

Factory Registration

Overview

This deals with the issuance of certificates of registration for premises before they could be in operation. An offender is liable to fines, imprisonment or both. Factories as defined in the Factories Act including government factories which meet the outlined criteria qualify for this service.

Factory registration is proof that the occupier has permission to conduct the operation(s) at the location specified on the certificate.

Registration is required for premises where persons are regularly employed in any of the following activities, or similar activities for purposes of trade or gain:

- Manufacturing, altering, repairing, ornamenting, finishing, cleaning, washing, breaking up, demolition or adapting of any article for sale
- Printing by letterpress or bookbinding
- Generation of electricity
- Supply of water using mechanical power
- Sewage works using mechanical power

Premises where activities similar to the above are undertaken by the local or central government also require registration.

Who is eligible?

Factories.

How do I get this service?

- Download, complete the Application **ohs Form 1** for Registration of a New Factory and submit with supporting documents to the nearest DOHS office.
- Once the application form is received by the department, an inspection of the premises is conducted to check its suitability for the nature stated in the application.
- If the factory passes the inspection, the Director of Occupational Health and Safety shall issue the applicant a registration certificate.
- The clients are informed by phone call that their factory registration certificate is ready for collection.
- The certificate is collected from records management unit (RMU).

What supporting documents are required?

- DOHS approved building plan
- Local Authority building permit
- Compulsory site visit report

How long will this service take?

Ten (10) working days.

How much does it cost?

No cost.

Where can I obtain this service?

Gaborone Block 8 Government Enclave	Francistown 1st Floor, Ntshe House Conner Guy and St Patrick Streets
Maun Integrated Block, Rural Administration Centre	Lobatse Plot 3114 1st Floor, Century House Corner of Letsholathebe Street and 1st Khama Avenue
Selebi-Phikwe First Floor above Department of Tourism Plot 2574	

Where can I get more information on this Service

Ministry of Employment, Labour Productivity and Skills Development

Block 8, Government Enclave P/Bag 00241 Gaborone Tel. (+267) 3732700 Fax. (+267) 3952261	1st Floor, Ntshe House Conner Guy and St Patrick Streets P/Bag F422 Francistown Tel. (+267) 2417739 Fax. (+267) 2417740
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Ministry of Employment, Labour Productivity and Skills Development

Integrated Block Rural Administration Centre P/Bag 157 Maun Tel. (+267) 6862463 Fax. (+267) 6860486	1st Floor, Century House Plot 3114 Corner of Letsholathebe Street and 1st Khama Avenue Lobatse Tel. (+267) 5300118 Fax. (+267) 5200123
Selebi-Phikwe Plot 2574 First Floor above Department of Tourism Tel. (+267) 2610288 Fax. (+267) 2610287	