

# **General Register**

## **Overview**

In line with Section 63 of the Factories Act of 1973, factories and other locations making use of plant machinery must keep a general register. The general register must contain the various certificates, documentation and information prescribed by the Factories Act.

Operators who do not adhere to this standard are liable for a fine. Operators must keep the official report on the same premises as the equipment in question and it must be made available to Occupational Health and Safety (OHS) personnel for inspection at any time.

## **Who is eligible?**

Individuals and organizations which own, operate factories, use plant machinery and lifting equipment.

## **How do I get this service?**

Operators must obtain a copy of a general register for use on their premises. The register is available at the Department of Occupational Health and Safety (DOHS) offices listed below.

## **What supporting documents are required?**

In order to obtain a copy of a general register, operators must present the following documents:

- A valid National Identification card (Omang) for citizens or valid passport for non citizens
- Proof of ownership of the factory and equipment within

## **How long will this service take?**

A copy of a general register is provided immediately upon request at the DOHS offices

## **How much does it cost?**

No cost

## **Where can I get more information on this Service**

Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag 00241 Block 8, Government Enclave Gaborone Tel. (+267) 3732700 Fax. (+267) 3952261	Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag F422 1st Floor, Ntshe House Conner Guy and St Patrick Streets Francistown Tel. (+267) 2417739 Fax. (+267) 2417740
Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Private Bag 157 Integrated Block, Rural Administration Centre Maun Tel. (+267) 6862463 Fax. (+267) 6860486	Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development Plot 3114 1st Floor, Century House Corner of Letsholathebe Street and 1st Khama Avenue Lobatse Tel. (+267) 5300118 Fax. (+267) 5200123
Occupational Health and Safety Department Ministry of Employment Labour Productivity and Skills Development First Floor above Department of Tourism Selebi-Phikwe Tel. (+267) 2610288 Fax. (+267) 2610287	

Opening hours are 07:30 to 12:45, and 13:45 to 16:30 Monday to Friday, except public holidays.