

RWANDA STANDARD

DRS 402

Second edition

2025-mm-dd

Garages — Construction and management requirements

ICS 91.090

Reference number

DRS 402: 2025

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DRS 402: 2025

In order to match with technological development and to keep continuous progress in industries, standards are subject to periodic review. Users shall ascertain that they are in possession of the latest edition

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DRS 402: 2025

Foreword

Rwanda Standards are prepared by Technical Committees and approved by Rwanda Standards Board (RSB) Board of Directors in accordance with the procedures of RSB, in compliance with Annex 3 of the WTO/TBT agreement on the preparation, adoption and application of standards.

The main task of technical committees is to prepare national standards. Final Draft Rwanda Standards adopted by Technical committees are ratified by members of RSB Board of Directors for publication and gazettment as Rwanda Standards.

RS 402 was prepared by Technical Committee RSB/TC 23, Road Vehicles.

This second edition cancels and replaces the first edition (RS 402: 2019), clauses 5.2.2, 5.2.5 and 8.14 which have been technically revised.

Committee membership

The following organizations were represented on the Technical Committee on *Road vehicles* (RSB/TC 23) in the preparation of this standard.

Garage ATECAR Ltd

Garage Junior Auto Clinique Ltd

Garage Mécanique et Débosselage Moderne (GM & DM) Ltd

Rwanda Emission Inspection Program (REIP)

Rwanda Garage Association (RGA)

Rwanda Inspectorate, Competition and Consumer Protection Authority (RICA)

RWANTECHBOILERS & TECHNICAL ENGINEERS Ltd

Rwanda Standards Board (RSB) - Secretariat

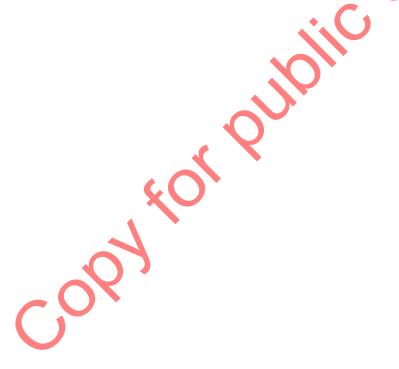
Introduction

Automobile repair is a career composed of many skilled workers, such as auto-engineers, technicians, washers, spray-painters, administration and finance staff who work in an environment that has been identified among sources of environmental pollution because of the unregulated practices of workers, inappropriate site construction and location.

Employee safety is also a challenge due to chemicals exposure that causes a wide range of biological effects depending upon the level and duration of exposure and a high fire rating due to presence of Flammable liquids into the auto-repair workshop.

Services offered are questioned as in some case cars are fitted with substandard spare parts, garages use unqualified technicians, absence of proper garages equipment and lack of control have been identified as obstacles to good service provision.

This standard aims to ensure that garage service providers deliver acceptable, safe, efficient and quality service that meet customer satisfaction and assist garages owners/managers to implement effective preventive measures for workplace since building up to utilization.



Garages — Construction and management requirements

1 Scope

This Draft Rwanda Standard specifies the requirements for construction and management of motor vehicle repair garage.

It is applicable to commercial repair garage and not applicable to residential garages (attached and detached garages) fuelling stations or services stations and washing stations that performs car servicing works.

It excludes garage waste management which is covered in RS 368.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

RS ISO 7010, Graphical symbol — Safety colours and safety signs — Safety signs used in workplace and public area

RS ISO 11602-1, Fire protection — Portable and wheel fire extinguisher — Part 1: Selection and installation

RS ISO 11602-2, Fire protection — Portable and wheel fire extinguisher — Part 2: inspection and maintenance

RS ISO 13688, Protective clothing — General requirements

RS 116, Electrical wiring for premises — Part 1: Low voltage installations

RS 186-4, Fire safety for buildings — Code of practice — Part 4: Selection, installation and maintenance of automatic fire detection and alarm systems

RS 186-5, Fire safety for buildings — Code of practice — Part 5: Exit requirements and personal hazards

RS 236, Acoustics — Noise pollution — Tolerance limits

RS 368, Garage waste management — Handling and disposal

3 Terms and definitions

For the purposes of this standard, the following terms and definitions apply.

3.1

garage

any premise or part thereof, which is used for parking, storing, servicing or repairing of motor vehicle and any other related activities

3.2

automobile workshop

a part of the garage in which servicing and repairing works are performed

3.3

service station/fuelling station

establishment selling petrol, oil and having facilities to carry out maintenance with other small services such as inflating tyre and servicing

3.4

pit

large hole in the ground the automobile workshop in which the underside of a vehicle can be examined and serviced

3.5

repair

reinstatement of specified areas of damage on a vehicle to their pre-damaged condition

3.6

servicing

process of restoring and maintaining cars to its original state of perfection and performance

3.7

competent authority

organization that has the legally delegated or invested authority, capacity, or power to perform a designated function

4 Grading

Garages shall be graded as specified in annex A.

NOTE Garage are allowed to indicate any brand that it has the licenses to service and repair regardless of its grade.

5 Construction requirements

5.1 General

Buildings shall be approved by the competent authority as per 5.2-5.5 and comply with relevant regulations.

NOTE If necessary, relevant regulations may be used during garages inspection.

5.2 Location and construction

- **5.2.1** Any plot planned for construction of a garage shall comply with the requirements of the master plan of that particular area.
- **5.2.2** The garage floor shall possess compressive strength of at least 30 Mpa.
- **5.2.3** Every repair garage shall be enclosed and every service shall be conducted inside, cars are not allowed to be repaired outside the workshop.
- **5.2.4** Pit shall be illuminated and constructed in a manner that it ensures cleanliness and safe use by technicians. On the Upper terminals of pit there shall be a metallic feature of at least 5 cm fixed on it to warn cars from falling into the pit.
- **5.2.5** Dumpsters shall be located on a flat concrete surface, covered, easily accessible and identified to separate biodegradable and non-biodegradable wastes. It shall be capable of holding, managing and emptied wastes regularly.

5.3 Layout

On the layout of garage there shall be:

- an administrative block composed of reception and offices of garage staff with waiting facility;
- b) automobile repair workshop in which activities such as servicing and repairing shall be conducted and each activity workplace shall be designated separately with a minimum clearance of 3 m;
- c) Separate building in which body work activities shall be done outside the repair workshop. If performed under a same building with repair workshop there shall be a wall to separate those two areas as shown in Annex B;
- d) assembling point;
- e) training room where training activities are a necessity;
- f) storeroom of spare parts;

- g) wash room and changing room facilities;
- waste storage chamber with separate waste area according to their classification mentioned in RS 368;
- i) waste water treatment plant to collect and recycle water used during washing cars;
- j) drainage system of waste water separated with storm water; and
- k) parking area.

5.4 Ventilation and lighting

5.4.1 Ventilation

- **5.4.1.1** Garages shall be continuously ventilated during working time.
- **5.4.1.2** Natural outdoor ventilation shall be provided for spaces where all normally occupied areas of the space are within a specific distance from an operable wall or roof opening through which outdoor air can flow and shall be sufficient to keep the carbon monoxide below the maximum safe limit level as specified in Table 1.

S/N Periods of time-weighted Values rounded average exposures mg/m³ 1. 100 15 min 60 30 min 2. 3. 30 1 h 10 8 h

Table 1 — Safe level of CO based on exposure period

- **5.4.1.3** The means to open required operable openings for natural ventilation shall be easily accessible to every employee into the garage.
- **5.4.1.4** Mechanical outdoor ventilation shall be provided for all spaces normally occupied that do not meet conditions for natural ventilation mentioned in 5.4.1.2.
- **5.4.1.5** The mechanical ventilation system serving an automobile workshop shall be separate from any other mechanical ventilation system.
- **5.4.1.6** Exhaust fans shall be located as near as possible of the source of contamination.
- **5.4.1.7** Measures shall be taken to prevent blockage of ventilation apertures.

5.4.2 Lighting

- **5.4.2.1** Day lighting shall be used at the optimum level and the buildings shall be designed and constructed to promote natural lighting.
- **5.4.2.2** Openings shall be situated in an external wall, or in the roof of the building, where such opening is glazed it shall be glazed with transparent or approved translucent glazing material.
- 5.4.2.3 All windows intended for the purpose of lighting or ventilation shall open directly to external air, shall be glazed or provided with wooden shutters or other approved shutters, and shall have a total area of not less than 10% of the floor area of the room.
- 5.4.2.4 The backup lighting shall be provided if openings can't permit natural light to illuminate all parts; it shall be installed in accordance with the provision of RS 116 and maintained to be in good conditions.
- **5.4.2.5** Considering that the needs of lighting may become greater at night if the garage has open windows that allow for partial natural light during day. When planning the placement of your lighting fixtures, it is imperative that you consider the night time lighting situation.
- **5.4.2.6** Lighting shall be with no glare.

5.5 Fire protection

- **5.5.1** Selection, installation, of fire extinguisher shall comply with the provision of RS ISO 11602-1.
- NOTE Refer to Annex C on criteria to select the appropriate fire extinguisher.
- **5.5.2** Inspection and maintenance of fire extinguisher shall be done in accordance with RS ISO 11602-2.
- **5.5.3** Where an exit door swings into a parking area or area which may be blocked by obstacles. A sign shall be posted on the door exterior stating "FIRE EXIT. DO NOT BLOCK".
- **5.5.4** Exit doors shall comply with the provisions of RS 186-5.
- NOTE Sliding, horizontal and roll-up doors do not qualify as required exit door.
- **5.5.5** Appropriate fire safety signs shall be clearly available and shall comply with the provision of RS ISO 7010.
- **5.5.6** An alarm system easily accessible at a proper location should be a part of garage fire safety system and shall comply with RS 186-4.
- **5.5.7** Portable appliances and equipment such as welders' torches or heaters that can be a source of sparks or flame shall not be used under the same area with flammable substances.

6 Management requirements

6.1 Competencies of employees

- **6.1.1** The necessary competence on each position shall be done in accordance with Annex A.
- **6.1.2** Recruitment criteria shall consider only persons that are competent on basis of appropriate education, training or experience.
- NOTE 1 Certificates are used as means to check if the personnel meet the criteria.
- NOTE 2 Certificates are given by a competent organization institution or company.
- **6.1.3** Apprentices or interns shall at all times be supervised while working.

6.2 Quality of services and warrantee

- **6.2.1** A job card shall be established and given to the vehicle owner prior to commence the repairing activities. The job card may refer to the aspect stated in Annex D.
- **6.2.2** Garages shall provide and staff shall use, appropriate tools, equipment and facilities to complete all work to a satisfactory standard.
- **6.2.3** Service shall be delivered without delay, unless there is an agreement on a possible delay between the owner and the garage staff. In case there is an unplanned delay, the vehicle owner shall be informed and an agreement about new completion date and cost if necessary, shall be established.
- **6.2.4** Warranty shall be evaluated and recorded while the service provider and beneficiary are establishing the job card.
- NOTE Beneficiary has the right to be given warranties on all new or reconditioned parts and the labour needed to install them.
- **6.2.5** Customers are allowed to make complaints if it is clear that the service provider has not fulfilled the terms and conditions of the contract, a complaint form is shown in Annex E.
- **6.2.6** Management team shall take effective and immediate action in order to ensure that clients receive an effective settlement of their complaint(s) within 72 h. The customer shall be communicated on the way forward.

6.3 Documentation and record keeping

- **6.3.1** The repair garage management authority shall ensure that its organizational structure is clearly documented in the form of an organigram.
- **6.3.2** The following documents shall be recorded:

- a) established job card between services provider and beneficiary including warranty;
- b) A list of the task that shall be performed prior the work to commence is included as it serves as a basis on which the final overall cost is established;
- c) a cash book or financial accounting program that records cash receipts and cash payments;
- d) employment records which include hours of work, overtime, remuneration or other benefits, leave, superannuation benefits, termination of employment, type of employment, personal details of workers, employee personal contact and employment details;
- e) payments record;
- f) result of auditing both internal and external attached with its corrective action; and
- g) certificate of employees.
- 6.3.3 All records shall be protected from loss, damage or misuse.
- **6.3.4** Record shall be kept at minimum of 3 years.

7 Storage

- **7.1** All spare parts shall be handled and stored in accordance with labelling/marking information provided by the manufacturer.
- **7.2** Flammable and combustible materials shall be stored in a separate place, away from heat and ignition sources and use only approved safety containers for flammable and combustible liquids.
- **7.3** Compressed gas cylinders shall be in an upright position, in cages designed for this purpose or secured with chain or bracket.
- **7.4** Spare parts shall not be mixed up in the store, instead they shall be arranged as per their types to be easily identifiable.
- **7.5** Shelves shall not be overloaded.
- **7.6** Wedges should be placed beside stock that could roll.

8 Safety of personnel

- **8.1** Safety instructions shall be made available to every employee.
- **8.2** First Aid kits shall be full, kept and accessible.
- **8.3** Lifting equipments shall be maintained, inspected and calibrated.

- **8.4** Emergency information including emergency phone numbers shall be available.
- **8.5** Employee in workshop shall always wear personal protective equipment (PPEs) that comply with the provision of RS ISO 13688.
- **8.6** Noisy pollution inside the garages shall comply with the provision of RS 236.
- 8.7 Long hair that can easily be caught in moving machinery shall be secured by being tied back.
- **8.8** Dangling jewellery (including neck chains and earrings) that are dangerous shall be removed before work commences.
- 8.9 Vehicles inside garages shall be driven by staff holding driving license.
- **8.10** All staff should be trained on safety principles and measures. Risk assessment may be undertaken to prevent or control the exposure of employees to substances hazardous to health.
- **8.11** Clearance around the vehicle when on a hoist or inspection pit to allow the roadworthy in a safe and correct manner shall be minimum of 0.6 m clearance around the vehicle.
- **8.12** Food and drink shall be avoided into workshop.
- 8.13 Each repair garage shall have enough quantity of water.
- **8.14** The garage shall pay for the insurance of the garage that cover the staff, buildings and customer cars in case of fire or any natural incident.

Annex A (normative)

Garage grading

Garages shall be graded based on the criteria in Table A.1.

Table A.1 — Garage classification

Grade	Category and services	Tools/equipment	Personnel	Number of employees
Grade A	Only vehicles under the license from the	As per recommended by the branc	Administration department:	As per recommended by the
	brand manufacturer	manufacturing factory/industry	Human Resources:	brand manufacturing
	All services	<i>10</i> ,	Bachelors Degree (MBA)	factory/industry
			Sales and marketing:	
		0	Bachelors Degree (MBA)	
			Financial department:	
	C.		Bachelors Degree (MBA)	
	, ×		Technical department:	
			Technical Director:	
			Bachelor's	
			Degree in Automobile	
			Supervisor/Foreman:	

			Bachelor's Degree or Advanced Diploma Technician: Bachelor's Degree, Advanced Diploma, certificates Young mechanics Diploma or certificates	
Grade B	Passenger vehicle, light vehicle, heavy	General Equipment:	Administration department:	≥50
	duty vehicle and heavy equipment	PPEs	Human Resources:	Permanent professionals
		Tool kits	Bachelor's Degree (MBA)	
	Maintenance and Repair	Car lift		
	Body works	Pits	Sales and marketing:	
	Auto electricity and electronics	Hydraulic press	Bachelor's Degree (MBA)	
	Tire services	Pneumatic jacks		
	Spare parts supply services	Hydraulic jacks	Financial department:	
	Recovery	Spring compressor	Bachelors Degree (MBA)	
	Car wash	Bench vise		
	Training personnel	Bench work		
		Engine stand	Technical department:	
		Engine crane	Technical Director:	
	X	Electric generator	Bachelors	
		Arc welding machine	Degree in Automobile	
		Oxyacetylene welding machine		
		Axle stand	Supervisor/Foreman:	
		Drilling machines	Bachelor's Degree or Advanced	
		Grinder machines	Diploma	

10

	•			
			Technician:	
			Bachelor's Degree, Advanc	eed
		Engine work & Electrical	Diploma, Certificate	
		Oil drain tray		
		Oil filter	Young mechanics	
		Wrench	Diploma or certificates	
		Exhaust gas analyzer		
		Compression pressure tester		
		Injector tester		
		Torque wrench		
		Electronic diagnostic tools		
		Digital milt-meters		
		Battery charger		
		Grease gun		
		Jump starting cable		
		Battery tester		
		Compare		
		Head light tester		
		Timing/Stroboscopic light		
		Jump start booster		
		Injection pump tester		
		Cylinder leak tester		
	X	Body works equipment:		
		Painting room		
		Air compressor		
		Paint mixer		
	())	Panel beating		
		Hydraulic jack		
	U	Welding machine		
		•		J

		Oxy-acetylene welder		
		Angle grinder		
		Drilling machine		
		Special vehicle wash bay		
		Polishing machine		
		Spray gun		
		Control System and others:		
		Tire changer machine		
		Wheel Balancing machine		
		Wheel alignment machine		
		Spring compressor		
		Axle housing stand		
		A/C service station		
		Pneumatic wrench		
Grade C	Heavy duty vehicle and heavy equipment	General Equipment:	Administration department:	Minimum 25
			Human Resources:	Permanent Professionals
	Maintenance and Repair	PPEs	Bachelor's Degree in (MBA)	
	Body works	Tool kits		
	Auto electricity and electronics	Pits	Sales and Marketing:	
	Tire services	Hydraulic press	Bachelor's Degree in (MBA)	
	Spare parts supply services	Pneumatic jacks		
	Recovery	Hydraulic jacks	Financial department:	
	Car wash	Bench vise	Bachelor's Degree in (MBA)	
	Training personnel	Bench work		
		Engine crane		
		Electric generator	Technical department:	
		Arc welding machine	Technical Director:	

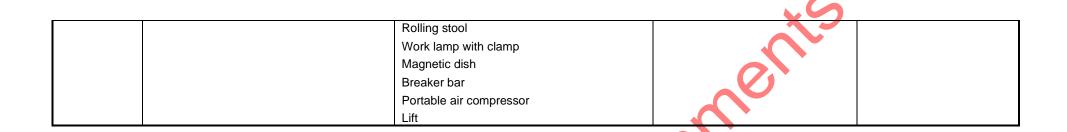
	Oxyacetylene welding machine	Bachelors
	Axle stand	Degree in Automobile
	Drilling machines	
	Grinder machines	Supervisor/Foreman:
		Bachelor's Degree or Advanced
		Diploma
	Engine work & Electrical	
	Oil drain tray	Technician:
	Oil filter	Bachelor's Degree, Advanced
	Wrench	Diploma, Certificate
	Exhaust gas analyzer	
	Compression pressure tester	Young mechanics
	Injector tester	Diploma or certificates
	Torque wrench	
	Electronic diagnostic tools	
	Digital milt-meters	
	Battery charger	
	Grease gun	
	Jump starting cable	
	Battery tester	
	Head light tester	
	Timing/Stroboscopic light	
(.	Jump start booster	
X	Injection pump tester	
	Cylinder leak tester	
	Body Works Equipment:	
	Painting room	
	Air compressor	
	Paint mixer	
	1	

		Panel beating Hydraulic jack Welding machine Oxy-acetylene welder Angle grinder Drilling machine Special vehicle wash bay Polishing machine Spray gun Control System and others: Tire changer machine Wheel balancing machine Wheel alignment machine Spring compressor Axle housing stand A/C service station Pneumatic wrench		
Grade D	Heavy, light and passenger vehicle Maintenance and repair	General Equipment: PPEs Tool kits	Administration department: Human Resources: Bachelor's Degree in (MBA)	Minimum 25 Permanent Professionals
	Body works	Pits	Dadridioi o Degree III (MD/I)	
	Auto electricity and electronics	Hydraulic jacks	Sales and Marketing:	
	Tire services	Spring compressor	Bachelor's Degree (MBA) or	
	Car wash	Bench vise	Advanced Diploma	
	Training personnel facilities	Bench work		
	Spare parts supply services	Engine stand	Financial department:	
		Engine crane		

Arc welding machine	Bachelor's Degree in (MBA) or
_	Advanced Diploma
Oxyacetylene welding machine	Advanced Diploma
Axle stand	
Drilling machines	
Grinder machines	Technical department:
	Technical Director:
Engine work & Electrical	Bachelor's
Oil drain	Degree or Advanced Diploma in
Oil filter	Automobile
Wrench	
	Supervisor/Foreman:
Compression pressure tester	Advanced Diploma or Certificate in
Torque wrench	Automobile
Electronic diagnostic tools	
Digital milt-meters	Technician:
Battery charger	Advanced Diploma, Diploma or
Grease gun	Certificate in Automobile
Engine crane	
Jump starting cable	Young mechanics
Battery tester	Certificate in Automobile
Engine stand	
Compare	
Timing/Stroboscopic light	
and an acceptanging	
Body works Equipment:	
Painting hall	
Air compressor	
Paint mixer	
Panel beating	
Hydraulic jack	

		Welding machine		
		Welder		
		Grinder		
		Drilling machine		
		Polishing machine		
		Spray gun		
		Control System and others:		
		Brake tester		
		Spring compressor		
		Axle stand		
		A/C service station		
Grade E	Light and passenger vehicles	General equipment:	Administration department:	minimum of 10 Employees
		PPEs	Human Resources:	
	Maintenance and repair	Tool Kits	Diploma (BA)	
	Auto electricity and electronics	Service Pit		
		Jacks	Financial department:	
		Bench vise	Diploma	
		Bench work		
		Engine stand		
		Crane	Technical department:	
		Axle stand	Supervisor/Foreman:	
		Drilling machines	Diploma	
		Grinder machines		
		Y	Technician:	
		Engine work and electrical	Certificate in Automobile	
		Oil drain		
		Oil filter wrench	Young mechanics	
		Torque wrench	Certificate in Automobile	

			4.60	
		Milt-meters		
		Jump starting cable		
		Engine stand		
		Compare		
		Head light tester		
		Timing/Stroboscopic light		
		Control system and others:		
		Brake tester		
		Spring compressor		
		Axle stand		
Grade F	Motorcycle	Hand tools	Administration department:	Minimum of 10 employees
			Human Resources:	
	Maintenance and repair	Socket wrench set with handles and	Diploma (BA)	
	Body works	extensions		
	Auto electricity and electronics	Wrenches	Financial department:	
	Motorcycle wash	Screwdrivers	Diploma	
		Hammers		
		Needle nose pliers		
		Torque wrench	Technical department:	
		Tire pressure gauge	Supervisor/Foreman:	
		Gloves	Diploma	
		Zip-ties		
		Thread locker	Technician:	
		Spare fuses	Certificate in Automobile	
		Penetrating oil		
		Chain lube	Young mechanics	
		Assorted nylon and wire brushes	Certificate in Automobile	
		Utility knife		
		Front/Rear stands		



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Annex B (informative)

Garage layout

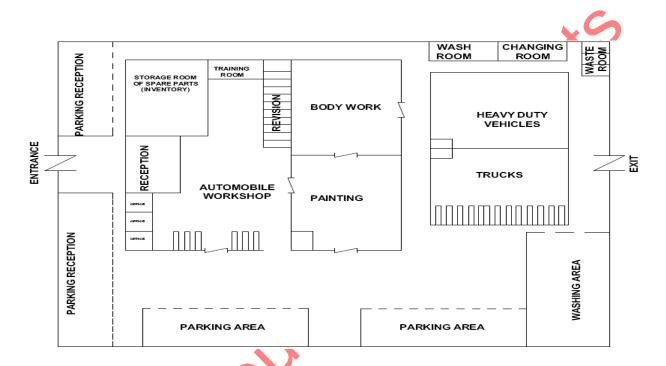


Figure B.1 — Layout of a garage

Annex C (informative)

Fire extinguisher selection criteria

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
A	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon	A	
В	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder Halon	В	
C	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder Halon	0	
D	Combustible Metals or Combustible Metal Alloys	Special Agents	D	No Picture Symbol
K	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats		K	<u>₩</u> _

Annex D (informative)

Auto repair job card description

agnosed; Typical contract includes but is not limited to: company address; authorization; confidentiality; indemnification; vehicle identification; vehicle previous servicing details; vehicle inspection and problem diagnosed; job done; i) additional services; j) supervisor in-charge; payment for the service rendered; labour warranty; and m) customer Approval.

Annex E

(informative)

Customer complaint form

Name and address of vehicle owner	×				
Name and address of the garage					
Responsible staff					
Date of repair/service					
Did you contact the repair dealer to try and resolve your complaint?					
If you have not done so, please attempt to resolve your complaint with the repair dealer before you file this complaint					
If yes give the details of what happened includes the names of persons contacted and dates					
	+ C1				
Is the vehicle still under the manufacturer's Yes warranty					
Details of complaint					
Customer expectations					
Note: The copy of the contract has to be attached to this form to simplify the task of the selected staff to handle this complaints.					
I hereby certify that all statements in this complaint are true and correct to the best of my knowledge					
Signature	Submission date				

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- [1] http://www.who.int/ipcs/publications/ehc/en/ehc 213 Part 1
- [2] TTTI, BHOPAL, Automobile engineering
- [3] KNWA 2460: 2013; Motor vehicle garages for repair and services Code of practice
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