



RWANDASTANDARDS BOARD

NATIONAL CERTIFICATION DIVISION

TITLE:

INDENTIFICATION No.

AUTHOR:

**GUIDE ON REQUIREMENTS FOR
GENDER EQUALITY SEAL
CERTIFICATION**

NCD/GID/07

**QUALITY MANAGEMENT
CERTIFICATION OFFICER**

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GENERAL REQUIREMENTS FOR GENDER EQUALITY SEAL CERTIFICATION

1. The Client shall implement RS 560:2023 Gender equality — Requirements for promotion, implementation and accountability
2. The client should have implemented the gender equality standard for at least three months prior to application and records have to be maintained.
3. At least One (1) internal audit or gendered organizational diagnosis and one (1) management review needs to have been conducted.
4. Filling the Application form and the questionnaire found on the RSB website www.rsb.gov.rw
5. The Clients shall pay all financial costs as stipulated in the schedule of payments issued by the NCD.
6. Application is valid for 3 months beyond which the applicant shall reapply.
7. Submission of documents for desk review.
8. During audits the Clients make available documents for examining; which are the subject of certification.
9. The Clients shall give NCD auditors access to all premises, facilities and sites; which are the subject of certification with prior notification during the normal working hours of the premises, facilities and sites involved to check Compliance to the applicable requirement (standard)
Where applicable, Client can accommodate the presence of observers (e.g. accreditation auditors or trainee auditors).
10. If six months elapse after stage 1, and the client is not ready for stage 2, the client shall restart the process.
11. Client is obliged to respond back on time with regard to communications submitted by the NCD.
12. The client is availed the terms and condition for certification which details the rights and duties of certified client.
13. The Client shall communicate to the NCD of any changes in management that would compromise the integrity of the issued license; these changes may include;
 - a) Legal status, commercial, organisational status or ownership.
 - b) Key managerial decision making or technical staff.

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c) Contact address and site.

14. If audit reveals any non-conformity, Audit Team Leader issues a CAR form requiring the client to analyse the root cause and describe Corrective Action to be taken, to eliminate detected nonconformities, within a defined timeframe. The agreed time frame is communicated to NCD in a corrective action plan. If the major non conformities are not closed within six (6) months, NCD conducts another stage 2 prior to recommending certification. The client incurs the cost of the rescheduled audit.
15. For major non conformities a follow up audit will be conducted to verify the effectiveness of the implementation of corrective action. Minor non conformities are verified in surveillance audits
16. The certification is subject to a Certification contract which is signed between authorised client representative and Director General Rwanda Standards Board
17. The client gives access to the audit team who conducts at least Four (4) surveillance audits with an interval of 12 months at the client premises and recertification audit at end of fifth year(5).
18. Certification is renewed after Five (5) years. After the certification cycle the certified client applies for recertification.
19. For any major nonconformity raised during a recertification audit, the correction and corrective actions shall be implemented at least one month before expiration of certification to allow for their verification prior to expiry of certification.

Note: The certification will be granted in accordance with the following scores:

- *Gold certified:* 90% and above
- *Silver certified:* 75%- 89%
- *Bronze certified:* 60%- 74%