registration applications

Applicant Name	Ref Number	Status
farm T	OP-05D23072021	Pending CB's response

Figure 71

Declined by CB - Means the application has been declined by the selected CB. an operator should pick another CB based on the reasons cited by clicking on Correct and send back

Phone: +254-20-2088469 Email: directorhcd@afa.go.ke

Enquiries/Contacts Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Make a new application

Producer registration applications

Applicant Name	Ref Number	Status
farm T	OP-05D23072021	Declined by CB Correct and send back

Figure 72

Accepted.Pending Auditor Assignment - Means the application has been accepted by the selected CB and is yet to be assigned to an auditor for inspection.

Make a new application

Producer registration applications

Applicant Name	Ref Number	Status
farm T	OP-05D23072021	Accepted Pending auditor assignment

Figure 73

Accepted.Assigned to Auditor- Means the application has been accepted by the selected CB and has been assigned to an auditor for inspection. The auditor details are displayed as well. The operator can contact the auditor to schedule an inspection.

Make a new application		
Producer registration applications		
Applicant Name	Ref Number	Status
farm T	OP-05D23072021	Assigned to auditor Ombwayo michael ,OMACD19-3072021 ,michael.ombwayo@gmail.com

Figure 74

Inspected.Not approved- Means the application has been inspected by the auditor but is declined. This ends the process.

Accepted.Approved- Means the application has been inspected by the auditor and is approved and that this application has been sent back to the CB to make payment to the KS1758 Secretariat for certificate generation.


Pending Payment Verification- This means the applications payment fee has been paid by the CB on behalf of the operator and is pending verification by the Accountant from the KS1758 Secretariat

Phone: +254-20-2088469

Email: directorhcd@afa.go.ke

Enquiries/Contacts

Compliments/Complaints

KS1758 PORTAL

HOME SERVICES MY APPLICATIONS ▾ RESOURCES REGISTERED ENTITIES ▾ PRODUCTS TRACKING DASHBOARDS ▾

Make a new application

Producer registration applications

Applicant Name	Ref Number	Status
farm T	OP-05D23072021	Pending payment verification by accounts

Figure 75

Complete. Download Certificate. This means the application processing has been completed and payment submitted and verified. The operator is now fully registered. The operator should click on the **Download Certificate** button to download their accreditation certificate. Click on the Annex downloads the Certificate annex with more details

Sample Certificate

 <p>CB 1, P.O. Box 42601, parklands, Cell Phone: 0718099959, support@ejimsolutions.co.ke</p>	 <p>Agriculture and Food Authority Tea House, Naivasha Road, P.O. Box 37962-00100, Nairobi. Cell Phone: +254 722200556/734600944. Wire-less: +254 020 2536869/2536886. Email: in-fo@afa.go.ke. Website: www.afa.go.ke</p>	 <p>RFA Our Unity Our Strength</p>
KS 1758 CERTIFICATE NO.: OCF7F-202118		
<h1>KS 1758 COMPLIANCE CERTIFICATE</h1> <p>FARM 1` INDIVIDUAL SINGLESITE PRODUCER 77034 PARKLANDS Kenya Farm Number: 000000</p>		
<p>The Certification Body, CB 1, declares that the production of the products mentioned on this certificate is/ are compliant with the standard:</p> <p>KS 1758-1:2015/KS 1758-1:2016 Flowers and Ornamentals/Fruits and Vegetables</p>		
Product	Product Number	Scope
Cherimoya, Annonacherimola	FACH2021-P718	Flowers
Aloe, Aloe vera	FAAL2021-P818	Fruits
Artemesia, Artemesia annua	FAAR2021-P918	Flowers
Salvia, Salvia solarea	FASA2021-P1018	Flowers
Amaranth, Amaranthus spp.	FAAM2021-P1118	Flowers
Artichoke, Cynara cardunculus var.scolymus	FAAR2021-P1218	Fruits
Asparagus, Asparagus officinalis	FAAS2021-P1318	Flowers
<p>Date of issue: Aug. 1, 2021 Valid from: Aug. 1, 2021 Valid to: Aug. 1, 2022</p>		<p>Authorized bys</p> <p>CHIEF EXECUTIVE OFFICER HCD</p>
<p>This certificate is not transferrable and validity is displayed under: www.afa.go.ke More information regarding product details, scope, and production/ownership can be found under: This certificate remains property of the certification cb website</p>		

Figure 76

Annex



CS 1,
P.O. Box 42603,
parklands,
Cell Phone: 0713099959,
support@eujmsolutions.co.ke

Agriculture and Food Authority: Tea House,
Naivasha Road, P.O. Box 37962-00100, Nairobi.
Cell Phone: +254 722200556/734600944.
Wire- less: +254 020 2536869/2536886.
Email: in- fo@afa.go.ke. Website: www.afa.go.ke



Annex to CERTIFICATE No: OCF7F-202118

Fruits and Vegetables/ Flowers and

Ornamentals production methods

FARM 1`
INDIVIDUAL SINGLESITE PRODUCER
77034
PARKLANDS

This certificate covers the following PRODUCTION which meet (s) the criteria of KS 1758 Part 1/ Part 2 which are applicable to the scope indicated below

KS Production scope

KS 1758 Unique farm identification number	Site Name	Location	Size in acres	Products
0476-SF58	siaya farm	siaya	20'	Cherimoya Aloe
0477-SFL8	Luka Farm	Luka	10	Artemesia Amaranth Artichoke
0428-SFK8	kakamega	kach	10	Asparagus Cherimoya Aloe Artemesia Salvia Amaranth Artichoke Asparagus

This certificate referred to in the licensee contract as scope certificate, covers the following scope processing unit (s) and process (es) which meet (s) the criteria of KS 1758 Part 1/ Part 2 which are applicable to the above products

Site Name	Location	Scope	Products
Luka Farm	parklands	Flowers Fruits	Cherimoya Aloe Artemesia Amaranth Artichoke Asparagus
Sirisia Farm	Sirisia	Fruits	

This certificate including the annex remains property of the certification body and can be withdrawn in case of terminations as mentioned in the licensee contract or if deviations of the above-mentioned data occur. The licensee is obliged to inform the certification body immediately any changes on the above data occur.

Date of issue: Aug. 1, 2021
Valid from: Aug. 1, 2021
Valid to: Aug. 1, 2022



Authorized bys

CHIEF EXECUTIVE OFFICER
HCD

Figure 77

