

KENYA FISHING INDUSTRIES CORPORATION



STANDARD OPERATING PROCEDURES (SOP's)

JULY 2025

KFIC SOP

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INTRODUCTION

Kenya Fishing Industries Corporation is mandated to exploit fisheries resources in the Kenya fisheries waters and high seas by promoting establishment and efficiency of businesses engaged in the fishing and fishing related activities. In this regard, the Corporation is responsible for the management of Liwatoni Fisheries Complex and Fish Port.

Standard Operating Procedures (SOPs) at Liwatoni Fish Port are designed to ensure the efficient, safe, and sustainable handling of marine resources. These procedures provide a structured framework for daily operations, covering key activities such as vessel docking, fish offloading, quality inspection, sanitation, cold storage, and distribution. The SOPs also emphasize compliance with health, safety, and environmental regulations, aiming to maintain high standards in seafood quality while protecting workers and marine ecosystems. By following these standardized protocols, Liwatoni Fish Port supports the growth of Kenya's Blue Economy and enhances its role as a regional hub for the fisheries sector. The procedures are meant to be observed by all persons involved in operations in these areas, including fish stakeholders, shipping agents and government officers.

The Standard Operating Procedures are divided into four (3) sections, namely;

1. Services offered at Liwatoni fish port.
2. Security and Safety Measures.
3. Vessel Operations.

SERVICES OFFERED AT LIWATONI FISH PORT

SERVICES

Liwatoni Fisheries Complex (LFC) in Mombasa operated by the Kenya Fishing Industries Corporation (KFIC) offers a comprehensive suite of services designed to support both local and foreign fishing vessels. The Liwatoni fish port is positioned as Kenya's first fishing port and a special economic zone. The costs of offering these services are clearly stipulated in KFIC Delivery Service Charter.

These services include:

1. Fishing /fisheries advisory services.
2. Cold Storage services at Fish Ports and Fish Landing sites.
3. Ice production and sale at Fish Ports and Fish Landing sites.
4. Fresh Water Supply to fishing vessels.
5. Vessel docking and related services.
6. Power supply for vessels and reefer containers.
7. Fish loading and offloading.
8. Port facility Access.
9. Hiring of specialized equipment's.
10. Quay Services.
11. Warehouse storages.
12. Vehicle Parking services.
13. Conference services.
14. Container storage.

NOTE: All the Services **MUST** be applied through E-citizen Platform <https://kfic.ecitizen.go.ke>

All the Services **MUST** be paid on the E-citizen receipt produced before they are offered.



SECURITY AND SAFETY MEASURES

VISITORS

The security measures to be undertaken includes the following;

- a) All visitors to Liwatoni Fish Port shall report to the security officers at the main gate for information, inquiries and guidance.
- b) Visitors are expected to produce their National Identification Document or valid passports to the security officer at the gate.
- c) All their details should be captured in visitors' register.
- d) Purpose of visit should also be indicated.
- e) The visitors should indicate to whom or the department they are visiting.
- f) Their baggage should be inspected on entry and exit.
- g) If a visitor has a vehicle; he/she should abide by the inspection procedures.
- h) Security officers are stationed at the main gate and at various sentry points within the complex on 24-hour basis.
- i) A security officer will guide a visitor on parking procedures.
- j) Visitors shall put on visitors' tags provided at the gate at all time within the premises and should leave the tags on their exit at the gate.
- k) Only vehicles with specific tasks are allowed to visit restricted areas e.g. the jetty and fish processing areas.
- l) All crew members leaving the premises should show their proper written authorization for leaving the premises e.g. shore pass (foreigners), national IDs and written letter from the captain of the vessel (locals).
- m) Time of exit and entry of each crew should be indicated in a register.



SAFETY MEASURES

To ensure safety of all employees of the Corporation visitors and users of the complex; the following safety measures have been put in place:

- a) Fire extinguishers are placed at strategic points within the complex premises.
- b) First Aid kits are available for use within the complex in case of any emergency requirement, contact the reception office.
- c) All residents within the complex should respond to security alert systems including alarms as quick as possible.
- d) Helmets, reflectors and any special wear should be worn at appropriate sections of the complex.
- e) Entry to some specific sites is only after authorization by the management. All should abide by any instructions given.

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VESSEL OPERATIONS

A. PRE-ARRIVAL REQUIREMENTS

Any fishing or reefer vessel intending to dock at Liwatoni Fish Port and resupply point shall, through its duly authorized agent, notify the officer in charge, in the prescribed form at least 48 hours before the vessel's estimated time of arrival (ETA). The arrival notice shall contain the following information:

- a) Name of the vessel.
- b) Registration number of vessel.
- c) Estimated time of arrival (date and hour)
- d) Location of the vessel when notice was transmitted (longitude and latitude)
- e) Name of skipper or boat captain.
- f) Number of crew men on board.
- g) Nature of sickness and /or injuries of crew if there's any.
- h) Species and volume of fish on board the vessel
- i) Emergency or security assistance if needed.
- j) Official communication channel will be info@kfic.go.ke

Note: After approval of docking, the vessel agent must apply through **E-citizen Platform** and **PAY** for the services.

B. VESSEL ON ARRIVAL

The vessel skipper/Captain shall prepare and allow the various government agencies for inspections and sampling of fish where necessary.

- a) Fish offloading shall commence after the vessel gets the necessary authorization from the relevant authorities to offload fish.
- b) KFIC inspectors/officials shall require to be provided with copies of the vessel's particulars, crew list and cargo manifest for verification purposes.
- c) The Skipper/Captain shall notify the KFIC office on the expected time of stay for logistic purposes. Liwatoni jetty is a preserve for fish offloading services and minor repairs for limited hours.



C. VESSEL WHILE AT BERTH

Vessel Movements

(a) Mobility of Berthed Vessels

All vessels berthed at the KFFC shall at all times be manned by a deck officer and engine room personnel competent to move the vessel when needed. A vessel that cannot be moved to other berthing area because of the absence of competent officer shall be towed outside of the harbor basin at the cost of the vessel captain, owner of the vessel, or its shipping agent.

(b) Vessels Needing Repair

Vessels needing repair shall first notify KFIC office through an official communication before commencement of repairs.

(c) Sunken Vessels

In case a vessel sinks within the KFIC jetty the owner/operator, the owner/operator or the shipping agent shall re-float and tow away the vessel outside the harbor basin within 15 calendar days reckoned from the date of receipt of the notice. Failure to comply to this, KFIC will apply the relevant provisions of the Law.

FISHING VESSEL CREW AND AGENT(S) PERSONNEL

The vessel operators, crew and agents including their visitors to the vessel must at all times adhere to the security arrangements in place within the complex.

- a) The fishing crew movements shall be restricted to the vessel or within the precincts of the vessel in the jetty when the vessel is docked in the complex. Loitering within the complex compound and buildings is NOT be entertained unless with clearance with the office and the security providers.
- b) Fishing crew are required to have and produce pass and Identification documents on request to the security personal while in the complex and while going out and coming in at the gate.
- c) All vehicles entering the complex shall abide by the parking arrangements in place.
- d) Any vehicle that requiring access to the jetty shall be cleared upon production of an E-citizen receipt to the security personnel.

SANITATION AND ANTI-POLLUTION

The LFC port personnel shall closely monitor the compliance of all fishing vessels at port to Anti-Pollution Laws. The LFC shall strictly implement measures to maintain the cleanliness and sanitation of its port facilities and the good condition of the marine environment in its port area.

As such, the following anti-pollution regulations and sanitation standards shall be strictly followed:

- a) All fishing vessels entering Liwatoni Fish Port should have proper human waste storage and disposal system on board. In the absence of such system, all vessel personnel must use the public toilets strategically located within the port complex. Discharging of human waste within the port basin is strictly prohibited.
- b) Garbage and other inorganic wastes within the complex compound shall be properly disposed of in the garbage containers placed along the port area. Discharging of this garbage in the port area is strictly prohibited.
- c) Discharge of bilge water and oil is strictly prohibited in the port area.
- d) Violators of the Anti-Pollution Clause, shall be required to totally clean up the premises at his own expense.
- e) Littering and urinating within the premises is strictly prohibited.
- f) Liwatoni Fisheries Complex is a No Smoking Zone.

D. PRE-DEPARTURE REQUIREMENTS

The skipper of the fishing vessel shall first secure a departure clearance from KFIC office. KFIC departure clearance shall only be issued after all regular port charges and other accounts have been paid. Departure from the port without the necessary clearances from KFIC shall be considered as a serious offense. Violation of this provision shall subject the vessel or its duly authorized shipping agent to sanctions.

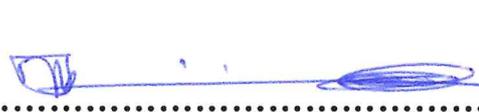
The End.

Prepared for the Board by;

Sign..........Date.....15/07/2025.....

Dr. Mikah O. Nyaberi PhD,
Ag. Chief Executive Officer.

Approved on behalf of the Board of Directors;

Sign..........Date.....15/07/2025.....

Hon. Kadhua Jimmy Kahindi,
Chairman of the Board of Directors.

