Annexure A

Administrative Process - Homologation of Models of Motor Vehicles of Category N2/N3.

1. The Applicant shall formally submit a request for homologation, for each model of motor vehicle intended to be manufactured or imported, in writing, to the Regulatory Authority providing information of his/her intention to homologate that model of motor vehicle. This shall be at least 60 days prior to the homologation date requested.
2. The Regulatory Authority shall forward to the Applicant the relevant homologation application documents, for each model as requested in 1 above. The Applicant shall complete the application and forward it to the Regulatory Authority. The application documents shall stipulate the information to be submitted to the Regulatory Authority, and these shall accompany the submitted application. The appropriate fee, as determined from time to time by Notice in the Government Gazette, for the homologation, shall be paid to the Regulatory Authority.
3. Upon receipt of the completed application documents, including the evidence of compliance, the Regulatory Authority shall review the documents for correctness, completeness, and authentic proof of compliance. Incorrect documentation, or insufficient documentation, will be reported to the applicant, for his/her correction.
4. Once the application documentation is correct, the Regulatory Authority shall formally confirm the date and place to the Applicant for the sample vehicle to be inspected as part of the homologation process.
5. At the homologation inspection, the Regulatory Authority shall inspect the sample vehicle and verify it against all mandatory requirements and the submitted evidence of conformity in the application documents, to these requirements.
6. Any non-compliances identified in 5 above, shall be resolved by the Applicant, to the satisfaction of the Regulatory Authority.
7. Once the homologation process establishes that the vehicle model complies with all the relevant mandatory requirements, the Regulatory Authority shall issue a formal Letter of Compliance (Homologation Approval Letter), to the applicant.
8. The original application documents, and copies of supporting evidence of compliance documents, as necessary, shall be taken, and maintained as Homologation Records, by the Regulatory Authority.

Source of evidence

The source of evidence of compliance to any of the requirements of this compulsory specification will only be recognized by the Regulatory Authority from the following:

1) A laboratory that is part of an international or regional mutual acceptance scheme, or
2) A laboratory that is accredited to ISO/IEC 17025 by SANAS or an ILAC affiliated accreditation body, or
3) The laboratory has been successfully assessed against the requirements of ISO/IEC 17025 to the satisfaction of the Regulatory Authority.