KEBBI STATE ENVIRONMENTAL PROTECTION AGENCY
(KESEPA)
UPDATED PROCEDURE FOR CONDUCTING ENVIRONMENTAL AUDITING IN KEBBI STATE

GOVERNING LAW

Pursuant of the provisions of the ***Kebbi State Environmental Protection Authority Edict No. 4, 1995*** and other Matters Connected, as well as the ***Administration and Collection of Revenue Due to the Kebbi State Government and Local Government Council Law, 2023***, all individuals, businesses, industries, and organisations operating within Kebbi State are required to submit to Environmental Auditing as directed by the Kebbi State Environmental Protection Agency (KESEPA). The procedure for obtaining an Environmental Audit Compliance Certificate is as set out below.

WHAT IS ENVIRONMENTAL AUDITING?

Environmental Auditing is a systematic, documented, and periodic assessment of the environmental performance of an existing facility, organisation, or activity. It is conducted to determine whether operations comply with applicable environmental laws, regulations, and standards, and to identify areas requiring corrective action. Unlike the Environmental Impact Assessment (EIA) which is conducted before a project commences, an Environmental Audit is conducted on facilities already in operation.

WHO IS REQUIRED TO UNDERGO ENVIRONMENTAL AUDITING?

Environmental Auditing is mandatory for all entities operating within Kebbi State whose activities have the potential to impact the environment, including but not limited to:

- Manufacturing and processing industries
- Mining and quarrying operations
- Agricultural and agro-processing facilities
- Construction and real estate developments
- Hospitality, healthcare, and institutional facilities
- Petroleum retail outlets, fuel depots, and tank farms
- Waste management and recycling operations
- Any facility previously issued an EIA approval by KESEPA or the Federal Ministry of Environment

APPLICATION PROCEDURE

STEP 1: Obtain an Application Form

Visit the KESEPA Head Office at Haliru Abdu Secretariat Complex, Birnin Kebbi, Kebbi State, to obtain the Environmental Audit Application Form. The form is available at no charge at the Customer Service Desk.

Form is issued same day on visit.
Application Fee: N5,000

STEP 2: Prepare All Relevant Documents

Applicants must assemble and submit the following documents alongside the completed application form:

a. Certificate of Registration or Incorporation: A certified copy of the facility's business registration certificate, CAC certificate, or relevant operating licence.
b. Proof of Land Ownership or Tenancy: A certified copy of Certificate of Occupancy (C of O), land title, or tenancy agreement for the premises being audited.
c. Previous EIA Approval or Environmental Permit (if applicable): A copy of any EIA certificate or environmental permit previously issued to the facility.
d. Facility Description Report: A written description of the facility's operations, processes, inputs, outputs, and waste generation activities.
e. Previous Environmental Audit Report (if applicable): Any prior environmental audit report conducted on the facility within the last three (3) years.
f. Evidence of Waste Disposal Arrangement: Documentation showing the facility's current waste disposal method and service provider.
g. Tax Clearance Certificate: A valid tax clearance certificate from the Kebbi State Internal Revenue Service (KIRS).
h. Passport Photographs: Two (2) recent passport photographs of the applicant or authorised representative.

STEP 3: Submit Audit Report

Applicants are required to submit an Environmental Audit Report, prepared in accordance with KESEPA's Environmental Audit guidelines and must address the following:

- Description of the facility and its current operational status
- Assessment of air quality, water quality, noise levels, and soil conditions at and around the facility
- Identification of sources of pollution and environmental risks
- Review of the facility's compliance with applicable environmental laws and standards
- Waste generation profile and waste management practices
- Recommended corrective measures and environmental management improvements
- Photographic documentation of the facility and surrounding environment

STEP 4: Pay Application Fees

Payment of all applicable fees must be made prior to submission. Payment can be made via:

- Kebbi State TSA Payment Portal: www.kirs.kebbistate.gov.ng
- Any recognised bank in Kebbi State using the TSA Online payment platform via Pay a Biller (remita.net)
- At the KESEPA office via POS or bank draft

Applicants must retain the payment receipt as proof of payment. The receipt must be attached to the application package at submission.

STEP 5: Submit Completed Application

Submit the completed application form, all supporting documents, the Environmental Audit Report, and proof of payment at the KESEPA Customer Service Desk at: **Haliru Abdu Secretariat Complex, Birnin Kebbi, PMB 1014, Kebbi State.**
Upon submission, applicants will receive:

- A Reference Number for their application
- An Acknowledgement Letter within **five (5) working days** of submission

STEP 6: Site Inspection & Verification

Following submission, KESEPA officials will conduct a site inspection of the facility within ten (10) working days to:

- Verify the accuracy of information provided in the application and audit report
- Conduct independent environmental sampling and measurements where necessary
- Assess the actual environmental conditions and operational practices at the facility
- Identify any discrepancies between the submitted audit report and field conditions

Applicants will be notified of the inspection date via SMS or email at least **two (2) working days** in advance. A responsible officer of the facility must be present during the inspection.

Cost: ₦15,000 – ₦50,000 (Based on size/complexity of the facility being audited)

STEP 7: Review, Assessment & Decision

KESEPA's technical team will review the Environmental Audit Report and site inspection findings within **fifteen (15) working days** after the inspection. The outcome will be one of the following:

a. Full Compliance — An Environmental Audit Compliance Certificate will be issued to the facility.
b. Conditional Compliance — KESEPA will issue a notice specifying corrective actions required. The applicant must implement the stated measures within the prescribed timeframe and submit evidence of compliance before the Certificate is issued.
c. Non-Compliance — Where the facility presents significant environmental violations, KESEPA may issue a Compliance Order, suspend operations, or initiate enforcement action as permitted by law.

Cost: ₦10,000

STEP 8: Issuance of Environmental Audit Compliance Certificate

Upon satisfactory completion of all requirements, KESEPA will issue an Environmental Audit Compliance Certificate to the applicant. The Certificate:

- Is valid for a period of one (1) year from the date of issuance
- Must be renewed annually by resubmitting to the Environmental Auditing process
- Must be displayed conspicuously at the facility premises
- May be revoked at any time if KESEPA finds the facility in violation of environmental standards

Fee: N8,000

CONTACT INFORMATION

For further inquiries, complaints, or support, please contact:

Kebbi State Environmental Protection Agency (KESEPA)
Haliru Abdu Secretariat Complex, Birnin Kebbi, PMB 1014, Kebbi State, Nigeria
Phone: +234-7047771135
Email: kesepagrm@gmail.com
Office Hours: Monday – Friday, 8:00 AM – 4:00 PM (excluding public holidays)

Signed:
General Manager
KEBBI STATE ENVIRONMENTAL PROTECTION AGENCY (KESEPA)
March, 2026