

Guideline

for applications for the issue of
type-approvals for two or
three-wheeled motor vehicles
in accordance with the Directive
2002/24/EC

(LEG 2002/24/EC)

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1 Introduction

This guideline serves to clarify questions related to the issue of type-approvals for vehicles in accordance with Directive 2002/24/EC.

It should help the applicant and technical services compile the application documents in a co-ordinated fashion, thus enabling a smooth issue of the type-approval.

1.1 Legal bases

The legal bases for this guideline are:

- the latest respective version of the basic directive 2002/24/EC "Type-approval of two or three-wheeled motor vehicles"
- the respective applicable separate directives in the EC.

1.2 Scope of application and references to further instruction leaflets

The guideline applies for type-approvals for all types of vehicle covered by the scope of Directive 2002/24/EC.

System approvals may be quoted and/or test reports included as proof of compliance with the regulations of separate directives.

As regards

- the exemption procedure in accordance with article 16, paragraph 3 of this directive, article 8, paragraph 2 letter c of the directive 70/156/EEC is applicable.

As regards

- the procedure to issue exemptions, reference is made to the instruction leaflet "New technologies or features" in accordance with article 8, paragraph 2 letter c (MMT)
- the procedure for job lots (article 15, paragraph 3) and discontinued series (article 16, paragraphs 1 and 2), reference is made to the "Guideline for job lots (LKS)" for directive 2002/24/EC in conjunction with § 20 StVZO (German Motor Vehicle Licensing Regulations) and the leaflet "Discontinued series (MAS)" for directive 2002/24/EC
- the initial assessment of the manufacturer, reference is made to the instruction leaflet for the initial assessment (MAB).

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2 Approval authority

The approval authority in the Federal Republic of Germany in the intendment of the aforementioned guideline is the

**Kraftfahrt-Bundesamt
24932 Flensburg**

Queries should be addressed to:

Telephone: +49 (4 61) 3 16-0
Facsimile: +49 (4 61) 3 16-28 01
E-Mail: kba@kba.de

3 Technical services

The tests and vehicle inspections that are necessary to issue the type-approval must be performed by technical services that are approved by the Federal Motor Transport Authority (KBA). The applicant is free to choose their own technical services.

A list of approved technical services can be found on the homepage of the KBA (www.kba.de).

Queries on the approval of technical services should be addressed to:

Kraftfahrt-Bundesamt
Außenstelle Dresden
Bernhardstraße 62
01187 Dresden
Telephone: +49 (3 51) 4 73 85 0
Facsimile: +49 (3 51) 47 11 15
E-Mail: asd@kba.de

4 Vehicle type approvals in accordance with article 3

4.1 Preconditions for an application

According to article 3, the application for the issue of a type-approval must be made by the manufacturer. A precondition for the application authorisation is approval of the applicant as the manufacturer.

According to article 2, no. 10 of the directive 2002/24/EC, the "manufactuer" means the person or body responsible to the approval authority for all aspects of the type-approval process and for ensuring conformity of production.

The applicant this has to prove that they are responsible for the type-approval process and for ensuring conformity of production with the type-approval. According to article 4, paragraph 2 and Annex VI, the approval authority must perform an initial assessment of the manufacturer's quality control measures before issuing the first type-approval to ensure an effective control of compliance with these requirements.

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Information on the procedure for the separate methods and a list of documents to be submitted can be found in the instruction leaflet for the initial assessment (MAB), available from the KBA.

Manufacturers who have already been issued with type-approvals for these types of vehicles from the KBA are regarded as having passed the initial assessment.

4.2 The application

The application for the issue of a type approval should only be submitted when the prerequisites for the application as listed in no. 4.1 of the guideline have been met.

A separate application of the issue of a type-approval must be submitted to the KBA for each type of vehicle.

The application must contain:

- The type of approval applied for with brief description of the directive and any respective amendments as well as the type of vehicle,
Example:
"Application for the issue of a type-approval in accordance with the directive 2002/24/EC (as amended by ???/???/EC) for a three-wheeled motor vehicle of Class L5e".
- Type of vehicle in accordance with the information in number 0.2 of the information document.
- A declaration that no type-approval has been either issued or applied for in another member state of the EU (article 3, 2002/24/EC) (this declaration is not required in the case of an application for an amendment or extension).
- The existing approval number in the case of an amendment or extension of the type-approval.
- Date and original signature.

All documents listed in section 4.3 must also be submitted together with the application.

4.3 Annexes to the application

The following documents have to be submitted together with the application:

- Information documents (see no. 4.3.1 of the guideline),
- Sample signature for the certificate of conformity (see no. 4.3.2 of the guideline),
- Sample of the certificate of conformity according to article 7, paragraph 1 of the directive 2002/24/EC (see no. 4.3.3 of the guideline),

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- test report on the inspection and testing of the vehicles (see no. 6 of the guideline),
- list of test results according to annex VII of the directive 2002/24/EC (wherever possible) (see no.- 8 of the guideline),
- other annexes (seen no. 4.3.5 of the guideline),
- possibly approval sheets (with annexes) for the separate directives (see 4.3.4 of the guideline).

4.3.1 Information documents

The information documents normally comprise

- the fully completed information sheet according to annex II, part 1 of the directive 2002/24/EC with list of corresponding annexes,
- possibly a list of approval numbers of the approvals used according to separate directives in accordance with annex II, part 2 of the directive 2002/24/EC,
- the documents named in the list of annexes for the information document.

Details on drafting these documents can be found under numbers 4.3.1.1 and 4.3.1.2.

4.3.1.1 Information document

Notes on identification

The information document must be identified as described in the following to ensure a clear assignment of the information documents to a type-approval and in particular for later extensions or supplements.

Page 1 of the information document must contain the following data:

- Company name and/or factory/trade name
- Description of the document with the number assigned to the applicant, e.g. "Information document no. ????*00 according to annex II, part i of the directive 2002/24/EC as amended by ???/???/EC"
- Date of issue (basic version) and the latest revision number in the case of amendments
- Page number
- Page sequence (if pages have been inserted or removed following amendments).

The **remaining pages** must contain the following data:

- Number of the information document
- Page number
- Date of issue (only current version needed)

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Notes on completing the information document:

Data must be provided for all requisite breakdown points.
Please enter "none", "not applicable", "not tested", etc. for items that are not applicable.
Sections that do not apply for a particular type of vehicle can be omitted completely.
(For vehicles with an electric drive no entries need be made in item 3.2 ff.)

This also applies if reference is made to type-approvals for systems or independent technical units in specific circumstances. (See also footnote a to annex II, part 1 of the directive 2002/24/EC.)

4.3.1.2 List of approval numbers according to separate directives

The list of approval numbers (annex II, part 2 of the directive 2002/24/EC) for the applicable system approvals (approvals according to separate directives) is to be shown in a separate section. It should contain the following information to enable a clear classification:

Page 1 of the list:

- Company name,
- Name of the document,
"List according to annex II, part 2 of directive 2002/24/EC as amended by
???/???/EC"
- Number of the information document,
- Page number, if more than 1 page,
- Date of issue and the current revision date for extracts of amendments.

The **remaining pages**:

- Number of the information document,
- Page number,
- Date of issue and the current revision date for extracts of amendments.

4.3.2 Sample signature

The sample signature (annex II of the directive 2002/24/EC) should be provided on a sheet of paper with company imprint and must contain the following:

- Complete address of the manufacturer,
- First name(s) and surname(s) of the authorised signatory,
- Sample signature(s),
- Position(s)
- Date.

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Only one original sample signature is needed by the KBA. Copies can then be enclosed with the documents for further applications.

4.3.3 Sample of the certificate of conformity

The sample is used to inform the member states what the respective manufacturers' certificate of conformity looks like when the type-approvals are sent out and how they are protected against forgery. The enclosed sample should provide this information. It can be completed by way of example for one version.

4.3.4 Approval sheet for separate directives

The complete approvals for the applicable separate directives are to be enclosed in order to check the application documents and to ensure that the approval authority can provide further information. If these have been issued by the KBA they need not be enclosed. The corresponding approvals can be submitted in a paper or electronic form.

4.3.5 Other annexes to the application

- Test report from the technical services on the test of the type with the applicable provisions of the directive,
- Test reports for the separate directives if no system or component approvals have been submitted,
- Instead of complete test reports it is possible to deliver reduced reports to the single directives, particularly in simple cases in context with the above-mentioned test reports of the technical services.
In conjunction with the above-mentioned test reports the reduced reports shall include the relevant information for granting the type-approval of a vehicle system. The reduced reports shall be listed in a particular table according to Annex II, Part 2 of directive 2002/24/EC. This table must show the allocation of the variants/versions and test report to the reduced reports. The model of the list is shown in Annex 2 of the guideline.
- Wherever possible, lists of test results according to annex VII of the directive 2002/24/EC.

5 Number and nature of the application documents

5.1 Number of application documents to be submitted

- | | |
|---|------------|
| – Application | 1 copy |
| – Information document with annexes | triplicate |
| – Sample signature | triplicate |
| – Sample of certificate of conformity | triplicate |
| – Approval sheets for separate directives | 1 copy |
| – Test reports with annexes | triplicate |
| – Test reports according to annex VII of the directive 2002/24/EC | 1 copy |

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5.2 Nature and language of the application documents:

The application and all copies of the test reports are to be submitted in original or an original copy.

They must be in an A4 format. If, for example, drawings have a different format they must be copied to A4 size.

The provisions of no. 4.3.2 of the guideline apply for the sample signature. The official language in the Federal Republic of Germany is German. Documents in English will, however, also be accepted.

6 Vehicle testing

Compliance of the actual conditions with the applicable system approvals, test reports and component approvals must be determined by practical tests on a suitable number of vehicles before the vehicle type-approval can be issued. These practical tests are not generally carried out by the KVBA itself. They are normally carried out by technical services that have been approved by the KBA for this purpose.

The tests for the separate directives in the context of a vehicle type-approvals, in other words of circumstances for which no type-approvals for systems or components are available, can be carried out by several technical services in the context of their approval. The **conformity and assembly tests**, however, should be carried out by one authority or person.

The test report of the technical services should reflect the tests described in annex I of the directive 2002/24/EC. In conjunction with the system approvals that are submitted, the information contained therein must be checked against the actual circumstances of the vehicles. Moreover, it must be determined whether these system approvals are the latest versions. If test reports are used instead of system approvals, these are to be included accordingly in the tests and the documentation. The sample of a test report can be found as annex 1 to the guideline.

7 List of contents for the information documents

This list of contents is drafted by the KBA. It is the link between the type approval sheet and the information documents. It is used in every case – and in particular in the case of supplements and extensions – to document an unambiguous classification of the scope of the approval.

The list of contents should clearly define the content of the information documents so that individual pages can always be found without confusion.

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Example of a list of contents (basic approval)**KBA header sheet****Annex 1**

to EC type-approval certificate no.: e1*2002/24*0001*00

List of contents for the information documents

Date of issue: 10.06.2002

1.	Incidental provisions and legal remedy		
2.	Information document no.	2002/24/123	Date 12.05.2002
3.	Test report(s) no.	1234-5678 1234-5679	12.04.2002 13.04.2002
4.	Test results	Page 1 – 3	12.04.2002
5.	Sample signature	No. of sheets 1	15.04.2002
6.	Sample of certificate of conformity	No. of sheets 1	15.04.2002

8 List of test results

The list of test results (annex VII of the directive 2002/24/EC) as an annex to the type-approval certificate must be drafted by the approval authority. The individual data can be found in the type-approvals according to the separate directives and/or the corresponding test reports.

Its drafting entails a lot of writing and checking on account of the large amount of data and its classification. The KBA thus recommends that the test results are provided in accordance with annex VII together with the application documents. To enable these lists to be included directly as an annex to the EC type-approval certificate – i.e. without being transcribed by the KBA – you should

- use neutral sheets and
- leave a 30 mm margin in the header area of the sheets.

The KBA header can then be inserted directly into these documents.

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9 Amendment to the approval

If amendments are to be made to an approved type (article 9 of the directive 2002/24/EC), supplements can always be issued to the existing type approvals if the type classification criteria (article 2, paragraph 1 of directive 2002/24/EC) are not affected by this. Irrespective of the consequences of a supplement to the approval documents (see no. 9.1 to 9.4 of the guideline), it is always a supplement from the point of view of fees.

The manufacturer submits the amended pages of the information document for a supplement in which the **type of change** and the **date** of the new version are noted. The type of change cannot always be shown clearly at the place of the change. It has thus proven practical to compile the changes in a **list of changes**.

In the case of simple changes to the information document, so-called extensions can be approved on request that only have a list of contents corrected by the KBA with the amended information document, without incrementing the amendment status. In such cases it is very important that the information documents be identified in accordance with the instructions in no. 4.3.1.1 of the guideline.

The list of contents for the information documents is brought up to date by the KBA so that all applicable pages of the information documents can be located without any confusion (see no. 8.3 of the guideline).

Changes to the approved type that call for new vehicle inspections and new information in the approval certificate as well as revisions of applicable separate directives in conjunction with the date of invalidity always lead to the drafting of a revised approval certificate with a new revision number. Details can be found in article 5, paragraph 4 of the directive 70/156/EEC.

9.1 Consequences for the information document

- The changed pages with marked amendments and new date of issue must be drafted so that they replace the invalid pages in the breakdown without any gaps.
- Additional pages must be numbered so that they can be inserted in the former page numbering. The page sequence should be brought up to date.
- Any pages that are omitted completely do not have to entail a renumbering of the following pages that are still applicable. It suffices that the invalid page numbers be deleted from the list of the page sequence.
- The nature of the amendments and/or extensions must be obvious. If this is not the case, the type of change and/or extension must be noted separately on the corresponding pages.
- Every new issue date for a page of the information documents with annexes changes its version. The valid version date of each approval status must be shown in the list of contents for the information documents with annexes.

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- A complete information document with corresponding details of the changes can also be submitted for every amendment.

9.2 Consequences for the test report

New tests are not integrated in the previous test reports. A supplemental report is drafted. If things become too confusing (this is determined by the KBA) a new test report has to be submitted that summarises all the information.

9.3 Consequences for the list of contents of the information documents

Any change to the information documents must be documented in the list of contents and thus leads to a new version of the list of contents to be drafted by the KBA.

Example:

A change on page 3 of the information documents should be documented as follows:

- Mark the amended page 3 of the information documents with the new date of issue and mark the change.
- Enter the new version date on page 1 of the information documents or possibly replace the previous version date with the new one.
- Correct the list of contents for the information documents.

The following example shows the list of contents to be drafted by the KBA according to no. 6 of the guideline, in which the amendments to the information documents with annexes and the test reports as well as the extension of the approval certificate are documented.

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KBA header sheet**Annex 1**

To EC type-approval certificate no: e1*2002/24*0001*01

List of contents for the information documents

Date of issue: 10.06.2002 last revised 12.06.2002

1. Incidental provisions and legal remedy		
2. Information document no.		Date
	2002/24/123	02.05.2002
last date of revision		14.05.2002
3. Test report(s) no.	1234-5678	12.04.2002
	1234-5679	13.04.2002
	1234-5679	20.04.2002
4. Test results	Page	
	1	12.04.2002
	1	20.04.2002
	1	21.04.2002
5. Sample signature	No. of sheets	
	1	15.04.2002
6. Sample of certificate of conformity	No. of sheets	
	1	15.04.2002
7. List of changes		20.04.2002

9.4 Consequences for the approval certificate

Changes to vehicle type-approvals are documented depending on their type either by a revised approval certificate with new extension number or only by the updated list of contents for the information documents without an extension number.

The approval owner can however apply for an incrementation of the update status in the type-approval even for an extension that only shows a corrected information document with changed list of annexes.

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Sample of a test report

for the conformity and assembly test with integrated test reports

Technical Service:	Manufacturer: Vehicle type	Test report no.	Page 1 of x
--------------------	-------------------------------	-----------------	----------------

TEST REPORT

No.

According to the Directive of the European Community
on the
type-approval for two or three-wheeled motor vehicles
2002/24/EC
including all amendments up to
???/???/EC
previous approvals issued

0. previous approvals issued

- 0.1 Manufacturer's brand :
- 0.2 Type :
- 0.3 Class of vehicle :
- 0.4 Name and address of manufacturer :
- 0.5 Information document :
- Number
- Date of issue
- Last revision date :

1. Test vehicle(s)

- 1.1 Description
- 1.2 Comments

2. Test report

2.1 Test facilities

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2.2 Test results

Validity test of the system approvals to which reference is made, component approvals and test reports for the separate directives.

"The test reports and component approvals to which reference is made in the list according to annex II, part 2 of the directive 2002/24/EC **refer / partly do not refer to** the respective applicable requirements of the separate directives."

All applicable separate directives have been taken into account.

2.3 Check of compliance with the sections listed in the annex

"The vehicle features and data in the aforementioned information document comply with the details of the approval documents an the vehicles listed

partly / not at all."

2.4 Check of compliance of the vehicles with the system approvals, test reports and component approvals to which reference is made

Test vehicle variant/version	System approval Test report Component approval	Compliance Requirements met?	Comments
?	?	yes/no	?

2.5 General data

Place of testing:
Date of testing:

2.6 Comments

3. Annexes

List annexes to the test report

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Annex 1

Page 3 of 3

4. Final certification

The information documents listed under no. 0.5 and the type described therein – c o m p l y – with the aforementioned test specification

This test report comprises pages 1 top n.

The test report may only be copied and forwarded by the customer and only in its entirety. Copying and publication of the test report in parts requires the prior written approval of the test laboratory.

TESTLABORATORY

accredited by the accreditation office of the Federal Motor Transport Authority

Place:

Date:

Signature:

(Name and function in capitals)

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Annex 2

Sample of the list of test reports used

If test reports are submitted as proof of compliance with separate directives it has proven practical to list these in a manner similar to annex II, part 2 of the directive 2002/24/EC. This should be in a separate annex to the test report.

In this list the reduced reports according to 4.3.5 third bullet may be listed as well. One example is shown below:

S a m p l e :

Technical Service:	Manufacturer: Vehicle type:	Test report no.:	Page 1 of x
--------------------	--------------------------------	------------------	----------------

Annex No. :
dated :

List of test reports for separate directives:

Situation	Separate directive	Test report no.	Date	Technical service	Variant/ version
Brake systems	93/14/EC	18 10 501	12.02.03	TÜV Technik	A 36/7 ...
		18 10 501.1	02.06.03		B 36/7 ...
		18 10 502	30.07.03		C 36/7
Speedometer	2000/7/EC	2000-7-123	01.04.03	TÜV Mitte	all
?	?	?	?	?	?
Max. design speed	95/1/EC	4.1	02.02.06	-	all
Handhold	93/32/EC	1.4.1	03.03.06	-	all
Statutory markings	93/34/EC	9.1	04.04.06	-	all

Place:

Date: