

**RWANDA DEVELOPMENT BOARD/ SEZ AND EXPORT FACILITATION DEPARTMENT.**
**OCCUPANCY PERMIT INSPECTION FORM**
**1. FIRE AND SECURITY REQUIRED EQUIPMENT INSTALLATIONS.**
**a) warehouse**

S/N	Required installation	Installed Equipment			Observation
		YES	NO	NA	
1	<b>Fire extinguishers at every 50m on each floor</b>				
	DCP (Dry chemical powder) of at least 25kg				
	Co <sub>2</sub> (carbon dioxide)				
	Foam (foam liquid)				
	DSPA (Dry sprinkler powder Aerosol)				
	Hose reel(30m)				
	Fire hydrants (6 – 8bar)				
	Water reservoirs/tank				
	Sprinkler system				
	Dust vase				
	Co <sub>2</sub> suppression system (carbon dioxide)				
	Para-lightening system				
2	<b>Other safety and security requirements</b>				
	Fire alarm system with control panel				
	Smoke detectors				
	Emergency exit routes				
	Emergency exit signs				
	Floor plan on each level				
	Emergency evacuation plan				
	Number signs on each level				
	Sign forbidding the use of elevators in case of fire				
	Emergency response units phone numbers (police, fire brigade, ambulance)				
	Assembly areas and signs				
	CCTV camera and control room				
	Luggage scanner				
Walk through & handheld metal detectors					
Security managers & staff					

	Under search mirror				
	Disability way				
	Disability toilet flip-up grab bars				
	Certification of electrical installation in conformity with norms and standards				
	General risk insurance coverage				
	Landing space for helicopters to evacuate people during emergency				
	Staff and visitor's access cards				
	First aid boxes				
	Previous results of wastewater treatment plant records				
	Broad band (internet services)				
	At least 20% landscape(green)				
	Form for completion certificate				
	Elevator /Lift				
	Generator				
	Uninterruptible power supply (UPS)				

**b) Offices**

S/N	Required installation	Installed Equipment			Observation
1	<b>Fire extinguishers at every 50m on each floor</b>	YES	NO	NA	
	DCP (Dry chemical powder) of at least 9kg				
	Co <sub>2</sub> (carbon dioxide) of at least 5kg				
	Foam (foam liquid)				
	DSPA (Dry sprinkler powder Aerosol)				
	Hose reel(30m) per floor				
	Fire hydrants (6 – 8bar)				
	Water reservoirs/tank				
	Sprinkler system				
	Dust vase				
	Co <sub>2</sub> suppression system (carbon dioxide)				
	Para-lightening system				
2	<b>Other safety and security requirements</b>				
	Fire alarm system with control panel				
	Smoke detectors				
	Emergency exit routes				

Emergency exit signs				
Floor plan on each level				
Emergency evacuation plan				
Number signs on each level				
Sign forbidding the use of elevators in case of fire				
Emergency response units phone numbers (police, fire brigade, ambulance)				
Assembly areas and signs				
CCTV camera and control room				
Luggage scanner				
Walk through & handheld metal detectors				
Security managers & staff				
Under search mirror				
Disability way				
Disability toilet flip-up grab bars				
Certification of electrical installation in conformity with norms and standards				
General risk insurance coverage				
Landing space for helicopters to evacuate people during emergency				
Staff and visitor's access cards				
First aid boxes				
Previous results of wastewater treatment plant records				
Broad band (internet services)				
At least 20% landscape(green)				
Form for completion certificate				
Elevator /Lift				
Generator				
Uninterruptible power supply (UPS)				

### c) Factory

S/N	Required installation	Installed Equipment			Observation
1	<b>Fire extinguishers at every 50m on each floor</b>	YES	NO	NA	
	DCP (Dry chemical powder) of at least 25kg				
	Co <sub>2</sub> (carbon dioxide)				
	Foam (foam liquid)				
	DSPA (Dry sprinkler powder Aerosol)				

	Hose reel(30m)				
	Fire hydrants (6 – 8bar)				
	Water reservoirs/tank				
	Sprinkler system				
	Dust vase				
	Co <sub>2</sub> suppression system (carbon dioxide)				
	Para-lightening system				
2	<b>Other safety and security requirements</b>				
	Fire alarm system with control panel				
	Smoke detectors				
	Emergency exit routes				
	Emergency exit signs				
	Floor plan on each level				
	Emergency evacuation plan				
	Number signs on each level				
	Sign forbidding the use of elevators in case of fire				
	Emergency response units phone numbers (police, fire brigade, ambulance)				
	Assembly areas and signs				
	CCTV camera and control room				
	Luggage scanner				
	Walk through & handheld metal detectors				
	Security managers & staff				
	Under search mirror				
	Disability way				
	Disability toilet flip-up grab bars				
	Certification of electrical installation in conformity with norms and standards				
	General risk insurance coverage				
	Landing space for helicopters to evacuate people during emergency				
	Staff and visitor's access cards				
	First aid boxes				
	Previous results of wastewater treatment plant records				
	Broad band (internet services)				
	At least 20% landscape(green)				
	Form for completion certificate				
	Elevator /Lift				

	Generator				
	Uninterruptible power supply (UPS)				

## 2. ENVIRONMENTAL MANAGEMENT RELATED ISSUES

S/N	Required items	Status			Observation
		YES	NO	NA	
1					
	Garden inside and outside the compound is green and clean				
	Health and safety signs available in the factory				
	Personal protective equipment (footwear, gloves, eye protection and helmets) available				
	All Employees have a valid health insurance.				
	Liquid waste pretreatment plant before being discharged to the common sewage treatment plant				
	Air pollution control system in place				
	Noise pollution system in place				
	Solid waste management plan in place				
	Wastewater treatment plant in place				
	hazardous wastes treatment plan if any				
	Plan for Regular environmental compliance test				

**NB:** in the above checklist

**Yes:** means that the equipment/item is installed and complies with the Rwanda building code of standards.

**NO:** means that the equipment/item is not installed or its installed and does not meet Rwanda building code of standards.

**NA:** means Not Applicable.

### GENERAL OBSERVATIONS

### RECOMMEDATIONS