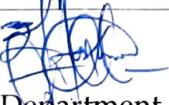


	UGANDA NATIONAL BUREAU OF STANDARDS WMI ISSUANCE SCHEME	Document No: CERT/WMI/P01
PROCEDURE FOR ISSUANCE OF WORLD MANUFACTURER IDENTIFIER (WMI)		Issue No: 01
		Revision No: 00
		Effective Date: 12/12/2025

REFERENCE DOCUMENTS	
DOCUMENT NUMBER	DOCUMENT TITLE
UNBS Act, Cap 210	Uganda National Bureau of Standards Act
US ISO 3780	Road Vehicles - World Manufacturer Identifier (WMI) Code
US ISO 3779	Road Vehicles - Vehicle Identification Number (VIN) Structure
US ISO 3833	Road vehicles – Types – Terms and definitions
ISO 4030	Road Vehicles - Vehicle Identification Number (VIN) - Location and attachment
ISO/TR 8357:1996	Road Vehicles - Instructions for the implementation of the assignment of WMI and WPMI codes
Statutory Instruments	<ol style="list-style-type: none"> 1. Traffic and Road Safety Act (1998) Amendment Act (2020) of Uganda. 2. The Ministry of Works and Transport (MoWT) Automotive Regulations

Approved by: Deputy Executive Director - Standards		Approval Date: 12th December 2025
Reviewed by: Manager Certification Department		
Prepared by: Head Audit Planning and Accreditation Management		

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1.0.Introduction

1.1 This document outlines the procedure for the application, review, classification, and issuance of the World Manufacturer Identifier (WMI) to vehicle manufacturers operating within Uganda.

1.2 It ensures this process is conducted in full conformity with all referenced national and international standards, establishing a uniform identification system for vehicle traceability.

2.0. Scope

2.1 This procedure applies to all manufacturers of "road vehicles," as defined by US ISO 3833, operating within the Republic of Uganda.

2.2 This scope includes manufacturers or assemblers (including assemblers of Completely Knocked Down (CKD) kits) of the following: Motor vehicles, Towed vehicles (including Trailers and Semi-trailers), Motorcycles, and Mopeds.

3.0. Definitions

3.1. **Manufacturer:** A person, firm, or corporation that issues the certificate of conformity or demonstrates compliance and assumes product liability for a vehicle ready for operation, independent of the location of the assembly plant.

3.2. **National Organization:** The organization designated by the ISO national member body to assign codes on behalf of the International Agency. UNBS is the National Organization for Uganda.

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3.3. International Agency: The agency designated by the International Organization for Standardization as being responsible for the assignment of the first two characters of the WMI. This agency is SAE International.

3.4. World Manufacturer Identifier (WMI): The first section of the vehicle identification number (VIN), which designates the manufacturer of the vehicle and is assigned to a vehicle manufacturer in order to allow identification of that manufacturer.

3.5. Vehicle Descriptor Section (VDS): The second section of the vehicle identification number.

3.6. Vehicle Indicator Section (VIS): The third and final section of the vehicle identification number.

3.7. Vehicle Identification Number (VIN): A structured combination of characters assigned to a vehicle by the manufacturer for identification purposes, consisting of the WMI, VDS, and VIS.

3.8. High-Volume Manufacturer: A manufacturer producing 500 or more vehicles per year.

3.9. Low-Volume Manufacturer: A manufacturer producing fewer than 500 vehicles per year, in accordance with US ISO 3780.

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4.0. Application and Classification Process

4.1. Eligibility Criteria

4.1.1. The applicant shall be a legally registered entity in Uganda and shall be engaged in vehicle manufacturing or assembly within Uganda. The applicant shall demonstrate actual or imminent capability to produce identifiable vehicles.

4.1.2. In the case of vehicle modifiers, the entity shall provide details of the modifications performed and how they align with international automotive standards.

4.2. Submission of Application and Application Review

4.2.1. The manufacturer shall submit a completed application (CERT/WMI/F01) along with required legal and technical attachments to the Certification Administrator at UNBS (physically or via wmi@unbs.go.ug). A declaration of projected annual production volume is mandatory.

4.2.2. The Certification Administrator shall receive the application, enter its details into the register (CERT/WMI/F07), and conduct an initial review for completeness, using the application review checklist (CERT/WMI/F02). If information is missing, it shall be requested from the client.

4.2.3. The Certification Administrator shall forward the reviewed application to the Head Systems and Services Certification (HSSC) who shall assign a Client Case Officer (CCO) to conduct a technical review of the application

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and manufacturer classification, and complete the application review checklist (CERT/WMI/F02).

As part of this review, the CCO shall classify the applicant based on their application and production-volume declaration:

- * Category A: High-Volume Manufacturer (Producing 500 or more vehicles per year)
- * Category B: Low-Volume Manufacturer (Producing fewer than 500 vehicles per year)

4.2.4. Once the application is accepted, the CCO shall in consultation with the Head Systems and Services Certification (HSC) Division bill the client the applicable fees.

5.0. Site Inspection and Technical Conformance Verification

5.1. Upon full payment of the prescribed fees, the Head Audit Planning and Accreditation (HAA) shall schedule a site inspection. The team may comprise competent officers from UNBS and the Ministry of Works and Transport (MoWT).

5.2. The inspection shall verify the manufacturer's physical manufacturing capability and their data management systems. All findings, observations, and non-conformities shall be recorded in the WMI Site Inspection Report (CERT/WMI/F04).

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5.3. Verification of Physical VIN Marking:

5.3.1. The inspection team shall verify and document the manufacturer's conformity to the physical marking requirements of ISO 4030. This shall include verification of:

- a. Location: The VIN must be located on the right side of the vehicle. If possible, it should be on the front half. Alternatively, for enclosed vehicles, it may be visible from the outside adjacent to the windscreen pillar.
- b. Attachment: Verification that the VIN is either:
 - i) Directly marked (stamped, laser-etched, etc.) on an integral, non-removable part of the frame or body; or
 - ii) Marked on a separate plate which is permanently affixed (e.g., by rivets) and designed to be non-removable and not easily altered.
- c. Character Height: Verification (by measurement) that character height meets the minimum standard:
 - i) ≥ 7 mm for direct marking on the frame/body of motor vehicles and trailers.
 - ii) ≥ 4 mm for VIN plates and all markings on motorcycles/mopeds.
- d. Durability: Verification that the characters are "legible, durable and not easily altered".

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5.4. Verification of VIN Data Management:

5.4.1. The inspection team shall audit the manufacturer's internal data management and record-keeping systems. The team must verify that the applicant possesses and maintains:

- a. A documented scheme for the Vehicle Descriptor Section (VDS) (6 characters) describing vehicle attributes.
- b. A system to ensure the Vehicle Indicator Section (VIS) (8 characters) ensures uniqueness for 30 years.
- c. For Low-Volume manufacturers, a clear understanding that they must use the specific VIS characters assigned by UNBS.

5.5. Inspection Report and Corrective Action:

- a. The inspection team shall prepare the inspection report (CERT/WMI/F04), which shall be submitted to the Manager Certification Department for approval.
- b. Any non-conformities identified shall be communicated by the lead inspector to the applicant, who must submit a corrective action plan within thirty (30) working days.
- c. The lead inspector shall review submitted corrective actions and determine the adequacy. A follow-up inspection may be scheduled by the HAA to verify the implementation of corrective actions.

5.6. Inspection Report Review and approval

5.6.1. For High-Volume Manufacturers (Category A):

- UNBS assigns a unique 3-character WMI (e.g., BU1).
- The manufacturer generates all remaining characters of the VIN.

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5.6.2. For Low-Volume Manufacturers (Category B):

- a. UNBS assigns a WMI ending in "9" (e.g., BU9). This code is shared among low-volume manufacturers.
- b. Crucial: To ensure uniqueness, UNBS assigns the 3rd, 4th, and 5th characters of the VIS (VIN positions 12, 13, and 14).
- c. The manufacturer must fix these three characters in their VIN generation system.

5.6.3. The completed inspection report and corrective actions (if any) shall be submitted to the Manager Certification Department (MCD) for review and recommendation for approval, conditional approval, or rejection.

5.6.4. Registration with International Agency:

Following the MCD approval, the lead inspector shall prepare the WMI Assignment Letter and, along with the approved inspection report, forward it to the Executive Director UNBS for decision for assignment of the WMI.

Following the internal approval and assignment, the Certification Manager shall notify SAE International (the International Agency) of the WMI assignment (WMI, Manufacturer Name, Address) for inclusion in the global WMI registry.

6.0. Issuance of WMI

6.1. UNBS shall communicate the assigned WMI Code to the applicant firm via a formal assignment letter, which serves as the official acknowledgment.

6.2. For Low-Volume Manufacturers (Category B): This assignment letter must also include the 3-character VIS identifier. The letter shall provide clear instructions of how the 3-character code must be used.

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6.3. The manufacturer shall be entered into the UNBS Registry of Vehicle Manufacturers (CERT/WMI/F06).

7.0. Ongoing Compliance

7.1. After the WMI is issued, manufacturers are required to:

- a. Consistently adhere to all referenced standards (ISO 3779, 3780, 4030, 3833).
- b. Regularly submit all issued VINs, corresponding to individual vehicles manufactured, to the Ministry of Works and Transport (MoWT) as per the interval determined by the ministry.

7.2. The manufacturer shall inform UNBS in a timely manner of any major changes, including:

- a. Company name change or ownership.
- b. Relocation of the manufacturing facility or addition of new sites.
- c. Significant changes in production capacity (e.g., moving from Low-Volume to High-Volume status).
- d. Cessation of manufacturing operations (even if temporary).

7.3. In case of significant changes, UNBS shall conduct an inspection to confirm the validity of the WMI, which may result in re-issuance or stay of the WMI.

7.4. Upon notification of "Cessation of manufacturing operations", UNBS shall mark the WMI as "Inactive" in the registry.

7.5. In accordance with US ISO 3780, this "Inactive" WMI shall not be reassigned to another manufacturer for a period of 30 years from the last year the code was used.

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8.0. Confidentiality and Data Protection

8.1. UNBS and the Ministry of Works and Transport (MoWT) shall protect proprietary production data and operational details obtained during this process.

9.0. References

- 9.1. CERT/WMI/F01 - Application for WMI Code Issuance
- 9.2. CERT/WMI/F02 - WMI Application Review Form
- 9.3. CERT/WMI/F03 - Payment of WMI Issuance Fees
- 9.4. CERT/WMI/F04 - WMI Inspection Checklist Report
- 9.5. CERT/WMI/F05 - WMI Issuance Review and Decision Form
- 9.6. CERT/WMI/F06 - Registry of vehicle manufacturers
- 9.7. CERT/WMI/F07 - Register of WMI applicants