



National Transport and Safety Authority

SPEED LIMITER (GOVERNOR) FITTING CENTRE CHECKLIST

1. Company Name:			
1.1	Administration(Mandatory)	Details	Remarks
	Company registration certificate.		
	County/Town		
	Plot No.		
	Street/Road		
	Postal Address		
	Tel No.		
	Pin Certificate		
	Valid Business Permit No.		
	CR12 (not more than 12 months old.)		
	CAK Certificate		
	KRA Tax Compliance Certificate.		
	Speed Limiters Name /Model		
	Occupational health certificate.		
	Premises insurance certificate .		
1.2	Reception	Details	Remarks
	Reception desk or counter clearly designated as reception		
	Copies of : KNWA 2460:2013 , KS 2295:2018 standards		
	Signage of the legal entity comprising the business and the working hours		
	Well maintained house keeping with reception areas being clean and tidy		
	Offices for administrative duties to be separate from reception		
1.3	Customer waiting facility	Details	Remarks
	Seating for at least two clients and include reading material		
	Customer refreshments		
	Ablution for customers/staff and proper signage		
2.	Safety requirements	Details	Remarks
	Well maintained, clean and tidy		
	Demarcated customer parking and signage		

	Adequate fire extinguishers(valid for six months)		
	Demarcation of fire extinguishers		
	Clear demarcation for emergency exits		
	Secure overnight parking		
	The premises shall be insured		
3.	Workshop	Details	Remarks
	Floors-shall be in good condition, clean and oil free		
	Signage-Sufficient Signage to indicate facilities and customer/commercial restrictions		
	Signage-Workstation identification and clear no smoking sign		
	Lighting-Adequate lighting with all tubes and bulbs in working condition		
	Ventilation- The working area shall be well ventilated		
	Covered working bays-General business to be conducted in a workshop which is roofed and walled (considering climatic conditions)		
	Designated part storage area (parts not to be stored in cars)		
	First aid kit(easy access)		
	Security provided		
	Staff ablution: clean and adequate		
	Approximately Working Area in M2		
4.	Other requirements	Details	Remarks
	NHIF, NSSF		
	Quoting (price list)		
	Management system (electronic)		
	Guarantees - guarantees on workmanship and paint		
	Indemnity signage to be clearly displayed (recommended)		
	Customer follow-up - Mandatory for customer satisfaction		
	Complaint resolution to be clearly documented		
	Uniforms/overall		
	Must be clean and presentable safety boots		

5.	Minimum personnel requirements- Registered production staff only	Details	Remarks
	Qualified Technicians (minimum certificate level & computer literate)		
	Quality inspector		
6	Minimum tools and equipment requirements-	Details	Remarks
	Soldering gun, soldering wire and insulating tape.		
	Laptop, computer, printer.		
	Speed limiter inspection device.		
	Spanners, screw drivers, allen keys		
	Vehicle stands		
	Voltage tester, millimeter tester		

NOTE: copies of documents in section 1.1 are to be attached.