REPUBLIC OF KENYA
MINISTRY OF HEALTH

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
Make Testing a Safe Reality

KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

APPLICATION FOR REGISTRATION OF PUBLIC/PRIVATE SECTOR MEDICAL LABORATORY

Pursuant to the Medical Laboratory Technicians and Technologists Act CAP 253A, Laws of Kenya

<table>
<tr><td rowspan="2">KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD
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Serial: KMLTTB/LAB/06,A
Version 002
Date: 26TH April 2026</td></tr>
<tr><td>OWNER THE FORM</td><td>REGISTRAR</td></tr>
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KMLTTB FILE NUMBER……

KMLTTB REGISTRATION NUMBER……..

DATE OF REGISTRATION AND LISENSURE……

LICENSING OFFICERS INITIALS……..SIGNATURE……

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PART 1

NAME OF MEDICAL LABORATORY FACILITY		
Date		
DIRECTOR (S)		
NAME	No's	Occupation / profession
1.	ID/PP No.	
	Mobile No.	
2.	ID/PP No.	
	Mobile No.	
3.	ID/PP No.	
	Mobile No.	
ADDRESS OF THE MEDICAL LABORATORY FACILITY		
P. O Box		
Postal Code		
LR No		
Cell Phone No		
County		
Sub County		
Constituency		
Ward		
Longitude and Latitude		
Integrated into Health Institution		
Stand Alone		
Working Hours		
NAME OF MEDICAL LABORATORY SUPERINTENDENT		
Full Name:		
National ID/ Passport:		
KMLTTB Reg. No.:		
Current KMLTTB License:		
Highest Professional qualification:		
Date of registration:		
Practice Medical Laboratory Sciences In The Same Facility(Yes/No)		

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(NB: Integrated Medical laboratory means it is located within a health institution that offers other health services from other healthcare professionals. Stand-alone means a medical laboratory facility without other health services)

Date of establishment for medical laboratory facility	
Medical laboratory directors/superintendent/ manager (medical laboratory in-charge or in whatever name applicable to this institution	
Medical laboratory Superintendent KMLTTB Registration Number (Mandatory)	
Medical Laboratory superintendent's Professional qualification	

(ATTACH LEGIBLE CERTIFIED COPIES OF RELEVANT DOCUMENTS, WHERE OBTAINED, AND CONTACT ADDRESS)

MEDICAL LABORATORY TECHNICIAN(S)/TECHNOLOGIST(S) WORKING IN THE FACILITY		
Name	Qualification	KMLTTB Registration Status
1.		
2.		
3.		
4.		
5.		

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OWNERSHIP OF MEDICAL LABORATORY	
GOVERNMENT ORGANIZATION	
1. National	
2. County	
PRIVATE ORGANIZATION	
1. Sole Proprietor	
2. Partnership	
3. Limited Company	
4. Faith-based organization	
5. Non-governmental organization (NGO)	

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➢ ARCHITECTURAL AND PHYSICAL REQUIREMENTS

Standardized dimensions and materials are critical for regulatory compliance (e.g., ISO 15189).

1. **Flooring**: KMLTTB requires that there must be monolithic (seamless), non-pervious, and coved at least 100mm up the wall to prevent liquids from seeping under cabinets. Epoxy-coated concrete or heat-welded vinyl are ideal.

2. **Workbenches**: Use chemical-resistant, non-porous materials (e.g., phenolic resin). Standard height is **720 mm** for seated work and **900 mm** for standing. Bench depth should be **600–750 mm**.

3. **Aisle Width**: KMLTTB requires that medical laboratory maintain a minimum aisle width of **1.2–1.5 metres (4–5 ft)** to allow for safe movement and equipment transport.

4. **Doors**: Small medical laboratory doors should be at least **1 metre (3.3 ft)** wide, self-closing, and equipped with a vision panel. For large equipment access, **1.2 metre (4 ft)** double doors are preferred.

➢ ESSENTIAL INFRASTRUCTURE AND SAFETY SYSTEMS

Small medical laboratories must integrate utility and safety features into their footprint early in the planning stage.

1. **Ventilation (HVAC)**: Small medical laboratories must provide **6–12 air changes per hour**. Fume hoods and Biosafety Cabinets (BSCs) should be placed away from doors and high-traffic routes to prevent air turbulence.

2. **Plumbing**: Every medical laboratory room must contain at least one dedicated **hands-free sink** for hand washing. Emergency eyewash stations must be reachable within 10 seconds (approx. 15 metres) of hazardous areas.

3. **Storage**: Use vertical storage and modular shelving to save floor space. Chemicals must be stored in specialized ventilated cabinets, never above sinks.

4. **Power**: Medical laboratories must provide a dedicated UPS (Uninterruptible Power Supply) for sensitive analyzers and refrigerators to prevent data loss or reagent spoilage during power outages.

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➢ SPACE EFFICIENCY METRICS

Feature	Requirement / Recommendation
Area per Technician	15–20
Ceiling Height	Minimum 3000 mm (approx. 10 ft)
Aisle Clearance	1.2–1.8 m (4–6 ft)
Corridor Width	Minimum 2550 mm for main internal routes
Medical laboratory/Office Ratio	Typically 70% Lab to 30% Office for small models

PROCEDURE OF INSPECTION, REGITRATION AND LICENSURE

1. Any person or entity seeking to establish a medical laboratory shall apply to the Board for registration in the Form **KMLTTB/ LAB/ 02**.
2. An application under procedure **shall be accompanied by the following:—**
   - I. Registration certificate in respect of a company or business name.
   - II. KMLTTB Registration certificate.
   - III. A copy of the KRA pin.
   - IV. The comprehensive list of test menu (medical Laboratory Investigations and analysis) envisaged to be conducted in the facility.
   - V. Prescribed fee;
   - VI. Evidence of physical facilities, Validated medical laboratory equipment, reagents other chemicals and any other required resources;
   - VII. Memorandum of understanding with a referral Medical laboratory recognized as such by KMLTTB.
   - VIII. Waste management certificate or contract for waste disposal.
   - IX. Any other requirement as may be determined by the Board. (E.g. Other health regulatory bodies' licenses offered at the facility if deemed necessary)

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3. REQUIREMENTS FOR THE SUPERINTENDENT INCLUDE

(KMLTTB valid superintendent License issued in accordance with the provisions of medical Laboratory procedures.

NB: SUPERINTENDENT LICENSE IS ISSUED FOR ONLY ONE MEDICAL LABORATORY PER PROFESSIONAL.

a) Certificate of registration as a medical Laboratory sciences professional.
b) Current practice license.
c) Evidence of five years of active practice post registration.
d) Updated curriculum vitae.
e) List of all medical Laboratory staff complete with copies of current licenses.
f) Appointment and acceptance letters for those employed to superintend.
g) Copies of National Identity card, KRA Tax compliance certificate.
h) Certificate of good conduct from the Directorate of criminal investigations.

4. The Board shall review the application within seven days of receipt and notify the applicant of the status of the application.
5. Where the application under procedure (1) meets the meets the minimum requirements, the Board shall notify the applicant of the date for inspection of the proposed medical laboratory upon payment of the prescribed fee.
6. The Board shall cause the inspection of the medical laboratories for applicants who have paid the inspection fee.
7. Where the information submitted under procedure (2) is incomplete, the Board shall notify the applicant to avail additional information within fourteen days.
8. Where an applicant, without good cause, fails to provide the additional information required by the Board under procedure (6), within the fourteen days, the Board shall reject the application.
9. An applicant whose application has been rejected in accordance with procedure (6), may reapply in accordance with procedure (1).
10. There shall be Inspectors appointed by the Board after competitive recruitment process.

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11. The Inspectors shall hold office on such terms and conditions as the Board shall determine from time to time.
12. The Inspectors shall conduct inspection of medical laboratories as the Board shall determine from time to time.
13. Medical laboratories shall be classified in accordance with the KMLTTB medical laboratory Schedule.
14. The Inspectors shall conduct the inspection and share with the medical laboratory a preliminary report with recommendations within thirty days.
15. The Inspectors shall submit a final report with recommendations to the Board, within seven days.
16. The recommendations referred to in procedure (3) may either be for—
    a) the issuance of a medical laboratory registration certificate; or
    b) the rejection of the application.
17. Where the Board approves the recommendation of the Inspectors report, it shall issue the registration certificate within seven days of receipt of the Inspectors' final report.
18. Where the Board rejects the application in accordance with procedure15 (b), it shall notify the medical laboratory of the rejection within seven days of receipt of the Inspectors' final report.
19. An applicant whose application has been rejected in accordance with procedure (16b), may appeal to the Board within ninety days for review or re-inspection, as the case maybe, upon payment of the specified fees.
20. The Board may issue an immediate closure notice to a medical laboratory that has not complied with the provisions of the Act, any Regulations or standard set by the boar

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DECLARATION: I hereby apply for a practicing certificate for the above indicated particulars of medical laboratory premises. I solemnly declared that the information provided in this form is truthful and correct to the best of my knowledge.	
Name of applicant	
Medical laboratory director	
Medical laboratory manager	
Medical laboratory superintendent	
Signature of applicant (superintendent in charge):	
Date:	
SPACE AVAILABLE IN THE LABORATORY	
Phlebotomy space	
Analysis and investigations space	
Documentation space	
Staff clean area	
Waste management space	
Students space and number	

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OFFICIAL USE ONLY		
INFORMATION CERTIFIED AS TRUE FALSE	SIGNATURE DATE	APPLICATION APPROVED BY (*KMLTTB MEDICAL LABORATORY INSPECTOR / AUDITOR)*:
Registration Department		Name: Signature: Date:

ISSUES	COMMENTS
1. The inventory of suppliers for medical laboratory reagents, equipment's and other supplies used for analysis and investigations including KMLTTB validation status.	
2. Types of specimens the medical laboratory collect for analysis and investigations.	
3. What specimens does the medical laboratory receive / intends to receive from other medical laboratories	
4. What challenges the medical laboratory has experienced with the test kits used in their analysis and investigations including during Method validation	

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5. The medical laboratory current and projected workload on daily basis.		
6. The target population for the medical laboratory		
7. The results of analysis and investigations for proficiency test on the past EQA participation or inter Medical Laboratory comparison if applicable		
8. The average turnaround time for the medical laboratory analysis and investigations from collection to return of results **and its acceptability.**		
9. Whether the medical laboratory a quality /safety officer with delegated responsibility to oversee compliance with QMS		
10. The Medical Laboratory test menu, inventory of equipment and space measurements used to determine its classification		
AREAS CHECKED:	**MINIMUM SCORE (%)**	**SCORE ACHIEVED (%)**
a) Supplies, Medical laboratory infrastructure & Equipment		
b) Specimen Collection, Packaging, Transportation and Storage		
c) Biosafety& Biosecurity		
d) Human resource		
e) Quality Assurance		
f) Data management and communication		

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A. RECOMMENDATIONS:	
B. Medical Laboratory may recommended for Registration CLASS:	
C. Declined Registration:	D. Reasons for the declined registration:
E. Any other conditions prescribed by the board to ensure compliance	

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Information Certified as	SIGNATURE DATE	Registration and Licensure approved by (Head of Department of medical laboratory registration and licensure)
TRUE		
FALSE		
Registration Department		Name:
		Signature:
		Date:

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<tr><td>INFORMATION CERTIFIED AS</td><td rowspan="3">SIGNATURE

DATE</td><td rowspan="3">APPLICATION APPROVED BY (KMLTTB MEDICAL LABORATORY LICENCING OFFICER):</td></tr>
<tr><td>TRUE</td></tr>
<tr><td>FALSE</td></tr>
<tr><td rowspan="3">Registration Department</td><td rowspan="3"></td><td>Name:</td></tr>
<tr><td>Signature:</td></tr>
<tr><td>Date:</td></tr>
</table>

……THE END……

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