

GHANA STANDARDS AUTHORITY

ADMINISTRATIVE PROCESS FOR THE HOMOLOGATION OF A MODEL OF MOTOR VEHICLE AND ITS VARIANTS

1. For the homologation process to start an applicant (vehicle manufacturer/assembler or importer) must be registered on the GSA Automotive Manufacturer/Assembler and Importer database. (Registration is free)
2. The applicant shall formally submit a request for homologation or a homologation update, for each model of motor vehicle intended to be manufactured/assembled or imported and any changes to its variants, in writing, to the Ghana Standards Authority providing information of intent to homologate that model of motor vehicle.
3. This shall be at least 60 days prior to the homologation approval date requested.
4. The Applicant shall complete the application, as per the document template in Annex A of GS 4500 or as provided by the Ghana Standards Authority.
5. The applicant shall acquire the requested test reports and documentation and submit it to the Ghana Standards Authority.
6. The appropriate fee for the homologation, shall be paid to the Ghana Standards Authority.
7. Upon receipt of the completed application and required documents, the Ghana Standards Authority shall review the documents for correctness, completeness, and authenticity.
8. Incorrect documentation, or insufficient documentation will be reported to the applicant, for their correction.
9. Once the application documentation is correct, the Ghana Standards Authority shall formally confirm to the Applicant the date and place for the sample vehicle to be inspected as part of the Homologation process.
10. During the homologation Inspection, the Ghana Standards Authority shall inspect the sample vehicle and verify it against all mandatory requirements and the submitted evidence of conformity in the application documents, to these requirements.
11. Any non-compliances identified, shall be communicated to the applicant and must be resolved by the Applicant, to the satisfaction of the Ghana Standards Authority.
12. Once the Homologation process establishes that the vehicle model complies with all the relevant mandatory requirements, the Ghana Standards Authority shall issue a formal document of compliance (Homologation Certificate), to the applicant.

13. The original application documents, and copies of supporting evidence of compliance documents, as necessary, shall be taken, and maintained as Homologation Records, by the Ghana Standards Authority.
14. The Manufacturer/Assembler or Importer may proceed to manufacture, assemble or import vehicles of the approved model and to sell on the Ghanaian market.
15. The Ghana Standards Authority shall carry out announced and unannounced surveillance visits to the manufacturer/assembler and/or importer to carryout audits of overall production procedures for the manufacture and/or assembly of vehicles in Ghana to ensure compliance to relevant quality management systems and to inspect vehicles on the manufacturing floors or showrooms for conformity to Ghana Standards as well.
16. Manufacturers/Assemblers and Importers shall pay to the Ghana Standards Authority, appropriate fees for management system audits and surveillance.
17. Manufacturers/Assemblers and Importers shall take necessary steps to ensure the fitment of microdots to all vehicles manufactured/assembled or imported for sale on the Ghanaian market in line with requirements of the Ghana Standards Authority as stipulated in guidelines or national standards for micro-dotting.