




REPUBLIC OF KENYA  
MINISTRY OF HEALTH

**KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD**

**APPLICATION FOR REGISTRATION OF PUBLIC/PRIVATE SECTOR  
MEDICAL LABORATORY**

*Pursuant to the Medical Laboratory Technicians and Technologists Board Act (CAP  
253 A) Laws of Kenya*

	<b>APPLICATION FOR REGISTRATION OF PUBLIC SECTOR MEDICAL LABORATORY</b>		<b>DOCUMENT CONTROL</b> Serial: <b>KMLTTB/LAB/06, A</b> Version 001
	<b>OWNER THE FORM</b>	<b>REGISTRAR</b>	<b>Date: 19<sup>TH</sup> April 2024</b>

**PART 1**

1. NAME OF MEDICAL LABORATORY FACILITY

.....

2. NAME/NAMES OF DIRECTOR (S)

(a) \_\_\_\_\_ ID/PP No \_\_\_\_\_

(b) \_\_\_\_\_ ID/PP No \_\_\_\_\_

(c) \_\_\_\_\_ ID/PP No \_\_\_\_\_

3. ADDRESS OF THE MEDICAL LABORATORY FACILITY

(a) P. O Box \_\_\_\_\_ Postal  
Code \_\_\_\_\_

(b) LR No. \_\_\_\_\_ (c) Cell Phone  
No. \_\_\_\_\_

(d) County \_\_\_\_\_ (e) Sub County  
\_\_\_\_\_

(f) Location \_\_\_\_\_ (g) Land  
Mark \_\_\_\_\_

(h) Integrated into Health Institution  Stand Alone

**(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)**

4. DATE OF ESTABLISHMENT FOR MEDICAL LABORATORY  
FACILITY \_\_\_\_\_

5. MEDICAL LABORATORY DIRECTORS/SUPERINTENDENT/ MANAGER (MEDICAL LABORATORY  
IN-CHARGE IN WHATEVER NAME APPLICABLE TO THIS INSTITUTION)

Name \_\_\_\_\_

KMLTTB Registration Number (Mandatory) \_\_\_\_\_

Professional qualification(s) \_\_\_\_\_

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

6. LABORATORY TECHNICIAN(S)/TECHNOLOGIST(S) WORKING IN THE FACILITY:

<b>Name</b>	<b>Qualification</b>	<b>KMLTTB Registration Status</b>

**7. OWNERSHIP OF MEDICAL LABORATORY**

A, GOVERNMENT ORGANIZATION

LEVEL OF GOVERNMENT (Tick appropriately)

(i) National Government

(ii) County

B. PRIVATE ORGANIZATION

(i) Sole Proprietor

(ii) Partnership

(iii) Limited Company

C. FAITH-BASED ORGANIZATION

D. NON-GOVERNMENTAL ORGANIZATION (NGO)

**8. DECLARATION**

<p><b>I hereby apply for a practicing certificate for the above indicated particulars. I solemnly declared that the information provided in this form is truthful and correct to the best of my knowledge.</b></p>			
<p>Signature of applicant (medical laboratory director/manager/superintendent/in charge): .....</p>		<p>Date: .....</p>	
<p><b>OFFICIAL USE ONLY</b></p>			
<p><b>INFORMATION CERTIFIED</b></p> <p style="text-align: center;"><b>AS</b></p> <p><b>TRUE /FALSE</b></p>	<p><b>SIGNATURE</b></p>	<p><b>DATE</b></p>	<p><b>APPLICATION APPROVED BY</b> <b>(APPROVAL OFFICER):</b></p>
<p>1. Registration Department:  .....</p>	<p>1.....</p>	<p>1.....</p>	<p>Name: ..... .....</p>

<p>.....</p> <p>2. Finance Department:</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>2.....</p> <p>.....</p>	<p>.....</p> <p>2.....</p> <p>.....</p>	<p>Signature:</p> <p>.....</p> <p>.</p> <p>Date:</p> <p>.....</p> <p>.....</p>
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**KMLTTB/LAB/06, B**




REPUBLIC OF KENYA  
MINISTRY OF HEALTH



**KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD**

**THE ROLE OF A MEDICAL LABORATORY DIRECTOR/MANAGER/  
SUPERINTENDENT/IN-CHARGE**

*Pursuant to the Medical Laboratory Technicians and Technologists Board Act (CAP 253A) Laws of Kenya*

	<p>THE ROLE OF A MEDICAL LABORATORY DIRECTOR/MANAGER/ SUPERINTENDENT/IN- CHARGE</p>		<p><b>DOCUMENT CONTROL</b> <b>Serial: KMLTTB/LAB/06, B</b> <b>Version 001</b> <b>Date: 18<sup>TH</sup> April 2024</b></p>
	<p>OWNER OF THE FORM</p>	<p>REGISTRAR</p>	

The medical laboratory director/manager/ superintendent/in-charge is responsible for the application, registration, and renewal of practicing certificate for any class of a medical laboratory in public and private sector. All medical laboratory services shall be supervised by persons holding a practicing certificate and an annual license.

**ELIGIBILITY TO BE THE ROLE OF A MEDICAL LABORATORY DIRECTOR/MANAGER/  
SUPERINTENDENT/IN-CHARGE**

1. A medical laboratory technician or technologist shall only be legible to superintendent over a registered premise if she/he holds a valid practicing license.
2. A medical laboratory technician or technologist shall be eligible to superintendent over premises registered by the Board if she/he has worked as a medical laboratory technician or a technologist under supervision for a period of not less than 5 years in a medical laboratory
3. Any person(s) who wants to apply for registration of premises shall complete the application forms in his own hand writing and provide all the necessary documents as prescribed by the Board.
4. One person shall only be eligible to superintendent over one registered premise.

5. A health institution may apply to operate more than one business premise (medical laboratory branches). However, each medical laboratory branch must apply, be inspected, registered, licensed, and must have a different medical superintendent laboratory.
6. The board shall be notified in writing at least 21 days prior to any changes affecting the following:
  - i. Change of ownership-including share distribution, change of directors etc.
  - ii. Change of medical laboratory director/manager/ superintendent/in-charge
  - iii. Change in registered premises i.e. Location, Plot number, building, floor etc.
  - iv. Change in nature of business i.e. change of laboratories class.
  - v. Any other significant changes.
  - vi. No Laboratory will operate without Superintendent for more than 21 days.
  - vii. Whenever a Medical laboratory make any of the above changes and notify the Board Accordingly the Board shall re-inspect the Medical laboratory upon payment of the prescribed fee.
  - viii. Any Institution or Person running a Medical laboratory service and fails to observe this provision commits an offence and shall on conviction be punished with section 39 of the MLTT Act.

#### **ROLES/DUTIES/RESPONSIBILITIES OF MEDICAL LABORATORY DIRECTOR/ SUPERINTENDENT / IN-CHARGE**

- All Medical Laboratories in Kenya shall be required to have a Medical Laboratory Director /superintendent/In-charge
- The Medical Laboratory Director /Superintendent/In-charge shall be responsible for the overall operation and administration of the medical laboratory, including the employment of competent personnel ,equipment ,safety, medical laboratory policies, quality assurance, all testing including proficiency testing and test reports.
- The Medical Laboratory Director/Superintendent/in-charge shall be answerable to KMLTTB on all aspects of operations of Medical Laboratory Practice Business employment in their respective institutions.
- Any medical Laboratory Director /Superintendent / in charge who frauds or neglect the provisions of this roles/duties and responsibilities shall be deemed to have contravened the code of ethics for Medical Laboratory professionals and Scope of Practice.
- The medical Laboratory Director /Superintendent / in charge who is indicted with this unprofessional conduct omission or commission of any related offense shall be referred to disciplinary committee of the Board for the necessary disciplinary in accordance with section 26 of the Act and may also be fine in accordance with section 39 of the MLTT Act.

