

[DOTC MEMORANDUM, May 06, 2003]

GUIDELINES AND PROCEDURES FOR THE MONITORING OF ACCREDITED AND AUTHORIZED PRIVATE EMISSION TESTING CENTERS (PETC) AND LTO EMISSION TESTING ACTIVITIES

SECTION 1. Objectives. — The objective of this Order is to ensure that emission testing prior to renewal of motor vehicle registration, redemption of confiscated license plate(s), and registration of imported used and rebuilt vehicles, as required by the Clean Air Act of 1999, is properly implemented. Specifically this Order aims to:

1. Monitor and ensure compliance of PETCs and LTO Emission Testing activities with the provisions of the Clean Air Act of 1999, with Articles 4 to 9 of the DTI-DOTC JAO No. 1, Series of 2001, and with other relevant orders, rules and regulations set by the DENR, DOTC and DTI.
2. Ensure that no motor vehicle will be registered without undergoing and passing the emission test as required by the Clean Air Act.
3. Ensure the integrity of the emission test as reflected in the official/accountable DOTC Certificate of Emission Compliance (CEC) forms.

SECTION 2. Scope. — This Order establishes guidelines and procedures for the following:

1. Monitoring the compliance of accredited and authorized PETCs and LTO Emission Testing activities with pertinent provisions of the Clean Air Act of 1999 and DTI-DOTC JAO No. 1, series of 2001; and
2. Monitoring of the implementation of emission testing prior to registration requirement of the Clean Air Act.

SECTION 3. Organization. —

Monitoring Team — The Monitoring Committee shall create Monitoring Teams, which shall conduct the actual monitoring activities.

A team shall be composed of at least four (4) members:

- A representative from the DOTC, who shall be the team leader;
- A representative from the LTO;
- At least one (1) representative from either the DENR and MMDA (for Metro Manila) or LGU where the PETC is located; and
- At least one (1) from the NGO or media.

Representatives of PETC, transport operators and the Ombudsman may be invited as observers when necessary.

Responsibilities of the Monitoring Team

The Monitoring Team shall have the following responsibilities:

- Review pertinent documents pertaining to the PETC/LTO Testing Center to be visited before the actual monitoring;
- Prepare detailed procedures for monitoring subject to the approval of the Monitoring Committee;
- Conduct monitoring activities of PETC/LTO Testing Center; and
- Prepare and submit to the Monitoring Committee its monitoring report within seven days after the conduct of monitoring activities.

The Team Leader of the Monitoring Team shall have the following responsibilities:

- Inform team members of the schedule of monitoring activities;
- Conduct a brief pre-monitoring meeting with team members;
- Provide documents to be used by the team during onsite monitoring;
- Conduct a brief post monitoring meeting with team member; and
- Assign tasks to each team member.

The Team Members shall have the following responsibilities:

- Perform assigned tasks in the monitoring; and
- Report his/her findings and observations to the team during the post monitoring meeting.

Qualifications of Monitoring Team Members

Members of the Monitoring Teams from Government Agencies shall undergo Training on Monitoring Procedures to be conducted by the DOTC. Volunteers shall be required to file an application for membership in the Monitoring Teams and undergo Training on Monitoring Procedures. The Training Module and Applications for membership shall be approved by the Monitoring Committee.

Secretariat

A secretariat shall be composed by the DOTC Transport Planning Service personnel, whose main function is to assist the Monitoring Committee and Teams in accepting and documenting complaints, records keeping, and coordinating activities pertinent to the provisions of this Order.

SECTION 4. Regular On-Site Inspection and Monitoring of PETC. — The Monitoring Team shall inform the PETC operator that on-site inspection shall be conducted.

The following information/documents shall be required from the PETC operator