

MINISTRY OF ROAD TRANSPORT AND HIGHWAYS  
NOTIFICATION

New Delhi, the 3rd October, 2012

S.O. 2356(E).— In exercise of the powers conferred by sub-section (3) of section 109 of the Motor Vehicles Act, 1988 (59 of 1988) and in supersession of the Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2007, except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following Order to specify such norms and processes in respect of the accreditation of Bus Body Builders, namely:-

1. (1) This Order may be called the Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2012.

(2) It shall come into force on the 31<sup>st</sup> day of December, 2012.

2. Definitions. - In this order, unless the context otherwise requires,-

(a) "Accreditation" means the process of evaluating, assessing and approving the capabilities and capacities of a Bus Body Builder to consistently produce specified quality of bus bodies by the competent authority;

(b) "Accreditation agency" means a testing agency notified under rule 126 of the rules responsible for implementation of the process of accreditation under the supervision of CMVR-TSC;

(c) "Act" means the Motor Vehicles Act, 1988 (59 of 1988);

(d) "Assessor" means a technical expert from the testing agency to carry out the inspection of Bus Body Builders and bus bodies as per the prescribed norms, standards and procedures;

(e) "Bus Body Builder (BBB)" means a firm engaged in the manufacturing of buses or bus bodies;

(f) "Governing Body" means the Central Motor Vehicles Rules – Technical Standing Committee constituted by the Ministry of Road Transport and Highways, Government of India, to implement and monitor the function of accreditation of Bus Body Builder's facility (hereinafter referred to as CMVR-TSC);

(g) "Rules" means the Central Motor Vehicles Rules, 1989;

(h) the terms not specifically defined in this order, but defined either in the Act or in the Rules shall, unless the context otherwise requires, have the same meaning as defined in the Act or the Rules, as the case may be.

3764 GI/12-4

3. Application.- Accreditation of Bus Body Builders shall be applicable to all entities like companies, individuals engaged in the activities of bus manufacturing or bus body building of M2 and M3 type of vehicles having seating capacity of thirteen or more passengers and all types buses covered under bus code.

4. Bus Body Builders - Bus Body Builders shall be categorised on the basis of the activities undertaken by them as indicated in the Table given below:

Category	Activities undertaken
A	Bus Manufacturer having capability to manufacture fully built buses either of integral type or buses built on rigid chassis, based on their own type approved designs and drawings.
B	Bus Body Builder having capability to fabricate the bus bodies as per their own designs and drawings or as per the drawings and designs supplied by any third party or customer. Bus Body Builder of this category shall have fabrication capability and technical competence.

5. Responsibility.-

- (1) Testing agencies shall be responsible to plan, conduct and control the audit based on the request submitted by the Bus Body Builder and to generate the audit report and to release the accreditation certificate.
- (2) Overall supervision and control of subject accreditation system shall be the responsibility of the testing agencies.

6. Requirements.- Without prejudice to the stakeholders and no compromise on the issue of road safety and environment the Bus Body Builder with complete understanding of the spirit of the requirements shall organise his manufacturing facility and apply for the accreditation and any issue of disagreement between Bus Body Builder and Accreditation agency shall be resolved on the basis of meritorious technical evidence and justification.

7. Application for accreditation.- Every Bus Body Builder shall make an application in the given Form No BBB:01 to any Accreditation agency, furnishing the pertinent details and justifying the requirements.

- (i) Description of types of buses built: Applicant shall furnish the details of types of buses designed and built as well as types of buses built as per the drawings and design supplied by the customer as applicable.
- (ii) Manufacturing process: A flow chart showing a broad manufacturing process having quality check points for inward inspection, in process quality check, and final quality inspection shall be provided. Typical flowchart is shown for reference as Chart No BBB:06.

(iii) **Manufacturing facility: Manufacturing plant shall have.-**

- (a) at least one thousand square meter area having covered work place to accommodate at least one bus to carry out bus body building;
- (b) adequate covered place and commensurate painting system to carry out bus body painting;
- (c) adequate and commensurate welding facility to carry out quality body building work;
- (d) adequate and commensurate antirust treatment facility for protection against corrosion; and
- (e) adequate and commensurate water shower facility to check leakages.

Details of manufacturing facility shall be submitted in the following format

**Form No: BBB:02**

Sl. No	Facility/equipment/machine	Purpose	Justification

- (iv) **Quality control:** There shall be established quality system to ensure the product quality by having control on raw material quality, in-process quality and final product quality. Quality checks shall be well defined in quality document as well as in process document and well documented records of quality checks to demonstrate as evidence and all equipments or instruments used for quality control shall be calibrated.

Details of quality control facility shall be submitted in the following format:

**Form No :BBB:03**

Sl. No	Equipment	Purpose	Calibration Status	Justification

- (v) **Technical competence:** There shall be adequate and commensurate technical manpower having knowledge and adequate experience of bus body building and manpower having complete knowledge of safety requirements as stipulated in the Rules. Technical manpower profile and expertise shall be well documented and must have knowledge updated through training from time to time. Details of technical manpower can be maintained and furnished in following format:

**Form No:BBB:04**

Sl. No	Manpower details	Area of expertise	Experience	Justification

- (vi) Details of Quality System Certification: In case manufacturing plant has accreditation of Total Quality System (TQS) ISO/IS 16949 or Quality Management System (QMS) ISO 9001 and other supplementary quality systems like Environmental Management System (EMS) ISO 14001, the manufacturer, shall ensure that all safety and environmental legislative requirements are properly addressed in the quality manual and a copy of quality manual of such quality system shall be submitted along with the application.
- (vii) Production capability and plan: Every Bus body builder shall furnish the details of installed production capacity, production track record as well as future production plans.
- (viii) Bus Body type approval: Every Bus Body Builder shall furnish the details of its own or licensed type approval certificates of bus bodies. In case, there is no type approval certificate available, then future plan can be submitted.
8. Accreditation system implementation mechanism and its role.- Accreditation agencies shall be responsible to implement subject Accreditation system by following the laid down procedure. The process flow chart of accreditation is indicated in Chart No BBB:07
9. Functions of the Accreditation agencies.- Accreditation agencies under the supervision of designated person shall carry out following functions, namely:-
- (a) Designated representative shall function as Head-Accreditation Dept of particular Accreditation Agency.
  - (b) Head, Accreditation Dept shall supervise and control all the accreditation related activities.
  - (c) Planning of assessments
  - (d) To invite and accept applications for accreditation from prospective Bus Body Builders.
  - (e) To scrutinise applications and obtain additional information, if required.
  - (f) To nominate assessors to carry out audit.
  - (g) To compile assessment reports.
  - (h) To take the action of preparing and issue the final Accreditation Certificate.
  - (i) To put up periodically the Accreditation Status Report to CMVR-TSC.
  - (j) To suggest the improvements in the accreditation system based on the experience and feedback.
  - (k) Any other function as may be related to the activity.
10. Accreditation procedure.-
- (i) Application:
    - (a) The Bus Body Builder intending to get the accreditation shall apply to any Accreditation agency in the prescribed application form (Form No. BBB: 01) in duplicate.
    - (b) The application shall be accompanied with such application fee as may be decided from time to time by the CMVR-TSC.

- (c) While applying for accreditation, the Bus Body Builder shall ensure that all the details required as per clause 6 and clause 7 are included.
- (d) Applicant shall ensure that the copies of the statutory and other required documents are enclosed with the application.

(II) Acknowledgement, scrutiny and processing of Application:

- (a) Accreditation Agency, on receipt of the application along with its enclosures and the requisite fees, etc. shall issue an acknowledgement along with receipt to Bus Body Builder allotting unique Customer Registration Number (CRN) to Bus Body Builder, to be used in future for reference and correspondence.
- (b) The preliminary scrutiny of the application shall be done by accreditation department of testing agency. Additional information or clarification, if necessary can be sought. If there are gross shortcomings, the Bus Body Builder shall be asked to comply with the requirements and shall resubmit the application with Compliance Report.
- (c) If the application is found to be generally in order, the same is considered for the assessment.
- (d) The Bus Body Builder shall be asked to remit the assessment fee accordingly thereafter.

(III) Assessment:

- (a) On receipt of assessment fee, Accreditation Agency will nominate assessors and plan the schedule of assessment.
- (b) The Bus Body Builder shall be informed about the final schedule of assessment and the information about Assessment Team.
- (c) The Assessment Team will carry out the audit of the Bus Body Builder.
- (d) Once the assessment is completed, the Assessment Team shall submit the Assessment Report, jointly prepared by the team to the Head, Accreditation Department. Head, Accreditation Department shall review the report and recommendations of the assessment team and prepare final recommendation for release of accreditation certificate.
- (e) Non-conformance found during assessment shall be informed to Bus Body Builder. The Bus Body Builder shall decide about the proposed corrective action and correction within a definite time schedule which shall not be more than six months. Accreditation agency shall monitor the progress of compliance with areas of non-conformity.
- (f) Assessment Team shall close nonconformities on submission of documentary evidence of corrective action with or without verification visits at the Bus Body Builder's cost.
- (g) Based on the information gathered during the processing of the application, the assessment report, additional information gathered during assessment and the subsequent verifications, the final recommendation of Head, Accreditation Department of Accreditation Agency, Accreditation Certificate shall be prepared in Form No BBB:05 and released to the applicant.
- (h) Each certificate shall be signed by the Head, Accreditation Department and the Director of the Testing Agency.

3764 GI/P2-5

11. **Surveillance Audit.-**
  - (a) Accreditation agency shall conduct surveillance audit once in three years of each accredited Bus Body Builder.
  - (b) Surveillance audit is aimed at examining whether the accredited Bus Body Builder is maintaining all the requirements claimed or declared in the Application.
  - (c) Accreditation agency shall inform the accredited Bus Body Builder about the surveillance assessment and the surveillance fee to be paid in advance, at least three months before the due date for surveillance visit and the Bus Body Builder shall confirm its readiness within thirty days from the date of receipt of such intimation from the Accreditation agency.
  - (d) The Bus Body Builder may request for change in category while confirming its readiness.
  - (e) Same procedure as detailed in clause 10 shall be followed to carry out the assessment, approval and release of certificate of compliance. Format of the compliance certificate shall be as per Form No BBB:05.
  
12. **Audit of QMS or TQMS Certified Bus Body Builder.-** The applicant or Bus Body Builder holding valid certificate for Total Quality System (TQS) ISO/IS 16949 or Quality Management System (QMS) ISO 9001 may request for issue of accreditation certificate on document audit. To avail this facility, the applicant has to ensure that all the provisions of the rules are properly addressed in the Quality Manual and implemented and followed in the quality system. Accreditation agency shall study the documents and records and, if satisfied, release the Accreditation Certification on the basis of document appraisal.
  
13. **Change of accreditation agency.-** The Bus Body Builder can change the Accreditation agency by obtaining no objection certificate from the earlier agency while applying to the new agency. In case the applicant is unable to obtain the no objection certificate, the new Accreditation agency may approach the previous Accreditation agency to seek written permission.
  
14. **Issuance of accreditation certificate and validity of accreditation certificate.-** After successful completion of the accreditation audit, the Accreditation agency shall issue a certificate of accreditation to the applicant. The Accreditation Certificate shall be in Form No. BBB:05; provided that the Bus Body Builder accreditation certificate shall be valid subject to successful continued compliance through surveillance audit.
  
15. **Extension or reduction of scope of accreditation.-** A Bus Body Builder, if it so desires, may request in writing to the Accreditation agency for change in the category of accreditation from category 'A' to category 'B' or vice versa. For this purpose, the Accreditation agency shall assess the Bus Body Builder during surveillance audit or may organise a supplementary audit or a special visit and, based on the findings further recommendation for extension or reduction of scope of accreditation shall be made to CMVR-TSC. Based on the approval, the Accreditation agency shall communicate to the Bus Body Builder through certificate of extension of accreditation.
  
16. **Supplementary or special visit.-** The Accreditation agency may conduct a supplementary or a special visit at any time during the validity of accreditation in the following circumstances, namely:-
  - (a) change in category; or

- (b) misuse of accreditation certificate; or
  - (c) on receipt of a complaint, for the verification of facts; or
  - (d) in any other circumstances as may be decided by the Accreditation agency.
17. **Voluntary withdrawal.-** The Bus Body Builder, at any time during the validity of accreditation, may discontinue its accreditation voluntarily by making a written request to the Accreditation agency. If the Bus Body Builder subsequently decides to obtain accreditation status, it shall be treated as a fresh accreditation, and the Bus Body Builder shall have to pay the fee for applications, and expenses on assessment as applicable at the time of submission of fresh application.
  18. **Appeal.-** The Bus Body Builder may appeal against any decision of the Accreditation agency refusing to grant or continue accreditation or any matter relating thereto to the Chairman, CMVR-TSC whose decision shall be final and binding on all parties.
  19. **Confidentiality.-** Accreditation agency officials shall be required to maintain strict confidentiality of the information gathered regarding the Bus Body Builders during the process of evaluation for grant of accreditation.
  20. **Liability.-** Accreditation agency shall not be responsible for any damages, which the Bus Body Builder may suffer as a result of refusal to grant or subsequent withdrawal of accreditation or time taken in communication of decision or any circumstances beyond the control of the Accreditation agency.
  21. **Amendment to the policies and procedures.-** The CMVR-TSC may at any time make recommendation regarding the policies and procedures related to grant of accreditation, maintaining accreditation, and conducting surveillance audit.
  22. **Fees for Assessment of Bus Body Builders.-** Accreditation agencies shall, in mutual consultation, propose a uniform fee structure which shall be considered and decided by CMVR-TSC and such fee structure may be revised from time to time with the prior approval of the CMVR-TSC.

Form No : BBB:01

**APPLICATION FOR ACCREDITATION OF BUS BODY BUILDERS**  
(To be filled by applicant Bus Body Builder)

1.0	Name & Address of the Bus Body Builder Telephone No. Fax No. Email id	
2.0	Factory Address Telephone No. Fax No. Email id	
3.0	Contact person name (s) and Phone Number (s)	
4.0	Whether Proprietorship/Partnership/Private Limited/Public Limited Co.	
5.0	Factory Registration Certificate details and date of registration	
6.0	Installed manufacturing capacity and production plan	
7.0	Details of land, building, covered and uncovered area	
8.0	Technical Competence	
8.1	Details of manpower (reference Form No BBB:04) to establish technical competence.	
9.0	Details manufacturing machinery and equipment. (reference Form No BBB:02) to establish manufacturing capability	
10.0	Details of Inspection / Test Equipments / Instruments (reference Form No BBB03 ) to establish quality of the product	
11.0	Are you certified under Total Quality System (TQS) ISO/IS 16949/ Quality Management System (QMS) ISO 9001. If yes, furnish a copy of the certificate and the quality manual.	
12.0	Details of type approval of the Bus Body design along with a copy of the certificate.	
13.0	Type of buses/bus bodies built	

**Note:** This format is a guide line format. The applicant shall attach details of each requirement separately to this application to make the application more informative.

Authorised signatory  
(on behalf of the company)  
Name :  
Designation :  
Date :



Form No : BBB:05

## TESTING AGENCY LETTERHEAD AND LOGO

## CERTIFICATE OF ACCREDITATION/ COMPLIANCE

Accreditation/Compliance Certificate No. XXXXXX

Date: .....

Consequent to the power conferred on Accreditation Agency vide order No S.O. 425 (E) dated 23<sup>rd</sup> March, 2007 of the Ministry of Road Transport & Highways, Government of India, onsite inspection audit has been carried out to assess the capability of the manufacturer to build bus bodies as per the requirements of the guiding Notification. Based on the findings, subject Certificate of Accreditation of Bus Body Builder has been released.

1.0	Name of the Bus Body Builder	
2.0	Address, Telephone number, Fax number & E-mail id.	
3.0	Plant Location Telephone & Fax No.	
4.0	Contact Person, Designation & Contact Details	
5.0	Letter/Application No. & Date	
7.0	Assessment Date	
8.0	Brief Audit summary Report	
9.0	Approval for Accreditation/ Compliance as Bus Body Builder	Continued
10.0	Date of Issue	
11.0	Continued Compliance (Surveillance) due date	

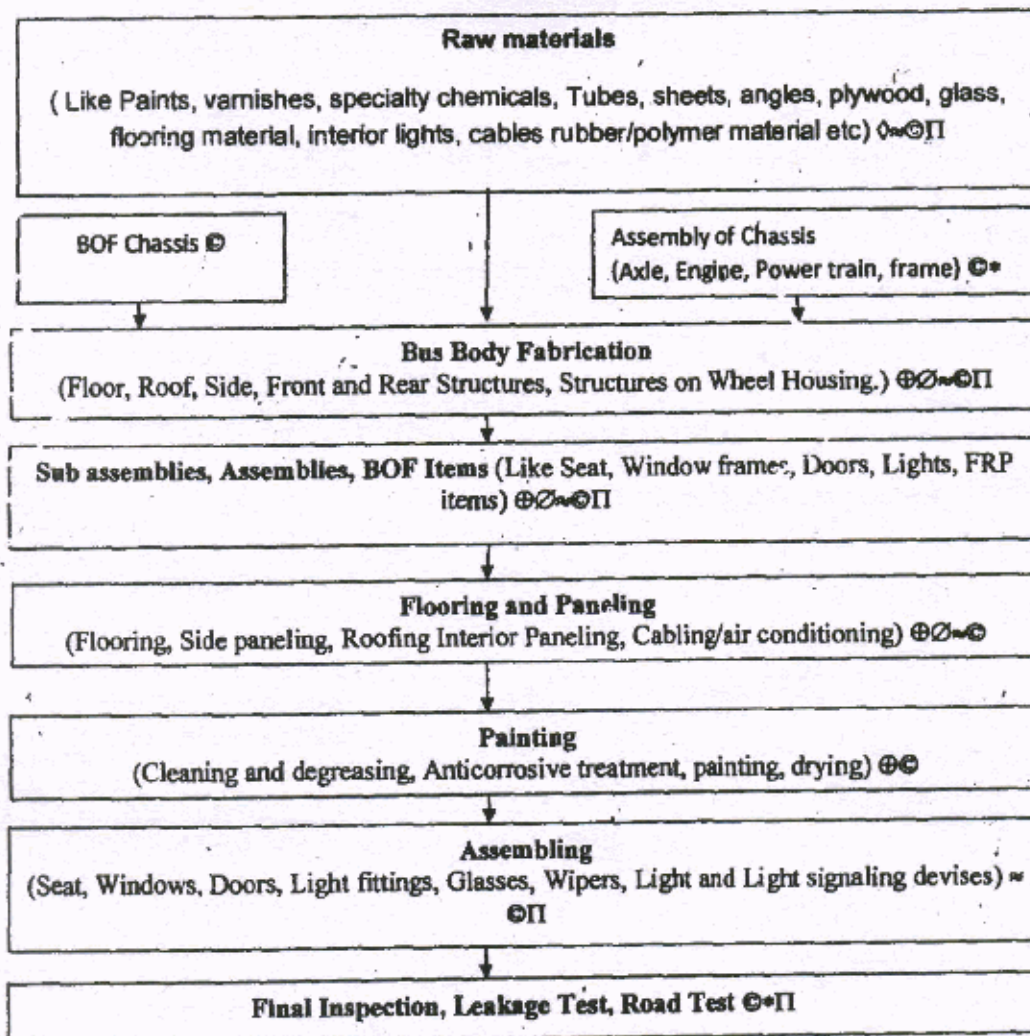
HEAD - ACCREDITATION  
TESTING AGENCY.

DIRECTOR OR HEAD  
TESTING AGENCY

3764 GI/12-E

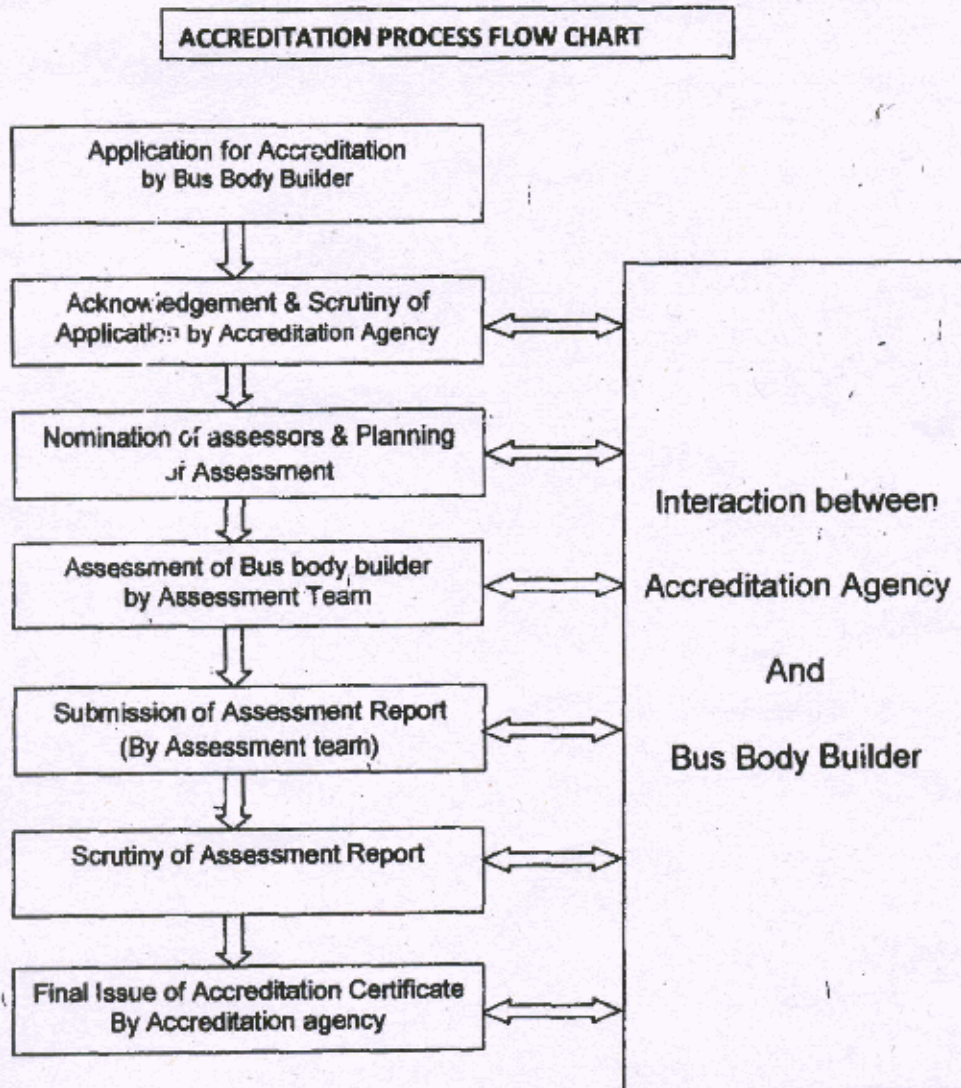
Chart No : BBB:06

## TYPICAL REFERENCE FLOW CHART



Checks	Symbol
Fixtures and Templates	⊙
Surface Treatment Process as applicable	⊕
Input material inspection	◊
Dimensional check	~
Visual inspection	⊙
Performance check up	*
CMVR safety compliance check	Π

Chart No : BBB:07



[F.No. RT-11028/8/2007-MVL]

SANJAY BANDOPADHYAYA, Jt. Secy.



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (ii)

PART II—Section 3—Sub-section (ii)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 2509]

नई दिल्ली, शुक्रवार, दिसम्बर 28, 2012/पौष 7, 1934

No. 2509]

NEW DELHI, FRIDAY, DECEMBER 28, 2012/PAUSA 7, 1934

सड़क परिवहन और राजमार्ग मंत्रालय  
अधिसूचना

नई दिल्ली, 28 दिसम्बर, 2012

का.आ. 3026(अ).—केन्द्रीय सरकार मोटरयान अधिनियम, 1988 (1988 का 59) की धारा 109 की उप-धारा (3) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, केन्द्रीय मोटरयान (बस बॉडी निर्माणकर्ताओं का प्रत्ययन) आदेश, 2012 में निम्नलिखित और संशोधन करती है अर्थात् :—

1. (1) इस आदेश का संक्षिप्त नाम केन्द्रीय मोटर यान (बस बॉडी निर्माणकर्ताओं का प्रत्ययन) (संशोधन) आदेश, 2012 है।

(2) यह तत्काल प्रभाव से प्रवृत्त होगा।

2. केन्द्रीय मोटरयान (बस बॉडी निर्माणकर्ताओं का प्रत्ययन) आदेश, 2012 में पैरा 1 के उप-पैरा (2) में "31 दिसम्बर, 2012 को" अंकों और शब्दों के स्थान पर "1 अप्रैल, 2013 को" अंक और शब्द रखे जाएंगे।

[फा. सं. आर टी-11028/08/2007-एम.वी.एल.]

राजय बंदोपाध्याय, संयुक्त सचिव

पाद टिप्पण :—मूल अधिसूचना भारत के राजपत्र में सं. का.आ. 2356(अ), तारीख 3 अक्टूबर, 2012 द्वारा प्रकाशित की गई थी।

MINISTRY OF ROAD TRANSPORT AND  
HIGHWAYS  
NOTIFICATION

New Delhi, the 28th December, 2012

**S.O. 3026(E).**—In exercise of the powers conferred by sub-section (3) of Section 109 of the Motor Vehicles Act, 1988 (59 of 1988), the Central Government hereby makes the following amendment in the Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2012, namely :—

1. (1) This Order may be called the Central Motor Vehicles (Accreditation of Bus Body Builders) (Amendment) Order, 2012.

(2) It shall come into force with immediate effect.

2. In the Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2012, in para 1, in sub-para (2), for the words, figures and letters "on the 31st day of December, 2012", the words, figures and letters "on the 1st day of April, 2013" shall be substituted.

[F. No. RT-11028/08/2007-MVL]

SANJAY BANDOPADHYAYA, Jt. Secy.

**Foot Note :—**The principal notification was published in the Gazette of India vide number S.O. 2356(E), dated the 3rd October, 2012.