


RWANDA FOOD AND DRUGS AUTHORITY		Department/Division/ Directorate	Administration and HR
Document Type: <b>Standard Operating Procedure</b>		Doc. Number	:DFC/SOP/00
 <b>RWANDA FDA</b> Rwanda Food and Drugs Authority	Title: ASSET MAINTENANCE AND REPAIR	Revision Number	:
		Revision Date:	:
		Effective Date	:
		Review Due Date	:

### 1.0 Purpose

This SOP provides guidance and clear instructions on the process of maintenance, service and repair of Rwanda FDA Asset in accordance with Government regulations and international practices.

### 2.0 Scope

This SOP covers areas and steps of Rwanda FDA operations related to keeping Rwanda FDA Asset in good condition. It covers tasks that define routine task taken to ensure that Rwanda FDA Asset are in good operational state up to steps that ensure restoration Asset and their repair in case of damage.

### 4.0 Definitions and Abbreviations

- SOP: Standard Operating Procedure
- Rwanda FDA: Rwanda Food and Drugs Authority

### 5.0 Responsibility

Logistic office is responsible of the implementation of this SoP.


### 6.0 Principles

Facilities to undertake maintenance and repair Rwanda FDA Asset should be outsourced to private company or to another department or Ministry. Staff of the logistics, Rwanda FDA department that oversees the operations of all Asset must:

- Understand all requirements necessary for effective maintenance and schedule routine maintenance;
- Be able to manage and assure the quality of work undertaken by outsider providers ;
- Ensure that each asset operator performs routine daily checks on Asset and reports faults that require attention.
  - **Vehicles: All driver under the oversight of logistics officer shall be required to conduct and/or observe the following key serving points to minimize avoidable vehicle break downs**

**Commented [P1]:** Complete this statement

	Author	Checked by			Authorized by	Page 1 of 4
Title/ Name	QMS Specialist	HoD/ FDAR	HoD/ FDIS	CFO	Director General	
Signature & Date						

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## 7.0 Distribution

- 7.1 Director General
- 7.2 Heads of Departments
- 7.3 Chief of Finance Office
- 7.4 Division Managers, Directors


## 9.0 Materials and equipment

Approved SOP

## 10.0 PROCEDURES

Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates
1	Estimating annual asset maintenance cost	During the Rwanda FDA Planning cycle (October)	logistics office and end user division	Asset maintenance history of the past 12 months
2.	Submission of annual Asset maintenance needs into procurement plan	July each Fiscal year	DAHR, Logistics Office	Public Procurement User Guide
3.	Initiation of procurement process	July	Procurement Office	Public Procurement User Guide


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Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates
3	Reporting the damage	Immediate	End User	Reporting template
4	Assessment and verification of the asset damage and initiate the request for repairing	1 day	Logistics officer	Repair Request form, proforma invoice and Contract.
5	The finance office processes purchase order to undergo internal approval process.	3 days	Accountant/ DF/CFO/CBM	Rwanda FDA Budget document, Asset maintenance and repair contract
6	Follow up of the purchase order with the vendor until delivery	As per contract	Logistics officer	Copy of purchase order and contract
7	Approval of service delivered	2 days	Logistic /End user	Copy of purchase order and contract
8	Approval of the invoice submitted by the supplier for payment.	1 day	Logistic/ end user	Invoice, Delivery note, Consumption report, Contract, purchase order

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Steps Stage	Task/ activity	Time/ duration	Responsibilit y of	Data sources; tools, forms and templates

#### 11.0 Document Revision History

Date of revision	Revision number	Author(s)	Changes made and/or reasons for revision
16/11/2020	0	QMS Specialist	First issue

**RWANDA FDA**  
Rwanda Food and Drugs Authority

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