



NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY

APPLICATION FOR DESIGNATION AS VEHICLE EMISSION TESTING CENTRE

APPLICATION FORM

NEMA Reference Number.....

Introduction and instructions

1. This application form should be completed in detail and returned with the Emission Testing Centre's Control Manual or equivalent documents.
2. Additional information may be given on supplementary sheets clearly indicating the paragraphs to which they refer. When the information requested is contained in the Control Manual, it is sufficient to enter a reference to the appropriate Section of the Control Manual.
3. Information provided will be treated in confidence where the applicant has disclosed the information as being Confidential Business Information.

PART A: GENERAL INFORMATION

1. Name and Address of Firm: Postal Address: Telephone No: Email Address: Certificate of Incorporation (<i>Attach CR12/certificate of registration</i>): Tax Compliance Certificate: PIN Certificate: Business Permit: EIA license/Environmental Audit acknowledgement letter (<i>attach</i>): Work place registration by DOSHS: Third Party Insurance (<i>attach evidence</i>):	
2. (a) Proprietor(s) name(s): (b) Name, Position and address of the contact person (if different from that given in 2(a) above):	
3 Physical Location of the Firm: L.R No. (attach a copy of title deed or lease agreement): GPS Coordinates: Size of Land/space / Acreage of land (As is applicable): Road/Street: Town: County:	
4 Name and Address of parent or partner if joint venture: Telephone No: Email Address:	

PART B: WORK AREA OF THE EMISSION TESTING CENTRE

5. Total space (m²) available for parking of vehicles for emissions testing (as applicable).....

6. Provide traffic management plan (as applicable).....;

7. Attach a drawing of the testing booths and images of the site with the designated testing area highlighted (as applicable)

8. Capacity of the VETC applied (Please tick appropriately)

i. Fixed ☐ Mobile ☐

PART C. TECHNICAL INFORMATION

I. EMISSION TESTING EQUIPMENT

10. Type of Emission Testing Equipment available (If the number of equipment is more than 1, provide information in separate sheet using the format provided)

Description	One Gas / Parameter Analyzer	Two Gas/parameters (CO, HC) Analyzer	Four Gas /parameters(CO, HC, CO ₂ , O ₂) Analyzer	Five Gas/parameters (CO, HC, CO ₂ , O ₂ , NO ₂) Analyzer	More than 5 gases/parameters Analyser
Name of Equipment:					
No. of equipment:					
Make/Brand :					
Model:					
Serial No.:					
Year of Manufacture :					
Date of procurement:					
Type approval by recognised agency in country of origin:					
Resolution:					
Range of measurement:					
Web Enabled:					

11. Details of Emission Testing Equipment (Technical Specification of Equipment) Attach brochure and technical specification document for the Equipment

12. Details of Emission Testing Equipment (Technical Specification of Equipment). Attach brochure for the Equipment with technical specifications

13. Emission testing equipment located at: Open Area. ☐ Inside a room. ☐ Under a shed ☐

14. Is the testing site well ventilated to guarantee safety of the Operator of the testing equipment?:
Yes ☐ No ☐ (If not, what is the cautionary measure?)

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15. Test Procedures

Applicant / joint venture Provide details of the test procedures for vehicles as guided by KS EAS 1047:

- i) Tail Pipe Measurement
- ii) On Board Diagnostics (OBD –II) /Screening

16. Quality Control

Applicants /joint ventures will be required to;

- i. Attach calibration procedure
- ii. Attach calibration certificate
- iii. Demonstrate compliance to ISO 17025

PART C: INFRASTRUCTURE FACILITIES

17. Other infrastructural facilities available for emission testing

a) Computer/laptop	Yes ☐	No ☐
b) Software for data transfer	Yes ☐	No ☐
c) Web camera	Yes ☐	No ☐
d) Test data storage & Transfer facility	Yes ☐	No ☐

18. Quality Management Systems

Demonstrate compliance with ISO 17025 requirements on Quality Management System and any other internationally recognized best practices with emphasis on;

- i) Quality documentation & documentation control
- ii) Review of the Quality Management System
- iii) Work Instructions
- iv) Corrective actions
- v) Personnel
- vi) Facilities and Control of testing and measuring equipment

- vii) Documented procedure for engagement with NEMA & other
- viii) Procedures for submitting statistical returns to NEMA & other relevant national authorities documented
- ix) Handling of technical records/reports
- x) Procedure for managing customer complaints

PART D: PERSONNEL FOR VEHICLE EMISSIONS TESTING CENTRE

19. Testing Centres should demonstrate the following;

- i. That they have at least 2 competent emissions assessors:
- ii. Provide name & professional qualification of the emissions assessors (Attach testimonials as per the Guideline on Designation of Vehicular Emission Testing Centres)
- iii. That the operators have undergone any training by the equipment supplier Yes ☐ No.. ☐
(If yes, attach copies of the certificates)

20. Is the Vehicle Emission Testing Centre prepared to provide expert witness to appear in a Court of Law to substantiate test reports if required? Yes ☐ No ☐

PART E: OTHER INFORMATION

The statements made in this application form are true and correct to the best of my knowledge and belief

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(Full Signature of the Applicant)

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Date

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Company Seal

Part F: For Official Use

Approved <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/>	Not approved <input style="width: 40px; height: 20px; border: 1px solid green;" type="checkbox"/>
Comments.....	
Officer's Name..... Designation..... Signature.....	
Date.....	