

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF MAKUENI



DEPARTMENT OF TRADE, MARKETING, INDUSTRY, CULTURE AND TOURISM

BUSINESS PROCESS RE-ENGINEERING

WEIGHTS AND MEASURES SERVICE DELIVERY PROCESSES

- 1. Inspection of Pre-Packaged Goods at Traders Premises**
- 2. Verification of Weighing Equipment**

INSPECTION OF PRE-PACKAGED GOODS AT TRADERS PREMISES

Purpose: To maintain prescribed standards and specifications of pre-packaged goods at traders' premises.

Scope: the procedure applies to the inspection of Pre-Packaged Goods at Traders Premises in Makueni County

References:Weights and Measures Act Cap. 513 of Laws of Kenya

Responsibility: Chief Officer, Department of Trade, Marketing, Industry, Culture and Tourism

Procedure for Inspection of Pre-Packaged Goods at Traders Premises

Method

- 1. At least two** weights and measures officers shall visit business premises for inspection at least once for a financial year as per the schedule drawn and approved by the chief officer
- Weights and measures officers shall inspect premises for pre-packaged goods for compliance with Weights and Measures Act CAP 513.

3. Weights and measures officers shall record in the specified form (GMTC/TTC/TRA/002/F01) the findings in the particular traders' premises
4. The trader should unpack goods and repackage immediately.
5. On establishment of a malpractice, weights and measures officers shall follow up on compliance after thirty days from date of inspection.
6. Failure to comply with inspection recommendations, goods shall be confiscated and prepared for presentation as exhibit during prosecution during a Court of law.
7. After litigation of a non-compliance, a judgment is done by the court.

VERIFICATION OF WEIGHING EQUIPMENT

Purpose: To enhance efficiency in the verification of weighing and Measuring Equipment by weights and measures officers

Scope: The procedure covers the verification and certification for use in trade, of weighing and measuring equipment

References: Weights and Measures Act, Cap. 513 of Laws of Kenya

Responsibility: Chief Officer, Department of Trade, Marketing, Industry, Culture and Tourism

Procedure for Verification of Weighing and Measuring Equipment

Method

1. The director of trade shall develop a verification exercise programme and submit it to the media houses for advertisement
2. The chief officer shall issue a notice and pin it in the respective market centers as per and in support of the program already advertised.
3. Weights and measures officers shall move to the market centers as per the programme with the requisite equipment
4. The trader shall submit the equipment for the officers for verification

5. Weights and measures officers shall check whether the equipment is within the recommended error margin
6. If error goes beyond the acceptable margin, the trader shall be referred to a mechanic for the repair of the equipment which shall be resubmitted for reverification within two months
7. The equipment shall be resubmitted to the weights and measures officer for rechecking of correctness/ error margin
8. If correct the weights and measures officer shall stamp (engrave calendar year, e.g 2024) on the equipment
9. The client shall pay stamp fee and the weights and measures officer shall issue a certificate to client together with certified equipment

DIRECTORATE OF CULTURE
PROCEDURE FOR SCHEDULING AND RECORDING ARTISTS AT THE MAKUENI
RECORDING STUDIO

1.0 PURPOSE

To facilitate efficient scheduling and recording of artists at the Makueni Recording Studio.

2.0 SCOPE

This procedure covers scheduling and recording of artists at the Makueni Recording Studio. It applies to all artists (individual artists, choirs and/or bands) who are residents of Makueni County.

3.0 REFERENCES

- 3.1 Makueni County Arts, Culture and Heritage Policy.
- 3.2 The Copyright Act, 2001 (Revised 2019).
- 3.3 Films and Stage Plays Act, 1998 (Revised 2012).
- 3.4 Kenya Information and Communications Act, 2015.
- 3.5 Kenya Programming Code for Free-to-air Radio and Television, 2015.
- 3.6 Makueni County Integrated Development Plan (CIDP) for 2018-2022.

4.0 DEFINITION OF TERMS USED

- 4.1 CECM- County Executive Committee Member.
- 4.2 GCCSS- Trade, Marketing, Industry, Culture and Tourism.
- 4.3 KFCB- Kenya Film Classification Board.
- 4.4 CIDP - County Integrated Development Plan

5.0 RESPONSIBILITY

The Chief Officer in charge of Trade, Marketing, Industry, Culture and Tourism is responsible for supervising the implementation of this procedure.

6.0 METHOD

- 6.1 The artist initiates the process by either making a physical visit to the studio, making a phone call and/or writing an e-mail to the Producer at the Makueni Recording Studio requesting to be scheduled to record their music and other audio recordings. after which they fill a mandatory scheduling form.
- 6.2 The producer examines the Scheduling Register and checks the availability of the date and time specified by the artist.
- 6.3 The producer then informs the artist whether their desired date and time is available or not and advises on the available dates and time for the artist to select.
- 6.4 The artist selects the date and time for recording from the available dates/time(s).
- 6.5 The producer confirms the date and time selected by the artist and schedules the artist in the Scheduling Register by filling in all required information (name, name of group-band/choir, ward, phone number, date and time of recording).
- 6.6 The artist arranges for accompaniments: drummers, guitarists, keyboard player among others.
- 6.7 The artist then checks in for recording on the scheduled date and time.
- 6.8 The producer records the artist after satisfactory performance.
- 6.9 If not satisfied with the artists' performance, the producer advises artist to put more effort in practice and choice of accompaniment. The artist then selects a new date and time for recording after the remedial process. The producer then reviews the artists' performance and records them.
- 6.10 The producer masters and edits the artists' recording.
- 6.11 The producer informs the artist that their production/recordings is ready.
- 6.12 The artist visits the studio to pick their production/recordings.
- 6.13 The artist accepts to be linked with service providers who produce content for Skiza Tunes, YouTube Channel and other digital marketing platforms. If they do not accept, they leave with their production/recordings.

7.0 APPENDICES

- 7.1 Artists scheduling form.