

## Examination of Buses

1. Certificate of Roadworthiness (COR) Examination of Buses
  - 1.1 The Certificate of Roadworthiness Examination (COR) shall be required of every bus annually.
  - 1.2 All buses are required to pass the Certificate of Roadworthiness Examination and be issued a Certificate of Roadworthiness for renewing the licence.
  - 1.3 For non-franchised buses, the Certificate of Roadworthiness Examination shall be conducted at To Kwa Wan Vehicle Examination Centre. An Examination Fee will be charged for the examination. The examination fee shall be paid at the Centre.
  - 1.4 When the Motor Vehicle Examiner is satisfied with the conditions of the bus, he will issue a Certificate of Roadworthiness to that bus. This Certificate of Roadworthiness is valid for 4 months from the date of the examination.
  
2. Certificate of Fitness Examination (COF) of Buses (Non-franchised)
  - 2.1 A Certificate of Fitness Examination (COF) is required of all non- franchised and private buses once every 3 years starting from the 13th year after the year of manufacture of the bus chassis. For details please make enquiry to To Kwa Wan Vehicle Examination Centre.
  - 2.2 The Certificate of Fitness Examination (COF) is to be carried out at To Kwa Wan Bus Examination Centre in two stages.
  - 2.3 The Stage One Examination will be a comprehensive mechanical/ bodywork inspection for which the vehicle should be presented in the following condition:-
    - 2.3.1. All mechanical and body repairs completed.
    - 2.3.2. All the braking systems are overhauled. Repair records, and replacement parts voucher etc. shall be submitted at time of examination.
    - 2.3.3. No new paint work or filler applied to the bodywork, in particular the structural members.
    - 2.3.4. Ceiling panels, interior side panels, and passenger seats removed.
    - 2.3.5. Floor is also required to be removed if it conceals any frame structure.
    - 2.3.6. In case of double deck buses, exterior side panels up to the

windowsill of upper deck are to be removed instead of interior side panels. Ceiling panels of lower deck are also required to be removed.

- 2.4 In case of double deck buses, the Stage One Examination may be carried out at bus operator garage.
  - 2.5 Upon satisfactory completion of the Stage One Examination, the bus operator will receive a free appointment for the Stage Two Examination, during which the bus will be required to have the ceiling panels, seats, side panels, floor etc., properly re-fitted and any necessary painting carried out.
  - 2.6 Buses not presented in accordance with the above requirements may be refused examination.
  - 2.7 A Certificate of Fitness will be issued upon the satisfactory completion of both examinations of the bus. This certificate will be valid for 4 months from the date of the examination for licence renewal purposes.
  - 2.8 An examination fee will be charged for the examination. The Examination Fee shall be paid at To Kwa Wan Vehicle Examination Centre.
3. Called-up Examination of Buses (Non-Franchised)
    - 3.1 Called-up Examinations are conducted to check whether a bus operator has adequately maintained his bus to ensure its roadworthiness at all times.
    - 3.2 Buses are selected for the called-up examination based on the past examination results of the fleet of the owner/bus operator. The examination results of the Certificate of Fitness Examination, Certificate of Roadworthiness Examination and Called-up Examinations are recorded. Bus fleets with a higher failure record and more safety defects found during the examinations are liable to be called up more frequently.
4. Re-check of Examined Buses (Non-Franchised)
    - 4.1 If a bus fails the Certificate of fitness Examination (COF) or the Certificate of Roadworthiness Examination (COR), the bus operator is required to rectify the defects and bring back the bus for a re-check. An Examination Fee will be charged for every re- check.
    - 4.2 A bus operator may make appointment for the re-check at To Kwa Wan Vehicle Examination Centre.
    - 4.3 If a bus fails the Called-up Examination, the Motor Vehicle Examiner normally require the bus operator to bring back the bus for a re-check within 14 days during which the bus operator must rectify all defects found

on the bus. No Examination Fee will be charged for the first re-check. If a bus fails the first re-check, an Examination Fee will be charged for every subsequent re-check thereafter.

5. How to book an Appointment for Certificate of Fitness Examination (COF) or Certificate of Roadworthiness Examination (COR)
  - 5.1 For non-franchised buses, the examination appointment shall be made at the Booking Office at To Kwa Wan Vehicle Examination Centre.
  - 5.2 The examination fee shall be paid at the Centre.
  - 5.3 The Certificate of Fitness Examination (COF) appointment may be made 4 months in advance of the licence expiry date.
  - 5.4 The Certificate of Roadworthiness Examination (COR) appointment may be made not more than 4 months in advance of the licence expiry date.
  - 5.5 Both the Certificate of Fitness and Certificate of Roadworthiness are only valid for 4 months from the date of the examination.
  - 5.6 Alternatively, visit GovHK to make appointment for COR only on -line.
  
6. What if you are unable to keep your Examination Appointment
  - 6.1 You are not allowed to change to another Centre for carrying out the examination after having booked the appointment at a specific Centre.
  - 6.2 If you anticipate that you cannot make the bus available for the examination on the appointment date, notify the Centre to cancel the appointment as soon as possible. If the notification is made not less than 14 days in advance of appointment date, you can apply for a refund of the paid examination fee.
  - 6.3 A new appointment will need to be made and a full examination fee will need to be paid first.
  - 6.4 You will need to apply in writing for the refund of the cancelled appointment. Please note that no refund will be allowed if the notice for cancellation of the appointment is made in less than 14 days prior to the appointment date.
  
7. Failure to present your Bus for the Examination
  - 7.1 Failure to turn up for the Certificate of Roadworthiness Examination (COR) or the Certificate of Fitness Examination (COF) at the appointment time and date will render the examination fee to be forfeited.
  - 7.2 Failure to turn up for the Called-up Examination may render the bus licence to be cancelled.

7.3 Failure to turn up for the Re-check may render the bus licence to be cancelled.

8. Examination of Franchised Buses

8.1 In addition to the annual Certificate of Roadworthiness Examination (COR), all franchised buses are also subject to a Certificate of Fitness Examination (COF) which is designed to ensure that the safety related components and body structures are kept in a satisfactory condition through programmed overhauls.

8.2 Certificates of Fitness may be issued for periods of either 10, 6, 5, 4, or 3 years depending on the age and body construction type of the bus.

8.3 Franchised buses are also subject to random spot checks and other examinations as necessary.

**Administrative Bulletin No.2.14**  
**Bus Safety Section**  
**Two-Stage Motor Vehicle Certificate of Fitness (COF) Examination of**  
**Public and Private Buses**  
**(Excluding Franchised Public Buses)**

1. This bulletin supersedes Bulletin 2.14 issued in Mar 2020, and tables are provided for cross-checking of year of manufacture against the year when first 2-stage COF examination is required.

**Non-franchised public and private buses without standing passengers**

2. Non-franchised public buses and private buses aged over 12 years (for calculation of age, please refer to the note below) and every 3 years thereafter (based on the expiry date stated on the Motor Vehicle Certificate of Fitness), are required to undergo a 2-stage COF examination, which can substitute the annual Certificate of Roadworthiness (COR) examination for that year. The following table is provided for easy reference :-

<b>Year of Manufacture</b>	<b>Year when the first 2-stage COF examination is required ( e.g. COF performed at age 13 for re-licence of age 14)</b>
End of 2007 or before	2020
End of 2008 or before	2021
End of 2009 or before	2022
(and so on)	(and so on)

**Non-franchised public and private buses with standing passengers**

3. For non-franchised public and private buses over 6 years (for Group 1 buses with non-aluminum alloy or non-stainless steel body) and 10 years (for Group 1 buses with aluminum alloy or stainless steel body, and Group II buses) of age which carry standing passengers and operate on Passenger Service Licence of the following Group, a 2-stage COF examination is required.

(Group I) International Passenger Service (Service Type: A05);  
Residents' Service (Service type : A06)

(Group II) Employees' Service(Service type : A04);  
 Contract Hire Service(Service type : A08); or other Service types

The COF will be valid for 4 years if the vehicle is not over 14 years of age at the expiry of the COF, otherwise the COF will be valid for 3 years. The following table is provided for easy reference (only applicable under the current requirements): -

Year of Manufacture	Year when the first 2-stage COF examination is required		
	Group I Buses		Group II Buses
	For non-aluminum alloy / non-stainless steel body construction buses	For full aluminum alloy / stainless steel body construction buses	
End of 2009 or before	2016	2020	2020
End of 2010 or before	2017	2021	2021
End of 2011 or before	2018	2022	2022
End of 2012 or before	2019	2023	2023
End of 2013 or before	2020	2024	2024
(and so on)	(and so on)	(and so on)	(and so on)

Note: Age of bus shall be counted from the year of its manufacture. For locally assembled buses, age of bus shall be counted from the year of manufacture of its chassis unless the bus body builder's clarification on the year of manufacture of the bus could be provided.

**Details of the 2-stage COF examination**

4. **Stage one of the COF examination** is a comprehensive inspection on the mechanical parts and the bodywork of the vehicle. Vehicles to be inspected should comply with the following conditions: -
- (i) All mechanical and body repairs have been completed;
  - (ii) All the braking systems have been overhauled within the last year. Repair records and receipts of parts replacement have to be produced as proof at the time of examination.
  - (iii) No new paintwork or filler added;

- (iv) For buses (excluding open top buses) presented for the **first COF examination**, passenger seats on the wheel arch and the floor (if concealing the frame structure) are required to be removed to show the concealed frame structure of the wheel arch. Ceiling panels, interior side panels, and passenger seats covering any area which is suspected of being corroded during examination by Motor Vehicle Examiner are also required to be removed for further inspection.
- (v) For buses presented for the **second and subsequent COF examinations or open top buses presented for COF examination**, ceiling panels, interior side panels, and passenger seats are required to be removed. If concealing the frame structure, the floor is also required to be removed.

N.B.: For double deck buses, exterior side panels (but no interior side panels) up to the window sill of the upper deck are to be removed. Ceiling panels of the lower deck are also required to be removed.

5. Bus owners are required to present their vehicles to Government Vehicle Examination Centres in the above condition for stage one examination at the time and date stated in the letter of appointment. For double deck buses, stage one examination can normally be carried out at the bus operator's garage.
6. This examination procedure aims to achieve a more thorough inspection at stage one examination, thereby reducing the numbers of rechecks and minimizing the inconvenience and expenses caused to bus owners.
7. Upon satisfactory completion of stage one examination, bus owners will receive a free appointment for stage two examination, bus owners will receive a free appointment for stage two examination, during which the bus will be required to have all components dismantled in the stage one re-fitted and repainting carried out if necessary.
8. Vehicles not presented in accordance with the above requirements may be rejected from examination.
9. A Motor Vehicle Certificate of Fitness (COF) will be issued upon satisfactory completion of the 2-stage examination.

10. The expiry date shall be marked on the COF. COR examination will be allowed if the COF is still valid.
11. If a bus has been fitted with a re-built body which does not exceed 12 years of age at the time of examination, the above first stage examination is not required. However, the bus owner is still required to fulfil the requirement for brake overhaul as stipulated in paragraph 4(ii).
12. Normal annual Motor Vehicle Certificate of Roadworthiness (COR) examination is still required for the intervening years between COF examinations.

Remarks: Separate Notices (English and Chinese) are enclosed for the public Notice Board at Vehicle Examination Centre.

Bus Safety Section  
Vehicle Safety and Standards Division  
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