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, 20201 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

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

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.
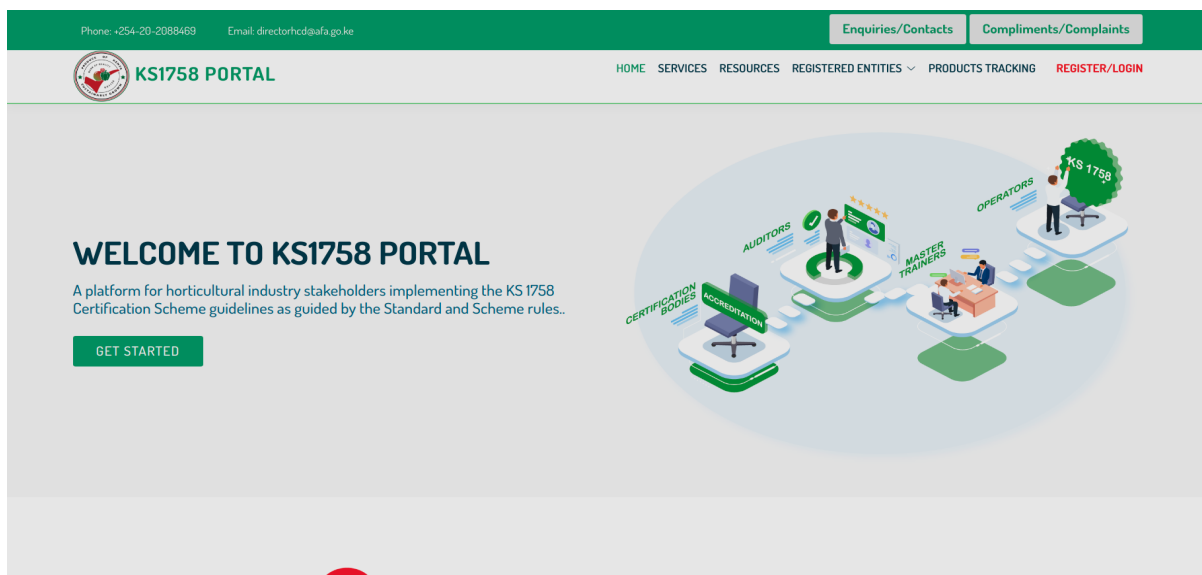
Figure 1

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
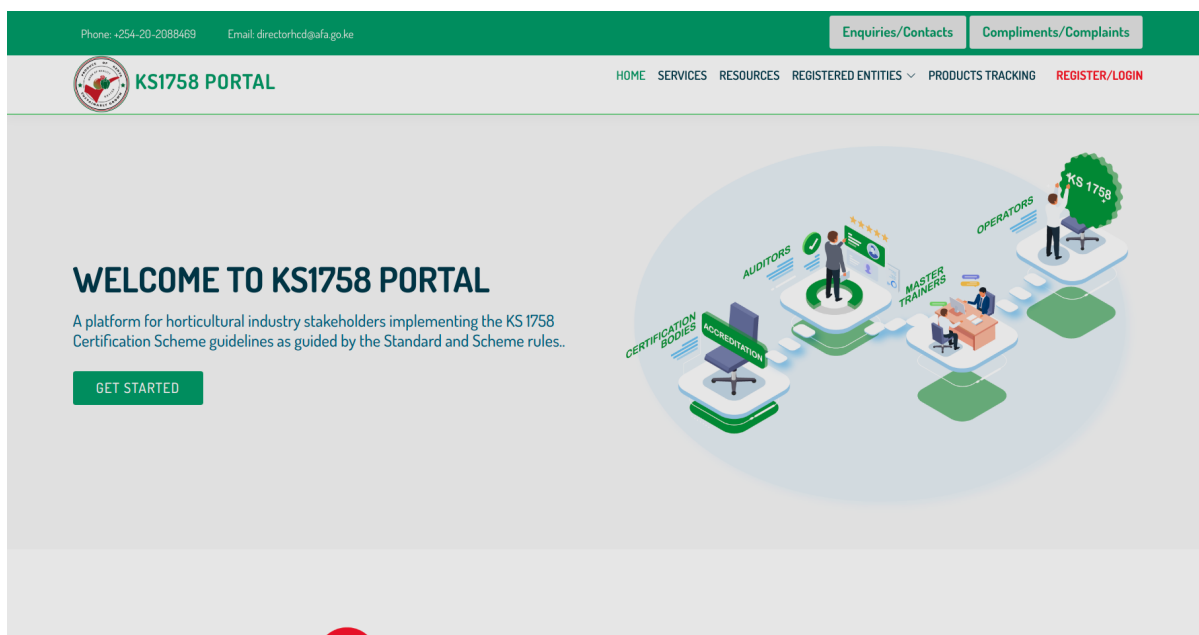
Figure 2
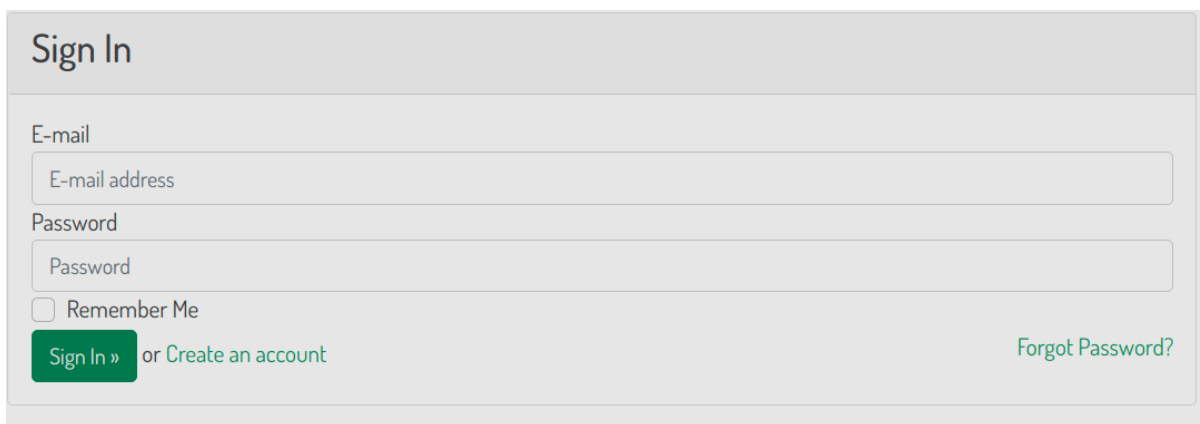
2.2 Applicant(s) actions on figure 2:

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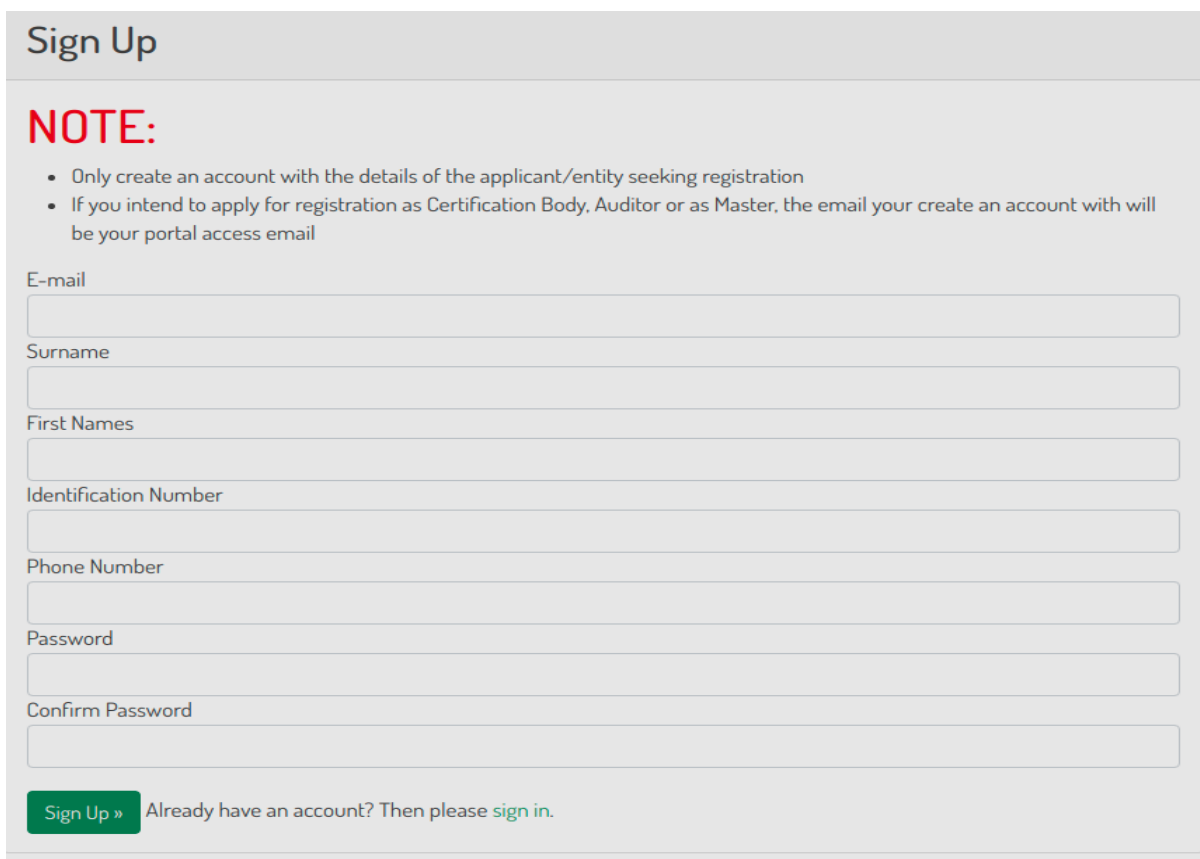
Click on **Create Account** to proceed and complete the signup process

Figure 3
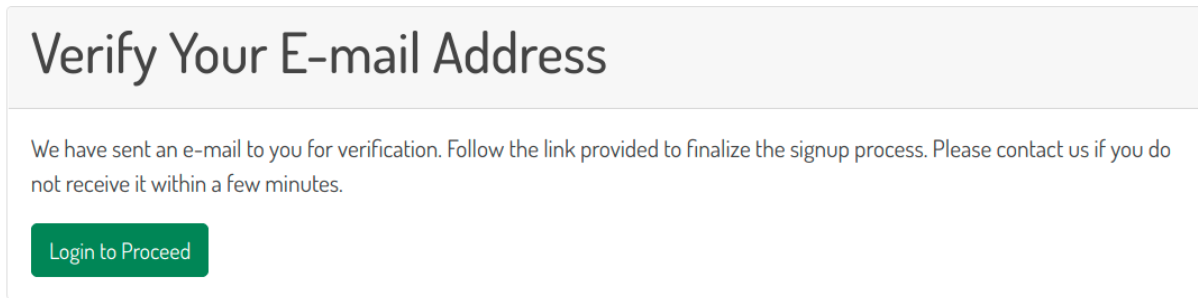
The following sign up form will be displayed on clicking **Create an account**

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:

Figure 7

2.5 Forgot 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;

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.
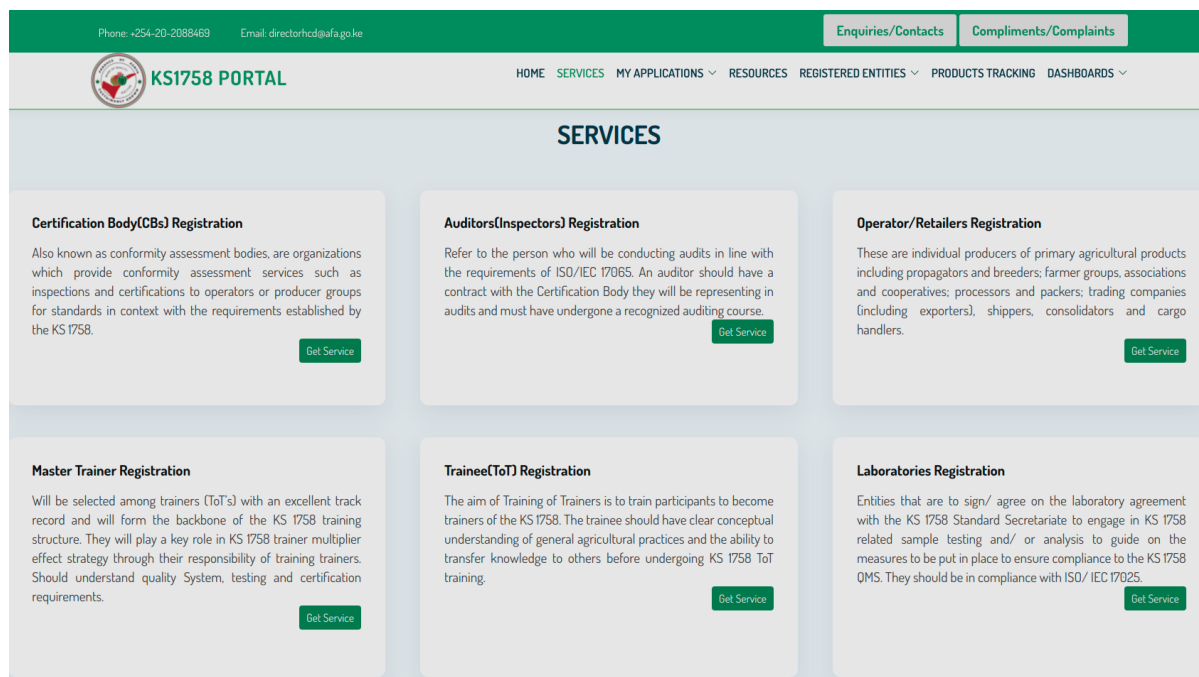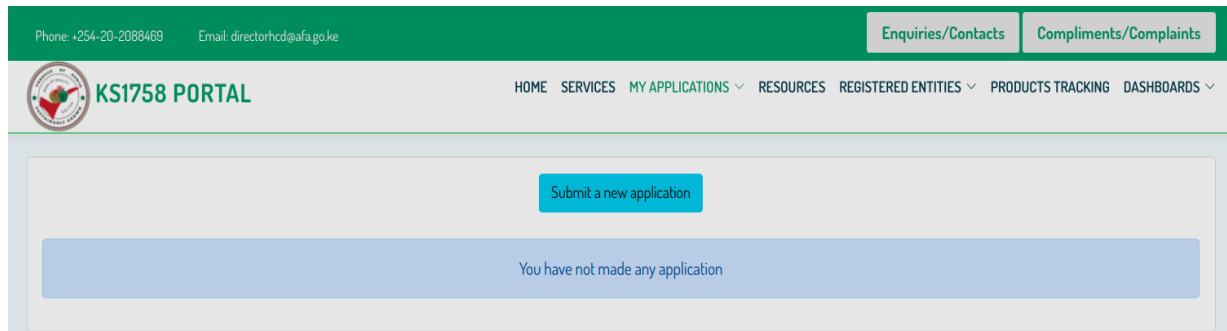
Figure 10

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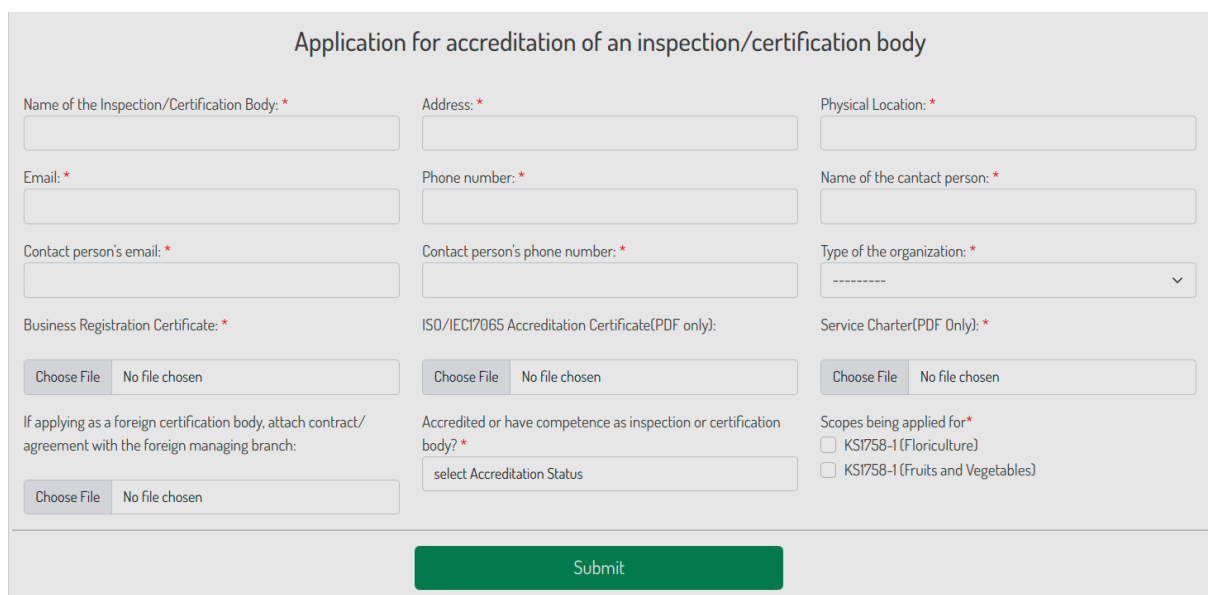
To apply as a CB, An applicant should click on the **Get Service** button under the **Certification Body Registration** panel on the services page. They will be redirected to a page similar to figure11 below;

Figure 11
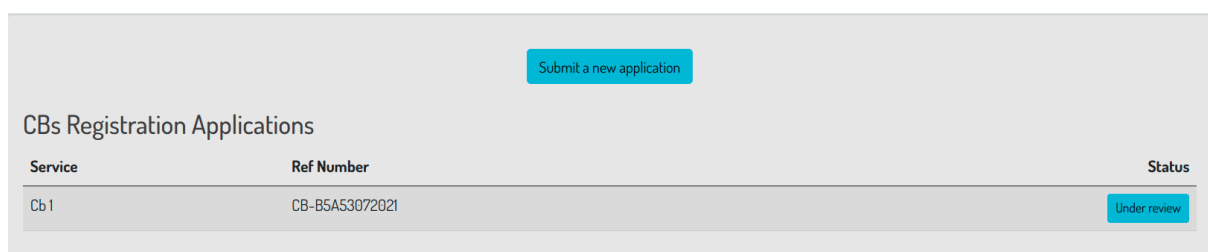
From here, an applicant should click on the **submit new application** button, they will then be redirected to a page where they can key in the certification body's details as show below;

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 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.
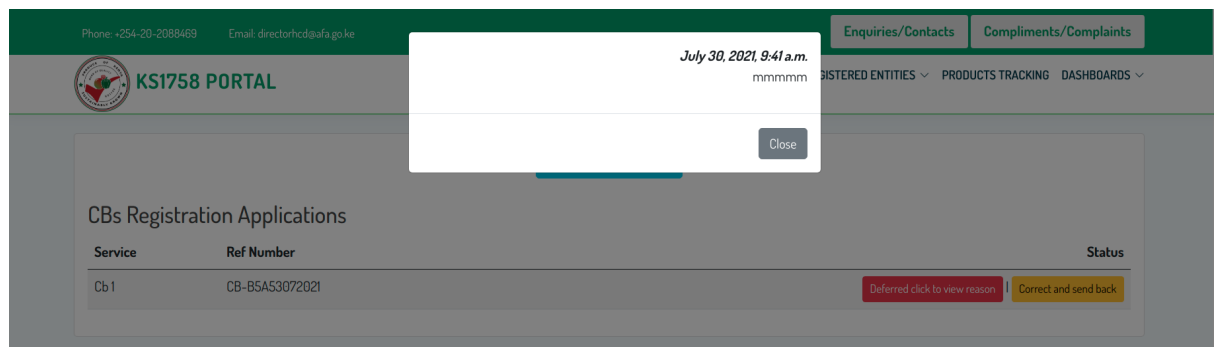
Figure 13

II. **Deferred** - Means the application has been returned to the applicant for correction.
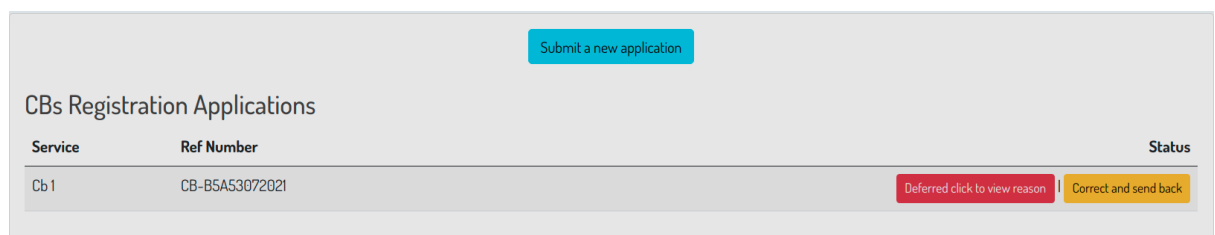
Figure 14

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.

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.

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.

Figure 17

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

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.

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;
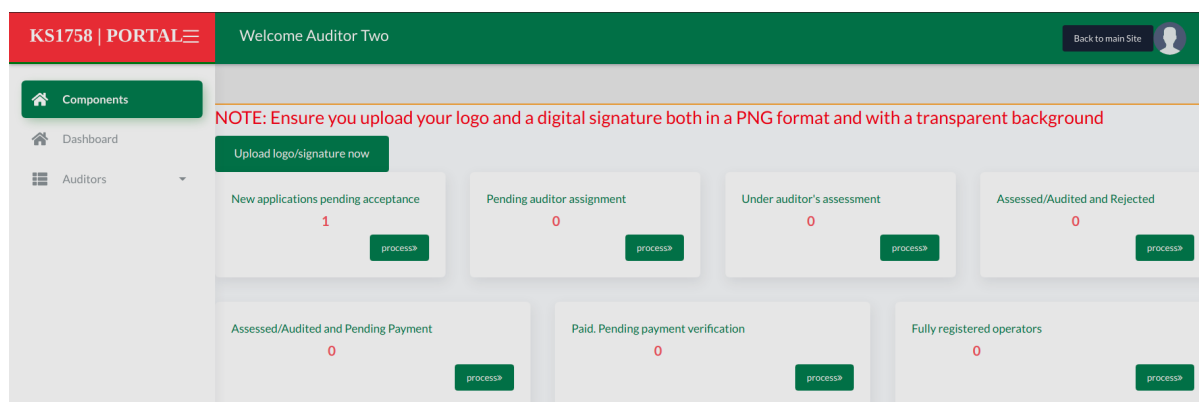
Figure 21

Before a CB processes any application, they should upload their logo and and a digital signature by clicking on the **Upload logo/Signature now** button
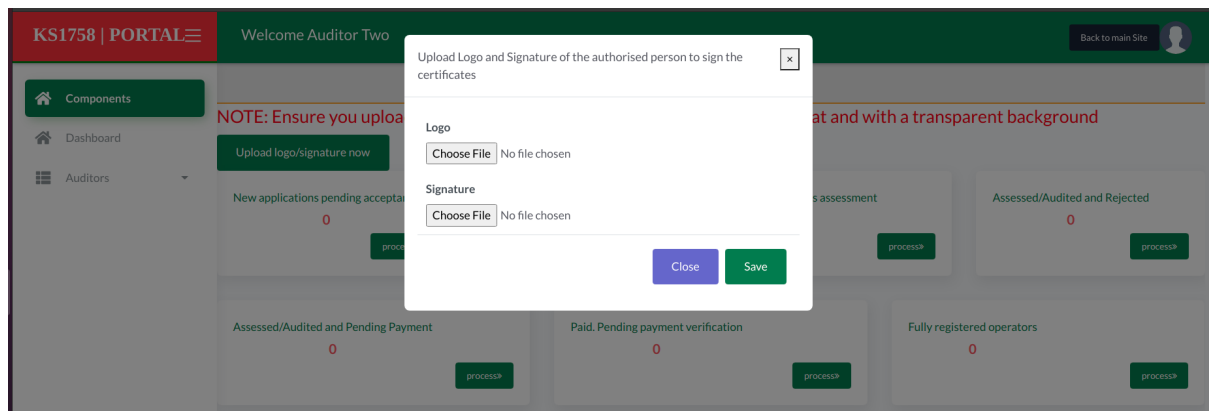
Figure 22

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.
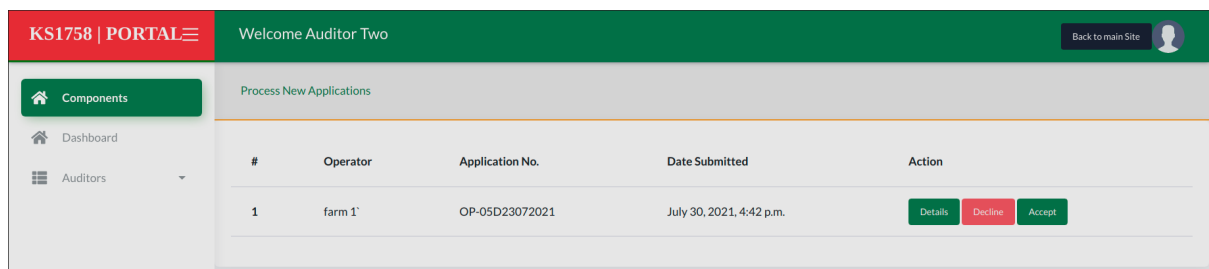

Figure 23

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

1. Details- Displays the details of the operator as shown below;
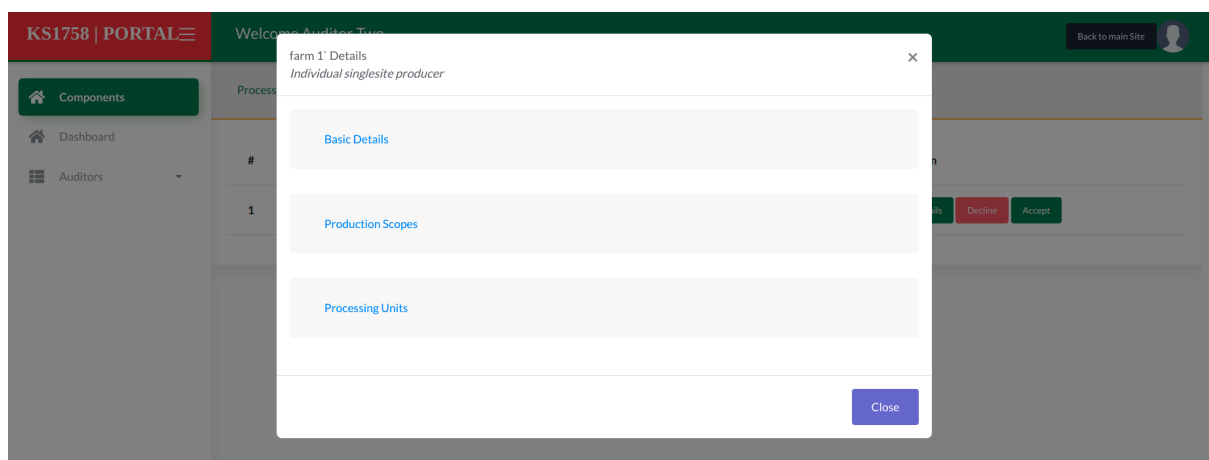
Figure 24

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.
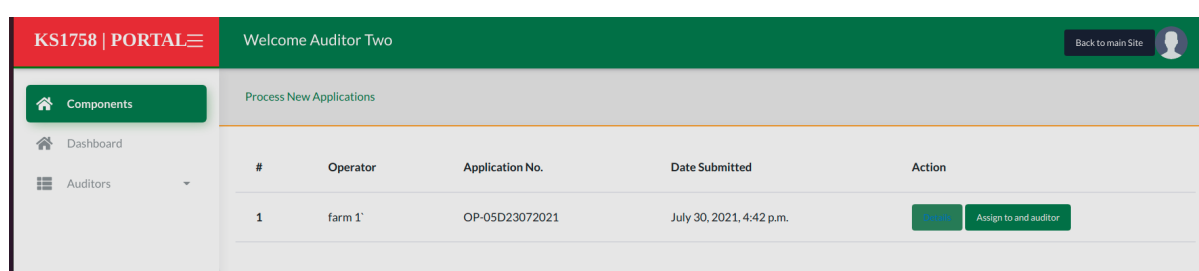
Figure 25

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.
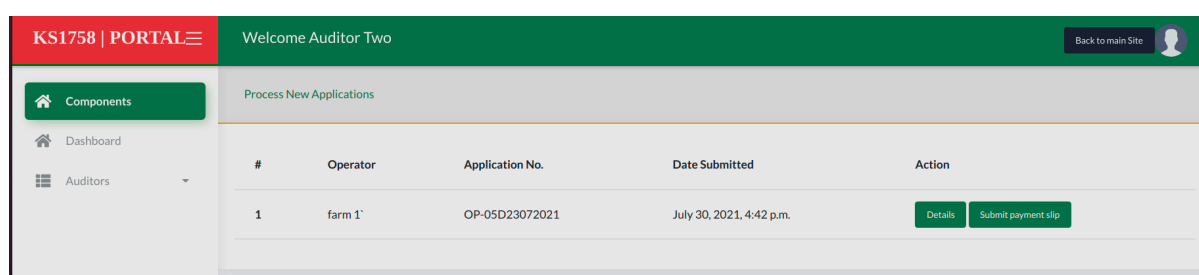

Figure 26

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;
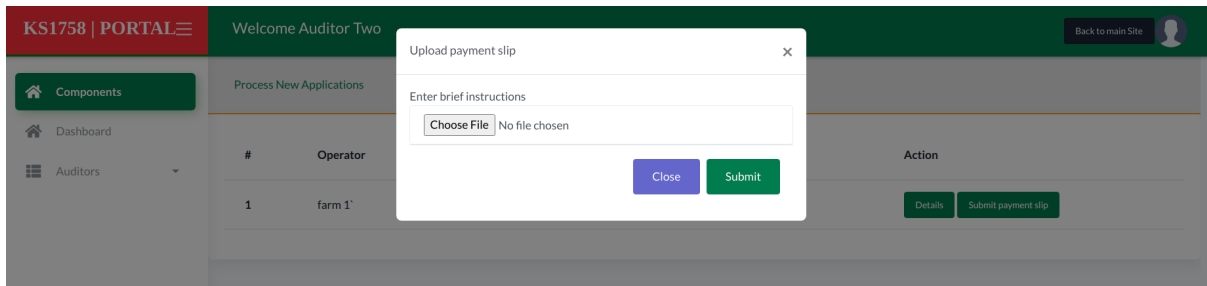
Figure 27

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;
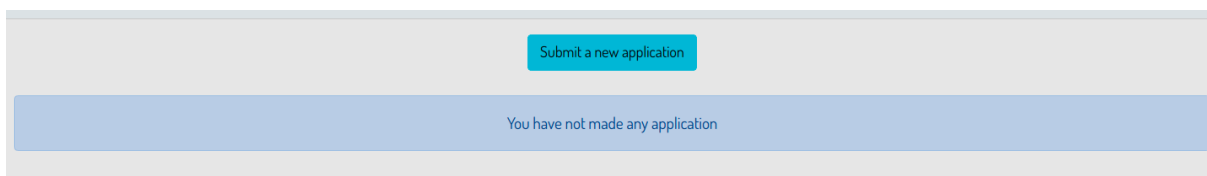
Figure 28

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.

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.

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.;

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.

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.

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.
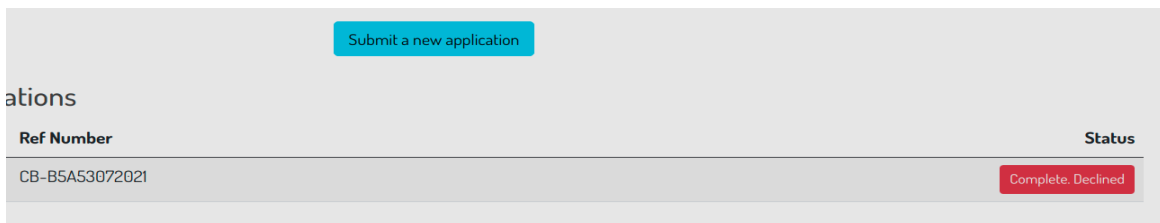
Figure 35

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.
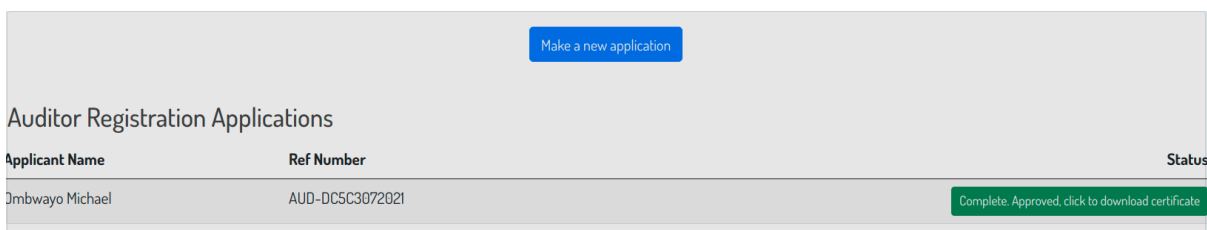
Figure 36

Sample Certificated

AUDITOR TRAINING CERTIFICATE

OMBWAYO MICHAEL

I herewith confirm that the auditor has been vetted by Standard Implementation Committee and has passed the assigned exams for the training held at

narobi

on

July 30, 2021, midnight

Reg No.	Valid from:	Valid to:	Approving officer
OMACD19-3072021	July 30, 2021	July 30, 2024	DIRECTOR GENERAL/CEO
			HCD Secretariat

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;
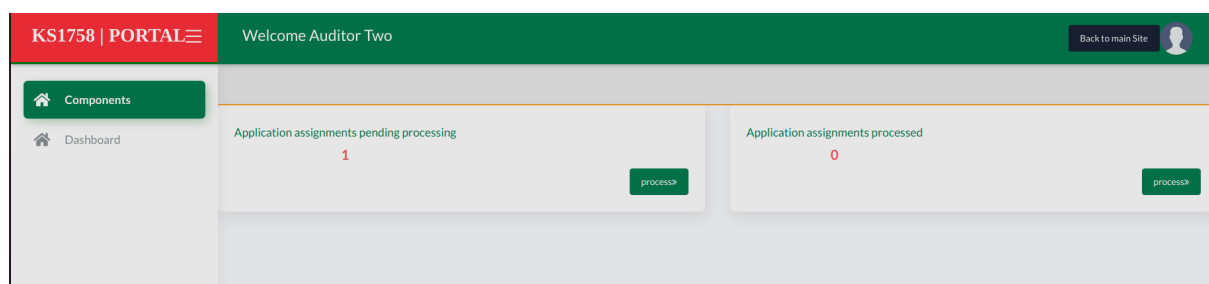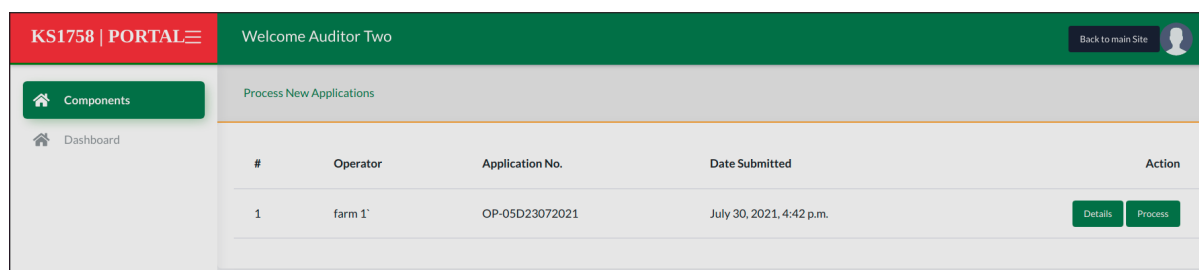
Figure 38

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.

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.

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

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.

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.
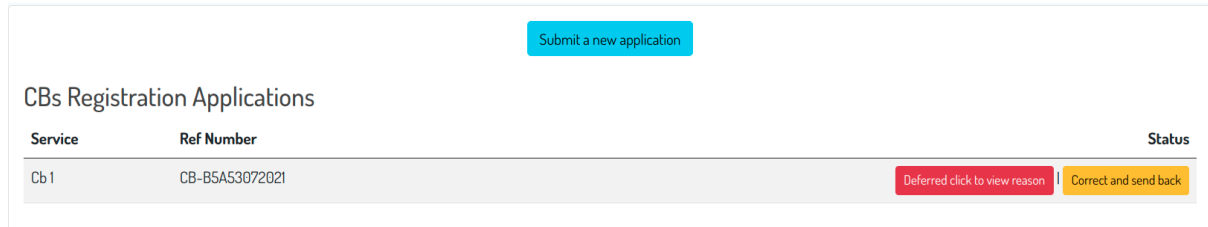
Figure 43
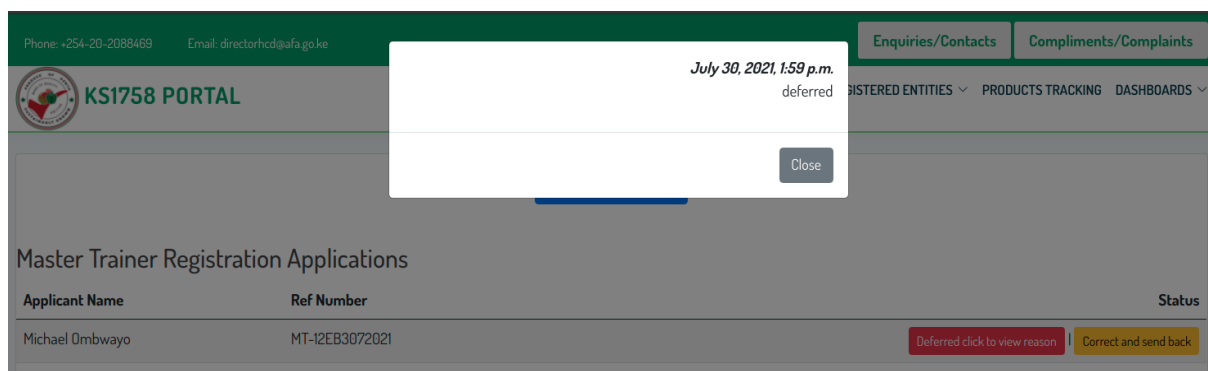
Figure 44

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.
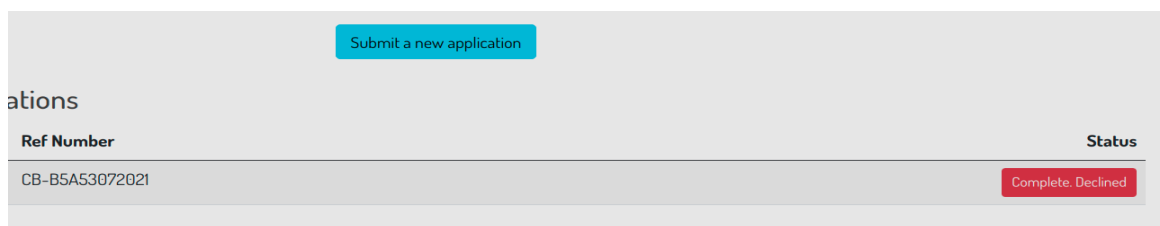
Figure 45

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..
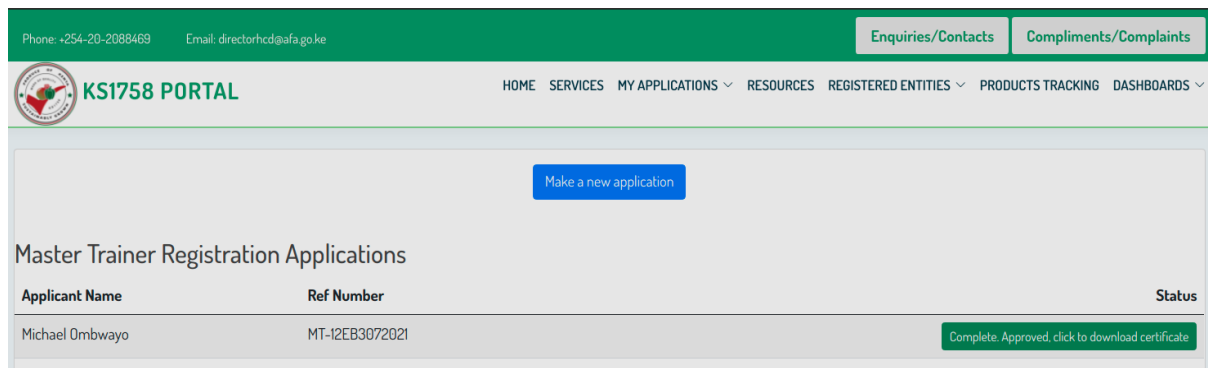
Figure 46

Sample Certificated
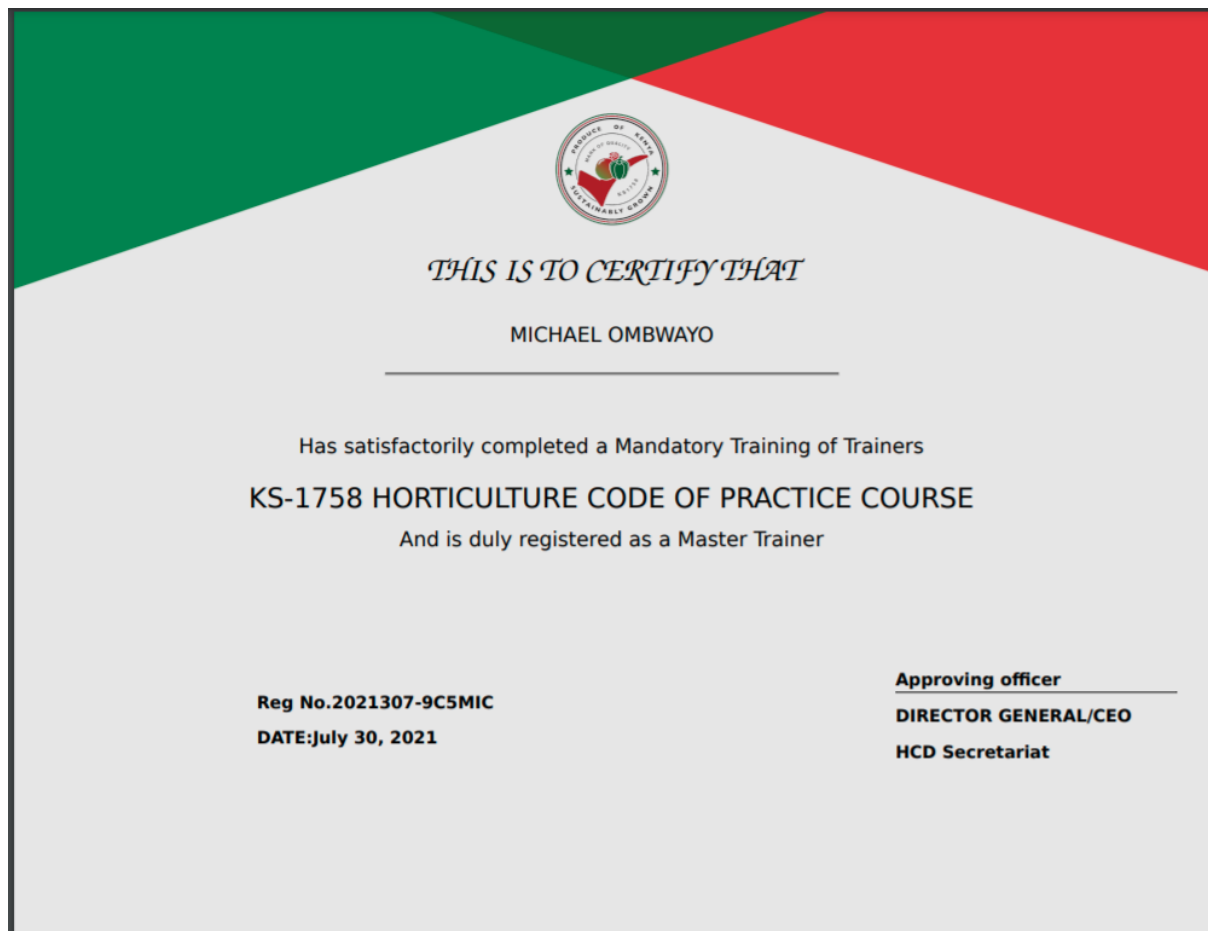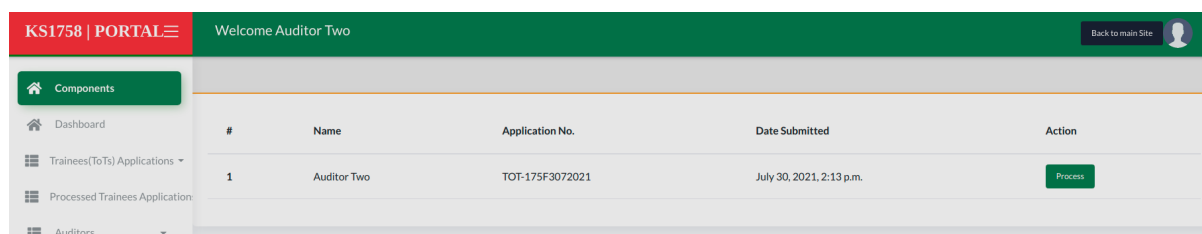
Figure 47

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;

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.

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 theTrainee(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.

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.

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.;

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

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.

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.
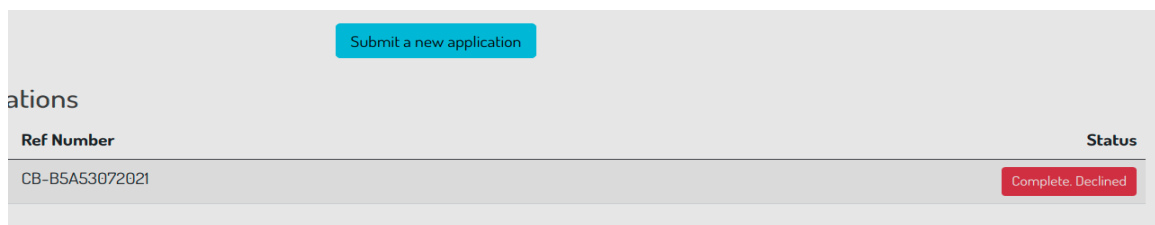
Figure 58

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.
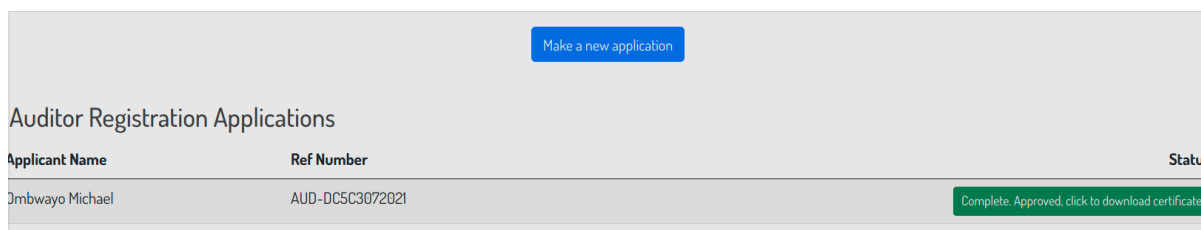
Figure 59

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

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.

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.
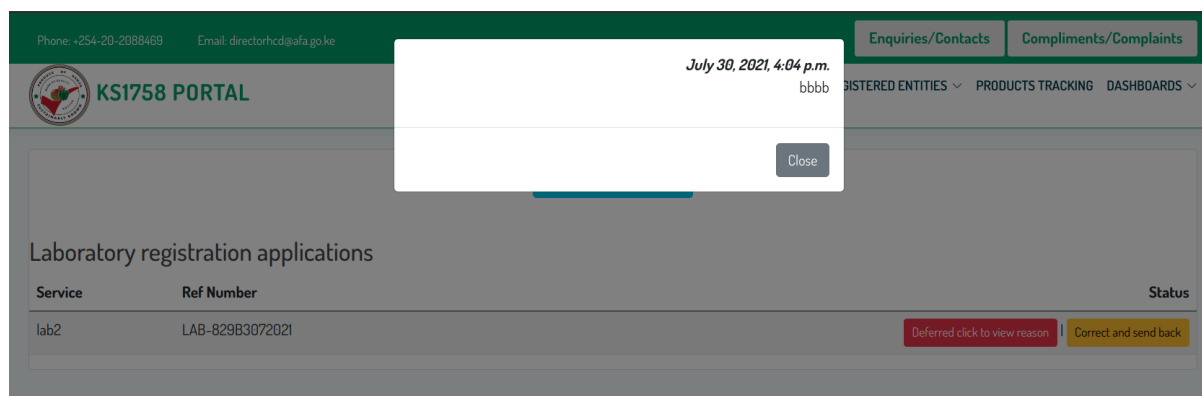
Figure 60

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.
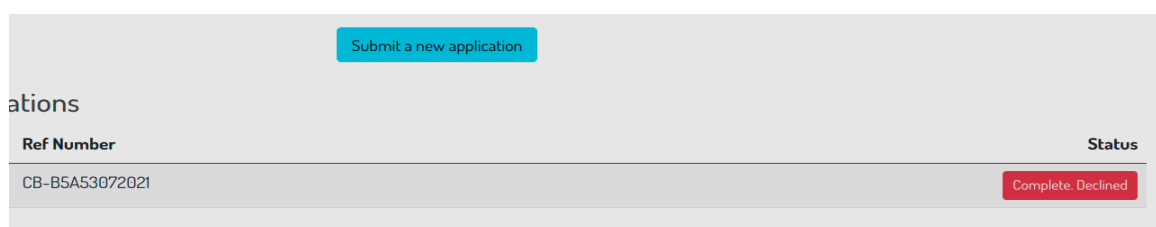
Figure 61

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..

Figure 62

Sample Certificate

Figure 63

Annex to CERTIFICATE No: C439-30LAB-72021

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

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.

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…

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 .**

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**

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.

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.

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

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.

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.

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

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

KS 1758 CERTIFICATE NO.: OCF7F-202118

KS 1758 COMPLIANCE CERTIFICATE

FARM 1`
INDIVIDUAL SINGLESITE PRODUCER
77034
PARKLANDS
Kenya Farm Number: 000000

The Certification Body, CB 1, declares that the production of the products mentioned on this certificate is/ are compliant with the standard:

KS 1758-1:2015/KS 1758-1:2016
Flowers and Ornamentals/Fruits and Vegetables

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

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

Authorized bys

CHIEF EXECUTIVE OFFICER
HCD

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

Figure 76

Annex

Figure 77