

MINIMUM REQUIREMENT FOR PRIVATE COMPANY TO OBTAIN LICENSE OF OFFERING METROLOGY SERVICES AND MEASURING INSTRUMENTS MAINTENANCE AND REPAIR SERVICES IN RWANDA

I. MINIMUM REQUIREMENT FOR OBTAINING LICENSE OF OFFERING INSTALLATION, MAINTENANCE AND REPAIR OF MEASURING INSTRUMENTS IN RWANDA

LICENSE CATEGORY	SCOPE OF LICENCE	TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I		ADMINISTRATIVE REQUIREMENTS	
		TECHNICIENS COMPETENCES REQUIREMENTS	EQUIPMENT REQUIREMENTS AND RELATED TOOLS	LEGALY AND FACILITY REQUIREMENT	MODE OF APPLICATION
A	Mechanical non-automatic weighing instruments	I. Education background Minimum A2 of technical secondary school and other A2 with 5 years experiences of installation, maintenance, and repair of measuring instruments GII. technical Training a) RS OIML R76 b) RS OIML R111	a) Mass Standards shall depend on the class of the instrument as specified in RS OIML R111 b) The capacity of weights is 80% of maximum capacity applied for, except the weighbridge where the minimum capacity is 10% c) Maintenance electrical, electronic, and mechanical tool kits d) Temporary security seals with clear identification of each	a) Company administrative structure b) Having office place c) Legally registered company in Rwanda d) Having workshop place e) Having contract with staff	A private body that applies for a license Category A, B, C, D and E must register with the organ in charge of metrology and submit the following: a) an application letter for a license; b) an appropriate form to be filled by the applicant;
B	Electromechanical and Electronic non-automatic weighing instruments				
C	Mechanical, Electromechanical				

	and Electronic Weighbridges		<ul style="list-style-type: none"> e) Identifiable Service stickers specifying service done and date. f) Personal protective equipment matching the number of technicians possessed g) Technician Service Cards h) Traceability of working standards i) First aid kits 	<ul style="list-style-type: none"> f) Having duties responsibility of staff g) Complying with national or regional applicable laws and regulations 	<ul style="list-style-type: none"> c) a copy of certificate of registration as a company in Rwanda; d) a five (5) year business plan; e) a proof of competence for required personnel vis-a-vis the scope of verification n services applied for;
D	Fuel dispensing pumps (all)	<p>I. Education background Minimum A2 of technical secondary school and other A2 with 5 years experiences of installation, maintenance, and repair of measuring instruments.</p> <p>II. technical Training</p> <ul style="list-style-type: none"> a) RS OIML R117 b) RS OIML R 140 	<ul style="list-style-type: none"> a) Standard Test measure of 5L, 20L capacity b) Maintenance electrical, electronic, and mechanical tool kits c) Temporary security seals with clear identification of each d) Identifiable Service stickers specifying service done and date. e) Personal protective equipment matching the number of technicians possessed. f) Technician Service Cards g) Traceability of working standards h) First aid kits 		<ul style="list-style-type: none"> f) laboratory design structure; g) a list of equipment, maintenance tools and their traceability; h) a proof of payment of license fees deposited into Public Treasury.
E	Bulk dynamic measuring systems for	Education background: Minimum A2 of technical secondary school and other A2 with 5 years experiences of	<ul style="list-style-type: none"> a) standard Prover tanks of capacity ranging from 500L, 2500L and 5000L or Accurate master meter 		

	liquids other than water (all)	installation, maintenance, and repair of measuring instruments II. Technical Training a) RS OIML R117 b) RSB OIML R 140	b) Temporary security seals with clear identification of each c) Maintenance electrical, electronic, and mechanical tool kits d) Identifiable Service stickers specifying service done and date. e) Personal protective equipment matching the number of technicians possessed. f) Technician Service Cards g) Traceability of working standards h) First aid kits		
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II. MINIMUM REQUIREMENT FOR OBTAINING LICENSE OF OFFERING CALIBRATION SERVICES IN RWANDA

LICENSE CATEGORY	SCOPE OF LICENSE	TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I		ADMINISTRATIVE REQUIREMENTS	
		TECHNICIENS COMPETENCES REQUIREMENTS	EQUIPMENT REQUIREMENTS	LEGALY AND FACILITY REQUIREMENT	MODE OF APPLICATION

			AND RELATED TOOLS		
On-site calibration services	To be determined by applicant	<p>I. Education background</p> <p>a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education</p> <p>b) Minimum bachelor's degree in physics, mathematics, chemistry, metrology</p> <p>II. Management system standards Training</p> <p>a) ISO/IEC 17025</p> <p>III. Specific Training justifying technical knowledge and competence of sector calibration in applied scope</p>	To be determined by applicants according to the scope of license applied for, technology and guidelines to be used	<p>a) Company administrative structure</p> <p>b) Having office place</p> <p>c) Legally registered company in Rwanda</p> <p>d) Having laboratory facility complying with environmental conditions according to the scope of services</p> <p>e) Having contract with staff</p> <p>f) Having duties responsibility of staff</p> <p>g) Complying with national or regional applicable laws and regulations</p> <p>h) Having liability insurance contract</p>	<p>A private body that applies for a license to provide calibration services must register with the organ in charge of metrology and submit the following:</p> <ol style="list-style-type: none"> 1. an application letter for a license; 2. an appropriate form to be filled by the applicant; 3. a copy of certificate of registration as a company in Rwanda; 4. a five (5) year business plan; 5. a plan to acquire recognition through accreditation or designation; 6. a proof of competence for required personnel vis-a-vis the scope of calibration services applied for; 7. laboratory design structure; 8. a list of standard equipment and their traceability;

					9. a proof of payment of license fees deposited into Public Treasury.
In-house calibration services	To be determined by applicant	<p>I. Education background</p> <p>a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education</p> <p>b) Minimum bachelor's degree in physics, mathematics, chemistry, metrology</p> <p>II. Management system standards Training</p> <p>a) ISO/IEC 1702</p> <p>III. Specific technical Training as an evidence of technical knowledge and competence in the scope applied for offering calibration</p>	To be determined by applicants according to the scope of license applied for, technology and guidelines to be used	<p>a) Company administrative structure</p> <p>b) Having office place</p> <p>c) Legally registered company in Rwanda</p> <p>d) Having laboratory facility complying with environmental conditions according to the scope of services</p> <p>e) Having contract with staff</p> <p>f) Having duties responsibility of staff</p> <p>g) Complying with national or regional applicable laws and regulations</p> <p>h) Having liability insurance contract</p>	<p>A private body that applies for a license to provide calibration services must register with the organ in charge of metrology and submit the following:</p> <ol style="list-style-type: none"> 1. an application letter for a license; 2. an appropriate form to be filled by the applicant; 3. a copy of certificate of registration as a company in Rwanda; 4. a five (5) year business plan; 5. a plan to acquire recognition through accreditation or designation; 6. a proof of competence for required personnel vis-a-vis the scope of calibration services applied for; 7. laboratory design structure; 8. a list of standard equipment and their traceability;

					9. a proof of payment of license fees deposited into Public Treasury.
Both on-site and in-house calibration services	To be determined by applicant	<p>I. Education background</p> <p>a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education</p> <p>b) Minimum bachelor's degree in physics, mathematics, chemistry, metrology</p> <p>II. Management system standards Training</p> <p>a) ISO/IEC 1702</p> <p>III. Specific technical Training as evidence of technical knowledge and competence in the scope applied for offering calibration</p>	To be determined by applicants according to the scope of license applied for, technology and guidelines to be used	<p>a) Company administrative structure</p> <p>b) Having office place</p> <p>c) Legally registered company in Rwanda</p> <p>d) Having laboratory facility complying with environmental conditions according to the scope of services</p> <p>e) Having contract with staff</p> <p>f) Having duties responsibility of staff</p> <p>g) Complying with national or regional applicable laws and regulations</p> <p>h) Having liability insurance contract</p>	<p>A private body that applies for a license to provide calibration services must register with the organ in charge of metrology and submit the following:</p> <ol style="list-style-type: none"> 1. an application letter for a license; 2. an appropriate form to be filled by the applicant; 3. a copy of certificate of registration as a company in Rwanda; 4. a five (5) year business plan; 5. a plan to acquire recognition through accreditation or designation; 6. a proof of competence for required personnel vis-a-vis the scope of calibration services applied for; 7. laboratory design structure; 8. a list of standard equipment and their traceability;

					9. a proof of payment of license fees deposited into Public Treasury.
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IV. MINIMUM REQUIREMENTS OBTAINING LISENCE OF VEIFICATION SERVICES OF MEASURING INSTRUMENTS IN TRADE TRANSACTION IN RWANDA

LICENSE CATEGORY	SCOPE OF LICENSE	TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I		ADMINISTRATIVE REQUIREMENTS	
		TECHNICIENS COMPETENCES REQUIREMENTS FOR STAFF	EQUIPMENT REQUIREMENTS AND RELATED TOOLS	LEGALY AND FACILITY REQUIREMENT	MODE OF APPLICATION
INHOUSE VERIFIATION	To be determined by applicant	I. Education background a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education b) Minimum bachelor’s degree in physics, mathematics, chemistry, metrology	To be determined by applicants according to the scope of license applied for, technology and guidelines to be used	a) Company administrative structure b) Having office place c) Legally registered company in Rwanda d) Having laboratory facility complying with environmental conditions	A private body that applies for a license to provide verification services must register with the organ in charge of metrology and submit the following: a) an application letter for a license; b) an appropriate form to be filled by the applicant;

		<p>II. Management system standards Training</p> <p>a) ISO/IEC 1702 b) RSB 438</p> <p>III. Specific technical Training as evidence of technical knowledge and competence in the scope applied for offering verification services</p>		<p>according to the scope of services</p> <p>e) Having contract with staff f) Having duties responsibility of staff g) Complying with national or regional applicable laws and regulations h) Having liability insurance contract</p>	<p>c) a copy of certificate of registration as a company in Rwanda; d) a five (5) year business plan; e) a plan to acquire recognition through accreditation or designation; f) a proof of competence for required personnel vis-a-vis the scope of verification n services applied for; g) laboratory design structure; h) a list of standard equipment and their traceability; i) a proof of payment of license fees deposited into Public Treasury.</p>
ONSITE VERIFICATION	To be determined by applicant	<p>I. Education background</p> <p>a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education b) Minimum bachelor's degree in physics, mathematics, chemistry, metrology</p>	To be determined by applicants according to the scope of license applied for, technology and guidelines to be used	<p>a) Company administrative structure b) Having office place c) Legally registered company in Rwanda d) Having laboratory facility complying with</p>	<p>A private body that applies for a license to provide verification services must register with the organ in charge of metrology and submit the following:</p> <p>i) an application letter for a license; j) an appropriate form to be filled by the applicant;</p>

		<p>II. Management system standards Training a) ISO/IEC 17020 b) RSB 438</p> <p>III. Specific technical Training as evidence of technical knowledge and competence in the scope applied for offering verification services</p>		<p>environmental conditions according to the scope of services</p> <p>e) Having contract with staff</p> <p>f) Having duties responsibility of staff</p> <p>g) Complying with national or regional applicable laws and regulation</p> <p>h) Having liability insurance contract</p>	<p>k) a copy of certificate of registration as a company in Rwanda;</p> <p>l) a five (5) year business plan;</p> <p>m) a plan to acquire recognition through accreditation or designation;</p> <p>n) a proof of competence for required personnel vis-a-vis the scope of verification n services applied for;</p> <p>o) laboratory design structure;</p> <p>p) a list of standard equipment and their traceability;</p> <p>q) a proof of payment of license fees deposited into Public Treasury.</p>
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I. MINIMUM REQUIREMENTS FOR OBTAINING LICENSE FOR VERIFICATION OF TARE WEIGHT, LABELING AND MARKING, RE-VALIDATION AND STAMPING OF LPG CYLINDERS IN RWANDA

LICENSE CATEGORY	SCOPE OF LICENSE	TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I		ADMINISTRATIVE REQUIREMENTS	
		TECHNICIENS COMPETENCES REQUIREMENTS	EQUIPMENT REQUIREMENTS AND RELATED TOOLS	LEGALY AND FACILITY REQUIREMENT	MODE OF APPLICATION
Onsite verification	To be determined by applicant	<p>I. Education background</p> <p>a) A minimum diploma (A1) in technical education in civil engineering, electrical and electronics engineering, mechanical engineering department in technical education</p> <p>b) Minimum bachelor’s degree in physics, mathematics, chemistry, metrology</p> <p>II. Management system standards Training</p> <p>a) ISO/IEC 17020</p>	<p>a) Having an appropriate work place</p> <p>b) Type approved and verified weighing instruments of capacity of 100kg, d=10g and suitable for application</p> <p>c) Calibrated standard weights at least 40kg (OIML M2)</p> <p>d) Service stickers</p> <p>e) Re-labelling and marking tools.</p> <p>f) Service cards</p> <p>g) Personal Protective equipment</p> <p>h) Safety tool kit</p>	<p>a) Company administrative structure</p> <p>b) Having office place</p> <p>c) Legally registered company in Rwanda</p> <p>d) Having contract with staff</p> <p>e) Having duties responsibility of staff</p> <p>i) Complying with national or regional applicable laws and regulations</p> <p>j) Having liability insurance contract</p>	<p>A private body that applies for a license to provide verification services must register with the organ in charge of metrology and submit the following:</p> <p>a) an application letter for a license;</p> <p>b) an appropriate form to be filled by the applicant;</p> <p>c) a copy of certificate of registration as a company in Rwanda;</p> <p>d) a plan to acquire recognition through accreditation or designation;</p>

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		<p>b) RSB 438</p> <p>III. Specific technical Training as evidence of technical knowledge and competence in the scope applied for offering verification services</p>			<ul style="list-style-type: none"> e) a proof of competence for required personnel vis-a-vis the scope of verification n services applied for; f) laboratory design structure; g) a list of standard equipment and their traceability; h) a proof of payment of license fees deposited into Public Treasury.
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II. MINIMUM REQUIREMENTS FOR OBTAINING A LICENSE OF ISSUING VERIFIED GROSS MASS(VGM) CERTIFICATE TO THE EXPORT CONTAINERS IN RWANDA

LICENSE CATEGORY	SCOPE OF LICENSE	TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I		ADMINISTRATIVE REQUIREMENTS	
		TECHNICIENS COMPETENCES REQUIREMENTS	EQUIPMENT REQUIREMENTS AND RELATED TOOLS	LEGALY AND FACILITY REQUIREMENT	MODE OF APPLICATION
ONSITE	VGM	<p>J. Education background Minimum A2 of technical secondary school and other A2 with 5 years experiences of installation, maintenance, and repair of measuring instruments</p> <p>GII. technical Training</p> <p>c) RS OIML R76 d) RS OIML R111 e) RS OIML 117 f) RS OIML R76</p>	<p>a) Having an appropriate workplace</p> <p>b) Installed Weighbridge of minimum 60 tones capacity complying with RS OIML R76 requirements.</p> <p>c) Procedure for issuing the VGM certificates.</p> <p>d) Contract with competent company for maintenance and services</p> <p>e) Preventive maintenance procedures and plan</p> <p>f) Verification plan and program of weighbridge every 6 month</p>	<p>a) Company administrative structure</p> <p>b) Having office place</p> <p>c) Legally registered company in Rwanda</p> <p>d) Having contract with staff</p> <p>e) Having duties responsibility of staff</p> <p>f) Complying with national or regional</p>	<p>A private body that applies for a license for offering VGM certificate to containers must register with the organ in charge of metrology and submit the following:</p> <p>a) an application letter for a license;</p> <p>b) an appropriate form to be filled by the applicant;</p> <p>c) a copy of certificate of registration as a company in Rwanda;</p> <p>d) a five (5) year business plan;</p> <p>e) a proof of competence for required personnel vis-a-vis the scope of verification n services applied for;</p>

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			<ul style="list-style-type: none"> g) Personal protective equipment matching to a number technicians employed h) Service Cards i) First aid kits 	<ul style="list-style-type: none"> applicable laws and regulations g) Having liability insurance contract 	<ul style="list-style-type: none"> f) laboratory design structure; g) a list of equipment, maintenance tools and their traceability; h) a proof of payment of license fees deposited into Public Treasury
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III. RSB LICENSING FEES

A private body that applies for a license to provide metrology services pays the following service fees in Non-Fiscal Revenue

S/N	Type of license	Activity	Fee (in FRW)
01	LICENSE FOR OFFERING CALIBRATION SERVICES IN RWANDA	Application	50,000
		Assessment (Initial assessment and 3 surveillance)	150,000
		License	50,000
		Renewal (03 years circle)	250,000
02	LICENSE FOR OFFERING INSTALLATION, MAINTENANCE AND REPAIR MEASURING INSTRUMENT IN RWANDA	Application	50,000
		Assessment (initial assessment and 3 surveillance)	100,000
		License	50,000
		Renewal (03 years circle)	200,000
03	LISENCE OF OFFERING VEIFICATION SERVICES OF MEASURING INSTRUMENTS IN TRADE TRANSACTION IN RWANDA	Assessment (Initial assessment and 3 surveillance)	150,000
		License	50,000
		Renewal (03 years circle)	150,000
04	LICENSE FOR OFFERING VERIFICATION SERVICES OF TARE WEIGHT, LABELING AND MARKING, RE-VALIDATION AND STAMPING OF LPG CYLINDERS	Assessment (Initial assessment and 3 surveillance)	100,000
		License	50,000
		Renewal (03 years circle)	150,000

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05	LICENSE OF ISSUING VERIFIED GROSS MASS(VGM) CERTIFICATE	Assessment (Initial assessment and 3 surveillance)	150,000
		License	50,000
		Renewal (03 years circle)	200,000

Approved by:

MURENZI Raymond
Director General