

በአምራች ኢንዱስትሪ ዘርፍ የተሰማሩ ምሳንድስና ባለሙያዎች እና ተቋማት የብቃት

ማረጋገጫ የምስክር ወረቀት አሰጣጥ መመሪያ ቁጥር 527/2013

የብረታ ብረትና የምህንድስና ኢንዱስትሪ ዘርፍ ሙያን ማልማትና ማሳደግ ለሀገሪቱን የኢንዱስትሪ ልማት መጎልበት ብሎም ለምጣኔ ሀብት ዕድገት መሠረታዊ በመሆኑ፤

ሰብረታ ብረት እና ለምህንድስና ኢንዱስትሪዎች መስፋፋትና መልማት የምህንድስናና የመሰል የሙያ መስኮች እውቀትና ክህሎት መገኘትና ተግባራዊ መሆን የግድ በመሆኑ፤

የግሉ ዘርፍ በኢንዱስትሪው መስክ ቁልፍ ባለድርሻ በመሆኑ እና የዚህ የግሉ ዘርፍ አቅም ማለትም የሰው ሃይል(የባለሙያ)፣ የመሳሪያ እና የተቋሙን አጠቃላይ አቅም በቅድሚያ በማወቅ ያለበትን ደረጃ መወሰን አስፈላጊ በመሆኑ፤

መንግስት በማምረት ሥራ ላይ የሚሰማሩ ባለሙያዎች ፣ አማካሪዎችና ሥራ ተቋራጮች በሚሰሩት ሥራ የደህነት ፣ የጥራትንና የውጤታማነት መስፈርትን እንዲያሟሉ ብሎም የሕዝቡን ጥቅም ለማስጠበቅ የሚረዱ የብቃት ማረጋገጫ የምዘና ሥርዓት መዘርጋት አስፈላጊ ሆኖ በመገኘቱ፤

የንግድና ኢንዱስትሪ ሚኒስቴር ፤የመሠረታዊ ብረታ ብረትና ኢንጂነሪንግ ኤጀንሲ ማቋቋሚያ አዋጅ ቁጥር 47/1989/ም አንቀጽ 16/7፣ የኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ አስፈጻሚ አካላትን አደረጃጀት ለማሻሻል የወጣ አዋጅ ቁጥር 256/1994/ም አንቀጽ 5/2፣ የኢትዮጵያ ዲሞክራሲያዊ አስፈጻሚ አካላትን አደረጃጀት ለማሻሻል የወጣአዋጅ ቁጥር 411/1996 አንቀጽ 2/3፣ የኢትዮጵያ ዲሞክራሲያዊ ሪፐብሊክ አስፈጻሚ አካላትን ሥልጣንና ተግባር ለመወሰን የወጣ አዋጅ ቁጥር 691//2003 አንቀጽ 20/2/ ፣ የኢትዮጵያ ዲሞክራሲያዊ ሪፐብሊክ አስፈጻሚ አካላትን ሥልጣንና ተግባር መወሰኛ አዋጅ ቁጥር 916/2008 አንቀጽ 21/18/ እና የኢትዮጵያ ዲሞክራሲያዊ ሪፐብሊክ አስፈጻሚ አካላትን ሥልጣንና ተግባር መወሰኛ አዋጅ ቁጥር 1097//2011 አንቀጽ 19/2/ መሠረት ይህን መመሪያ አውጥቷል።



[Handwritten signature]

ክፍል አንድ

ጠቅላላ

1. አጭር ርዕስ

ይህ መመሪያ « በአምራች ኢንዱስትሪ ዘርፍ የተሰማሩ የምህንድስና ባለሙያዎች እና ተቋማት የብቃት ማረጋገጫ የምስክር ወረቀት አሰጣጥ መመሪያ ቁጥር 527/2013 » ተብሎ ሊጠቀስ ይችላል።

2. ትርጓሜ

በዚህ መመሪያ ውስጥ የቃሉ አገባብ ሌላ ትርጉም የሚያሰጠው ካልሆነ በስተቀር፡-

- 1/ «ሚኒስቴር» ማለት የኢትዮጵያ ፌዴራላዊ ዲሞክራሲያዊ ሪፐብሊክ የንግድና ኢንዱስትሪ ሚኒስቴር ነው፤
- 2/ «ምስክር ቤት» የዚህ መመሪያ አፈጻጸምን እንዲመራ በሚኒስቴሩ የሚሰየም አካል ነው።
- 3/ « ተጠሪ ተቋም » ማለት ተጠሪነቱ ለንግድና ኢንዱስትሪ ሚኒስቴር የሆነ ኢንስቲትዩት ወይም ባለሥልጣን ወይም ድርጅት ነው።
- 4/ « የምስክር ወረቀት ሰጪ አካል » ማለት የምስክር ወረቀት እንዲሰጥ፣ እንዲያድስ፣ እንዲያግድ፣ እንዲሰርዝ እና ከዚህ መመሪያ ጋር የተያያዙ ሌሎች ተግባራትን እንዲያከናውን በዚህ መመሪያ በሚኒስትሩ የሚሰየም የሥራ ክፍል ነው፤
- 5/ «አመልካች» ማለት በዚህ መመሪያ በተዘጋጀው ቅጽ መሠረት የብቃት ማረጋገጫ የምስክር ወረቀት እንዲሰጠው ጥያቄውን ለምስክር ወረቀት ሰጪው አካል የሚያቀርብ የምህንድስና ባለሙያ ወይም አማካሪ ወይም የሥራ ተቋራጭ ነው፤
- 6/ «ባለሙያዎች» ማለት በዚህ መመሪያ አባሪ አንድ የተዘረዘሩት የምህንድስና ባለሙያዎች ማለት ነው፤
- 7/ «ተቋም» ማለት በአምራች ኢንዱስትሪ ዘርፍ ምህንድስና አማካሪነት እና/ወይም በምህንድስና ሥራ ተቋራጭነት የሥራ ዘርፍ የተሰማራ ተቋም ነው፤



[Handwritten signature]

- 8/ “የማምረት፣ የማቀነባበርና የመጠገን ኢንዱስትሪ” ማለት በሁሉም የምጣኔ ሀብት እንቅስቃሴዎች በአለም አቀፍ የኢንዱስትሪ ፈርጅ ምዘና (አይ ኤስ አይ ሲ) በተወሰነው መሠረት የምርት መጠኖቹን ለማምረት በኢንዱስትሪ ውስጥ የተሰማራ አካል ነው።
- 9/ “መሀንዲስ” ማለት በሜካኒካል ፣ በኢንዱስትሪያል ፣ በኤሌክትሪካል ፣ በኤሌክትሮሜካኒካል ፣ በአውቶሞቲቭ ፣ በሜታለርጂ እና ተዛማጅ የምህንድስና ሙያዎች፣ እና መርሆች የምህንድስና ክህሎት ወይም ዘዴን የተካነ ግለሰብ ሆኖ የምህንድስና ተግባርን ለመከወን ብቁ የሆነ የተፈጥሮ ሰው ነው።
- 10/ “የብቃት ማረጋገጫ የምስክር ወረቀት” ማለት በምስክር ወረቀት ሰጪው አካል በመመሪያው የተቀመጡትን የምዘና መስፈርቶች ስለማሟላቱ በማረጋገጫነት ለአመልካች የሚሰጥ የብቃት ማረጋገጫ የጽሁፍ መግለጫ ነው።
- 11/ “የብረታ ብረት ኢንጂነሪንግ ኢንዱስትሪ” ማለት በመሠረታዊ ብረታ ብረት፣ በማሽነሪና ኢኩፕመንት፣ በፋብሪካ፣ በአቶሞቲቭ፣ በኤሌክትሪክና በኤሌክትሮኒክስ ዕቃዎችና መሣሪያዎች ማምረት ዘርፍ ላይ የተሰማሩ ኢንዱስትሪ ተቋም ነው።
- 12/ “የብረታ ብረት ኢንጂነሪንግ ኢንዱስትሪ” ማለት በመሠረታዊ ብረታ ብረት፣ በማሽነሪና ኢኩፕመንት፣ በፋብሪካ፣ በአቶሞቲቭ፣ በኤሌክትሪክና በኤሌክትሮኒክስ ዕቃዎችና መሣሪያዎች ማምረት ዘርፍ ላይ የተሰማሩ ኢንዱስትሪ ተቋም ነው።
- 13/ “የምህንድስና ተግባራት” ማለት በኢንዱስትሪ ፕሮጀክት ጥናት፣ ዲዛይን፣ የመሣሪያ መረጣና ተክላ፣ የሙከራ ምርት ማረጋገጫ፣ በኢንዱስትሪ ሴፍቲ ፣ በኃይል ቁጠባ፣ በአካባቢ ጥበቃ፣ በምርት ዲዛይንና ልማት፣ በቤተ-ሙከራ ፍተሻ አገልግሎት፣ በጥራት ሥራ አመራር ሥልጠናና የምክር አገልግሎት፣ በጥገናና ምርምር፣ በንዑስ ዘርፉ የግብዓት አቅርቦትና ግብይት፣ እንደዚሁም ሌሎች የኢንዱስትሪ ልማቱን የሚደግፉ ተግባራትን የሚያካትት ነው።
- 14/ “ አማካሪ ” ማለት በምህንድስና መስክ ባለው የአውቀትና የሥልጠና ደረጃ በአምራች ኢንዱስትሪ የምህንድስና መስክ ጉዳዮች ላይ የማማከር አገልግሎትና መሰል ሙያዊ አገልግሎት የሚሰጥ በሕግ የሰውነት መብት የተሰጠው አካል።



[Handwritten signature in blue ink]

15/ “ሥራ ተቋራጭ” ማለት በውል ደንቦች መሠረት በአምራች ኢንዱስትሪ የተሰማሩ የምህንድስና ባህሪ ያላቸውን ሥራዎችን በመስራት አገልግሎቶች የሚሰጥ ማንኛውም ሙያዊ ክህሎት ያለው በሕግ የሰውነት መብት የተሰጠው አካል፤

16/ “ የሙያ ማህበር ” ማለት በዚህ መመሪያ መሠረት የብቃት ማረጋገጫ የምስክር ወረቀት አሰጣጥ ሂደት ውስጥ ተሳታፊ የሆኑና በኢትዮጵያ ውስጥ በምህንድስና ሙያ ማህበርነት የተመዘገበ ማህበር ነው፤

17/ “ ሰው ” ማለት ማንኛውም የተፈጥሮ ሰው ወይም በሕግ የሰውነት መብት የተሰጠው አካል ነው።

3/ አላማና ግብ

በዚህ መመሪያ መሠረት በአምራች ኢንዱስትሪ ዘርፍ ለተሰማሩ የምህንድስና ባለሙያዎች፣ አማካሪዎችና ሥራ ተቋራጮች የብቃት ማረጋገጫ የምስክር ወረቀት መስጠት ሀገራዊ የኢንዱስትሪ ልማቱን የማሳለጥ አጠቃላይ አላማ ያለው ሲሆን የሚከተሉትም አላማዎች ይኖሩታል፡-

ሀ/ በምህንድስናና ተጓዳኝ የኢንዱስትሪ የማምረት፣ የማቀነባበርና የመጠገን ዘርፍ ሥራዎች ብቃታቸው በተረጋገጠ ባለሙያዎችና ተቋማት አገልግሎቱን እንዲያገኝ በማድረግ የሕብረተሰቡን ተጠቃሚ ለማገገጥ፤

ለ/ በምህንድስና ሙያ ሥራ ለመሰማራት የሚፈልጉ ባለሙያዎችና ተቋማት ደረጃ ለመለየትና የምህንድስና ሥራው የጥራት ደረጃውን ያሟላ ስለመሆኑ ማረጋገጫ ለመስጠት፤

ሐ/ በማምረት፣ በማቀነባበርና በመጠገን ኢንዱስትሪ ዘርፍ ላይ የተሰማሩ የምህንድስና ባለሙያዎችንና ተቋማትን ለማበረታታት።

4/ የተፈጻሚነት ወሰን

ይህ መመሪያ ቀጥሎ በተጠቀሱት ባለሙያዎችና ተቋማት ላይ ተፈጻሚነት ይኖረዋል፤



- 1/ በብረታ ብረትና ኢንጅነሪንግ ኢንዱስትሪ እና ሌሎች የኤሌክትሮ መካኒካል ሥራዎች የምህንድስና ተግባራት በሆኑ የማስተማር ፣ የጥናትና ምርምር ፣ የፕሮጀክት ሥራዎች፣ የማምረቻ መሣሪያዎችና የኢንዱስትሪ ምርቶችን የመጠገን፣ የማማከር ፣ የአገልግሎት መስጠት ፣ ለኢንዱስትሪ ልማቱ አጋዥ የሆኑ የቴክኖሎጂና መሣሪያዎችን በማስመጣትና በመላክ ሥራ ላይ በተሰማሩ የሜካኒካል ፣ የኢንደስትሪያል ፣ የኤሌክትሪካል ፣ የኤሌክትሮሜካኒካል ፣ የአውቶሞቲቭ ፣ የሜታለርጂ እና ተዛማጅ የምህንድስና ባለሙያዎች፤
- 2/ በብረታ ብረትና ኢንጅነሪንግ ኢንዱስትሪ እና ሌሎች የሜካኒካል ፣ ኢንደስትሪያልና የኤሌክትሮ መካኒካል ሥራ ተቋራጮችና አማካሪዎች ፣ አገልግሎት ሰጪዎች ፣ የምህንድስና ተግባራት የሆኑ የጥናትና ምርምር ፣ የፕሮጀክት ሥራዎችን የሚሰሩ ፣ የማምረቻ መሣሪያዎችና የኢንዱስትሪ ማሸኛችን የሚጠግኑ፣ ለኢንዱስትሪ ልማቱ አጋዥ የሆኑ የቴክኖሎጂ መሣሪያዎችን በማስመጣትና በመላክ ሥራ ላይ በተሰማሩ ተቋማት ፣
- 3/ የመሰረታዊ ብረታ ብረት እና ኢንጅነሪንግ ንዑስ ዘርፍ ላይ የተሰማሩ የብረት እና አረብ ብረት ምርት አምራቾች ፣ የክብሩ ማዕድናት እና ማግኔታዊ ያልሆኑ ብረታ ብረቶችን አምራቾች፣ ብረት ማድለብ/ ማቅለጥ ስራ የሚሰሩ ፣ ለስትራክቸር የሚያገለግሉ የብረታ ብረት ውጤቶች፣ ታንክሮች፣ የውሃ ማጠራቀሚያዎች የሚፈብረኩ ፣ ሌሎች የሚፈብረኩ የብረታ ብረት ምርት ውጤቶች የብረታ ብረት ስራ አገልግሎት ስራዎች የሚሰሩ ፣ ለሁለገብ ስራ የሚያገለግሉ መሳሪያዎች የሚፈብረኩ ፣ ለልዩ አገልግሎት የሚውሉ መሳሪያዎችን የሚፈብረኩ ፣ የቤትና የቢሮ ውስጥ ፈርኒቸሮችን የሚያመርቱ እና ብረታብረት የሆኑ እና ያልሆኑ ውድቅዳቂዎችና ስክራፖችን እንደገና በማምረት ላይ የተሰማሩ አምራቾችን ያጠቃልላል።
- 4/ ይህ መመሪያ ከመውጣቱ በፊት የምስክር ወረቀት የያዙ የምህንድስና ባለሙያዎች፣ አማካሪዎች፣ ሥራ ተቋራጮችና አምራቾች በዚህ መመሪያ መሠረት የምስክር ወረቀት ማግኘት ይጠበቅባቸዋል።



ክፍል ሁለት

የምስክር ወረቀት ሰጪ አካላትን ስለማዋቀር ፣ ስለመስፈርት እና ስለምስክር ወረቀት

አሰጣጥ

5/ የምስክር ቤት አወቃቀር

- 1/ ከሚኒስቴር መስሪያ ቤቱ፣ ከተጠሪ ተቋማት፣ ከመካኒካል፣ ከኢንዱስትሪያል፣ ከኤሌክትሪካል ምህንድስና የሙያ ማህበራት እና ከአምራች ተቋማት ማህበር የተውጣጡ ዘጠኝ አባላትን የያዘ በአምራች ኢንዱስትሪ ዘርፍ የተሰማሩ የምህንድስና ባለሙያዎች፣ አማካሪዎችና ሥራ ተቋራጮች የብቃት ማረጋገጫ የምስክር ወረቀት አሰጣጥን የሚመራ ምስክር ቤት (ከዚህ በኋላ « ምስክር ቤት » ተብሎ የሚጠራ) በዚህ መመሪያ ተቋቁሟል፤
- 2/ የምስክር ቤቱ ሰብሳቢና አባላት በሚኒስትሩ የሚሰየሙ ሆኖ ለጉዳዩ አግባብነት ያለው ተጠሪ ተቋም ዋና ዳይሬክተር ሰብሳቢ፣ ከሚኒስቴር መስሪያ ቤቱ የሚሰየም ሁለት አባላት፣ ከተጠሪ ተቋማት ሁለት አባላት ፣ ከመካኒካል ፣ ከኢንዱስትሪያል እና ከኤሌክትሪካል ምህንድስና የሙያ ማህበራት የሚሰየሙ ሶስት አባላት ፣ እንዲሁም ከኢትዮጵያ መሠረታዊ ብረታ ብረትና ኢንጂነሪንግ ኢንዱስትሪዎች ማህበር የሚሰየም አንድ አባል ይኖሩታል፤
- 3/ በተጨማሪም ከሚኒስቴር መስሪያ ቤቱ የሚወከል አንድ ድምጽ የሌለው ፀሐፊ ይኖረዋል፤
- 4/ ምስክር ቤቱ ተጠሪነቱ ለሚኒስቴሩ ይሆናል።

6/ የምስክር ቤቱ ተግባራት

- 1/ በምስክር ወረቀት ሰጪው አካል የውሳኔ አሰጣጥ ሂደት፣ ውሳኔ፣ የሥነ-ምግባር እና ተያያዥ ጉዳዮች ጋር ተያይዞ በሚቀርብ ቅሬታ ላይ አስፈላጊውን ውሳኔ ማስተላለፍ፤
- 2/ በዚህ መመሪያ አፈጻጸም በምስክር ወረቀት ሰጪው አካል ሊፈቱ ላልቻሉ ተግዳሮቶች በዚህ መመሪያ መሠረት መፍትሔ መስጠት፣ አስፈላጊውን ውሳኔ ማስተላለፍ፤
- 3/ የመስፈርቶች ክለሳ እንዲደረግ እና ሌሎች መመሪያውን ለማሻሻል የሚረዱ የውሳኔ ሐሳቦች አግባብነት መርምሮ ለሚኒስቴሩ ማቅረብ፤
- 4/ በምስክር ወረቀት ሰጪው አካል በሚቀርብለት ወቅታዊ ሪፖርት ላይ በመወያየት አስፈላጊውን ውሳኔ ማስተላለፍ፤



5/ ወቅታዊ ሪፖርቶችን ለሚኒስቴሩ ማቅረብ ፣

6/ ይህንን መመሪያ ተግባራዊ ለማድረግ የሚረዱ ሌሎች ሐሳቦችን በማመንጨት በዚህ መመሪያ መሠረት ተግባራዊ እንዲሆኑ አመራር መስጠት፣

7/ የምስክር ወረቀት የተሰጣቸው ተቋማት የምስክር ወረቀት ሲወስዱ ያስመዘገቧቸው መረጃዎች እውነተኛ መሆናቸውን የመስክ ክትትል (ሱፐርቪዥን) በማድረግ ግኝቶችን የሚያቀርብለት አካል ወይም ባለሙያ ይሰይማል። በሚቀርብለት ግኝት መሠረት አስፈላጊውን እርምጃ ይወስዳል፣

8/ የዚህ መመሪያ ተግባራዊነትን ለማስፋትና በሕግ አግባብ አስገዳጅ ለማድረግ የሚያስችሉ ዘዴዎችን በመቀየስ ጉዳዩ ከሚመለከታቸው አካላት ጋር ይሰራል፣ውጤታማነቱንም ይከታተላል፣

9/ የምክር ቤቱ አባል ከምክር ቤት አባልነቱ ሲያስነሳው የሚያበቃ ምክንያት መኖሩን ካመነ የውሳኔ ሐሳቡን ለሚኒስቴሩ ያቀርባል።

7/ የምክር ቤቱ የስብሰባ ጊዜ

1/ ምክር ቤቱ በሦስት ወር አንድ ጊዜ ይሰበሰባል፣ ሆኖም አስፈላጊ ሆኖ ሲገኝ በማናቸውም ጊዜ ሊሰበሰብ ይችላል፣

2/ ከግማሽ በላይ የሚሆኑ የምክር ቤቱ አባላት በስብሰባ ከተገኙ ምልዓተ ጉባዔ ይሆናል፣

3/ የምክር ቤቱ ውሳኔዎች በድምጽ ብልጫ ያልፋሉ፣ ሆኖም ድምጽ እኩል በኩል የተከፈለ እንደሆነ ስብሰባው የሚደግፈው ውሳኔ ያልፋል፣

4/ የዚህ አንቀጽ ድንጋጌች እንደተጠበቁ ሆነው ምክር ቤቱ የራሱ የስብሰባ ደንብ ሊያወጣ ይችላል።

8/ የምስክር ወረቀት ሰጪ አካል ስለመሰየም

1/ ሚኒስትሩ፣ ከሚኒስቴር መሥሪያ ቤቱ የሥራ ክፍሎች መሐከል በዚህ መመሪያ መሠረት የምስክር ወረቀት ለመስጠት አግባብነት ያለውን የሥራ ክፍል የምስክር ወረቀት ሰጪ አካል አድርጎ ይሰይማል ወይም እራሱን የቻለ የሥራ ክፍል እንዲቋቋም ያደርጋል፣



2/ የምስክር ወረቀት እንዲሰጥ የተሰየመው የሥራ ክፍል ኃላፊ ለባለሙያዎችና ለተቋማት የሚሰጠው የምስክር ወረቀት በዚህ መመሪያ መሠረት ስለመሰጠቱ የሚረጋገጥ ኃላፊነት አለበት፤

3/ የምስክር ወረቀት ሰጪ አካል ተጠሪነቱ ለሚኒስትሩ ሆኖ ዝርዝር የአሠራር ሂደቱ በሚኒስቴሩ የውስጥ አሠራር መሠረት ይሆናል።

9/ የምስክር ወረቀት ሰጪ አካል ተግባራት

1/ ባለሙያዎች እና ተቋማት የምስክር ወረቀት እንዲሰጣቸው ጥያቄ ሲያቀርቡ በዚህ መመሪያ የተዘረዘሩ መስፈርቶች መሟላታቸውን በማረጋገጥ የምስክር ወረቀት ይሰጣል፤ ያድሳል፤ ያግዳል፤ ይሰርዛል፤

2/ በዚህ መመሪያ አፈጻጸም ስላጋጠሙ ተግዳሮቶች፣ ስለመስፈርቶች ክለሳ እና ሌሎች መመሪያውን ለማሻሻል የሚረዱ ሐሳቦችን በማዳበር የውሳኔ ሐሳቡን ለምክር ቤቱ ያቀርባል፤

3/ ለዚህ መመሪያ አፈጻጸም የሚረዱ መረጃዎችን ሁሉ አደራጅቶ ይይዛል፤

4/ የተሰጡ የምስክር ወረቀቶች እንደ ድረ ገጽ በመሰሉ የመረጃ ማሰራጨ ዘዴዎች ለሦስተኛ ወገኖች ሊታይና ግልጽ የሚሆኑበትን ዘዴ ያመቻቻል፤

5/ ወቅታዊ የሥራ ሪፖርቶችን ለምክር ቤቱ ያቀርባል።

10/ የምስክር ወረቀት ለማግኘት መቅረብ ያለበት ማመልከቻና ሰነዶች

የምስክር ወረቀት ማግኘት የሚፈልግ ባለሙያ ወይም ተቋም ከዚህ መመሪያ ጋር በተያያዘው ቅጽ መሠረት የማመልከቻ ቅጽ በመሙላትና በዚህ መመሪያ አንቀጽ 11 የተመለከቱትን ሰነዶች በማያያዝ የምስክር ወረቀት እንዲሰጠው ለምስክር ወረቀት ሰጪው አካል ማመልከት ይኖርበታል።

11/ የምስክር ወረቀት ለማግኘት ማሟላት ያለባቸው መስፈርቶች

1/ ከዚህ መመሪያ ጋር የተያያዙት አባሪ አንድ፣ አባሪ ሁለት እና አባሪ ሦስት የዚህ መመሪያ አካል ናቸው።



2/ ግለሰብ ባለሙያዎች ማሟላት ያለባቸው መስፈርቶች ዝርዝር ከዚህ መመሪያ ጋር በተያያዘው አባሪ አንድ ተመልክቷል፤

2/ ተቋማት ማሟላት ያለባቸው መስፈርቶች ዝርዝር ከዚህ መመሪያ ጋር በተያያዘው አባሪ ሁለት እና ሦስት ተመልክቷል።

12/ በአመልካቾች የቀረበ የሰነድ መረጃዎች ትክክለኛነትን ስለማረጋገጥ

1/ የምስክር ወረቀት ሰጪው አካል የብቃት ማረጋገጫ የምስክር ወረቀት ለማግኘት በባለሙያው ወይም በተቋሙ የሚቀርቡ መረጃዎች ትክክለኛነት አስፈላጊውን ግምገማ በማካሄድ ያረጋግጣል። አስፈላጊ ሆኖ ካገኘው በሚመለከተው አካል እንዲረጋገጥ ማድረግ ይችላል፤

2/ አመልካቹ ባቀረበው መረጃ ከተስተናገደ በኋላ አቅርቦ የነበረው መረጃ ሐሰተኛ ሆኖ ከተገኘ በአመልካቹ ላይ አስፈላጊው ሕጋዊ እርምጃ ሊወሰድ እና/ወይም እንዲወሰድ ማድረግ አለበት።

13/ የምስክር ወረቀት ስለመስጠት

1/ የምስክር ወረቀት ሰጪው አካል በዚህ መመሪያ አንቀጽ 8 መሠረት ማመልከቻ ሲቀርብለት በዚህ መመሪያ አንቀጽ 11 መሠረት የተመለከቱት መስፈርቶች መሟላታቸውን ካረጋገጠ በኋላ ተገቢውን የአገልግሎት ክፍያ በማስከፈል ከዚህ መመሪያ ጋር በተያያዘው ቅጽ መሠረት ለአመልካቹ የምስክር ወረቀት ይሰጠዋል፤ ሆኖም አንድ ግለሰብ ወይም ተቋም የስራ ተቋራጭነትና የአማካሪነት የብቃት ማረጋገጫ በተመሳሳይ ጊዜ ወስዶ መስራት አይችልም፤

2/ አመልካቹ ያቀረበው ማመልከቻና ሰነዶች በዚህ በመመሪያ መሠረት ተሟልቶ ባለመቅረቡ ወይም የተሳሳተ ወይም ሐሰተኛ በመሆኑ የተነሳ ተቀባይነት የሌለው መሆኑን የምስክር ወረቀት ሰጪው አካል ሲያረጋግጥ ያልተቀበለበትን ምክንያት ለአመልካቹ በጽሑፍ ማሳወቅ ይኖርበታል፤

3/ የምስክር ወረቀቱ፡-

- ሀ/ ዘርፍ፣ ደረጃ ወይም የሙያ ዓይነት፣
- ለ/ የምስክር ወረቀቱ ባለቤት ሙሉ ሥም፣
- ሐ/ የሴሪያል ቁጥር፣



[Handwritten signature]

መ/ የምስክር ወረቀቱ የተሰጠበትን ቀን፤

ሠ/ የምስክር ወረቀቱን ያረጋገጠው የምስክር ወረቀት ሰጪው አካል ባለሙያ ወይም ኃላፊ ሥምና ፊርማ፤

ረ/ የምስክር ወረቀቱ የአገልግሎት ዘመንና የእድሳት ጊዜ፤

ሰ/ የሚኒስቴር መሥሪያ ቤቱ/የተጠሪ ተቋም ማኅተም፤

ሸ/ የምስክር ወረቀት ሰጪው አካል የሥራ ክፍል ኃላፊ ሥምና ፊርማ፤ እና

ቀ/ የምስክር ወረቀቱ ባለቤት ፎቶ ግራፍ፤

የያዘ መሆን አለበት።

14/ የምስክር ወረቀት የተሰጠው ባለሙያ ወይም ተቋም መብት

የዚህ መመሪያ አንቀጽ 6 ንዑስ አንቀጽ 8 እንደተጠበቀ ሆኖ ባለሙያው ወይም ተቋሙ የተሰጠው የምስክር ወረቀት በሀገር አቀፍ እና በአለም አቀፍ ደረጃ ሲያስገኝ የሚችለውን ጥቅምና ዕድል የምስክር ወረቀት ካልተሰጠው ባለሙያ ወይም ተቋም በተለየ የማግኘት መብት ይኖረዋል።

15/ የምስክር ወረቀት የተሰጠው ባለሙያ ወይም ተቋም ግዴታ

- 1/ ባለሙያው ወይም ተቋሙ ሙያው የሚጠይቀውን የሙያ ሥነ-ምግባር ግዴታዎችን ማክበር፤
- 2/ የተሰጠው የምስክር ወረቀት ለሌላ ማንኛውም ሰው እንዲገለገልበት ወይም በመያዣነት ወይም በማክራየት አሳልፎ ያለመስጠት፤
- 3/ በአስተዳደራዊ ወይም በፍርድ ቤት ውሳኔ የምስክር ወረቀት እንዳይገለገልበት ሲወሰንበት የተሰጠውን የምስክር ወረቀት በሥራ ላይ አለማዋል፤
- 4/ አግባብ ባለው ባለሥልጣን የተወሰዱ አስተዳደራዊ እርምጃዎችን እና በሕግ የተደነገጉ ሌሎች ግዴታዎችን የማክበር።

16/ መስፈርቶችን ስለመከለስ

በዚህ መመሪያ አንቀጽ 11 የምስክር ወረቀት ለማግኘት የተቀመጡ መስፈርቶች ወቅቱ የሚጠይቀውን የብቃት ደረጃ እንዲያሟሉ ክለሳ ሊደረግባቸው ይችላል።



17/ የአገልግሎት ክፍያ

ማንኛውም ባለሙያ ወይም ተቋም የምስክር ወረቀት ለማግኘት ወይም ለማሳደስ ለሚያገኘው አገልግሎት የአገልግሎት ክፍያ ይከፍላል።

18/ ቅሬታ ስለማቅረብ

- 1/ በዚህ መመሪያ በሚሸፈን በማናቸውም ጉዳይ ቅሬታ ያለው ባለሙያ ወይም ተቋም ወይም ጉዳዩ የሚመለከተው ሦስተኛ ወገን ቅሬታ የሚያቀርብበት ጉዳይ ውሳኔ ባገኘ በ10 ቀናት ውስጥ ለምክር ቤቱ የቅሬታ አቤቱታ ማቅረብ ይችላል፤
- 2/ ምክር ቤቱ የቀረበውን አቤቱታ ሰምቶ በ30 ቀናት ውስጥ ውሳኔውን ለአመልካቹ በጽሁፍ ማሳወቅ አለበት። ሆኖም በተጠቀሱት ቀናት ውስጥ ምክር ቤቱ ውሳኔውን ያሳሳወቀው እንደሆነ ቅሬታ አቅራቢው ለሚኒስቴሩ አቤቱታውን ማቅረብ ይችላል። ሚኒስቴሩ በ30 ቀናት ውስጥ ውሳኔ ካልሰጠው ቅሬታ አቅራቢው ሥልጣን ላለው ፍርድ ቤት አቤቱታውን ማቅረብ ይችላል፤
- 3/ በዚህ አንቀጽ ንዑስ አንቀጽ 2 መሠረት ምክር ቤቱ በሰጠው ውሳኔ ላይ በሕግ ጉዳይ ረገድ ቅሬታ ያለው ማንኛውም ሰው ቅሬታ ያቀረበበት ጉዳይ ውሳኔ በተሰጠ በ30 ቀናት ውስጥ ሥልጣን ላለው ፍርድ ቤት ይግባኝ ማቅረብ ይችላል።

19/ የምስክር ወረቀት ስለማደስ

1/ ማንኛውም የምስክር ወረቀት የተወሰደበት በጀት ዓመት በተጠናቀቀ ሁለት ወራት (ከሐምሌ 1 ቀን እስከ ነሐሴ 30 ቀን) ውስጥ ካልታደሰ በብቃት ማረጋገጫነት አያገለግልም፤

2/ የምስክር ወረቀትን ለማሳደስ መሟላት ያለባቸው መስፈርቶች፡-

ሀ/ የምስክር ወረቀቱ ባለቤት የምስክር ወረቀቱ ተፈጻሚነት የጊዜ ገደብ ከማለፉ ከአንድ ወር ባላነሰ ጊዜ ውስጥ የእድሳት ማመልከቻውን ማቅረብ አለበት፤

ለ/ የምስክር ወረቀቱ የአገልግሎት ጊዜ ከተጠናቀቀ በኋላ በሁለት አመት ውስጥ ካልታደሰ የምስክር ወረቀቱ ይሰረዛል።



Handwritten signature or initials in blue ink.

20/ የምስክር ወረቀት ደረጃ ማሳደግ

- 1/ የወሰደውን የምስክር ወረቀት ደረጃ ማሳደግ የራሱን ባለሙያ ወይም ተቋም በዚህ መመሪያ አባሪ 1፣2 ና 3 ለደረጃው የተመለከቱትን መስፈርቶች ማሟላት አለበት፤
- 2/ የምስክር ወረቀትን ደረጃ ለማሳደግ የሚቀርብ ማመልከቻ የቀደመው የምስክር ወረቀት ከተሰጠበት ከአንድ አመት በኋላ ካልሆነ በስተቀር ተቀባይነት አይኖረውም።

21/ ምትክ የምስክር ወረቀት ስለመስጠት

የምስክር ወረቀት በሚጠፋበት ወይም በሚበላሽበት ወቅት እና የዚህ የምስክር ወረቀት መጥፋትና መበላሸትን በተመለከተ አመልካቹ ለምስክር ወረቀት ሰጪው አካል አጥጋቢ የሆነ ምክንያት ወይም ማረጋገጫ በሚያቀርብበት ወቅት አስፈላጊውን የአገልግሎት ክፍያ በመክፈል ምትክ የምስክር ወረቀት መውሰድ ይችላል።

22/ የምስክር ወረቀት ስለሚታገድበት ሁኔታ

ጉዳዩ በሚመለከተው ሦስተኛ ወገን አመልካችነት ወይም በሚኒስቴሩ ወይም በምክር ቤቱ ወይም በምስክር ወረቀት ሰጪው አካል አነሳሽነት የምስክር ወረቀት ያለአግባብ ስለመሰጠቱ ሲደረስበትና የምስክር ወረቀቱ ካልታገደ በቀር ጉዳት የሚያደርስ መሆኑን ሲረጋገጥ በሚኒስቴሩ ወይም በምክር ቤቱ ወይም በምስክር ወረቀት ሰጪው አካል በምስክር ወረቀቱ ላይ ጊዜያዊ የእግድ ትዕዛዝ ሊያስተላለፍ ይችላል።

23/ የምስክር ወረቀት ስለሚሰረዝበትና በድጋሚ ስለሚወሰድበት ሁኔታ

1/ የምስክር ወረቀት ሰጪው አካል ከዚህ በታች በተመለከቱት ምክንያቶች በአንዱ የምስክር ወረቀት ለሰርዝ ይችላል፡-

- ሀ) አንድ ተቋም የምስክር ወረቀት የወሰደበትን ሥራ በማናቸውም ምክንያት የተወ እንደሆነ፤
- ለ) የምስክር ወረቀት የወሰደው ባለሙያ ወይም የተቋሙ የምስክር ወረቀቱ እንዲሰረዝለት ሲጠይቅ፤



[Handwritten signature]

ሐ) ባለሙያው ወይም ተቋሙ የምስክር ወረቀት የወሰደበት ሙያ ወይም ሥራ መሥራት እንደማይችል አስተዳደራዊ እርምጃ ሲወሰድበት ወይም በፍርድ ቤት ሲወሰንበት፤

መ) ባለሙያው ወይም ተቋሙ የምስክር ወረቀት የወሰደው ሀሰተኛ መረጃ ወይም ሰነድ አቅርቦ ከሆነ፤

ሠ) ባለሙያው ወይም ተቋሙ ሙያው የሚጠይቀውን የሙያ ሥነ-ምግባር የጣሰ እንደሆነ፤

ረ) ባለሙያው ወይም ተቋሙ የወሰደው የምስክር ወረቀት ሳያሳድስ ከሁለት ዓመት በላይ የቆየ ከሆነ፤

ሸ/ የምስክርወረቀቱየተሰጠው ግለሰብ ባለሙያ ከሞተ፤ ሥራውን የማከናወን ችሎታ ካጣ፤ ሥራውን ሲያቋርጥና የመመሪያውን መስፈርቶች ሳያሟላ ሲቀር ፤

2/ የምስክር ወረቀት ሰጪው አካል በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሠረት የምስክር ወረቀቱን ከመሰረዙ በፊት ባለሙያው ወይም ተቋሙ የመቃወሚያ ሐሳብ ካለው እንዲያቀርብ ባስመዘገበው አድራሻው በደብዳቤ ማሳወቅ አለበት፤

3/ ባለሙያው ወይም ተቋሙ ደብዳቤው በደረሰው በ30 ቀናት ውስጥ የመቃወሚያ ሀሳብ ካላቀረበ ወይም ያቀረበው የመቃወሚያ ሀሳብ የሕግ መሠረት የሌለው ከሆነ ወይም ባስመዘገበው አድራሻ ሊገኝ ካልቻለ የምስክር ወረቀቱ ይሰረዛል፤

4/ በዚህ አንቀጽ ንዑስ አንቀጽ 1/ሐ፣ መ፣ ሠ እና ረ መሠረት የምስክር ወረቀት የተሰረዘበት ባለሙያ ወይም ተቋም እንደገና የምስክር ወረቀት እንዲሰጠው ለምስክር ወረቀት ሰጪው አካል የሚያቀርበው ማመልከቻ በዚህ መመሪያ አንቀጽ 11 ከተገለጸው በተጨማሪ የምስክር ወረቀት እንዳይሰጠው የሚከለክል አስተዳደራዊ ቅጣት ወይም/እና የፍርድ ቤት ውሳኔ የሌለ መሆኑን ማረጋገጫ ከሚመለከተው አካል ማቅረብ ይኖርበታል፤

5/ በዚህ አንቀጽ ንዑስ አንቀጽ 1 መሠረት የተሰረዘን የምስክር ወረቀት እንደገና መውሰድ የሚቻለው ከተሰረዘበት ቀን ጀምሮ በሚታሰብ ከአንድ ዓመት በኋላ ይሆናል።



[Handwritten signature]

ክፍል ሦስት
ልዩ ልዩ ድንጋጌዎች

24/ የሥልጣን ውክልና

ሚኒስትሩ ይህን መመሪያ ተግባራዊ ለማድረግ የተሻለ ይሆናል ብሎ ካመነ የምስክር ወረቀት ሰጪውን አካል እና የምስክር ቤቱን ሥራ የማስተባበር፣ የምስክር ወረቀት ሰጪውን አካል የዕለት ተዕለት ሥራ የመከታተል እና ይህንን መመሪያ ተግባራዊ ለማድረግ የሚረዱ ሌሎች ተግባራትን ሁሉ በማስተባበር እንዲፈጽም ጉዳዩ ለሚመለከተው ተጠሪ ተቋም ውክልና ሊሰጥ ይችላል።

25/ የምስክር ቤት አባላት ክላሳይነት እንዲነሱ ስለማድረግ

ሚኒስቴሩ በራሱ አሳሳቢነት ወይም በምስክር ቤቱ በሚቀርብለት የውሳኔ ሐሳብ መነሻነት የምስክር ቤቱ አባል ከምስክር ቤት አባልነቱ እንዲነሳ ሊወስን ይችላል።

26/ መመሪያውን ስለማሻሻል

ይህ መመሪያ እንደ አስፈላጊነቱ በማንኛውም ጊዜ በሚኒስቴሩ ሊሻሻል ይችላል።

27/ የተሻሩ አሠራሮችና መመሪያዎች

በአምራች ኢንዱስትሪ ዘርፍ የተሰማሩ ምሳሌዎችና ባለሙያዎች እና ተቋማት የብቃት ማረጋገጫ የምስክር ወረቀት አሰጣጥ ጋር የተያያዙ አሠራሮችና መመሪያዎች በዚህ መመሪያ ተሸረዋል።

28/ የጾታ አገላለጽ

በዚህ መመሪያ በወንድ ጾታ የተገለፀው የሴትንም ጾታ ያካትታል።

29/ መመሪያው የሚፀናበት ጊዜ

ይህ መመሪያ ከጥር 1 ቀን 2011/9/ም ጀምሮ የጸና ይሆናል።

አዲስ አበባ ጥር 1 ቀን 2011/9/ም



ፈ.ትለወርቅ ገብረእግዝአብሔር አብራሃ
የንግድና ኢንዱስትሪ ሚኒስትር

አባሪአንድ (Annex-I)

Requirements of Certification for Individual Engineering Professionals

The certification requirement refers to the following Individual Professionals of Engineering in:

- Mechanical, Industrial, Manufacturing, Mining, Metallurgical, Automotive and other related to the activities of Basic metals and engineering, Electromechanical, Environment Engineering, Manufacturing and process industries.

1. Application Procedure

- 1.1 Application forms shall be available from the assigned Certification body upon request. These should properly be filled by the applicant as per explanations given therein;
- 1.2 Applicants shall pay the necessary fee to the delegated Institute as per indicated in this annex below;
- 1.3 If a member from the Council and/or the assigned Certification body applies for certification, his application will be reviewed in his absence.
- 1.4 An application File shall constitute the following documents:
 - I. Filled Application Form;
 - II. Educational qualifications with copies of credentials;
 - III. Relevant work experience;
 - New:- all relevant work experience acquired
 - Renewal:- previous issued certificate
 - Upgrading:- additional work experience for the requested grade.



- IV. If any denial, revocation, or suspension of a certificate by the delegated Institute;
- V. Copy of application fee receipt;
- VI. Such other information as may be required by the delegated Institute
- VII. For renewal a professional shall present evidence that she/he has taken a minimum of 20hours Continuous Professional Development (CPD) training from a respective professional association or any other recognized institution.
- VIII. The testimony letter should bear reference number, sign and seal of the provider and should contain information on salary and taxes.

2. Professional Categories and requirement

(a) Associate Engineer I

1. Education

Applicant shall hold a B.Sc. degree or the equivalent qualification in engineering and or technology from university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.

2. Experience

Applicant shall submit evidence of experience zero to two years for B.Sc. relevant experience in the field applied for that acquired after graduation.

N.B.:- In order to be eligible for this category an applicant should score from 50-55% on the evaluation points tabulate in Table 1 below.

(b) Associate Engineer II

1. Education

Applicant shall hold at least a B.Sc. degree or the equivalent qualification in engineering or technology from university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.



2. Experience

Applicant shall submit evidence of experience above two to four years for B.Sc. or zero years for M.Sc./MBA relevant experience in the field applied for that acquired after graduation.

3. Professional Engagement

3.1. Applicant may be engaged either part-time or full-time in relevant engineering works of all categories of projects, industry or engineering activities.

3.2. A freelancer may show related works, services and projects the duration that he has been engaged.

3.3. If the applicant has previous experience after his diploma/Level-IV certificate he shall have minimum of two years of experience and one year experience after his B.Sc. degree graduation.

N.B.:- In order to be eligible for this category an applicant should score from 56-60% on the evaluation points tabulate in Table 1 below.

(c) Professional Engineer I

1. Education

Applicant shall hold at least a B.Sc. Degree or M.Sc./MBA or Ph.D. or the equivalent qualification, in engineering or technology from a recognized university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.

2. Experience

Applicant shall submit evidence of above four to seven years for B.Sc. or above two years for M.Sc./MBA or zero years for Ph.D. relevant experience in the field applied for that acquired after graduation.

3. Professional Engagement



- i. Applicant must be engaged either full-time or part time in relevant responsible position of engineering works of all categories of projects, industry, educational institutes or engineering activities.
- ii. A freelancer may show related works, services and projects the duration that he has been engaged.
- iii. If the applicant has previous experience after his diploma/Level-IV certificate he shall have minimum of four years of experience and two years' experience after his B.Sc. degree graduation.

N.B.:- In order to be eligible for this category an applicant should score from 61-65% on the evaluation points tabulate in Table 1 below.

(d) Professional Engineer II

1. Education

Applicant shall hold at least a B.Sc. Degree or M.Sc./MBA or Ph.D. or the equivalent qualification, in engineering or technology from a recognized university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.

2. Experience

Applicant shall submit evidence of above seven to ten years for B.Sc. or above five years for M.Sc./MBA or above three years for Ph.D. relevant experience in the field applied for that acquired after graduation.

3. Professional Engagement

- i. Applicant must be engaged either full-time or part time in relevant responsible position of engineering works of all categories of projects, industry, educational institutes or engineering activities.
- ii. A freelancer may show related works, services and projects the duration that he has been engaged.
- iii. If the applicant has previous experience after his diploma/Level-IV certificate he shall have minimum of eight years of experience and three years' experience after his BSc degree graduation.



N.B.:- In order to be eligible for this category an applicant should score from 66-70% on the evaluation points tabulate in Table 1 below.

(e) Professional Engineer III

1. Education

Applicant shall hold at least a B.Sc. Degree or M.Sc./MBA or Ph.D. or the equivalent qualification, in engineering or technology from a recognized university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.

2. Experience

Applicant shall submit evidence of above ten to fifteen years for B.Sc. or above eight years for Masters or above six years for Ph.D. relevant experience in the field applied for that acquired after graduation.

3. Professional Engagement

- i. Applicant must be engaged either full-time or part time in relevant responsible position of engineering works of all categories of projects, industry, educational institutes or engineering activities.
- ii. A freelancer may show related works, services and projects the duration that he has been engaged.
- iii. If the applicant has previous experience after his diploma/Level-IV certificate he shall have minimum of twelve years of experience and four years' experience after his B.Sc. degree graduation.

N.B.:- In order to be eligible for this category an applicant should score from 71-80% on the evaluation points tabulate in Table 1 below.

(f) Professional Engineer IV

1. Education

Applicant shall hold at least a B.Sc. Degree or M.Sc./MBA or Ph.D. or the equivalent qualification, in engineering or technology from a recognized university or institutions recognized by the Higher Education Relevancy and Quality Agency or similar institution.



2. Experience

Applicant shall submit evidence of above fifteen years for B.Sc. or above thirteen years for M.Sc./MBA or above eleven years for Ph.D. relevant experience in the field applied for that acquired after graduation.

3. Professional Engagement

- i. Applicant must be engaged either full-time or part time in relevant responsible position of engineering works of all categories of projects, industry, educational institutes or engineering activities.
- ii. A freelancer may show related works, services and projects the duration that he has been engaged.
- iii. If the applicant has previous experience after his diploma/Level-IV certificate he shall have minimum of twenty years of experience and five years' experience after his B.Sc. degree graduation.

N.B.:- In order to be eligible for this category an applicant should score above 80% on the evaluation points tabulate in Table 1 below.



3. Document Evaluation Points

Table 1. Document Evaluation Points for Individual Engineering Professionals

1	Educational Requirements and weigh factor		Max score 60 points
	Educational level	Wight	Scored points
1.1	Firsts degree (B Sc)	50	
1.2	Masters (MSC/MBA)	55	
1.3	PhD	60	
2	Experience Requirements and weigh factor		Max score 10points
	No of years	Weight	
2.1	[1-2)	1	
2.2	[2-4)	2	
2.3	[4-7)	4	
2.4	[7-10)	6	
2.5	[10-15]	8	
2.6	Above 15	10	
3	Professional engagements and weighing factor		Max score 30 points
3.1	No of short training taken	Weight	
3.1.1	[1-3]	2	
3.1.2	[4-9]	3	
3.1.3	Above 10	5	
3.2	No of long training taken(more than a Month)	Weight	
3.2.1	[1-3]	3	
3.2.2	[4-6]	5	
3.2.3	Above 6	7	
3.3	No of Professional undertakings	weight	
3.3.1	[1-3]	5	
3.3.2	[4-6]	7	
3.3.3	Above 6	9	
3.4	Other Professional engagements	weight	
3.4.1	Professional membership	3	
3.4.2	Professional Arbitration	3	
3.4.3	National or international level technical Committee membership	3	



Level of License	Should score
Associate Engineer I	[50-55]
Associate Engineer II	[56-60]
Professional Engineer I	[61-65]
Professional Engineer II	[66-70]
Professional Engineer III	[71-80]
Professional Engineer IV	Above 80

N.B. - Professional undertakings can be Project studies, project implementations, training imparted, technical implementations, professional paper presentation, installation, maintenance, consultancy works, production, design, supervision, career developments and other relevant professional engagements.

- By long training, it is a training that covers minimum of one month time.

4. Service charge

An applicant shall pay a non-refundable application fee during his application. Moreover depending on the certification category or renewal category additional payment shall effect as per the schedule shown below.

Table 2. Registration Fee for Individual Engineering Professionals

Professional Categories	Nonrefundable Application Fee (Birr)	Certification Type	
		New /Upgrading Fee (Birr)	Renewal Fee (Birr)
Associate Engineer I	50	150	100
Associate Engineer II	50	150	100
Professional Engineer I	50	150	100
Professional Engineer II	50	200	100
Professional Engineer III	50	200	100
Professional Engineer IV	50	200	100



አባሪ- ሁለት(Annex-II)

Requirements for Competency Certification of Contractors, Consultants and Importers

This competency certification requirement refers to the following Engineering firms in:

- Mechanical, Industrial, and Electromechanical Contractors, Consultants and Importers.

1. Application Procedure

Contracting, consulting and importing firms seeking certification under this Directive should submit the application file and fulfill the required professionals, equipment, capital and working area as per the tabulated categories.

- 1.1 Application forms shall be available from the delegated Certification body upon request. These should properly be filled by the applicant as per explanations given therein;
- 1.2 Applicants shall pay the necessary fee to the delegated Institute as indicated in Table 8 & 9;
- 1.3 An Application File shall constitute the following documents:
 - I. Filled Application Form;
 - II. Evidence of commercial registration;
 - III. Relevant work experience of the firm/Manager;
 - New:- all relevant work experience acquired(of the Firm/ Manager)
 - Renewal:- previously issued certificate
 - Upgrading:- additional work experience for the requested grade.
 - IV. Evidence of employed manpower(Educational qualification, Experience, 2 passport size photograph not later than 6 months, valid Kebele ID card or passport, Telephone number);



- V. Evidence of capital from recognized bank or financial statement from external audits;
- VI. Evidence of machinery, equipment and tools ownership;
- VII. Evidence of office/workshop/warehouse/ rental contract or ownership;
- VIII. If any denial, revocation, or suspension of a certificate by the delegated Institute;
- IX. Evidence of emergency preparedness equipment
- X. Original and copy of all the above documents
- XI. Copy of application fee receipt; and
- XII. Such other information as may be required by the delegated Institute.

1.4 If a member from the Council and/or the assigned Certification body has a firm and applies for certification, his application will be reviewed in his absence.

1.5 If a worker left the company it should be notified to the delegated institute with in fifteen days.



A handwritten signature in blue ink, consisting of a stylized 'a' followed by a long horizontal stroke and a diagonal stroke.

2. Grades and Requirements

Contractors, consultants and importers shall fulfill the requirements shown in the tables below as applicable.

2.1 Manpower Requirement for Mechanical/Industrial Contractors

Table 1. Minimum Manpower Requirement for Competency Certificate of Mechanical/Industrial Contractors Trade Code (63155)

Certificate Grade	Minimum Full Time Staff
<i>Grade I Mechanical/ Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with above 10 years relevant work experience - 1 Mechanical/Industrial Engineer with 7 years relevant experience - 2 Mechanical/Industrial Engineers with 4 years relevant experience - 1 Safety Officer with a Occupational Health Safety Security and Environment(OHSSE) certificate - 1 Mechanic/Technician/ Electrician with 10 years experience - 1 Mechanic/Technician/ Electrician with 5years experience - 1 Mechanic/Technician/ Electrician with 3 years experience - 2 Mechanic/Technician/ Electrician with 0 years Experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II
<i>Grade II Mechanical/ Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with above 10 years relevant work experience - 1 Mechanical/Industrial Engineer with 7 years relevant experience - 1 Mechanical/Industrial Engineers with 4 years relevant experience - 1 Safety Officer with a OHSSE certificate - 1 Mechanic/Technician/ Electrician with 10 years experience



Certificate Grade	Minimum Full Time Staff
	<ul style="list-style-type: none"> - 1 Mechanic/Technician/ Electrician with 5 years experience - 2 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II
<i>Grade III Mechanical/ Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 10 years relevant experience - 1 Mechanical/Industrial Engineers with 4 years relevant experience - 1 Safety Officer with a OHSSE certificate - 1 Mechanic/Technician/ Electrician with 4 years experience - 2 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer III and 1 Professional Engineer I
<i>Grade IV Mechanical/ Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 7 years relevant experience - 1 Mechanical/Industrial Engineers with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer II and 1 Associate Engineer I
<i>Grade V Mechanical/ Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 4 years relevant experience - 1 Mechanical/Industrial Engineers with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer I and 1 Associate Engineer I
<i>Grade VI Mechanical/</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 4 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience



Certificate Grade	Minimum Full Time Staff
<i>Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer I
<i>Grade VII Mechanical/Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 2 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Associate Engineer II
<i>Grade VIII Mechanical/Industrial Engineering Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 0 years relevant experience - 1 Mechanic/Technician/ Electrician with 2 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Associate Engineer I



2.2 Equipment and Capital Requirement for Mechanical/Industrial Contractors

Table 2. Minimum Project Size, Office Area, Capital and Equipment Requirement for Competency Certificate of Mechanical/Industrial Contractors, Trade Code (63155)

No	Description	Grades							
		1	2	3	4	5	6	7	8
	Accomplished Project size in Million Birr	+20	15-20	10-15	5-10	2.5-5	1-2.5	0.5-1	Up to 0.5
	Capital required (in thousands of ETB >=	3000	2000	1000	500	100	50	30	20
1	ቢሮ (ቦግ.ካሬ)/ Office (sq.m)	60	50	30	20	12	12	9	9
2	የሥራ ማከናወኛ ቦታ/ Workshop (sq.m)	150	130	60	30				
3	Crane -----20 ton	1	--	--	--	--			
4	Truck mounted crane----6 ton	1	--	--	--	--			
5	Telescopic crane-----6 ton	1	1			--			
6	Forklift-----2-10 ton	1			--	--			
7	Heavy duty truck-----5-10 ton	1	1	--	--	--			
8	Light duty truck -----3-5 ton	1	1	1	1	--			
9	Single cabin pick up	3	2	1	1	1			
10	Electrical toolkit	3	2	1	1	1	1	1	
11	Mechanical toolkit	2	2	1	1	1	1	1	
12	Welding machine 300A and above	3	2	2	1	1	1	1	
13	Oil tester	1	1	1	1				
14	Hydraulic compression tool	3	2	1	1				
15	Ratchet cable cutter	2	2	1	1				
16	Sing loops----- 5 ton	5	3	2	1				
17	Sing loops----- 3 ton	5	3	2	1				
18	Mobile heavy duty workshop	1	--	--	--				
19	Mobile Van workshop (optional)	1	1	1	--				



20	3x380x200V.10kVA Generator (optional)	1	1	1	--				
21	Service Pulley 2.5 ton	2	1	1	--				
22	Service Pulley 1.5 ton	2	1	1	1				
23	Scaffolding 30 m	1	--	--	--				
24	Scaffolding 15 m	1	1	1	--				
25	Extension Ladder	3	2	1	1				
26	Chain hoist 3-5 ton	4	2	2	1	1			
27	Conductor pulling machine with Tensioner 4-6 ton	1	1	1	1				
28	Volt meter	2	2	1	1	1	1	1	1
29	Line tester/meager/	2	2	1	1	1	1	1	1
30	Hand grinding machine	3	2	1	1	1	1		
31	Fire protection equipment	4	2	2	1	1			
32	Personal safety equipment	One set (Helmet, overall, safety shoes and safety belt) per number of workers							
33	Manual steel cutting/Bending machine	1	1	1					
34	Tools set	3	2	1	1	1	1	1	1
35	Vice	1	1						
<ul style="list-style-type: none"> • For Grade 1-3 Contractors:- should have one Safety officer with (OHSSE Training and certificate) • For Grade 1-3, should have one quality assurance Engineer having the required quality and professional ethics training • For Grade 1-3 Contractors: - they should implement ISO or latest quality assurance management system in five years time. • For Trucks, Forklifts, Cranes, contract or undertaking letters would be acceptable for the first five years. 									



2.3 Manpower Requirement for Electro-Mechanical Contractors

Table 3. Minimum Manpower Requirement for Competency Certificate of Electro-Mechanical contractors, Trade Code (50330)

Certificate Grade	Minimum Fulltime Staff
<i>Grade I Electro-Mechanical Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical Engineer with above 10 years relevant work experience - 1 Electrical/Electromechanical Engineer with 7 years relevant experience - 2 Mechanical Engineers with 4 years relevant experience - 1 Safety Officer with an OHSSE certificate - 1 Mechanic/Technician/ Electrician with 10 years experience - 1 Mechanic/Technician/ Electrician with 5 years experience - 1 Mechanic/Technician/ Electrician with 3 years experience - 2 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II
<i>Grade II Electro-Mechanical Contractors</i>	<ul style="list-style-type: none"> - 1 Mechanical Engineer with above 10 years relevant work experience - 1 Electrical/Electromechanical Engineer with 7 years relevant experience - 1 Mechanical Engineer with 4 years relevant experience - 1 Safety Officer with an OHSSE certificate - 1 Mechanic/Technician/ Electrician with 10 years experience - 1 Mechanic/Technician/ Electrician with 5 years experience - 2 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II
<i>Grade III Electro-Mechanical</i>	<ul style="list-style-type: none"> - 1 Mechanical Engineer with 10 years relevant experience - 1 Electrical/Electromechanical Engineer with 4 years relevant experience - 1 Mechanical Engineer with 4 years relevant experience



Certificate Grade	Minimum Fulltime Staff
Contractors	<ul style="list-style-type: none"> - 1 Safety Officer with an OHSSE certificate - 1 Mechanic/Technician/ Electrician with 4 years experience - 2 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer III and 1 Professional Engineer I
Grade IV Electro-Mechanical Contractors	<ul style="list-style-type: none"> - 1 Mechanical Engineer with 7 years relevant experience - 1 Electrical/Electromechanical Engineer with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer II
Grade V Electro-Mechanical Contractors	<ul style="list-style-type: none"> - 1 Mechanical Engineer with 4 years relevant experience - 1 Electrical/Electromechanical Engineer with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer I
Grade VI Electro-Mechanical Contractors	<ul style="list-style-type: none"> - 1 Mechanical Engineer with 4 years relevant experience - 1 Mechanic/Technician/ Electrician with 4 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Professional Engineer I
Grade VII Electro-Mechanical Contractors	<ul style="list-style-type: none"> - 1 Mechanical Engineer with 2 years relevant experience - 1 Mechanic/Technician/ Electrician with 2 years experience - 1 Mechanic/Technician/ Electrician with 0 years experience - From the above list of professionals there should be atleast 1 Associate Engineer II



Certificate Grade	Minimum Fulltime Staff
<i>Grade VIII</i>	- 1 Mechanical Engineer with 0 years relevant experience
<i>Electro-</i>	- 1 Mechanic/Technician/ Electrician with 2 years experience
<i>Mechanical</i>	- 1 Mechanic/Technician/ Electrician with 0 years experience
<i>Contractors</i>	- From the above list of professionals there should be atleast 1 Associate Engineer I



Handwritten signature

2.4 Equipment and Capital Requirement for Electro-Mechanical Contractors

Table 4. Minimum Project size, Office area, Capital and Equipment Requirement for Competency Certificate of Mechanical, Industrial and Electro-Mechanical Contractors (Trade Code 50330)

No	Description	Grades							
		1	2	3	4	5	6	7	8
	Accomplished Project size in Million Birr	+20	15-20	10-15	5-10	2.5-5	1-2.5	0.5-1	Up to 0.5
	Capital required (in thousands of ETB) >=	3000	2000	1000	500	100	50	30	20
1	ቢሮ (ብሜ.ካሬ)/ Office (sq.m)	60	50	30	20	12	12	9	9
2	የሥራ ማከናወኛ ቦታ/ Workshop (sq.m)	150	130	60	30				
3	Crane -----20 ton	1	--	--	--	--			
4	Truck mounted crane----6 ton	1	--	--	--	--			
5	Telescopic crane-----6 ton	1	1			--			
6	Forklift-----2-10 ton	1			--	--			
7	Heavy duty truck-----5-10 ton	1	1	--	--	--			
8	Light duty truck -----3-5 ton	1	1	1	1	--			
9	Single cabin pick Up	3	2	1	1	1			
10	Electrical toolkit	3	2	1	1	1	1	1	
11	Mechanical toolkit	2	2	1	1	1	1	1	
12	Welding machine 300A and above	3	2	2	1	1	1	1	
13	Oil tester	1	1	1	1				
14	Hydraulic compression tool	3	2	1	1				
15	Ratchet cable cutter	2	2	1	1				
16	Sing loops----- 5 ton	5	3	2	1				
17	Sing loops----- 3 ton	5	3	2	1				
18	Mobile heavy duty workshop	1	--	--	--				
19	Mobile Van workshop (optional)	1	1	1	--				



20	3x380x200V.10kVA Generator (optional)	1	1	1	--				
21	Service Pulley 2.5 ton	2	1	1	--				
22	Service Pulley 1.5 ton	2	1	1	1				
23	Scaffolding 30 m	1	--	--	--				
24	Scaffolding 15 m	1	1	1	--				
25	Extension Ladder	3	2	1	1				
26	Chain hoist 3-5 ton	4	2	2	1	1			
27	Conductor pulling machine with Tensioner 4-6 ton	1	1	1	1				
28	Volt meter	2	2	1	1	1	1	1	1
29	Line tester/meager/	2	2	1	1	1	1	1	1
30	Hand grinding machine	3	2	1	1	1	1		
31	Fire protection equipment	4	2	2	1	1			
32	Personal safety equipment	One set(Helmet, overall, safety shoes and safety belt) per no of workers							
33	Manual steel cutting/Bending machine	1	1	1					
34	Tools set	3	2	1	1	1	1	1	1
35	Vice	1	1						

- For Grade 1-3 Contractors:- should have one Safety officer with (OHSSE Training and certificate)
- For Grade 1-3, should have one quality assurance Engineer having the required quality and professional ethics training
- For Grade 1-3 Contractors:- they should implement ISO or latest quality assurance management system in five years time.
- For Trucks, Forklifts, Cranes, contract or undertaking letters would be acceptable for the first five years.



[Handwritten signature]

2.5 Manpower Requirement for Mechanical/Industrial Consultants

Table 5. Minimum Manpower Requirement for Competency Certificate of Mechanical/Industrial Consultants,
Trade Code (88722, 88723)

Certificate Grade	Relevant Areas	Staff Requirement
Grade I Mechanical / Industrial Consultants	<ul style="list-style-type: none"> - Preparation of total design documents for engineering projects - Identify, analyze, and solve procedural and operational problems and ensure the complete system functionality, integrity, and efficiency. - Feasibility study and analysis - Determining best approach for implementation within the technical environment - business process and operations of industries, etc. 	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineers with above 15 years relevant work experience <p>In house or associate Staffs</p> <ul style="list-style-type: none"> - 2 Mechanical/Industrial/Chemical/Electrical or other related Engineers with 7 years relevant experience - 2 Mechanical/Industrial Engineers with 4 years relevant experience - 1 IT/Economics/Management or other related graduate with 6years experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II
Grade II Mechanical / Industrial Consultants	<ul style="list-style-type: none"> - Project Designing, developing and monitoring - Feasibility study and analysis - Determine best approach for implementation within the technical environment - Identifying and developing requirements and specifications, etc. 	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with above 15 years relevant work experience <p>In house or associate Staffs</p> <ul style="list-style-type: none"> - 2 Mechanical/Industrial/Chemical/Electrical or related Engineer with 7 years relevant experience - 2 Mechanical/Industrial Engineers with 4 years relevant experience - 1 IT/Economics/Management or related graduate with 6 years experience - From the above list of professionals there should be atleast 1 Professional Engineer IV and 1 Professional Engineer II



<p><i>Grade III Mechanical / Industrial Consultants</i></p>	<ul style="list-style-type: none"> - <i>Project Designing, developing and monitoring</i> - <i>Feasibility study and analysis</i> - <i>Determine best approach for implementation within the technical environment</i> - <i>Identifying and developing requirements and specifications, etc.</i> 	<ul style="list-style-type: none"> - 2 Mechanical/Industrial Engineer with 7 years relevant experience <p>In house or associate Staffs</p> <ul style="list-style-type: none"> - 1 Mechanical/Industrial/Chemical/Electrical or related Engineers with 4 years relevant experience - 1 IT/Economics/Management related graduate with 3years experience - From the above list of professionals there should be atleast 1 Professional Engineer II and 1 Professional Engineer I
<p><i>Grade IV Mechanical / Industrial Consultants</i></p>	<ul style="list-style-type: none"> - <i>Produce definitions process flow documentation,</i> - <i>study the existing system to identify problems and perform need analysis</i> - <i>Assist training of users, etc.</i> 	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 7 years relevant experience <p>In house or associate Staffs</p> <ul style="list-style-type: none"> - 1 Mechanical/Industrial/Chemical/Electrical or related Engineers with 2 years relevant experience - 1 IT/Economics/Management/Accounting or related graduate with 3years experience - From the above list of professionals there should be atleast 1 Professional Engineer II and 1 Associate Engineer II
<p><i>Grade V Mechanical / Industrial Consultants</i></p>	<ul style="list-style-type: none"> - <i>Produce definitions process flow documentation,</i> - <i>study the existing system to identify problems and perform need analysis</i> - <i>Assist training of users, etc.</i> 	<ul style="list-style-type: none"> - 1 Mechanical/Industrial Engineer with 7 years relevant experience <p>In house or associate Staffs</p> <ul style="list-style-type: none"> - 1 Mechanical/Industrial/Chemical/Electrical or related Engineers with 0 year experience - From the above list of professionals there should be atleast 1 Professional Engineer II



2.6 Equipment and Capital Requirement for Mechanical/Industrial Consultants

Table 6. Minimum Project size, Office Area, Capital and Equipment Requirement for Competency Certificate of Mechanical/Industrial Consultants, Trade Code (88722, 88723)

No	Description	Grades				
		1	2	3	4	5
	Class and Project Size [Million Birr]	>= 200	< 200	Up to 80	Up to 60	Up to 40
	ቢሮ (ብሚ.ካሬ)/ Office (sq.m) >=	100	80	60	30	16
	Capital [Thousands Birr] >=	250	125	100	50	20
Office equipment						
	Computers (laptops)	6	4	3	2	1
	printer	1	1	1	1	-
	Set of tables and chairs	12	8	7	5	
	*4WD Vehicle	2	1	-	-	
	Automobile	1	1	-	-	
	Photocopy machine	1				
	Scanner	1				
<ul style="list-style-type: none"> • For Grade 1-3 :- they should implement ISO or latest quality assurance management system in five years time. • *Rental contract for 4WD vehicle can be accepted for the first five years 						



2.7 Manpower, Equipment and Capital Requirements for Mechanical, Industrial and Electro-Mechanical Importers

Table 7. Minimum Project Size, Office Area, Capital, Manpower and Equipment Requirement for Competency Certificate of Mechanical, Industrial, Construction and Electro-mechanical Machinery and Equipment Importers, Trade Code (65511, 65513, 65514, 65531, 65715)

No	Description	Grade			
		1			
	ቢሮ (ባሜኒክ) / Office (sq.m) >=	20+			
	መጋዘን / Store (sq.m) >=	50+			
	Capital [Thousands Birr]	300+			
Office equipment					
	Computers (laptops)	2			
	Office Table and chair set	2			
	Printers	1			
	Photocopying Machine	1			
	First Aid kit	1			
	Basic maintenance and testing tools set	1			
Staffing					
	Professional Engineer I	1			
	Technician	1			
	Secretary/Accountant/Management/ Economics/Marketing Graduate (At least Diploma)	1			



3. Service Charge

An applicant shall pay a non-refundable application fee during his application. Moreover depending on the certification category or renewal category additional payment shall be effected as per the schedule shown below.

3.1 Registration Fee for Contractors, and Consultants.

Table 8. Application, Registration, Upgrading and Renewal Fee for Contracting and Consulting Firms

Grades	Nonrefundable Application Fee (Birr)	Certification Type	
		New /Upgrading Fee (Birr)	Renewal Fee (Birr)
1	50	300	150
2	50	250	125
3	50	250	125
4	50	200	100
5-8	50	200	100

3.2 Registration Fee for Importers

Table 9. Application and Registration for Importers

Importers	Nonrefundable Application Fee (Birr)	Certification Type	
		New /Upgrading Fee (Birr)	Renewal Fee (Birr)
Importers	50	300	150



አባሪ ሦሥት (Annex-III)

Requirements for Competency Certification of Manufacturers

This Competency Certification requirement refers to the following Manufacturing firms engaged in:

1. Manufacturing of Basic Metals, Fabricated Metals and Equipment;
2. Manufacturing of Basic Precious and Non-Ferrous Metals;
3. Casting of Metals;
4. Manufacture of Structural Metal Products, Tanks, Reservoirs;
5. Manufacturing of Other Fabricated Metal Products, Metalwork Service Activities;
6. Manufacturing of General Purpose Machinery; and
7. Manufacturing of Special Purpose Machinery
8. Manufacturing of Office and Household Furniture
9. Recycling of Metals and Non Metals Wastes and Scraps N.E.C.

1. Application Procedure

Manufacturing firms seeking Competency Certification under this Directive should submit the application file and fulfill the requirements mentioned below.

- 1.1 Application forms shall be available from the delegated Certification Body upon request. These should properly be filled by the applicant as per explanations given therein;



- 1.2 Applicants shall pay the necessary fee to the delegated Institute as indicated in Table 1;
- 1.3 An Application File shall constitute the following documents:
- I. Filled Application Form;
 - II. Evidence of commercial registration;
 - III. Relevant work experience of the firm ;
 - New:- all relevant work experience for the specific work (of the Firm/Manager)
 - Renewal:- previous issued certificate copy
 - IV. Evidence of employed manpower(Educational qualification, Experience, 2 passport size photographs not later than 6 months, valid Kebele ID card or passport, Telephone number);
 - V. Evidence of capital from recognized bank or financial statement from external audits;
 - VI. Evidence of Manufacturing machineries, equipment and tools ownership;
 - VII. Evidence of office, Manufacturing area and warehouse ownership, lease or rental contract;
 - VIII. General Manager's valid ID or passport and two passport size photographs;
 - IX. Legal delegation letter should be present If application is requested by a delegate;
 - X. Evidence of emergency preparedness equipment;
 - XI. Personal protective equipments and such other special clothing depending on the work area;
 - XII. First Aid kit;
 - XIII. If any denial, revocation, or suspension of a license by the delegated Institute;
 - XIV. Original and copy of all the above documents;
 - XV. Copy of application fee receipt; and



XVI. Such other information as may be required by the delegated Institute.

- 1.4 If a member from the Council and/or the assigned Certification Body has a firm and applies for a license, his application will be reviewed in his absence.
- 1.5 If a worker has left the company it should be notified to the delegated Institute with in fifteen days.

2. Categories

Application for license as a manufacturer in accordance with this directive may be submitted in one of the following categories.

2.1 Manufacturing of Basic Metals, Fabricated Metals and Equipment (Trade Code 35101, 35102, 35109)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer II or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
- and
- Environmental impact assessment document.

2.2 Manufacturing of Basic Precious and Non-Ferrous Metals (Trade Code 35202, 35209)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer II or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
- and
- Environmental impact assessment document.



2.3 Casting of Metals (Trade Code 35310, 35320, 35390)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer II or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
and
- Environmental impact assessment document.

2.4 Manufacture of Structural Metal Products, Tanks, Reservoirs (Trade Code 35411, 35412, 35413, 35414, 35415, 35419, 35420)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
and
- Environmental impact assessment document.

2.5 Manufacturing of Other Fabricated Metal Products, Metalwork Service Activities (Trade Code 35510, 35520, 35530, 35540, 35550, 35590)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
and
- Environmental impact assessment document.



2.6 Manufacturing of General Purpose Machinery (Trade Code 35610, 35620, 35630, 35640, 35650, 35660, 35670, 35690)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
- and
- Environmental impact assessment document.

2.7 Manufacturing of Special Purpose Machinery (Trade Code 35710, 35730, 35740, 35750, 35760)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
- and
- Environmental impact assessment document.

2.8 Manufacturing of Office and Household Furniture (Trade Code 39110)

- Required manufacturing facility for the specific production;
- Production Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
- and
- Environmental impact assessment document

2.9 Recycling of Metals and Non Metals Wastes and Scraps N.E.C.- Not Elsewhere Classified(Trade Code 39310, 39320, 39390)

- Required manufacturing facility for the specific production;



- Plant Manager(Professional Engineer III or above);
- Production Quality Supervisor(Professional Engineer I or above);
- Occupational Health Safety Security and Environment Supervisor/officer;
- Other required manpower depending on the type and width of the work;
and
- Environmental impact assessment document

3. Service Charge

An applicant shall pay a non-refundable application fee during his application as per the schedule shown below.

Table 1. Application, Registration and Renewal Fee for Manufacturing Firms

Description	Non Refundable Application Fee (Birr)	Certification Type	
		New Fee (Birr)	Renewal Fee (Birr)
Manufacturing Firms	50	2500	1250

