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KENYA
ACCREDITATION
SERVICE

ACC-CD-52-01

Criteria for Accreditation of Inspection of Passenger Vehicle Body Construction

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1 Background Information

1.1 Purpose

The purpose of this document is to provide guidance during inspections of passenger vehicle body construction. Inspections are to determine the conditions of motor vehicles for conformance to standards or other normative documents or legal and/or general requirements. It is intended to give effect to the Kenya Standard 372, section 2 (a) of the National Transport and Safety Authority Act, 2012, and as a basis for accreditation. These criteria should be read in conjunction with **ISO/IEC 17020**, the Kenya Standard **KS 372** - Passenger vehicle body construction — Specification. Supplementary information for specific areas of inspection may be published as other criteria.

1.2 Scope

The scope of this document covers the requirements for inspection bodies inspecting passenger vehicles' body construction in accordance with ISO/IEC 17020 and KS 372 requirements.

1.3 Role(s) and Responsibility

Role	Responsibility
Manager Inspection	Process owner
Principal Accreditation Officer Inspection	Reviewer
CMCIV	Recommender
CEO	Approval
All KENAS	Compliance

2 Terms and Definitions

For the purpose of this criteria document, the following terms and definitions shall apply in addition to those given in ISO/IEC 17000 and the Kenya Accreditation Service Act Cap 496 A.

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
CMCIV	Chief Manager Certification, Inspection and Verification
KEBS	Kenya Bureau of Standards
KENAS	Kenya Accreditation Service
MI	Manager Inspection

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SCBO	Senior Accreditation Officer, Inspection

2.2 Definition of Terms

2.2.1 Accreditation

A third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.

2.2.2 Inspection

Examination of a product, process, service, or installation or their design and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements.

2.2.3 Vehicle

A bus designed and equipped for the transport of seated or standing passengers

2.2.4 Passenger Body

The steel structural frame mounted on a vehicle chassis forming the primary structure that supports and defines the body shell and shape. It does not include side panels, roof and floor for the passenger carriage.

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3 Criteria

3.1 Measuring Equipment and Calibration

3.1.1 The inspection body shall ensure that it has access to measuring and testing equipment that is appropriate for the inspection to be performed.

3.1.2 Basic tools include but are not limited to micrometer screw gauge, vernier caliper, ultrasonic thickness gauge, and tape measure as applicable.

3.1.3 Verified test reports by the inspector shall come from a laboratory conforming to the requirements of ISO/IEC 17025 as applicable.

3.1.4 Inspectors shall ensure that all equipment, including equipment not under the charge of the inspection body, used during inspection work is calibrated and traceable to the SI unit. Calibration shall be performed by accredited laboratories.

3.1.5 In the absence of the equipment manufacturers' recommended calibration interval for the list of equipment specified in clauses 5.1 and 5.2 of the KS 372 document, the frequencies listed in clause 5.2 should be adhered to.

3.2 Testing

3.2.1 Analytical testing is a laboratory activity and therefore does not come within the scope of ISO/IEC 17020. Examples of analytical testing are chemical and metallurgical analysis.

3.2.2 Where analytical testing is required to support the evaluation, the inspection body shall ensure that the testing is performed by an accredited laboratory.

3.2.3 With the exception of a non-Type A inspection body, where an organization provides analytical testing and inspection for the same project, the organization shall ensure that there is sufficient independence between the two activities (e.g. inspection activities and testing activities should not be headed by the same person).

3.2.4 Functional testing, as defined in KS 372, forms a normal part of the activities of an inspection body and is therefore within the scope of ISO/IEC 17020.

3.3 Inspection Personnel (Staff)

3.3.1 The inspection body shall ensure that the PSC schemes of service for engineers and engineering technologists and technicians, and the Kenya National Qualification Framework is adhered to ensure clear separation of roles as indicated below:

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Craftsmen and Artisans	Certificate	Routine work of certain parameters e.g. welding, drilling etc. in accordance with KS 372
Technologist and Technicians	Diploma and Higher Diploma	Supervised inspection
Engineer	Degree + EBK Registration.	Approval/ certification

3.3.2 Inspection bodies shall ensure that their inspectors are medically fit in accordance with applicable regulations on occupational health and safety. Inspectors shall be suitably qualified and have sufficient relevant experience in their scope of inspection. Inspectors must have an appropriate number of years of experience related to the category of their scope of inspection.

3.3.3 Inspectors should undergo a minimum of 24 hours of continuing relevant training each year, which should be based on individual assessment of need.

3.3.4 For an inspector to be nominated as an authorized signatory, he or she must be in the Senior Inspector category, whereby the qualification criteria are stipulated in clause 3.4 of this document.

3.4 Qualification Categories for Inspectors

3.4.1 The inspection body shall document a competence management process for the personnel involved in the inspection activities

3.4.2 Inspectors must be familiar with the relevant inspection standards or codes used in inspection activities.

3.4.3 As a minimum, the inspector shall be a Diploma Holder in Mechanical and any other related technical field.

3.4.4 The inspection body shall have personnel at the supervisory level registered by the Engineers Board of Kenya with at least 3 years of relevant experience in vehicle body construction. The person with the supervisory role shall be a registered engineer with the Engineers Board of Kenya.

3.4.5 3.4.5 The inspection body shall ensure that any designs for bus body constructions are approved by Professional Engineer registered with the Engineers Board of Kenya.

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3.5 Inspection Methods and Procedures

3.5.1 The inspection body shall document in detail the procedures and instructions to be used in the application of the appropriate regulations, codes of practice, standards, specifications, guidance documents, and customer requirements.

3.5.2 Where risk assessment techniques are used to establish the nature and frequency of inspections, the inspection body shall document the techniques used, including a demonstrable justification for using these techniques.

3.5.3 Codes, Standards, and other technical literature applicable to the design, construction, operation, inspection, and repair of motor vehicles and their components within the accredited scope shall be maintained up to date and be readily available and accessible to the staff.

3.6 Handling of items and components

3.6.1 Items to be tested/inspected shall be identified such that traceability is maintained throughout the examination process. Identification shall be such that the areas specifically examined can be precisely identified against test/inspection results.

3.6.2 Methods for the identification and location of reportable defects and, where appropriate, for the segregation of defective components should be clearly defined and understood. The status of the test item (e.g. accepted, rejected, tested, not tested) shall always be clearly indicated.

3.7 On-site Assessment

3.7.1 During the initial assessment, the implementation of policies and procedures is assessed at the office(s) of the Inspection body.

3.7.2 The on-site assessment shall be conducted at the head office and any other locations based on a risk evaluation.

3.7.3 The initial on-site assessment comprises two mandatory components to determine if the inspection body should be granted accreditation:

a) Assessment of the applicant's implementation of its management system in an office assessment.
b) Assessment of the applicant's inspectors – witnessed assessment

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3.7.4 During the office assessment, the team shall sample the files of clients and personnel representative of the scope for which accreditation is sought.

3.7.5 In case the IB has any engagement with a consultancy body, KENAS shall verify records of this consultancy body to confirm the effectiveness of measures taken to mitigate any identified risks to impartiality.

3.8 Witnessing inspections for initial / reassessment

3.8.1 At least two weeks before witnessing inspections, the KENAS team shall be provided with the following information:

a) Documented information (e.g. Quality Manual and key procedures) of the organization to be inspected by the IB
b) Duly filled in application form
c) Competence profile of the inspectors to be witnessed
d) IB Inspection Plan.
e) Previous inspection records required actions and responses from the previous inspection activity.
f) A copy of the Inspection report or certificate, as applicable.

3.8.2 Selection of witness inspections

3.8.2.1 When deciding how many and which inspections are to be witnessed, a balanced selection, based on the scopes applied, will be made covering the scopes to be accredited. KENAS shall take into consideration, as applicable, the following:

a) the Inspection Bodies' overall performance.
b) factors such as process complexity or legislation, etc., which influence the ability of the certification body to demonstrate its ability to meet the intended outcomes of the Management System.
c) feedback from interested parties, including complaints about the inspection bodies.
d) the results of the Inspection Body's internal audits.
e) scheme owner requirements,
f) changes in Inspection Bodies' work patterns – growth of work within a specific regions or technical areas.
g) previous or other office or witnessing assessment results, etc.
h) complaints, customer surveys.
i) interested parties and regulators' requests.

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3.8.2.2 In addition to the office assessment activities, the following witness selection rules apply for the granting of accreditation and extension of scope of accreditation of Passenger Bus body construction activities to guarantee the appropriate coverage of the applicant's scope:

3.8.2.3 In the initial accreditation cycle (meaning from first surveillance to the first reassessment), KENAS shall perform at least one witnessing activity in each accredited scope. This programme will continue until the IB demonstrates sufficient experience and performance for an enhanced programme. When this happens, KENAS shall perform at least one witnessing activity in each accredited scope, during two successive accreditation cycles. This shall be complemented by other assessment activities to ensure that each scope is assessed during each accreditation cycle.

3.8.2.4 The first and last witnessed inspections shall normally not be more than 6 months apart.

3.9 Maintenance of accreditation

3.9.1 The implementation of the accredited Passenger Vehicle Body Construction inspection scope shall be verified during surveillance assessment by KENAS.

3.9.2 The files reviewed during the maintenance of accreditation in a four-year period (accreditation cycle) shall cover all the scopes mentioned for which the IB is accredited.

3.9.3 The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation for each scope (approximately one-fifth of the square root of the number of certificates, with a maximum of fifteen (15) files).

3.9.4 For each four (4) year period, the number of witnessed inspections shall be determined based on the following factors:

a) for each scope of categories included in the accredited scope of the inspection body; or
b) 1 per √ (number of inspectors qualified for Passenger Vehicle Body Construction inspection activities).

(Whichever gives the higher number, with a maximum of 10)

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3.9.5 When the second factor gives a higher number of witnessed inspections, these shall also be spread over all scopes. This formula ensures that both greater diversity in technical areas and a larger number of inspectors will increase the number of witnessed inspections.

3.10 Appeals Handling

3.10.1 An accredited inspection body that is aggrieved by a decision of KENAS may, by writing to the Chief Executive Officer and upon payment of the prescribed fees, appeal against the decision within twenty-one days of being notified of the decision.

3.10.2 A notice of appeal under this section shall set out the grounds of the appeal

3.10.3 The Chief Executive Officer shall, within seven days of receipt of the notice under sub-section (2), forward the notice to the Accreditation Appeals Tribunal.

3.10.4 The Accreditation Appeals Tribunal shall consider the notice of appeal and the response of the Service before making an award.

3.10.5 An award of the Accreditation Appeals Tribunal may —

a) Confirm the decision of the service.
b) Vary the decision of the Service.
c) Direct the Service to carry out a fresh evaluation of the application or undertake a fresh assessment of the conformity assessment body; or
d) Issue other orders it may consider necessary, including an order as to costs.

3.11 Scope extension

3.11.1 The assessment by KENAS in case of an application for an additional scope category consists of one or more of the following assessment methods:

a) A review of documents and records.

b) A visit to the office of IB, to verify documents and records, and to interview relevant staff.

c) A witnessed inspection

3.11.2 At least the defined requirements for competence in that category, records of the qualification process of inspectors for that category, and a complete inspection dossier in that category will be verified in a scope extension assessment.

3.11.3 Extension assessments: a witnessed inspection shall ordinarily be performed in each critical code for the applied scope.

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3.12 General remarks on witnessing

3.12.1 Besides the above-mentioned considerations for selection of inspections to be witnessed, KENAS will consider the following:

3.12.1.1 KENAS will ordinarily not witness the same inspectors who have been witnessed in the same scheme before.

3.12.1.2 KENAS will ordinarily not witness an inspection at the same organization repeatedly.

3.12.1.3 To be able to select the inspections to be witnessed, IB shall, at the request of KENAS, provide a plan for the inspections to be conducted in a certain period.

3.12.1.4 The information on these inspections shall include as a minimum:

a) name and address of client.
b) Passenger Vehicle Body Construction activities or methods
c) scope of inspection.
d) name(s) of inspectors(s) and expert(s).
e) date(s) of the inspection.

3.13 Quality Management System:

3.13.1 The quality system shall describe the general and specific arrangements for the conduct of all accredited activities relating to Passenger Vehicle Body Construction:

3.13.2 The arrangements for managing Passenger Vehicle Body Construction include the organizational interface and controls between the permanent facilities and remote or site locations.

3.13.3 The control and authorization of Passenger Vehicle Body Construction specific procedures and techniques.

3.13.4 The need to ensure that inspection procedures and techniques are available at the point of inspection, whether in the laboratory or on site.

3.13.5 The need for inspection and review to include remote locations and interface controls.

3.14 Accreditation Standards

KENAS shall ensure a standardized, high level of quality and integrity in the Passenger Vehicle Body Construction inspection system. An IB shall satisfy the following normative documents for the Passenger Vehicle Body Construction scope of accreditation

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3.15 Review of Criteria Document

This document shall be revised/amended after every four (4) years.

4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO/IEC 17020	Conformity assessment - Requirements for the operation of various types of bodies performing inspection
2.	EA 5/02	guidance on the application of EN 45004 (ISO/IEC 17020) for motor vehicle inspection)
3.	ILAC P15	Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies
4.	KS 372	Road vehicles-Passenger vehicle body construction-Specification.

5 Revision/ Amendment Records

Date	Ver	Revised By	Reason for Revision
29/06/2026	01	SDE	Newly document

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