

# CLASSIFICATION OF INFORMATION FOR KENYA BUREAU OF STANDARDS



**Kenya Bureau of Standards**  
Standards for quality life

The Government of Kenya Security Manual recognizes security classification and levels of access to information: Below is the key to the colour coding.

Class	classified information as follows:	Designated colours					
Top secret	Information and material, whose unauthorized disclosure would cause exceptionally, grave damage to KEBS.	Red					
Secret	Information and material, whose unauthorized disclosure would cause serious injury to the interests KEBS.	Pink					
Confidential	Information and material, whose unauthorized disclosure would be prejudice to the interests of KEBS.	Green					
Restricted	Information and material, whose unauthorized disclosure would be undesirable in the interests of KEBS.	Orange					
Open/Public	Unclassified information	Public/open					

## CLASSIFICATION OF INFORMATION

DEPARTMENT/ DIVISION	INFORMATION/DATA/RECORDS	TOP SECRET	SECRET	CONFIDENTIAL	RESTRICTED	PUBLIC/ OPEN	REMARKS
<b>METROLOGY AND TESTING</b>	Government tender test reports						
	Calibration and Testing Certificates for the Military, Aviation industry and government tenders						
	Tender ranking reports for government agencies						
	Calibration and test Certificates/reports						
	Data Sheets						
	Workbooks						
	Audit Reports						
	Application software passwords						
	Calibration/Testing Procedures						
	Calibration & Test requests						
	Customer details/information						
	Service level agreements/contracts						
	Registers of equipment and sample						
	Departmental Budget Reports						
	Operational strategies						
	Deaprtmental training projections						
	Performance evaluation reports						
	Business Plan						
	QMS Documents						
	Feedback reports						
	Revenue Reports						
	Emails						
	Minutes of Departmental meetings and reports						
	Training Projections						
	Local Purchase Orders						

	Operating Procedures					
	Training Materials and Content					
	Work Instructions					
	Equipment Manuals and Records					
	Service Charges					
	Equipment, standards & reagents Inventory					
	Application software licenses					
	Departmental memos					
	General Correspondence					
	Gate Pass for equipment					
	Customer Feedback Report					
	Website Content					Public/open
	Calibration and Measurement Capabilities (CMCs)					Public/open
	Measurement and Testing Scopes					Public/open
	Accreditation scopes					Public/open
<b>MD's OFFICE</b>	Board minutes					
	KEBS Technical Drawings					
	Personal Confidential File					
	External confidential records					
	KEBS Patents certificates					
	Board Members profile					
	KEBS Seal					
	Confidential Correspondence records					
	Title deeds/ Logsbook for staff given as security for loans					
	Directorate minutes/SMM minutes & papers					
	Departmental training projection					
	Departmental minutes and reports					
	Recognition certificate e.g BSI Accreditation					
	Data for incoming mails					
	Log Books and Logbook Records					
<b>PROCUREMENT</b>	Procurement plans					
	Tender documents					
	Contracts					
	Pre qualification reports					
	Tender minutes					
	Copies of LSO/LPO					
	Departmental training projection					
	Departmental minutes and reports					
	Bids					
	Tender evaluation reports					
	Performance Bond					
	Evaluation reports of KEBS Suppliers					
	List of Pre-qualified Suppliers					Public/open
<b>INTERNAL AUDIT</b>	Audit Reports					
	Audit committee minutes					
	Board attendance register					
	Departmental training projection					
	Departmental minutes and reports					
	Audit Plan					
<b>FINANCE</b>	KEBS Bank Balances					
	Budgets					
	Monthly and quarterly financial reports					
	Departmental minutes and reports					
	Departmental training projection					

	Payroll reports/payslips					
	endor/Customers reports					
	Annual financial report					Public/open
<b>LEGAL</b>	Evaluation reports for panel of lawyers					
	Legal Opinions					
	Legal Compliance Audit reports					
	Board Software records					
	Minutes (NSC)/Agenda/action plan/ notices					
	Contracts/MOUs/leases					
	Court records/Active cases matrix					
	Departmental minutes and reports					
	Departmental training projections					
	Attendance register					
	Legal Instruments/Charge/mortgage/bonding records					
	Treaties/regulations / Circulars					Public/open
	Legislations ie standards Act,EAC SQMT Act					Public/open
	Legal Notices/Gazette Notices					Public/open
	List of external lawyers					Public/open
<b>PSD</b>	Performance Management records					
	Internal Quality Audit reports					
	Departmental minutes and reports					
	Departmental training projections					
	Departmental System Audit records					
	Strategic Management records					
	QMS Documents					
	Management review records					
<b>ICT</b>	Source code for Inhouse developed software					
	Database records					
	Departmental minutes and reports					
	Departmental training projections					
	User information in Shared Folders					
	Knowledge Base Platform -LanSupport & Sharepoint					
	Data logs					
<b>HUMAN RESOURCE</b>	Warning/Suspension/Dismissal Memo/ Letter.					
	Disciplinary Minutes and Reports					
	Staff Performance Management reports/minutes.					
	Proposed salary increase					
	Medical records					Welfare
	Staff confidential records					Employee relations
	Drug inventory records					
	Performance Evaluation and promotion minutes and reports					
	Transfer and Deployment					
	Training minutes and reports					
	Departmental minutes and reports					
	Departmental training projections					
	Departmental workplan					
	Correspondence records					
	Departmental internal memos/ reply letters/ reports					
	Attendance registers (training, meetings, workshops, conferences)					
	Research Questionnaires/report					
	Appointment Letters					
	Promotion Letters					
	Staff Training/evaluation reports					
	Training Matrix					

	HR Policy and quality manual					
	Career guidelines					
	Job descriptions					
	Payroll					
	Training documents					
	Training Policy					
	Staff work attendance records					
	Leave records					
	Staff Identification records					
	Staff Job descriptions					Public/open
	Organization structure					Public/open
<b>ADMINISTRATION</b>	Crime investigation and security reports					Administration
	Accident investigation reports					Security
	Insurance Claims					Insurance
	Departmental Policies and procedures					
	Departmental Minutes and reports					
	KEBS Disaster/ Emergency management plan					Environment Health and Safety (EHS)
	Department work plan					
	Correspondence records(emails, letters, memos, invitations)					
	Research questionnaires/reports					
	Registry Records					
	Archived records					
	Records of Courier services, outgoing/incoming mails					
	Occurrence Book					
	Gate pass records					
	Vehicle key register					
	Work Ticket records					
	Fuel consumption records					
	Vehicle transfer records					
	Transport Voucher records					
	Insurance reports					
	Statutory Health and Safety Audit report					
	Statutory Fire Safety Audit Report					
	Telephone logs					Telephone
	Utility payment records e.g. land rent, land rates, water, and telephone, receipts					Utility Bills
<b>COMMUNICATIONS</b>	Communication policy					
	Minutes of meetings,					
	Communication strategy					
	Annual reports					
	Media reports					
	Media monitoring reports					
	Media survey ToRs					
	Facility visit reports/ programme/ registration records					
	Social Media Survey reports					
	Media enquiries and monitoring reports.					
	Correspondence records (memos, letters, )					
	Departmental work plans					
	Speeches and informercials					
	Attendance records/registers					
	Research questionnaires/reports					
	Media releases					Public/open
	Public notices, Advertisements and Media Supplements					Public/open
	Publications (E-newsletters, magazines,annual reports )					Public/open
	Social media content					Public/open
<b>CUSTOMER CARE</b>	Visitors personal details on access system					

	Departmental reports (minutes, notices, agenda)					
	Departmental Work Plans					
	Correspondence records(emails, letters, memos, invitations)					
	Customer satisfaction survey reports					
	Research questionnaires and TORs					
	Complaints compliance report					
	Service charter audit reports					
	Mystery shopper reports					
	Loyal visit reports and registration records					
	Customer care training reports					
	Customer records					
	Call centre reports and Registers					
	Feedback from customers					
	Staff directory					Public/open
	Access to Information Policy					Public/open
	Whistle Blower policy					Public/open
	Complaint Policy					Public/open
	Brochures-FAQ					Public/open
	Service Charter Booklets and Posters					Public/open
<b>MARKETING</b>						
	Departmental Minutes and reports					
	Corporate identity Manual					
	Marketing promotional materials register and reports					
	Branding reports					
	Correspondence records(emails, letters, memos, invitations)					
	Attendance registers/records					
	Social Responsibility reports					Public/Open
	Digital media marketing reports					Public/Open
	Shows, exhibition and Corporate events reports					Public/Open
	Customer outreach records (workshop/events)					Public/open
<b>QUALITY ASSURANCE</b>						
	Minutes/Report of PAC/PSC meetings					
	Standardization mark permit					
	Diamond mark permit					
	Food fortification logo					
	Laboratory test reports					
	Factory surveillance inspection report					
	Water sector specific inspection report					
	Alcoholic beverages sector inspection report					
	Declaration records(STA 6)					
	Seizure notification record (STA/45B)					
	Customer information (Registry)					
	Correspondence records(emails, letters, memos, invitations)					
	Departmental minutes and reports					
	Application records (S-mark, D-Mark and FFL)					
	Initial factory inspection report (STA/10 Form)					
	Factory assessment records (STA/3)					
	Recommendation for D-Mark assessment					
	Permit approval committee (PAC) summary report					
	Permits standardization committee (PSC) summary report					
	Scheme of supervision and control (SSC)					
	Sample collection records (SCF)					
	Sample submission records (SSF)					
	Sample return records (SRF)					
	Turn-over declaration records					

	Sample register					
	Departmental workplan					
	Training records					
	Product certification fees structure					Public/open
	Assessment criteria					Public/open
	Standardization mark register					Public/open
	Diamond mark register					Public/open
	Animal feeds sector specific inspection guidelines					Public/open
	Work Instruction-Guidance for handling food samples					Public/open
<b>INSPECTION</b>	Local certificate of conformity (CoC)					
	Foreign Certificate of conformity (CoC)					
	Waiver documents					
	Exemptions documents					
	Information on release stamps					
	inspection report (Agrochemical & Engineering)					
	Sample submission records- SSF/1					
	Records of notification to the client's on information to be made public					
	Seizure records- STA/45					
	Local motorvehicle inspection certificate-STA/19					
	PVOC manual, procedures, work instructions and guidelines					
	Import Standardization Mark (ISM) records					
	Import documents					
	Correspondence records(emails, letters, memos, invitations)					
	Sample collection records- STA/4					
	Sample register					
	Sample return records-STA/37					
	Daily import inspection summary register					
	Release under seal records-STA/41					
	Motorvehicle inspection request records-STA/22					
	On-job training evaluation report					
	Inspectors on site monitoring report					
	Import Standardization Mark (ISM) application records					
	Training records					
	Import Standardization Mark (ISM) sticker records					Public/open
	Contractual service fee records					Public/open
<b>MARKET SURVEILLANCE</b>	Seizure notification records (STA/45)					
	Declaration records STA 6					
	Consumer complaints records					
	Laboratory test reports					
	Case Records					
	Data collection report					
	Market surveillance reports					
	Complaints investigation reports					
	Sample collection records					
	Sample submission records					
	Market surveillance guidelines and policies					
	Departmental workplans					
	Correspondence records(emails, letters, memos, invitations)					
	Training records					
	Departmental minutes and reports					
<b>STANDARDS DEVELOPMENT AND TRADE</b>	Service Level Agreements, ToRs					Systems and Application software passwords

	Departmental minutes and reports					Approved and confirmed minutes of KEBS NQI departmental and sectional meetings
	Correspondence records(emails, letters, memos, invitations)					
	Attendance registers					Records that provide evidence of attendance to seminars, conferences, meetings or trainings - for all training services, extension workshops, members meeting, consultancy services, KOA meetings
	Customer Feedback records					Online surveys; training feedback; workshop feedback; Trainers evaluation
	Training projection records					
	Departmental workplans					Annual Work Plan/ Implementation Matrix/ Budget, Training plans
	Records of planned/scheduled extension/workshop/conferences				Public/open	workshops: registration for workshops
	Research findings and reports				Public/open	
	Analysed Customer Feedback				Public/open	Feedback reports
<b>NQI</b>	NQI Membership records					Members files that contain the members applications, Members competence documents (copies of certificates, evaluations, training logs) and signed code of conduct
	Examination materials					Examination(hard copy and electronic); Marked Examination Scripts;
	Examination results					Transcripts; exam reports
	Organizations/ customers' records					names, telephone numbers, email addresses, location, contact persons
	NQI projects and concept papers etc.					
	KOA criteria for assessment					
	KOA criteria for appointment of judges					
	List of trained assessors and judges					
	Customer Certificates					Documents issued to clients upon successful completion of a course or registration/renewal of membership
	Copies of certificates issued					
	Copies of standards Licensed to HOD NQI and MTS					
	Proposals & quotations					
	Completion certificates					
	Trainers' competence log					
	Training registration/ nomination records					
	Signed Code of conduct for NQI members					
	NQI Membership Application records					
	Records of Registered NQI members					
	NQI Members continued professional development certificate/ evidence					
	KOA Assessment report					
	Research data					database of research organizations; structured research questionnaires, Research feedback;
	Training Materials					Training materials and presentations prepared for dissemination of information to clients
	Terms of Reference for the development of new training modules					
	KOA schedules				Public/open	
	Annual Training Programm				Public/open	
	Costing of courses				Public/open	
	NQI Membership policy				Public/open	
	NQI Membership renewal records				Public/open	
	List of Certified NQI members				Public/open	
	Records of Kenya Quality Award (KOA) applicants/participants/ customers				Public/open	include records of KOA applicants/participants/customers;
	List of KOA winners				Public/open	
<b>CB</b>	Developed new certification schemes					

	Clients' System Audit documentation						Organisational procedures and management system documentation sent to the KEBS CB for the purposes of Documentation review and audit preparation
	CB Assessment Documentation (including reports, non conformities and corrective action plans)						Documentation generated from assessment conducted for accreditation purposes, both by internal and external auditors
	Customer Certificates						The certificates issued during the certification process. This applies during the preparation, printing and approval stages, before they are presented to the customer
	Proposals / Quotations						Quotations and proposals prepared by the Certification Officers/ Managers for a client who has requested certification or TOM services
	Terms of Reference for the development of new certification schemes						
	Auditor Training Materials						Training materials and presentations prepared for consumption by KEBS CB auditors during Auditor Days and Auditor meetings
	List of certified organizations/ TOM customers					Public/open	A list of the KEBS CB clients and their contact details
	List of auditors					Public/open	A list of all CB approved auditors who meet the requirements and competence as defined by the KEBS CB
	Certified personnel information					Public/open	Auditor files that contain the auditor applications, copies of certificates, evaluations, auditor logs and signed auditors' code of conduct
	Recognition certificates (e.g. RVA Accreditation)					Public/open	Certificate providing evidence of and recognising the KEBS CB accreditation
<b>STANDARDS</b>							
	Clients/Partners/TC Members records						
	SDT projects and concept papers etc.						Names, telephone numbers, email addresses qualifications contact addresses and organizations of technical committee members
	TC members appointment letters						
	TC Meeting Minutes and Notices and resolutions						
	TC Research Documents						
	Committee Drafts Standards						
	Standards Approval Committee Drafts & Documents						
	Ballot Results and comments						
	International Standards and documents						
	TC Membership nomination records						
	Signed Code of conduct for TC members						
	Training Materials for TC Members						Training materials and presentations prepared for dissemination of information to clients
	Records of world Standards Day/ participants/customers					Public/open	include records of participants/customers;
	National Standardization Plan					Public/open	Annual Work Plan, 3-year National Standards Plan
	TC Standards Proposals					Public/open	
	Published Kenya Standards					Public/open	
	Public Review Draft Standards					Public/open	
<b>SIRC</b>							
	SIRC Membership records						Members files that contain the members applications, documents (copies of certificates,) and signed code of conduct
	SRIC Customer/ Client Information						Names, telephone numbers, email addresses qualifications contact addresses and organizations of technical committee members
	Training Materials						Training materials and presentations prepared for dissemination of information to clients
	Magazines, Books and Other Publications					Public/open	Other information resources in hard and soft copy



	Catalogued Kenya Standards					Public/ open	
	Webstore content					Public/ open	
<b>WTO/NEP</b>	Departmental minutes and reports						Approved and confirmed minutes of KEBS Trade Affairs divisional meetings
	Customer/Client records						Names, telephone numbers, email addresses qualifications contact addresses and organizations of technical committee members
	Comments on notifications						Details and client contacts
	External correspondence both hard copy and electronic						External email and hard copy exchanges(Any hard copy correspondence received to the KEBS SDI -WTO/NEP from any existing or potential customers/clients);
	Customer Feedback records						Online surveys; TC feedback; workshop feedback;
	Departmental workplans;						Annual Work Plan/ Implementation Matrix/ Budget, Training plans
	Departmental training projections						
	Domestic notifications					Public/ open	Hard and soft copies of notifications publications, list of standards, technical regulations and conformity procedures notified
	Foreign notifications documents					Public/ open	Soft copies of notifications briefs and full regulatory texts
	Analysed Customer/ TC Feedback					Public/ open	Feedback reports
	Records of planned workshop/ conferences					Public/ open	workshops; registration for workshops