



MINISTRY OF ROADS AND HIGHWAYS

GUIDELINES FOR THE CLASSIFICATION AND LICENSING OF CONTRACTORS FOR ROADS AND BRIDGE WORKS

NEW APPLICATION

(DOMESTIC FIRMS)

MAY 2021

MINISTRY OF ROADS AND HIGHWAYS
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CONTRACTORS FOR ROAD AND BRIDGES WORKS
NEW APPLICATION

CLASSIFICATION TABLE FOR ROAD CONTRACTORS BY CATEGORY AND CLASS

	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY S
CLASS	ROADS, AIRPORTS & RELATED STRUCTURES	BRIDGES, CULVERTS & OTHER STRUCTURES	LABOUR BASED ROAD WORKS	STEEL BRIDGES AND STRUCTURES:
4	Spot Improvement and Reshaping, 80km and regravelling, 20 km. a. Tender figure up to cedi equivalent of US\$500,000 b. Total value of work on hand up to cedi equivalent of US\$800,000	Pipe Culverts up to 1.2m diameters and non-reinforced concrete structures, drains 0.5km a. Tender figure up to cedi equivalent of US\$ 200,000 b. Total value of work on hand up to cedi equivalent of US\$300,000	ROAD CONSTRUCTION MAINTENANCE AND SPOT IMPROVEMENT USING LABOUR BASED METHODS AS TRAINED BY THE DEPARTMENT OF FEEDER ROADS AND OTHER ACCREDITED INSTITUTIONS	
3	Work in Class 4 plus resealing up to 20 km and resurfacing up to 10 km. a. Tender figure up to cedi equivalent of US\$1,300,000 b. Total value of work on hand up to cedi equivalent of US\$2,000,000	Work in Class 4 plus single box Culverts and other minor reinforced concrete structures including short retaining walls. a. Tender figure up to cedi equivalent of US\$500,000 b. Total value of work on hand up to cedi equivalent of US\$800,000		Sand blasting, cleaning, Jacking, changing of members and parts, tightening of bolts and nuts, other repairs including painting. a. Tender figure up to cedi equivalent of US\$500,000 b. Total value of work on hand up to cedi equivalent of US\$800,000
2	Work in Class 3 plus improvements, rehabilitation and minor construction works a. Tender figure up to cedi equivalent of US\$2,500,000 b. Total value of work on hand up to cedi equivalent of US\$4,000,000	Work in Class 3 plus major box culverts or bridges and, reinforced concrete, steel or composite reinforced structures a. Tender figure up to cedi equivalent of US\$1000,000 b. Total value of work on hand up to cedi equivalent of US\$1,500,000		Work in Class 3 plus minor Construction a. Tender figure up to cedi equivalent of US\$1000,000 b. Total value of work on hand up to cedi equivalent of US\$1,500,000
1	Work in Class 2 plus major construction of roads, And airports. No limit on tender.	Work in Class 2 plus interchanges, bridges and other major structures No limit on tender.		Work in Class 2 plus major steel construction No limit on tender.

MINISTRY OF ROADS AND HIGHWAYS
GUIDELINES FOR CLASSIFICATION AND LICENSING OF
CONTRACTORS FOR ROAD AND BRIDGE WORKS.

CLASSIFICATION TABLE FOR ROAD CONTRACTORS BY CATEGORY AND CLASS

	CATEGORY M	CATEGORY L
CLASS	MISCELLANEOUS ROAD WORKS- ROUTINE/PERIODIC MAINTENANCE	ROAD LINE MARKING AND ROAD SIGNS/ROAD FURNITURE AND APPURTENANCE
3	<p>a. Repair and replacement of Pipe culverts up to 1.2m diameters and non-reinforced concrete structures, drains 0.5km</p> <p>Grading of gravel and High shoulders, Pot-hole patching on gravel roads and Bituminous surface dressing.</p> <p>b. Total value of work on hand up to cedi equivalent of US\$150,000</p>	
2	<p>a. Road sign cleaning and painting guard rail. Repair and replacement of traffic signs.</p> <p>Mark out road markings and paint markings.</p> <p>b. Total value of work on hand up to cedi equivalent of US\$150,000</p>	
1	<p>a. Work in Class 3 plus set out traffic control Signs and cones.</p> <p>b. Total value of work on hand up to cedi equivalent of US\$400,000</p>	<p>a. Work in Class 2 plus install and manage traffic signs. Road side furniture installation and maintenance.</p> <p>b. Total value of work on hand up to cedi equivalent of US\$750,000</p>

PURPOSE OF CLASSIFICATION

The System of Classification aims at the proper grading of contractors into respective categories and financial classes related to the applicants' capital, annual turnover, equipment holding and personnel, Applicants must satisfy all applicable requirements outlined in this document for the purposes of classification and registration. Applicants who are thus classified would be eligible to undertake road and bridge contract awarded by Government and other institution that may require such certification.

The Classification exercise aims at the proper grading of contractors into respective categories, and financial classes. Only Contractors who are thus classified and registered will be eligible to undertake Roads, Bridges and related works awarded by Government.

HOW TO APPLY FOR CLASSIFICATION

Prospective contractors must purchase application forms from the Accounts Department of the Ministry of Roads and Highways or financial institutions designated by MRH. Applications may also be submitted online at www.mrh.gov.gh to the Ministry for consideration.

HOW TO COMPLETE APPLICATION FORMS

The following notes are intended to assist applicants submit the required information as clearly as possible. If required further clarification, may be obtained from the office of the Road Classification Secretariat, Ministry of Roads and Highways.

A Contractor's application will be considered non-responsive for failure to provide all of the required information and meeting the Applicable criteria.

PLEASE NOTE SECTIONS OF THE APPLICATION, RESERVED FOR USE BY THE CLASSIFICATION COMMITTEE SHOULD NOT BE FILLED OUT BY THE APPLICANT.

Section 1 **NAME**

- (a) State here the name under which your firm is carrying on business.
- (b) State the date of incorporation
- (c) State the date of Commencement of business.

Section 2 **POSTAL ADDRESS/ E-MAIL ADDRESS & TELEPHONE NUMBERS**

State here your permanent postal address (i.e. Post-Office Box Number), e-mail address and Telephone Numbers including cell phone numbers.

Section 3 **PHYSICAL / DIGITAL ADDRESS**

State here your physical/ digital address, street and house or plot number, or any similar details sufficient to enable location of place of business.

If any of the above particulars for sections 1, 2 & 3 should change, the Chief Director of the Ministry of Roads and Highways should be notified as soon as possible for appropriate amendments to be made in the Register.

Section 4 **ORGANIZATION**

The statutes referred to are part of the Laws of Ghana and applicable to all businesses and companies. State the Act under which you are registered.

- I. Registration of Business as Sole Proprietor (Act 151)
- II. Incorporation as Private Partnership (Act 152)
- III. Registration under limited Company (Acts 179)
- IV. Companies (Amendment) Act 2016 (Act 920)
- V. Provide the company registration number and Tax Identification Number (TIN).

Section 5 **PROPRIETORS/ DIRECTORS**

State here the name(s) of the Proprietor, Partners, Directors, Shareholders or anyone having financial interest in the firm. State the name(s) and addresses of each, the positions in the Company and Tax Identification Number (TIN).

Section 6 **STAFF AND EMPLOYEES**

(a) State here the number of employees employed in the firm.

Further details on employees should be provided on page 2A of the Application Form.

You will be required to produce documentary evidence of employment and qualification by way of:

- (i) Social Security payment receipt in respect of employees.
 - (ii) Ghana Revenue Authority receipts in respect of taxes paid by employees.
 - (iii) Certificate and/or testimonials for key personnel.
 - (iv) The Curriculum Vitae (CV) for the following grades of employees. Works Managers, Engineers, Accountants/Accounts Officers and other Key Personnel.
- (b) The minimum number of staff requirements for the various categories and financial classes are as listed in Table "A" attached.

Section 7 **MOVABLE PROPERTY**

The details of all road construction equipment owned by the company must be provided on pages 5-7 of the Application Form.

The information on the minimum number of construction equipment required for each class and category should be provided on page 4 on the Application.

Proof of ownership of Movable Property should-be provided: Attach copies of:

- I. Purchase receipts of Plant and Equipment including motor vehicles.
- II. Driver Vehicle and Licensing Authority registration of all equipment including off-road machinery.
- III. Current Roadworthy Certificates for motor vehicles.

Section 8 **OTHER ASSETS**

Provide details of other assets not Included in Sections 7 i.e. current financial statement.

Supporting documents to be provided should include:

Current Bank Statement.

Section 9 **VALIDITY PERIOD/ PERIODIC REVIEW**

The category and financial class accorded to contractors will be valid for a period of two years for all classes effective from the date of issue of the certificate of classification.

Contractors are required to resubmit all application information at the end of the validity period in order to permit the Classification Committee to assess the contractor's current status. A contractor may apply for upgrading of its current classification status before the expiry of its current Classification License when there has been a marked change in the firm's personnel, equipment holding and experience which will substantially enhance its performance in the execution of Road and/or Bridge projects

Section 10 **CATEGORY OF CLASSIFICATION REQUESTED**

State here the Category and Financial Class being sought.

Contractors will be informed of the status of their applications after consideration by the Classification Committee of the Ministry of Roads & Highways (MRH). A Certificate of Classification and License will be issued by MRH upon payment of the prescribed fee by the contractor.

WITHDRAWAL/REVOCAION OR SUSPENSION OF CLASSIFICATION STATUS

The Ministry of Roads and Highways reserves the right to withdraw a Contractor's classification status at any time, if the Ministry deems fit.

Section 11 **APPLICATION PROCEDURE**

- a) Purchase Application Forms from the Accounts Department.
- b) Return completed Application Forms to the Office of the Chief Director – MRH within **Two weeks** from date of purchase of Application Form.
- c) A Technical Sub-Committee vets and processes application and submits findings to Classification Committee for consideration.
- d) Classification Committee forwards recommendations to the Chief Director for approval.
- e) The Chief Director- MRH informs successful Applicants to pay prescribed fees for the issuance of the Contractor's License.
- f) The Chief Director and the Hon. Minister of MRH jointly sign the Contractor Licence with a seal and deliver to Contractor.

THE PRESCRIBED FEES MUST BE PAID WITHIN A PERIOD OF TWENTY-ONE (21) DAYS FROM THE DATE OF THE LETTER OF NOTIFICATION.

IF THE FEE IS NOT PAID WITHIN THE PRESCRIBED PERIOD THE APPLICATION WILL LAPSE.

Section 12 **PROCEDURE FOR ON-LINE APPLICATION**

The Contractor Information Management System (CIMS), have the following steps for easy usage by applicants.

Applicant visits MRH website for preliminary steps and guideline. This will include the list of designated banks etc

1. Applicant goes to the bank to purchase E-Voucher for the online application
2. Applicant visits the online CIMS portal for detailed steps and guidelines on how to fill the online forms
3. Applicant fills the online forms including documents upload. Please refer to section on supporting documents.
4. Applicant reviews all the forms filled and submit to MRH for onward processing. The system checks to ensure that the fundamental requirements (number of staff and equipment etc.) for the class being sort are provided
5. Applicant downloads the submitted form for keeps or evidence
6. MRH Contractor Classification Committee reviews the submitted forms by cross checking the information submitted against other systems such as ;
 - a. Registrar General Department, through the TIN numbers and business registration numbers etc.
 - b. Ghana Post GPS system. This agency will assist to identify the exact location of the business premises, especially its head office.
 - c. Social Security and National Insurance Trust (SSNIT). Through SSNIT, key personal can be validated as personnel of the business entity
 - d. Ghana Revenue Authority (GRA). GRA will also validate the information and document provided in respect of tax compliance
 - e. Driver and Vehicle Licensing Authority (DVLA). DVLA will assist to validate the equipment ownership
7. If Applicants' registration is rejected, E-notification is sent to the applicant stating the reasons.
8. If Applicants registration is approved, E-notification is sent to the applicant stating the approved category class and the detail payments to be made

9. Applicant proceeds to the bank to purchase E-Voucher for the approved class(es)
10. Applicant accepts the approved class(es) and print the acceptance letter
11. Applicant is given a date to come and pick up the classification certificate. Applicant can also download it
12. Applicants information is added to the list of Contractor of good standing and published on the MRH website.

SUPPORTING DOCUMENTS

Photocopies of all the under-listed documents must be attached to the completed Application Form for submission:

1. All Company Registration documents including Certificate of Incorporation and Certificate to Commence Business.
2. Evidence of Equipment owned
3. DVLA Registration Document for road vehicles.
4. Current and Valid Social Security Clearance Certificate.
5. Current and Valid Tax Clearance Certificate.
6. CVs of Works Manager, Engineers, Accountants and other Key personnel.
7. Company Profile
8. Evidence of Membership of recognized Road Contractor Associations. (If any)

An applicant shall be qualified to be classified only if it satisfies the minimum requirements for each of the following:

- a. Equipment (All evidence confirming ownership must be submitted)
 - b. Experience
 - c. Personnel (All CV's from the professional staff must be signed by them and the company)
 - d. Financial status
9. The application Form must also be accompanied with the **ORIGINALS** of the under-listed documents:
 - A. Current and valid Social Security Clearance Certificate
 - B. Current and valid Tax Clearance Certificate.
 10. Registration with the Public Procurement Authority. (PPA)

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A
"A" ROADS, AIRPORTS AND RELATED STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
1	1	Project Managers	2	<p>Either</p> <p>BSc. Degree in either Civil Engineering with a minimum of 10 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Civil Engineering with a minimum of 12 years' experience in Road Works Certificate in Project Management</p> <p>Registered under GhIE</p>
	2	Civil Engineers	4	<p>Either</p> <p>BSc. Degree in either Civil Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>Diploma in either Civil Engineering with a minimum of 7 years' experience in Road Works</p> <p>Registered under GhIE</p>
	3	Geomatic Engineers	2	<p>Either</p> <p>BSc. Degree in either Geomatic Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Geomatic Engineering with a minimum of 7 years' experience in Road Works</p> <p>Registered under GhIE</p>
	4	Materials Engineers	2	<p>Either</p> <p>BSc. Degree in either Civil/Geological Engineering with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Civil/Geological Engineering with a minimum of 7 years' experience in Road Works</p>

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
				Registered under GhIE
	5	Mechanical Engineers	1	<p>Either</p> <p>BSc. Degree in either Mechanical Engineering with a minimum of 5 years' experience in Road Construction Equipment Maintenance</p> <p>Or</p> <p>HND/Diploma in either Mechanical Engineering with a minimum of 7 years' experience in Road Construction Equipment Maintenance</p> <p>Registered under GhIE</p>
	6	Quantity Surveyors	2	<p>Either</p> <p>BSc. Degree in either Building Technology with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Building Technology with a minimum of 7 years' experience in Road Works</p> <p>Registered under GhIS</p>
	7	Environment, Social, Health and Safety (ESHS) Officer	2	<p>Either</p> <p>BSc. Degree in either Environmental Science with a minimum of 5 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Environmental Science with a minimum of 7 years' experience in Road Works</p>
	8	Accountant	1	BSc. (Admin) Accounting option or CA Part 1 with 5 years' experience
	9	Works Superintendent	4	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	10	Mechanical Superintendent	2	5 years Road Construction Equipment experience with NVTI Part 2 or equivalent
	11	Laboratory Technician	8	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials
	12	Works Foreman	2	NVTI Part 1 with 5 years' experience in road construction

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
		Earthworks		
	13	Works Foreman Pavement	2	NVTI Part 1 with 5 years' experience in road construction
	14	Works Foreman Concrete	2	NVTI Part 1 with 5 years' experience in road construction
	15	Works Foreman Asphalt	2	NVTI Part 1 with 5 years' experience in Asphalt Pavement construction
	16	Mechanics	10	NVTI Part 1 with experience of road construction equipment
2	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 5 years' experience in Road Works Or HND/Diploma in either Civil Engineering with a minimum of 8 years' experience in Road Works Certificate in Project Management Registered under GhIE
	2	Civil Engineers	2	Either BSc. Degree in either Civil Engineering with a minimum of 3 years' experience in Road Works Or Diploma in either Civil Engineering with a minimum of 5 years' experience in Road Works Registered under GhIE
	3	Geomatic Engineers	1	Either BSc. Degree in either Geomatic Engineering with a minimum of 3 years' experience in Road Works Or HND/Diploma in either Geomatic Engineering with a minimum of 5 years' experience in Road Works Registered under GhIE

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
	4	Materials Engineers	1	<p>Either</p> <p>BSc. Degree in either Geological Engineering with a minimum of 3 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Geological Engineering with a minimum of 5 years' experience in Road Works</p> <p>Registered under GhIE</p>
	5	Mechanical Engineers	1	<p>Either</p> <p>BSc. Degree in either Mechanical Engineering with a minimum of 3 years' experience in Road Construction Equipment Maintenance</p> <p>Or</p> <p>HND/Diploma in either Mechanical Engineering with a minimum of 5 years' experience in Road Construction Equipment Maintenance</p> <p>Registered under GhIE</p>
	6	Quantity Surveyors	1	<p>Either</p> <p>BSc. Degree in either Building Technology with a minimum of 3 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Building Technology with a minimum of 5 years' experience in Road Works</p> <p>Registered under GhIS</p>
	7	Environment, Social, Health and Safety (ESHS) Officer	1	<p>Either</p> <p>BSc. Degree in either Environmental Science with a minimum of 3 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Environmental Science with a minimum of 5 years' experience in Road Works</p>
	8	Accountant	1	CA Part 1 with 5 years' experience
	9	Works Superintendent	2	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
	10	Mechanical Superintendent	1	5 years Road Construction Equipment experience with NVTI Part 2 or equivalent
	11	Laboratory Technician	4	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials
	12	Works Foreman Earthworks	1	NVTI Part 1 with 5 years' experience in road construction
	13	Works Foreman Pavement/Asphalt	1	NVTI Part 1 with 5 years' experience in road construction
	14	Works Foreman Concrete	1	NVTI Part 1 with 5 years' experience in road construction
	16	Mechanics	5	NVTI Part 1 with experience of road construction equipment
3	1	Civil Engineers	2	Either BSc. Degree in either Civil Engineering with a minimum of 3 years' experience in Road Works Or Diploma in either Civil Engineering with a minimum of 5 years' experience in Road Works Registered under GhIE
	2	Quantity Surveyors	1	Either BSc. Degree in either Building Technology with a minimum of 2 years' experience in Road Works Or HND/Diploma in either Building Technology with a minimum of 3 years' experience in Road Works Registered under GhIS
	3	Accountant	1	CA Part 1 with 5 years' experience
	4	Works Foreman	2	
	5	Mechanics	4	
				Either

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	RECOMMENDED QUALIFICATION
4	1	Civil Engineers	1	BSc. Degree in either Civil Engineering with a minimum of 2 years' experience in Road Works Or Diploma in either Civil Engineering with a minimum of 5 years' experience in Road Works Registered under GhIE
	1	Bookkeeper	1	
	2	Works Foreman	1	

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A
"B" BRIDGES, CULVERTS AND OTHER STRUCTURES**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
1	1	Project Managers	2	Either BSc. Degree in either Civil/Structural Engineering with either 10 years' experience or 7 years' experience in Bridge Works Or Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Bridge Works
	2	Civil Engineers	4	Either BSc. Degree in either Civil/Structural Engineering with either 5 years' experience in Road Works or 3 years' experience in Bridge Works Or Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Road Works or 3 years' experience in Bridge Works
	3	Geomatic Engineers	4	Either BSc. Degree in either Geomatic Engineering with a minimum of 3 years' experience in Concrete Structural Works Or HND/Diploma in either Geomatic Engineering with a minimum of 5 years' experience in Concrete Structural Works
	4	Materials Engineers	2	Either BSc. Degree in either Geological Engineering with a minimum of 3 years' experience in Concrete Structural Works Or HND/Diploma in either Geological Engineering with a minimum of 5 years' experience in Concrete Structural Works

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
				Registered under GhIE
	5	Mechanical Engineers	1	<p>Either</p> <p>BSc. Degree in either Mechanical Engineering with a minimum of 3 years' experience in Construction Equipment Maintenance</p> <p>Or</p> <p>HND/Diploma in either Mechanical Engineering with a minimum of 5 years' experience in Construction Equipment Maintenance</p> <p>Registered under GhIE</p>
	6	Quantity Surveyors	2	<p>Either</p> <p>BSc. Degree in either Building Technology with a minimum of 3 years' experience in Road Works</p> <p>Or</p> <p>HND/Diploma in either Building Technology with a minimum of 5 years' experience in Road Works</p> <p>Registered under GhIS</p>
	7	Environment, Social, Health and Safety (ESHS) Officer	1	<p>Either</p> <p>BSc. Degree in either Environmental Science with a minimum of 3 years' experience in Construction Works</p> <p>Or</p> <p>HND/Diploma in either Environmental Science with a minimum of 5 years' experience in Construction Works</p>
	8	Accountant	1	BSc. (Admin) Accounting Option or CA Part 1 with 5 years' experience
	9	Works Superintendent	2	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	10	Mechanical Superintendent	1	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Road Works
	11	Laboratory Technician	4	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
	12	Works Foreman Concrete	1	NVTI Part 1 with 5 years' experience in road construction
	13	Works Foreman Piling	1	5 years' Construction experience with Bridge Construction Firm Polytechnic Certificate
	14	Works Foreman Re-Steel	1	5 years' experience in reinforced Concrete Works
	15	Mechanics	5	NVTI Part 1 with experience of construction equipment
2	1	Project Manager	1	Either BSc. Degree in either Civil/Structural Engineering with either 5 years' experience in Road Works or 3 years' experience in Bridge Works Or Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Road Works or 5 years' experience in Bridge Works
	2	Civil Engineers	2	Either BSc. Degree in either Civil/Structural Engineering with either 5 years' experience in Road Works or 3 years' experience in Bridge Works Or Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Road Works or 3 years' experience in Bridge Works
	3	Geomatic Engineers	2	Either BSc. Degree in either Geomatic Engineering with a minimum of 3 years' experience in Concrete Structural Works Or HND/Diploma in either Geomatic Engineering with a minimum of 5 years' experience in Concrete Structural Works
		Materials Engineers		Either

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
	4		1	BSc. Degree in either Geological Engineering with a minimum of 3 years' experience in Concrete Structural Works Or HND/Diploma in either Geological Engineering with a minimum of 5 years' experience in Concrete Structural Works Registered under GhIE
	5	Quantity Surveyors	1	Either BSc. Degree in either Building Technology with a minimum of 3 years' experience in Road Works Or HND/Diploma in either Building Technology with a minimum of 5 years' experience in Road Works Registered under GhIS
	6	Environment, Social, Health and Safety (ESHS) Officer	1	Either BSc. Degree in either Environmental Science with a minimum of 3 years' experience in Construction Works Or HND/Diploma in either Environmental Science with a minimum of 5 years' experience in Construction Works
	7	Accountant	1	CA Part 1 with 5 years' experience
	8	Works Superintendent	1	Polytechnic Certificate with 5 years related experience
	9	Mechanical Superintendent	1	5 years Road Construction Equipment experience with NVTI Part 2 or equivalent
	10	Laboratory Technician	2	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience in Construction Materials
	11	Works Foreman Concrete	1	NVTI Part 1 with 5 years' experience in road construction
	12	Works Foreman	1	5 years' experience in reinforced Concrete Works

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
		Re-Steel		
	13	Mechanics	3	NVTI Part 1 with experience of construction equipment
3	1	Civil Engineers	1	Either BSc. Degree in either Civil/Structural Engineering with either 5 years' experience in Road Works or 3 years' experience in Bridge Works Or Diploma in either Civil/Structural Engineering, with a minimum of 10 years' experience in Road Works or 3 years' experience in Bridge Works
	2	Quantity Surveyors	1	Either BSc. Degree in either Building Technology with a minimum of 2 years' experience in Road Works Or HND/Diploma in either Building Technology with a minimum of 3 years' experience in Road Works Registered under GhIS
	3	Works Foreman	1	NVTI Part 1 with 5 years' experience in road construction
	4	Accountant	1	CA Part 1 with 5 years' experience
	5	Mechanics	2	NVTI Part 1 with experience of construction equipment
4	1	Works Foreman Concrete	1	5 years' related experience

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A
"C" LABOUR BASED ROAD WORKS**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
1	1	Works Foreman Earthworks	1	5 years' related experience

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A
"S" STEEL BRIDGES AND STRUCTURES - CONSTRUCTION, REHABILITATION AND
MAINTENANCE**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
1	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 7 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with a minimum of 10 years' experience in steel Bridges and Structures
	2	Civil Engineer	2	Either BSc. Degree in either Civil/Structural Engineering with a 5 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with 6 years' experience in steel Bridges and Structures
	3	Accounts Officer	1	CA Part 1 with 5 years' experience
	4	Works Superintendent	1	HND/Diploma in Civil Engineering with 5 years' experience, NVTI Part 2 certificate or equivalent with 10 years' experience in Steel Works
	5	Mechanical Superintendent	1	WASSCE (Science), NVTI Part 2 certificate or equivalent with 10 years' experience in Bridge and Road Construction Works. HND in Mechanical Engineering with 5 years' experience in steel works or MET Part II with 10 years' experience
	6	Works Foreman (Steel Works)	2	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	7	Works Foreman (Steel Welding)	1	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	8	Mechanic	2	NVTI Part 2 certificate or equivalent with 10 years' experience in Bridge and Road Construction Equipment
	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 5 years' experience in Steel Bridges and Structures Or HND/Diploma in either Civil Engineering with a minimum of 10 years' experience in Steel Bridges and Structures

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
2	2	Civil Engineer	1	Either BSc. Degree in either Civil/Structural Engineering with a 3 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with 6 years' experience in steel Bridges and Structures
	3	Accountant	1	CA Part 1 or its equivalent with 5 years' experience
	4	Works Superintendent	1	HND in Civil Engineering with 5 years' experience in steel works or MET Part II with 10 years' experience
	5	Works Foreman (Steel Works)	1	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	6	Works Foreman (Steel Welding)	1	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures
	7	Mechanic	2	NVTI Part 2 certificate or equivalent with 10 years' experience in Bridge and Road Construction Equipment
3	1	Civil Engineer	1	Either BSc. Degree in either Civil/Structural Engineering with a 3 years' experience in steel Bridges and Structures Or Diploma in either Civil Engineering with 6 years' experience in steel Bridges and Structures
	2	Accounts Officer	1	WASSCE (Business Option) Engineering with five years' experience in Road Construction
	3	Works Superintendent	1	HND in Civil Engineering with 5 years' experience
	4	Works Foreman (Steel Works)	1	NVTI Part 1 with 5 years' experience in Steel Bridges and Structures

M1 The Contractor for S1 in addition to the minimum equipment listed in the table for class S1 should have a workshop/laboratory equipped to perform the following;

1. Testing quality of materials for road maintenance

**FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION TABLE A
“M” MISCELLANEOUS ROAD WORKS – ROUTINE MAINTENANCE**

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
1	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 10 years' experience Or Diploma in either Civil Engineering with a minimum of 15 years' experience
	2	Engineer	1	Either BSc. Degree in either Civil/Structural Engineering with a 3 years' experience Or HND/Diploma in either Civil Engineering with 5 years' experience
	3	Technician Engineer	2	HND/Diploma in either Civil Engineering with 10 years' experience
	4	Accounts Officer	1	CA Part 1 or 10 years approved accounting experience
	5	Works Superintendent	1	HND/Diploma in Civil Engineering with 5 years' experience
	6	Mechanical Superintendent	2	HND/Diploma in Civil Engineering with 5 years' experience
	7	Materials Technician	1	HND/Diploma in either Civil Engineering with 5 years' experience in Construction Materials and Road Works
	8	Foreman	1	HND/Diploma in either Civil Engineering with 5 years' experience in Construction Materials and Road Works
	9	Mechanic	4	NVTI Part 2 with experience in Road Construction experience
	1	Project Manager	1	Either BSc. Degree in either Civil Engineering with a minimum of 5 years' experience Or HND/Diploma in either Civil Engineering with a minimum of 10 years' experience 5 of which should be in road works

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	ORIGINAL QUALIFICATION
2	2	Accounts Officer	1	CA Part 1 or 10 years approved accounting experience
	3	Works Superintendent	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience
	4	Materials Technician	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience Construction Materials or Road Works
	5	Works Foreman	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience Construction Materials or Road Works
	6	Mechanic	2	NVTI Part 2 with experience in Road Construction equipment
3	1	Works Superintendent	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience
	2	Accounts Officer	1	5 years approved accounting experience
	3	Works Foreman	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience
	4	Mechanics	2	NVTI Part 2 with experience in Road Construction equipment

M1 The Contractor for M1 in addition to the minimum equipment listed in the table for class M1 should have a workshop/laboratory equipped to perform the following;

1. Testing quality of materials for road maintenance

FULL TIME PERSONNEL REQUIREMENTS FOR CLASSIFICATION

TABLE A

“L” ROAD LINE MARKING AND ROAD SIGNS

FINANCIAL CLASS	ITEM	DESCRIPTION	NO. REQUIRED	QUALIFICATION
1	1	Engineer	1	BSc. Degree in either Civil Engineering with a minimum of 5 years' experience Or HND/Diploma in either Civil Engineering with a minimum of 15 years' experience
	2	Technician Engineer	1	HND/Diploma in either Civil Engineering with 5 years' experience
	3	Accounts Officer	1	CA Part 1 or 10 years approved accounting experience
	4	Works Superintendent	1	HND/Diploma in Civil Engineering with 5 years' experience
	5	Mechanical Superintendent	2	HND/Diploma in Civil Engineering with 5 years' experience
	6	Materials Technician	1	HND/Diploma in either Civil Engineering with 5 years' experience in Construction Materials and Road Works
	7	Foreman	1	HND/Diploma in either Civil Engineering with 5 years' experience in Construction Materials and Road Works
	8	Mechanic	4	NVTI Part 2 with experience in Road Construction equipment
2	1	Technician Engineer	1	HND/Diploma in either Civil Engineering with 5 years' experience
	2	Accounts Technician	1	CA Part 1 or 10 years approved accounting experience
	3	Works Superintendent	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience
	4	Materials Technician	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience Construction Materials or Road Works
	5	Works Foreman	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience Construction Materials or Road Works
	6	Mechanic	2	NVTI Part 2 with experience in Road Construction equipment
3	1	Works Superintendent	1	HND/Diploma in either Civil Engineering with a minimum of 10 years' experience
	2	Accounts Officer	1	5 years approved accounting experience
	3	Works Foreman	1	HND/Diploma in either Civil Engineering with a minimum of 5 years' experience
	4	Mechanics	1	NVTI Part 2 with experience in Road Construction equipment

MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION

TABLE B

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES, CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
	Earth Works & Pavement Works									
1	Dozer 150 Kw (D8)	1	0	0						
2	Dozer 150 Kw (D7)	1	1	0						
3	Dozer 150 Kw (D6)	1	1	1	1	1				
4	Excavator 1m ³	1	1	0		1				
5	Excavator 0.5 m ³	1	1	1			1			
6	Wheeled Loader 1.1m ³	2	1	1						
7	Motor Grader 140 Kw	4	1	1						
8	Roller 22 tons	2	0	0						
9	Roller 18 tons	2	1	0						
10	Roller 14 tons	2	1	1	1	1	1			
11	Pneumatic Roller 15 tons	2	1	0						
12	Sheep foot Roller 12 tons	1	1	0						
13	Double Steel Roller 14 tons	1	1	0						
14	Water Tanker 7,000 L	2	1	0		2	1			
15	Tipper Truck (15 – 20) m ³	20	6	2		3	2	1		

**MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

TABLE B

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES, CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
16	Dump Trucks 15 m ³	5	0	0						
17	Low Loader	2	1	0						
18	Road Mix Machine									
19	Soil Mixing Machine									
20	Mechanical Broom	1	1	0						
21	Fuel Tanker 10,000 L	1	1	0						
22	Asphalt Milling Machine	1	0	0						
	Surfacing Works									
1	Asphalt Plant 150 ton/hr	1	0	0						
2	Paving Machine	2	1	0						
3	Crushing Plant	1	0	0						
4	Drilling Rig (35-40mm deep)	1	0	0						
5	Hydraulic Hammer	1	0	0						
6	Bitumen Distributor	1	1	1						
7	Chippings Distributor (Attachment)	1	1	1						
8	Concrete Batching Plant	1	0	0		1				

**MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

TABLE B

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES, CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
9	Concrete Truck Mixer	0	0	0		6	4	0		
10	Concrete Dumper	0	0			6	6	2		
11	Concrete Pump	0	0	0		1				
12	Crane or Crane Mounted Truck	2	1	0		2				
13	Concrete Vibrator	0	0	0		6	2	1		
14	Concrete Mixer	0	0	0		6	4	2	1	
	Utility Operations Equipment									
1	Flat Bed Truck	1	1	0		1				
2	Plate Compactor	4	2	1						
3	Air Compressor	2	1	0		2	1			
4	Electric Generator	2	1	0						
5	Mud Pump	2	1	0						
6	Dewatering Pump	2	1	1		2	1			
7	Steel Bending Machine	1	1	0		2	1			
8	Steel Cutting Machine	1	1	0		2	1			
9	Welding Machine	1	1	0		2	1			

**MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

TABLE B

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES, CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
10	Flood Lights Unit	2	1	0		2	1			
	Engineering Equipment									
1	Laboratory Equipment									
	Soils Laboratory Equipment	1	0	0		1				
	Concrete Laboratory Equipment	1	0	0						
	Aggregates Laboratory Equipment	1	0	0						
	Asphalt Laboratory Equipment	1	0	0						
2	Surveying Equipment (set)	1	1	1						
3	Workshop with Equipment(set)	1	0	0						
	Labour Based Equipment									
1	Farm Tractor									3
2	Towed Water Tanker – 1,500L									1
3	Tipper Truck – 5m3					3	2	1		1
4	Water Pump – 45,000L /Hour									1
5	Pile Driving Leads									1
6	Pickup Truck	6	3	1		3	1			1

**MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS EQUIPMENT HOLDING FOR CLASSIFICATION**

TABLE B

ITEM	EQUIPMENT	A ROADS, AIRPORTS AND RELATED TRANSPORT INFRASTRUCTURE				B BRIDGES, CULVERTS AND OTHER STRUCTURES				C LABOUR INTENSIVE ROAD CONSTRUCTION & MAINTENANCE
		I	II	III	IV	I	II	III	IV	
7	Plat/Pedestrian Roller	2	1			2	1	1		2

NB: Appropriate Protective Clothing for all work men in accordance with health & safety legislation/ regulations is required

MINISTRY OF ROADS AND HIGHWAYS
CONTRACTORS MINIMUM EQUIPMENT HOLDING FOR CLASSIFICATION
TABLE M/L/S

Item	Equipment	M1	M2	M3	L1	L2	L3	S1	S2	S3
1	Spot Mixer	2	1	1	0	0	0	0	0	0
2	Pickup Truck	0	0	0	0	0	0	2	1	1
3	Tipper Trucks	2	1	0	0	0	0	2	1	1
4	Flat Bed Truck/ Drop Side Truck	3	1	1	2	1	0	2	1	0
5	Pedestrian Roller	3	1	1	0	0	0	0	0	0
6	Air Compressor	2	1	1	0	0	0	1	1	1
7	Plate Compactor	2	1	1	0	0	0	0	0	0
8	Emulsion Sprayer	2	1	1	0	0	0	0	0	0
9	Concrete Mixer	2	1	0	0	0	1	2	1	1
10	Concrete Vibrator	0	0	0	0	0	0	2	1	1
11	Road Line Marking Machine-Thermoplastic	0	0	0	2	1	0	0	0	0
12	Road Line Marking Machine – Cold Spray Machine	0	0	0	2	1	1	0	0	0
13	Survey Equipment	0	0	0	0	0	0	1	1	0
14	Sandblasting Equipment	0	0	0	0	0	0	2	1	1
15	Spraying Equipment	0	0	0	0	0	0	2	1	1
16	Welding Machine	0	0	0	0	0	0	2	1	1
	NB: Appropriate Protective Clothing for all work men in accordance with health & safety legislation/regulations in use									

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ORIGINALS OF CERTIFICATE SUBMITTED:

VERIFICATION:

SSNIT:

GRA:.....

PPA:

MRH:

RECOMMEND FOR APPROVAL (YES/NO)

SIGNED