

**The 6<sup>th</sup> JCC Meeting**  
**on**  
**Project for Modernization of Vehicle Registration**  
**and Inspection Administration System**

**Minutes of Meeting**

June 27<sup>th</sup>, 2018, Phnom Penh Hotel

**Introduction**

The regular semi-annual meeting of the JICA Project for Modernization of Vehicle Registration and Inspection Administration System was called to order at 9:00am to 1:00pm on 27th June, 2019 in Phnom Penh Hotel, The Crystal Room under the presidency of **H.E Tauch Chankosal**, Secretary of State, Ministry of Public Works and Transport.

**Attendance**

**Ministry of Public Works and Transport**

H.E. Tauch Chankosal	Secretary of State
H.E. Chhoun Voun	General Director of General Department of Transport
Mr. Kong Sophal	Deputy Director General of GDLT
Mr. Suon Vanhong	Deputy Director General of GDLT
Mr. Duy Chan Dara	Deputy Director of GDLT
Mr. So Pisey	Deputy Director General of GDLT
Mr. Sokhom Vireakphal	Deputy Director General of GDLT
Mrs. Men Chansokol	Director of Land Transport Department
Mr. Heang Sotheayuth	Director of IT and PR department
Mr. Chhem Phalla	Director of Department
Mr. Taing Poeu	Deputy Director of Land Transport Department
Mr. Chheng Samnang	Deputy Director of Land Transport Department
Mr. Taing Peou	Deputy Director of Land Transport Department
Mr. Un Vath	Chief of Vehicle Inspection Office
Mr. Tim Udom	Chief of Vehicle Registration Office
Mr. Tim Setha	Deputy Chief of Vehicle Registration Office
Mr. Uy Sovannarith	Deputy Chief Officer
Mr. Leng Vanda	Deputy Chief Officer
Mr. Sok Vannak	Deputy Chief Officer
Mr. Korng Chhoeun	Deputy Chief Officer

**General Department of Taxation, Ministry of Economy and Finance**

Mr. Moeung Sopheakdey	Customs Officer
Ms. Khoeun Saksomoneat	Agency
Mr. Phan Phearith	Agency

**General Department of Customs and Excise, Ministry of Economy and Finance**

Mr. Chhorn Vooun	Director of GDCE
Mr. Por Suon	Deputy Director of GDCE

**General Department of Traffic Safety, Ministry of Interior**

Mrs. Heng Chantheary	Deputy Director for Traffic and Public Order
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Mr. They Visal Chief Road Traffic Office  
Mr. Nak Pisey Director of Administration Office

**General Department of Identification, Ministry of Interior**

Mr. Sok Prang Deputy Director of ID Department  
Mr. Uy Rasy Chief of ID Office  
Mr. Horng Chanda Deputy Chief of ID Office

**MLIT**

Mr. Toji Ryugo MLIT  
Ms. Watanabe Lori MLIT  
Mr. Mori Kotaro MLIT

**Embassy of Japan**

Mr. Atshusi Hirose 2<sup>nd</sup> Secretary

**Japan International Cooperation Agency**

Mr. Tanaka Kotaro Deputy Chief Representative of JICA Cambodia Office  
Mr. Iwase Hideaki Project Formulation Advisor of JICA Cambodia Office  
Mr. Toshimasa Kawasaki JICA Expert  
Mr. Seng Solady Program Officer, JICA Cambodia Office  
Ms. Chim Vanlida JICA Assistant

**JICA/MVRI Project Team**

Mr. Ota Masaya JICA Project Chief Advisor  
Ms. Nakamura Nori JICA Project Coordinator  
Mr. Toshimasa Kawasaki JICA Expert for MPWT  
Mr. Tokiwa Yoshifumi General Manager from NTT DATA  
Ms. Terashima Tomomi Operating Manager NTT DATA  
Mr. Ono Takumi JICA Short Term Expert for IT System from NTT DATA  
Mr. Yu Nakagawa JICA Short Term Expert for Registration from NTT DATA  
Mr. Takagi Akira JICA Short Term Expert for Inspection from Deloit  
Mr. Makoto Sato JICA Short Term Expert for Public Relation from Intem  
Mr. Hirakawa Takaaki JICA Short Term Expert for Monitoring and Evaluation from Intem  
Ms. Oeng Sodavy Project Assistant for JICA/MVRI from NTT DATA  
Ms. Pich Kimthea Project Assistant for JICA/MVRI from NTT DATA

**Minute Takers**

Ms. Pich Kimthea Project Assistant for JICA/MVRI

**Moderator:**

Ms. Men Chansokol Director of Land Transport Department

**Observers**

Ms. Aok Thida Officer from CRDB

**Media Agencies**

Mr. Bun Chan Piseth SEA TV  
Mr. Chhuon Samart SEA TV  
Mr. Nget Ngean PNN TV  
Ms. Mann Kosseima Hang Meas TV  
Mr. Nounnen Sophanith TV8  
Mr. Eng Buchheng DAP News

Mr. Nhem Sophal	Rasmei News
Mr. Hin Pesei	Phnom Penh Post
Mr. Sao Hoeun	TV5
Mr. Lmut Samka	TVK
Mr. Eom Phirak Noryrattanak	RNK
Mr. Keo Pumsen	Thnot News
Ms. Pann Rachana	KhmerTime

## Agenda

1. Opening remarks
  - 1.1 H.E. Tauch Chankosal, Secretary of State
  - 1.2 Mr. Sugano Yuichi, Chief Representative of JICA Cambodia Office
  - 1.3 Mr. Mr. Toji Ryugo, Director of Maintenance Service Division, MLIT
2. Presentations
  - 2.1 Summary of MVRI project progress
  - 2.2 IT System: Presentation on concrete improvement activities and report of progress of activity plan.
  - 2.3 Registration: Presentation on concrete improvement activities and report of progress of activity plan.
  - 2.4 Inspection: Presentation on concrete improvement activities and report of progress of activity plan.
  - 2.5 Public Relation: Presentation on report of PR activities
  - 2.6 Monitoring: Presentation on the Report of actual achievement
  - 2.7 Project Completion Report presentation
  - 2.8 Challenge for the future
  - 2.9 International Cooperation and Cooperation with ASEAN Countries by MLIT
  - 2.10 Vehicle maintenance garage approval system in Japan
3. Q&A Session
4. Closing Remarks

## Points to be approved in the meeting:

1. Approved on each activity and sharing information with related ministries to continue accelerate in the next stage not only IT system, but also vehicle registration and inspection are also particularly important
2. The implementation of capacity building through the staffs training have been smoothly achieved regarding the vehicle registration and inspection
3. Accelerate on the cooperation between MPWT and JICA MVRI to accomplish the improvement of the transport sector
4. Approve on the PR activities results and PR activities plan
5. The component of the project counterpart training in Japan of the year 2019

## 1. Opening Remarks

- 1.1 First opening remarks have stated by chairman of the meeting **H.E Tauch Chankosal**, Secretary of State, MPWT as the following:
  - To extent warmest welcome to **Mr. Sugano Yuichi**, Chief Representative of JICA Cambodia Office, Mr. Toji Ryogo, and Delegation from Ministry of Land, Infrastructure, Transport and Tourism of Japan, and MVRI project members.
  - To impress great please to be a chairman of the 6<sup>th</sup> JCC meeting (Joint Coordination Committee)
  - To mention the importance of safety and environmental consideration in the transport sector is growing nowadays, the increasing trend of vehicle transportation, major impact on traffic such as jam and accidents
  - To realize MPWT is working on solution to improve such problems from various aspects
  - To propose to have the coordination among transport efficiency and transport safety, and consideration of environmental protection.
  - To response to the need of proper management, effective use of vehicle registration information, and implementation of the periodical vehicle inspection



- To restate about the improvement on the vehicle registration and inspection system in cooperation with JICA technical assistance for the “Project for Modernization of Vehicle Registration and Inspection Administration System”
- To carry out project-based improvement activities for three years presented in the “Project Completion Report” that contains the project activities so far and sums up the project achievements
- To see the good result of “Vehicle registration”, “Inspection”, “IT System”, and “PR Activities” to overall goal achievement
- To recognize the importance of continuous improvement activities in vehicle transport sector
- To request the Japan government for the further technical assistance in the near future

1.2 Second opening remarks have stated by **Mr. Sugano Yuichi**, Chief Representative of JICA Cambodia Office as the following:

- To express sincere gratitude to **H.E. Tauch Chankosal** for taking precious time to preside over the 6<sup>th</sup> JCC meeting, and all counterparts and JCC members for participation
- To impress the purpose of JCC6 meeting is to share the project’ s progress and outcomes achieved over the implementation period and to review the draft project completion report
- To remind that MPWT has been actively working on the improvement of vehicle registration and inspection through introducing the effective tools such as online application system for vehicle registration and inspection, mobile inspection, establishing additional inspection centers, and has working with relevant government agencies to set out the regulations related to vehicle ownership transfer, which is now under the process of approval
- To mention about JICA/MVRI project to support more effective vehicle administration in Cambodia through implementation some particular improvement activities such as the training on vehicle registration and inspection both in-country and in Japan for the technical staff of MPWT. The project also established the guideline for vehicle registration and inspection
- To add that the project support IT system and simplifying the application procedure
- To demonstrate that the project has contributed to the promotion and dissemination of vehicle administration activities to Cambodia citizens, the project has achieved great result through PR activities such as enlightenment events involving celebrities and educational video spots via social media.
- To show that through out the project, JICA/MVRI dispatched professional experts to transfer knowledge and technology to the Cambodian counterparts. Thank to out experts, I believe the project is beneficial for Cambodian people in term of sustainable and reliable vehicle registration and inspection
- To close speech by extending appreciation and gratitude to the Ministry of Public Works and Transport and other relevant ministries for the active participation and collaboration for the success of this project. Without such efforts and supports, the belief is the project could not be completed smoothly and successfully.

1.3 Third opening remarks have stated by **Mr. Toji Ryugo**, Director of Maintenance Service Division, MLIT at the following:

- To thank to **H.E. Tauch Chankosal** for precious time contributed to the 6<sup>th</sup> JCC meeting
- To impress cheerfulness for the purpose of JCC6 meeting
- To share appreciation as well as MPWT has been actively working on the improvement of vehicle registration and inspection through introducing the effective tools such as online application system for vehicle registration and inspection, mobile inspection, establishing additional inspection centers, and has working with relevant government agencies to set out the regulations related to vehicle ownership transfer, which is now under the process of approval
- To show how technical operation of MLIT would be connected to JICA/MVRI project to support more effective vehicle administration in Cambodia through implementation some particular improvement activities such as the training on vehicle registration and inspection both in-country and in Japan for the technical staff of MPWT. The project also established the guideline for vehicle registration and inspection
- To indicated that the project has contributed a lot to the Cambodia Vehicle Society remarkably
- To address that the dispatchment of JICA Experts is very important in term of technical support to MPWT



- To close speech by thankfulness for great achievement in all aspect of JICA/MVRI project

## 2. Presentation

### 2.1. Summary of MVRI project progress by H.E. Chhoun Voun, Director General, MPWT

- To brief the activities and the results of the project for the modernization of vehicle registration and inspection administration system for the 6<sup>th</sup> JCC meeting
  1. In 2015 before the project began, the vehicle registration and inspection system have been formulated, but the management system was not well modernized and good enough. Under the wise leadership of Senior minister, Ministry of Public Works and Transport, has reformed and strengthening the public services in relation the transport sector such as the vehicle registration and, inspection, driving license etc. by the modern information technology (Online service).
  2. The Royal Government of Cambodia through the Ministry of Public Works and Transport has requested to the Japanese Government for the technical support, in response to the request, JICA conducted a feasibility study prior to the project in 2015. Based on the result of feasibility study, we found three points need to be improved: 1<sup>st</sup>. the vehicle registration system, 2<sup>nd</sup>. The vehicle inspection system and 3<sup>rd</sup>. the IT system of vehicle registration and inspection.
  3. Based on the project implementation for almost 3 years, the vehicle management such as vehicle registration and inspection have been improved as well as the vehicle information, vehicle ownership vehicle inspection and vehicle awareness. The project has collaborated with the concerning General Department and Department in the Ministry of Public Works and Transport has formulating a number of procedures and policies as follows:
    - ✓ Formulated the procedures for vehicle registration, deletion and ownership transfer
    - ✓ Formulated the procedures and vehicle technical standards
    - ✓ Formulated the guidelines for vehicle registration and inspection
    - ✓ Trained 200 officers on vehicle registration and 188 officers on vehicle inspection
    - ✓ Trained all inspector officers, who is working at 14 inspection centers produced 7 promotional video spots
    - ✓ Published 4 promotional leaflets
    - ✓ Holded 10 times of public outreach program in some provinces and at AEON Mall Phnom Penh and AEON Mall Sensok city.
- To profound thank **H.E. Tauch Chankosal**, the secretary of state and the project director for always spending his valuable times to participate in all events, meetings and other activities that bring the project more actively and successfully.
- To thank to colleagues, JICA/MVRI experts for long term and short term, who were the implementers of the project very actively and tried their best efforts to make this project successfully till now.
- To wish excellencies, ladies, and gentlemen for good health, happiness, prosperity and success.
- To present project summary of JICA/MVRI
  1. Background of the project
    - ✓ Increasing the number of vehicles
    - ✓ Utilizing IT system to solve the problem of vehicle registration and inspection
    - ✓ Alignment of National Strategy Development Plan 2014 – 2018
    - ✓ Capacity building to officers and staffs from private companies
  2. Purpose of the project for Modernization of Vehicle Registration and Inspection Administration System
    - ✓ To strengthen the administration system for vehicle registration
    - ✓ To establish the administration system for vehicle inspection
    - ✓ To improve the IT system for vehicle registration and inspection
  3. Overall goal of the project
    - ✓ Increasing the number of registered vehicles
    - ✓ Periodical technical inspection on functional check
    - ✓ Improvement of IT system and networking of the other governmental organization

4. Future vision of the project
  - ✓ Benefits of vehicle registration and inspection in step 2
  - ✓ Vehicle users
  - ✓ Government
  - ✓ Private sector
5. Member of the project
  - ✓ MPWT
  - ✓ GDLT
  - ✓ IT/PR
  - ✓ MOI
  - ✓ GDCE
  - ✓ GDTax
  - ✓ Vehicle inspection companies
  - ✓ Long term experts (Chief Advisor and Coordinator)
  - ✓ Chief Manager
  - ✓ Deputy Manager
  - ✓ Registration and Inspection System Dispatched Personnel
  - ✓ IT system Dispatched Personnel
  - ✓ Public Relation Dispatched Personnel
  - ✓ Monitoring Dispatched Personnel
6. Detail of the project
  - ✓ Process of the project in 3 pillars
  - ✓ Fundamental research (Analyze and confirm)
  - ✓ PDCA approach (Plan/Action, Do, Check)
7. Improvement activities of Inspection: To ensure safety of the vehicle and prevent the traffic accident (survey at 14 vehicle inspection centers, create the guideline, the training for vehicle inspectors)
8. Improvement activities of Registration: To fulfil the vehicle information and secure the ownership of vehicle (information linkage with relevant ministries, create the guideline, the training for staffs)
9. Improvement activities of IT system: To ensure the convenience of vehicle user and the security of information (security diagnosis for the IT system, develop the IT equipment, create the IT roadmap)
10. Improvement activities of Public Relation: To raise awareness of the citizen to spread the importance of road transport policy together (conduct the PR events and create the PR tools)

## **2.2. Concrete improvement activities and report of progress of activities plan on IT system by Mr. Heang Sotheayuth, Director of IT/PR Department**

- Progress of Short-Term Strategies
  - ✓ Completed the development of interface specifications
  - ✓ Completed the security diagnosis for application (Complete web application level)
  - ✓ Completed the security diagnosis for platform (Platform level: Database, Operating System, and Network)
  - ✓ Completed the development of operational rules (Outline of the Diagnosis, Execution date and time, Vulnerability Scanner, Target Host, Front-end system, Back-end system, Definition of Vulnerability Risk Level and Assessment Scoring Method, the Result of the diagnosis, Outline of the Re-diagnosis)
- Progress of Long-Term Strategies
  - ✓ Completed the development of IT infrastructure requirements
  - ✓ Completed the reinforcement of IT infrastructure
  - ✓ Finalizing the development of IT roadmap
  - ✓ Overall of the IT Roadmap

- ✓ Basic concept of the IT Roadmap
- ✓ Main Field of Issues
- ✓ Priority Subject and Goals
- ✓ Step to the Next-Generation Vehicle Society
- ✓ Toward a Robust Vehicle Society

**2.3. Concrete improvement activities and report of progress of activities plan on registration by Mr. Chheng Samnang, Deputy Director of Land Transport Department**

- Improvement activities (Guideline, Plan 1, Plan 2, Plan 3)
- Statistic report of vehicle registration and inspection (under construction)
- Legal basis (MPWT approve on the updated Sub-decree N.073 on June 4<sup>th</sup>, 2019, GDLT update the Prakas No. 046 for getting signature from MPWT senior minister, new Sub-decree No. 073, more revision on this Prakas happens)
- Achievement regarding Plan 1
  1. Before August 2016: Ownership transfer was difficult
  2. After June 2019: Joint Declaration is being made collaboration with GDT(Tax) for ownership transfer, and the ownership transfer is increasing
- Achievement regarding Plan 2
  1. Before August 2016: There was no division vehicle owner and user, loaned vehicle could be sold if the vehicle owner was not debtor but loan service company, illegal ownership transfer maybe carried out)
  2. After June 2019: Vehicle owner and user are distinguished in registration data-base and on VR ID card.
- Achievement Plan 3 and Guideline
  1. Before August 2016: Car dealer did not get used to do new registration through online, some of staffs didn't know what was necessary operation for ownership transfer, some of staffs didn't know what was de-registration
  2. After June 2019: Wrong information registration, inefficient operation is decreasing and the number of each application is increasing.
  3. These ways is producing effect (Manual for car dealer, Guideline for vehicle registration staffs, training seminar for car dealer and vehicle registration staffs)
- Achievement regarding information sharing
  1. Before August 2016: Registration officer had difficult to check the import tax payment, registration data was not utilized for traffic police activity on road, GDLT didn't have communication chances with GDTax so much, though registration data seemed to have potential for GDTax activity.
  2. After June 2019: Thank to e-data provision form customs registration officers can check import tax payment easily and correctly, GDLT is helping traffic police to check illegal/violation vehicle through mobile application, GDLT and GDTax have been proceeding discussion for concrete collaboration.
- Comment form JICA/MVRI consultant
  1. Vehicle registration system is the most important one for vehicle management administration. Since without number plate and car ID, citizen cannot drive their car freely even though citizens are becoming familiar t vehicle more and more. Moreover, vehicle registration system is key to enhance vehicle inspection and other ministries' activities such as smuggling avoidance, tax collection and patrol on road.
  2. With understanding this, GDLT members did very well. Not depending on our comments, they have continued to think and act proactively for improvement vehicle registration system. That tendency has been particularly strong in the past 1 year. How excellent!
- Remaining challenges
  1. To be updated on below things, following new Sub-decree (Prakas No.046, Vehicle registration operation guideline)
  2. Accurate, sustainable and continues operation of improved administration system (For



- GDLT/DPWT registration staff, for car dealer, for citizen)
  - 3. Consideration and action regarding de-registration
  - 4. Proceeding information sharing with related ministries more and more
- Assumed next plan and action
  - 1. JICA event: end of MVRI in 2019, monitoring and evaluation in 2020, 2021, 2022
  - 2. Plan 1: Ownership transfer campaign and delete registration by MPWT staff (Joint Declaration making and approval and implementation, Design, Prakas update, and implementation)
  - 3. Plan 2: User info management, Loan info management (Prakas approval, Implementation)
  - 4. Plan 3: Accuracy enhancement of new registration, Accuracy enhancement of ownership transfer, Accuracy enhancement of delete registration (Prakas approval, Implementation, Design Prakas update, and implementation)
  - 5. Guideline: Guideline checklist, Dealer manual (Prakas approval, Utilization update and training)
  - 6. Information sharing with related ministry: implementation with GDCE, Discussion with GDTax, Design and Implementation with GDTax, implementation with traffic police
- Reconfirmation of MVRI direction:
  - 1. Improve! Legal basis example Prakas and operation for modernization of vehicle registration with expected advantage in future:
    - ✓ Accurate vehicle information management
    - ✓ Efficient service to citizen
    - ✓ Vehicle safety keeping
    - ✓ Increase of revenue
  - 2. Regarding to vehicle registration, JICA MVRI project has the purpose and the indicators like below: (extracted from MVRI project PDM – Project Design Matrix)
    - ✓ Overall goal (only registration related part) – MPWT and ministries concerned effectively utilize the information and data of vehicle registration according to the checklist on the information use of vehicle registration
    - ✓ Project purpose (only registration related part)
      - 1. The numbers of vehicle registration procedure (vehicles registered, disused, and transferred) and vehicle inspection implemented exceed 70,000/14/400 and 250,000 per annum respectively.
      - 2. The satisfaction rating of the applicants exercising vehicle registration procedure exceeds 60% on average.

#### **2.4. Concrete improvement activities and report of progress of activities plan on inspection by Mr. Taing Peou, Deputy Director of Land Transport Department**

- Review of the project
  - 1. Overall review
    - ✓ Situation at the beginning of the project (regulations, management system, knowledge/understanding)
    - ✓ Progress/development from the starting point (development of proper rules, training, seminar)
    - ✓ What changed due the project (Previously: MPWT and private sector has no proper documents and don't who to refer to, then after the training and the introduction of the guidelines, MPWT and private sector could inspect and maintenance with checklist/sheet with standard for equipment/inspectors/operation/management guidelines including check sheet)
  - 2. Recent activities (pilot project: implementation of guideline in two inspection centers in Phnom Penh, factors affected the performance: Internal factor – about check sheet, both side printing, the order of items listed, a column for car type, about inspectors insufficient capacity, External factor – limited access to the inspection administration system, Electricity shortage, relocation of inspection center).

- ✓ To get the inspection guideline approved as official regulations, we worked out development / revision of Prakas as follows:
  - ✓ Approved Prakas No.64: The procedure of issuing business license for vehicle inspection
  - ✓ Approved Prakas No.170: Vehicle technical inspection
  - ✓ Submitted Prakas No. N/A: Standard of the vehicle technical inspection
- ✓ Seminar on Calibration Method: To get better understanding on calibration method, we had a seminar where the method in Japan was introduced. There were 14 participants from GDLT, private inspection companies (CMVIC and HK). In Q&A session, several questions, such as details on a procedure on side slip tester were asked by participants. Calibration method seminar (June, 2019)
  - ✓ Purpose: To introduce the calibration method of automobile inspection equipment in Japan
  - ✓ Target: GDLT staff and private vehicle inspection center
  - ✓ Contents: Calibration methods of the following equipment, side slip tester, brake tester, weight scale attached to brake tester, speedometer, head light tester, sound level tester, CO/HC tester, Opacimeter.
- 3. Comment from JICA experts: Notable improvement in inspection practice due to the strong commitment of GDLT, for example:
  - ✓ A series of meetings on preparation for Prakas
  - ✓ Improved training on the guidelines
  - ✓ Appetite for learning
  - ✓ Expectations for the future: Would like Cambodia to aim at a Center of Excellence of vehicle inspection in neighboring countries. Things to do to achieve
    - ✓ Continuous training
    - ✓ Continuous monitoring
    - ✓ GDLT needs to have proper access to inspection data
- Plan after the completion of the Project
  1. Nationwide implementation: GDLT/DPWTs and private inspection companies are ready for the implementation. Once the Prakas get approval, we move on to the nationwide implementation after an official announcement at a meeting in participation of all managers of DPWTs.
  2. Other important things to do:
    - ✓ Continuous capacity building for inspectors and administrators
    - ✓ Continuous improvement and monitoring of the maintenance and calibration of inspection equipment
    - ✓ Rating the inspection centers based on practices of inspection and maintenance

## **2.5. Public Relation activities by Mr. Sato Makoto, JICA short-term expert for Public Relation**

- Major PR activities implementation during the project period
  1. Production of leaflets:
    1. Project leaflet
    2. Vehicle registration
    3. Vehicle inspection
    4. Voluntary vehicle regular checkup
  2. Production of videos:
    1. Vehicle registration guideline video: Introduction of online vehicle registration system and the explanation of the way to register, March 2018
    2. Project introduction video: Project promotion scene of vehicle registration and vehicle inspection, July 2018
    3. Vehicle inspection guideline video: The way to undertake vehicle inspection, August 2019
    4. Vehicle registration video for ownership transfer: Significant of ownership transfer registration and its procedure, August 2018

5. Video to highlight the banning of unregistered vehicles: Publication of vehicles operating without plate number, March 2019
  6. Road safety enlightenment video: Road safety enlightened by national singer Ms. Aok Sokunkanha, April 2019
  7. TV commercial for vehicle registration and inspection: Awareness raising of vehicle registration and inspection, May 2019
  8. Vehicle registration video for deregistration: Significance of deregistration and its procedure, June 2019
3. Videocast on media
    - ✓ TV commercial (1<sup>st</sup> June to 30<sup>th</sup> June 2019)
      1. Hang Meas TV: 60sec Commercial: 30 spots/month
      2. CTN 60sec commercial: 40 spots/month
      3. Fresh News: 600-900 spots/month for cable TV, smart TV, and mobile apps for iOS and Android
    - ✓ Advertisement on LED screens in Phnom Penh (13<sup>th</sup> June to 12<sup>th</sup> July 2019)
      1. Kblal Thnol
      2. Chroy Chang Var
      3. Phsar Oressey

\*30 spots per day for each screen
  4. Production of X-stand: Distributed 97 X-stand to different sites
    - ✓ DPWT: 25 to DPWT in 25 provinces
    - ✓ Vehicle Inspection Center: 14 to all the inspection centers in Cambodia
    - ✓ TOYOTA Cambodia (Vehicle dealer): 6 to 6 shops
    - ✓ Suzuki (Vehicle dealer): 2 to 2 shops
    - ✓ Pit&Go (Vehicle maintenance shop): 2 to 2 shops
    - ✓ MINAMI Driving School (driving school): 1 to 1 school
    - ✓ License renewal center at AEON Mall: 2 to AEON Mall 1 and 2
    - ✓ Tela Mart (Convenience stores in gas stations): 43 to directly managed store (43 stores)
  5. PR event at AEON Mall
    - ✓ October 1<sup>st</sup> to 7<sup>th</sup>, 2018 at AEON Mall Sen Sok City to 2,000 visitors
    - ✓ December 17<sup>th</sup> to 19<sup>th</sup>, 2018 AEON Mall Phnom Penh to 650 visitors
    - ✓ June 24<sup>th</sup> to 25<sup>th</sup>, 2019 AEON Mall Sen Sok City to 500 visitors
  6. Other event and seminars
    - ✓ Japan-Cambodia Kizuna Festival in 2018 and 2019
    - ✓ BarCamp 2017 (Tech & Startup event)
    - ✓ Traffic safety PR event
    - ✓ Press Briefing held by the Embassy of Japan and JICA Cambodia
    - ✓ Seminars for university students
- Recommendations
1. Current issues: Questionnaire result at AEON Mall
    - ✓ All types of vehicle registered are not well recognized
    - ✓ The meaning of vehicle inspection is not recognized
    - ✓ The relevant information on vehicle registration and inspection, which is important for vehicle users, is not properly released to the public.
  2. Recommendations
    - ✓ To announce the necessary information on vehicle registration and inspection procedures on the MPWT's website.
    - ✓ To promote vehicle registration and inspection especially ownership transfer and deregistration
    - ✓ To continue to use the PR tools which were made by the project such as leaflets, videos, etc. after the completion of the project (the editable data of the leaflets will be provided to the MPWT in order to be updated)



## **2.6. Report of actual achievement on monitoring by Mr. Hirakawa Takaaki, JICA short-term expert for Monitoring**

### **I. Monitoring of the Project**

1. Concept: Monitoring is a pillar of the project management because the project manage the Objectives based on the indicator and revises the Activities and Outputs in response to the various changes during the implementation period.
2. Monitoring System: In order to confirm the progresses of the Outputs and Project Purpose achieved C/P and Japanese experts monitored the progresses based on the Monitoring System (MS: refer to the Annex 1). The specific contents of the MS are as follows:
  - Components of PDM (narrative summary, indicators, means of verification);
  - Monitoring method (persons/organizations in charge, frequency, remarks);
  - Target value (baseline value, target value); and
  - Achievement of each financial year (FY 2017, 2018, and 2019)

### **II. Project achievement in the line with the indicators**

1. Achievement of the project purpose: The project concluded that the Project Purpose was achieved, i.e., the administrative of vehicle control by MPWT was improved, because of the accomplishments of the indicator 1 (the number of vehicle registration and vehicle inspection) and indicator 2 (satisfaction rating of the applicants exercising vehicle registration), as well as indicator 3 (performance assessment of vehicle inspection at the centers) which was nearly achieved as explained below.
  - Indicator 1: Number of vehicle registration procedure (vehicles registered, disused, and transferred) and vehicle inspection implemented per annum
  - Indicator 2: Satisfaction rating of the applicants exercising vehicle registration procedure
  - Indicator 3: Performance assessment of vehicle inspection at the centers by the staff of MPWT/DPWT and inspection centers
2. Achievement of the Outputs
  - Output 1
    - Indicator 1: Approval of the Guideline for vehicle registration by MPWT
    - Indicator 2: Implementation of the vehicle registration along the checklist of vehicle registration procedure
  - Output 2
    - Indicator 1: Approval of the Guideline of GDLT for vehicle inspection by MPWT
    - Indicator 2: Implementation of the vehicle inspection along the checklist of vehicle inspection
  - Output 3
    - Indicator 1: Implementation of the recommendation for improvement described in the IT short-term strategy
    - Indicator 2: Approval of the roadmap for the IT system by MPWT
  - Output 4
    - Indicator 1: Self-rating of MPWT/DPWT staff on vehicle inspection maintenance, etc.
    - Indicator 2: Number of PR activities implemented by MPWT staff
3. Achievement of the Overall Goal
  - Indicator 1: Effective use of the information and data of the vehicle registration according to the checklist on the information use of the vehicle registration
  - Indicator 2: Number of vehicle inspection centers fulfilling the certification criteria of MPWT
  - Indicator 3: Percentage of the vehicle inspection implementation to the vehicles necessary for the inspection per annum
4. Implementation Assumptions

- Important assumption for the achievement of the project purpose, the project manager has changed.
- Important assumption for the achievement of the Overall Goal: The budget for vehicle registration and inspection is continuously allocated by the government of Cambodia.
- It is too early to mention this condition at this moment because it shall be fulfilled after the termination of the Project and before the accomplishment of the Overall Goal.

### III. Result of Evaluation with Five Evaluation Criteria

1. **Relevance:** MPWT is responsible for implementing the national policy “National Strategy Development Plan – NSDP,” concerning public works. According to the “Overview of the Transport Infrastructure Sector in the Kingdom of Cambodia 2018 (6<sup>th</sup> Edition),” MPWT requires to promote the following operations in the road transport sector:
  - Continue enforcing the Ministerial Decree (Prakas) on the vehicle registration procedure;
  - Reduce the time for issuing vehicle registration, license plate, and driving license;
  - Improve the offices’ capacity; and
  - Modernize the vehicle registration and inspection system using IT system. In this way, as the government of Cambodia highlights the administration of vehicle control, the MVRI Project is consistent with the direction of the development plan of Cambodia.
2. **Effectiveness:** The effectiveness of the Project is *high* because the project purpose was achieved in the line of with the indicators and through the accomplishments of four Output before the termination of the Project.
3. **Efficiency:** In general, although the Inputs were favorably transferred into the Outputs, the Guideline for vehicle registration (Output 1) and the Roadmap for IT system (Output 3) were not finally approved by MPWT before the termination of the Project. However, MPWT currently undertakes the approval procedure of the Guideline and Roadmap. In terms of the Outputs, moreover, they were nearly achieved along the initial project design because of the appropriate logical relationship between the Outputs and Inputs, which contributed to the achievements of the Outputs.
4. **Impact:** Although it is too early to assess the accomplishment of the Overall Goal at this moment, there are prospects that the Overall Goal will be achieved three years after the termination of the Project (refer to IV.1 “Prospect to achieve Overall Goal” for more detail). Additionally, the following impacts are recognizable from the implementation process of the Project.
5. **Sustainability:** The sustainability of the Project is *moderate* because the Guideline for vehicle registration and the Roadmap for IT system were not finally approved by MPWT before the termination of the Project. However, there are prospects that GDLT will undertake the approval procedure of the Guideline and Roadmap and continuously promote vehicle registration and inspection with reference to the Guideline from now on, too. Moreover, there is a prospect that the financial sustainability for vehicle registration and inspection will be secured even after the termination of the Project. From the policy, operational, financial, and technical aspect, the sustainability will be described.

#### **2.7. Project Completion Report by Ms. Terashima Tomomi, NTT DATA Operating Manager**

- Project Schedule: Kick off - August 2016, 1<sup>st</sup> JCC – December 2016, 2<sup>nd</sup> JCC – June 2017, 3<sup>rd</sup> JCC – December 2017, 4<sup>th</sup> JCC June 2018, 5<sup>th</sup> JCC – December 2018, 6<sup>th</sup> JCC – June 2019, Today Completion Report. In each JCC has presented about the achievement of each pillar indicated below:
  1. Vehicle registration
  2. Vehicle inspection
  3. IT system
  4. PR activities
  5. Monitoring activities
- Progress in each pillar:
  1. IT:
    - ✓ Done mid-term plan/roadmap,

- ✓ Short-term strategy remains but will complete in July
- 2. Registration:
  - ✓ Done ownership transfer campaign and Holding Seminars;
  - ✓ User info management and Approve modified guideline will complete in the near future
  - ✓ Delete registration/loan info management consider as a future plan
- 3. Inspection:
  - ✓ Introduction of related initiatives and Create guideline/Modification Prakas will complete in the near future.
  - ✓ Done holding seminars/pilot project
- 4. Public Relation
  - ✓ Done holding events
  - ✓ Done procedure several tools for awareness raising
  - ✓ Done holding training in Japan
- Lesson learned
  1. Flexible correspondence and continuous mutual understanding: Plan and Actual are compared through preliminary research, MVRI project started, catch up actual situation and result.
  2. Commitment of the MPWT and stakeholders; JICA/MVRI expert team, GDCE, GDT(Tax), MoI (Traffic Police), MoI (ID)
  3. Adequate rule sharing: MPWT consider the practical measure in Cambodian situation by themselves and share information to JICA Experts, then JICA Experts introduce Japanese system and make recommendation. The information shared regarding the following contents:
    - ✓ Consistency with MPWT policy.
    - ✓ Professionalisms and have been engaged in work.
    - ✓ Enthusiasm to learn the other countries' policies.
  4. To establish indicators, which can be collected from the data source
- Recommendations
  1. General aspects
    - ✓ In order to keep the Guideline to be used continuously, the most significant approach is to regularly update the Guidelines along with the Cambodian situation at the time.
  2. Vehicle registration
    - ✓ Delete registration and some of improvement plans will be considered near future.
    - ✓ We found that MPWT needs to make a progress step by step, therefore, we expect GDLT keep moving activities on.
  3. Vehicle inspection
    - ✓ The accuracy of vehicle inspection will further be improved if the quality of the inspection and the maintenance shop mechanics are raised.
    - ✓ In order to raise the skills of maintenance shop mechanics, creation of the official qualification system for vehicle mechanics would be effective.

## **2.8. Challenge for the Future by Mr. Ota Masaya, Chief Advisor of JICA/MVRI**

- Step of the next project: As the function of IT system is supporting Registration and Inspection Administration together with other measures, we would see the next implementation as the following:
  1. Registration: Step 1: Registration, Step 2: Insurance
  2. Inspection: Step 1: Inspection, Step 2: Maintenance
- Direction of the next project
  1. Vehicle Inspection: 2016 - 2020 – 2024
    - ✓ Step 1: 2016 – 2019: To establishment and dissemination of the vehicle inspection system implemented by the government
      - Establishment of vehicle inspection standards
      - Quality improvement of vehicle inspection equipment



- Capacity building of vehicle inspection staff
  - ✓ Step 2: 2020 – 2024: To establishment of certification system for vehicle maintenance garage
    - Establishment of requirements of vehicle maintenance garage
    - Registration of vehicle maintenance garage
    - Capacity building of vehicle mechanic's
  - ✓ Others:
    - Introduction of inspection method for remodeled vehicle
    - Strengthen of crackdown on non-inspection vehicle
    - Establishment of qualification system for vehicle mechanics
2. Vehicle Registration: 2016 - 2020 – 2024
- ✓ Step 1: 2016 – 2019: To strengthen vehicle registration system and, to share vehicle information with related ministries
    - Announcement of vehicle registration procedure
    - Enhancement of vehicle registration information
    - Building a system for sharing vehicle info with related ministries
  - ✓ Step 2: 2020 - 2024: To enhance of required items at vehicle registration
    - Establishment of vehicle insurance system
    - Support to introduce mandatory system for vehicle safety and environment certificate
    - Support to introduce mandatory system for vehicle garage
  - ✓ Others:
    - Strengthening the permission system for business vehicle
    - Establishment of transport company audit system
    - Proposal of vehicle number plate delivery agency system
- Foundation of the next project were introduced as the following categories:
1. Road Traffic Safety:
    - ✓ Issue
      - Increase in traffic congestion
      - Increase in traffic accident
    - ✓ Causes
      - Increase in vehicle parking on the street
      - Increase in vehicular traffic
      - Un-development of safety and environment standards
  2. Environmental Protection:
    - ✓ Issue
      - Air pollution by automobile exhaust gas
    - ✓ Causes
      - Increase in vehicles of defective maintenance and illegal modification
      - Increase in old vehicles which has low function for emission gas
  3. Human Capacity Building:
    - ✓ Issue
      - Capacity building of officials in charge of vehicle sector
      - Development of certification system of vehicle maintenance business
      - Improvement of vehicle maintenance worker's wages
    - ✓ Causes
      - Lack of knowledge and experiences of officials
      - Lack of vocational training center's skills
      - Un-development of certification system of vehicle maintenance business
  4. Industrial Development
    - ✓ Issue:

- Healthy development of vehicle maintenance business
- Promotion of safety vehicle
- ✓ Causes:
  - Imperfection of government vehicle inspection business
  - Lack of vehicle maintenance skills
  - Low quality of vehicle maintenance service
- Proposal to the next project
  1. Project proposal
    - ✓ Introduction of parking space system
    - ✓ Introduction of enforced compulsory coverage system for insurance
    - ✓ Strengthen crackdown of vehicles in improper service and illegal modified vehicles
    - ✓ Introduction of vehicle safety and environment protection
    - ✓ Introduction of import restriction of old second hand vehicles
    - ✓ Proposal of sales promotion policy of new vehicles
    - ✓ Introduction of vehicle maintenance business system
    - ✓ Introduction of vehicle maintenance qualification system
  2. Feasible accomplishment
    - ✓ Suppression of traffic congestion
    - ✓ Reduction of traffic accident
    - ✓ Relief of suffer of traffic accidents
    - ✓ Protection of air pollution
    - ✓ Development of human capacity building of vehicle maintenance
    - ✓ Increase of maintenance worker's wages
    - ✓ Support for Japanese companies seeking to start oversea activities
    - ✓ Expand Japanese vehicle management system
  3. Stakeholders
    - ✓ MPWT
    - ✓ MoI
    - ✓ MoIH
    - ✓ MoE
    - ✓ MoLVT
- Current important issues
  1. Situation
    - ✓ Failure or accident on a road
    - ✓ Damage on a road by overloaded vehicle
    - ✓ Environmental pollution by emission gas and traffic noises
  2. Main cause
    - ✓ Vehicles in improper service
    - ✓ Old vehicles
    - ✓ Illegal modified vehicles
  3. Action
    - ✓ Road traffic safety: Introduction of the regular check and maintenance system
    - ✓ Environmental Protection: Introduction of a policy for expanding new vehicles with high safety and environmental performance
    - ✓ Industrial Development: Introduction of the approval/designation system for vehicle maintenance business
    - ✓ Human Capacity Building: Conduct vehicle inspection on a road
- Realize safety and comfortable vehicle society
  1. Traffic accidents are caused by combination of three factors as below
  2. There are possibility that traffic accidents are caused by vehicle and roads, even though people drive safely.
  3. So, it is important to work on all 3 factors thoroughly:

- ✓ Vehicle: Characteristics and structure of vehicles
- ✓ Human: Awareness and action of those who drive a car and pedestrians
- ✓ Road: Road and nature conditions
- Activities of project for vehicle sector
  1. Vehicle: Improvement of vehicles with safety and environmental performance
    - ✓ The regular check and maintenance system
    - ✓ The approval/designation system for vehicle maintenance business
    - ✓ The introduction of a policy for expanding new vehicles
  2. Human: Education and PR activities of road safety
    - ✓ Conduct vehicle inspection on a road
    - ✓ Utilization of cameras installed on a road
  3. Road: Proposal activities of road environmental improvement
- The number of vehicles in Cambodia
  1. The transition of number of vehicles in Cambodia is shown in the chart.
  2. The total number of vehicles reached 4 million vehicles by 2018
  3. The number of traffic accident fatalities reached over 2,000 by 2015
- Vehicle registration in Cambodia
  1. The transition of number of new vehicle registration in Cambodia is as in the chart from 2009 to 2018
  2. The number of new vehicle registration in recent decade is over 3 million (including motorcycles)
  3. Especially the number of new vehicle registration of 4-wheel vehicle is increasing
  4. Number of new registrations: 3,663,251 vehicles (2009-2018)
    - ✓ Family vehicle, bus, truck: 460,154 vehicles (around 14.4%)
    - ✓ Motorcycle: 3,203,697 vehicles (around 85.6%)
    - ✓ Growth rate of the number of new vehicle registration of 4-wheel vehicles: 28% (in recent 3 years)
- Vehicle market in Cambodia
  1. Break of new vehicle registration in Cambodia is as in the chart from 2014 to 2018
  2. The vehicle registration of new vehicle account for 12% of total (2018)
  3. Auction site of second hand vehicles
  4. Most of the secondhand vehicles are from US and Canada where left hand drive vehicle are used
- Vehicle regulations in ASEAN region: The introduction is about traffic lane and handle in ASEAN countries aligned with the regulation of secondhand vehicles and other regulations
- Overall Goal of the next project: Safety vehicle society is implemented in Cambodia
  - ✓ Project Overall Goal: Safety vehicle society is implemented in Cambodia
  - ✓ Project purpose: The system of road traffic safety and environmental protection by MPWT is improved
  - ✓ Project Outputs:
    1. The system of vehicle regular check and maintenance is established
    2. The approval/designation system for vehicle maintenance business is established
    3. Vehicles with high safe and environmental performance are promoted
    4. Awareness-raising activities of vehicle regular check and maintenance intended for users by MPWT is enhanced
  - ✓ Project Activities:
    1. Activities 1: The system of vehicle regular check and maintenance is established
      - 1.1 Convene the regular meetings for vehicle regular check and maintenance and expanding safe vehicles with other ministries and agencies concerned as well as private sector
      - 1.2 Analyze the current status of vehicle regular check and maintenance
      - 1.3 Propose the system of the regular vehicle maintenance management system of the vehicles for transportation business

- 1.4 Assist MPWT to adopt the above systems (improvement plan) in the ministerial policy
  - 1.5 Propose the system of the regular check and maintenance
  - 1.6 Prepare the guideline for vehicle regular check and maintenance
  - 1.7 Monitor the system of vehicle regular check and maintenance executed by the MPWT
2. Activities 2: The approval/designation system for vehicle maintenance business is established
- 2.1 Confirm the current status of the vehicle maintenance business system
  - 2.2 Examine designated criteria of the approval/designation system for vehicle maintenance business with the current status in Cambodia
  - 2.3 Propose designated criteria of inspection of vehicle maintenance business
  - 2.4 Propose the approval/designation system for vehicle maintenance business with the qualification system of vehicle mechanic as necessary required
  - 2.5 Assist MPWT to adopt the above systems (improvement plan) in the ministerial policy)
  - 2.6 Monitor the vehicle maintenance executed by the private sector
3. Activities 3: Vehicle with high safe and environmental performance are promoted
- 3.1 Propose the expanding policy for new vehicles with high safe environmental performance with restriction of vehicle registration of secondhand vehicles
  - 3.2 Assist the logistic improvement plan with proposing the alternative promotion of old trucks and buses
  - 3.3 Assist the harmonization of the regulation of vehicle safety and environmental protection with neighbor countries
  - 3.4 Implement the vehicle inspection system (especially diesel and emission gas) on a road with collaborating with relevant ministries and private vehicle inspection companies
  - 3.5 Assist the controlling system of non-registered/ non-inspected vehicles by AI cameras etc. installed on a road and development of application
  - 3.6 Examine the current situation of compulsory automobile liability insurance and propose the introduction of compulsory liability insurance as necessity required
4. Activities 4: Awareness-raising activities of road safety intended for vehicle users by MPWT is enhanced
- 4.1 Conduct the training of vehicle maintenance business regular check and maintenance
  - 4.2 Conducted the training of vehicle maintenance business and transportation business on the system of regular check and maintenance
  - 4.3 Assist the MPWT staff to conduct the PR activities, such as a seminar for vehicle maintenance business, transportation business and users, etc. on vehicle regular check and maintenance, and so forth.
- Issues involved in vehicle society in Cambodia [IT system]: WE confirmed that not only MPWT but also relevant ministries have the same issues regarding to vehicle information sharing through the technical assistance project. Development of the system of vehicle information sharing with other stakeholders will solve the issues. Infrastructure such as Data Center is important to help this issue physically.
1. Issues
- ✓ MoEF (Tax): Uncollected road tax, difficult to identify current vehicle owner (tax payer)
  - ✓ MoEF (GDCE): Inflow of smuggle vehicles, difficult to confirm authenticity of custom document (Proof of payment of import tax)
  - ✓ MoI (Traffic Police): Existence of non-registered and non-inspected vehicles, difficult to confirm status of vehicle registration and inspection when traffic patrol activity

- ✓ MoI (GDI): Unlawful application (National ID), difficult to confirm authenticity of vehicle registration application (National ID)
- ✓ MPWT: Management of inaccurate registered information, non-implementation of development of system which is accuracy and continuity
- 2. Development of vehicle information sharing
  - ✓ Easy to identify latest vehicle owner (tax payer)
  - ✓ Easy to confirm authenticity of custom documents (proof of payment of import tax)
  - ✓ Easy to confirm status of vehicle registration and inspection when traffic patrol activity
  - ✓ Easy to confirm authenticity of vehicle registration application (national ID)
  - ✓ Implementation of development of system which is accuracy and continuity
- 3. Benefit
  - ✓ Collect road tax certainly
  - ✓ Promote to remove smuggle vehicles
  - ✓ Promote to remove non-registered and non-inspected vehicles
  - ✓ Remove inaccurate registration by forgery of documents
  - ✓ Develop certain management of registered information
- Cooperation plan with Grant assistance for [IT system] of Ministry of Foreign Affairs in Japan (MoFA): [Overview schedule] Development of vehicle registration and inspection system in Cambodia
  1. 2019 (Apr – Sep) – (Oct – Mar):
    - ✓ Pre-existing JICA technical assistance project, completed by the end of July
    - ✓ Grant assistance of MoFA (Development of Data Center)
      - Budgetary request: by the end of December
      - Selection of procurement patent agency: Selection and Contract
      - Conclusion of international commitment
      - Consultant of procurement support
      - Project
    - ✓ New JICA technical assistance project
      - Submission of request application by the end of June
  2. 2020 (Apr – Sep) – (Oct – Mar):
    - ✓ JICA Training in Cambodia
  3. 2021 (Apr – Sep) – (Oct – Mar): Development of the system
  4. 2022 (Apr – Sep) – (Oct – Mar): Start operation maintenance until 2028
  5. 2023: Approximately 5 years by Cambodian Budget

**2.9. International Cooperation and Cooperation with ASEAN Countries by MLIT by Ms. Watanabe Lori, Director of International Policy Planning Division, MLIT**

- Overseas Development of Automotive Sector in ASEAN
  1. Vehicle maintenance
  2. Bus service
  3. Bus business
  4. Cooperation framework
  5. Criteria/Certification
  6. Development
- Introduction of JICA projects
  1. Project for National Skills Standards (NSS) Development
    - ✓ Outline: In the field of automobile in Myanmar, (1) support the development of national skills standard (NSS), (2) support NSS examination problem development, (3) and improve the social recognition of NSS system, and contribute to nurture human resource capable of responding to the needs of the labor market in Myanmar.
    - ✓ Development Status of NSS on Automobile Maintenance
      - The Ministry of labor id in charge of formulating the NSS in Myanmar, and the



NSSA, which is in charge of the practice is developing the NSS including automobile maintenance skills

- 19 NSS have been developed against 30 occupations, but all are only for Level 1 (semi-skills workers) or Level 2 (Skill workers). It is desirable, in the future, to develop NSS for Level 3 (highly-skills workers), and Level 4 (supervisor / professional technician) As for automobile maintenance, only Level 1 has been developed, and Level 2 to 4 is required to be developed (Similar situation in the field of electricity)
  - Japanese companies at site, although interested in skills standards, didn't recognize the existence of the NSS for vehicle maintenance
- ✓ Content of the Project
- Dispatched a staff of Kinki Transport Bureau, the Ministry of Land, Infrastructure, Transport and Tourism, as a long-term JICA expert (chief adviser and expert in the field of automobile maintenance) to the Ministry of Labor from August 2018)
  - Considering providing support, such as development of NSS for car maintenance by doing the following:
    - Research on market needs, NSS related laws etc. in Myanmar
    - Holding seminars on Japanese automobile mechanic skill verification system and related system etc.
    - Become a member of the Automotive Maintenance Personnel Sub-Committee to develop the technical content in the NSS and participate in concrete study to promote the NSS development program
    - Reflecting the market needs and others including Japanese companies on site to NSS
  - Provide the support in cooperation with the expert in the field of automobile maintenance dispatched in the Project for Quality Improvement in TVET, which is implemented at the same time
  - In the field of electricity, it will be implemented later on the basis of the Support status in the field of automobile maintenance

## 2. Project for Quality Improvement in TVET Program

- ✓ Outline: As a pilot school of vocational training supported by Japan, the Japan Myanmar Aung Vocational Training Institute (JMASVTI) (1) strengthens the planning ability of instructors, (2) implements education and training program, (3) constructs an education training program evaluation system, (4) strengthens employment support for trainees, in order to contribute to strengthening the capacity of TVET school and providing a high quality workforce to the Myanmar industry.
- ✓ Status of TVET Sector related to Automobile Maintenance
- In Myanmar, for technical and vocational education and training (TVET) organizations, there are 34 government technology high schools (GTHS) and 22 government technology junior colleges (GTI) controlled by the Ministry of Education, and there 6 industrial training centers (ITC) controlled by the Ministry of Industry, and in addition, and there are private organizations and others
  - With the background of rapid economic development, while there is a shortage of skilled workers and semi-skilled, there is also surplus of unskilled workers, and there is a shortage quality and quantity of TVET organizations which can respond to such situations
  - There is no department which can acquire specialized automobile maintenance skills (Automotive Maintenance Department) in the existing GTI, and it is desirable to train human resources with appropriate maintenance skills which can meet market needs

- In addition, Japanese style of safety management education and etc. is also expected (the same applies to the field of electricity)
- ✓ Contents of the Project
  - Dispatched a teacher of auto mechanic training facility (YIC Kyoto Technical College of Automobile) as a long-term JICA expert (an expert in the field of automobile maintenance) JMASVTI from July 2018 to (nominated by the Ministry of Foreign Affairs)
  - Would support the opening of JMASVTI according to the following schedule:
    - July 2018- Market need survey
    - August 2018- Curriculum Development
    - December 2018- Education for instructors (Training of Trainers (ToT))
    - March 2019- Teaching plan development and teaching material development
    - December 2019- Opening of school (accepting first year students), curriculum development for second year students, etc.
  - Consider alignment of between TVET curriculum and NSS in cooperation with the Project for National Skills Standards (NSS)
  - A separate facility construction is planned to be implemented by the Grant Aid “Project for Establishment of Japan Myanmar Aung San Vocational Training Institute,” and technology transfer will be implemented in conjunction with the facility reinforcement by this project
  - In the field of electricity, a long-term JICA expert was dispatched as a vocational training instructor, after being nominated by the Ministry of Health, Labor, and Welfare, from Japan Organization for Empowerment of the Elderly, Persons with Disabilities and Job Seekers (JEED)

**2.10. Vehicle maintenance garage approval system in Japan by Mr. Toji Ryugo, Director of Maintenance Service Division Road Transport Bureau, MLIT – Periodic Technical Inspection (PTI) and “Designated Garage” (DG) in Japan**

- Overview of Periodical Inspection: The presentation was going through the matrix mentioning about classification, motor-driven Cycles, Light-sized two-wheel motor vehicle, small-sized two wheel motor-vehicle, Light-motor vehicle, Motor vehicle for passenger, Motor vehicle for carriage of goods, motor vehicle for business and private motor vehicles with a passenger capacity of 11 or more. At the same time, the construction, displacement, size, safety standard, check and maintenance, inspection, inspection cycle, and vehicle example were also introduced technically from the data within the matrix.
- Outline of Vehicle Inspection System in Japan: These were going with the main points such as:
  - Initial Inspection
  - Renewal Inspection (Periodical Technical Inspection)
  - Renewal Inspection (Periodical Technical Inspection)
  - Renewal Inspection (Periodical Technical Inspection) etc.
- Basic Information on Vehicle Inspection: the explanation was going through the process diagram about:
  - Initial Inspection: Dealers, Users, Type-Approved Vehicles and Other Vehicles by NALTEC to MLIT
  - Periodical Technical Inspection (PTI): Users, Designated Garages, Certified Garages NALTEC to MLIT  
\*NALTEC : National Agency for Automobile and Land Transport Technology (Established in 2002 as a government-owned organization)
- PTI by NALTEC in Japan: This is represented about the process of vehicle technical inspection through process diagram

- Utilizing the private garages:
  - Japan makes PTI more efficient through utilizing private sector.
  - The case which utilize Designated Garage is about  $\frac{3}{4}$  among vehicle inspected.
  - User, I. User for themselves – Check and Maintenance, II. Certificate Garages (92 thousand garages) – Check and Maintenance, III. Designated Garages (30 thousand garages) – Check, Maintenance and Inspection, then those presented as of the vehicle at Local Transport Branch Office (MLIT) in Inspection Office (NALTEC) for Renewal of Valid Term of Vehicle Inspection Certificate – Presentation of vehicles can be omitted and Only Safety Regulations Conformity Certificate is required, and back to user.
- Definition of Motor Vehicle Disassembling Repair: Vehicle maintenance business consist of wide diversity of services. Japanese authorities distinguish garages carrying out following activities form others and control them.
  1. Disassembly of an Engine
  2. Disassembly of a clutch, a transmission, a propeller shaft or the differential gear,
  3. Disassembly of front axle shaft, independent suspension or rear axle shaft
  4. Disassembly of the gearbox of the steering system, the connection part of the linkage or the steering fork,
  5. Disassembly of master cylinder, valves, a hose, a power device, brakes chamber, brakes drum or disk brakes caliper
- Examples of Motor Vehicle Disassembling Repair:
  - Maintenance or modification of motor vehicle performed with engine removed;
  - Maintenance or modification of motor vehicle performed with master cylinders, valves, hoses, pipes, booster, brake chamber, brake drum or disc brake calipers of brake system.
- Maintenance-Related Business:
  - Maintenance -Related Business is covering on Lubricant oil change, Tire Change etc. (except disassembling service),
  - Vehicle Disassembling repair Business is covering on about 92 thousand garages (certified garages) – maintenance by removing the engine, brake, etc.
  - Designated garage is covering on about 30 thousand garages for private PTI service
- Rate of Inspection by DG: This was shown with the chart mentioning the PTI by Designated Garages, All PTI, and Rate.
- Requirements for private garage: This was presented about the Approved garage and Designated garage on
  1. Mechanics: Inspectors, Chief engineer, Engineer
  2. Indoor work space: For maintenance, for checks, and for repair parts
  3. Inspection site: Enough space
  4. Parking space: 16.5m<sup>2</sup> or more for Approval garage, and 19.2m<sup>2</sup> or more for Designated garage
  5. Equipment for service and inspection: 27 items for Approval garage, and 38 items for Designated garage
- Required equipment for DG – 38 items: This was introduced about the following technical term:
  - Operation Equipment:
    1. Press
    2. Air compressor
    3. Chain block
    4. Jack
    5. Vice
    6. Charger
  - Operation gauges:
    1. Vernier calipers
    2. Torque wrench
  - Inspection gauges and devices

1. Circuit testers
  2. Hydrometer
  3. Compression gauge
  4. Handy vacuum pump
  5. Engine tachometer tester
  6. Timing light
  7. Thickness gauge
  8. Dial gauge
  9. Camber caster gauge
  10. Turning radius gauge
  11. Tire gauge
  12. Inspection pit, auto lift, etc.
  13. Carbon monoxide analyzer
  14. Hydrocarbon analyzers
- Tools:
    1. Wheel puller
    2. Bearing race puller
    3. Grease gun or chassis lubricator
    4. Parts washing tank
  - Inspection equipment, etc.
    1. Wheel alignment tester or side slip tester
    2. Brake tester
    3. Headlight tester
    4. Volume indicator
    5. Speedometer tester
    6. Diesel smoke meter or opacimeter
    7. Oil bucket pump
    8. Balancing apparatus
    9. Free roller
    10. Radiator cap tester
    11. Electronic measuring instrument
- Examples of inspection site in DG: This was demonstrated about:
- Headlamp Tester
  - Exhaust emission Tester (CO/HC Tester)
  - Side slip Tester &
  - Brake Tester &
  - Speed meter Tester
- How to supervise DG: This was overviewed as the following:
- Designated Garages conducts inspection on behalf of MLIT
  - MLIT supervise them properly by conducting audits of them
  - When MLIT find illegal practices in the audit, MLIT imposes administrative punishment on them. (e.g. Correction, Suspending of business, Withdrawal of designation)
- What is OBD?
- OBD (On-Board-Diagnostics) is a function installed in an ECU (Electronic Control Unit) such as engine or a transmission, and diagnoses a failure.
  - ECU performs optimum control based on signals from sensors in order to exercise safety and environmental performance. When detecting trouble such as disconnection or sensor malfunction, the information is automatically recovered in the ECU.
- What is Scan Tool? - A tool connects to the OBD part and communicates with the ECU and reads the DTC (Diagnostic Trouble Code) recorded in OBD. The example was shown as image.
- New vehicle Inspection by utilizing OBD: The chart and image were demonstrated about:
- AEB, ACC equipped in new passenger cars in Japan
  - Problem Point: Conventional inspection and Electric device failure cannot be detected

- by conventional inspection method.
- New vehicle inspection method by using OBD
- At the inspection
- Scope and Schedule
- Date of enforcement etc.

### 3. Q & A Session

1. **Mrs. Seng Solady, Program Officer for JICA: Regarding Project Completion Report on page 5, we see the key point “provision of equipment, for example the IT system or IT roadmap and data center etc...” So why does the project provide the equipment of IT system during in the middle of project that is not mentioned at the early stage? I would like to project expert team to verify the reason why this equipment is provided, which is not in the preparation stage in Project Completion Report? I would like to inform that in principle after the 3 years of the project, JICA will do the post evaluation so this Project Completion report is very important to be used in conducting the post evaluation, so it is important to include somewhere of the information as much as possible at the bottom of the table for the reason why.**
  - ❖ **Ms. Terashima Tomomi:** *This is not plan but we have implementation so we need the explanation why. I understand about this.*
  - ❖ **Mr. Heang Sotheayuth:** *Regarding to the question about the additional equipment, I would like to raise about the concern after the project contribute the additional equipment as it is unplan but we do, we are in the requirement asking for that according to the situation change regarding to the server and especially for the information system.*
2. **Mrs. Seng Solady, Program Officer of JICA: How does the guideline on vehicle technical inspection, registration, IT roadmap is not yet been approved by MPWT and it is really near to contribute to the impact of the project and I don't see any recommendations on the project and what is the critical recommendation to MPWT to disseminate the guideline because if you don't want any recommendation to Terashima san, you may give recommendation to sustainability of the project?**
  - ❖ **Ms. Terashima Tomomi:** *And we have only the discussion with the team about the dissemination of the guideline.*
  - ❖ **Mr. Takagi Akira:** *Let's me clarify regarding the dissemination of the guideline on vehicle inspection. The user of the inspection guideline like MPWT as you mentioned, and private sectors. We have covered everyone by persons from MPWT, we cover the inspection officers and the staffs from vehicle inspection center by conducting the training about the guideline, So I think this is disseminated already and we wait for the implementation stage of the guideline.*
  - ❖ **Mr. Yu Nakagawa:** *Regarding to the vehicle registration guideline, still the registration guideline is under the process of approval. Recently, new sub-decree is issued, and the Prakas #046 still be revised more and more. That is necessary condition to revised the vehicle registration guideline and we have to hear more about Mr. Chheng Samnang san and Mr. Suonvanhong san regarding the registration and inspection guidelines. And for the future of course we have to talk about the dissemination to all national wide in Cambodia.*
  - ❖ **H.E. Chhoun Voun:** *I would like to add more for the question is it regarding to the IT roadmap or inspection and registration guidelines?*
  - ❖ **Mrs. Seng Solday:** *Yes, I refer to the vehicle inspection and registration guidelines for the project.*



- ❖ **H.E. Chhoun Voun:** *Actually, as we already informed vehicle inspection guideline is already approved but for vehicle registration, we have an announcement about the Prakas will be finalized and submitted to our senior minister to get approval soon. And I think that after the Prakas is already approved we will disseminate among all DPWT officers.*
  - ❖ **Mr. Yu Nakagawa:** *Of course, in order to use vehicle registration guideline in the future and DPWT already start to know the staffs have to know about how to use the guideline, this point is still GDLT is holding the seminar many provinces for the DPWT staffs by using the tentative registration guideline. So of course, in the future we will hold the seminar again. And I think it is no problem.*
  - ❖ **Mr. Hirakawa Takaaki:** *Regarding to this we try to explain the dissemination of seminar by using the number and the figures of the seminars about using the guideline, you can refer to the handout on page 26, 27 and you can see the table 13 and 14 and you can see numbers of the registration seminar and the number of the participants. So, regarding to this you can see by the numbers and the figure on those pages.*
  - ❖ **Mrs. Men Chansokal:** *Thank you for the clarification and answer to the questions.*
  - ❖ **Ms. Terashima Tomomi:** *I think there is one more point about the IT roadmap. So please explain.*
3. **Mrs. Seng Solady, Program Officer for JICA: Regarding to the maintenance, does MPWT prepare the budget for maintenance in preparation for post evaluation?**
- ❖ **Mr. Heang Sotheayuth:** *And you ask that so we have any plan for the budget for the maintenance. For this we actually in the consideration for the national budget from several ministry such as Ministry of Economic and Finance and should be other package from the Ministry of Public Works and Transport. And we are along the way of discussion but if you have a better suggestion please advise us regarding to this.*
4. **Mrs. Men Chansokol: Thank you for question and answer, and from the Department of Custom and Excite, he has three questions:**
- **The first question is about whether the inspection is reasonable and acceptable for the inspection process?**
  - **The second question is how do we know about equipment power of the inspection?**
  - **The third question is about whether the officer has any procedures to solve the problem?**
- ❖ **Mr. Taing Poeu:** *Thank you for the questions.*
    - *For the first question, I can say he asks about the accuracy of the technical inspection equipment. I think according to the JICA survey, all equipment's that use in the inspection centers can be able to use. That means the accuracy is linked to the value that we can take so. But some items that we don't want to know we don't conduct the inspection.*
    - *For the second question, he asks how do we know, we can see from the catalog, from the manual of the vehicle from our side.*
    - *For the third question, I think it is not my responsibility from inspection team to have solution when having problem with wrong decision about the vehicle items. Thank you!*

#### 4. Closing remarks

Based on the closing remarks by H.E Tauch Chankosal, Secretary of State of MPWT, he has stated as the following:

- ✓ To appreciate from the effort for the project members and honor to be hear the result achieved by the project.



- ✓ To mention in the project completion report, there are still issues to be facilitated the approval procedure of Prakas etc. and promote policy.
- ✓ To add that the establishment of the IT data center will become more important.
- ✓ The improvement of activity related to registration and inspection quality that is particularly important.
- ✓ To carry out certainly the activities such as information sharing with relate ministries, which will continue accelerate step by step.
- ✓ To address future plan that the formulation of new policy should be considered in other field including automobile maintenance business, and transportation business.
- ✓ To impress the sincere relationship between Cambodia and Japan, has fulfil with JICA/MVRI project and will lead this project to achieve overall goal by contributing to the benefits of the people as well as MPWT.
- ✓ To believe that project JICA/MVRI will be a great example of other projects among JICA technical assistance project.

“Thank to **H.E. Tauch Chankosal** for closing remarks and thank to all for taking time with busy schedule to be here today. And I understand to have the great achievement through this and do really hope the project will be continued to improve the vehicle society and also please every one to support General Department to realize the better vehicle society in Cambodia and also if you have any questions for more collaboration please feel free to go to General Department of Land Transport. Thank you again and have a great day!” – Said **Mrs. Men Chansokol**

Finally, the 6<sup>th</sup> JCC meeting is end up with thank to Japan government for chance of MPWT could cooperate to improve this sector, and lead the 6<sup>th</sup> JCC meeting to be competed at 1am of the day in a solidary time.

### THE 6<sup>TH</sup> JCC SPECIAL IMAGES EXHIBITION





Phnom Penh, 27<sup>th</sup> June 2019  
Phnom Penh Hotel











**Confirmed By:**

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H.E. TAUCH Chankosal  
Secretary of State  
Ministry of Public Works and Transport

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TANAKA Kotaro  
Deputy Chief Representative  
JICA Cambodia Office

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OTA Masaya  
Chief Advisor  
JICA/MVRI

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Terashima Tomomi  
Operating Manager  
NTT DATA



Appendix2

# Vehicle Registration Guideline

**GUIDELINE**  
**FOR THE IMPLEMENTATION OF VEHICLE REGISTRATION MANAGEMENT SYSTEM**



No.	Revision date	Revised items	Reasons for the revision and contents	Reviser	Reviewer	Approver
1	December 2017	-	Following the third coordination committee meeting	Yu NAKAGAWA, NTT DATA in Japan	Deputy Director in charge of vehicle registration of the General Department of Land Transport of the Ministry of Public Work and Transport	Secretary of State of the Ministry of Public Work and Transport
2	September 2018	9.2.4, ១១.១, 9.4.4	Add several contents and revise the whole document based on the result of the third coordination committee meeting	Yu NAKAGAWA, NTT DATA in Japan	Deputy Director in charge of vehicle registration of the General Department of Land Transport of the Ministry of Public Work and Transport	
3	December 2018	All	Revise on the whole according to the guideline seminar on September, 2018	Yu NAKAGAWA, NTT DATA in Japan	DDG in charge of vehicle registration, GDLT, MPWT	
4	May 2019	All	Revised on the whole according to the guideline seminar on February, 2019	Cheang Samnang, GDLT, MPWT and Yu NAKAGAWA, NTT DATA in Japan	DDG in charge of vehicle registration, GDLT, MPWT	

**[Remarks] After 6<sup>th</sup> JCC meeting, this guideline should be revised more by GDLT due to below;**

**-Some English parts should be translated into Khmer for registration officers**

**-Related Sub-decree was revised approved on June 2019 and so Prakas No.046 are under more updating. This updating result should be reflected on this guideline.**



# Revision History

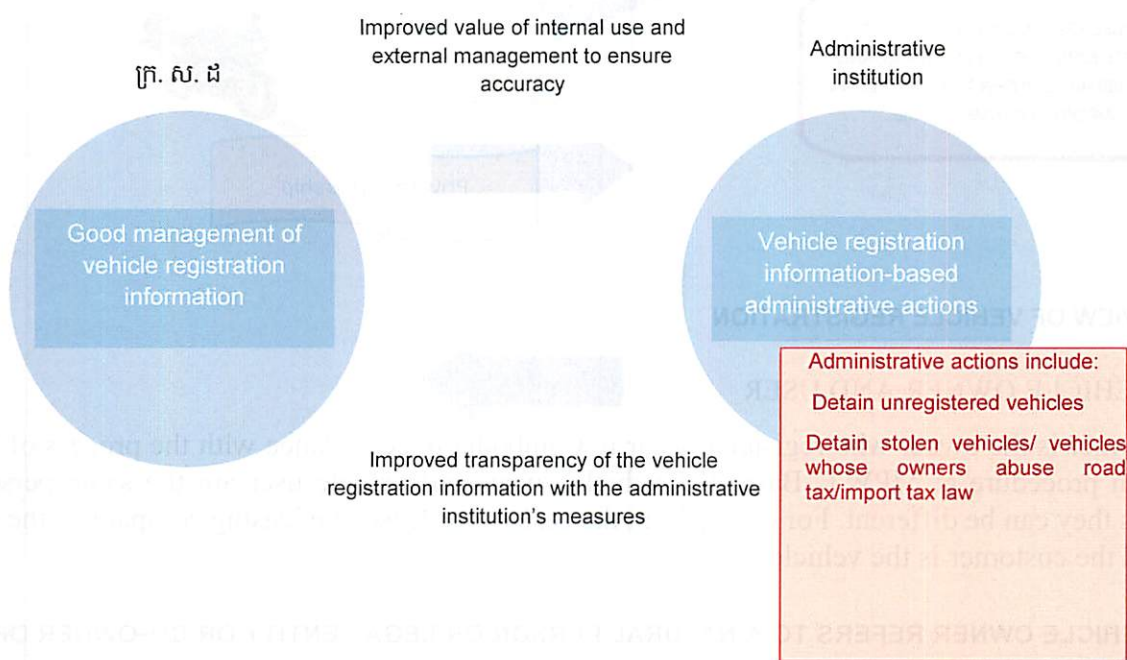
## Content

### 1. PURPOSE

This guideline constitutes a memo for all officials concerning the vehicle registration of the Ministry of Public Work and Transport to properly comply with in accordance with the vehicle registration procedure and formality in the Kingdom of Cambodia in contribution to the development of vehicle registration management system to ensure the security, order, safety and ownership of vehicle in the Kingdom of Cambodia.

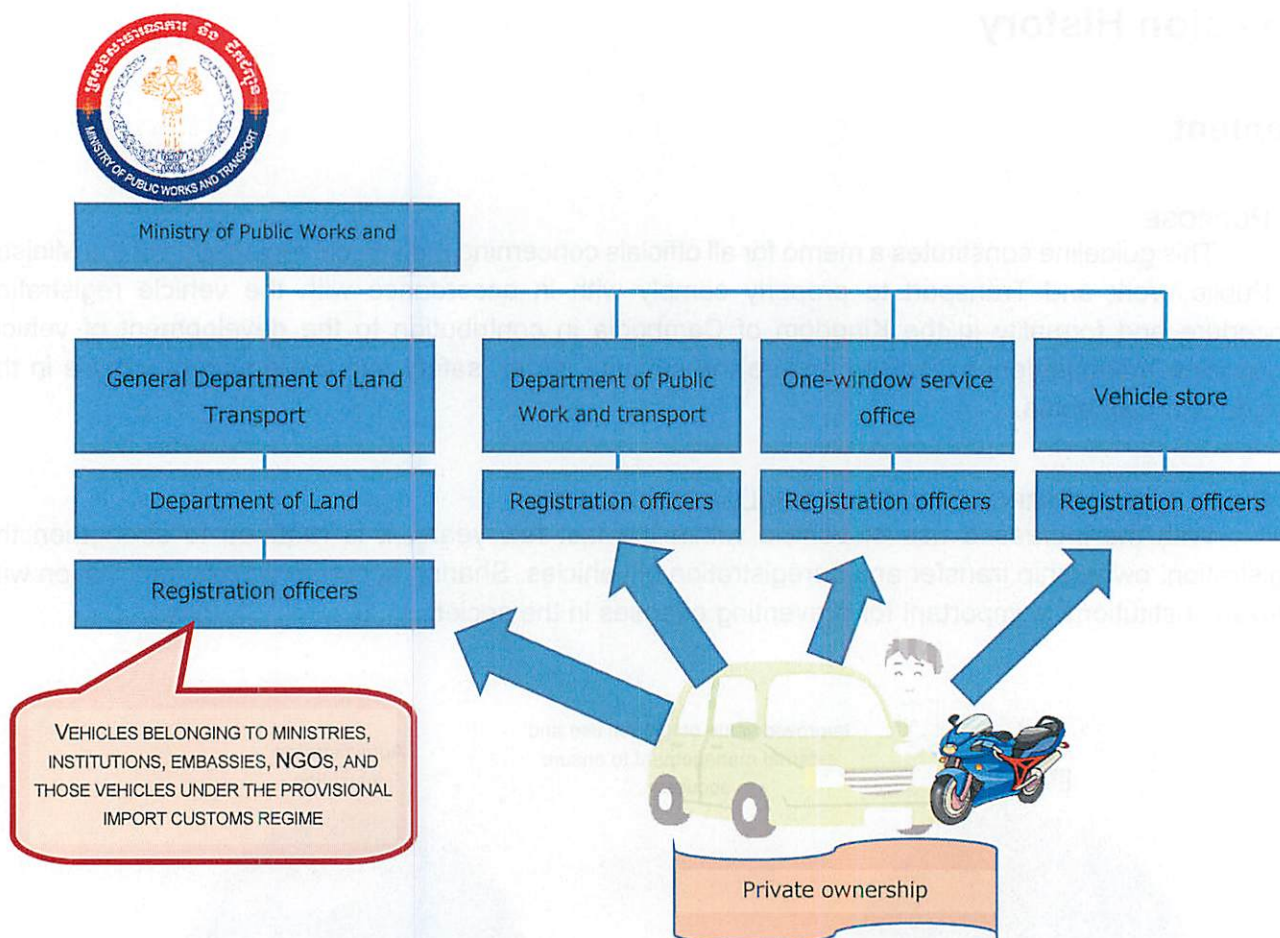
### 2. OBJECTIVE AND IMPORTANCE OF VEHICLE REGISTRATION

With the increased use of vehicle within the last few years, it is required to strengthen the registration, ownership transfer and deregistration of vehicles. Sharing accurate vehicle information with relevant institutions is important for preventing offenses in the society.



### 3. PARTIES CONCERNING THE VEHICLE REGISTRATION

The General Department of Land Transport, capital/provincial departments of public work and transport, district/city/khan one-window-service offices, vehicle shops.



#### 4. OVERVIEW OF VEHICLE REGISTRATION

##### 4.1 VEHICLE OWNER AND USER

Vehicle owner is the owner who registered a car in Cambodia in accordance with the process of vehicle registration procedure at MPWT. Basically, vehicle owner and vehicle user are the same person, but sometimes they can be different. For example, in the case of car lease, the leasing company is the vehicle owner and the customer is the vehicle user.

- **VEHICLE OWNER REFERS TO A NATURAL PERSON OR LEGAL ENTITY OR CO-OWNER OF A VEHICLE CONCERNING THE REGISTRATION AND INSTALLATION OF VEHICLE NUMBER PLATE.**

- **VEHICLE CO-OWNER REFERS TO A CO-OWNER OF THE SAME VEHICLE BETWEEN THE OWNER AND USER. EXAMPLE: IN CASE OF HIRE PURCHASE, THE SELLING COMPANY IS AN OWNER, WHILE THE BUYER IS A USER.**

##### 4.1 REGISTRATION

- All types of means of transport, whether legally imported into the Kingdom of Cambodia or locally reinstalled, may be only registered after the occupant or owner has fulfilled tax obligations of the Ministry of Economy and Finance.
- A vehicle may be registered for only one time and will be deregistered when it is exported to a foreign country or stops working and becomes unusable.
- Before being released to the public road, all types of means of transport shall be subject technical inspection for safe driving, have number plate and vehicle registration card issued by the Ministry of Public Work and Transport.



- Vehicle registration shall be in compliance with the type of vehicles divided into six types as stated in Article 4 of Subdecree No. 70 S.E. on the issuance of vehicle number plate.
  - o Type 1: The vehicle, tricycle, and trailer vehicle of this type shall use code No. 1 before the registration number.
  - o Type 2: A light-weight vehicle with a total weight of 3 (three) tons and a half or less, four-seat car, small passenger car, and small goods-carriage truck. This type of vehicle should use code No. 2 before the registration number.
  - o Type 3: The heavy-weight vehicle with a total weight of more than 3.5 (three and a half tons) includes large passenger car, dump truck, tank truck, trailer truck, and trailer head. This type of vehicle shall use code No. 3 before the registration number.
  - o Type 4: Trailer and semi-trailer to be attached with the trailer truck or trailer head. This type of vehicle shall use code No. 4 before the registration number.
  - o Type 5: Special vehicle equipped with machinery without goods or people outside the cabin, including crane truck, cement mixing truck, or a truck attached with equipment for construction, agricultural, industrial or tourism purposes. This type of vehicle shall use code No. 5 before the registration number.
  - o Type 6: Tractor or power tiller which is a vehicle for agricultural work. This type of vehicle shall use code No. 6 before the registration number.

#### **4.2 ISSUANCE OF VEHICLE REGISTRATION NUMBER:**

- Vehicle registration number is attached with a vehicle that cannot be easily detached after the owner has his/her vehicle registered and obtain an official vehicle registration card.
- A number plate has an image and is in a form according to an owner group or owner according to the actual type and address of the owner.
- A number plate for an owner group or owner may be only equipped for the vehicle of that owner group or owner.
- A number plate for any type of vehicle may be only equipped for that type of vehicle. It cannot be used for other types of vehicles.
- A number plate for any capital/provincial vehicle may be only used for the vehicle whose owner has permanent address in that capital/province. In the case that the owner changes his/her address from one capital/province to another, the number plate shall be replaced with the one for that capital/province.
- The transfer of ownership from an occupant or owner to another occupant or owner shall not be permitted to change the number plate if the owners reside in the same capital/province.

#### **4.3 PROVISION OF VEHICLE OWNERSHIP**

- The determination and provision of legal vehicle occupancy or ownership shall be in compliance with the eight groups of ownership divided in the subdecree. The owner who is legal entity shall obtain a declaration from the institution director while the owner who is natural person shall obtain a declaration about legal ownership from the person concerned.
- The vehicle owner shall have responsibilities and obligations before the law in the occupancy and use of vehicle.
- An institution that is an owner of all types of vehicles with its address in the Kingdom of Cambodia shall have its vehicle registered and fill out form to apply for vehicle registration card and number plate at the General Department of Land Transport of the Ministry of Public Work and Transport.

- A owner of private vehicle who is a natural person or legal entity with it address in the Kingdom of Cambodia shall have its vehicle registered and fill out form to apply for vehicle registration card and number plate at the public service provision facility defined by the Ministry of Public Work and Transport or through the automated vehicle registration system at <https://vehicle.mpwt.gov.kh/>
- The owner of vehicle, tricycle, or trailer vehicle shall have it registered and fill out form to apply for vehicle registration card and number plate at the vehicle shop, capital/provincial department of public work and transport, and the district/city/khan one-window-service office.

#### **4.4 VEHICLE OWNERSHIP TRANSFER**

- When selling the vehicle, the owner shall have his/her vehicle transferred ownership at the General Department of Land Transport or the capital/provincial department of public work and transport.
- The ownership transfer shall be processed with a written request from the last or original owner with mutual agreement.
- The original or last owner shall prepare a sale/purchase contract with thumbprints affixed before the official in charge of ownership transfer at the General Department of Land Transport or the capital/provincial department of public work and transport, and have 2 (two) witnesses acknowledge it. In the event that the seller or purchaser fails to make a confirmation on the sale/purchase contract in person before the official in charge, that sale/purchase contract shall be certified by the competent authority in the locality where that seller or purchaser resides.
- The last owner shall have his/her vehicle checked by the competent authorities concerning the identity, specification, vehicle registration card, number plate by verifying them with the original document filed.
- The transfer of ownership from an owner which is the public institution to a private owner shall be certified by a liquidation letter from the Ministry of Economy and Finance.
- The transfer of ownership from diplomat, United Nations, international organization, and non-governmental organization shall be made through the Ministry of Foreign Affairs and International Cooperation, and in accordance with the law in force.
- Each ownership transfer shall be subject to registration tax as per the instruction of the Ministry of Economy and Finance.

#### **4.5 APPLICATION FOR DUPLICATION OF VEHICLE REGISTRATION CARD OR NUMBER PLATE OR THIRD COPY**

- When a vehicle registration card or number plate has been lost or damaged for any reason, the owner shall file a complaint through the competent authorities of its residence or the place where the loss occurred to request duplication or third copy;
- At the time of requesting duplication or third copy of a vehicle registration card or number plate, the vehicle owner shall present his/her vehicle to the agent in charge to review the legitimacy of the original status of the vehicle.
- Any fraud for purpose of having a vehicle registration card or number plate duplicated or third copied shall lead to the vehicle owner being held responsible before the law.

#### **4.6 REPLACEMENT OF OLD NUMBER PLATE AND CARD WITH A NEW ONE:**

- Each vehicle owner, whether public or private, who has already registered and obtained a number plate and vehicle registration card shall apply for a replacement for a number plate and vehicle registration card at the General Department of Land Transport of the Ministry of Public Work and Transport as per the procedure defined.



- Before having the number plate and vehicle registration card replaced for a new one, the vehicle shall be subject to prior technical inspection.
- A vehicle belonging to the state, diplomat, and international organization shall be taxed under the state's burden with an official letter from the institution head and it is confirmed that it has already been entered into the inventory list.
- When requesting replacement of a vehicle registration card or number plate, the vehicle owner shall bring the vehicle with a proper vehicle registration card or number plate to the service facility of the Ministry of Public Work and Transport for verification with the original list with the attachment of Khmer ID card and other relevant documents as stated in the application.
- In the event that the vehicle has not been transferred ownership, it is required to transfer the ownership first before issuance of a new vehicle registration card or number plate.

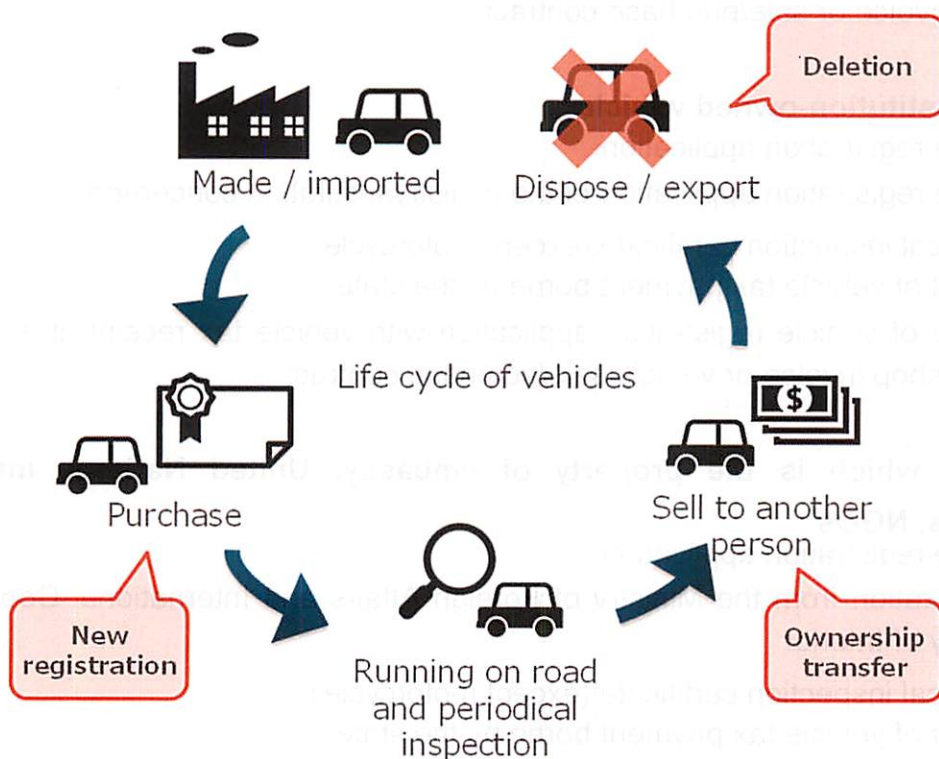
**5. CONNECTION OF VEHICLE REGISTRATION SYSTEM WITH THE VEHICLE TECHNICAL INSPECTION SYSTEM**

The automated vehicle registration management system and the automated vehicle technical inspection system are two separate systems, but the two systems are interlinked. To register a new vehicle, it is also important for the management of vehicle registration to know the identity of each vehicle through the vehicle technical inspection information.

**6. IMPORTANCE OF VEHICLE REGISTRATION MANAGEMENT SYSTEM**

When receiving the vehicle registration application via automated system, it is necessary to carefully review in the information in the application and supporting documents to avoid receiving the application with any errors.

**7. CIRCUMSTANCES REQUIRING THE VEHICLE REGISTRATION PROCEDURE**



## 8. VEHICLE REGISTRATION PROCEDURE

Vehicle owners shall apply for vehicle registration at the service facility defined by the Ministry of Public Work and Transport or via automated vehicle registration system at <https://vehicle.mpwt.gov.kh>, with the following attachments:

### 1. ATTACHEMENTS

#### 1.1 Privately-owned vehicle

- Vehicle registration application
- Identity of owner:
  - o Khmer citizen: Copied Khmer ID card certified by the competent authorities
  - o Foreigner: Valid passport and visa, and residence certification issued by the competent authorities.
- Technical inspection certificate (except motorcycle)
- Vehicle tax payment receipt
- Shop invoice or sale/purchase contract

#### 1.2 Company-owned vehicle

- Vehicle registration application
  - o Legal entity: Commercial registration certificate and patent
  - o Natural person:
    - o Khmer citizen: Copied Khmer ID card certified by the competent authorities
    - o Foreigner: Valid passport and visa, and residence certification issued by the competent authorities.
- Technical inspection certificate (except motorcycle)
- Vehicle tax payment receipt
- Shop invoice or sale/purchase contract

#### 1.3 Public institution-owned vehicle

- Vehicle registration application
- Vehicle registration application of the ministry/institution concerned
- Technical inspection certificate (except motorcycle)
- Receipt of vehicle tax payment borne by the state
- In case of vehicle registration application with vehicle tax receipt, it is required to attach shop invoice or vehicle sale/purchase contract.

#### 1.4 Vehicle which is the property of embassy, United Nations, international organizations, NGOs

- Vehicle registration application
- Authorization from the Ministry of Foreign Affairs and International Cooperation or Ministry of Interior
- Technical inspection certificate (except motorcycle)
- Receipt of vehicle tax payment borne by the state

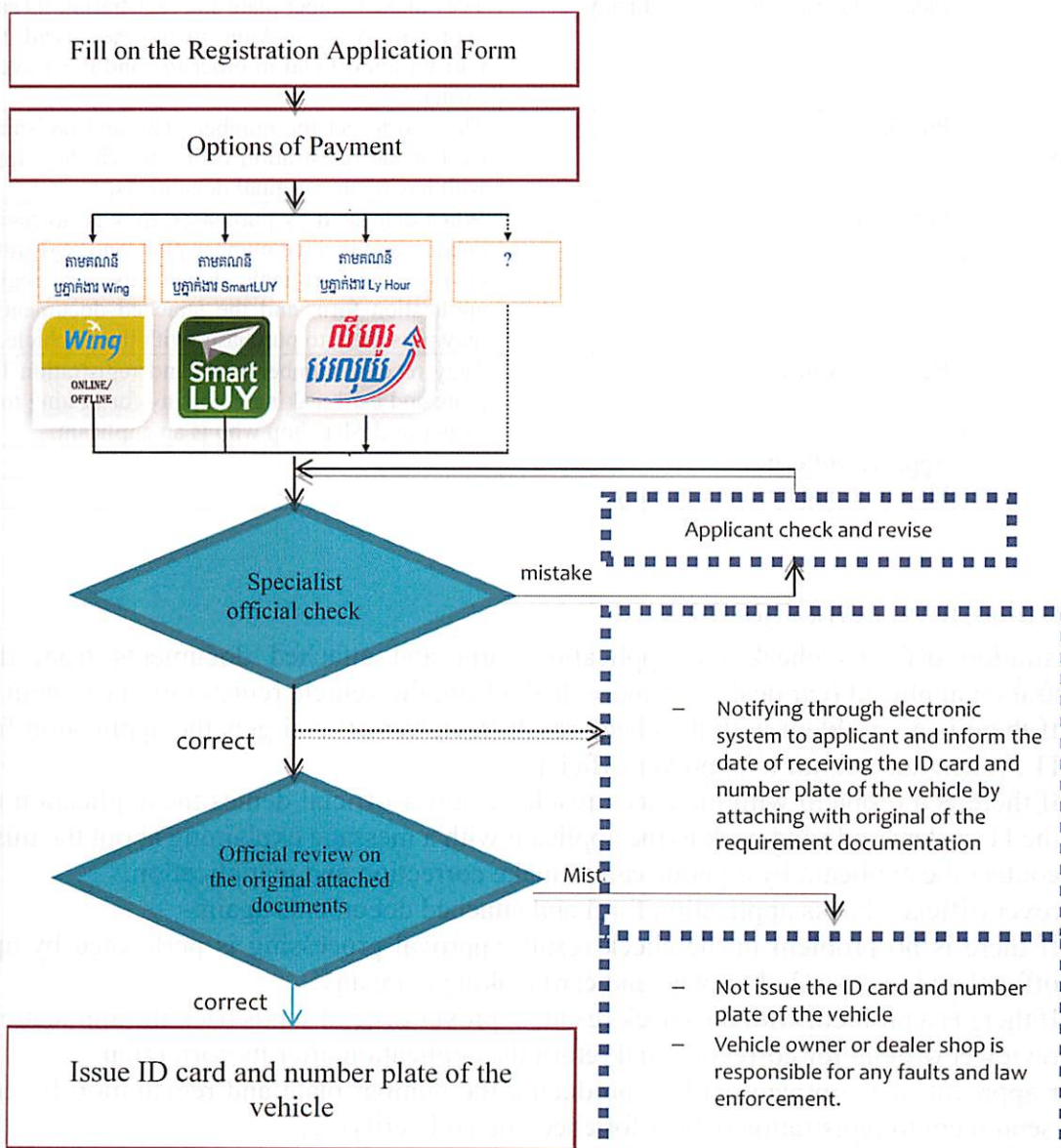


- In case of vehicle registration application with vehicle tax receipt, it is required to attach shop invoice or vehicle sale/purchase contract.

### 1.5 Vehicle under temporary import customs

- Vehicle registration application
- Letter of authorization from the ministry/institution concerned
- Technical inspection certificate (except motorcycle)
- Receipt of vehicle tax payment under the provisional import customs regime. In the event that the current address differs from the address in the Khmer Identification Card, it is required to attach Family Record Book or Residence Record certified by the competent authorities.

## 2. OPERATION FLOW



### 9.2.3 Vehicle information recording



### 3. ROLE AND RESPONSIBILITY

Timing	Actor	Content
On Application	Purchaser	After purchase contract, they have to apply for vehicle registration to MPWT(GDLT/DPWT) through online vehicle registration IT system. ➔If they don't know how to apply for vehicle registration, they can delegate it to car dealer.
	Car dealer	When delegated by purchaser, they have to apply for vehicle registration to MPWT(GDLT/DPWT) through online vehicle registration IT system.
	Reviewer official	They have to check application contents by seeing application form and attached documents.
	Approver official	After rechecking application contents, they have to approve it. ➔For detail information, please refer to the next page.
	Plate and card producing company	They make number plate and registration ID card after approval. After making them, they send them to registration official in order to hand them over to car owner.
After application	Purchaser	They go to get the number plate and registration ID card at the registration office which they applied to with having the original documents.
	Car dealer	When delegated by purchaser, they go to registration counter and receive number plate and registration ID, having the original documents of registration application form and the attached documents. Then they pass them to purchaser with their vehicle.
	Reviewer official	They receive number plate and registration ID from Plate and card making company for issuing to the car owner or dealer shop who is an applicant.
	Approver official	-
	Plate and card making company	-

### 4. PROCEDURE BY REGISTRATION OFFICER

1. Registration officials check the application form and attached documents from the new registration applicant (car dealers or individuals) from the vehicle registration IT system.
  - If there is no problem with the check result, reviewer official gets the application from the IT system and submit to approver official.
  - If there is a problem with the check result, reviewer official denies the application through the IT system and send back to the applicant with a message explaining about the mistake or contact the applicant by a phone call to make correction and reapplication.
2. Approver official checks application form and attached documents again.
  - If there is no problem in the check result, approval processing is performed by approver official and then shifted to plate and card making company.
  - If there is a problem with the check result, approver official sends back the application to the reviewer official for correction and return the application after its correction.
3. After approval, the company will be producing the number plate and registration ID card and then send them to registration officer for checking and verifying.
  - If there is no problem with the check result, registration officer gets the number plate and registration ID card for issuing to the vehicle owner or car dealer who applied the application.
  - If there is a problem with the check result, registration officer contacts to the company or issues a letter to GDLT for correction and re-producing.



4. Registration officer checks whether the original application form (paper) with rub copy of engine number which attached with the application form.
  - If there is no problem with the check result, the registration officials will issue the registration ID card and number plate to the car owner or car dealer who applied the application and then stock those original documents.
  - If there is a problem with the check result, registration officer will not issue the registration ID card and number plate to the car owner or car dealer who applied the application, and car owner or car dealer shall be liable for losses and legal consequences.

## 9. VEHICLE OWNERSHIP TRANSFER PROCEDURE

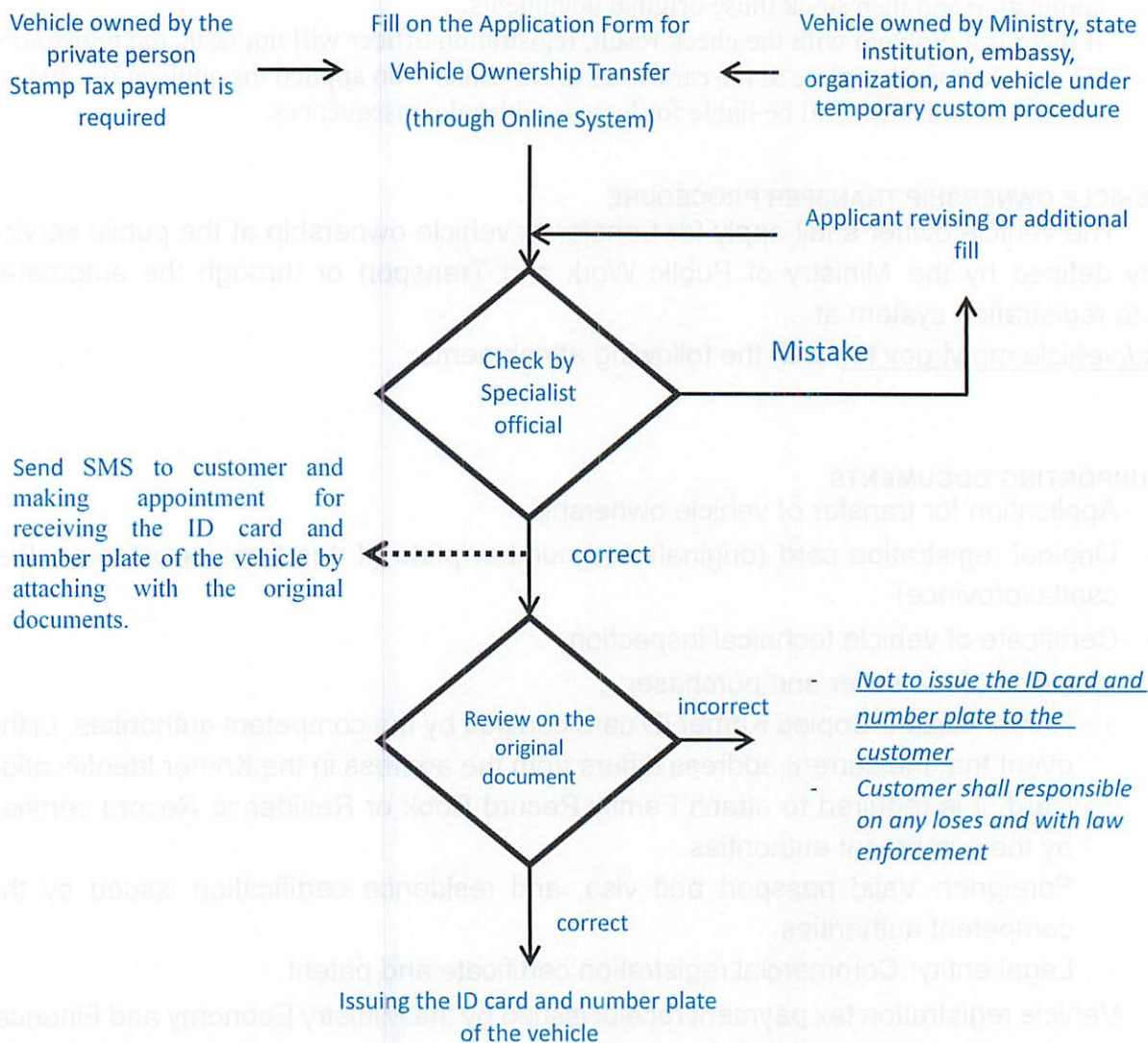
The vehicle owner shall apply for transfer or vehicle ownership at the public service facility defined by the Ministry of Public Work and Transport or through the automated vehicle registration system at

<https://vehicle.mpwt.gov.kh>, with the following attachments:

### 1. SUPPORTING DOCUMENTS

- Application for transfer of vehicle ownership
- Original registration card (original) and number plate (if it is transferred to another capital/province)
- Certificate of vehicle technical inspection
- Identities of the seller and purchaser:
  - Khmer citizen: Copied Khmer ID card certified by the competent authorities. In the event that the current address differs from the address in the Khmer Identification Card, it is required to attach Family Record Book or Residence Record certified by the competent authorities.
  - Foreigner: Valid passport and visa, and residence certification issued by the competent authorities.
  - Legal entity: Commercial registration certificate and patent.
- Vehicle registration tax payment receipt issued by the Ministry Economy and Finance.
- Sale/purchase contract made at the service facilities and before the competent officers in charge of vehicle ownership transfer.

## 2. OPERATION FLOW



**10. PROCEDURE FOR DEREGISTRATION OF VEHICLE**

The vehicle owners is obliged to deregister those vehicles that are no longer used in the following cases:

- The vehicles are completely broken-down and unusable.
- The vehicles are exported for foreign countries.
- Other reasons.

**1. SUPPORTING DOCUMENTS**

Vehicle owners shall submit an application for vehicle deregistration to any service facility of the Ministry of Public Work and Transport, with the following supporting documents:

- Application for vehicle deregistration
- Registration card and number plate
- Owner's identity:
  - o Khmer citizen: Copied Khmer ID card certified by the competent authorities
  - o Foreigner: Valid passport and visa, and residence certification issued by the competent authorities.
- Letter of reason for deregistration

**3. ROLE AND RESPONSIBILITY**

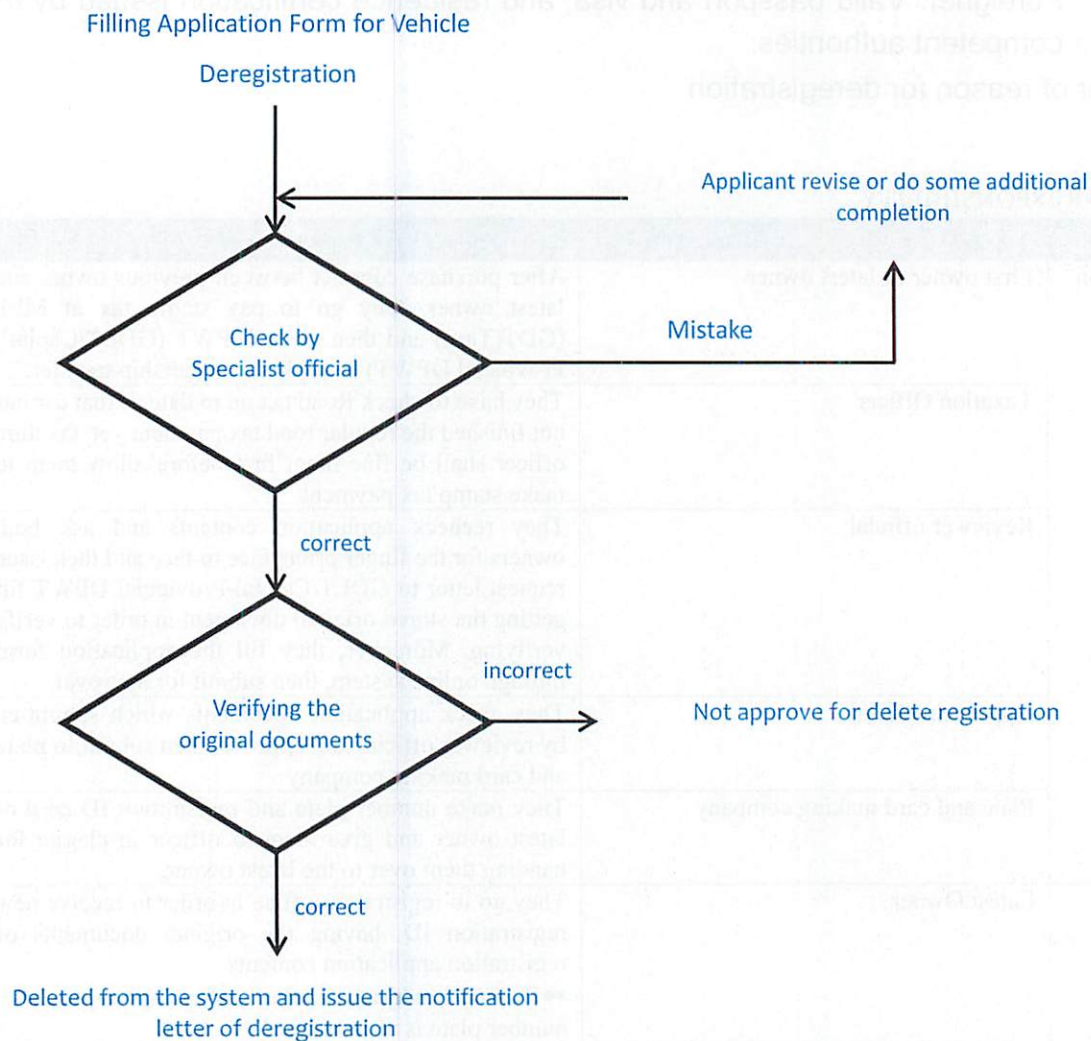
ពេលវេលា	តួនាទី	ប្រតិបត្តិការ
On Application	First owner or latest owner	After purchase contract between previous owner and latest owner, they go to pay stamp tax at MEF (GDT(Tax)) and then go to MPWT (GDLT/Capital-Provincial DPWT) to apply for ownership transfer.
	Taxation Officer	They have to check Road tax up to date, if that car has not finished the regular road tax payment yet, taxation officer shall be fine them first before allow them to make stamp tax payment.
	Reviewer official	They recheck application contents and ask both owners for the finger prints face to face and then issue request letter to GDLT/Capital-Provincial DPWT for getting the stored original document in order to verify verifying. Moreover, they fill the application form through online system, then submit for approval.
	Approver official	They check application documents which submitted by reviewer official and approve, then submit to plate and card making company
	Plate and card making company	They make number plate and registration ID card of latest owner and give them to officer in charge for handing them over to the latest owner.
After application	Latest Owner	They go to registration office in order to receive new registration ID, having the original documents of registration application contents. ➡If owner's address change to other capital/province, number plate is also reissued
	Officer in charge	Hand over number plate and registration ID card to the latest owner.



4. PROCEDURE BY REGISTRATION OFFICER

- First owner or latest owner shall go to pay stamp tax at General Department of Taxation of MEF and then come back to the in-charge officials at GDLT/Capital-Provincial DPWT to apply for the ownership transfer.
- In-charge officials in GDLT/Capital-Provincial DPWT check on the documents and let the first owner and latest owner put thumbs print in front of face to face.
- Reviewer officials shall submit a request letter to GDLT/Capital-Provincial DPWT for getting the stored original document in order to verify and check properly before proceeding the ownership transfer,
- After check application form and attached documents were corrected, review official shall complete the application form through online system, then push to the approval official for approved and send to card and plate making company.
- After approval, plate and card making company will make the number plate and registration ID card and then push back to the officers in charge for checking and verifying and keep for issuing to the vehicle owner.

2. OPERATION FLOW



### 3. ROLE AND RESPONSIBILITY

Timing	Actor	Content
On Application	Registered owner	Vehicle owner have to send request form directly to MPWT(GDLT/DPWT by attaching with the required documents as in point 9.4.1
	Reviewer official	Reviewer officials have to check application contents and send it to approver official.
	Approver official	Approver officials have to recheck application contents and delete registration data from vehicle registration IT system and destroy the number plate.
After application	Reviewer official	Reviewer officials have to send notification letter to the owner.

### 4. PROCEDURE BY REGISTRATION OFFICER

- Reviewer officials in GDLT/Capital-Provincial DPWT check application form (Original documents), number plate and vehicle registration ID card received from the applicant.
  - If there is no problem with the check result, approval is requested to the approver.
  - If there is a problem with the check result, contact the applicant to make correction and reapplication.
- Approver officials in GDLT/Capital-Provincial DPWT recheck and verify on application form (Original documents).
  - If there is no problem with the check result, approval processing is performed.
  - If there is a problem with the check result, not to be approved on the delete registration proceeding.
- Approver officials in GDLT/Capital-Provincial DPWT delete targeted registration data from registration IT system and issue a notification letter to the applicant.

## 10. SERVICE CHARGES AND TAX PAYMENT FOR THE VEHICLE REGISTRATION

Vehicle registration and permission for filling out vehicle registration form shall be subject to public service charges as determined in the inter-ministerial prakas between the Minister of Economy and Finance and the Minister of Public Work and Transport.

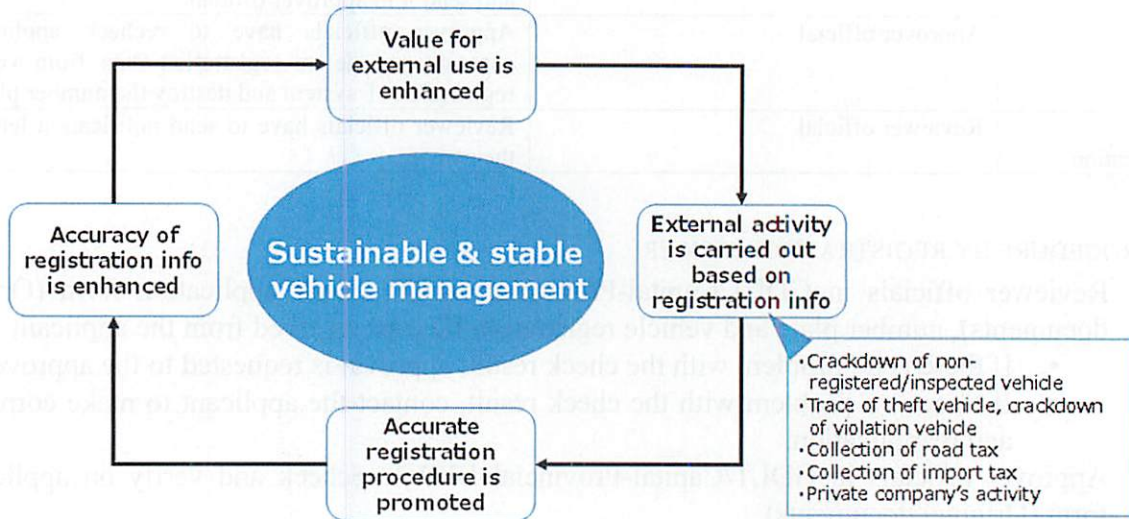
Services	Description
Registration services	<ul style="list-style-type: none"> <li>- Applicant applies for payment of service fees via automated system</li> <li>- Service fees stated in the inter-ministerial prakas between the Minister of Economy and Finance and the Minister of Public Work and Transport</li> </ul>
Import tax	<ul style="list-style-type: none"> <li>- All imported vehicles shall be subject to import tax payment at the General Department of Customs and Excise of Cambodia before being permitted to be registered with the Ministry of Public Work and Transport</li> </ul>
Registration tax	<ul style="list-style-type: none"> <li>- To transfer vehicle ownership, the owner shall pay registration tax at the General Department of Taxation before processing the transfer at the Ministry of Public Work and Transport.</li> </ul>
Road tax	<ul style="list-style-type: none"> <li>- The owner shall pay obligatory road tax regularly at the General Department of Taxation.</li> <li>- If the owner fails to pay obligatory road tax regularly, he/she shall be fined upon the payment of registration to transfer ownership and when travelling on the road.</li> </ul>



## 11. USE OF VEHICLE DATA INFORMATION

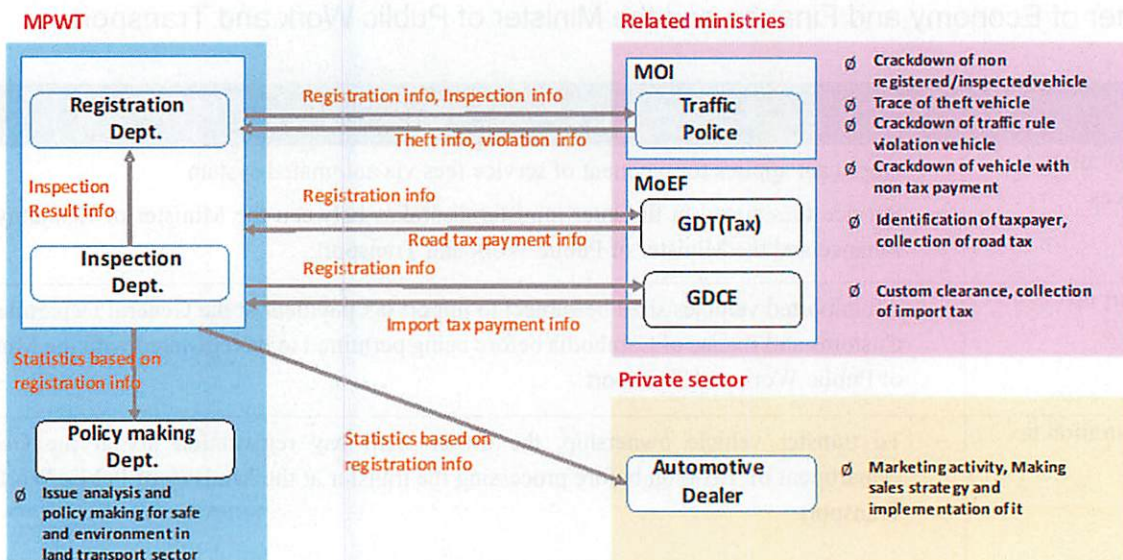
### 1. Overview

The use of vehicle registration information with other institutions is very important for realizing the sustainable and stable cycle of vehicle management.



Vehicle registration information may be shared with other ministries/institutions:

- Areas related to the policy of the Ministry of Public Work and Transport
- Ministry of Interior and Ministry of Economy and Finance for administrative activities of the ministries
- Private companies





## **2 Use of vehicle data information at the Ministry of Public Works and Transport**

The use of vehicle registration information requires a relevant policy based on that information. Moreover, environmental problems expected to increase in the future due to the increased number of vehicles will also be used for the development of prevention planning.

## **3. Use of vehicle information data of the relevant ministries/institutions**

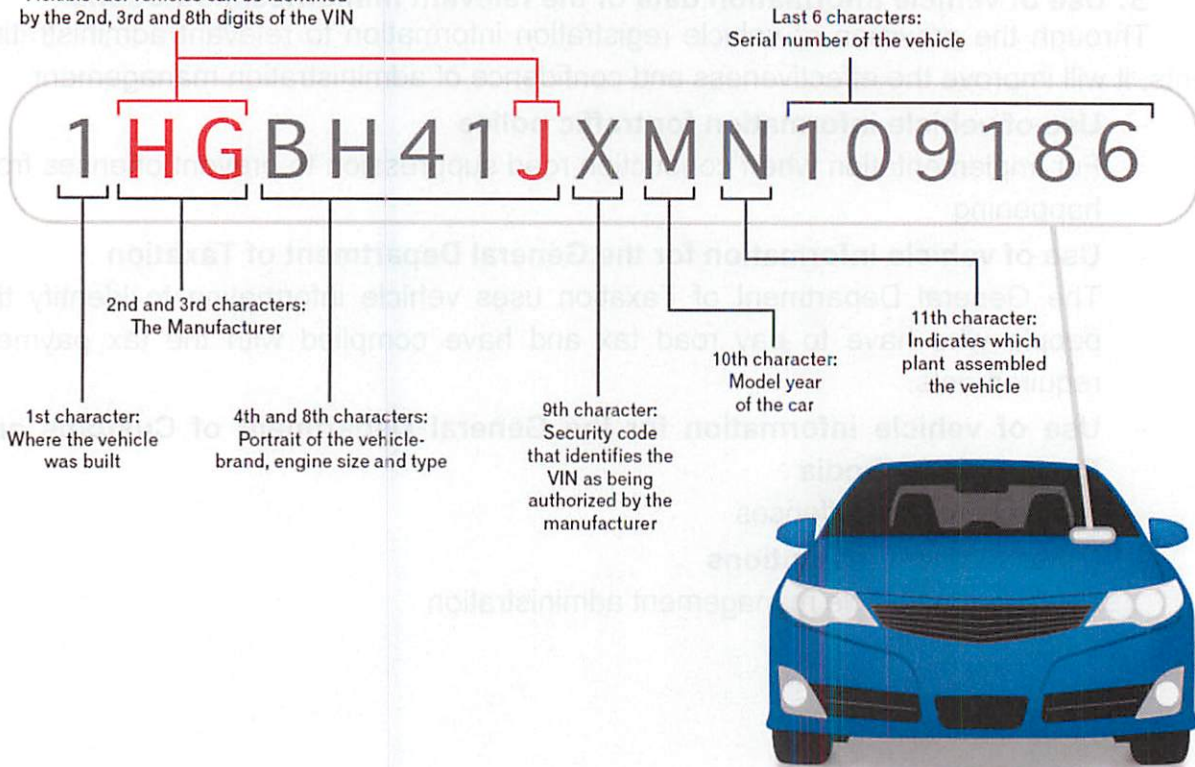
Through the provision of vehicle registration information to relevant administration agents, it will improve the effectiveness and confidence of administration management.

- **Use of vehicle information for traffic police**  
For implementation when conduction road suppression to prevent offenses from happening
- **Use of vehicle information for the General Department of Taxation**  
The General Department of Taxation uses vehicle information to identify the people who have to pay road tax and have complied with the tax payment requirements.
- **Use of vehicle information for the General Department of Customs and Excise of Cambodia**  
Prevent customs offenses
- **Other relevant institutions**  
Improve the vehicle management administration.

## Remarks : What is VIN?

- VINs were first used in 1954 in the United States. [1] From 1954 to 1981, there was no accepted standard for these numbers, so different manufacturers used different formats.
- In 1981, the National Highway Traffic Safety Administration of the United States standardized the format. [1] It required all on - road vehicles sold to contain a 17 - character VIN, which does not include the letters I (i), O (o), and Q (q) (to avoid confusion with numerals 1 and 0).

Flexible fuel vehicles can be identified by the 2nd, 3rd and 8th digits of the VIN



- Model year encoding
- One consistent element of the VIS is the 10th digit, which is required worldwide to encode the model year of the vehicle. Besides the three letters that are not allowed in the VIN itself (I, O and Q), the letters U and Z and the digit 0 are not used for the model year code. The year code is the model year for the vehicle.
- The year 1980 was encoded by some manufacturers, especially General Motors and Chrysler, as "A" (since the 17 - digit VIN was not mandatory until 1981, and the "A" or zero was in the manufacturer's pre - 1981 placement in the VIN), yet Ford and AMC still used a zero for 1980. Subsequent years increment through the allowed letters, so that "Y" represents the year 2000. 2001 to 2009 are encoded as the digits 1 to 9, and subsequent years are encoded as "A", "B", "C", etc.
- Where Can I Find the VIN?



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## [APPENDIX 1] CHECKLIST

### For Operating Vehicle Registration Administrative System







Checklist for operating vehicle registration administrative system

<b>1. Check list for new registration.....</b>	<b>1</b>
1.1. On application phase through online system.....	1
1.2. On issuing phase.....	1
<b>2. Check list for Ownership transfer registration .....</b>	<b>2</b>
2.1. On application phase .....	2
2.2. On issuing phase.....	2
<b>3. Check list for Delete registration .....</b>	<b>3</b>
3.1. On application phase .....	3
3.2. On information deletion phase .....	3
<b>4. Check list of information sharing for MPWT .....</b>	<b>4</b>
<b>5. Check list of information sharing for concerned Ministries.....</b>	<b>6</b>

## 1. CHECK LIST FOR NEW REGISTRATION

### 1.1. ON APPLICATION PHASE THROUGH ONLINE SYSTEM

- Use Online system
  
- Check Application form for new registration
  
- Check Attached documents
  - Copy of national ID
  - Receipt of registration fee
  - Original of import tax certificate
  - Copy of initial inspection certificate
  - Contract with car dealer

[Check points only for MPWT approver]

- Use Online system
  
- Check all necessary documents
  
- Put signature or stamp on the application form

### 1.2. ON ISSUING PHASE

- Check Original application documents
  
- Check issuance of Number plate and vehicle registration ID



## 2. CHECK LIST FOR OWNERSHIP TRANSFER REGISTRATION

### 2.1. ON APPLICATION PHASE

- Check Application form for ownership transfer to MPWT
  
- Check Attached documents
  - Approval from MEF
  - Contract with previous owner
  - Copy of national ID
  - Original of vehicle registration ID
  - Receipt of ownership transfer registration fee

[Check points only for MPWT approver]

- Use Online system
  
- Check all necessary documents
  
- Put signature or stamp on the application form

### 2.2. ON ISSUING PHASE

- Check Original application documents
  
- Check issuance of Number plate and vehicle registration ID(\*)

\*Reissue of number plate is necessary when owner's address changes into other capital/provinces.

### 3. CHECK LIST FOR DELETE REGISTRATION

#### 3.1. ON APPLICATION PHASE

- Check Confirmation letter to MPWT
  
- Check Attached things
  - Registration ID
  - Number plate

[Check points only for MPWT approver]

- Check all necessary documents
  
- Put signature or stamp on the application form

#### 3.2. ON INFORMATION DELETION PHASE

- Check Original confirmation letter documents
  
- Send Number plate and vehicle registration ID to Kamtranship
  
- Check result through Registration IT system
  
- Send information letter indicating that deletion procedure had already completed

#### 4. CHECK LIST OF INFORMATION SHARING FOR MPWT

Please check the box .

1. What is your department?

1. Department of Planning                       2. Department of Policy
3. Department of Information System Management
4. Department of Monitoring and Evaluation    5. Department of Land Transport
6. Department of Road Safety                       7. Department of Urban Transport
8. Department of IT & PR                       9. Other (\_\_\_\_\_)

2. How often do you receive vehicle registration information/data from vehicle registration department?

1. Any time                       2. Daily                       3. Weekly
4. Monthly                       5. Every 3 months                       6. Every 6 months
7. Yearly                       8. Other (\_\_\_\_\_)

3. What kind of information/data item do you receive from vehicle registration department?  
Please choose all of the options which apply to you.

1. Plate number                       2. Vehicle Type                       3. Specification info
4. Owner info                       5. User info                       6. Registration date
7. Inspection status                       8. Other (\_\_\_\_\_)



4. What purpose do you use the information/data for?

Please choose all of the options which apply to you.

1. Statistics making       2. Policy making       3. Info disclosure  
 4. Grasp of budget       5. Other (\_\_\_\_\_)

5. How do you receive the information/data from vehicle registration department?

1. Online IT system       2. CD/DVD/USB       3. E-mail  
 4. Paper document       5. Other (\_\_\_\_\_)

6. How do you avoid the information/data leak?

1. Management of staff ID to access to IT system       2. Shredder paper document  
 3. Password protection on e-document       4. Other (\_\_\_\_\_)

## 5. CHECK LIST OF INFORMATION SHARING FOR CONCERNED MINISTRIES

Please check the box .

1. What is your department?

1. General Department of tax       2. General Department of Customs and Excise
3. Traffic Police       4. General Department of Identification
5. Other (\_\_\_\_\_)

2. How often do you receive vehicle registration information/data from vehicle registration department?

1. Any time       2. Daily       3. Weekly
4. Monthly       5. Every 3 months       6. Every 6 months
7. Yearly       8. Other (\_\_\_\_\_)

3. What kind of information/data item do you receive from vehicle registration department?  
Please choose all of the options which apply to you.

1. Plate number       2. Vehicle Type       3. Specification info
4. Owner info       5. User info       6. Registration date
6. Inspection status       7. Other (\_\_\_\_\_)

4. What purpose do you use the information/data for?

Please choose all of the options which apply to you.

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Tax calculation             | <input type="checkbox"/> 2. Tax collection confirmation |
| <input type="checkbox"/> 3. Owner/user confirmation     | <input type="checkbox"/> 4. Criminal investigation      |
| <input type="checkbox"/> 5. Traffic violation crackdown | <input type="checkbox"/> 6. Traffic accident research   |
| <input type="checkbox"/> 7. Statistics making           | <input type="checkbox"/> 8. Policy making               |
| <input type="checkbox"/> 9. Info disclosure             | <input type="checkbox"/> 10. Grasp of budget            |
| <input type="checkbox"/> 11. Other (_____)              |   |

5. How do you receive the information/data from vehicle registration department?

- |  |   |                                    |
|--|---|------------------------------------|
| <input type="checkbox"/> 1. Online IT system | <input type="checkbox"/> 2. CD/DVD/USB    | <input type="checkbox"/> 3. E-mail |
| <input type="checkbox"/> 4. Paper document   | <input type="checkbox"/> 5. Other (_____) |                                    |

6. How do you avoid the information/data leak?

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Management of staff ID to access to IT system | <input type="checkbox"/> 2. Shredder paper document |
| <input type="checkbox"/> 3. Password protection on e-document             | <input type="checkbox"/> 4. Other (_____)           |



Appendix3

Vehicle Inspection Guideline

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# VEHICLE INSPECTION GUIDELINES

MPWT Vehicle Inspection System







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# 1. INTRODUCTION

The vehicle inspection guidelines consist of mainly three parts; standards and requirements regarding vehicle inspection, how to conduct visual inspection, and maintenance of calibration of inspection equipment.

Standards and requirements part, the chapter 2, explains standards and requirements regarding the vehicle inspection system in Cambodia; inspection centers, inspection equipment, and inspectors.

As for how to conduct visual inspection, the chapter 3 illustrates how inspection centers and inspectors should conduct visual inspection. It includes the manual for selected visual inspection items and check sheet that inspectors use during inspections.

Maintenance of calibration of inspection equipment part, the chapter 4, gives the explanation on the maintenance and calibration system in which equipment is managed after its installation. It consists of the equipment registry, maintenance and calibration manual, and check sheets for maintenance.

In addition to the above three main pillars, the last chapter serves as a tool for monitoring violation conditions of inspection centers regarding the three parts. It aims to clarify the violation condition of each center by quantifying, that enable MPWT understand the situation easily and take necessary measures.

## 2. STANDARDS AND REQUIREMENTS REGARDING VEHICLE INSPECTION CENTERS, EQUIPMENT AND INSPECTORS

This chapter explains standards and requirements regarding the vehicle inspection system in Cambodia; inspection centers, inspection equipment, and inspectors.

[2.1] stipulates the requirements that each vehicle inspections center has to meet before stating operation and during operation. Requirements for centers consist of some categories; facilities of centers, inspection equipment, maintenance and calibration of inspection equipment, requirements for staff, inspection Procedure, record keeping of results and report of inspection results.

There are some items which are not mandatory but optional: Centers are recommended to meet the requirement.

[2.2] defines the requirements for inspectors. Requirements are set for existing inspectors and those who will newly become inspectors.

[2.3] specifies the technical standards for inspection equipment. For each equipment, standards are set under three categories; structure, indicator and accuracy. In structure, items such as functions and size of elements are described. In indicator part, for example, minimum and maximum scale value is defined. Accuracy part, most importantly, defines the permissible error range, which will serve as a basis for calibration.

### 2.1. REQUIREMENTS FOR VEHICLE INSPECTION CENTERS

#### Requirements for Vehicle Inspection Centers

##### Facilities of Centers

- Must face onto a boulevard
- Must possess a gateway wide enough for heavy vehicles
- Must be flat on the center premises
- Must be paved on the center premises
- Must secure spaces where vehicles can wait before inspection
- Must secure parking spaces after inspection
- Must secure an office space for reception and issuing inspection certificate
- Must have a roofed workplace for appearance inspection (\*)

(\*) Optional (preferable) for existing centers and new centers



### Inspection Equipment

Centers must be equipped with the following equipment (Refer to XXX for the detail)

- Side Slip Tester
- Headlight Tester
- Speedometer Tester
  - As for speedometer Tester with free roller (\*)
  - (\*) Optional (preferable) for existing centers & Must for new centers
- Brake Tester
- CO Tester
- HC Tester
- Diesel Smoke Tester or Opacimeter
- Sound Level Meter

### Maintenance and Calibration of Inspection Equipment

Centers must do maintenance and calibration of inspection equipment according to the guidelines (Refer to the chapter 4 in this guidelines)

### Requirements for staff

Centers need to submit notification of appointment of the staff members below and notification of change when there has been a change to any staff members.

- A person in charge of center (can serve as other members concurrently)
- A person in charge of equipment (can serve as other members concurrently)
- A person in charge of electricity (can serve as other members concurrently)
- A person in charge of IT (can serve as other members concurrently)
- Certified Inspectors (requirements is shown in 2.2 in this guidelines)
  - ✧ the number of inspectors (at least 2 for each lane)

### Inspection Procedure

- Must follow relevant Prakas

### Record keeping of results

- Keep results of inspection and checklist

### Report of inspection results

- The numbers of vehicles inspected by type
- The results of check list

## 2.2. REQUIREMENTS FOR INSPECTORS

### Requirements for New Inspectors

1. Ability to read and write Khmer language
2. Driver's license (license by type of vehicle)
3. Inspector Certification from GDT

Inspectors need to participate in workshops/meetings when GDT consider it is necessary.

### Requirements for Existing Inspectors

1. Inspector Certification from GDT

Existing Inspectors are given a grace period to acquire inspector certification

Inspectors need to participate in workshop/meeting when GDT consider it is necessary.

## 2.3. TECHNICAL STANDARDS FOR INSPECTION EQUIPMENT

### Side Slip Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. The indicator must show the amount of sideslip per meter in millimeters.</li> <li>2. The length of the slide plate is 500 mm or more</li> <li>3. The slide plate moves smoothly</li> </ol>	<ol style="list-style-type: none"> <li>1. Minimum scale value is mm or less</li> <li>2. Maximum scale value is 7 millimeters or more</li> <li>3. Shows the direction of sideslip</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is within than 0.3 millimeters.</li> </ol>

Headlight Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It has a mechanism that places the tester right in front of a headlight</li> <li>2. It is capable of measuring both low beam and high beam</li> <li>3. It is capable of measuring light intensity</li> <li>4. The measurement results of optical axis deviation when a vehicle is positioned exactly 10 meters in front of the tester is shown in centimeters</li> <li>5. The result must be unaffected by external light.</li> </ol>	<ol style="list-style-type: none"> <li>1. Light intensity is indicated in cd, candela.</li> <li>2. for light intensity, Minimum scale value is 1,000 cd or less</li> <li>3. Maximum scale value of light intensity is 40,000 cd or more</li> <li>4. for deviation, Minimum scale value is 1 cm or less</li> <li>5. Maximum scale values of deviation for upward, downward, rightward and leftward are 10 cm or more, 35 cm or more, 30 cm or more, and 30 cm or more respectively.</li> <li>6. Easy to read indication values</li> <li>7. The direction of the optical axis can also be made on the angular scale</li> <li>8. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range of the mechanism that places the tester right in front of a headlight is 0.25 degrees or less</li> <li>2. The permissible error range of light intensity is less than 15%</li> <li>3. The permissible error range of optical axis deviation is 5 cm or less</li> </ol>

Speedometer Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It has a mechanism to prevent the vehicle from running out of the tester during test</li> <li>2. Testers that have a drive unit must be capable of driving tires safely</li> </ol>	<ol style="list-style-type: none"> <li>1. Speed should be indicated in km/h</li> <li>2. Minimum scale value is 1 km/h or less, except for the range of 20 km/h and less and 80 km/h and more</li> <li>3. Easy to read indication values</li> <li>4. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 3%</li> </ol>

Brake Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. The roller should not damage tires</li> <li>2. It is capable of measuring braking force of right and left sides respectively.</li> </ol>	<ol style="list-style-type: none"> <li>1. indicate each braking force of right and left wheels in N, newton or kgf, respectively</li> <li>2. Minimum scale value is 500 N or 50 kgf or less</li> <li>3. Maximum scale value shall be at least 60% of the maximum wheel load of the vehicle</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 5%</li> </ol>

CO Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It consists of units of exhaust gas sampler, analyzer, indicator, and calibrator.</li> <li>2. It is capable of sampling enough amount of exhaust gas for test from the exhaust pipe of a vehicle</li> <li>3. It must have a preprocessing function for removing obstacles in the exhaust gas</li> <li>4. It is easy to perform zero calibration and span calibration.</li> </ol>	<ol style="list-style-type: none"> <li>1. show concentration of CO in %</li> <li>2. Minimum scale value is 0.2% or less</li> <li>3. the range of indication is between 0% and 5% or wider</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 0.06%</li> <li>2. The permissible error range for span calibration is 5% or less of span gas concentration.</li> </ol>



HC Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It consists of units of exhaust gas sampler, analyzer, indicator, and calibrator.</li> <li>2. It is capable of sampling enough amount of exhaust gas for test from the exhaust pipe of a vehicle</li> <li>3. It must have a preprocessing function for removing obstacles in the exhaust gas</li> <li>4. It is easy to perform zero calibration and span calibration.</li> </ol>	<ol style="list-style-type: none"> <li>1. shows concentration of normal-hexane in ppm</li> <li>2. Minimum scale value is 20ppm or less</li> <li>3. the range of indication is between 0ppm and 12,000ppm or wider</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 12ppm</li> <li>2. The permissible error range for span calibration is 5% or less of span gas concentration.</li> </ol>

Diesel Smoke Tester

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It consists of units for exhaust smoke sampling, detecting the degree of contamination, indication, and calibration.</li> <li>2. It should be easy to attach and detach filter papers</li> <li>3. The test results must be insusceptible to the temperature and humidity of exhaust gas.</li> <li>4. It is capable of sampling enough amount of exhaust smoke for test</li> <li>5. It must be easy to perform calibration with the calibration unit in it.</li> </ol>	<ol style="list-style-type: none"> <li>1. show the degree of contamination in % : the degree of contamination (%) = <math>100 - 1.15 \times \text{radiance factor}</math></li> <li>2. Minimum scale value is 2% or less</li> <li>3. the range of indication is between 0% and 60% or wider</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type testers are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 3%</li> </ol>

Sound Level Meter

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. It consists of microphone, weighting network, amplifier and indicator.</li> <li>2. Microphone must be a type of pressure microphone</li> <li>3. It must be equipped with an A-weighting network.</li> <li>4. The amplifier must be capable of adjusting the variation of the amplification degree due to power supply variation</li> </ol>	<ol style="list-style-type: none"> <li>1. indicate volume in dB</li> <li>2. Minimum scale value is 1 dB or less</li> <li>3. the range of indication is between 60 dB and 120 dB</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type meters are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is less than 1.1dB</li> </ol>

Weight Scale

Structure	Indicator	Accuracy
<ol style="list-style-type: none"> <li>1. Dimensions of the base plate are 2.7 meters x 6.5 meters or more</li> <li>2. The base plate has non-skid surface.</li> </ol>	<ol style="list-style-type: none"> <li>1. show weight in kgf</li> <li>2. The minimum scale value is less than 10 kgf for less than 1,000 kgf, less than 20 kgf for 1,000 kgf and above</li> <li>3. scales must be marked over the range between 200 kgf and 20,000 kgf and wider.</li> <li>4. Easy to read indication values</li> <li>5. Requirements for digital type scales are equivalent to the above requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. The permissible error range is based on the measurement law of Cambodia</li> </ol>

### 3. HOW TO CONDUCT VISUAL INSPECTION

This chapter explains how inspection centers and inspectors should conduct visual inspection. First, inspectors need to understand the inspection methods and standards for judging fully (3.1. Visual Inspection Manual).

Inspectors are also required to record the results of inspections on the check sheet (3.2. Check list for visual inspection) every time. And inspection centers keep the sheets.

#### 3.1. VISUAL INSPECTION MANUAL

This manual gives explanation on the inspection methods for the prioritized visual inspection items and standards for judgement. The manual consists of “appearance inspection” and “underbody inspection”. Both category have the same structure. Each inspection item has one or several check points. Inspectors are expected to inspect each item according to the check points explained in the item. Each check point illustrate what inspector should do and how inspector should make a judgment.

## Inspection Manual for Appearance Inspection

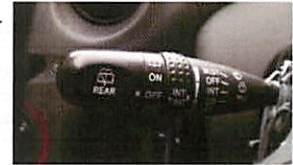
The name of part	
Wiper	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1      check if the wiper functions**

A	Turn on the switch of the wiper		→
B	All the wiper functions	Pass	
B	One of the wiper does not function or all the wiper does not function	Fail (2)	



**Check 2      check if wipers ensure a proper view**

A	Pick the wiper up and check if the wiper is close contact with the glass		→
B	The wiper is in close contract with the glass	Pass	
B	There is a gap between the wiper and the glass	Fail (1)	



New standard to be considered in the future : standard for windshield washer device



## Inspection Manual for Appearance Inspection

The name of part	
Windshield	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1      check if there is any serious scratch**

A	Check if there is any scratch from outside the vehicle		→
B	The size of the scratch is less than 5cm	Pass	
B	The size of the scratch is 5cm or larger	Fail (1)	




**Check 2      check if there are serious cracks**

A	Check the status of cracks on the glass		→
B	The size of each crack is less than 10 cm	Pass	
B	There is a crack the size of which is 10 cm or larger.	Fail (1)	
B	There are a lot of cracks the size of which is 10 cm or larger.	Fail (2)	



New standard to be considered in the future : standard for tinted (colored) glass

## Inspection Manual for Appearance Inspection

The name of part	
Seat-belt	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1**    check if driver seat and front passenger seat are equipped with seat-belt

B	All of the driver seat and the front passenger seats are equipped with seat-belt both three-point seat belt and two-point seat belt are accepted.	Pass
B	The driver seat or the front passenger seat is not equipped with seat-belt	Fail (1)
B	Neither the driver seat nor the front passenger seat is equipped with seat-belt	Fail (2)



Three-point seat belt



Two-point seat belt

**Check 2**    check if the seat-belts function

A	Check the fixing condition of seat-belt	→
B	The seat-belt is fixed to the body or the seat	Pass
B	The seat-belt is not fixed to the body or the seat	Fail (1)
B	Seat-belt cannot be buckled	Fail (1)
B	Belt is damaged	Fail (1)

New standard to be considered in the future:  
 Making it obligatory to be equipped with three-point seat belt  
 Making it obligatory for rear seat to be equipped with seat-belt



## Inspection Manual for Appearance Inspection

The name of part	
Door / Door hinge	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1 check the opening/closing condition of doors**

B	Doors can be opened and closed	Pass
A	When you try to pull/push a door open without using the doorknob	
B	The door does not open	Pass
B	The door opens	Fail (2)
A	Check the condition of the hinges of doors	
B	The door opens smoothly	Pass
B	There is a hinge that is loose	Fail (1)



Door hinge


**Check 2 check if door lock functions**

A	When a door is locked	
B	The door does not open	Pass
B	The door opens	Fail (1)



Door lock

## Inspection Manual for Appearance Inspection

<p>The name of part</p>	
<p>Driver seat / front passenger seat</p>	

Inspection method and standards for judgment

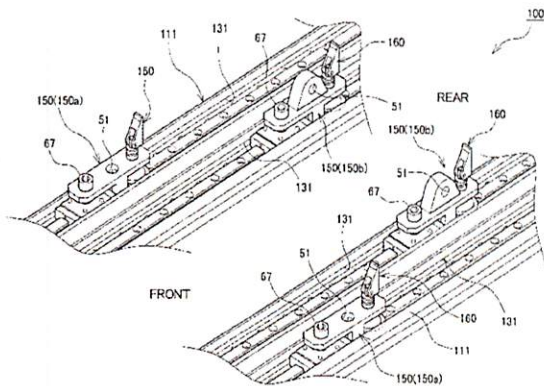
- A. inspection method
- B. standard for judging

**Check 1    check if the vehicle is equipped with driver seat and front passenger seat**

B	The vehicle is equipped with all the driver seat and front passenger seat.	Pass
A	Check the condition of the seats	
B	The driver seat or the front passenger seat is not fixed to the vehicle	Fail (1)
B	The driver seat nor the front passenger seat is fixed to the vehicle	Fail (2)

**Check 2    check if the vehicle is equipped with the same number of seats as its riding capacity**

A	Check the number of seats	
B	The vehicle is equipped with the same number of seats as its riding capacity	Pass
B	The number of seats are more than its riding capacity	Fail (1)
B	The number of seats are less than its riding capacity	Fail (1)



An example of seat installation device



## Inspection Manual for Appearance Inspection

The name of part	
Tire	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1**    check if there is any crack in contact areas and side walls of tires

B	No crack	Pass
B	The size of the largest crack is more than 4 cm	Fail (2)

**Check 2**    check the bulge of contact area and side walls of tires

A	No bulge	Pass
B	There is a bulge or some bulges	Fail (1)



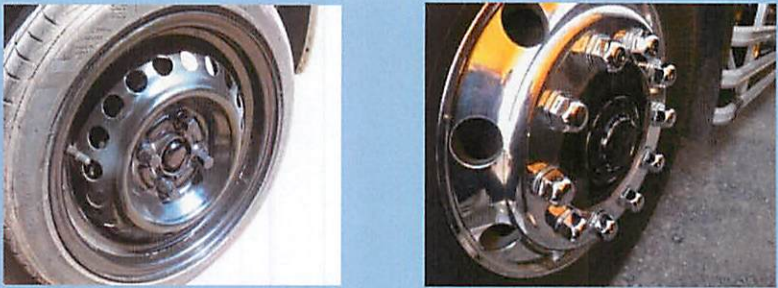
**Check 3**    check the remaining tread depth

B	Tire has a sufficient tread depth	Pass
A	When it looks the remaining tread depth is close to the standard value, measure the depth with tire depth gauge	→
B	The depth is more than the standard value	Pass
B	The depth is less than the standard value	Fail (1)
B	some contact area of tire is worn not uniformly	Fail (1)



Tire depth gauge

## Inspection Manual for Appearance Inspection

The name of part		
Wheel nut / hub bolt		

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1      check if all the wheel nut is set**

B	All the nut is set	Pass
B	There is a missing bolt for tires with 6 or more bolts	Fail (1)
B	There are more than one missing bolts for tires with 6 or more bolts	Fail (2)
B	There is a missing bolt or are more missing bolts for tires with 5 bolts or less	Fail (2)



**Check 2      check if nuts are loose or not**

A	Check visually if nuts are loose or not	
B	Nuts are tightened properly	Pass
B	Nuts are not tightened properly	
A	Check for looseness with a hammer tap with a hammer more than half of the nuts of each tire	
B	You hear a metallic sound when tapped	Pass
B	You hear a dull sound when tapped	Fail (1)
A	Check all the nuts of the tire	Fail (1)



**Check 3      check the status of tightening of nuts**

B	You can see the heads of bolts from nuts	Pass
B	You cannot see the head of bolts from nuts.	
A	Check if nuts are tightened properly	
B	Nuts are tightened to the level of more than half of the height of the nut	Pass
B	Nuts are tightened to the level of less than half of the height of the nut	Fail (1)



New standard to be considered in the future: standard for cracks and deformation in wheel



## Inspection Manual for Appearance Inspection

<p>The name of part</p>	
<p style="text-align: center; font-size: 1.2em;"><b>Side Guard</b></p> <p style="text-align: center;">(only for the vehicles that have the weight of 3.5t or more)</p>	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1      check if side guards are set**

B	Side guards that comply to the standard are set	Pass
B	Side guards are not set	Fail (2)
	If you cannot judge the conformity by visual check	
A	Measure the size of the side guard with a measuring tape	
B	The size complies to the standard	Pass
B	The size does not comply to the standard	Fail (1)

(Standards for side guard sizes)

- |   |                 |
|---|-----------------|
| 1. from front wheel to the tip of the side guard                  | less than 400mm |
| 2. front the lower end of guards to the land surface              | less than 600mm |
| 3. from the back end of guards to the front end of the rear wheel | less than 400mm |
| 4. space between each guard bar                                   | less than 200mm |

**Check 2      check if side guards are fixed to the body firmly**

B	Side guards are fixed to the body firmly	Pass
B	Guards has become weak in the joints	Fail (1)

**Check 3      check the coating color**

B	The color complies to the standard	Pass
B	The color does not comply with the standard or guards are not coated.	Fail (1)

New standard to be considered in the future: standard for rear bumper

## Inspection Manual for Appearance Inspection

The name of part	
Turn signal	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

Check 1 check if turn signals blinks properly

A	Turn on the switch of hazard lamps	
B	All the signals blinks	Pass
B	One of left side signal or right side signal does not blink	Fail (1)
B	All the signals of left side or right side does not blink	Fail (2)

Check 2 check the lens of turn signals

B	Lens are broken	Fail (1)
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Check 3 check the color of light

B	Orange or red in color	Pass
B	White in color	Fail (1)




Check 4 check the frequency of blinking

B	Blinks 60 to 120 times per minute	Pass
B	Blinks less than 60 times or more than 120 times per minute	Fail (1)

New standard to be considered in the future: Making it obligatory to be equipped with side turn signals



## Inspection Manual for Appearance Inspection

The name of part	
Brake Lump	

Inspection method and standards for judgment

- A. inspection method
- B. standard for judging

**Check 1    check if brake lumps blink properly**

A	get a partner press the brake pedal	
B	all the lumps blinks	Pass
B	one of right side lump or left side lump does not blink	Fail (1)
B	no lump blinks	Fail (2)



**Check 2    check the lens of brake lump**

B	cracks have been repaired	Pass
B	lens are broken	Fail (2)



**Check 3    check the color of the lumps**


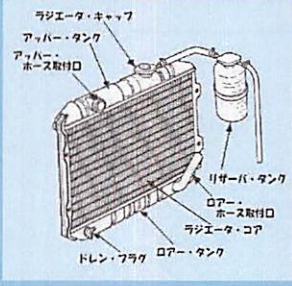
B	red in color	Pass
B	other colors than red	Fail (1)

**Check 4    check when you use rear lump and brake lump at the same time**

A	press the brake pedal when rear lumps blink	
B	brake lumps blinks more brightly than rear lumps	Pass
B	brake lumps blink as brightly as rear lumps	Fail (1)
B	rear lumps go out	Fail (1)

New standard to be considered in the future: Making it obligatory to be equipped with high-mount stop-lamp

## Manual for Underbody Inspection

The name of part		
Radiator		

Inspection method and standards for judgment

- C. inspection method
- D. standard for judging

### Check 1 for passenger vehicle

A	Open the bonnet (hood) and check the radiator for leaks	
B	No leak	Pass
B	There is evidence of leakage	Pass
B	The radiator is clearly leaking	Fail (1)



### Check 2 for trucks and buses

A	check the radiator for leaks in the inspection pit	
B	No leak	Pass
B	There is evidence of leakage	Pass
B	The radiator is clearly leaking	Fail (1)

(Tips)

- Be careful not to be under the radiator when checking in the pit
- Pay attention to hot water from overflow pipes