

| Kigali, on | |
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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 INSTRUMENTINS IN RWANDA

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



| Kigali, on | |
|------------|--|
| Reference | |

| D | and Electronic Weighbridges | I. Education background | 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 a) Standard Test measure of 5L, 20L | f) Having duties responsibility of staff g) Complying with national or regional applicable laws and regulations | 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 |
|---|--|---|--|--|---|
| | pumps (all) | Minimum A2 of technical secondary school and other A2 with 5 years experiences of installation, maintenance, and repair of measuring instruments. II. technical Training a) RS OIML R117 b) RS OIML R 140 | 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 | | applied for; 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:MinimumA2oftechnicalsecondaryschoolandotherA2with5yearsexperiencesof | a) standard Prover tanks of capacity ranging from 500L, 2500L and 5000L or Accurate master meter | | |



| Kigali, on | |
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| Reference | |

II. MINIMUM REQUIREMENT FOR OBTAINING LICENSE OF OFFERING CALIBRATION SERVICES IN RWANDA

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



| Kigali, on |
|------------|
| Reference |

| | | AND RELATED TOOLS | | |
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| On-site calibration services | 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 II. Management system standards Training a) ISO/IEC 17025 III. Specific Training justifying technical knowledge and competence of sector calibration in applied scope | To be determined by applicants according to the scope of license applied for, technology and guidelines to be used | structureb) Having office placec) Legally registered | 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: an application letter for a license; an appropriate form to be filled by the applicant; a copy of certificate of registration as a company in Rwanda; a five (5) year business plan; a plan to acquire recognition through accreditation or designation; a proof of competence for required personnel vis-a-vis the scope of calibration services applied for; laboratory design structure; a list of standard equipment and their traceability; |



| Kigali, on | |
|------------|--|
| Reference | |

| | | | | | 9. a proof of payment of license |
|-------------|---------------|---------------------------------|-----------------------|------------------------------------|---|
| | | | | | fees deposited into Public |
| | | | | | Treasury. |
| In-house | To be | I. Education background | To be determined by | a) Company administrative | A private body that applies for a |
| calibration | determined by | a) A minimum diploma (A1) in | applicants according | structure | license to provide calibration services |
| services | applicant | technical education in civil | to the scope of | b) Having office place | must register with the organ in |
| | | engineering, electrical and | license applied for, | c) Legally registered | charge of metrology and submit the |
| | | electronics engineering, | technology and | company in Rwanda | following: |
| | | mechanical engineering | guidelines to be used | d) Having laboratory facility | 1. an application letter for a |
| | | department in technical | | complying with | license; |
| | | education | | environmental conditions | 2. an appropriate form to be filled |
| | | b) Minimum bachelor's degree in | | according to the scope of | by the applicant; |
| | | physics, mathematics, | | services | 3. a copy of certificate of |
| | | chemistry, metrology | | e) Having contract with staff | registration as a company in |
| | | II. Management system | | f) Having duties | Rwanda; |
| | | standards Training | | responsibility of staff | 4. a five (5) year business plan; |
| | | a) ISO/IEC 1702 | | g) Complying with national | 5. a plan to acquire recognition |
| | | III. Specific technical | | or regional applicable laws | through accreditation or |
| | | Training as an evidence of | f | and regulations | designation; |
| | | technical knowledge and | | h) Having liability insurance | 6. a proof of competence for |
| | | competence in the scope | | contract | required personnel vis-a-vis the |
| | | applied for offering | | | scope of calibration services |
| | | calibration | | | applied for; |
| | | | | | 7. laboratory design structure; |
| | | | | | 8. a list of standard equipment and |
| | | | | | their traceability; |



| Kigali, on | |
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| Reference | |

| | | | | | 9. a proof of payment of license |
|--------------|---------------|--|-----------------------|-------------------------------|---|
| | | | | | fees deposited into Public |
| | | | | | Treasury. |
| Both on-site | To be | I. Education background | To be determined by | a) Company administrative | A private body that applies for a |
| and in-house | determined by | a) A minimum diploma (A1) in | applicants according | structure | license to provide calibration services |
| calibration | applicant | technical education in civil | to the scope of | b) Having office place | must register with the organ in |
| services | | engineering, electrical and | license applied for, | c) Legally registered | charge of metrology and submit the |
| | | electronics engineering, | technology and | company in Rwanda | following: |
| | | mechanical engineering | guidelines to be used | d) Having laboratory facility | 1. an application letter for a |
| | | department in technical education | | complying with | license; |
| | | b) Minimum bachelor's degree in | | environmental conditions | 2. an appropriate form to be filled |
| | | physics, mathematics, chemistry, | | according to the scope of | by the applicant; |
| | | metrology | | services | 3. a copy of certificate of |
| | | II. Management system | | e) Having contract with staff | registration as a company in |
| | | standards Training | | f) Having duties | Rwanda; |
| | | a) ISO/IEC 1702 | | responsibility of staff | 4. a five (5) year business plan; |
| | | III. Specific technical Training as | | g) Complying with national | 5. a plan to acquire recognition |
| | | evidence of technical knowledge and | | or regional applicable laws | through accreditation or |
| | | competence in the scope applied for | | and regulations | designation; |
| | | offering calibration | | h) Having liability insurance | 6. a proof of competence for |
| | | | | contract | 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; |



| Kigali, on | |
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| Reference | |

| | | 9. a proof of payment of license |
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| | | fees deposited into Public |
| | | Treasury. |

IV. MINIMUM REQUIREMENTS OBTAINING LISENCE OF VEIFICATION SERVICES OF MEASURING INSTRUMENTS IN TRADE TRANSACTION IN RWANDA

| LICENSE CATEGORY | SCOPE OF LICENSE | TECHNICAL REQUIREMENT FOR O LICENSE OF EACH CATEGORIES OF SCOPE I | | | | |
|------------------------|-------------------------------------|--|---|---|--|--|
| | | 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; | |



| Kigali, on |
|------------|
| Reference |

| | | II. Management system standards Training a) ISO/IEC 1702 b) RSB 438 III. Specific technical Training as evidence of technical knowledge and competence in the scope applied for offering verification services | | according to the scope of services 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 | 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. |
|------------------------|-------------------------------------|--|---|---|---|
| ONSITE VERIFICATION | 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 | 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: i) an application letter for a license; j) an appropriate form to be filled by the applicant; |



| Kigali, on | |
|------------|--|
| Reference | |

| II. Management system | environmental conditions | k) a copy of certificate of |
|--|---|--|
| standards Training a) ISO/IEC 17020 | according to the scope of | registration as a company in Rwanda; |
| b) RSB 438III. Specific technical Training as | services e) Having contract with staff | a five (5) year business plan;a plan to acquire recognition |
| evidence of technical knowledge and competence in the scope applied for | f) Having duties | through accreditation or designation; |
| offering verification services | responsibility of staff g) Complying with national | n) a proof of competence for required personnel vis-a-vis |
| | or regional applicable laws | the scope of verification n services applied for; |
| | and regulation | o) laboratory design structure; |
| | h) Having liability insurance contract | p) a list of standard equipment and their traceability; |
| | | q) a proof of payment of |
| | | license fees deposited into Public Treasury. |



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| Kigali, on | |
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| Reference | |

MINIMUM REQUIREMENTS FOR OBTAINING LICENSE FOR VERIFICATION OF TARE WEIGHT, LABELING AND MARKING, RE-VALIDATION AND STAMPING OF LPG CYLINDERS IN RWANDA

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



| Kigali, on | |
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| Reference | |

| b | b) RSB 438 | | e) a proof of competence for |
|-------|---|--|---|
| | Specific technical ning as evidence of technical vledge and competence in the | | required personnel vis-a- vis the scope of verification n services |
| scope | e applied for offering ication services | | applied for; f) laboratory design structure; |
| | | | a list of standard equipment and their traceability; |
| | | | h) a proof of payment of license fees deposited into Public Treasury. |



| Kigali, on | |
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| Reference | |

II. MINIMUM REQUIREMENTS FOR OBTAINING A LICENSE OF ISSUING VERIFIED GROSS MASS(VGM) CERTIFICATE TO THE EXPORT CONTAINERS IN RWANDA

| LICENSE | SCOPE OF | TECHNICAL REQUIREMENT FOR OBTAINING LICENSE OF EACH CATEGORIES OF SCOPE I | | ADMINISTRATIVE REQUIREMENTS | | |
|----------|----------|---|---|---|--|--|
| CATEGORY | LICENSE | TECHNICIENS COMPETENCES REQUIREMENTS | EQUIPMENT REQUIREMENTS AND RELATED TOOLS | LEGALY AND FACILITY REQUIREMENT | MODE OF APPLICATION | |
| ONSITE | VGM | J. 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 c) RS OIML R76 d) RS OIML R111 e) RS OIML 117 f) RS OIML R76 | a) Having an appropriate workplace b) Installed Weighbridge of minimum 60 tones capacity complying with RS OIML R76 requirements. c) Procedure for issuing the VGM certificates. d) Contract with competent company for maintenance and services e) Preventive maintenance procedures and plan f) Verification plan and program of weighbridge every 6 month | a) Company administrative structure b) Having office place c) Legally registered company in Rwanda d) Having contract with staff e) Having duties responsibility of staff f) Complying with national or regional | 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: a) an application letter for a license; b) an appropriate form to be filled by the applicant; 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; | |



| Kigali, on |
|------------|
| Reference |

| g) Personal protective equipment | applicable laws | f) laboratory design structure; |
|----------------------------------|---------------------|----------------------------------|
| matching to a number | and regulations | g) a list of equipment, |
| technicians employed | g) Having liability | maintenance tools and their |
| h) Service Cards | insurance contract | traceability; |
| i) First aid kits | | h) a proof of payment of license |
| | | fees deposited into Public |
| | | Treasury |



| Kigali, on | |
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| Reference | |

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 | Application | 50,000 |
| | RWANDA | Assessment (Initial assessment and 3 surveillance) | 150,000 |
| | | License | 50,000 |
| | | Renewal (03 years circle) | 250,000 |
| | | | |
| 02 | LICENSE FOR OFFERING INSTALLATION, | Application | 50,000 |
| | MAINTENANCE AND REPAIR MEASURING INSTRUMENT IN RWANDA | 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 | Assessment (Initial assessment and 3 surveillance) | 150,000 |
| | RWANDA | License | 50,000 |
| | | Renewal (03 years circle) | 150,000 |
| | | | |
| 04 | LICENSE FOR OFFERING VERIFICATION SERVICES OF | Assessment (Initial assessment and 3 surveillance) | 100,000 |
| | TARE WEIGHT, LABELING AND MARKING, RE- | License | 50,000 |
| | VALIDATION AND STAMPING OF LPG CYLINDERS | Renewal (03 years circle) | 150,000 |



| Kigali, on | |
|------------|--|
| Reference | |

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

Approved by:

MURENZI Raymond Director General