

## Purpose

This workbook is designed for prequalification/onboarding of service providers for institutional clean-cooking solutions in Kenya. It covers common requirements and technology-specific requirements for Biogas, Electric Cooking, Steam Cooking and LPG.

## How to use

1. Vendor completes Vendor Response and submits the Evidence Required documents.
2. KCB/technical team independently verifies licences, certificates, references and technical submissions.
3. Mandatory items should generally be treated as pass/fail gates; exceptions require documented approval.
4. Technology-specific requirements apply in addition to the Common Requirements.
5. Vendor prequalification does not constitute approval of a specific institutional installation. Each project should undergo a site-specific technical assessment.
6. Regulatory requirements should be checked against the latest applicable Kenyan laws, regulations, standards and regulator guidance at the time of onboarding and project approval.

## Vendor Information

|                          |                                    |  |
|--------------------------|------------------------------------|--|
| <b>Vendor Name</b>       |                                    |  |
| <b>Technology</b>        | Biogas / Electric /<br>Steam / LPG |  |
| <b>Contact Person</b>    |                                    |  |
| <b>Telephone / Email</b> |                                    |  |
| <b>Date Submitted</b>    |                                    |  |
| <b>Prepared By</b>       |                                    |  |
| <b>KCB Reference</b>     |                                    |  |

**KCB****BANK****A. Common Legal, HSE, Experience & After-Sales Requirements**

*Vendor to complete the Vendor Response column and attach supporting evidence. KCB to complete verification, Pass/Fail and Remarks.*

| Ref. | Requirement Checklist Item                          | Mandatory / Desirable | Evidence Required                                           | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|-----------------------------------------------------|-----------------------|-------------------------------------------------------------|-----------------|------------------|-------------|---------|
| A1   | Company registration / incorporation                | Mandatory             | Certificate of incorporation / registration                 |                 |                  |             |         |
| A2   | KRA PIN                                             | Mandatory             | KRA PIN certificate                                         |                 |                  |             |         |
| A3   | Valid Tax Compliance Certificate                    | Mandatory             | Current TCC                                                 |                 |                  |             |         |
| A4   | Current CR12 / ownership documentation              | Mandatory             | Current CR12 or equivalent                                  |                 |                  |             |         |
| A5   | Relevant NCA registration/category where applicable | Mandatory             | Valid NCA certificate/licence applicable to works           |                 |                  |             |         |
| A6   | Relevant professional / technical licences          | Mandatory             | Applicable licences and registrations                       |                 |                  |             |         |
| A7   | Qualified technical personnel                       | Mandatory             | CVs, academic/professional qualifications and registrations |                 |                  |             |         |
| A8   | Institutional/commercial cooking experience         | Mandatory             | Company profile and project list                            |                 |                  |             |         |
| A9   | Minimum three comparable completed projects         | Mandatory             | Completion certificates and client references               |                 |                  |             |         |

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|-----|------------------------------------------------------|-----------|---------------------------------------------------------|--|--|--|--|
| A10 | Technical capacity to undertake site-specific design | Mandatory | Technical capability statement and sample designs       |  |  |  |  |
| A11 | Health & Safety policy                               | Mandatory | Current HSE policy                                      |  |  |  |  |
| A12 | Site-specific risk assessment capability             | Mandatory | Sample risk assessment / methodology                    |  |  |  |  |
| A13 | Method statements / safe work procedures             | Mandatory | Sample method statement/SWPs                            |  |  |  |  |
| A14 | Public liability insurance                           | Mandatory | Valid insurance certificate                             |  |  |  |  |
| A15 | WIBA / employee insurance                            | Mandatory | Valid certificate/policy                                |  |  |  |  |
| A16 | Product/equipment warranty arrangements              | Mandatory | Warranty terms                                          |  |  |  |  |
| A17 | After-sales service capability                       | Mandatory | Service model and proposed SLA                          |  |  |  |  |
| A18 | Spare-parts availability                             | Mandatory | Spare-parts and support plan                            |  |  |  |  |
| A19 | Customer complaint / escalation mechanism            | Desirable | Complaint handling procedure                            |  |  |  |  |
| A20 | Training capability for institutional operators      | Mandatory | Training programme/materials                            |  |  |  |  |
| A21 | Preventive maintenance programme                     | Mandatory | Sample maintenance schedule                             |  |  |  |  |
| A22 | Emergency response capability                        | Mandatory | Emergency response procedure                            |  |  |  |  |
| A23 | Financial/operational capacity                       | Desirable | Audited accounts, bank reference or equivalent evidence |  |  |  |  |

|     |                                                    |           |                                               |  |  |  |  |
|-----|----------------------------------------------------|-----------|-----------------------------------------------|--|--|--|--|
| A24 | Data/reporting capability for portfolio monitoring | Desirable | Sample project/maintenance/performance report |  |  |  |  |
|-----|----------------------------------------------------|-----------|-----------------------------------------------|--|--|--|--|

**KCB****BANK****B. Biogas Energy Cooking – Technical & Regulatory Requirements**

*Vendor to complete the Vendor Response column and attach supporting evidence. KCB to complete verification, Pass/Fail and Remarks.*

| Ref. | Requirement / Checklist Item                              | Mandatory / Desirable | Evidence Required                                                         | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|-----------------------------------------------------------|-----------------------|---------------------------------------------------------------------------|-----------------|------------------|-------------|---------|
| B1   | Compliance with KS 2951:2022                              | Mandatory             | Signed compliance declaration/checklist and supporting technical evidence |                 |                  |             |         |
| B2   | Compliance with applicable Energy (Biofuels) requirements | Mandatory             | Signed regulatory compliance declaration                                  |                 |                  |             |         |
| B3   | Qualified biogas/engineering design team                  | Mandatory             | Engineer/technical personnel CVs and registrations                        |                 |                  |             |         |
| B4   | Experience with institutional/commercial-scale biogas     | Mandatory             | At least 3 comparable projects and references                             |                 |                  |             |         |
| B5   | Site assessment capability                                | Mandatory             | Sample institutional site assessment                                      |                 |                  |             |         |
| B6   | Feedstock assessment methodology                          | Mandatory             | Feedstock assessment methodology/report                                   |                 |                  |             |         |
| B7   | Gas demand calculation methodology                        | Mandatory             | Sample gas demand calculations                                            |                 |                  |             |         |
| B8   | Digester sizing/design capability                         | Mandatory             | Engineering drawings and design calculations                              |                 |                  |             |         |
| B9   | Gas storage design                                        | Mandatory             | Technical specifications/drawings                                         |                 |                  |             |         |

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|-----|-----------------------------------------------|-----------|----------------------------------------------------------|--|--|--|--|
| B10 | Gas reticulation design                       | Mandatory | Piping layout and specifications                         |  |  |  |  |
| B11 | H <sub>2</sub> S management / gas cleaning    | Mandatory | Gas treatment/filtering specifications                   |  |  |  |  |
| B12 | Condensate management                         | Mandatory | Technical design                                         |  |  |  |  |
| B13 | Gas pressure regulation                       | Mandatory | Regulator and pressure-control specifications            |  |  |  |  |
| B14 | Gas leak detection / safety controls          | Mandatory | Safety system specifications                             |  |  |  |  |
| B15 | Emergency gas isolation                       | Mandatory | Isolation valve locations and design                     |  |  |  |  |
| B16 | Fire safety arrangements                      | Mandatory | Fire risk assessment and equipment specification         |  |  |  |  |
| B17 | Environmental / digestate / slurry management | Mandatory | Waste/digestate management plan                          |  |  |  |  |
| B18 | NEMA requirements assessed and addressed      | Mandatory | Applicable environmental approval/assessment evidence    |  |  |  |  |
| B19 | Testing and commissioning methodology         | Mandatory | Commissioning procedure                                  |  |  |  |  |
| B20 | Gas quality testing capability                | Mandatory | Testing methodology and previous results where available |  |  |  |  |
| B21 | Pressure/leak testing                         | Mandatory | Test procedure and sample certificate                    |  |  |  |  |
| B22 | Operation & Maintenance manual                | Mandatory | Sample O&M manual                                        |  |  |  |  |
| B23 | Operator training                             | Mandatory | Training programme and materials                         |  |  |  |  |

|     |                                       |           |                          |  |  |  |  |
|-----|---------------------------------------|-----------|--------------------------|--|--|--|--|
| B24 | Minimum one-year workmanship warranty | Mandatory | Warranty document        |  |  |  |  |
| B25 | After-sales/service SLA               | Mandatory | Service-level agreement  |  |  |  |  |
| B26 | As-built documentation                | Mandatory | Sample as-built drawings |  |  |  |  |

**KCB****BANK****C. Electric Cooking – Technical & Regulatory Requirements**

*Vendor to complete the Vendor Response column and attach supporting evidence. KCB to complete verification, Pass/Fail and Remarks.*

| Ref. | Requirement / Checklist Item                              | Mandatory / Desirable | Evidence Required                                             | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|-----------------------------------------------------------|-----------------------|---------------------------------------------------------------|-----------------|------------------|-------------|---------|
| E1   | Compliance with applicable Kenya Standards                | Mandatory             | Signed compliance declaration and relevant standards evidence |                 |                  |             |         |
| E2   | Licensed electrical contractor/installer where applicable | Mandatory             | Valid applicable electrical contractor/installer licence      |                 |                  |             |         |
| E3   | Qualified electrical engineer/technician                  | Mandatory             | Qualifications and professional/technical registration        |                 |                  |             |         |
| E4   | Institutional electrical installation experience          | Mandatory             | At least 3 comparable projects                                |                 |                  |             |         |
| E5   | Electrical load assessment capability                     | Mandatory             | Sample load assessment                                        |                 |                  |             |         |
| E6   | Existing supply/transformer capacity assessment           | Mandatory             | Sample assessment methodology                                 |                 |                  |             |         |
| E7   | Distribution board capacity assessment                    | Mandatory             | Technical assessment                                          |                 |                  |             |         |
| E8   | Cable sizing calculations                                 | Mandatory             | Design calculations                                           |                 |                  |             |         |
| E9   | Circuit protection design                                 | Mandatory             | Single-line diagram/protection schedule                       |                 |                  |             |         |
| E10  | Earthing system assessment                                | Mandatory             | Earthing design/test certificate                              |                 |                  |             |         |

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|-----|---------------------------------------|-----------|---------------------------------------------------------|--|--|--|--|
| E11 | RCD/RCBO protection where applicable  | Mandatory | Protection design/specification                         |  |  |  |  |
| E12 | Surge/lightning protection assessment | Desirable | Technical assessment/design                             |  |  |  |  |
| E13 | Emergency isolation                   | Mandatory | Emergency isolation design/layout                       |  |  |  |  |
| E14 | Cooker/appliance safety compliance    | Mandatory | Manufacturer compliance/test documentation              |  |  |  |  |
| E15 | Energy efficiency documentation       | Mandatory | Energy performance documentation/label where applicable |  |  |  |  |
| E16 | Appliance technical datasheets        | Mandatory | Manufacturer datasheets                                 |  |  |  |  |
| E17 | Kitchen heat/ventilation assessment   | Mandatory | Kitchen design/ventilation assessment                   |  |  |  |  |
| E18 | Electrical testing and commissioning  | Mandatory | Testing procedure and sample certificate                |  |  |  |  |
| E19 | Operator training                     | Mandatory | Training programme                                      |  |  |  |  |
| E20 | O&M manual                            | Mandatory | Manual                                                  |  |  |  |  |
| E21 | Warranty                              | Mandatory | Warranty terms                                          |  |  |  |  |
| E22 | Spare parts/service support           | Mandatory | Spare-parts and service plan                            |  |  |  |  |
| E23 | After-sales support SLA               | Mandatory | SLA                                                     |  |  |  |  |

**KCB****BANK****D. Steam Cooking – Technical & Regulatory Requirements**

*Vendor to complete the Vendor Response column and attach supporting evidence. KCB to complete verification, Pass/Fail and Remarks.*

| Ref. | Requirement / Checklist Item                                | Mandatory / Desirable | Evidence Required                               | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|-------------------------------------------------------------|-----------------------|-------------------------------------------------|-----------------|------------------|-------------|---------|
| S1   | Qualified steam/boiler engineer                             | Mandatory             | Qualifications and professional registration    |                 |                  |             |         |
| S2   | Institutional boiler/steam installation experience          | Mandatory             | At least 3 comparable projects                  |                 |                  |             |         |
| S3   | Manufacturer documentation for boiler/steam equipment       | Mandatory             | Manufacturer certificates/datasheets            |                 |                  |             |         |
| S4   | Compliance with applicable Kenya Standards                  | Mandatory             | Compliance declaration and supporting evidence  |                 |                  |             |         |
| S5   | DOSHS requirements assessed and addressed                   | Mandatory             | Relevant statutory documentation                |                 |                  |             |         |
| S6   | Boiler/pressure equipment inspection requirements addressed | Mandatory             | Applicable inspection/examination documentation |                 |                  |             |         |
| S7   | Boiler pressure rating / nameplate                          | Mandatory             | Manufacturer certificate/nameplate details      |                 |                  |             |         |
| S8   | Maximum permissible working pressure                        | Mandatory             | Certificate/datasheet                           |                 |                  |             |         |
| S9   | Safety valve specification                                  | Mandatory             | Manufacturer certificate/specification          |                 |                  |             |         |
| S10  | Pressure gauge / instrumentation                            | Mandatory             | Calibration certificate/specification           |                 |                  |             |         |

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|-----|---------------------------------------|-----------|--------------------------------|--|--|--|--|
| S11 | Boiler controls and safety interlocks | Mandatory | Technical specification        |  |  |  |  |
| S12 | Low-water protection                  | Mandatory | Technical specification        |  |  |  |  |
| S13 | Emergency shutdown system             | Mandatory | Design and test procedure      |  |  |  |  |
| S14 | Steam piping design                   | Mandatory | Piping layout/specification    |  |  |  |  |
| S15 | Pressure/leak testing                 | Mandatory | Test procedure and certificate |  |  |  |  |
| S16 | Condensate management                 | Mandatory | Technical design               |  |  |  |  |
| S17 | Water treatment plan                  | Mandatory | Water treatment methodology    |  |  |  |  |
| S18 | Boiler room ventilation               | Mandatory | Design/layout                  |  |  |  |  |
| S19 | Fire safety assessment                | Mandatory | Fire assessment/equipment risk |  |  |  |  |
| S20 | Operator training                     | Mandatory | Training programme             |  |  |  |  |
| S21 | Preventive maintenance programme      | Mandatory | Maintenance schedule           |  |  |  |  |
| S22 | Boiler inspection programme           | Mandatory | Inspection schedule            |  |  |  |  |
| S23 | Warranty                              | Mandatory | Warranty                       |  |  |  |  |
| S24 | Emergency response procedure          | Mandatory | Emergency plan                 |  |  |  |  |
| S25 | After-sales service SLA               | Mandatory | SLA                            |  |  |  |  |

**KCB****BANK****E. LPG Institutional Cooking – Technical & Regulatory Requirements**

*Vendor to complete the Vendor Response column and attach supporting evidence. KCB to complete verification, Pass/Fail and Remarks.*

| Ref. | Requirement / Checklist Item                | Mandatory / Desirable | Evidence Required                                 | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|---------------------------------------------|-----------------------|---------------------------------------------------|-----------------|------------------|-------------|---------|
| L1   | Valid EPRA LPG installer/contractor licence | Mandatory             | Current EPRA licence applicable to proposed works |                 |                  |             |         |
| L2   | Qualified LPG installation personnel        | Mandatory             | Technician qualifications/licences                |                 |                  |             |         |
| L3   | Professional engineer where required        | Mandatory             | Professional registration                         |                 |                  |             |         |
| L4   | Institutional LPG installation experience   | Mandatory             | At least 3 comparable projects                    |                 |                  |             |         |
| L5   | LPG consumer-site design capability         | Mandatory             | Sample engineering design                         |                 |                  |             |         |
| L6   | Site-specific LPG risk assessment           | Mandatory             | Risk assessment                                   |                 |                  |             |         |
| L7   | LPG storage design                          | Mandatory             | Storage layout/design                             |                 |                  |             |         |
| L8   | Cylinder/bulk tank specifications           | Mandatory             | Manufacturer certificates/datasheets              |                 |                  |             |         |
| L9   | LPG pipework/reticulation design            | Mandatory             | Piping drawings and specifications                |                 |                  |             |         |
| L10  | Gas pressure regulation                     | Mandatory             | Regulator specifications                          |                 |                  |             |         |
| L11  | Isolation valves                            | Mandatory             | Technical specifications/layout                   |                 |                  |             |         |
| L12  | Emergency shut-off valve                    | Mandatory             | Layout/design                                     |                 |                  |             |         |

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|-----|--------------------------------------------|-----------|------------------------------------|--|--|--|--|
| L13 | Gas leak detection                         | Mandatory | Detection system specification     |  |  |  |  |
| L14 | Ventilation                                | Mandatory | Kitchen/storage ventilation design |  |  |  |  |
| L15 | Fire safety                                | Mandatory | Fire risk assessment and equipment |  |  |  |  |
| L16 | Required separation distances demonstrated | Mandatory | Site layout showing compliance     |  |  |  |  |
| L17 | Pressure/leak testing                      | Mandatory | Test certificate/procedure         |  |  |  |  |
| L18 | LPG appliance compliance                   | Mandatory | Manufacturer/test certificates     |  |  |  |  |
| L19 | Gas consumption/load calculations          | Mandatory | Engineering calculations           |  |  |  |  |
| L20 | Emergency response plan                    | Mandatory | Emergency procedure                |  |  |  |  |
| L21 | Emergency instructions/signage             | Mandatory | Sample signage/layout              |  |  |  |  |
| L22 | Staff/operator training                    | Mandatory | Training programme                 |  |  |  |  |
| L23 | Preventive maintenance programme           | Mandatory | Maintenance schedule               |  |  |  |  |
| L24 | Warranty                                   | Mandatory | Warranty terms                     |  |  |  |  |
| L25 | After-sales service SLA                    | Mandatory | SLA                                |  |  |  |  |
| L26 | Spare parts availability                   | Mandatory | Spare-parts plan                   |  |  |  |  |
| L27 | Customer complaint/escalation mechanism    | Desirable | Procedure                          |  |  |  |  |

## F. Briquette Cooking Stoves – Technical & Regulatory Prequalification Requirements

*Vendor to complete Vendor Response and submit supporting evidence. KCB to independently verify documentation, technical capability and references.*

| Ref. | Requirement / Checklist Item                                 | Mandatory / Desirable | Evidence Required                                                  | Vendor Response | KCB Verification | Pass / Fail | Remarks |
|------|--------------------------------------------------------------|-----------------------|--------------------------------------------------------------------|-----------------|------------------|-------------|---------|
| BR1  | Company legally registered                                   | Mandatory             | Certificate of Incorporation/Registration                          |                 |                  |             |         |
| BR2  | KRA PIN                                                      | Mandatory             | KRA PIN Certificate                                                |                 |                  |             |         |
| BR3  | Valid Tax Compliance Certificate                             | Mandatory             | Current TCC                                                        |                 |                  |             |         |
| BR4  | Relevant NCA registration/category, where applicable         | Mandatory             | Valid NCA documentation                                            |                 |                  |             |         |
| BR5  | Qualified technical personnel                                | Mandatory             | CVs, qualifications and relevant registrations                     |                 |                  |             |         |
| BR6  | Experience supplying institutional/commercial cooking stoves | Mandatory             | Company profile and project list                                   |                 |                  |             |         |
| BR7  | At least 3 comparable institutional installations            | Mandatory             | Completion certificates, client references and/or project evidence |                 |                  |             |         |
| BR8  | Stove manufacturer's technical documentation                 | Mandatory             | Manufacturer datasheet and operating manual                        |                 |                  |             |         |
| BR9  | Stove capacity appropriate for institutional cooking         | Mandatory             | Rated cooking capacity and technical specifications                |                 |                  |             |         |

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|------|--------------------------------------|-----------|---------------------------------------------------------------------------|--|--|--|--|
| BR10 | Demonstrated fuel efficiency         | Mandatory | Manufacturer test results or independent efficiency/performance data      |  |  |  |  |
| BR11 | Briquette compatibility              | Mandatory | Specification of approved briquette types, sizes and fuel characteristics |  |  |  |  |
| BR12 | Combustion performance demonstrated  | Mandatory | Test results/performance data                                             |  |  |  |  |
| BR13 | Smoke/emission performance assessed  | Mandatory | Emission/test report where available                                      |  |  |  |  |
| BR14 | Chimney/flue system                  | Mandatory | Flue design, sizing and specifications                                    |  |  |  |  |
| BR15 | Adequate kitchen ventilation         | Mandatory | Ventilation assessment/design                                             |  |  |  |  |
| BR16 | Heat protection/insulation           | Mandatory | Technical specifications                                                  |  |  |  |  |
| BR17 | Fire safety provisions               | Mandatory | Fire-risk assessment and fire-safety equipment requirements               |  |  |  |  |
| BR18 | Safe ash removal system              | Mandatory | Ash-handling procedure/design                                             |  |  |  |  |
| BR19 | Safe fuel feeding mechanism          | Mandatory | Stove design/specification                                                |  |  |  |  |
| BR20 | Safe ignition/start-up procedure     | Mandatory | Operating procedure                                                       |  |  |  |  |
| BR21 | Emergency shutdown/control procedure | Mandatory | Operating/emergency procedure                                             |  |  |  |  |
| BR22 | Stove structural integrity           | Mandatory | Material specifications and manufacturer's certification                  |  |  |  |  |
| BR23 | Corrosion/heat resistance            | Mandatory | Material specifications                                                   |  |  |  |  |

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|------|-----------------------------------|-----------|------------------------------------------------------------|--|--|--|--|
| BR24 | Kitchen layout compatibility      | Mandatory | Site-specific layout/design                                |  |  |  |  |
| BR25 | Site-specific risk assessment     | Mandatory | Risk assessment                                            |  |  |  |  |
| BR26 | Installation method statement     | Mandatory | Method statement/Safe Work Procedure                       |  |  |  |  |
| BR27 | Operator training                 | Mandatory | Training programme/materials                               |  |  |  |  |
| BR28 | Operation & Maintenance manual    | Mandatory | O&M manual                                                 |  |  |  |  |
| BR29 | Preventive maintenance programme  | Mandatory | Maintenance schedule                                       |  |  |  |  |
| BR30 | Spare parts availability          | Mandatory | Spare-parts list and supply arrangements                   |  |  |  |  |
| BR31 | Warranty                          | Mandatory | Manufacturer/vendor warranty                               |  |  |  |  |
| BR32 | After-sales service               | Mandatory | Service model/SLA                                          |  |  |  |  |
| BR33 | Response time for breakdowns      | Mandatory | Proposed service-level commitment                          |  |  |  |  |
| BR34 | Public liability insurance        | Mandatory | Valid insurance certificate                                |  |  |  |  |
| BR35 | WIBA/employee insurance           | Mandatory | Valid insurance documentation                              |  |  |  |  |
| BR36 | Environmental compliance          | Mandatory | Applicable environmental assessment/approval documentation |  |  |  |  |
| BR37 | Waste/ash management plan         | Mandatory | Ash disposal/reuse procedure                               |  |  |  |  |
| BR38 | Fuel supply capability            | Desirable | Briquette sourcing/supply plan                             |  |  |  |  |
| BR39 | Briquette quality specifications  | Mandatory | Fuel specifications and quality parameters                 |  |  |  |  |
| BR40 | Fuel availability/continuity plan | Desirable | Supply chain and continuity plan                           |  |  |  |  |

|      |                                                 |           |                                                           |  |  |  |  |
|------|-------------------------------------------------|-----------|-----------------------------------------------------------|--|--|--|--|
| BR41 | Stove performance monitoring                    | Desirable | Monitoring/reporting methodology                          |  |  |  |  |
| BR42 | User/customer references                        | Mandatory | Contact details for previous institutional clients        |  |  |  |  |
| BR43 | Daily/peak demand cooking assessment capability | Mandatory | Sample institutional cooking-demand assessment            |  |  |  |  |
| BR44 | Briquette consumption estimation                | Mandatory | Methodology for estimating daily/monthly fuel consumption |  |  |  |  |
| BR45 | Briquette storage requirements                  | Mandatory | Fuel storage specification and safe-storage requirements  |  |  |  |  |