Saudi Standards, Metrology and Quality Organization (SASO)

Technical Regulation for Classification of Vehicle Maintenance and Repair Centers

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Version 2

Note:
Only the Arabic version of this Regulation is authentic in law and is applicable where there are differences with this translation

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Preamble

In accordance with Article 3 (Clause-1), Statute of Saudi Standards, Metrology and Quality Organization, issued in accordance with the Council of Ministers Decree No. 216, dated 17/06/1431 A.H. (31/05/2010 A.D.), stipulating that: **"SASO should undertake the issuance of Saudi standards, quality systems and guidelines and conformity assessment, compatible with international standards and guidelines, that meet the requirements of the World Trade Organization (WTO) Agreement, in addition to their compliance with Islamic Sharia and serving the interests of Saudi Arabia";**

In accordance with Article 4 (Clause-2), Statute of Saudi Standards, Metrology and Quality Organization, issued in accordance with the Council of Ministers Decree No. 216, dated 17/06/1431 A.H. (31/05/2010 A.D.), stipulating that: **"SASO should undertake the issuance of regulations for conformity assessment procedures of goods, products, and services according to the approved standards";**

In accordance with Article 4 (Clause-14), Statute of Saudi Standards, Metrology and Quality Organization, issued in accordance with the Council of Ministers Decree No. 216, dated 17/06/1431 A.H. (31/05/2010 A.D.), stipulating that: **"SASO should undertake reviewing and developing the laws and control regulations related to SASO's work fields, as well as proposing the necessary amendments thereto in line with quality and safety requirements, and refer them to the competent bodies for review and issuance thereof, in accordance with applicable procedures";**

In accordance with Article 6 (Clause-1), Statute of Saudi Standards, Metrology and Quality Organization, issued in accordance with the Council of Ministers Decree No. 216, dated 17/06/1431 A.H. (31/05/2010 A.D.), stipulating that: **"Subject to Article 4 of this Statute, SASO is considered the reference of matters related to standards, conformity assessment procedures, granting the quality mark, metrology and calibration in the Kingdom. All public and private sectors shall be adhered to the Saudi standards in all purchases".**

Since services, as per the Technical Barriers to Trade Agreement (TBT), are considered as products, then adherence to standards and/or technical specifications of the products and/or services covered by a Technical Regulation is considered as an evidence of fulfillment of these products and/or services to the essential requirements of the relevant Technical Regulation. In order to ensure the customer's safety and his right to obtain an acceptable level of quality and safety from the vehicles' maintenance service centers, thus, SASO had prepared this Technical Regulation.

Note: This preamble and all the annexes of this Regulation shall form an integral part thereof.

Article (1): Terms and Definitions

1/1 Nomenclatures and expressions hereunder – in the application of this Technical Regulation - shall have the meanings indicated in front thereof, unless the context requires otherwise:

The Kingdom (KSA): The Kingdom of Saudi Arabia.

The Board: SASO's Board of Directors.

SASO: Saudi Standards, Metrology and Quality Organization**.**

Technical Regulation: A document approved by The Board that specifies the characteristics of the products, the associated processes and their production methods, including the applicable administrative provisions; with which compliance is mandatory. The technical regulation can also include or pay attention to terms, definitions, packaging, and requirements of markings or labelling on products, services, processes or production methods.

Standard: A document specifying the characteristics of the good, material, service, or any object to be measured. The standard also offers descriptions, characteristics, level of quality, dimensions, measurements, safety and security requirements. A standard may also include terminology, symbols, test methods and sampling techniques, packaging, labeling and marking requirements.

Essential Requirements: The special requirements of the products and/or services; that may affect the safety, health, and the environment; that must be adhered to.

Licensing Authorities: are the governmental body/bodies responsible for licensing the activity of workshops and vehicles maintenance and centers.

Regulatory Authorities: the governmental body/bodies with regulatory tasks according to their specializations, that are responsible for the implementation and enforcement of technical regulations.

Hazard(s): A potential source of harm.

Risk (s): A potential risk causing damage; associated with the severity of damage.

Establishment: A workshop, center, building, constructional structure, or a place dedicated to vehicle maintenance or repair services, including all equipment, tools and systems used in the repair process, including mobile units.

Service: Vehicle protective and corrective maintenance systems and operations.

Customer: A person/entity who receives a good or service that fulfills his or her personal needs or the needs of others, whether for a fee or free of cost.

Classification of Establishment: A system for evaluation of the performance level and type of service provided by the establishment in accordance with the requirements of this Technical Regulation.

Star Rating: The process of classifying the establishments according to the approved criteria, where the classification includes a number of stars, ranging from one to four stars.

Repair: Refinishing of certain damaged parts of the vehicle to their previous condition.

Cross- Contamination: Damage or pollution that might occur to the vehicles at the repair / maintenance center.

Vehicle: A mechanically propelled/drawn road transport mode designed for carriage of the passengers or cargos on the roads, including the two types of motor vehicle: the electric bikes and motorcycles.

Electric Bikes/Motorcycles: vehicles propelled by combustion engine whether the propulsion is transmitted thereto from internal, electric or other source of power. They are two, three or four- wheeled vehicles, classified according to the approved classifications.

Conformity Assessment Procedures: A document approved by the Board of Directors, which describes the procedures used directly, or indirectly for the conformity assessment.

Notified (Approved) Bodies: Conformity Assessment Bodies "Third Party", approved by SASO in accordance with the Regulation for Acceptance of Conformity Assessment Bodies.

Center Classification Certificate: A certificate issued by SASO or by one of its authorized entities, which classifies the vehicle maintenance service establishments, according to the requirements of this Technical Regulation.

Establishment Conformity Declaration: An acknowledgement by the legal representative of the establishment that it complies with the requirements of the applicable legislation, including this Technical Regulation, without any necessary intervention from a third party. The declaration may be based on internal inspections carried out by the establishment on the service of vehicle maintenance in accordance with this Technical Regulation.

1/2 The terms and expressions specified herein shall have the meanings specified in the applicable laws, regulations, and decrees of SASO.

Article (2): Scope

This Regulation applies to all establishments operating in the vehicle maintenance and repair sector in KSA, excluding establishments subject to military and security authorities.

Article (3): Objectives

This regulation aims to classify the establishments operating in the vehicle maintenance and repair sector, depending on the degree of compliance with safety requirements, services and their quality.

The classification of establishments by categories and distinction between them in the star system is to raise the competitiveness between establishments to improve the quality and safety of the services provided. This classification is an incentive for these establishments to obtain the privileges of accepting and adopting their services by the relevant government agencies and institutions, as decided by the competent authority.

Article (4): Classification of Establishments

4/1 Classification of establishments according to their activities

This technical regulation classifies the establishments operating in the sector of inspection, maintenance and repair of vehicles according to their activity according to the following categories:

A) Category A: Any establishment integrated in providing all the required services for vehicles such as inspection, maintenance, repair and renovation, and includes the services of all the categories listed below.

B) Category B: Any establishment that provides inspection, maintenance and repair services for mechanical devices, including engines, control and steering devices.

C) Category C: Any establishment that provides inspection, maintenance, and repair services for vehicle structure (body repair) and glass replacement.

D) Category D: Any establishment specialized in providing a unique service of inspection, maintenance and repairing of a single system in vehicles such as: specialization in the cooling system, air conditioning system, pumping system, lighting system, or alarm and control system. This category includes any establishment that provides its services in more than one system.

E) Category E: Any establishment that has two or more of the categories (B, C, D, F).

F) Category F: Any establishment that provides periodic inspection and maintenance services, such as oil change, wheel maintenance and sale of parts related to such services.

4/2 Star Rating System

The establishment is characterized by a number of stars, depending on the extent to which it meets the requirements of the classification grade contained in the annexes of this Regulation, in addition to the classification of the establishment according to its activities.

Article (5): Obligations of Establishment

5/1 General requirements

A) The establishment shall obtain a license to perform the activities from the competent governmental authorities.

B) The establishment shall obtain a Classification Certificate from SASO or a Notified (Approved) Body, in accordance with the criteria set by SASO.

C) The establishment shall cooperate with the relevant Licensing and Regulatory Authorities, by providing all the required documents and information.

D) The establishment shall notify SASO of any change or update in any of the submitted documents.

E) The establishment shall adhere to the requirements of this Regulation.

F) The establishment shall notify the conformity assessment body (Notified Body) - which carried out the inspection and audit operation - of any proposed modification in relation to the establishment.

G) In case of multiple branches of the establishment, the establishment shall obtain a Classification Certificate for each of its branches.

H) The establishment shall meet the requirements of the technical regulation, in order to be classified in accordance with the annexes of this Technical Regulation.

5/2 Safety requirements

5/2/1 Utilized equipment and devices

A) Devices and equipment must be in a good and safe operational condition, and used for the purpose for which it was designed.

B) The establishment has to calibrate the utilized equipment and devices regularly according to the manufacturer's instructions; such process shall be documented in special record for each equipment.

C) Any defected equipment or device, or that may pose a risk to their users, or that need calibration shall be excluded from service, or moved out of the workshop, if possible, or through fixing a clear suitable label indicating that it shall not be used.

D) The establishment shall periodically inspect the equipment and ensure that it is in good condition.

5/2/2 Utilized spare parts and materials

A) Customer approval of the spare parts to be installed and their prices shall be taken prior to the repair process.

B) The establishment shall submit a purchase invoice for the spare parts to the customer.

C) The replaced parts shall be available to the customer upon request.

D) The spare parts and other materials should be properly stored so as to ensure that they are maintained in a good condition during the storage period.

E) The establishment must provide containers for spare parts that are intended to be disposed of to preserve the environment.

5/2/3 Fire safety

The establishment shall adhere to the instructions and requirements issued by the Civil Defense and other relevant entities.

5/3 Technical requirements

5/3/1 Documentation of the repair process and provided services

The establishment shall identify and document repair process and/or provided services and repairs, including:

A) The service to be provided and/or parts to be repaired.

B) Persons assigned to the service providing process.

C) The methods of Repair and service provision that must be applied, and the estimated duration of the service.

D) The spare parts to be replaced.

5/3/2 Specialties and responsibilities of employees

The establishment must document the description of the jobs and qualifications of the employees in the establishment.

5/3/4 Preparation and training

The establishment shall identify and document the specific role(s) of each person, in relation to the repair/service providing process. The establishment must maintain the procedures for the following:

A) Identifying and providing training needs.

B) Assessing current efficiency.

C) Preparing the documents clarifying the training and development that each person has received.

5/3/5 Personnel Efficiency

The establishment shall ensure that the person identified as – a competent person – is able to verify the following:

A) Obtaining the necessary qualifications, as determined by the competent authorities.

B) Identifying the technical defects in vehicles.

C) Evaluating the effects of technical defects and their relation to health and safety

D) Identifying the potential risks that might be faced during the repair process, and ability to take the necessary actions to reduce such risks.

5/3/6 Devices and Equipment

A) The establishment shall provide the devices and equipment related to all types of services/repairs stated in the license scope.

B) The devices and equipment used in the service/repair process shall be suitable for intended work.

C) Periodic preventive maintenance of the devices and equipment shall be carried out and documented by the Establishment.

5/3/7 Subcontracting

A) Written approval shall be obtained from the client upon subcontracting for maintenance, repair, or any part thereof.

B) Upon subcontracting to perform the repair process, the establishment shall bear full responsibility for such works.

5/3/8 General Hygiene and Services

A) The owner shall maintain the establishment, so that it is free from the accumulation of waste and residues of flammable and combustible materials, which may cause sudden fires.

B) The establishment shall be suitable for work and have a clean and tidy area to receive customers.

C) The establishment shall have facilities such as toilets, waste containers and other related services.

D) The food area, if any, shall be separate from the working area and be kept clean.

E) The establishment shall have special containers for the collection of materials and objects that affect the environment in isolated locations.

Article (6): Obligations of Inspection Body

6/1 The inspection body shall adhere to the following:

6/1/1 It shall be approved by SASO in accordance with the Regulation for Acceptance of Conformity Assessment Bodies.

6/1/2 It shall be authorized by SASO to carry out inspection operations relevant to the scope of this Technical l Regulation.

6/1/3 It shall submit an inspection report to SASO and the establishment regarding the status of the establishment, as well as the recommendation of classification degree, the results of all inspections (examination) and assessment procedures, and the tests carried out by the Inspection Body on the establishment.

6/1/4 Periodic inspections of the establishment shall be conducted at least once a year. Reports of the inspection results shall be submitted to SASO.

6/1/5 The Inspection body shall keep a copy of all submitted documents.

6/1/6 It shall fully cooperate with the owner of the establishment and the competent authorities to carry out all required inspection procedures on the establishment.

6/1/7 The Inspection shall include a visit to the establishment, and the inspection team shall review the technical documents to ensure that the establishment is able to comply with the requirements stipulated in this Technical Regulation.

6/1/8 A copy of the periodic inspection report shall be submitted to the establishment.

6/1/9 The Notified (Approved) Body shall assess any proposed modifications, then decide whether the establishment continues to meet the requirements and conditions of the classification, or needs to be re-assessed. The (Notified) Approved body shall notify the establishment and SASO with the inspection report, including the results of the inspection and test, as well as the decision of the assessment with its justifications.

6/1/10 Any other requirements specified by the competent authorities.

6/2 Periodic monitoring procedure by the Notified (Approved) Body

A) The purpose of periodic monitoring - conducted by the Notified Body - is to verify the extent to which the establishment meets its classification grade obligations.

B) The establishment shall allow the Notified (Approved) Body, during the period of validity of the Certificate of Classification, to have access to the sites of the establishment in order to conduct audits, inspections and testing. The Notified (Approved) Body shall be provided with all the necessary information for the assessment.

C) The Notified Body shall provide the establishment and SASO with the results of periodic monitoring.

Article (7): Conformity Assessment Procedures

7/1 The establishment shall apply for a registration with SASO, indicating the number of stars that the establishment wishes to obtain. The technical file shall be attached with the application, which includes the following:

A) All operational licenses issued by the governmental authorities.

B) Address and map of the establishment’s location.

C) Means of communication with the owner or the legal representative.

D) List of all employees of the establishment.

E) List of services provided by the establishment.

F) Establishment's Declaration of Conformity as per Annex (3).

7/2 **Procedures for obtaining a classification certificate**

7/2/1 SASO or its authorized Inspection Bodies shall study the technical file, and provide the establishment with notice of preliminary approval, in order to complete the evaluation process, or notice of the shortcomings to be completed and the relevant period.

7/2/2 The establishment shall apply to one of the bodies approved by SASO to request the inspection.

7/2/3 The Notified (Approved) Body shall study the technical file, and verify that the establishment provides the necessary documents; otherwise, the establishment shall complete any missing documents – if required.

7/2/4 The Notified (Approved) Body shall, in coordination with the establishment, complete the assessment process by inspecting the establishment as indicated in the annexes of this technical regulation, and provide the establishment with its observations, in order to fulfill the requirements of such comments during the prescribed period.

7/2/5 The Notified (Approved) Body shall provide SASO with the result of the conformity assessment and all documents used in the assessment process, including the classification recommendations.

7/2/6 SASO shall issues the classification certificate based on the report of the Notified (Approved) Body.

7/2/7 The establishment shall place the classification certificate according to the instructions issued by SASO.

7/2/8 The establishment shall adhere to the criteria and requirements of the classification obtained for the validity duration of the certificate.

Note: In accordance with the requirements of this Technical Regulation, establishments that apply to SASO for a one-star classification shall be exempted from the inspection and evaluation procedures, and it is sufficient to be registered at SASO to study its technical file.

Article (8): Responsibilities of Licensing and Regulatory Authorities

Licensing and Regulatory Authorities, as a part of their competences, shall carry out the following:

8/1 Verify that the establishment has fulfilled the specific conformity assessment procedures and the attached technical documents proving that the establishment complies with the requirements of this Technical Regulation.

8/2 Conduct periodic or random inspection visits to ensure that the establishment complies with the requirements of this Technical Regulation.

8/3 Charge the establishment with the costs of tests and inspection procedures - if any – and any associated fees.

8/4 In case of non-conformity, the Licensing and Regulatory Authorities shall take legal measures against the establishment, including suspension or prohibiting the activities. Procedures and penalties stipulated in Article (9) shall be applied after taking the necessary actions.

Article (9): Violations and Penalties

9/1 SASO, or its representatives, shall have the right to withdraw, suspend, or reduce the classification, depending on the type of the violation.

9/2 Failure to comply with one of the provisions of this Technical Regulation shall be a sufficient reason to consider the establishment as non-conforming,

9/3 Upon withdrawal, suspension or reduction of the classification grade, the entities dealing with such establishment shall have the right to suspend or terminate their businesses with the establishment, as they see fit.

9/4 The penalties contained in this Technical Regulation shall be applied without prejudice to any other sanctions issued by the relevant governmental entities.

9/5 Failure to meet the requirements of this Regulation shall be a sufficient reason for Licensing and Regulatory Authorities to consider the establishment as non-conforming, which may pose a risk to the safety of vehicles and the customer, to the environment, and to the health and safety of its employees, in the following cases:

A) Use of forged or modified certificate of classification.

B) Non-placement or improper placement of the classification certificate.

C) Incorrect data

D) Lack, unavailability, or incompleteness of the technical documentation, upon request.

E) Use or placement of the classification certificate without obtaining a license from SASO.

F) Use of the classification certificate after a decision to void the license of the establishment, or after the expiry of the license period without renewal.

G) Use of the classification certificate for advertising in any of the media for the establishments after having their certificate canceled or suspended.

9/6 In case of a violation, SASO shall take the necessary actions, including the cancellation of the relevant classification certificate, while taking the necessary measures with the Notified (Approved) Body, which issued the certificate.

9/7 Whoever violates any of the provisions hereof shall be subject to the penalties stipulated in laws and regulations applicable in the KSA.

Article (10): General Provisions

10/1 The annexes attached hereto, including the terms and definitions set forth in the standards, shall be deemed an integral part of the provisions hereof. SASO may amend any of these annexes, as required.

10/2 SASO shall issue a special logo for the classification of maintenance/service centers, and the establishment shall have the right to use it according to the relevant instructions.

10/3 The validity period of the classification certificate is three years – renewable – provided that the establishment should submit a renewal application within at least one month prior to the expiry date.

10/4 This Technical Regulation shall not impede the establishment to comply with all other laws/regulations applicable in the KSA; pertaining to the establishment's activity of vehicles maintenance, in addition to the laws/regulations related to the environment, security, and safety.

10/5 All establishments, subject to the provisions of this Technical Regulation, shall provide the inspectors of the Licensing and Regulatory Authorities with all facilities and information, when required, to carry out their assigned tasks.

10/6 Where there is any case that cannot be treated under the provisions of this Technical Regulation, or where a dispute arises as a result of the application of those provisions, such matter shall be referred to SASO, in order to issue a proper resolution regarding the case or dispute, while taking the public interest into consideration.

Article (11): Transitional Provisions

11/1 The provisions of this Technical Regulation shall be applicable within a period of not more than 180 days from the date of publication in the Official Gazette.

11/2 With regard to existing establishments, all establishments subject to this regulation shall modify their status within a period of no more than 365 days from of the date of publication in the Official Gazette.

11/3 This Technical Regulation, once adopted, shall supersede all the preceding regulations related to the scope of this Regulation.

Article (12): Publication

This Technical Regulation shall be published in the Official Gazette.

Annex No. (1)

Obligatory Requirements according to classification grade of the establishment

The establishment shall fulfil all obligatory requirements according to its classification

Main Items	Requirements	1 star *	2 stars **	3 stars ***	4 stars ****
Establishment	Obtain all required governmental licenses.	√	√	√	√
	Apply the standard SASO-1334, related to safety requirements for maintenance and repair workshops.		√	√	√
	Undertake to comply with the list of technical requirements (Annex 5).	√			
	Accessibility to the establishment from the main road.				√
	Accessibility to the establishment from a sub-road.			√	√
	Separate entrance and exit.				√
	Nameplate of the establishment with a harmonious design		√	√	√
	Harmonious facade clear of any defects.			√	√
	availability of suitable light around the establishment.				√
	Private and shaded parking areas.				√
	place the classification certificate at the entrance.	√	√	√	√
	Provide ramps for services of persons with disabilities (according to comprehensive access guide instructions.				√
Reception and Management	Provide a computerized system for the establishment management that includes data for customers, vehicles, repair				√

	operations and used spare parts, etc.				
	Provide a quality control system.				√
	Provide a reception area separate from the workshop provided with new suitable furniture where walls, ceilings and floors should be clear of any defects.				√
	Provide waiting areas for women only.				√
	Provide a hot/cool conditioning system.				√
	Place all operation licenses and classification certificates clearly and according to instructions.	√	√	√	√
	Place the guarantee policy clearly.				√
	Place the communication number for complaints.				√
	Provide special offices for receiving and delivering vehicles.				√
	Reception area should be in a good condition.				√
	Provide a suitable number of seats in a good condition for waiting customers.				√
	Provide means of hospitality for customers.				√
	Provide suitable means of entertainment.				√
Employees	All employees wearing PPE.	√	√	√	√
	All employees wearing a uniform.				√
	Use of personal identification cards.				√
	Provide at least one person who speaks Arabic and English.				√

	Provide persons trained on first aid and implementing firefighting plan.		√	√	√
	One engineer at least holding specialized engineering qualifications				√
	Provide highly qualified maintenance technicians.				√
	Provide an annual plan for training and developing employees and provide a proof with that effect.				√
	Document employees' names, along with job descriptions stating the job tasks and required competencies.				√
	Provide a record for employees to identify repair operations.				√
Services	Provide a website describing the establishment's location, working hours and contact numbers.				√
	Provide a telephone system for easy communication with various departments.				√
	Provide appointment reservation service.				√
	Provide a record of complaints and taken actions.				√
	Provide a system for measuring customers satisfaction				√
	Inspect the vehicle, verify the data thereof and record its condition using a checklist before being entered in the establishment. Such shall be documented with the customer.			√	√
	Present to the customer a written report for performed				√

	repairs to clarify the replaced parts, financial costs, guarantee period and conditions.				
	Wash the vehicle after finishing the repair.				√
	Provide e-payment system approved by Saudi Central Bank (SAMA).				√
	Provide credit cards payment system.				√
	Provide a clear and environment friendly strategy for discharging of wastes and spare parts.				√
Facilities	Provide parking areas for vehicles before or after repair process that shall be shaded and fenced.				√
	Two clean and in good condition toilets for customers; one for male and the other for females.				√
	Provide a special area for praying in case there is no near mosque.				√
	Provide all equipment in a sound condition, clear of any defects that might represent a risk to its users.	√	√	√	√
Devices and Equipment	Calibrate all equipment regularly by a third party.				√
	Inspect the equipment regularly by the establishment.			√	√
	Provide the minimum devices and equipment required to perform repair procedures, according to table 7 of Annex no. 2 of this Regulation.				√

Annex No. (2)

Table of requirements and criteria

The establishment shall obtain the minimum points according to the degree of classification shown in the following table:

Number of Stars	Number of Points
Four stars	105 <T
Three stars	90 <T ≤ 105
Two stars	70 <T ≤ 90

Criteria for the classification of vehicle repair shops and service centers for vehicles: The classification is calculated by the four-star system, where all establishments and service centers are classified from one to four stars, according to the criteria specified in the following tables, and the following equation:

$$T = A + B + C + D + E + F$$

Where value of the above symbols (A, B, C, D, E, F) are calculated after evaluating the establishment according to criteria specified in each of the tables mentioned in Annex (2).

Table (1) – Services and geographical location of the establishment

Points	1	3	5	Result
Location	Inaccessible	Accessible from a sub-road.	Accessible from main road.	
Entrance		One entrance and exit for repair area.	Separate entrance and exit with clear direction signs.	
Parking area	Parking in front of the establishment on the main road	Public parking area in front of the establishment, for at least 3 vehicles.	Special parking area for repair center for vehicles waiting for service and others waiting to be delivered to customer -five vehicles at least.	
Storage area	No separate storage facility.	Separate storage facility without ventilation.	Separate storage facility for various types and sizes with controllable environment and separate storage for all materials (solvents, paints, greases, liquids, detergents, oils and antifreeze liquids) to be stored in containers tailored for such materials. Such containers shall be identified by placing the proper labels.	
Machines / Cranes	2 manual hydraulic cranes and mechanic cranes.	At least one manual hydraulic crane and axis platforms	Two cranes at least	

Customers waiting area	Waiting area only	Air-conditioned waiting area.	Air-conditioned waiting area provided with beverages, magazines...etc.	
Toilets	**Toilets** for employees only.	**Toilets** for employees and customers.	At least One separate toilet for customers in clean and good condition, with washroom.	
Client's transportation			Alternative vehicles or transportation service or tickets	
Customer service	Contact numbers for workshop.	Website for the workshop including working hours, location map and contact numbers.	The workshop has Communication system, central appointment system and website, including the working hours, location map and contact numbers.	
Total = A				

Table (2) – Requirements for healthy and safe working environment

Points	1	3	5	Result
PPE	Gloves only	Uniform and gloves	Provide all PPE such as uniform, gloves, goggles, safety boots and helmets.	
First aid kit	Medicines, such as bandages, cotton, sterilizers, and other means of quick relief available in a box.		Medicines, bandages, cotton, sterilizers, and other means of quick relief available in a box with a trained first aider.	
Working environment	Only fans with emergency exit.	Fans with emergency exit, assembly area, map for fire extinguishers, fire alarms, emergency exit and assembly points.	Open lines with hot / cold ventilation, emergency exit, assembly area, identification map for fire extinguishers, fire alarms, emergency exit and assembly areas	

Handling with spare parts and equipment, availability of assistance to carry the heavy materials	No suitable lifting equipment is provided by the employer nor available in the site. The employee handles heavy materials manually such as tires and brakes cylinders.	The employee is provided with manual handling equipment.	The employee is provided with a set of manual handling equipment suitable for the jobs to be done, such as tires holder and cylinder crane.	
Hazardous goods and drainage system			A system for storing and handling all materials that complies with civil defense requirements, in addition to a system for draining wastes of oil and other components, such as grease oils.	
Total = B				

Table (3) – Effective documentation of the establishment's operations

	Result Yes / No
A checklist is used to record the vehicle's condition in writing with the customer.	
The customer's complaints shall be documented, and procedures shall be applied as required by the customer.	
The company shall hold a meeting for the employees at least once every three months to discuss the improvement procedures and clients' needs.	
The general management shall hold a documented evaluation meeting to discuss the objectives and qualification procedures with each employee at least once per year.	
The employees and customers' satisfaction shall be verified, and the suitable estimated measures shall be applied.	
The workshop shall have a written guarantee policy clear for all employees and clients.	
The information of all customers and vehicles for all orders shall be registered.	
Customers should approve repair or maintenance costs, including spare parts and labors' fees before starting work.	
The order shall be confirmed in writing by the client.	
The repair's technician shall be assigned to perform the repair and service orders with required documents according to a time schedule	
Each order shall be finally verified by the person responsible for the workshop or service.	
The invoice shall be complete, clear and understood by the customer.	
The workshop shall use an electronic management system.	
Does the workshop hold any international certificates for its management system?	
Total C (yes = one point – no = 0 point)	

Table (4) - Utilized spare parts

	Points	Result
Certificate for new spare parts or manufacturer's certificate.	Obligatory	
Clear plan for all vehicles' spare parts through the whole year.	2	
The workshop shall have a clear written guarantee policy.	Obligatory	

The spare parts shall be stored according to manufacturer's requirements.	3	
System for handling old parts after being replaced.	2	
Time plan for delivering critical parts.	3	
Total = D		

Table (5) – Training and employees qualifications

	Points	Result
The employee's responsibilities should be documented (job description including rules and responsibilities).	Obligatory	
Evidence of competency.	Obligatory	
A recognized qualification in the establishment's field of activities (training, certificate ...etc.)	3	
Training of repair technicians - Initial training - Continuous training	 1 3	
Reception employee to communicate with customer.	2	
Qualified technicians according to international qualification systems.	3	
Documented The employees' training history.	2	
Documented internal training courses in the list of participants.	2	
Total = E		

Table (6) – Main Devices and Equipment

	1	3	5	Result
Calibrating testing and measuring devices		Use reference tools for internal calibration with records	Calibrate testing and measuring tools through an independent calibration lab regularly with all records.	
Periodic maintenance	Inspection and maintenance works are performed without a plan or records	Inspection and maintenance works are performed without a plan, while results of all inspections and services are recorded	- Conduct daily inspections before operation. - Inspection and maintenance works shall be carried out applied according to annual plan.	

			- Results of inspection, services and maintenance shall be recorded.	
Emissions testing device	-	-	A device to test emissions (oil and diesel) ready for utilization.	
Tools to lift the heavy materials		Use a trolley to carry the heavy materials.	There shall be suitable cranes for lifting the heavy materials.	
Equipment Capacity	At least manual hydraulic cranes and axis poles.	At least one 2.5-ton crane and manual hydraulic cranes.	At least two 2.5-ton cranes.	
Battery charger			Battery charger ideal for recharging batteries 12/24 v	
Total = F				

Table (7) – Tools and Equipment of vehicles maintenance works or services

7/1 Automotive Glazing

Center Tools	Equipment	General tools
ADAS Calibration Equipment	Mechanical Glass Cut Out/Wind Out Tool	Wing ،Seat, Steering Wheel, And Bonnet Covers
Diagnostic Equipment For Fault Code Reading/Resetting	Urethane Dispensing Gun	Screwdrivers – Selection
	Glass Suction Lifting Tools	Spanners – Selection
	Glass Suction Holding Straps	Sockets – Selection
	Windscreen Wiper Arm Puller Tool	Pliers/Cutters/Grips – Selection
	Windscreen Repair Kit	Hammers – Selection
	Glass Polishing Kit	Torque Wrench
	Interior Trim Protectors	Craft Knife
	Trestles For Supporting Glass	Pick Tool Set
	Bonnet Prop	Magnetic Pick Up Tool
	Handles For Wire	Tape Measure

	Wire Encapsulation Tool	Torch
	Urethane Piercing Wire Starting Handle	Drill And Drill Bits
	Glass Storage Racking	Trim Clip Removal Tools
	Urethane Cutting/Scraper Tools	Rivet Gun
	Window Winder Clip Removal Tool	Hacksaw
	Dry Glazed Glass Removing Tool And Cord	Selection Of Files
	Gap And Height Checking Tools	Selection Of Punches And Chisels
		Copper/Hide Hammer
		Wire Brush

7/2 Express Service Centers (Oils and Tires)

Center Tools	Equipment	General tools
Tire Changing Machine/S	Vehicle Lifting Ramp/S	Wing, Seat, Steering Wheel, And Bonnet Covers
Wheel Balancing Machine/S	Trolley Jack	Screwdrivers – Selection
Soft Faced Tire Lever	Axle Stands	Spanners – Selection
Tire Valve Removing Tool	Compressor	Sockets – Selection
Tire Valve Installation Tool	Air Lines	Pliers/Cutters/Grips – Selection
Wheel Weight Pliers	ADAS Calibration Equipment	Hammers – Selection
Lubricant Application Brush	Tool Box	Torque Wrench
TPMS Diagnostic Tool	Tool Storage	Craft Knife
Impact Wrench	Work Bench/Es	Pick Tool Set
Locking Wheel Nut Removal Tools	Headlamp Aligner Beam Setter	Magnetic Pick Up Tool
Air Chisel	Transmission Jack (For Supporting Exhaust/Suspension)	Tape Measure
Valve Core Tool	Trestles	Torch

Scraper For Removing Adhesive Wheel Weights	Oil Flow Meter	Drill And Drill Bits
Repair Patch Roller	Coolant Flush Machine	Trim Clip Removal Tools
Buffing Tool	On Vehicle Wheel Balancer	Rivet Gun
Tire Reamer		Hacksaw
Tire Repair Clamp		Selection Of Files
Four-Wheel Alignment System + Ramp		Selection Of Punches And Chisels
Diagnostic Equipment For Fault Code Reading/Resetting		Copper/Hide Hammer
Weights For Loading Vehicle		Wire Brush
Induction Heater		Air Ratchet
Crows-Feet For Lock Nuts		Calibrated Tire Pressure Gauge
Tire Racking		Tire Tread Depth Gauge
Valve Knife		Breaker Bar
Bead Breaker		Circuit Tester
Sump Plug Removal Tools		Air Blower/Gun
Engine Oil Drainer		
Oil Filter Removal Tools		
Transmission Oil Dispenser		
Oil Extraction Tools (For Sealed Systems)		
Oil Dispensing Pumps		
Funnels		
Thread Repair (Helicoil) Tools		
Oxygen Sensor Sockets		
Extractor Stud		
Brake Fluid Tester		
Brake Piston Rewind Tool		
Brake Pad Removal Tool		
Brake Pipe Flare Spanners		

Brake Bleeding Tool		
Brake Hose Clamp Pliers		
Brake Spring Removal/Installation Tool		
Brake Adjusting Tools		
Brake Pipe Flaring Tool		
G Clamp		
Brake Cleaning Machine		
Die Grinder		
Impact Driver		
Brake Disc Run Out Measuring Tool		
Brake Disc Micrometer		
Coil Spring Compressor		
Ball Joint Splitter		

7/3 Mechanical works

Center Tools	Equipment	General tools
Sump Plug Removal Tools	Vehicle Lifting Ramp/S	Wing, Seat, Steering Wheel, And Bonnet Covers
Engine Oil Drainer	Trolley Jack	Screwdrivers – Selection
Oil Filter Removal Tools	Axle Stands	Spanners – Selection
Transmission Oil Dispenser	Compressor	Sockets – Selection
Oil Extraction Tools (For Sealed Systems)	Air Lines	Pliers/Cutters/Grips – Selection
Oil Dispensing Pumps	4-Wheel Alignment System + Ramp	Hammers – Selection
Funnels	ADAS Calibration Equipment	Torque Wrench
Thread Repair (Helicoil) Tools	Headlamp Aligner Beam Setter	Craft Knife
Oxygen Sensor Sockets	Transmission Jack (For Supporting Exhaust/Suspension)	Pick Tool Set
Extractor Stud	A/C Recovery/Charging Machine/S	Magnetic Pick Up Tool
Exhaust Cutting Tool	Battery Support Tool	Tape Measure

Exhaust Clamp Pliers	Battery Charging Tool	Torch
Exhaust Hanger Removing Tool	Battery Testing Tool	Drill And Drill Bits
Exhaust Pipe Re-Shaping/Expansion Tool	Fuel Draining/Refill Device	Trim Clip Removal Tools
Air Hacksaw	Multi-Meter	Rivet Gun
Air Chisel	Tool Box	Hacksaw
Induction Heater	Tool Storage	Selection Of Files
Locking Wheel Nut Removal Tools	Engine Support Beam	Selection Of Punches And Chisels
Brake Fluid Tester	Engine Lifting Crane	Copper/Hide Hammer
Brake Piston Rewind Tool	Clutch Alignment Tools	Wire Brush
Brake Pad Removal Tool	Grease Gun	Air Ratchet
Brake Pipe Flare Spanners	Oil Can	Calibrated Tire Pressure Gauge
Brake Bleeding Tool	Cambelt Tools	Tire Tread Depth Gauge
Brake Hose Clamp Pliers	Serpentine (Drive) Belt Tools	Breaker Bar
Brake Spring Removal/Installation Tool	Vacuum Tester/Gauge	Circuit Tester
Brake Adjusting Tools	Fuel Pressure Tester	Impact Wrench
Brake Pipe Flaring Tool	Oil Pressure Tester	Allen Keys
G Clamp	Emissions Tester	Extendable Mirror
Brake Cleaning Machine	Press (Bearing/Bush)	Extendable Grabber
Die Grinder	Fuel Additive Drain/Refill Tool (Adblue)	Lever Bars – Selection
Impact Driver	Bench Grinder	Tap & Die Set
Brake Disc Run Out Measuring Tool	Bench Vice	A/C Line Disconnecting Tools
Brake Disc Micrometer	Trestles	Fuel Line Disconnecting Tools
Coil Spring Compressor	Cutter Disc	Engine Compression Testers
Ball Joint Splitter	Work Bench/Es	Coolant Pressure Tester
HV Battery Removal Table	Infrared Thermometer	Scrapers – Selection
HV Insulated Tool Kit	Fuel Injector Tester	Spark Plug Sockets

Multimeter Suitable For HV	Screwdrivers For Hydraulic System	Pullers – Selection
Specific HV Vehicle Work Area/Bay	Tools For Removing And Installing Coolant System	Micrometer
Specific HV Vehicle Storage Area/Bay		Vernier Calliper
Ignition Coil Tester		Feeler Gauges – Selection
Engine Leak Detection Tools		Seal, Bearing And Bush Removing Tools And Pullers
Coolant Leak Detector		Coolant Hose Clip Pliers
Coolant Flush Machine		Soldering Iron
Oxygen Welding Machines For Exhausts Repair		Electrical Crimping Pliers
		Hole Cutters
		Fluid Extractor
		Coolant Tester

7/4 Auto Body Repair works

Center Tools	Equipment	General tools
Panel Beating Hammers – Selection	Lifting Ramp/S Vehicle	Seat And Steering Wheel Covers
Panel Dollys	Trolley Jack	Screwdrivers – Selection
Panel Flipper	Stands Axle	Spanners – Selection
Panel Spoon	Compressor	Sockets – Selection
Panel Self-Gripping Pliers – Selection	Lines Air	Pliers/Cutters/Grips – Selection
Panel Files – Selection	4-Wheel Alignment System + Ramp	Hammers – Selection
Scriber	Calibration ADAS Equipment	Torque Wrench
Panel Chisels	Headlamp Aligner Beam Setter	Craft Knife
Rule	Jack (For Transmission Supporting) Exhaust/Suspension	Pick Tool Set

Set Square/Combination Square	A/C Recovery/Charging Machine/S	Magnetic Pick Up Tool
Air Grinder – Selection	Support Tool Battery	Tape Measure
Air Drill	Charging Tool Battery	Torch
Disc Cutter	Testing Tool Battery	Drill And Drill Bits
Air Saw	Draining/Refill Fuel Device	Trim Clip Removal Tools
Belt Sander	Multi-Meter	Rivet Gun
Tin Snips – Selection	Box Tool	Hacksaw
Specific Aluminum Repair Area/ Bay	Storage Tool	Selection Of Files
Specific Dust Extraction For Aluminum Equipment	Support Beam Engine	Selection Of Punches And Chisels
Laser Weld Cutter	Lifting Crane Engine	Wire Brush
Rivet Removal/ Installation May Be VM Or Rivet - Tools Specific	Alignment Tools Clutch	Air Ratchet
Specific Dust Extraction For Carbon Fiber Equipment	Tools Cambelt	Calibrated Tire Pressure Gauge
Specific Carbon Fiber Repair Area/Bay	Drive (Belt) Serpentine Tools	Tire Tread Depth Gauge
Aluminum MAG Welder	Tester/Gauge Vacuum	Breaker Bar
Sensor Sockets Oxygen	Tester Emissions	Circuit Tester
Cutting Tool Exhaust	Press (Bearing/Bush)	Impact Wrench
Clamp Pliers Exhaust	Fuel Additive Drain/Refill Tool (Adblue)	Allen Keys
Hanger Removing Exhaust Tool	Bench Grinder	Extendable Mirror
Pipe Re- Exhaust Shaping/ Expansion Tool	Bench Vice	Extendable Grabber
Hacksaw Air	Trestles	Lever Bars – Selection
	Air Gun Hot	A/C Line Disconnecting Tools
	Dent Puller – Welded Dent	Fuel Line Disconnecting Tools
	Dent Puller – Glued	Scrapers – Selection

	Plastic Repair Kit – Glued	Micrometer
	Plastic Repair Kit – Welded	Vernier Caliper
	Adhesive Dispensing Guns – Selection	Coolant Hose Clip Pliers
	Dust Extraction	Soldering Iron
	Alignment Jig Body With Pulling And Measuring Capability	Electrical Crimping Pliers
	Body Dollies	Hole Cutters
	Wheel Skates	Air Blower/Gun
	Steps/Work Platforms	
	Panel Stands	
	Welding Blankets	
	Induction Heater	
	Work Bench/Es	
	MIG Welder	
	MAG Welder	
	Spot Welder	
	Headlamp Aligner Beam Setter	

7/5 Painting works

Center Tools	Equipment	General tools
Spray Booth/S	Vehicle Lifting Ramp/S	Wing ،Seat, Steering Wheel, And Bonnet Covers
Paint Mixing Scheme/S	Trolley Jack	Screwdrivers – Selection
Spray Gun Wash	Axle Stands	Spanners – Selection
Spray Gun/S	Compressor	Sockets – Selection
Designated Paint Preparation Area	Air Lines	Pliers/Cutters/Grips – Selection
Dust Extraction	Tool Box	Hammers – Selection
Dual Action (DA) Sander/S	Tool Storage	Torque Wrench
Polishing Mop/S	Trestles	Craft Knife
Color Match Light Source (Torch)	Work Bench/Es	Pick Tool Set
Dispensing Trestles For Masking Materials		Magnetic Pick Up Tool

Infra-Red Drying Lamps		Tape Measure
Corrosion Protection Applicator Guns		Torch
Disposable Bin For Toxic /Flammable Material		Drill And Drill Bits
Paint Storage Containers		Trim Clip Removal Tools
		Rivet Gun
		Hacksaw
		Selection Of Files
		Selection Of Punches And Chisels
		Copper/Hide Hammer
		Wire Brush
		Air Ratchet
		Calibrated Tire Pressure Gauge
		Tire Tread Depth Gauge
		Breaker Bar
		Circuit Tester
		Air Blower/Gun
		Diagnostic Equipment For Fault Code Reading/Resetting

7/6 Repair of hybrid and electric vehicles

Center ‘s Tools	Equipment	General tools
Sump Plug Removal Tools	Vehicle Lifting Ramp/S	Wing ،Seat, Steering Wheel, And Bonnet Covers
Engine Oil Drainer	Trolley Jack	Screwdrivers – Selection
Oil Filter Removal Tools	Axle Stands	Spanners – Selection
Transmission Oil Dispenser	Compressor	Sockets – Selection
Oil Extraction Tools (For Sealed Systems)	Air Lines	Pliers/Cutters/Grips – Selection
Oil Dispensing Pumps	4-Wheel Alignment System + Ramp	Hammers – Selection
Funnels	ADAS Calibration Equipment	Torque Wrench

Thread Repair (Helicoil) Tools	Headlamp Aligner Beam Setter	Craft Knife
Oxygen Sensor Sockets	Transmission Jack (For Supporting Exhaust/Suspension)	Pick Tool Set
Extractor Stud	A/C Recovery/Charging Machine/S	Magnetic Pick Up Tool
Exhaust Cutting Tool	Battery Support Tool	Tape Measure
Exhaust Clamp Pliers	Battery Charging Tool	Torch
Exhaust Hanger Removing Tool	Battery Testing Tool	Drill And Drill Bits
Exhaust Pipe Reshaping/ Expansion Tool	Fuel Draining/Refill Device	Trim Clip Removal Tools
Air Hacksaw	Multi-Meter	Rivet Gun
Air Chisel	Tool Box	Hacksaw
Induction Heater	Tool Storage	Selection Of Files
Locking Wheel Nut Removal Tools	Engine Support Beam	Selection Of Punches And Chisels
Brake Fluid Tester	Engine Lifting Crane	Copper/Hide Hammer
Brake Piston Rewind Tool	Clutch Alignment Tools	Wire Brush
Brake Pad Removal Tool	Grease Gun	Air Ratchet
Brake Pipe Flare Spanners	Oil Can	Calibrated Tire Pressure Gauge
Brake Bleeding Tool	Cambelt Tools	Tire Tread Depth Gauge
Brake Hose Clamp Pliers	Serpentine (Drive) Belt Tools	Breaker Bar
Brake Spring Removal/ Installation Tool	Vacuum Tester/Gauge	Circuit Tester
Brake Adjusting Tools	Fuel Pressure Tester	Impact Wrench
Brake Pipe Tool	Oil Pressure Tester	Allen Keys
G Clamp	Emissions Tester	Extendable Mirror
Brake Cleaning Machine	Press (Bearing/Bush)	Extendable Grabber
Die Grinder	Fuel Additive Drain/Refill Tool (Adblue)	Lever Bars – Selection
Impact Driver	Bench Grinder	Tap & Die Set
Brake Disc Run Out Measuring Tool	Bench Vice	A/C Line Disconnecting Tools

Brake Disc Micrometer	Trestles	Fuel Line Disconnecting Tools
Coil Spring Compressor	Disc Cutter	Engine Compression Testers
Ball Joint Splitter	Work Bench/Es	Coolant Pressure Tester
HV Battery Removal Table		Scrapers – Selection
HV Insulated Tool Kit		Spark Plug Sockets
Multimeter Suitable For HV		Pullers – Selection
Specific HV Vehicle Work Area/Bay		Micrometer
Specific HV Vehicle Storage Area/Bay		Vernier Caliper
HV Battery Storage Unit		Feeler Gauges – Selection
		Seal ،Bearing And Bush Removing Tools And Pullers
		Coolant Hose Clip Pliers
		Soldering Iron
		Electrical Crimping Pliers
		Hole Cutters
		Fluid Extractor
		Coolant Tester
		Air Blower /Gun
		Diagnostic Equipment For Fault Code Reading/Resetting

7/7 Motorcycle Repair and Maintenance

Tire Change And Repair Tools	Complete Set Of Manual Repair Equipment
Wheel Balancing Machine	Motorcycle Lift Stand

Annex No. (3) Establishment Declaration of Conformity Form

This form shall be filled in on the company's official papers.

1. Establishment's data
   Name:----------
   Address: ----------
   Contact person: ----------
   Email: ----------
   Tel. : ---------- Fax :----------

2. Establishment's details
   Trademark:----------
   Category (according to article 4.1.):----------
   Provided services: ----------
   Number of stars:----------

   We hereby declare that the establishment mentioned herein is in n conformity with Saudi technical regulation (----------) and the Saudi standard attached thereto, and that it has fulfilled all requirements for obtaining (number of stars) according to classification of this Regulation.

   Responsible person:----------
   Company's name----------
   Signature:---------- Date: --/--/----

Annex No. (4) Financial Costs

All costs are calculated in Saudi Riyal (for three years)

A. Financial costs of issuing a one-star classification

	Item	Costs
1	Application submission	500
2	Granting classification certificate and license to use the logo	500 / per certificate

B. Financial costs of issuing a two or more stars classification

	Item	Costs
1	Application submission	500
2	Review of technical documents	1000 / day
3	Granting classification certificate and license to use the logo	500 / certificate

Annex (5) List of Technical Requirement for One-Star Classification

Without prejudice to provisions of Technical Regulation for Vehicles Maintenance & Repair Centers, and the relevant regulations in force in the Kingdom, all establishments undertake to comply with the following:

Requirement	Yes
1. Obtaining the required licenses: • Commercial Registration; • Civil Defense; • Municipal License; and • Traffic Approval, in case of body repair.	□
2. The underground inspection pit for vehicle's repair shall be provided with two exits at least so as to prevent the persons from being trapped therein. It shall be equipped with ventilation and lighting.	□
3. The length of underground inspection pit shall be enough so that the vehicle onto the pit area shall not hide/ block the entrance and exit.	□
4. The pit's edge shall have thickness of not less than 15 mm and height of not less than 120 mm. It, along with its frame, shall be marked with 20 mm red and yellow lines.	□
5. Each machine shall be installed in such way that there would be an adequate space for the worker's movement.	□
6. The machines shall be installed, fixed and placed over special bases, as instructed by the producer of each machine.	□
7. Each machine shall be equipped with on/off switch, fitted with breaker to operate in case of power cut or increased load.	□
8. The on/off switch shall be clear and easy to be accessible by the operator with no hinder or moving part impeding his hand movement.	□
9. All machines, connections and electric circuits shall be clearly marked with a description of their function, unless such functions are well known with no explanation.	□

10. Each machine shall have off switch to turn off the power, which switch shall be fixed in place where the work can have access to safely.	□
11. The hand-held and portable equipment fitted with flexible cables shall have automatic circuit breaker in case of ground potential rise, with exception to the torch.	□
12. The electric wires shall be away, as much as possible, from the machines' moving parts, from heat, chemical solvents and oxidizing substances. In case of necessity to be installed beside such sources, the precaution required for the protection thereof shall be taken.	□
13. The wires in the underground pits (holes) or damp places shall pass through conduits; the connections of which shall be water-proof.	□
14. The connection wires of manual equipment and torch shall be of flexible type.	□
15. The automobile repair shop shall be provided with lighting adequate and appropriate with the works done therein.	□
16. The vents and air-conditioning's entrance and exits shall be covered with wire mesh having hole with diameter of not less than 12,7 mm.	□
17. The automobile repair shop shall be provided with suitable ventilation and exhaust fans.	□
18. The following points shall be explained to any person before being permitted to operate any machine: 1. The procedures for machine operation. 2. The expected hazards during the operation of machine and how to avoid them. 3. The hazards which might occur due to the misuse of the machine. 4. The procedure for the performance of protection means and safety devices, with which the machine is fitted, and the necessity to ensure the proper and safe installation thereof and valid performance thereof.	□

5. The machine and place of work shall be kept clean and clear of any dirt, oils, greases and any other materials hindering or affecting the worker's movement. 6. The machine shall be turned off and the power to be turned off before leaving the place of work. 7. Any defect or technical malfunction in the machine, safety devices or protections means shall be recorded and reported to the responsible person.	
19. In case of spray painting, the following safety requirements shall be observed: 1) The spray painting shall be done in the designated room; the wall of which shall be made of steel or any fire-resistant material. Such room shall have two open outside exits, and be well-ventilated. 2) The paint splatters in the room shall be regularly removed. 3) No electric device shall be installed in the spray-painting room. 4) Each person applying or exposing to the spray paint shall wear protective cloths and googles, safety shoes, hood and face mask.	□
20. In case of gas/ (oxy-fuel) welding and cutting and electric welding, the following safety requirements shall be observed: 1) All (oxy-fuel)/ gas welding and cutting processes shall be carried out in places, which are designated for that purpose and provided with ventilation adequate to remove all fumes of welding and cutting. 2) The cylinders shall be designated by colors used in accordance with the Gulf Standard (GSO) "Gas Cylinders for Industrial Purposes-Symbols and Colors for Contents Designation". 3) All equipment shall be kept clean and clear of any oils and greases. 4) The closed tanks, such as fuel tanks, shall be neither welded, cut, nor be subjected to any thermal process, unless they are completely emptied, vapor-treated and ventilated in order to be clean and clear of any inflammable or explosive articles.	□

5) The instruction for use of welding wires shall be strictly adhered to. 6) The work bench and the part to be welded shall be grounded. 7) It must be taken into consideration that there shall be no inflammable substances, such as wood, used cloth, or any similar article in the welding room.	
21. In case of using vehicle lifting jack, the following safety requirement shall be observed: 1) The jack shall be so solid to withstand the loads on it. 2) The recommended maximum load shall be declared on the jack. 3) The jack shall be equipped with a protective means avoiding the sudden fall of platform in case of broken stands supports or the foot. 4) The lifting jack shall be fitted with a means preventing the operator's foot from being stuck between the jack and ground when the platform is down. 5) The jack shall be completely checked each year by a competent person. 6) The jack shall be periodically checked and maintained at no more than of one-month intervals by the responsible person. 7) No person may be allowed to be inside the car during the lifting. 8) The jack shall be operated only by the responsible person.	□
22. When handling the batteries, the following safety requirements shall be observed: 1) The battery and its acids shall be stored in well-ventilated place and placed over wooden floor. The unwrapped batteries shall not be stacked over each other. 2) The battery charging place shall have adequate ventilation. 3) No flame or source of electric spark shall be used in the battery charging place. All electric switches shall be put outside the charging area.	□

4) The battery's acids and water shall be stored in containers, which shall be unbreakable and unaffectable to the acid. The name of liquid shall be declared on the containers to avoid any wrong use thereof. 5) The battery's acids and water shall be transported in a safe manner such as suction pump so that no leakage can occur.	
23. In case of repairing the fuel tanks, the following safety requirements shall be observed: 1) The fuel tanks of any vehicle shall be emptied, cleaned, ventilated, vapor-treated or filled with inert gas before being repaired with methods, from which flame or heat can be emitted. 2) The fuel tank shall be emptied outside the automobile repair shop (workshop)or by using portable pump and tank away from any flammable source. 3) The vehicle's emptied fuel is to be stored in safe containers or to be released into underground tank.	□
24. For cleaning and order processes, the following safety requirements shall be observed: 1) The cleaning area shall be adequately ventilated, taking into consideration that no source of ignition shall be present in the cleaning area. 2) The unutilized equipment shall be kept in the intended tool storage. 3) All floors shall be clean, non-slippery and free of any obstacles. 4) The tanks shall be stored in safe and nonflammable tank, away from sources of ignition. 5) The fuel and oil tanks shall be marked with danger and warning sign. 6) The wastes shouldn't be accumulated, and all rag clothes and empty oil bottles shall be collected and put in the appropriate dumpster.	□
25. In order to safeguard the workers of automobile repair shop, the following safety requirements shall be observed: 1) Any defect in the equipment shall be immediately remedied. Such defected equipment shall not be used, unless the defect is repaired.	□

2) The automobile repair shop's workers shall be provided with the suitable personal protection equipment, such as gloves, protective vests, goggles, face shield, safety shoes, and others, according to the nature of work. Such PPE shall be worn during the work. 3) Each automobile repair shop shall be provided with a first-aid box for treatment of minor wounds and burns. At least one person shall be trained on how to provide the first-aid.	