	RWANDA BUREAU OF STANDARDS	FORM-26
Title:	Industry and SMEs Form	QAF

**'FORM YUZUZWA N'INGANDA ZIFUZA GUHABWA ICYEMEZO KIRAMBYE
CYUBUZIRANENGE (Industry and SMEs Certification Form)**


**Part 1: Ibyangombwa bijyanye n'amategeko (Administrative
Requirements)**

1. Vuga icyo uruganda rukora cyangwa rwifuza gukora (mention the products processed or to be processed).....
.....
2. Uruganda rufite icyemezo cya REMA cyibemerera gukorera aho? (Is the plant authorised by REMA to operate in the premises?):


Yego/Yes	Oya/No
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3. Uruganda rufite icyemezo cya RDB? (Does the factory possess a valid certificate of registration from RDB?):

Yego/Yes	Oya/No
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4. Uruganda rufite icyemezo cyo gucuruza gitangwa na Minisiteri y'Ubucuruzi n'Inganda (Is the factory possessing a authorisation permit from MINICOM?):

Yego/Yes	Oya/No
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5. Ibyo ukora bingana iki mukwezi? (What is your production capacity per month?).....
6. Mugihe cy'umwaka urimbere urateganya ko byangana iki? (What is your anticipated production capacity in the next one year?).....

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7. Abakozi ukoresha kuburyo buhoraho nibangahe? (How many staff members do you employ on permanent contract?).....
8. Abakozi ukoresha kuburyo bwa nyakabyizi nibangahe? (How many staff members do you employ on temporary basis?).....
9. Vuga ibyiciro by'amashuri y'abakozi bakora kuburyo bwa kontaro (Mention the education levels for different categories of permanent staff)
- a) Abatarize (had no primary education).....
 - b) Abize amashuri abanza (with primary education).....
 - c) Abize amashuri yisumbuye (with sec education).....
 - d) Abize icyiciro cyambere cya kaminuza (with 2-year tertiary institution diploma).....
 - e) Icyiciro cyambere cya kaminuza no hejuru (with university degree and above).....
10. Hari inyigo yanditse ufite y'umushinga w'ibyo ukora? (Do you have any documented business plan for your business?)
- Yego/Yes Oya/No
11. Waba ufite abagutera inkunga? (Do you have any development partner/donor?)
- Yego/Yes Oya/No
12. Waba ufite icyerekezo cy'uruganda rwawe? (Do you have a company/plant vision?)
- Yego/Yes Oya/No
13. Hari ibikorwa by'ubuziranenge bw'ibikorwa byawe witabira? (Do participate in any standardization activity related to your product?)
- Yego/Yes Oya/No

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Part 2: Ibyangombwa muri tekinike (Technical requirements)

1. Ibikoresho by'ibanze ukoresha urabyifitiye cyangwa urabigura? (Do you possess basic raw materials or you buy them?):

Ndabyifitiye/ I have them

Ndabigura/ I buy them

2. Ibikoresho by'ibanze bipimishwa ubuziranenge bitarakoreshwa? (Do you carry out quality check for raw materials before they are put into use?):

Yego/Yes

Oya/No

3. Niba ari yego vuga igikorwa (If Yes, mention what is done)

.....

4. Imashini zikoreshwa hari izigwa ingese? (Among the machines used, are there rusty ones?):

Yego/Yes

Oya/No

5. Imashini zikoreshwa kandi zagira impinduka kubuziranenge bw'ibiribwa/ibinyobwa, zikorera serivisi yo kuregera? (Do you calibrate your equipment which can have an impact on quality of the food product?):


Yego/Yes

Oya/No

6. Ugira gahunda yanditse kandi igaragaza igihe cyo gukora isuku na serivise ku mashini? (Do you have a documented schedule for cleaning and maintenance of your equipment?)

Yego/Yes

Oya/No

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7. Hari ubwo ujya ukoresha ibipimo by'ubuziranenge bw'ibiribwa/ibinyobwa mugihe urimo urimo gukora bitasohoka ?
(Do you carry out quality control during the production process before the final product is out?)

Yego/Yes

Oya/No

8. Wavuga ibipimo ukoresha muri uwo murongo? (Mention the parameters tested in line)

.....
.....
.....

9. Iyo mupfunyika/mupfundikira, mukoresha imashini cyangwa intoki? (While packaging/bottling, do you use machines or hands?)

Imashini/Machine(s)

Intoki/Hands

10. Inyandiko zigaragara kubiribwa/ibinyobwa byawe, zubahirije amabwiriza y'ubuziranenge y'icyo kiribwa/kinyobwa? (Does the information displayed on your product fulfill the labeling requirements of the respective product standard?)


Yego/Yes

Oya/No

11. Ububiko bw'ibiribwa/ibinyobwa byawe byubahirije amabwiriza akubiye mw'itangazo No. 699/RBS/DDG/11 yo ku wa 28/06/2011 agendanye nuko ububiko bw'ibiribwa/ibinyobwa bugomba kuba bumeze? (Does your food store fulfill the requirements of the Public Notice No.699/RBS/DDG/11 regarding the requirements of a food store?)

Yego/Yes

Oya/No

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12. Wifashisha Nyandiko ki Gukora Ibicuruzwa

13. Vuga umwirondoro wayo mabwiriza cyangwa wizo nyandiko

.....

.....

.....

Part 3: Inyubako (Infrastructure)


1. Inyubako yaho ukorera ifite inkuta z'amatafari ahiye cyangwa aya block sima? (Are the walls of your factory made of burnt bricks or cement/sand blocks?)

2. Inkuta zisize irangi? (Are the walls painted?)

3. Muruganda hasi harimo amakaro cyangwa sima? (Is the floor tiled or cemented?)

4. Igisenge gisakaje amabati atava? (Is the roofing material leak-proof?)

5. Hari icyuma gisohora ivumbi kuva muruganda kirijyana hanze? (Is there a chimney to extract dust from the factory?)

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6. Muruganda hari umuyoboro ujyana umwanda ahabugenewe? (Is there any drainage system in the factory?)

 Yego/Yes

 Oya/No

7. Uruganda rufite amazi ya EWSA? (Is the factory having EWSA water supply?)

 Yego/Yes

 Oya/No

8. Uruganda rufite ubwiherero bw'abakozi kandi rurimo amazi? (Does the factory have flush toilets for staff?)

 Yego/Yes

 Yego/Yes

9. Hari aho abakozi bambarira imyenda y'akazi

 Yego/Yes

 Oya/No

10. Harimo urwiyuhagiriye rw'abakozi? (Is there staff washroom?)

 Yego/Yes

 Oya/No

11. Abakozi buruganda bafite imyenda yabugenewe? (Does the factory staff have appropriate uniform?)

 Yego/Yes


 Yego/Yes

12. Abakozi buruganda buri gihembwe bapimishwa inwara zishobora kwanduza ibiribwa? (Are the staff on quarterly basis tested for infectious diseases?)

 Yego/Yes

 Oya/No

13. Hari inyandiko zanditswe n'uruganda zirebana n'imikorere yakazi zihari? (Are there Industry/SME generated procedure manuals of work instructions?)

	<input type="text" value="Yego/Yes"/>	<input type="text" value="Oya/No"/>	RWANDA BUREAU OF STANDARDS	FORM-26
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14. Waba wifuza kubona ikirango cy'ubuziranenge bw'ibyo ukora? (Do you need to have standardization mark for your products?)

15. Umwirondoro wa nyiri uruganda (Full address of the manufacturer):

Amazina/Names.....

Akagali/Cell.....

Umurenge/Sector.....

Akarere/District.....

Intara/Province:.....

Tel:.....

- Niba hari ikindi wifuza kumenya, hamagara 3250 Uyu muyoboro ntiwishyurwa iyo ukeresheje inomeru ya MTN
- Cyangwa andikira ubuyobozi bw'Ikigo ukoreshe e-mail: info@rbs.org.rw