



# BOBS Product Catalogue

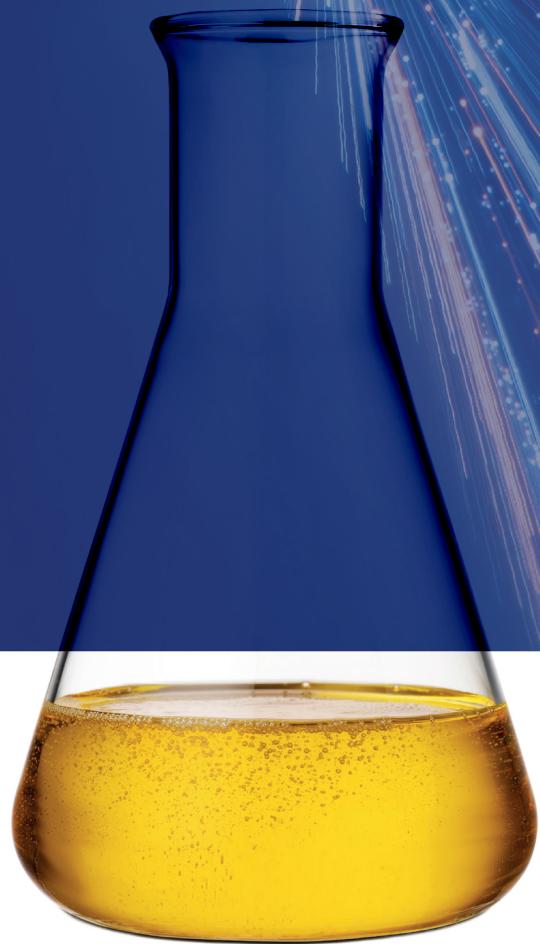
*"Demand Quality"*

[www.bobsstandards.bw](http://www.bobsstandards.bw)

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# Overview

The Botswana Bureau of Standards (BOBS) was established under the Standards Act of 1995 with the mandate to develop national standards and promote quality assurance in Botswana.

BOBS ensures the safety of human lives, protection of animals, and protection of the environment through implementation of the Standards Compulsory Standards Regulation (SCSR, 2023). BOBS receives its mandate through the Standards Act No. 16 of 1995, Weights and Measures Act No. 21 of 2006, the Weights and Measures Regulations of 2007 and the Standards Compulsory Regulations of 2023.

BOBS plays a critical role in ensuring that products and services meet established quality and safety standards, thereby protecting consumers, supporting industry competitiveness, and facilitating both local and international trade.

## BOBS Services

- Standards Development
- Development, adoption, and publication of Botswana Standards across various sectors.

### 1. Information Services

- Provides access to standards and technical information.
- Sale of standards

### 2. Training and Capacity Building

- Provides training on quality management, Environmental and Occupational Health and Safety Management Systems and other related topics.

### 3. Testing Services

- Provides independent testing of goods and raw materials in order to determine if they meet standard specifications or customer requirements.

### 4. Certification Services

- Product certification (BOBS Mark Scheme).
- Quality Management Systems certification (BOS ISO 9001:2015).

### 5. Inspection Services (Standards Compulsory Standards Regulation, 2023)

- Market surveillance and factory inspections to ensure compliance with compulsory standards.

### 6. Metrology Services

- Calibration and verification of measuring instruments, including weighbridge (Trade Metrology and Industrial Metrology)

# Sale of Standards

**Access Quality. Stay Compliant. Build Confidence. Demand Quality**

## Overview

The Botswana Bureau of Standards (BOBS) develops national standards and distributes national, regional, and international standards to support businesses, government institutions, and individuals in achieving quality, safety, and compliance. The Botswana standards are available for purchase sale in both electronic (PDF) and hard copy formats.

BOBS provides convenient access to a wide range of standards from **Botswana Standards (BOS)** to **ISO**, and **IEC** publications and can be accessed through the BOBS Webstore and Standards Catalogue.

These standards serve as essential tools for improving product quality, ensuring regulatory compliance, and facilitating both local and global trade.

## Steps to Purchase Standards

### 1 Access the BOBS Webstore

Visit the BOBS Standards Webstore via the official website: [www.bobstandards.bw](http://www.bobstandards.bw)

Navigate to the **"Standards Catalogue"** section to browse available Botswana, regional, and international standards.

### 2 Search the Catalogue

Use the search function to find the desired standard by:

- Standard number (e.g., BOS 123:2023)
- Title or keyword
- Category or sector

Each listing includes the **title**, **abstract**, and **price code** of the standard.

### 3 Request a Quotation or Purchase Online

You may:

- Purchase directly online through the webstore, or
- Request a quotation/invoice by emailing the details of the required standards to [StandardsSales@bobstandards.bw](mailto:StandardsSales@bobstandards.bw)
- Payment can be made via electronic transfer or at the **BOBS Cash Office**.

### 4 Receive Your Standards

Once payment is confirmed:

- You will receive an **electronic copy (PDF)** via email, or
- You may collect a **printed copy** from the BOBS Information Centre.

### 5 Contacts

For assistance with standards selection or purchasing, contact:

- [StandardsSales@bobstandards.bw](mailto:StandardsSales@bobstandards.bw)
- +267 364 5605/ 5601
- [BOBS Webstore and Standards Catalogue](#)

## Why Buy from BOBS?

- Access **official** and **updated** Botswana Standards.
- Purchase **recognized regional and international standards**.
- Get **guidance** from experts on the right standards for your sector.
- Ensure **compliance and competitiveness** in both local and export markets.



# Training

## Overview

The Botswana Bureau of Standards (BOBS) offers a range of training courses designed to build capacity in quality assurance, and related fields. These courses are open to individuals and organizations seeking to enhance their knowledge and align with national and international standards.

## Steps for Enrolling

### 1

#### Review the Training Plan

- Obtain the latest **BOBS Training Plan** (usually shared via email or available on the **BOBS website**).
- Review the list of available courses, dates, fees and locations.

### 2

#### Select Your Course

- Choose your preferred course and training date that best suits your schedule.

### 3

#### Complete the Application Form

- Fill out the **BOBS Training Application Form**
- Ensure all required details are completed accurately (including organization name, participant details, and selected course).

### 4

#### Submit Your Application

- Email the completed form to [trainingservices@bobstandards.bw](mailto:trainingservices@bobstandards.bw)
- You will receive a quotation once your application has been reviewed.

### 5

#### Confirm Your Booking

- Once you receive the quotation, proceed with **payment** as per the instructions provided.
- Alternatively, you may pay upfront and send proof of **payment** to [trainingservices@bobstandards.bw](mailto:trainingservices@bobstandards.bw) to reserve your space.

### 6

#### Receive Confirmation

- After payment verification, you will receive a **confirmation of enrolment** and any relevant pre-course information.

### 7

#### Attend the Training

- Participate in the training as scheduled.
- Certificates are typically issued upon successful completion of the course.

## Contacts

- Plot No. 55745, Block 8, Airport Road Gaborone
- Private Bag BO 48, Gaborone, Botswana
- [trainingservices@bobstandards.bw](mailto:trainingservices@bobstandards.bw)
- +267 364 5608



# Certification Services

## ***Building Trust Through Quality and Compliance.***

### **Overview**

The Botswana Bureau of Standards (BOBS) offers two schemes of Certification being Product and Management Systems Certification services to help organizations demonstrate that their products, services, or systems meet the required national and international standards.

Certification by BOBS enhances customer confidence, supports market access, and drives continuous improvement in product and quality management and performance.

### **1. Product Certification Process**

The BOBS Product Certification or Batch Scheme authorizes manufacturers to use the BOBS Mark on their products as proof of conformity to specific Botswana Standards.

#### **Batch Certification**

BOBS offers Batch Certification for a quantity of products produced as an indication that a batch of products complies with specified requirements.

Batch certificate is valid for six (6) months or until the batch is no longer available in the market, and can be renewed after six months if products from the batch are still available in the market.

#### **Steps for Product Certification**

**Step 1**

##### **Application Submission**



Complete and submit the application form.

**Step 2**

##### **Document Review**



BOBS reviews documents for completeness.

**Step 3**

##### **Facility Inspection & Product Sampling**



On-site assessment and sample collection.

**Step 4**

##### **Evaluation of Test Results**



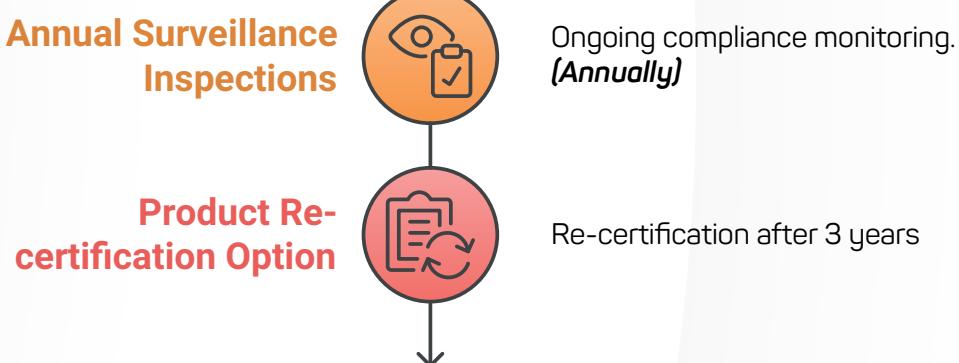
BOBS conducts tests on the goods or materials.

**Step 5**

##### **Certification Decision**



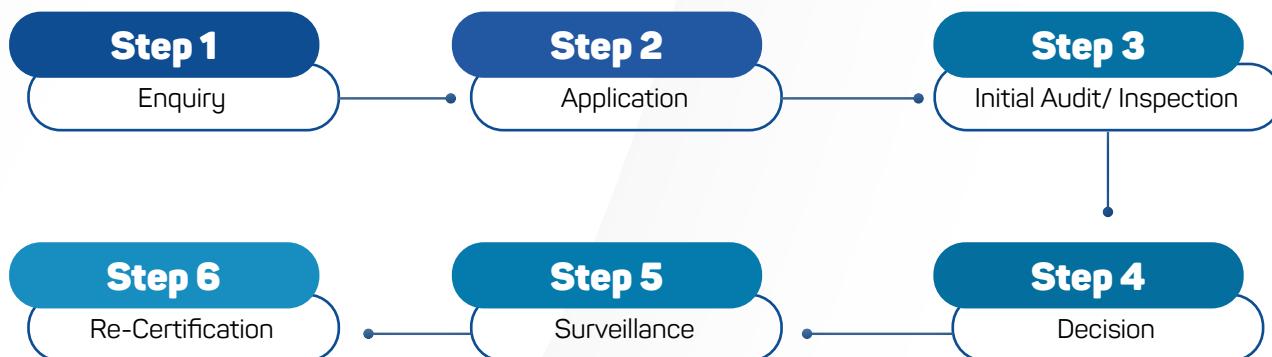
Once all the certification requirements have been satisfied a product certification or standards mark licence will be issued. **(Valid for 3 years)**



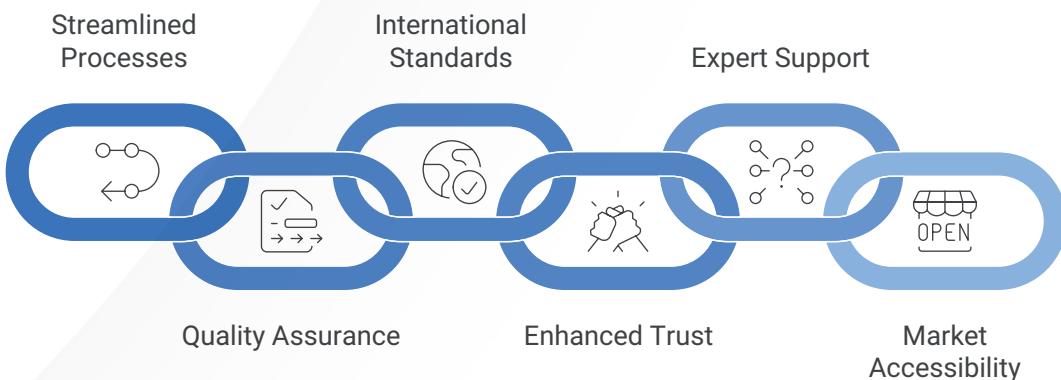
**Note:** Regular surveillance audits and product testing are conducted to maintain certification validity.

## 2. Management Systems Certification

BOBS provides certification on Quality Management Systems as per the BOS ISO 9001 standard.



### Why Choose BOBS Certification?



### Certified Products and Companies

BOBS has certified numerous companies across Botswana and the region for both products and management systems, demonstrating commitment to quality, safety, and continuous improvement.

- Click here to access the list of products certified by BOBS, demonstrating compliance with relevant Botswana and international standards.

- Click here to view companies that have implemented Quality Management Systems (QMS) in accordance with BOS ISO 9001 within Botswana and the region.

### Contact Information

- [certification@bobstandards.bw](mailto:certification@bobstandards.bw)
- +267 364 5402
- [www.bobstandards.bw](http://www.bobstandards.bw)

# Testing Services

BOBS offers testing of food, water, building and construction, textiles clothing and leather, household electrical appliances and many other products that are used on daily basis.

## Steps for Testing Services

### STEP 01

The customer submits a request for quotation

### STEP 02

BOBS issues a quotation

### STEP 03

The customer makes payment

### STEP 04

After payment, the customer submits proof of payment together with the sample/s

### STEP 05

BOBS conducts the testing and issues a test report indicating whether the product complies with the relevant standard or not

### STEP 06

The test report applies only to the specific batch from which the sample was taken

**Note:** BOBS offers testing in the areas of Chemistry, Microbiology, Textiles, Civil, Mechanical and Electrical Engineering.

For a quotation on testing kindly contact [masunga@bobstandards.bw](mailto:masunga@bobstandards.bw) or [enquiries@bobstandards.bw](mailto:enquiries@bobstandards.bw) call **3645690**.



# Enforcement of Compulsory Standards

BOBS implements the Standards Compulsory Standards Regulation and assess the conformity of imported and locally manufactured products to ensure public health and safety, consumer protection, consumer protection, environmental protection and the prevention of deceptive practices.

BOBS is responsible for monitoring compliance, issuing approvals, and conducting inspections and testing of regulated products.

## Product Certification Process





## Steps for Approval of Imported Compulsory Standards Regulation (SCSR)

### 1 Application for Certificate of Compliance (Import Application)

- Complete and submit the application for a **certificate of compliance (Form A)** accompanied with all the necessary documents required.

### 2 Document Review

- BOBS reviews the documents to ensure that the application is duly filled.

### 3 Approval Decision

- Compliant application – BOBS issues a Certificate of Compliance in respect to the products that have been determined to conform to compulsory Standards. A certificate of compliance issued is valid for a period stated in the certificate or shelf life of the product.
- Non-compliant application may be **rejected** or returned with required corrective actions.

### 4 Monitoring

- BOBS conducts market surveillance to ensure ongoing compliance with the compulsory standards.

## Why Comply?



Protects consumer safety and confidence



To prevent Botswana from becoming a dumping ground for sub standard products



Promotes trust in locally manufactured and imported goods



### Contact Information

[csu@bobstandards.bw](mailto:csu@bobstandards.bw)  
+267 364 5488 / 74500292  
[www.bobstandards.bw](http://www.bobstandards.bw)

APPROVED



RN XXX  
BOS XXX



# Calibration & Verification of Instrumentation

**Accuracy You Can Trust**

## Overview

BOBS offers calibration and verification services for a wide range of instruments used in industry, commerce, and laboratories. These services ensure that measuring instruments are accurate, reliable, and compliant with national and international standards, **supporting fair trade, quality control, and safety**.

## Trade Metrology Services

The BOBS Trade Metrology Unit offers the services of calibration and verification of measuring instruments used in trade. The unit is entrusted with the custody and maintenance of national measurements standards in the parameters of mass, length and volume. BOBS also offer the weighbridge service which include weighing of bulk weights, loaded or empty haulage trucks or trailers. The BOBS weighbridge is located at Plot 20683, Ramakukwane Road, Block 3 Industrial, Gaborone.

## Verification stickers

BOBS append verification stickers in measuring instruments including weighbridges, weighing scales, fuel dispensers that meet the Weights and Measures Regulation. The green verification sticker denotes compliance whereas the red sticker denotes non-compliance. If a measuring instrument fails verification or re-verification, a rejection sticker is applied. Rejected measuring or weighing instrument shall not be used for trade until they have been repaired and re-verified to assure their continued compliance with requirements.

All repair technicians must register with BOBS and hold a [Certificate of Competency](#) — a mark of quality and trust in their workmanship.

## Industrial Metrology

BOBS provides calibration services to support industries in the field of temperature (e.g. thermometer, fridges, oven) time, frequency (e.g. timers, centrifuges, dimensions (e.g. rulers, vernier callipers, micrometres) force (e.g. compression, testing machines) torque, pressure and validation of biological safety cabinets.

## Steps to Acquire Calibration & Verification Services

### 1 Identify Instrumentation Needs

- Determine which instruments require **calibration or verification** (e.g., scales, thermometers, pressure gauges, electrical meters).
- Collect information on instrument model, range, and previous calibration records.

### 2 Submit Request or request for quotation

- Contact Trade Metrology via email or phone at **3903200** or [kajane@bobstandards.bw](mailto:kajane@bobstandards.bw)
- Complete the Request Form, specifying:
  - Instrument details
  - Type of service required (calibration or verification)
  - Preferred date for service

### 3 Document Review & Scheduling

- BOBS reviews the request to ensure all details are correct.
- Schedule a convenient date for **onsite or laboratory service**.

### 4 Calibration / Verification Process

- Instruments are tested against national standards using calibrated reference equipment.
- Adjustments are made if instruments are out of tolerance.

### 5 Issuance of Certificate

- A Calibration or Verification Certificate is issued, detailing:
  - Instrument identification
  - Test results
  - Traceability to national standards
  - Date of next calibration

### 6 Follow-Up & Recalibration

- BOBS recommends a calibration interval based on instrument type and usage.
- Repeat calibration ensures continued accuracy and compliance.

## Why Choose BOBS for Calibration & Verification?



Nationally recognized authority with traceable standards



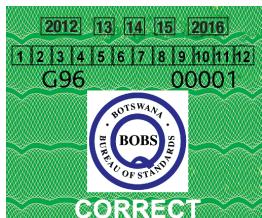
Supports compliance with regulatory and quality requirements



Accurate, Reliable, and Internationally comparable results



Expert guidance and technical support



# Contact BOBS

## Physical & Postal Address

### Head Office

Botswana Bureau of Standards (BOBS)  
Plot 55745, Airport Road, Block 8, Gaborone,  
Botswana  
P/Bag BO 48, Gaborone, Botswana  
Telephone & Fax  
**General Enquiries:** +267 3903200  
enquiries@bobstandards.bw

### Email Contacts

**General Enquiries**  
enquiries@bobstandards.bw

### Training & Capacity Building

trainingservices@bobstandards.bw

### Social Media

 | [facebook.com/BotswanaBureauofStandards](https://facebook.com/BotswanaBureauofStandards)  
 | [twitter.com/bobstandards](https://twitter.com/bobstandards)  
 | [linkedin.com/company/bobstandards](https://linkedin.com/company/bobstandards)  
 | [instagram.com/bobstandards](https://instagram.com/bobstandards)  
 | [youtube.com/@BOBS\\_Marketing](https://youtube.com/@BOBS_Marketing)

### Branch Office

Plot 44149  
MVA Fund House, 1st Floor  
Francistown  
Private Bag F465  
Telephone & Fax  
**General Enquiries:** +267 241 6233  
enquiries@bobstandards.bw

### Standards & Publications

standardsSales@bobstandards.bw

### Certification Services

certificationUnit@bobstandards.bw

### Website

[www.bobstandards.bw](http://www.bobstandards.bw)

### Office Hours

**Monday – Friday:**

07:45 – 17:00

**Lunch Break:**

12:30 – 14:00

