

The Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2007

UNION OF INDIA

India

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Rule

THE-CENTRAL-MOTOR-VEHICLES-ACCREDITATION-OF-BUS-BODY-BUILDERS-ORDER-2007

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The Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2007Published vide Notification in the Gazette of India, Extra; Part 2, Section 3, dated 23rd March, 2003.

1835.

S.O.425(E) 23rd March, 2007. - Whereas the Central Government is of the opinion that it is necessary and expedient in the public interest to notify certain norms and process in respect of the accreditation of bus body builders, it therefore, in exercise of the powers conferred by the sub-section (3) of section 109 of the Motor Vehicles Act, 1988 (59 of 1988) makes the following order to specify such norms and process, namely :-

1.

(1)This Order may be called as the Central Motor Vehicles (Accreditation of Bus Body Builders) Order, 2007 (hereinafter referred to as the said order).(2)It shall come into force after one year from the date of publication of this Order in the Official Gazette.

2. Definitions.

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

a technical expert appointed by the Zonal Accreditation Board to carry out the inspection of Bus Body Builders and bus bodies, as per the prescribed norms, standards and procedure;(d)"Bus Body Builder (BBB)" means a firm engaged in the fabrication of bus bodies and having the following minimum facilities, namely :-(i)infrastructure facilities, namely the land, building and utilities;(ii)plant and equipment to undertake corrosion preventive treatment; painting, structural fabrication, paneling, finishing and equipping with necessary ingredients;(iii)inspection, quality assurance and testing of fully built buses with all its ingredients either made in-house or bought out; and(iv)having upto date knowledge of the Central Motor Vehicles Rules, 1989.(e)"Form" means a Form appended to this order;(f)"National Accreditation Board (NAB)" means the body constituted by the Government of India to serve as the agency to implement the said rules and monitor the functions of Zonal Accreditation Boards;(g)"Secretariat" means the National Accreditation Board Secretariat and the Zonal Accreditation Board Secretariat established under paragraph 9 and paragraph 12, respectively;(h)"Zonal Accreditation Board (ZAB)" means a body constituted for any one of the four zones namely, North Zone, South Zone, East Zone and West Zone to function under overall guidance of National Accreditation Board. It shall be responsible for implementation of the process of Accreditation in the respective zone;

3. Bus Body Builders.

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

Category Activitiesundertaken

D	Structural assembly, corrosion prevention treatment, painting,finishing and equipping, inspection and testing of bus bodies.They shall invariably have a quality assurance system andfacilities for all bought out items, as they shall be outsourcinga large number of items and components. Land, building and otherfacilities shall be available.
C	In addition to the activities being performed by Category-D,this category of Bus Body Builder shall also have facilities forfabrication of the structural and other components, whereas othersub assemblies or aggregates (like seats, windows, and the like)shall be outsourced by them, besides the standard items likefasteners, brackets, glasses, rubber items as in category-D.
C1	In addition to the activities being performed by category-C,this category of Bus Body Builder shall also undertake design anddevelopment of bus bodies.
B	In addition to the activities being performed by category-C,this category of Bus Body Builders shall also undertakefabrication activities of other sub systems and aggregates likeseats, windows and the like. In other words, this category of BusBody Builders shall have all facilities for bus body buildingexcept the capability of designing and developing a bus body.
A	This category of Bus Body Builders shall not only have in-housefacility for building a complete bus and its sub-assemblies oraggregates, but shall also have capability to design and developbus bodies.

4. Accreditation of Bus Body Builders.

- All the Bus Body Builders shall be accredited by National Accreditation Board and Zonal Accreditation Boards as notified under the said order. The accredited Bus Body builders shall meet the type approval requirements specified in the relevant provisions of the Bus Body Code for the relevant type of vehicle in accordance with AIS:052:2001 as amended from time to time till the corresponding Bureau of Indian Standards specifications are notified under the Bureau of Indian Standard Act, 1986(63 of 1986).

5. Activities involved in the Accreditation System.

(1)The process of accreditation shall be carried out in the following stages, namely:-(i)Constitution and notification of Zonal and National Accreditation Boards by Central Government including establishment of permanent Secretariat at Zonal and National Accreditation Boards,(ii)Selection and preparation of panel of assessors at Zonal Accreditation Boards.(iii)Notice for commencement of accreditation of Bus Body Builders and the formalities involved therein at Zonal Accreditation Board.(iv)Receipt and scrutiny of application at Zonal Accreditation Board.(v)Nomination of assessors and planning of assessment at Zonal Accreditation Boards.(vi)Assessment at Zonal Accreditation Boards.(vii)Scrutiny of assessment report at Zonal Accreditation Board Secretariat for its completeness and putting up to Zonal Accreditation Board for consideration.(viii)Grant of provisional accreditation by Zonal Accreditation Board.(ix)Approval or ratification of provisional accreditation by National Accreditation Board.(x)Issue of accreditation certificate by the Zonal Accreditation Board Secretariat.(xi)Conduct of surveillance or re-accreditation assessment at Zonal Accreditation Board.(xii)Dealing with the complaints or representations and appeals and other relevant issues at National Accreditation Board, and(xiii)Renewal of accreditation at Zonal Accreditation Board.(2)The flow chart for Accreditation Activities are given in Annexure BBB-I.

6. Organization Structure for Accreditation System.

- There shall be four Zonal Accreditation Boards, namely - North Zone Accreditation Board, South Zone Accreditation Board, East Zone Accreditation Board and West Zone Accreditation Board. These zonal bodies shall be responsible for undertaking the accreditation process in their respective zones. The activities of all these Zonal Accreditation Boards shall be coordinated by the National Accreditation Board. The organization structure for Bus Body Builder Accreditation System is given in Annexure BBB-2 and Annexure BBB-2A.

7. Composition of National Accreditation Board.

- The composition of the National Accreditation Board shall be as indicated in the Table given below, namely :-Table

Serialnumber	Organization	Numberof representatives	Status
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1	Department of Road Transport and Highways	Two	Chairman and one member
2	Department of Heavy Industry	One	Member
3	Chairman of the Zonal Accreditation Boards	Four, one each from the Zonal Accreditation Boards	Members
4	Society of India Automobile Manufacture	One	Member
5	Automotive Component Manufacture Association	One	Member
6	Central Institute of Road Transport.	One	Member
7	Association of State Road Transport Undertaking (ASRTU)including two to be nominated from State Transport Undertakings by Association of State Road Transport Undertakings.	One	Member
8	Automotive Research Association of India	One	Member
9	Vehicles Research and Development Establishment	One	Member
10	Bus Body Builders and their Associations (one representative to be co-opted by the Board and another to be nominated by Department of Road Transport and Highways)	Two	Members
11	Chairman, Central Motor Vehicles Rules-Technical Standing Committee	One	Member
12	Secretary (to be nominated by Department of Road Transport and Highways)	One	Member Secretary
	Total	19 Members including Chairman	

8. Functions of National Accreditation Board.

- The functions of the National Accreditation Board shall be as follows, namely :-(a)to lay down rules of transaction of business for Zonal Accreditation Boards and the National Accreditation Board;(b)to sanction the manning levels and the number of the Secretariat staff at the National Accreditation Board and Zonal Accreditation Boards;(c)to lay down service conditions for the Secretariat Staff and their pay scales and other terms of appointment;(d)to lay down the qualification and the like for appointment of Secretariat staff;(e)to act as appellate authority;(f)to lay down the qualification, terms and conditions and names of the assessors;(g)to lay down required qualification and other conditions of service for the Secretary;(h)to define powers and authority of the permanent Secretary as to ensure smooth functioning of the Secretariat of Zonal Accreditation Board;(i)to ensure the implementation of the policies and legislation of the Government of India concerning bus body building;(j)co-ordination among the different Zonal Accreditation Boards;(k)to

ensure uniformity in the accreditation process being followed by different Zonal Accreditation Boards;(l)interaction with the Government of India;(m)to approve the provisional accreditation recommended by Zonal Accreditation Boards;(n)to handle grievances or complaints and appeals;(o)to undertake random test checks to ensure the compliance with accreditation standards;(p)to decide and review the accreditation fee structure from time to time;(q)to design the appropriate National Accreditation Board logo and to ensure its proper usage; and(r)any other function required for the purpose as may be decided by Zonal Accreditation Board or National Accreditation Board;

9. National Accreditation Board Secretariat.

(1)A Secretariat shall be established in Association of State Road Transport Undertakings, New Delhi. A permanent Secretary from the Secretariat shall be nominated by Department of Road Transport and Highways. National Accreditation Board shall either appoint the requisite complement of staff or authorize Association of State Road Transport Undertakings to do so.(2)The National Accreditation Board Secretariat shall assist the National Accreditation Board in discharging its functions as enumerated in paragraph 8 above.

10. Composition of Zonal Accreditation Board.

- The composition of each Zonal Accreditation Board shall be indicated in the Table given below :

SerialNo.	Representatives	Numberof representatives	Status
1	Transport Secretary of Transport Commissioner of one of theState Governments in the zone on rotational basis	One	Chairman
2	Vehicle manufactures (Representatives to be nominated bySociety of Indian Automobile Manufacture)	Two	Member
3	Technical head of the State Transport Undertaking of each Statein the zone (representatives to be nominated by Association ofState Road Transport Undertakings)	One from each State in the Zone	Member
4	Central Institute of Road Transport	One	Member
5	Automotive Research Association of India	One	Member
6	Bus Body Builders and their Association (to representatives tobe co-opted by the Zonal Accreditation Board and onerepresentative to be nominated by Department of Road Transport andHighways)	Three	Member
7	Accessories or component manufacture (representative to benominated by Association of Components Manufactures ofAutomoblies)	One	Member

8	Zonal Secretary	One	Member Secretary
	Total	11 Members including Chairman	

11. Functions of Zonal Accreditation Board.

- The following shall be the functions of the Zonal Accreditation Board.(a)to appoint permanent Secretary to the Board;(b)to consider and approve or disapprove the assessment submitted by the Secretariat after due evaluation;(c)to grant provisional accreditation to the Bus Body Builder;(d)to authorize Secretary to issue provisional accreditation certificate within a given time span;(e)to approve the panel of assessors in the zone;(f)to ensure the training of assessors in the assessment techniques; and(g)to define powers and authority of the Secretary to plan the assessment in consultation with the team of assessors and Bus Body Builders.

12. Zonal Accreditation Board Secretariat.

(1)A Secretariat shall be established for each Zonal Accreditation Boards. This shall be headed by a permanent Secretary who shall be appointed by Zonal Accreditation Board. Zonal Accreditation Board shall also appoint other staff required for the Board.(2)Secretariat for West Zonal Accreditation Board and South Zonal Accreditation Board shall be established in Central Institute of Road Transport, Pune. Secretariat for North Zonal Accreditation Board and East Zonal Accreditation Board shall be established in the Automotive Research Association of India, Pune.

13. Functions of Zonal Accreditation Board Secretariat.

- The following shall be the functions of Zonal Accreditation Board Secretariat.(a)to invite and accept applications (Form No. BBB-1) for accreditation from perspective Bus Body Builders;(b)to scrutinize applications and obtain additional information, if required;(c)to finalise tentative category of the Bus Body Builder and inform Bus Body Builder regarding accreditation fee for that particular category;(d)to appoint a team of assessors;(e)to arrange assessment for accreditation as per Form No. BBB-5 to Form No. BBB-10 according to the category of the Bus Body Builder, within one month of the receipt of registration fee and the assessment charges;(f)to put up assessed cases after due examination to the Zonal Accreditation Board for their consideration;(g)to issue a provisional accreditation certificate as per recommendation by Zonal Accreditation Board;(h)to coordinate all the activities related to the assessment including appointment of assessors and planning the assessment;(i)to prepare draft agenda of cases to be put up to National Accreditation Board;(j)to prepare and issue the final Accreditation Certificate on approval of the provisional accreditation by National Accreditation Board;(k)to inter alia, maintain and update the following, namely:-(a)panel of assessors;(b)all documents; and(c)liaison with National Accreditation Board/Zonal Accreditation Board and their members.(l)any other function related to the activity

14. Accreditation Procedure.

(1)Application for Accreditation:(i)The Bus Body Builder intending to get the accreditation shall apply to Zonal Accreditation Board in the prescribed application form (Form No. BBB-1) in duplicate;(ii)The application shall be accompanied with the prescribed application fee as decided from time to time by the National Accreditation Board.(iii)While applying for accreditation, the Bus Body Builder shall ensure availability of the following, namely:-(a)adequate machines or infrastructural facilities for the purpose;(b)competent manpower;(c)the compliance mechanism of the regulatory or legal and safety requirements;(d)compliance mechanism with the environmental requirements so as not to cause hazard to the neighborhood and surroundings;(e)adequacy of material management system;(f)adequate equipments and know how for item or materials, receipt stage quality assurance, the in-process inspection and final testing of the bus body, wherever applicable; and(g)copies of reference documents.(2)Acknowledgement, scrutiny and processing of Application:(i)Zonal Accreditation Board Secretariat, 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 within ten working days, allotting unique Customer Registration Number (CRN) to Bus Body Builder, to be used in future for reference and correspondence;(ii)The preliminary scrutiny of the application shall be done by Zonal Accreditation Board Secretariat. The said Secretariat may ask for additional information or clarification, if necessary. If there are gross shortcomings, the Bus Body Builder shall be asked by the said Secretariat to comply with the requirements and shall re submit the application with Compliance Report; and(iii)If the application is found to be generally in order, the same is considered for categorization. The Bus Body Builder shall be asked to remit the assessment fee accordingly thereafter.(3)Assessment:(i)On receipt of assessment fee, the Zonal Secretary shall coordinate with the assessor and the Bus Body Builder for planning the schedule of assessment;(ii)Two assessors, a Technical Assessor and a Lead Technical Assessor shall be deputed for assessment;(iii)The Technical Assessor shall be responsible for assessment of the technical competency of the Bus Body Builder In terms of machines, manufacturing techniques, method deployed and maintenance and calibration of machines or equipments;(iv)The Lead Technical Assessor shall be responsible for the evaluation of Application form, verification of the contents of the application form, verification of the claims made by the Bus Body Builder, maintenance of quality system and overall assessment of the Bus Body Builder;(v)The Bus Body Builder shall be informed about the final schedule of assessment and the information about Assessment Team;(vi)The Assessment Team shall review the capability of the Bus "Body Builder using Form No. BBB-5 to Form No. BBB-10 for the following areas, and against the claim made by Bus Body Builder. Form No. BBB-2 shall be used for noting the observations made by assessors : (a)availability of manufacturing facility including machineries, jigs and fixtures;(b)availability of competent manpower. For this purpose the Assessment Team shall verify the records and interview the personnel, where necessary;(c)compliance with the relevant legal requirements and environmental conditions including fire hazards;(d)provision of safety appliances and measures;(e)availability of tools or equipments for inspection, measurement, etc.;;(f)records of in-process and final inspection of bus bodies;(g)if design is included in the scope, verification for the competent manpower and facilities shall be made;(h)availability of adequate land, space and infrastructure facilities;(i)calibration records for the measuring equipments and inspection/testing facilities; and(j)any other requirement decided or specified by the Zonal Accreditation Board or

National Accreditation Board from time to time.(vii)Once the Assessment is completed, the Assessment Team shall submit the Assessment Report to the Zonal Accreditation Board Secretariat within ten working days. The Assessment Report shall be jointly prepared and signed by the Technical Assessor and the Lead Technical Assessor in Form No. BBB-4 and shall be countersigned by the representative of Bus Body Builder. The assessment report shall give clear recommendation for grant of accreditation or otherwise with due justification and without any ambiguity;(viii)Non-conformance found during assessment shall be recorded in Form No. BBB-3 by Technical Assessor and Lead Technical Assessor and shall be informed to Bus Body Builder. The Bus Body Builder shall decide about the proposed corrective action within the definite time schedule but within a maximum period of three months. The Zonal Accreditation Board Secretariat shall monitor the progress of compliance with areas of non-conformity;(ix)Depending on the nature of non-conformity, these shall be closed by the Lead Technical assessor on the submission of documentary evidence of corrective action with or without verification visits at the Bus Body Builder's cost;(x)Based on the information gathered during the processing of the application, the assessment report, additional information gathered during the assessment and the consequent verifications, if any, the Zonal Secretary shall prepare a brief summary. An agenda item including the summary recommendations, etc. or otherwise with due justification for accreditation shall be placed before the Zonal Accreditation Board for their consideration for grant of provisional accreditation or otherwise;(xi)The Zonal Accreditation Board's observation on the Assessment Report and its recommendations shall be the deciding factors for grant of Provisional Accreditation or otherwise. All decisions taken by the Zonal Accreditation Board shall be recorded in the form of minutes. These minutes shall also be sent to National Accreditation Board for information;(xii)In case the Zonal Accreditation Board finds deficiencies in the assessment report to arrive at the decision, the Zonal Secretariat shall obtain clarification from the assessor or Bus Body Builder and place before Zonal Accreditation Board for its decision;(xiii)The final recommendation of Zonal Accreditation Board shall be placed before the National Accreditation Board, who shall meet at least once in six months depending on the number of applications and reports;(xiv)On grant of Accreditation, Zonal Accreditation Board Secretariat shall prepare an Accreditation Certificate mentioning therein the category, date of issue and date of validity of Certificate;(xv)Each Certificate shall be signed by the Zonal Secretary mentioning therein the approval by Zonal Accreditation Board and National Accreditation Board;(xvi)All the applicant Bus Body Builders shall make all the payments due to Zonal Accreditation Board before the Certificate is issued to Bus Body Builder; and(xvii)All the decisions taken by the Zonal Accreditation Board regarding grant or refusal of accreditation, are subject to appeal to the National Accreditation Board whose decision shall be final and binding.(4)Accreditation:(i)Validity: The Bus Body Builder Accreditation Certificate shall be valid for a period of four years;(ii)Use of National Accreditation Board Logo: On grant of Accreditation, the Bus Body Builder shall use National Accreditation Board Logo on Its business promotion literature, namely letter heads, visiting cards, brochures, etc, and(iii)Surveillance: Zonal Accreditation Board shall conduct surveillance assessment once in two years and a re-assessment of the Bus Body Builder before the expiry of the Accreditation Certificate. The Surveillance or Re-assessment, shall be similar to the first assessment. During the validity of Accreditation, the Bus Body Builder shall continuously comply with the requirements of the said order.(5)Extension or Reduction of Scope of Accreditation:(i)The Bus Body Builder, if so desires, may request in writing to Zonal Accreditation Board for the change in the category of Accreditation. For this purpose, Zonal

Accreditation Board shall assess the Bus Body Builder during surveillance/re-assessment visit or may organize a supplementary or a special visit; and(ii)In case of the Bus Body Builder is accredited for one zone, and if scope is required to be extended to other zones, the same can be done without any assessment but on the payment of additional fee as decided by National Accreditation Board.(6)Supplementary or Special Visit: The National Accreditation Board/Zonal Accreditation Board may also arrange for supplementary or special visit at any time during the validity of accreditation in the following circumstances:(a)change in category;(b)misuse of Accreditation or Certificate or Logo;(c)on receipt of a complaint, for the verification of facts; and(d)any other circumstances decided by the Zonal Accreditation Board or National Accreditation Board.(7)Voluntary Withdrawal: The Bus Body Builder at any time during the validity of accreditation may discontinue their accreditation voluntarily by making a written request to Zonal Accreditation Board. If the Bus Body Builder decides to regain the accreditation status, after it has sought voluntary withdrawal, it shall be treated as a fresh accreditation, and it shall have to pay all the fees for application and accreditation and assessment expenses, as applicable at that time.(8)Surveillance:(i)Zonal Accreditation Board shall conduct surveillance once in two years for all accredited Bus Body Builders;(ii)Surveillance is aimed at examining whether the accredited Bus Body Builder is maintaining all the requirements claimed or declared in the Application;(iii)Zonal Accreditation Board 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. The Bus Body Builder shall confirm its readiness within thirty days; and(iv)The Bus Body Builder may request for change in scope or category while confirming their readiness.(9)Renewal of Accreditation and Re-Assessment:(i)The Bus Body Builder may apply for renewal of accreditation by submitting an application in Form No. BBB-1 in two copies;(ii)The application shall be accompanied with the prescribed renewal fee as required. The Bus Body Builder may request for change in scope of accreditation or category, which shall explicitly be mentioned in the application form;(iii)The request for renewal shall be submitted at least six months before the expiry of the validity of accreditation. Accreditation status of the Bus Body Builder shall expire on the validity date mentioned in the certificate, in case there is no application in time. The Bus Body Builder shall have to apply afresh and the continuity of the Certificate would stand cancelled;(iv)The procedure for processing of renewal application is similar to that of fresh application;(v)If the results of reassessment visit are positive and all non-conformities are closed before the expiry of the certificate then the validity of the certificate shall be extended by another four years without any discontinuity; and(vi)A new certificate of accreditation shall be issued on renewal, however, the Certificate number remains same.(10)Appeal: All decisions taken by National Accreditation Board or Zonal Accreditation Board regarding grant or continuation or renewal of accreditation shall be open to appeal by the Bus Body Builder, to the Chairman, National Accreditation Board.(11)Audit: The Central Government may carry out Audit of the scheme from time to time to ensure the effective operation of the scheme many of the respective zones. The audit team shall have the power to disqualify any Bus Body Builder or assessor as the case may be in case he is found guilty or violating any of the provisions that is applicable to him.(12)Type Approval (TA) and Conformity of Production (CoP) of Bus Bodies: The Central Government will separately notify a suitable procedure for the Type Approval and Conformity of Production of the bus bodies built by the accredited Bus Body Builder.(13)Panel of Assessors:(i)A panel of assessors shall be prepared by each Zonal Accreditation Board wherein the persons preferably from the same zonal jurisdiction shall be employed;(ii)The

minimum qualification for Technical Assessor shall be a Bachelor's Degree In Engineering or Technology in relevant field with five years experience in the engineering field. Diploma holders in relevant branch and with the similar background but with a minimum experience of ten years shall also be eligible. The Technical Assessor shall also be required to keep abreast of the Type Approval(TA) and the Conformity of Production(CoP) procedures prescribed under the Central Motor Vehicles Rules, 1989 as amended from time to time;(iii)The Lead Assessor shall have the same qualifications as given at clause (b) above and in addition, shall have a background in quality management systems as per ISO 9001:2000/ISO:14001: 1996/ISO/IEC 17025:1999 (NABL) or any other National or International Certification or Accreditation System;(iv)The list of empanelled assessors prepared or approved by Zonal Accreditation Board shall be sent to National Accreditation Board for their information and record; and(v)If at any time any of the Assessors is found to be transgressing the policy and procedures of Zonal Accreditation Board and National Accreditation Board, their name shall be struck off from the panel by Zonal Accreditation Board under intimation to the National Accreditation Board.(14)Confidentiality: The members of the Zonal Accreditation Board, assessors and National Accreditation Board 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. National Accreditation Board shall impose the same obligation of maintaining secrecy on those to whom they entrust the tasks of a confidential nature, as described above.(15)Liability: National Accreditation Board shall not be responsible for any damages, which the Bus Body Builder may suffer as a result of any action or negligence by those who are carrying out the tasks on behalf of National Accreditation Board and any failure to the grant of accreditation or abeyance or suspension or forced withdrawal of the accreditation.(16)Amendments to the Policies and Procedures: National Accreditation Board may at any time amend the policies and procedures related to grant of accreditation, maintaining accreditation, surveillance, renewal of accreditation and the adverse decisions taken thereon. National Accreditation Board shall inform the Bus Body Builder regarding such amendments indicating the transition period which shall be at least six months.

15. Fees for Assessment of Bus Body Builders.

- The following fees as may be amended by Central Government shall be charged: Fees to be charged

Category of Bus Body Builders	Fee for Assessment (in Rupees)	
	Initial Accreditation	Surveillance
A	50000	25000
B	30000	15000
C1	20000	10000
C	20000	10000
D	20000	10000

Annexure BBB-1(See sub-para (2) of para 5)Flow Chart For Accreditation Activities

Application for Accreditation by Bus Body Builder

Interaction between

Acknowledgement and Scrutiny of Application (by

Zonal Accreditation Board)

Nomination of assessors and Planning of Assessment (by Zonal Accreditation Board)

Assessment of Bus Body Builders by Assessment Team

Zonal Accreditation Board and Bus Body Builder

Submission of Assessment Report (By Assessment team)

Scrutiny of Assessment Report (by Zonal Accreditation Board)

Provisional Accreditation (by Zonal Accreditation Board)

Approval for Accreditation (by National Accreditation Board)

Final issue of Accreditation Certificate (by Zonal Accreditation Board/Secretary)

Annexure BBB-2(See para 6) Organisation Structure For Bus Body Builder Accreditation System
Government of India Department of Road Transport and Highways

National Accreditation Board

Representative (s) of:

- Department of Road Transport and Highways (one Chairman and one member)
- Department of Heavy Industry (one member)
- Chairmen of the Zonal Accreditation Boards - 4
- Society of Indian Automobile Manufacturers, Automotive Components Manufacturers Association - 1 each
- Association of State Road Transport Undertakings - 2 Including one member from State Transport Undertakings
- Central Institute of Road Transport, Automotive Research Association of India, Vehicles Research and Development Establishment - 1 each
- Bus Body Builder Association - 2
- Member - Secretary - to be nominated by Department of Road Transport and Highways

Zonal Accreditation Boards (4)

Representative (s) of:

- Head of Transport Departments of one of the State Governments (Chairman by rotation)
- Vehicle manufacturers (Society of Indian Automobile Manufacturers) - 2
- The State Transport Undertakings in each state in the Zone - 1 each
- Central Institute of Road Transport, Automotive Research Association of India - 1 each
- Bus Body Builder Association - 3
- Component manufacturer (Automotive Components Manufacturers Association) - 1

Annexure BBB-2A(See para 6) Zonal Accreditation Board and Assessors(See sub-para (2) of para 5) APPLICATION FOR ACCREDITATION OF BUS BODY BUILDERS(For the use of Bus Body

Builders)(To be accompanied with the Registration Fee of Rs. 1000/- only [non-refundable] by a D.D. drawn in favour of Zonal Accreditation Board)Section - IPart-1

1. Full Name and Address of the Bus Body Builder:

Telephone :Fax :Email Address :

2. Factory Address :

Telephone :Fax :Email Address :

3. Contact Person name/s :

Contact Phone Numbers (O) (R)

4. Whether Public Sector/Private Sector or Joint Sector Undertaking In case of Partnership firms enclose a copy of Partnership deed :

5. Whether Proprietorship/Partnership/Private Limited/Public Limited Company :

6. Whether Large Scale/Medium Scale/Small Scale :

7. Factory Registration Certificate :

(i)Number :(ii)Date :(iii)Issuing Authority :Note: Please attach photocopy :Date of commissioning of the Factory :

8. Sales Tax Registration number :

9. Registered/installed capacity of :

(i)Bus bodies per annum :(a)ordinary; :(b)semi-deluxe; :(c)deluxe; and :(d)super deluxe. :(ii)Truck bodies per annum :(iii)Others per annum (Please specify) :

10. Registered for construction of :

(i)All Aluminium bus body bodies :(ii)Steel Structure plus aluminium bodies :(iii)Composite bodies :(iv)Stainless steel bodies :

11. Details of the Act and Rules applicable : Ownership/Rented/Leased

Part-2

12. Land and buildings available :

(a) Built up (Covered) (Square meters) : (b) Uncovered area (Square meters) : (c) Total land area (Square meters) : (Attach a copy of relevant document)

13. Details of manpower (in numbers) :

a) Managerial : b) Supervisory and others : c) Production related workmen on : regular basis d) Production related workmen on contractual basis : Details should be furnished in the following format

Serial number	Name	Designation	Educational and Technical Qualifications	Relevant Training	Experience related to present work
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14. Production activities undertaken. Please tick (..) wherever applicable

Design and development of bus bodies Fabrication of structures/components/panelling Manufacturing/fabrication of subassemblies like Seat assemblies Windows Doors Luggage carriers Corrosion prevention unit Assembling and equipping - Painting Inspection, quality assurance and testing facilities for In process Finished items Bought out items *Details of production machines or equipments

Serial Number	Machine/Equipment	Specification/Capacity	Make and Model	Quantity (Nos.)	Year of Purchase
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Details in Inspection/Test Equipment/Instruments

Serial Number	Instrument/Equipment	Specification/Capacity	Make and Model	Year of Purchase	Year of Purchase	Date of last calibration
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17. Details of Inspection of in-coming/bought out Items

Serial Number	Item/Description	Inspection/Details	Equipment Used
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18. Method of disposal of scrap (in brief):

19. Availability of safety devices including fire safety (in brief):

Part-3

20. Number of bus bodies built in last five years

SerialNumber	Year	Typeof bus bodies AL	Numberof bus bodies built during the year SA	SS C
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A1:All Aluminium, SS:Steel Structure, SA:Steel and Aluminium, C: Composite

21. Are you an approved body builder by Defence/Directorate General of Supplies and Disposals/State Transports/Original Equipment Manufacturers ?

If so please give details below:

Approvedbus body builder for State Road Transport Undertakings	Nameof State Transport Undertaking/Original Equipment Manufacturers	Typeof bus(es)	No.of the bus bodies built during last year	Remarks
		City	Inter-city	Deluxe Others AL SA SS Comosite

Directorate
General of
Supplies and
Disposals
Defence
Original
Equipment
Manufacturer

Attach copies of Certificate/Relevant documents)Part-4

22. Give financial details for immediate past 3 years (in Rs. Lakhs)

Latest financial year Immediate Past year Previous year

a Total Fixed Assets

b Total Current Assets

c Total Secured Loan

d Total Unsecured Loan

e Total Inventory carried

f Total raw materials consumed

(Attach copies of balance sheets and profit and loss statements)

23. Income tax clearance certificate and details for last 3 years

(i)(ii)(iii)Note: Please attach photocopy

24. Sales tax clearance certificate and details for last 3 years

(i)(ii)(iii)Note : Please attach photocopy

25. Are you certified under

ISO 9001 :QS 9000 :Any other scheme :(Attach copy of certificate) :DeclarationCertified that the information furnished above is true to the best of our knowledge and belief. We are familiar with the terms and conditions of maintaining accreditation and will abide by them. We agree to comply with accreditation procedures, pay all costs for assessment, verification visit (if any), surveillance and reassessment irrespective of the result. We agree to co-operate with the assessment team appointed by ZAC for examination of all relevant documents by them and their visits to those parts of the factory that are covered under the scope of accreditation.Authorised Signatory (on behalf of the company)Name :Designation :Date :Note: (1) Annexure - A, B, C and D along with the details shall be attached separately.(2)Whenever required separate sheet shall be used.Enclosures - Check listApplication for Accreditation of Bus Body Builder

1. Draft for Rs. 1000/-towards registration K

Fee draft no. _____ Date _____ :Bank
_____ :Payable at
_____ :

2. Factory Registration Certificate (Serial number 7) :

- 3. Copy of evidence for premises (Serial number 13) :**
- 4. Annexure - A (Serial number 14) details of manpower :**
- 5. Annexure - B (Serial number 16-A) details of production machine :**
- 6. Annexure - C (Serial number 16-B) Details of Inspection/Test Equipments :**
- 7. Annexure - D (Serial number 17) Details of Inspection of incoming items :**
- 8. Copy of certificate for approval by Defence/DGS&D/STU/OEMs (Serial number 21) :**
- 9. Copies of Balance sheet and Profit and Loss Statement (Serial number 22) :**
- 10. Copies of Income Tax Clearance (Serial number 23) :**
- 11. Copies of Sales Tax Clearance (Serial number 24) :**
- 12. Copy of Certificate for ISO 9001/QS 9000/etc. (Serial number 25) :**
- 13. Any other document :**

Details Relevant Serial Number Section - II: Scrutiny Of Application (For use of Zonal Accreditation Board) Date of Receipt of application : Details of Registration fee received : Date of Acknowledgement/Receipt : Verification for Completeness of Application Registration No. Secretary Date: Section - III: Decision Of Zonal Accreditation Board (For use of Zonal Accreditation Board) Date of Meeting : Approved/Not approved for Assessment : If approved, category : Assessment fee to be charged : Assessors Appointed Lead Technical Assessor _____ Technical Assessor _____ Secretary Date: Form No. BBB-2 (See para 6) Assessor's Observations

Bus Body Builder

Date	Department	Activity assessed
Auditee	Education	Years of Experience
Serial Number	Observation	Remarks

Signature and Name of Assessor Form No. BBB-3(See para 14) Assessor's Summary On
Non-Conformance(Please use separate sheet for raising each Non-Conformance) Bus Body Builder

Date	Department	Activity Assessed
------	------------	----------------------

NC number	Reference to Observation number in Format number 2
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Non-Conformation (NC)

Raised :

Signature and Name of Bus Body Builder Representative Signature and Name of Assessor

CORRECTIVE ACTION PROPOSED/TAKEN BY THE BUS BODY BUILDER :

Signature of Bus Body Builder

ASSESSOR'S COMMENTS ON CORRECTIVE ACTION PROPOSED/TAKEN BY THE BUS BODY BUILDER:

Signature of Assessor

REMARKS BY LEAD TECHNICAL ASSESSOR, IF ANY :

Signature of Lead Technical Assessor and Date

Form No. BBB-4(See para 14) SUMMARY OF THE ASSESSMENT

Category	Date(s) of visit
Type of visit :	Non-conformances recorded
Accreditation/Surveillance/2nd Surveillance/Re-assessment	earlies visit have/have not beendischarged

Date of earlier :

ASSESSMENT SUMMARY

Non-conformation raised during the visit,	Non-conformation(s) remaining to be discharged*
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RECOMMENDATIONS OF ASSESSMENT TEAM :

Date by which remaining Non-conformance(s) are to be discharged
by the Bus Body Builder

Signature of Technical Assessors with Date

Signature of Lead Technical Assessor and Date

Acknowledgement by authorized signatory of the Bodybuilder and
Date

Form No. BBB-5(See para 14)Check ListA-Category Bus Body Builder (Chassis built Buses)

Name of Bus Body Builder

.....

Address.....	Date of Assessment	Assessors(1).....(2).....
	Capacity per annum:	Upto 240
	Type of Bus Body :	Aluminium

Serial No.	Description	Minimum specification	
A	Facilities		
A1	Design software	Modelling software eg. Auto CAD	1
A2	Computers	P III, 32 MB Graphic card, 128 MB Ram, 10 GB Hard Disk, CD ROM, Floppy Drive	1
A.3	Development of prints	Printer	1
A.4	Drafting equipments (if Software not available)	Drawing board, Drafter, Set of Tri-square	1
	Design and development manpower		
A.5	Design engineers	M. Tech./M.E./B.Tech/B.E. In Design/Structures Mech/Automobile Engg.	1
A6.	Diploma holders	Mechanical/Electrical	1
A7	Draftsman		1
A8	Others (specify)		

Capacity to be calculated for ordinary Bus unit using the following relationship Form No. BBB-6(See para 14)Check ListA. Category Bus Body Builder (Chassis built Buses)

Name of Bus Body Builder

.....

Address.....	Date of Assessment	Assessors(1).....(2).....
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Capacity per annum: Upto 240
Type of Bus Body : Aluminium Steel structure

Serial No.	Description	Minimum specification
B	Seat fabrication and assembly	
B1	Total covered area for seat Manufacturing (sq.m)	
B2	Tube/Pipe cutting machine	Bandsaw (Horizontal) 125 kgs. 0.5 HP (approx) or backsaw or hacksaw or Power press of 40 tonne
B.3	Tube bending fixtures	Die for bending
B.4	Drafting equipments (if Software not available)	01/04/12
B.5	Drilling Machine (bench/pillar)	Horizontal saw or circular S
B6.	Sheering Machine	Manual 8*
B7	Sewing machine	Heavy duty Industrial
B8	Welding Transformer	300 Amps
B9	Portable Ginder	6 well, 0.25 HP
B10	Total covered area for Window manufacture (sq.m)	

B.11	Metal cutting machine	Bandsaw : 16* throat, saw width 20 mm or Abrasive cutting machine
B.12	Drilling Machine	Bench/pillar type 1/2
B.13	Grinder	Portable single wheel 3" wheel dia
B.14	Bending Jig Fixture	

Capacity to be calculated for ordinary Bus unit using the following relationship. One Intercity bus = 1.2 ordinary bus, One Deluxe Bus = 1.4 ordinary bus. One Super deluxe bus = 1.5 ordinary bus. Form No. BBB-7 (See Para 14) CHECK LIST C-Category Bus Body Builder (Chassis built Buses)

Name of Bus Body Builder

.....

Address.....	Date of Assessment	Assessors (1)..... (2).....
	Capacity per annum:	Upto 240
	Type of Bus Body :	Aluminium Steel structure

Serial No.	Description	Minimum specification
------------	-------------	-----------------------

C	Plant and Equipments	
C.1	Shearing Machine	Cutting area 1.2 m length * 3.25 mm thick
C.2	Power Press [**] [Bus body builder shall also have a suitable sheet rolling and forming machine. However, the same is not required if the capacity of press is beyond 50	50 tonne (Mechanical/Hydraulic/Manual)

	tonne]	
	Power	
	Press.[*] [No	
	gas cutting is	
	allowed if	
	requirements	
C.3	are beyond 40 tonne (Mechanical/Hydraulic/Manual)	
	the capacity	
	of machine and	
	shall be	
	outsourced, if	
	any]	
C.4	Dies	Depending on sections used in bus bodies
Capacity to be calculated for ordinary Bus unit using the following relationship One Intercity bus = 1.2 ordinary bus, One Deluxe Bus = 1.4 ordinary bus, One Super deluxe bus = 1.5 ordinary bus		
Form No. BBB-8(See para 14)CHECK LISTC1-Category Bus Body Builder (Chassis built Buses)		
Name of Bus Body Builder		
.....		
Address.....	Date of Assessment	Assessors(1).....(2).....
	Capacity per annum:	Upto 240
	Type of Bus Body :	Aluminium Steel structure
Serial No.	Description	Minimum specification
C.11	Shearing Machine	Cutting area 1.2 m length * 3.25 mm thick
C.12	Power Press[**]	50 tonne (Mechanical/Hydraulic/Manual)
	[Bus body builder shall also have a suitable sheet rolling and forming machine. However, the same is not	

C.13	required if the capacity of press is beyond 50 tonne]	
	Power Press.[*] [No gas cutting is allowed if requirements are beyond 40 tonne (Mechanical/Hydraulic/Manual) the capacity of machine and shall be outsourced, if any]	

C.14	Dies	Depending on sections used in bus bodies
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Form No. BBB-9(See para-14)CHECK LISTD-Category Bus Body Builder (Chassis built Buses)

Nameof Bus Body Builder

.....

Address.....	Dateof Assessment	Assessors(1).....(2).....
	Capacityper annum:	Upto240
	Typeof Bus Body :	Aluminium

SerialNo.	Description	Minimumspecification	
D	Inspection facilities		
1.1	Vemier calpers	To measure 0 to 150 m.m, least count 0.01 mm	1
1.2	Micrometres	To measure 0 to 150 m.m, least count 0.01 mm	1
1.3	Thread pitch micrometres	To measure 0 to 25 mm	1
1.4	Hardness testing machine	HRC/Brinnell/Vickers	1
1.5	Hardness testing	Shore 'A'	1

	machine for rubber materials		
1.6	Multi meter	0.30V	1
1.7	Measuring tape	(i) 0.3m(ii) 0.100m	2
1.8	Paint thickness checking facility (after painting bus body)	Thickness gauge 0.401	1

Capacity to be calculated for ordinary Bus unit using the following relationship One Intercity bus = 1.2 ordinary bus, One Deluxe Bus = 1.4 ordinary bus, One Super deluxe bus = 1.5 ordinary bus

Sl.No.	DescriptionPlantand Equipments	Minimumspecifications	Minimumquantity required for production of buses/annum upto 24	Actualquantity available upto 3	Specification upto 4
2	Tool room				
2.1	Grinders (Pillar Bench type)	Wheel capacity (m.m) 56 dia * 20 width	1	1	1
2.2	Drilening machine (Bench Pillar type)	6 m.m	1	1	2
3	Press shop				
3.1	Press Break	50 tonne (Mechanical/Hydraulic Manual)	1	1	
3.2	Power Press	20 tonne (Mechanical/Hydraulic Manual)	1		
3.3	Shearing machine	Cutting area: 3 m length * 3.15 mm thick	1	1	1
4	Fabrication shop				
4.1	Power saw(s)	Horizontal, band width 20mm, 1HP	1	1	1
4.2	Circular saw	Wheel size: 200 mm	1	1	
4.3	Band saw with thing table	16* throat, band width 20 mm	1	1	
4.4	Oxyacetylene gas welding with cutting	1 set of 2 cylinders	2	2	2

	equipments			
4.5	MIG working machines	200amps	1	2
4.6	TIG welding machine	100amps	1	1
	Arc welding equipments	300 to 400 Amps (transformer/rectifier)	1	1
4.8	Bending machine for roof tick bending	Die for bending	1	1
4.9	Bending machine for pillar bending	Die for bending	1	1
4.1	Portable grinding machine	10 mm dia	1	1
4.2	Sheet folding equipments	Die for the press/Folding/Hand press	1	1
4.3	Bluffing machine	8* Buffer, 1/8 HP		
5	Fixtures for all models			
5.1	Side structure Left and right hand side	One adjustable picture or Fixed one for all models	1	1
5.2	Roof	One adjustable fixture or Fixed one for all models	1	1
5.3	Front	One adjustable fixture or Fixed one for all models	1	1
5.4	Rear	One adjustable future or Fixed one for all models	1	1
5.5	Doors	One adjustable fixture or Fixed one for all models	1	1
6	Corrosion prevention system			
6.1	Pretreatment shop	Hot phosphating/Cold phosphating/Galvanising	1	1
	No of tanks for phosphorating system	Size of the tank (uniform size for all tanks)		
6.26.3		7 or 91234567		
6.4	Mechanism heating			

6.2	Specay guns				
6.3	Mechanism of Temperature control				
7	Panelling and Equipping facilities				
7.1	Solid netting guns/tool	Drive size : mm (Pnenmatic/mechanical)	2	2	5
7.2	Pep riveting guns	Pnenmatic Manual	2	2	5
7.3	Hand drilling machines	For all types of bus bodies			
7.4	Size 1	6 mm	2	3	4
7.5	Size 2	12 mm	2	3	4
7.6	Size 3	10 mm	2	3	4
7.7	Panelling sheet stretching equipments	Manual Hydraulic			
8	Painting system				
8.1	Spray painting system		1	1	1
08/02/01	Capacity in litres	1 litres			
08/02/02	Capacity system	Pneumatic/Electric/Electrostatic			
8.3	Containers	According to necessity			
8.4	Sealer system	Manual mechanical			
8.5	Painting cycle time required per vehicle (Hrs)				
8.6	Drying system	Open dying Oven type			
8.7	Oven drying				
8.7.1	Heating arrangement and temp required				
8.7.2	Temperature control mechanism				
8.7.3	Environment control system in booth				
8.7.4	Job feeding mechanism				
9	Shower system for roof leak testing				

9.2	Motor pump for water supply (HP/delivery)	5 HP mono set	1	1	1
9.3	Spacing between nozzles	Depending on window size			
9.4	Shower system length	One bus length with			
9.5	Pipe Size	1- .125*			
9.6	Platform	Hard			
10	Managerial and supervisory				
10.1	Management qualified	Degree/Diploma 10 years experience	2	3	4
10.2	Workmen(production related)		Increment of 50 persons for every 120 additional buses		
10.3	Skilled	ITI trained or minimum 10 yrs. Trade experience			
10.4	Semi-skilled	10th std. or minimum 5yrs			
10.5	Unskilled				
10.6	Inspection staff for :				
10.6.1	Receipt state		1	1	1
10.6.2	In-process stage, final inspection and testing stages		1	1	1
11	Total land area (excluding seat and window manufacturing) in Meters		1000	2000	3000
11.1	Parking of chassis (uncovered area)		200	300	500
11.2	Stores		240	240	400
11.3	Offices		100	150	200
11.4	Wash rooms for employees		30	30	40
11.5	Canteen		---	---	2 sqm per person sqm per person
11.6	Roof leak test		100	100	100
11.7	Structures assembly and Fittings		450	750	100

11.8	Pretreatment shop	50	50	50
11.9	Paint	60	120	200
11.1	Press/Machine shop	140	140	300

Form No. BBB-10(See para 14)CHECK LISTCD-Category Bus Body Builder (Monocoque Buses)

Name of

Bus

Body

Date of Assessment

Asseccors(1).....(2).....

Builder

:

Address

:

Capacity

per annum

upto 240

upto 340

upto 480

Mote than 481

Type of

Bus

Aluminium

Steel structure

Composite

(wood) Bus

Other specify.....

Body

Bodies

Minimum

quantity

required for
production of
buses/annum
upto24

Actual quantity available upto 360

Sr. No.

Description

Minimum specification

1

Abrasive
cutting
machine

350mm

1

1

2

Portable
drilling
machine

10

15

15

3

Spot welding

450 Amps

1

1

4

Drilling
Machine
(Bench)

28 mm

1

1

5

Press

40 tonne

1

1

6

Panelling
sheet
stretching
equipment

Manual/Hydraulic

1

1

7

Fixtures for

	all models			
	Side structure	One adjustable fixture		
7.1	Left and right hand side	or Fixed one for all models	1	1
		One adjustable fixture		
7.2	Rood	or Fixed one for all models	1	1
		One adjustable fixture		
7.3	Front	or Fixed one for all models	1	1
7.4	1	1	1
		One adjustable fixture		
7.5	Doors	or Fixed one for all models	1	1
8	MIG welding machines	200 amps	2	2
9	TIG welding machine	200 amps	1	Only for Aluminium bodies
10	Are welding equipment(s)	(Transformed/rectifier)	300 to 400 Amps	1
11	Others (specify)			