

REPUBLIKA Y'U RWANDA



REPUBLIC OF RWANDA



Rwanda Inspectorate,
Competition and Consumer
Protection Authority

**TITLE: GUIDELINE FOR REGISTRATION AND LICENSING IN
GARAGE SECTOR**

RLU/GUI/004

TITLE	GUIDELINE FOR REGISTRATION AND LICENSING IN GARAGE SECTOR		
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Contents	Ishakiro
1.0. Introduction 3	1.0 Intangiriro..... 3
2.0. Purpose..... 3	2.0 Intego 3
3.0. Definitions..... 3	3.0 Ibisobanuro 3
4.0. Gap analysis for eligibility for registration and licensing..... 4	4.0 Kwitegura gusaba ibyangombwa 4
5.0. Application for registration and licensing..... 4	5.0 Gusaba kwandikisha igaraji no gusaba uruhushya rwo gukorera mu igaraji 4
5.1. Garage grades and layout..... 5	5.1. Ibyiciro by’amagaraji n’imbata yayo 5
5.2. Garage registration 5	5.2. Kwandikisha igaraji 5
5.3. Garage operator licensing..... 7	5.3. Gusaba uruhushya rwo gukorera mu igaraji 7
6.0. Validity of certificate and license..... 7	6.0. Igihe icyemezo n’uruhushya bimara 7
7.0. Transfer of registration certificate and operational license 7	7.0. Guhererekanya icyemezo n’uruhushya7
8.0. Complaint and appealing 7	8.0. Gutanga ikirego no kujurira 7
9.0. Loss of registration certificate and license8	9.0. Gutakaza icyemezo n’uruhushya 8
10.0. References 8	10.0. Indanganturo 8
Annex I: Other definitions 9	Annex I: Other definitions 9
Annex II: Checklist for garage registration (ifishi y’igenzura ryo kwandika igaraji) 12	Annex II: Checklist for garage registration (ifishi y’igenzura ryo kwandika igaraji)..... 12
Annex III: Checklist for garage operator licensing (ifishi y;igenzura yo guha uruhushya utanga serivisi z’igaraji) 14	Annex III: Checklist for garage operator licensing (ifishi y;igenzura yo guha uruhushya utanga serivisi z’igaraji) 14
Annex IV: Grades of garages (Ibyiciro by’amagaraji) 18	Annex IV: Grades of garages (Ibyiciro by’amagaraji) 18
Annex V: Model layout of the garage (Imbata y’igaraji)..... 19	Annex V: Model layout of the garage (Imbata y’igaraji) 19

<p>1.0. Introduction</p> <p>In line with its mandate to regulate garages and their related services, RICA on 19th May 2022 published a Technical Regulation No: DGO/REG/004 of 19/05/2022 governing garages.</p> <p>This guideline serves to assist interested parties who are engaged in the sector of garage operations, to comply with regulatory requirements.</p> <p>2.0. Purpose</p> <p>This guideline has the purpose to dive into rout process and requirements for registration of garages and licensing garage operators. It also covers post activities in relation to registration and licensing.</p> <p>3.0. Definitions</p> <p>With the aim of this guideline, the following terms will be interpreted as:</p> <ol style="list-style-type: none"> 1) Critical parameters: these are the elements that compliance is mandatory. The failure to comply with at least one of them, entrains the automatic rejection of the application. 2) General parameter: these are the elements that are necessary for proper operation. 3) License or operational license: a document granted by the Regulatory Authority under which a specific business operation is provided by an operator upon evaluation of compliance with requirements of specific predefined skills; 4) Operating/existing garage: <ul style="list-style-type: none"> - A garage that was operational before the publication of the technical regulation governing garages; 	<p>1.0 Intangiriro</p> <p>Hagendewe ku nshingano yayo yo kugenzura imikorere y'amagaraji, RICA ku wa 19 Gicurasi 2022 yashyizeho amabwiriza No: DGO/REG/004 yo kuwa 19/05/2022 agenga amagaraji.</p> <p>Uyu murongo ngenderwaho ushyizweho kugira ngo ufashe abafite amagaraji n'abatanga serivisi zo mu magaraji kubahiriza ibiteganywa n'amabwiriza.</p> <p>2.0 Intego</p> <p>Iyi nyandiko igaragaza umurongo ngenderwaho ifite intego yo kugaragaza neza inzira ikurikizwa n'ibisabwa mu kwandikisha amagaraji no guha impushya abashaka gutanga serivisi zo mu magaraji.</p> <p>3.0 Ibisobanuro</p> <p>Muri iyi nyandiko, amagamo akurikira afite ibi bisobonuro:</p> <ol style="list-style-type: none"> 1) Ibikenerwa by'ibanze: Ibi ni ibintu bikenerwa by'ingenzi bigomba kuba byarubahirijwe. Mu gihe kimwe muri byo kitubahirijwe gituma ubusabe buhagarikwa. 2) Ibikenerwa rusange: Ibi ni ibikenerwa rusange kugira ngo imikorere y'igaraji igende neza. 3) Uruhushya: Inyandiko itangwa n'urwego rubifitiye ububasha nyuma y'uko usaba agaragaje ubushobozi n'ubumenyi bukenwe ngo abashe kubahiriza ibisabwa n'amabwiriza n'amategeko; 4) Igaraji risanzwe rikora: <ul style="list-style-type: none"> - Iri ni igaraji ryari risanzwe rikora mu gihe amabwiriza agenga amagaraji yasohokaga;
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<p>- Any garage will be considered as an existing garage for registration certificate renewal;</p> <p>5) Operator or business operator: any legal personality offering garage services;</p> <p>6) Regulatory Authority: Rwanda Inspectorate, Competition and Consumer Protection Authority (RICA);</p> <p>7) Regulatory requirements: All parameters/requirements under provisions of relevant laws, regulations and standards that the operator shall comply with;</p> <p>8) Other definitions: See annex I</p> <p style="text-align: center;">4.0. Gap analysis for eligibility for registration and licensing</p> <p>The garage operator is advised to use the checklists on Annex II and Annex III before applying for garage registration or operational license to perform self-evaluation for compliance with the requirements.</p> <p><i>Note:</i> The garage can be registered by the owner or the one operating from it.</p> <p style="text-align: center;">5.0. Application for registration and licensing</p> <p>After completing the gap analysis for eligibility to registration and licensing, the applicant can apply following this process.</p>	<p>- Igaraji ryose rizaba rishaka kongereshya agaciro k'icyemezo cy'iyandikwa, rizafatwa nk'igaraji risanzwe rikora;</p> <p>5) Ukora imirimo yo mu igaraji: Ni umuntu wese/ikigo u(gi)kora imirimo yo mu igaraji.</p> <p>6) Urwegongenzuramikorere: Ikigo cy'Igihugu gishinzwe Ubugenzuzi bw'ubuziranenge, Ihiganwa mu bucuruzi no Kurengera umuguzi (RICA);</p> <p>7) Ibisabwa: Ni ingingo zose ziteganywa n'amategeko, amabwiriza nengamikorere n'amabwiriza y'ubuziranenge Ukora imirimo yo mu igaraji aba asabwa kubahiriza;</p> <p>8) Ibindi bisobanuro: reba ku mugereka I</p> <p style="text-align: center;">4.0 Kwitegura gusaba ibyangombwa</p> <p>Ukoresha ibagiro akangurirwa kubanza kwisuzuma niba yujuje ibisabwa akoresheje amafishi ari ku mugereka II n'umugereka III k'ushaka kwandikisha igaraji cyangwa k'usaba uruhushya rwo gukora imirimo yo mu igaraji.</p> <p><i>Icyongerwaho:</i> Uwandikisha igaraji ashobora kuba nyiraryo cyangwa urikoreramwo.</p> <p style="text-align: center;">5.0 Gusaba kwandikisha igaraji no gusaba uruhushya rwo gukorera mu igaraji</p> <p>Nyuma yo kwitegura gutanga ubusabe, usaba atanga ubusabe bwe mu buryo bukurikira:</p>
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<p style="text-align: center;">5.1. Garage grades and layout</p> <p>Details on grade of garages can be found on Annex IV</p> <p>The model layout of the garage is on Annex V.</p> <p style="text-align: center;">5.2. Garage registration</p> <p style="text-align: center;">5.1.1. Construction of new garage</p> <p>Before undertaking any step for new garage construction, the operator is advised to consult the regulatory authority to confirm garage layout, to mitigate losses that may result from processing the construction project with non-complying setting or layout.</p> <p>The operator before starting construction activities shall request for provisional authorization. The process is herewith summarized:</p> <ol style="list-style-type: none"> 1. Submission of the request for authorization (by the applicant); 2. Review of the request (by regulator); 3. Onsite verification (by regulator); 4. Submission of acceptance or request rejection (by regulator); 5. Construction of the facility (by the applicant); 6. Monitoring compliance for advices on compliance (by regulator); 7. Application for the garage registration (by the applicant); 8. Issuance of the garage registration certificate (by regulator); 9. Application for operational license (by operator). <p style="text-align: center;">5.1.2. Registration of an Operating garage</p>	<p>5.1. Ibyiciro by'amagaraji n'imbata yayo</p> <p>Amakuru ajyanye n'ibyiciro by'amagaraji biri ku mugereka IV.</p> <p>Ku bijyanye n'ibice bigize igaraji imbata yakwifashishwa iri ku mugereka V</p> <p style="text-align: center;">5.2. Kwandikisha igaraji</p> <p style="text-align: center;">5.1.1. Kubaka igaraji rishya</p> <p>Mbere yo gutangira imirimo yo kubaka igaraji rishya, uwubaka aragirwa inama yo kwegera urwego rubishinzwe kugira ngo rumusuzumire ko igishushanyo cy'igaraji cyujuje ibisabwa. Ibi bizamurinda ibihombo byazaza nyuma biturutse ku kubaka hagendewe ku bishushanyo bitaboneye.</p> <p>Ushaka kubaka agomba kubanza gusaba uruhushya rw'agateganyo. Dore uko bikorwa:</p> <ol style="list-style-type: none"> 1. Kohereza ubusabe (Usaba); 2. Gusuzuma ubusabe (Urwegongenzuramikorere) 3. Gusura ahazubakwa (Urwegongenzuramikorere) 4. Gusubiza ubusabe (Urwegongenzuramikorere) 5. Kubaka igaraji (Usaba); 6. Gukurikirana ibikorwa byo kubaka no gutanga ubujyanama (Urwegongenzuramikorere) 7. Gutanga ubusabe bwo kwandikisha igaraji (Usaba); 8. Gutanga icyemezo cy'iyandikwa ry'igaraji (Urwegongenzuramikorere); 9. Gutanga ubusabe bwo gukorera mu igaraji (Ukora imirimo yo mu igaraji); <p style="text-align: center;">5.1.2. Kwandikisha igaraji risanzwe rikora</p>
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To register an existing garage, the applicant shall submit a dully filled application form RLU/FRM/031. The process is detailed below:

1. Submission of full application (by the operator);
2. Review of the application and notification to the applicant (by regulator);
3. Onsite verification for compliance (by regulator);
4. Issuance of the certificate of registration or notification for rejection (by regulator);

The process for registration renewal is the same as the process for new registration. However, the applicant is advised to apply three months before expiration of existing certificate.

5.1.3. Altering architectural design of an existing garage

Before starting altering an operating garage facility, the applicant shall apply for provisional authorization by submitting the letter of the request. This request serves to seek for approval of the new garage layout. The letter shall be accompanied by:

- Existing registration certificate issued by the Regulatory Authority;
- Revised Architectural drawings of the garage.

The alteration begins further processes after receiving the acceptance letter. However, regulations for construction of facilities issued by competent authorities have to be complied with in regard to rehabilitation.

Usaba kwandikisha igaraji risanzwe rikora yuzuza neza ifishi isaba RLU/FRM/031.

Dore uko bikorwa:

1. Kohereza ubusabe bwuzuye (Ukora imirimo yo mu igaraji);
2. Gusuzuma ubusabe no kumenyesha uwasabye uko byifashe (Urwegongenzuramikorerere);
3. Gusura aho igaraji rikorera (Urwegongenzuramikorerere);
4. Gutanga icyemezo cy'iyandikwa cyangwa ku menyeshwa kutemererwa gukora ibikorwa by'igaraji (Urwegongenzuramikorerere)

Uburyo bwo kongerasha agaciro ni bumwe n'ubwo kwandikisha igaraji bwa mbere. Ariko Ukora imirimo yo mu igaraji asabwa gutanga ubusabe bwe amezi atatu mbere y'uko icyemezo yarafite kirangira.

5.1.3. Guhindura imiterere y'igaraji risanzwe

Mbere you gutangira imirimo yo kubaka, usaba arabanza agasaba uruhushya rw'agateganyo mu ibaruwa yandikira Urwegongenzuramikorerere. Ubu busabe bugamije kwemeza igishyushanyo gishya cy'igaraji. Iyi baruwa iherekezwa na:

- Kopi igaragaza icyangombwa gitangwa na RICA igaraji risanganwe;
- Ibishushanyo by'ubuhanga bigaraaza imiterere mishya y'igaraji

Imirimo yo guhindura imiterere y'igaraji itangira nyuma yo kwakira ibaruwa yemeza ubusabe. Ariko amatageko n'amabwiriza atangwa n'izindi nzego zibifitiye ububasha ku bijyanye no kuvugurura inyubako arubahirizwa.

<p>5.3. Garage operator licensing</p> <p>For a garage operator starts operating in a given garage shall be licensed. The application for licensing follows the following steps:</p> <ol style="list-style-type: none"> 1. Submission of duly filled application form (by the applicant); 2. Review of the application (by regulator); 3. Onsite verification (by regulator); 4. Issuance of the operational license or application rejection. <p>The application for license renewal follows the same process.</p> <p>6.0. Validity of certificate and license</p> <ul style="list-style-type: none"> - The garage registration certificate is valid for 2 years; - The operational license is valid for 2 years <p>7.0. Transfer of registration certificate and operational license</p> <p>The registration certificate for the garage can be transferred following the process highlighted in the technical regulation mentioned above.</p> <p>Operational licenses are not transferable.</p> <p>8.0. Complaint and appealing</p> <p>Any complaint or appeal related to any decision made by an official from the Regulatory Authority during registration and licensing processes, will be dealt with as per the Procedure DGO/PRO/009.</p> <p>This complaints and appeals procedure is available on RICA website www.rica.gov.rw or at RICA Headquarters.</p>	<p>5.3. Gusaba uruhushya rwo gukorera mu igaraji</p> <p>Ushaka gukorera mu igaraji agomba kuba afite uruhushya rwatanzwe n’Urwegongenzuramikorere. Dore uko ubusabe bukorwa:</p> <ol style="list-style-type: none"> 1. Kohereza ubusabe (Usaba); 2. Gusuzuma ubusabe (Urwegongenzuramikorere); 3. Gusura ahakorerwa imirimo yo mu igaraji (Urwegongenzuramikorere); 4. Gutanga uruhushya rwo gukorera mu igaraji (Urwegongenzuramikorere); <p>Gusaba kongerasha agaciro uruhushya nabyo bikurikiza inzira zavuzwe haruguru.</p> <p>6.0. Igihe icyemezo n’uruhushya bimara</p> <ul style="list-style-type: none"> - Icyemezo cy’igaraji kimara imyaka 2; - Uruhushya rwo gukora imirimo yo mu igaraji rumara imyaka 2. <p>7.0. Guhererekanya icyemezo n’uruhushya</p> <p>Guhererekanya icyemezo cy’iyandikwa ry’igaraji biremewe ariko hubahirijwe ibiteganywa n’amabwiriza yavuzwe haruguru.</p> <p>Uruhushya rwo gukora imirimo yo mu igaraji ntiruherekanywa.</p> <p>8.0. Gutanga ikirego no kujurira</p> <p>Ikirego cyose cyangwa kujuririra icyemezo cyafashe n’umukozi wa RICA mu gihe cyo kwandika igaraji no guha uruhushya rwo gukora imirimo yo mu igaraji, gisuzumwa hakurikijwe umurongo washyizweho nk’uko biri mu nyandiko DGO/PRO/009. Iyi nyandiko iboneka ku rubuga rwa RICA www.rica.gov.rw cyangwa ku biro bikuru bya RICA.</p>
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<p>9.0. Loss of registration certificate and license</p> <p>The certificate or license holder who loses the issued document requests for a duplicate. The technical regulation mentioned above details the request process.</p> <p>10.0. References</p> <p>For further consultation, you can refer to the following non exhaustive referential documents:</p> <ul style="list-style-type: none"> - Law No 31/2017 of 25/07/2017 establishing RICA; - Law N° 36/2012 of 21/09/2012 relating to competition and consumer protection; - Law N°48/2018 of 13/08/2018 on environment Art. 3,5,17 and 19; - Ministerial Order N°02 of 17/05/2012 determining conditions for occupational health and safety especially on articles 4, 5, 7, 8, 9, 10, 11, 12, 13, 16, 17 and 21; - RS 402 Garages-Construction and management requirements - https://www.nhvr.gov.au/about-us/who-we-are/what-is-a-heavy-vehicle 	<p>9.0. Gutakaza icyemezo n’uruhushya</p> <p>Uwataye icyemezo cyangwa uruhushya, asaba ikirusimbura. Uburyo bikorwamo biteganywa n’amabwiriza yavuzwe haruguru.</p> <p>10.0. Indanganturo</p> <p>Ku makuru arambuye, zimwe mu nyandiko wakwifashisha ni izi zikurikira:</p> <ul style="list-style-type: none"> - Itegeko No 31/2017 ryo ku wa 25/07/2017 rishyiraho RICA; - Itegeko N° 36/2012 ryo ku wa 21/09/2012 rigena ihiganwa mu bucuruzi no kurengera uuguzi; - Itegeko N°48/2018 ryo ku wa 13/08/2018 rigena ibidukikije; - Iteka rya Ministiri N°02 ryo ku wa 17/05/2012 Rigena ibigomba kubahirizwa birebana n’ubuzima n’umutekano ku kazi - RS 402 Garages-Construction and management requirements - https://www.nhvr.gov.au/about-us/who-we-are/what-is-a-heavy-vehicle
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Annex I: Other definitions

S/N	Vehicle classification by RS 402	Equivalent vehicle classification by RS ARS 1379
1.	Passenger vehicles	<ul style="list-style-type: none"> • Category M1: Vehicles used for the carriage of passengers and comprising not more than eight seats in addition to the driver's seat. • Category N1: Vehicles used for the carriage of goods and having a maximum mass not exceeding 3.5 tonnes.
2.	Light vehicles	<ul style="list-style-type: none"> • Category M2: Vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding 5 tonnes. • Category M3: Vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass exceeding 5 tonnes. • Category N2: Vehicles used for the carriage of goods and having a maximum mass exceeding 3.5 tonnes but not exceeding 12 tonnes.
3.	Heavy duty vehicles	<ul style="list-style-type: none"> • Category N3: Vehicles used for the carriage of goods and having a maximum mass exceeding 12 tonnes.
4.	Heavy equipment's	<ul style="list-style-type: none"> • Category O1: Trailers with a maximum mass not exceeding 0.75 tonnes. • Category O2: Trailers with a maximum mass exceeding 0.75 tonnes, but not exceeding 3.5 tonnes. • Category O3: Trailers with a maximum mass exceeding 3.5 tonnes, but not exceeding 10 tonnes. • Category O4: Trailers with a maximum mass exceeding 10 tonnes. • Category T: Motorized, wheeled or 1tracked agricultural or forestry vehicle having at least two axles and a maximum design speed of not less than 6 km/h, the main function of which lies in its tractive power and which has been especially designed to pull, push, carry and actuate certain interchangeable equipment designed to perform agricultural or forestry work, or to tow agricultural or forestry trailers or equipment; it may be adapted to carry a load in the context of agricultural or forestry work and/or may be equipped with one or more passenger seats. • Category R – Agricultural trailer: agricultural or forestry vehicle intended mainly to be towed by a tractor and intended mainly to carry loads or to process materials and where the ratio of the technically permissible maximum laden

		<p>mass to the unladen mass of that vehicle is equal to or greater than 3.0.</p> <ul style="list-style-type: none"> • Category S – Interchangeable towed equipment: means any vehicle used in agriculture or forestry which is designed to be towed by a tractor, changes or adds to its functions, permanently incorporates an implement or is designed to process materials, which may include a load platform designed and constructed to receive any tools and appliances needed for those purposes and to store temporarily any materials produced or needed during work and where the ratio of the technically permissible maximum laden mass to the unladen mass of that vehicle is less than 3.0
5.	Motorcycles	<ul style="list-style-type: none"> • Category L1: A two-wheeled vehicle with an engine cylinder capacity in the case of a thermic engine not exceeding 50 cm³ and whatever the means of propulsion a maximum design speed not exceeding 50 km/h. • Category L2: A three-wheeled vehicle of any wheel arrangement with an engine cylinder capacity in the case of a thermic engine not exceeding 50 cm³ and whatever the means of propulsion a maximum design speed not exceeding 50 km/h. • Category L3: A two-wheeled vehicle with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h. • Category L4: A vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h (motor cycles with sidecars). • Category L5: A vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with an engine cylinder capacity in the case of a thermic engine exceeding 50 cm³ or whatever the means of propulsion a maximum design speed exceeding 50 km/h. • Category L6: A vehicle with four wheels whose unladen mass is not more than 350 kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is not more than 45 km/h, and whose engine cylinder capacity does not exceed 50 cm³ for spark (positive) ignition engines, or whose maximum net power output does not exceed 4 kW in the case of other internal combustion engines, or whose maximum continuous rated power does not exceed 4 kW in the case of electric vehicles.

		<ul style="list-style-type: none">• Category L7: A vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400 kg (550 kg for vehicles intended for carrying goods), not including the mass of batteries in the case of electric vehicles and whose maximum continuous rated power does not exceed 15 kW
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Annex II: Checklist for garage registration (ifishi y'igenzura ryo kwandika igaraji)

REPUBLIC OF RWANDA  REPUBULIKA Y'U RWANDA	 Rwanda Inspectorate, Competition and Consumer Protection Authority	
Title	INSPECTION CHECKLIST FOR GARAGE REGISTRATION	RLU/FRM/074

A. GARAGE DATA					
<i>Application type (Tick as appropriate)</i>		New Registration <input type="checkbox"/>		Registration Renewal <input type="checkbox"/>	
<i>Applicant name</i>			<i>Garage name</i>		
<i>Representative</i>			<i>Position</i>		
Age group for the representative	Between 18 & 30	<input type="checkbox"/>	Gender	Male	<input type="checkbox"/>
	Above 30	<input type="checkbox"/>		Female	<input type="checkbox"/>
<i>Email</i>				<i>Telephone</i>	
Full address of the garage					
<i>Province</i>	<i>District</i>	<i>Sector</i>	<i>Cell</i>	<i>Village</i>	
<i>Email</i>				<i>Phone</i>	
<i>Inspection point/Location coordinates (GPS)</i>					
B. INFORMATION ABOUT EXISTING LICENSE					
<i>Existing license No:</i>		<i>Issue Date:</i>/...../20...		<i>Date of Expiry:</i>/...../20...	
C. INSPECTION DATA					
Section 1: PREMISE BUILDING REQUIREMENTS					
No	Requirements	Ranking	Marking	Comment	
1	Impermeable pavement	C			
2	Premise fencing	C			
3	Ability to collect all water from the garage	C			
4	Dumpsters in accordance of wastes types	C			
6	Separate channels for harvesting water (used water and storm water)	C			
7	Compliance with conditions of EIA or Environmental Audit	M			
8	Premise master layout	M			
9	Marked working stations	M			
10	A room for spare parts (when applicable)	M			
11	Bathroom & changing room	M			
12	Availability of offices and reception desk	M			

13	Inspection pit without slippery surface with a surrounding metal barrier or elevator (<i>When applicable</i>)	M		
14	Servicing areas separated from repaired vehicles' parking	M		
15	Premise has continuous ventilation/aeration and lighting in all stations	M		
16	Appropriate servicing areas based on the requested services except painting	M		
17	Painting room (<i>when applicable</i>) able to contain paint evaporations during painting	M		

Section 2: OCCUPATIONAL HEALTH & SAFETY

No	Requirements	Ranking	Marking	Comment
1	Appropriate fire extinguishing system at right position (<i>Sand, water, 1/100 m², ...</i>)	C		
2	Indication of fire exit	M		
3	Display of appropriate signs for fire prevention/warning signs	m		
4	Availability and easy accessibility to alarm	m		
5	Assembly point	M		
6	Easily accessible hand & face washing	M		
7	Access to clean water	M		

C=Critical (Pass or fail), C=0 or 1 marks

M: Major requirement, M=0-2 marks,

m: Minor requirement, m=0-1 marks

Annex III: Checklist for garage operator licensing (ifishi y'igenzura yo guha uruhushya utanga serivisi z'igaraji)

REPUBLIC OF RWANDA  REPUBULIKA Y'U RWANDA	 Rwanda Inspectorate, Competition and Consumer Protection Authority	
Title	INSPECTION CHECKLIST FOR GARAGE OPERATIONAL LICENSE	RLU/FRM/075

D. APPLICANT DATA

<i>Application type (Tick as appropriate)</i>		New licensing <input type="checkbox"/>	Renewal of License <input type="checkbox"/>
<i>Applicant name</i>		<i>Representative</i>	
		<i>Position</i>	
<i>Age group for representative</i>	Between 18 & 30 <input type="checkbox"/>	Above 30 <input type="checkbox"/>	<i>Gender</i> Male <input type="checkbox"/> Female <input type="checkbox"/>
<i>Email</i>		<i>Telephone</i>	
Full address of the premise			
<i>Province</i>	<i>District</i>	<i>Sector</i>	<i>Cell</i>
			<i>Village</i>
<i>Email</i>		<i>Phone</i>	
<i>Inspection point/Location coordinates (GPS)</i>			

E. INFORMATION ABOUT EXISTING LICENSE

<i>Existing license No:</i>	<i>Issue Date:</i>	<i>Date of Expiry:</i>
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F. INSPECTION DATA

Section 1: PERSONNEL/STAFF REQUIREMENTS

No	Requirements	Number of staff	Comment
1	Permanent staff		
2	Average number of temporal staff		

Section 2: OCCUPATIONAL HEALTH & SAFETY

No	Requirements	Ranking	Marking	Comment
1	Availability of workers medical insurance	C		
2	Availability of workers' protective equipment (<i>Boots, jumpsuit/boiler-suit, gloves, face mask</i>)	C		
3	Employees are trained on the use of firefighting facilities (<i>fire extinguishers, ...</i>) at least 50%	M		
4	Recording of fire extinguisher inspection	M		
5	Displaying of do and don'ts (<i>fuming, eating/drinking in garage, ...</i>)	M		

6	Proper keeping of chemicals (flammable, ...) [When applicable]	M		
7	Well-equipped First Aid Kit	M		
8	Skilled employees to use First Aid Kit (at least 30%)	M		
9	Availability of emergency lines like phone numbers	M		
Section 3: QUALITY OF SERVICE				
10	Calibration of equipment (when applicable)	M		
11	Displaying of services offered in the garage	m		
12	Displaying of working schedule	m		
Section 4: DOCUMENTATION				
13	Use of job cards	M		
14	Working procedure in the garage: - Automobile reception - Servicing process - Handing over the serviced vehicle - Post service	M		
15	Complaint handling procedure: - Complaint reception - Reaction to complaint	M		
16	Cleaning procedure: - Contract for wastes collection - Responsible for cleaning	M		
Section 4: TOOLS AND EQUIPMENT				
17	<i>Service</i>	<i>Minimum tools /Equipment</i>	<i>Availability ("✓" or "x")</i>	<i>Comment</i>
a	Maintenance and repair	Socket Ratchet wrench	m	
		Wrench set (spanners)	m	
		Engine stand	m	
		Engine crane	m	
		Oil drain pan	m	
		Screwdrivers	m	
		Grease gun	m	
		Bench vise	m	
		Battery tester	m	
		Jack (hydraulic/pneumatic)	m	
		Oil filter wrench	m	
		Cooling system pressure tester	m	
		Hammer	m	

b	Body works	Drilling machine	m	
		Grinder	m	
		Air compressor	m	
		Paint mixer	m	
		Polishing machine	m	
		Spray gun	m	
		Welding equipment	m	
c	Auto electricity and electronics	Battery charger	m	
		Jump starting cable	m	
		Test light	m	
		Digital multimeter (Electronic diagnostic Tool)	m	
		Computer scanner	m	
d	Tire services	Jack (hydraulic/pneumatic)	m	
		Wheel balancing machine	m	
		Wheel alignment machine	m	
		Socket Ratchet wrench	m	
		Pneumatic wrench	m	
		Lug wrench	m	
		Tyre pressure gauge	m	
		Wheel chock	m	
e	Spare parts supply services	Store	m	
		Shelves/cupboards	m	
f	Recovery	Recovery vehicle or agreement with the recovery vehicle owner	m	
g	Car wash or motorcycle wash	Specific place	m	
		Brushes	m	
		Sponges	m	
		Pipes/jerrycans/	m	
		Buckets/basins	m	
		Wipers/rag	m	
f	Training personnel	Blackboard/ flip chart stand	m	
		Chairs	m	
		Training materials: Books, syllabus, ...	m	
		Training schedule	m	

C=Critical (Pass or fail), C=0 or 1 marks

M: Major requirement, M=0-2 marks,

m: Minor requirement, m=0-1 marks

<i>Revision</i>	00	<i>Page 16 of 19</i>	<i>Approval date</i>	<i>February 20, 2023</i>
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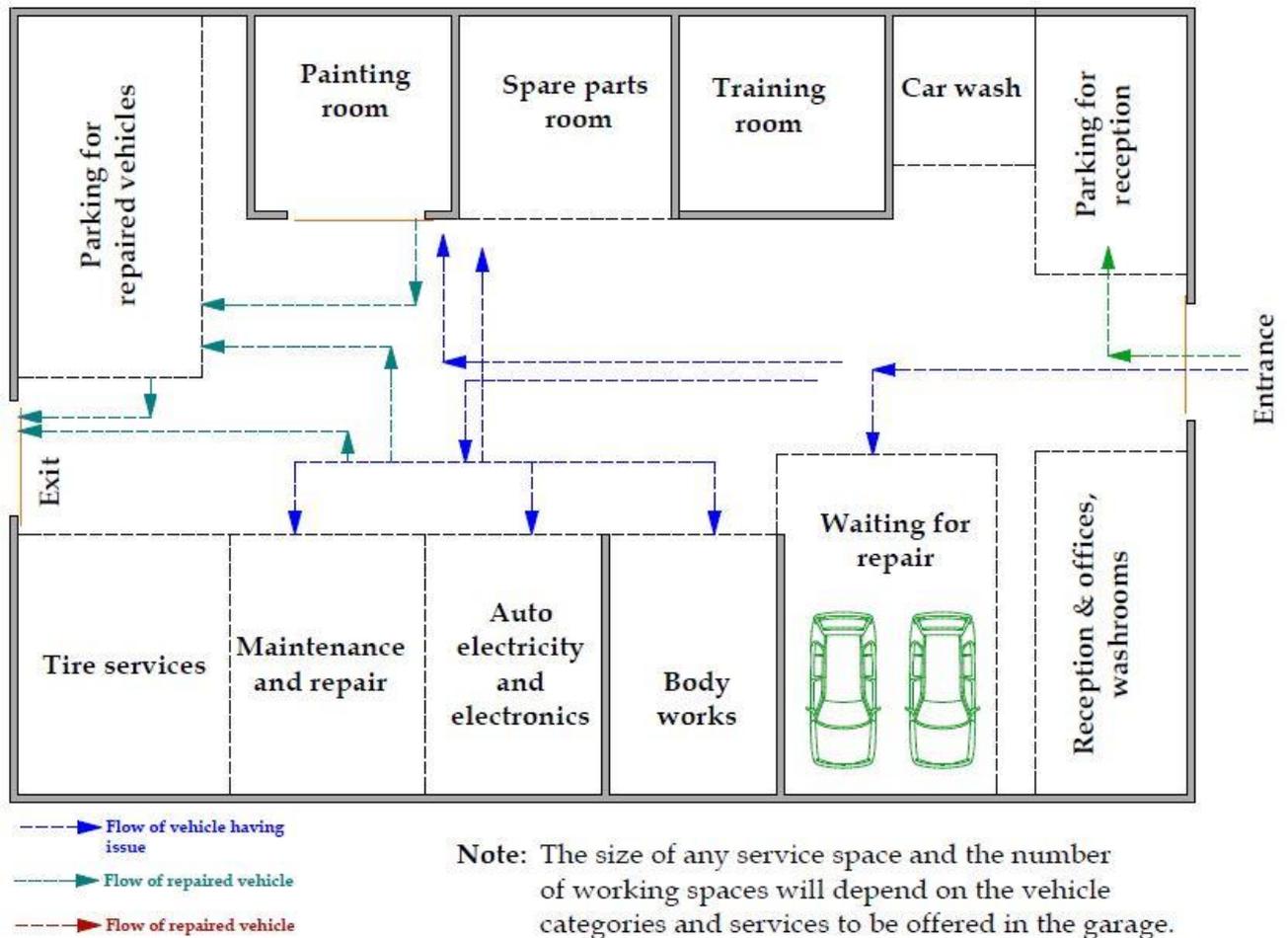
**Section 5: DOCUMENTS THAT ARE SUBMITTED AFTER THE APPROVAL FOR
REGISTRATION AND/ OR LICENSING**

No	Documents	Submitted (Yes or No)	Suggested submission date	Comment
1	Notified copies for proof of qualification for each personnel responsible for each service			
2	Notified copies for working contracts for each personnel responsible for each service			

Annex IV: Grades of garages (Ibyiciro by'amagaraji)

No	Grade of garage	Category of vehicles	Eligible services
1	Grade A	All vehicles under the license from the brand manufacturer	All services
2	Grade B	Passenger vehicle, light vehicle, heavy duty vehicle and heavy equipment	<ul style="list-style-type: none"> - Maintenance and Repair - Body works - Auto electricity and electronics - Tire services - Spare parts supply services - Recovery - Car wash - Training personnel
3	Grade C	heavy duty vehicle and heavy equipment	<ul style="list-style-type: none"> - Maintenance and Repair/ - Body works - Auto electricity and electronics - Tire services - Spare parts supply services - Recovery - Car wash - Training personnel
4	Grade D	Heavy, light and passenger vehicle	<ul style="list-style-type: none"> - Maintenance and Repair - Body works - Auto electricity and electronics - Tire services - Car wash - Training personnel - Spare parts supply services
5	Grade E	Light and passenger vehicles	<ul style="list-style-type: none"> - Maintenance and Repair - Auto electricity and electronics
6	Grade F	Motorcycle	<ul style="list-style-type: none"> - Maintenance and Repair - Body works - Auto electricity and electronics - Motorcycle wash

Annex V: Model layout of the garage (Imbata y'igaraji)



Note: The model layout indicates the basic parts of the garage and can be adjusted to cater for the services it offers.

Icyitonderwa: Iyi mbata y'igaraji yerekana iby'ibanze bikenewe ku igaraji ariko yahindurwa kugira ngo ihure neza na serivisi zitangirwa/zigamijwe gutangirwa mu igaraji.