Environmental and Commercial Services

Licensed Vehicle Inspection Manual

Introduction to Inverclyde Council's Licensed Vehicle Inspection Manual

This manual provides a working guide for those who prepare taxicabs and private hire cars for inspection prior to being issued with a licence by Inverclyde Council. It will also give an owner driver an insight into the type of examination his vehicle will be subjected to before it can be issued with a licence.

Every vehicle which is licensed in the Inverclyde Council area must comply with the **"Conditions of Fitness**" laid down by Inverclyde Council. Only manufacturer's items fitted as standard will be examined. In addition, the vehicle must comply with any Acts or Regulations relating to motor vehicles in force at the time of the licensing. The contents of this manual must not be regarded as a substitute for these statutory provisions and regulations.

Any owner wishing to alter or modify his taxicab or private hire car including the fitting of extras or alternative parts to those supplied by the manufacturer must consult Inverclyde Council before incurring any expense. Only approved fittings may be attached to or carried upon the inside or outside of the vehicle.

Certain modifications may require a special inspection or a trial before approval is given by Inverclyde Council. For approved vehicle specifications and guidelines, operators should refer to the "Taxi and Private Hire Vehicle Specifications Guide".

All licensed vehicles should be maintained to a standard capable of passing the Inverclyde Council taxi inspection at any time during its licensed period. Failure to maintain vehicles to the prescribed standard may result in the operator being issued with a notice prohibiting them from using the vehicle. The issuing of such a notice will result in the vehicle being subject to a full "After Suspension" inspection.

Wherever the word "approved" is used in this manual it refers to approval having been given by Inverclyde Council.

Retest Abbreviations

- FRR – Free Retest
- PR – Partial Retest
- FUR – Full Retest

Working day definition – Monday to Thursday 0800 – 1500, Friday 0800 – 1200. Excluding Inverclyde Council office public holidays.
For current retest fees refer to current Taxi Licensing Fee list

Free Retest

- Retest will be carried out free of charge if vehicle has failed on six free retest items or less as categorised within the inspection standards manual and is presented for inspection within three full working days (see definition above) of the initial test and having covered 100 miles or less from its initial inspection.
- Where a vehicle fails on more than six free retest items a partial retest will be carried out and the applicable fee will be payable.
- Where a vehicle is not presented for retest within three full working days of the initial test or has covered more than 100 miles from it's initial test a full retest will be carried out and the applicable fee will be payable.

Partial Retest

- Partial retest will be carried out after payment of the appropriate fee if any failure item has been categorised as partial retest within the inspection standards manual and if the vehicle has failed on three partial retest items or less and is presented for inspection within three full working days (see definition above) of the initial test and having covered 100 miles or less from its initial inspection.
- Where a vehicle fails on more than three partial retest items a full retest will be carried out and the applicable fee will be payable.
- Where a vehicle is not presented for partial retest within three full working days of the initial test or has covered more than 100 miles from it's initial test a full retest will be carried out and the applicable fee will be payable.

Full Retest

- Where a vehicle fails on more than three partial retest items a full retest will be carried out and the applicable fee will be payable.
- Where a vehicle is not presented for free retest or partial retest within three full working days of the initial test or has covered more than 100 miles from its initial test a full retest will be carried out and the applicable fee will be payable.
- Where a full retest is applicable, the test will require to be pre-booked and will not be carried out on demand.

Abandoned Test

- Where a fault is found on a vehicle which is possible to cause further damage to the vehicle, test equipment or inspection staff if the test is continued, then the test will be abandoned. In such cases irrespective of the retest criteria associated with the identified fault leading to the test abandonment, a full retest is applicable. The test will require to be pre-booked and will not be carried out on demand.

Contents Page

A

B

C

D

E

F

G

H

I

J

K

L

M

Licensed Vehicle Inspection Manual

A

SECTION A – ADVERTISEMENTS AND INTERIOR OF TAXI

A1 ADVERTISEMENTS AND CORPORATE IDENTITY LIVERY

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check exterior door, advertisements, as applicable, for condition and security. 2. Corporate door vinyl's and internal stickers must be displayed correctly. See note 2. 3. Vehicle Council licence plate(s) must be displayed correctly. See note 3. 4. Check that license plates have the correct information including license expiry date. Check that the fitment and condition is satisfactory. **NOTE 1:** All advertisements must be approved by the Council and must be affixed only in approved positions. **NOTE 2:** Stickers must be fitted to the rear passenger windows at the top front corner so that it is visible for the passenger entering the front passenger seat. No smoking signs should be approved and positioned so that all passengers can see them clearly. **NOTE 3:** Licence plate should be fitted to the centre rear bumper unless it obstructs registration plate in which case licence plate should be fitted to O/S of rear bumper.	1. An exterior door advertisement torn, blistered, mis-aligned, becoming detached or affixed over defective bodywork. 2. Any advertisement defaced, damaged, insecure or unapproved. (See Note 1). 3. Internal stickers/door vinyl's are not displayed correctly or are in unsatisfactory condition. 4. The Council's licence plate(s) are not correctly displayed or are obstructing the vehicle registration number plates. 5. Council vehicle license plate has incorrect details or license Expiry exceeds one calendar month. License plate insecure or incorrectly fitted.	FRR

A2 BADGES AND MOTIFS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check vehicle for condition of badges, motifs and decals as applicable.	1. Unapproved badge, motif or decal affixed. More than one front grille badge fitted. 2. Badge, motif or decal damaged, broken. Missing or fitted in an unapproved position.	FRR

A3 BUMPERS AND OVER-RIDERS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine front and rear bumper bars, over-riders, mounting brackets and valances, as applicable, for condition, security and alignment. **NOTE:** Only standard bumper bars and over riders may be fitted.	1. Mounting bracket/s insecure on chassis; bumper bar insecure on mounting brackets; over-rider/s insecure on bumper bar. 2. Bumper bars and/or over-riders not a matched pair. 3. Bumper bar or over-rider missing, damaged or presents a sharp edge. Bolt head incorrectly located to present a projection or incorrect type bolts fitted. End capping missing or insecure. 4. Chrome peeling, rusted or deteriorated. Black finish deteriorated to detract from overall appearance of vehicle. 5. Bumper bar misaligned or end fouls body panel or wing. Rear mounting brackets foul underside of body. 6. Front valance damaged, rusted or insecure. Valance mounting brackets insecure, fractured or missing.	FRR

A4 HEADLINING

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check condition of carriage headlining.	1. Headlining dirty, stained, torn, sagging, detached at edge or poorly repaired. 2. Unapproved headlining material used or headlining painted.	FRR

A5 INTERIOR FITTINGS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check as applicable, the security and condition of the:- 1.1 Door and pillar grab handles. 1.2 Rear parcel shelf. 1.3 Kick panels and tread plates. 1.4 Floorboards and floor covering. 1.5 Check condition of carpets.	1. Grab handle missing, insecure, broken, plastic covering cut or spilt; non matching handle fitted. Escutcheon missing or incorrectly located. 2. Shelf insecure, buckled, dirty or stained. 3. Kick panel or tread plate missing, insecure or deteriorated. 4. Floorboards insecure or incorrectly located. Unapproved floor covering fitted, floor covering not secured under entrance tread plate, bulging, holed, worn smooth or slippery. Painted or treated with other than a recognised renovation product. Floor covering sticky. 5. Carpets ripped, stained or inappropriate repair.	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1.6 Armrests and wheel arch trim panels. 1.7 Carriage lamps and switch. 2. Check operation of heater for any obvious defects. 3. Check valeting of carriage interior and fittings.	6. Arm rest or wheel arch trim insecure, split or poorly Renovated. 7. Lamp, lamp lens or rim missing, broken or insecure; lamp inoperative or lens dirty. Two-way switch defective; switch notice missing or defaced. 8. Heater inoperative, leaking, defective or noisy in operation. Grill panels missing or damaged. Two-way switch defective; switch notice missing or defaced. 9. Carriage interior and fittings dirty. Polish or renovation materials not completely removed from upholstery or trim panels. Accumulation of dirt etc under edges of carriage mat. Door reveals not cleaned or paintwork showing rust. Obnoxious odour in carriage.	FRR

A6 FIXTURES AND FITTINGS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Ensure that any despatch/satellite navigation equipment is of an approved type and is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users. 2. Ensure that any two-way radio equipment is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users. 3. Ensure that any hands free mobile phones equipment is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users. 4. Ensure that any non standard fixture equipment is secure and safe and that any visible wiring is permanent and does not present a hazard to the driver, passenger or other road users.	1. Data despatch or satellite navigation equipment is of an unapproved type or is insecure or unsafe. 2. Two-way radio equipment is insecure or unsafe. 3. Hands free mobile phone equipment is insecure or unsafe. 4. Non-standard interior fixture or fitting is unsafe or insecure.	FRR

A7 FIXTURES AND FITTINGS INTERCOM AND CCTV SYSTEMS (WHERE FITTED)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Ensure that the intercom can be switched on and off from the passenger compartment. 2. Ensure that the intercom can be switched on and off from the driver compartment. 3. Ensure that the operational warning lamp is functioning correctly. 4. Ensure that a clearly worded notice indicating that the driver can overhear any conversations when the light is illuminated, is affixed in close proximity to the warning lamp. 5. Ensure the CCTV camera is designed to only capture images from the interior of the vehicle. 6. Ensure the CCTV camera is installed securely and permanently including wiring in a location so as not to interfere with any other vehicle systems and not obstructing the drivers view of the road. 7. Ensure CCTV warning signs are fitted on both the drivers and passenger sides of the vehicle and an internal sign is clearly visible for passengers. All three signs should be of a size that is clearly readable. Signage should detail the data controller, purpose of recording images and the contact number for information.	1. Passenger intercom switch not fitted or inoperative. 2. Driver intercom switch not fitted or inoperative. 3. Warning lamp missing or inoperative. 4. Warning notice missing or defaced. 5. CCTV camera designed to capture external images. 6. CCTV camera not permanently secured or wired. Use of suction cups or other temporary fixings not permitted. 7. CCTV camera fitment interfering with other vehicle systems or obstructing the drivers view of the road. 8. Warning signs which are not fitted, not clearly readable to passengers before and after entering the vehicle or not containing the required information ie. Data controller name, purpose of recording the images, contact telephone number.	FRR

A8 SEATS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check the condition of all passenger seat cushions and Backrests. 2. Check condition and operation of tip seats. 3. Where applicable, check plinth between tip seats for condition and security. 4. Check condition of head restraints.	1. Cushion or backrest upholstery collapsed, holed, split or temporarily repaired. Material dirty, stained, non-matching or unapproved. 2. Seat fails to rise automatically, return spring(s) weak or broken, seat fails to maintain horizontal position, when occupied. Cushion retaining screws missing, loose or heads raised to present projection. Bulkhead or cushion framework rusted, sharp or rough to the touch. 3. Plinth insecure, split, torn or covering becoming detached. 4. Head restraints missing damaged crudely repaired or insecure.	FRR

A9 (ADLS) AUTOMATIC DOOR LOCKING SYSTEM (IF RELEVANT)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Where applicable, and prior to road test, check the operation of the ADLS. 1.1 With the cab in forward motion, check that ADLS, operates not before 31 cms. (12" approx.) and not more than 46 cms. (18" approx.) distance has been travelled. 1.2 When the cab is stopped, without use of the footbrake, check there is 2 seconds delay before ADLS releases, (see Note 1). 1.3 With the cab stationary and held by the footbrake, check that the ADLS is effective. 1.4 Again with the handbrake applied and the footbrake released, check to ensure that the ADLS releases. 2. Check operation of driver's, ADLS warning lamp and, where applicable, the operation of passenger's ADLS warning lamp(s). 3. Check presence and condition of ADLS warning notices. 4. Check security of control box and condition of associated wiring and connections. **NOTE 1.** Items 1.2. and 1.3. are manufacturer's safety features to prevent the doors being opened from the inside when travelling in slow moving, stop/start traffic or waiting at traffic lights etc. The rear doors must, at all times, be able to be opened from the outside whether the cab is in motion or not and the system must be disabled by turning off the ignition or in the event of a wiring failure.	1. ADLS not fitted, fails to operate, operates too early or too late. 2. ADLS releases before the delay period has expired. System fails to release or exceeds the delay period. 3. ADLS ineffective with footbrake applied. 4. Fails to release when footbrake is released. 5. Driver's ADLS failure warning lamp missing or inoperative when cab is stationary. Passenger's ADLS warning lamp missing or inoperative when cab is in motion. 6. Warning notice missing or defaced. 7. Control box insecure, wiring deteriorated or terminal (s) loose or corroded so as to cause the ADLS to fail in service.	FRR

A10 DRIVER'S AND LUGGAGE COMPARTMENT TRIM

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check condition of headlining. 2. Where applicable, check condition and operation of approved sun roof panel. 3. Check condition of sun visor. 4. Check condition of floor coverings and floor panels in the driver and luggage compartments. 5. Where applicable, check taximeter drive sealing aperture cover. 6. Where applicable, check the condition and security of:- 6.1 Driver's / luggage partition panel. 6.2 Centre console. 6.3 Luggage retaining strap, and nearside door pull cord. 6.4 Trim beneath dash panel. 7. Check luggage compartment for minimum capacity of 16 cubic feet. Check cleanliness of luggage compartment. **NOTE:** Luggage loaded or placed in the luggage compartment must not protrude above the top of the rear seat. The luggage compartment must be separated from the passenger compartment by a physical barrier, to prevent luggage entering the passenger compartment, to the reasonable satisfaction to the council.	1. Headlining dirty, stained, torn, sagging, detached at edge or poorly repaired. Unapproved headlining material used or headlining painted. 2. Sun roof panel cracked or broken, panel fails to close fully or can be easily removed. Sliding panel fails to hold on the catch when in open position. Unapproved sun roof panel fitted. 3. Sun visor missing, insecure, damaged or fails to remain in position set. Unapproved visor fitted. 4. A floor covering holed, unsuitably painted or of an unapproved material. 5. Any accumulation of water or dirt beneath floor coverings. Floor panels rusted. Partition panel is insecure or split. 6. Taximeter drive sealing aperture cover is insecure, missing or cannot be readily removed for seal inspection. 7. Console insecure, split or taximeter sealing aperture cover (where applicable) missing or cannot be readily removed for seal inspection. 8. Luggage retaining strap or door pull cord detached, missing or of an unapproved type. 9. Trim materials is split, torn, insecure or likely to interfere with the driver's control pedals, Material encroaches into the luggage area. 10. Luggage compartment does not meet minimum standards required by council guidelines or luggage compartment untidy.	FRR

A11 FIRE EXTINGUISHER

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1.1 Check that a fully charged, approved type fire extinguisher is installed. (See Note) and is within its expiry date. **NOTE:** Fire extinguishers must comply with council guidelines and also fire safety requirements BS 5423..1987	1. Unapproved fire extinguisher installed; extinguisher installed; extinguisher not fully charged or missing. Extinguisher out of date.	FRR

B

SECTION B – WHEELCHAIR FACILITIES (IF RELEVANT)

B1 WHEELCHAIR FACILITIES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check condition and operation of wheelchair restraints. 2. Check disabled persons seat belt in accordance with Section H2. 3. Where moveable centre partition conversion is installed, check that: 3.1 Any floor covering does not impede free access and positioning of wheelchairs. 3.2 Operator must demonstrate wheelchair loading and restraining procedure.	1. Wheelchair restraint/s missing, anchorage/s insecure, webbing frayed, electrical or mechanical locking device ineffective. 2. Any defects found in accordance with section H2. 3. Floor covering restricting free movement of wheelchairs. 4. Operator unable to demonstrate loading and restraining procedure.	FRR

B2 RAMPS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check that appropriate approved ramps are securely installed in the boot compartment. 2. Examine the ramps for damage, sharp edges or corners and ease of operation. 3. Check, as applicable, the non-slip provision and locating dowel pins.	1. Unapproved ramps installed; retaining device missing, or ineffective. Ramps missing. 2. Ramps damaged or present a sharp edge or corner. Or does not operate correctly. 3. Non-slip provision worn, missing or ineffective. Locating dowel pins damaged, loose or missing.	FRR

B3 INTEGRAL RAMP

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check that ramp release tool/door stay is present. 2. Examine the ramp sections for damage, sharp edges or corners. 3. Examine security and free operation of hinges. 4. Check as applicable the non-slip provision.	1. Ramp tool and or door stays not present. 2. Ramp sections damaged or unserviceable. 3. Ramp insecure or hinges seized. 4. Non slip provision worn, missing or ineffective.	FRR

Licensed Vehicle Inspection Manual

C

SECTION C – LAMPS, REFLECTORS AND ELECTRICAL EQUIPMENT

C1 OBLIGATORY FRONT AND REAR SIDELAMPS AND OBLIGATORY FOG LAMP

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
With the front and rear obligatory lamps (side lamps) switched on, check: 1.1 Both front side/head lamp units for condition and security. 1.2 That both lamps are illuminated and show a white diffused light of equal intensity which must be visible from a reasonable distance from the front of the vehicle. 1.3 With the engine running or the ignition switched on, as applicable, that current is being automatically supplied to the dipped filament of both headlamps (applies to dim-dipped equipped vehicles only, see Note 1). 1.4 That both rear lamps are illuminated and show a red diffused light of equal brilliance which must be visible from a reasonable distance from the rear of the vehicle. 1.5 The rear lamp lenses for condition, security, protection from the elements and for Approval Marks. 1.6 That the rear registration lamp or lamps are illuminated and efficient; examine lamp or lamps for condition, security and protection from the elements. 1.7 That the lamps do not flicker when tapped lightly by hand. 1.8 Check presence and security of the switch. 1.9 Check that position lights and registration lights illuminate with a single operation of the switch. 2 Check lamps have at least 50% of the light source illuminating (headlights exempt).	1. Front side/head lamp unit deteriorated or insecure. 2. Either or both front side lamps inoperative, fail to show a white diffused light of equal intensity or dims through a poor electrical connection. 3. Either one or both headlamps fail to illuminate in the dim-dipped mode. 4. Either one or both rear lamps inoperative, fail to show a red diffused light of equal intensity or dims through a poor electrical connection. 5. A rear lamp lens faded, discoloured, cracked, broken, insecure or missing. A lamp unit or lens not adequately protected from the elements, lens gasket displaced or missing, lenses not a matched pair, lens not Approval Marked (See Note 2). 6. Rear registration lamp or lamps inoperative or of insufficient intensity to illuminate the registration mark, lamp lens missing, insecure, displaced, damaged or not adequately sealed for protection from the elements. 7. A lamp flickers when tapped lightly by hand. 8. A switch missing, insecure or not able to be operated from normal driving conditions. 9. Position/Registration lights do not illuminate from single operation of a switch. 10. Lamps have less than 50% light source (Headlamp exempt illuminating).	FRR

C1 OBLIGATORY FRONT AND REAR SIDELAMPS AND OBLIGATORY FOG LAMP (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
2.1 With the headlamps in the dipped mode and the rear fog lamp/s illuminated (see Note 3), check that fog lamp present. 2.2 The fog lamp shows a diffused red light and the "tell tale" on the switch or instrument panel is illuminated. 2.3 The lamp/s is/are correctly and securely mounted. 2.4 The lens is Approval Marked. 3. The lamp/s cannot be illuminated by an application of the braking system. 4. The lamp/s do not flicker when tapped lightly by hand. **NOTE 1:** Vehicles first registered after 31 March 1987 must be equipped with a dim dipped device. **NOTE 2:** These lenses incorporate both rear tail and stop lamps. **NOTE 3:** Vehicles first used after 1 April 1980 must be fitted with an Approval Marked rear fog lamp at the offside. Where a pair of rear fog lamps are fitted they must be matching and symmetrically mounted.	11. Rear fog lamp missing. 12. Rear fog lamp is inoperative or operates other than with headlamps in the dipped mode, fails to emit a diffused red light and/or "tell tale" lamp is inoperative or missing. 13. The lamp is not mounted securely in the approved position i.e. a single lamp must be mounted at the offside. 14. A lens that is not Approval Marked. 15. A lamp is operated by application of the braking system. 16. A lamp flickers when tapped lightly by hand.	FRR

C2 OBLIGATORY AND ADDITIONAL STOP LAMPS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
With the ignition switched on and the footbrake applied observe: 1. The functioning of the stop lamps (see Note). 2. The functioning of the stop lamps and rear lamps with the obligatory lamps (side lamps) illuminated. 3. Check that the lamps do not flicker when tapped lightly by hand. 4. A high level light working (if fitted). **NOTE:** Any additional stop lamp must be of an approved type, fitted in an approved position and must function correctly.	1. One or both obligatory stop lamps: 2. Does not illuminate when the footbrake is applied. 3. Does not remain steady when the footbrake is applied. 4. Remains illuminated after the footbrake has been released. 5. Fails to show a red diffused light of equal intensity. 6. Stop lamp that fails when the side lamps are illuminated. 7. An illuminated rear lamp that fails together with the stop lamp when the footbrake is applied. 8. Lamp flickers when tapped lightly by hand. 9. A high level light inoperative or not working to at least 50%.	FRR

C3 DIRECTION INDICATORS AND HAZARD WARNING LIGHTS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check operation of selector switch. 2. With the ignition switched on and the direction indicators operated in turn, check that they are flashing within the required rate of 60 to 120 flashes per minute. 3. Check that the indicators are correctly wired to flash for the direction indicated. 4. While operating the flashing indicators see that the "tell tale" lamp is recording the correct operation of the indicators. 5. Check all lenses for colour, condition, security, protection from the elements and Approval Marks. 6. With the ignition switched off turn on the hazard warning device switch and check that all direction indicators flash in phase together with the closed circuit "tell tale" flashing lamp on the instrument panel or control switch. **NOTE 1:** In some cases, the rate of flashing of the indicators may be affected by the condition of the vehicle's battery. It may, therefore, be necessary to run the engine whilst checking the indicator flashing rate. **NOTE 2:** Hazard warning devices become obligatory on all new vehicles on 1 April 1986. Any hazard warning device fitted, as manufacturer's original equipment or as additional equipment to vehicles manufactured before 1 April 1986, must be in efficient working order.	1. Selector switch inoperative or insecure. 2. A direction indicator lamp or repeater lamp inoperative or has a flashing rate of less than 60 or greater than 120 flashes per minute (see Note 1). 3. Direction indicator lamp, repeater lamp or switch incorrectly wired to flash direction indicated. 4. Direction indicator "tell tale" lamp inoperative or missing. 5. Any indicator not flashing amber in colour, faded, missing, insecure, cracked, broken, not adequately sealed for protection from the elements or approval Marked. 6. Hazard warning device fails to operate or will only operate with the ignition switched on or the engine running; the "tell tale" lamp fails to illuminate or is missing.	FRR

C4 OBLIGATORY AND ADDITIONAL RED REFLECTORS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the condition of obligatory red reflectors incorporated in the lamp cluster. 2. Examine the condition and fixing of any additional approved red reflectors. See Notes. **NOTE 1:** Reflective tape is not approved and may not be regarded as a rear reflector. **NOTE 2:** Triangular shaped reflectors must not be fitted.	1. A reflector that is missing, broken, cracked, faded or not Approval Marked. 2. A pair of reflectors that are not approved or Approval Marked, fitted in an unapproved position, not symmetrically or squarely mounted, or broken, cracked or one missing or incorrectly matched. 3. Reflective tape affixed. See note. 4. Not red in colour.	FRR

C5 HORN

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Operate the horn. 2. Check the horn for security, condition of mounting and wiring. **NOTE:** Only a single tone electric horn may be fitted.	1. Horn not fitted, does not function or has insufficient volume. 2. Unapproved horn fitted. See Note. 3. Horn insecure on mounting, mounting cracked or broken, wiring is in an unsatisfactory condition.	FRR

C6 ADDITIONAL LAMPS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
<u>Reversing Lamp/s, where fitted (See Notes 1 & 2 below)</u> 1. With the ignition switched on, check:- 1.1 The reversing lamp/s emit/s a diffused white light when reverse gear is selected. 1.2 The lamp/s extinguish/es when neutral or a forward gear is selected. 1.3 The lamp/s is/are correctly mounted and Approval Marked. 1.4 The lamp/s do not flicker when tapped lightly by hand. **NOTE 1:** Where a pair of reversing lamps are fitted they must matching and symmetrically mounted in an approved position. The position for mounting depends on the shape and type of lamp. When fitted, either singly or a pair, to vehicles first used after 1 April 1986 the lamps **NOTE 2:** Not more than two reversing lamps may be fitted. Vehicles first used before 1 April 1986 do not require an Approval Mark but a lamp must not exceed 24 watts. <u>Front fog and long range driving lamps, where fitted (see Note 3)</u> 2. Check operation as follows:- 2.1 A single fog lamp emitting a white or yellow diffused light should only illuminate when the headlamps are in the dipped mode. 2.2 A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together.	1. Reversing lamps/fail to operate or do/does not emit a white diffused light. 2. Lamp/s remain/s on when neutral or forward gear is selected. 3. Lamp/s is/are insecurely mounted and/or mounted in an unapproved position or is/are not Approval Marked. 4. Lamp/s flicker when tapped lightly by hand. 5. Lamp inoperative or operates in other than dipped mode. 6. Lamps operate incorrectly. 7. Long range drive lamps do not operate together.	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
2.3 A pair of long range driving lamps, matched and both emitting a diffused white light should illuminate together. Check that:- 2.4 Where the fog and long range driving lamps are fitted each must be switched independently to operate only when the headlamps are in the correct mode. **NOTE 3:** Only approved fog and long range driving lamps may be fitted. 2.5 Any lamp fitted: 2.5.1 Any lamp fitted illuminates. 2.5.2 Any pair of lamps fitted are matched and emit light of equal intensity and colour. 2.5.3 Any lamp fitted is not aimed so as to dazzle other road users. 2.6 Check any lamp lens or body for:- 2.6.1 Condition, security and approval markings. 2.7 Check that the lamps do not flicker when tapped lightly by hand. 3. Check wiring to all lamps. **NOTE 4:** Additional front lamps fitted to vehicles first used on or after 1 April 1986 must bear an Approval Mark.	8. Fog and long range drive lamps operate out width normal operating conditions. 9. A lamp fails to illuminate. 10. Lamps are not a matched pair or fail to emit light of equal intensity or colour. 11. A lamp is so aimed to dazzle other road users. 12. Lamp lens cracked or broken or lamp body damaged or deteriorated. 13. Lamp lens or body insecure. 14. Lamp or lens not Approval Marked (see Note 4). 15. A lamp flickers when tapped lightly by hand. 16. The wiring to all lamps, whether obligatory or additional must be correctly routed, securely clipped and adequately fused. Grommets must be used where wiring passes through panels and all wiring must be properly insulated.	FRR

C7 OBLIGATORY HEADLAMPS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check presence security and operation of headlamp switch. 2. Switch on headlamps to main beam and observe that blue indicator lamp on instrument panel illuminates. 3. Operate the dip switch and check both headlamps dip to the nearside in unison. 4. Check, by alternately switching from main beam to dipped beam, that the respective filaments of both headlamps illuminate. 5. Check that headlamps, when illuminated, show a white diffused light of equal brilliance and do not flicker when tapped lightly by hand. 6. Check headlamps for: 6.1 Condition. 6.2 Security. 6.3 Correct mounting. 6.4 Matching. 6.5 Protection from the elements. 6.6 Approval Marks. 7. Check condition and security of headlamp rims and bezels. 8. Check headlamp levelling/cleaning device operation for any defects(LED or HID lamps only). 9. When testing headlamp aim use current VOSA method of inspection criteria stated in the testing manual. **NOTE 1:** Headlamps emitting a yellow light are not approved.	1. Headlamp switch is insecure or does not operate correctly. 2. Blue indicator lamp fails to operate or lens is missing. 3. One or both headlamps fail to dip to the nearside in unison. 4. Headlamp fails to illuminate in the main or dipped beam position. 5. Headlamps fail to show a white diffused light of equal intensity, dim through a poor electrical connection, or flickers when tapped lightly by hand (see Note 1). 6. Headlamp lens is cracked or broken; reflector has deteriorated or tarnished. 7. Headlamp assembly is insecure. 8. Headlamp incorrectly located in housing. 9. Headlamps not a matched pair. 10. Headlamp sealing rings deteriorated or missing. 11. A headlamp lens not Approval marked. 12. Any rim or bezel is missing, damaged, insecure, incorrectly fitted, rusted, tarnished or with chrome pealing. 13. A headlamp levelling/cleaning device inoperative or obviously defective (LED or HID headlamps only). 14. Any item which fails to meet current VOSA testing standards stated in testing manual.	FRR PR FRR PR

C8 WIRING AND FUSES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Within the engine compartment:- 1. Check condition of wiring and associated connections to all electrical components. 2. Check routeing and security of loom and all other wiring. 3. Check security of mounting of all electrical components. 4. Check fuse boxes and line fuses for condition of fuse holders and fuse ratings. **NOTE:** Electrical wiring must be encased in a sleeve or protected so that the insulation is not in direct contact with the fuel lines. 5. Check the condition and security of the trailer electrical socket. 6. Vehicles fitted with a 13PIN Euro-socket, use an approved device to check that the socket is wired correctly and operates the tracker device.	1. Wiring, so deteriorated, perished or contaminated to present a fire hazard or which could fail in service; electrical connection or terminal loose or incorrectly fitted. 2. The loom or other wiring is incorrectly routed, strained, insufficiently clipped or supported, or so positioned as to be fouled by moving parts, chafed, or exposed to excessive heat. 3. Components insecure or mounted in an unapproved manner or position. 4. Fuse holder corroded or weak; fuse or incorrect rating fitted; fuse box cover broken or missing or cover retaining clip missing. 5. A trailer socket:- 6. Insecure. 7. Damaged or deteriorated to the extent that the connecting lead could not be securely connected. 8. A trailer 13PIN euro-socket not operating the trailer lights as intended.	FRR

C9 BATTERY

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Examine battery and leads to ensure that:- 1. An approved battery is fitted. 2. Terminals are in good condition and securely fitted. 3. Earth lead is not frayed and insulation of live leads is in good condition. 4. Leads are secure and correctly routed. 5. Battery mounting and retaining devices are secure and in good condition. 6. A full complement of battery stoppers is present. 7. The battery is sufficiently charged. 8. The battery is free from leaks. **NOTE 1:** Proprietors wishing to install two batteries should seek advice from Council before incurring any expense. **NOTE 2:** A battery with insufficient charge will result in the inspection being terminated.	1. Unapproved type battery fitted. 2. Battery terminals loose or corroded. 3. Earth or live lead in such a condition that it could create a fire hazard or fail in service. 4. Earth or live lead incorrectly routed, inadequately clipped or supported, insulation damaged by clips or chafing on any part of the vehicle. 5. Battery loose, battery mounting or retaining device insecure corroded or missing. 6. Battery stopper(s) missing. 7. Battery discharged sufficiently to prevent operation of starter motor (see notes). 8. A battery leaking electrolyte.	FRR

Licensed Vehicle Inspection Manual

D

SECTION D – ENGINE COMPARTMENT, GEARBOX AND ASSOCIATED EQUIPMENT

D1 BULKHEAD

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Cracks or corrosion particularly at bonnet hinge mountings. 2. Presence of steering column, control cable and wiring loom grommets. 3. The security of the heater unit and absence from leaks. 4. The security of the windscreen wiper motor. 5. The legibility of the body number where applicable.	1. Bulkhead panel cracked or corroded, bonnet hinge mountings cracked or broken. 2. Grommet(s) missing or condition deteriorated to allow a control cable or any wiring to become chafed or cut in service or permit fumes to enter the driver's cabin. 3. Heater unit insecure or leaking. 4. Windscreen wiper motor insecure. 5. Body number illegible or defaced.	FRR

D2 FRONT INNER PANELS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Examine front inner panels and cross bracing or bonnet locking panel for: 1. Security, cracks and corrosion particularly at cross brace mountings. 2. Presence of all securing bolts. 3. The security and operation of approved extras e.g. additional engine oil filter, battery charging facility, alarm system etc. (See Notes). 4. The presence and legibility of chassis number. **NOTES:** 1. All equipment must be well maintained and in good working order and items which fall into disrepair must be replaced or removed. 2. Before fitting any additional equipment the advice of the Council must be sought before any expense is incurred	1. Front inner panels, cross bracing or bonnet locking panel insecure, cracked or corroded. 2. Securing bolts loose or missing. 3. Any approved item that is broken or incomplete or any unapproved item fitted (See Notes) 4. Chassis number plate missing, chassis number defaced or illegible.	FRR

D3 COOLING SYSTEM

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Check the cooling system within the engine compartment to ensure that:- 1. The correct type radiator, compatible with the engine, is fitted. See Note. 2. The radiator is securely mounted within its frame; there is sufficient clearance between frame and any steering connection; all joints are sound and free from leaks. 3. A serviceable radiator cap of the correct type is fitted. 4. The expansion tank is securely mounted, free from leaks and serviceable. A filler cap of the correct type is fitted. 5. The expansion tank hoses are serviceable. (where applicable). 6. All engine to radiator hoses and all engine to heater hoses, their connections and clips are in good condition, free from leaks, chafing or fouling any part of the engine or engine compartment. 7. The bulkhead mounted heater unit is free from leaks. 8. The heater control tap is serviceable and free from leaks. 9. The fan cowling is an approved type, securely fitted and not fouled by fan blades. 10. The correct type fan is fitted with all blades intact and free from damage. **NOTE:** Where an alternative engine has been installed a modified radiator and hoses may have been fitted.	1. Incorrect type radiator fitted. 2. Radiator frame insecure or cracked; insufficient clearance between frame and moving steering connections; broken or deteriorated joints forming any part of the radiator construction; radiator leaking. 3. Incorrect type radiator cap fitted; cap leaking or unserviceable. 4. Expansion tank insecure or leaking; cap leaking or unserviceable. 5. Expansion tank hose perished or chafed; an overflow hose not fitted or of incorrect length. 6. Water hose connection leaking or is so deteriorated that it is likely to fail in service; any hose incorrectly routed, chafed, perished or fouling any part of the engine or engine compartment. 7. Heater unit leaking. 8. Heater control tap inoperative, leaking or bypassed. 9. Unapproved fan cowling fitted, fan cowling insecure or fouled by fan blades. 10. Incorrect type fan fitted, blades damaged or missing.	FRR

D3 COOLING SYSTEM (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
11. The viscous coupling type fan (where applicable) is operating correctly. 12. Any approved proprietary cooling fan is fitted in an approved manner. 13. The water pump is free from leaks and the bearings are serviceable. 14. The water pump drive pulley is secure and the drive belt correctly tensioned and in serviceable condition. 15. The thermostat housing is free from leaks; the water temperature sender unit and its wiring are serviceable.	11. Viscous coupling type fan not operating correctly. 12. Unapproved fan fitted; an approved fan installed incorrectly. 13. Water pump leaking, bearings noisy or worn. 14. Water pump drive pulley loose or buckled; drive belt slack, worn or split. 15. Thermostat housing leaking; water temperature sender unit inoperative, broken or disconnected; wiring to unit perished, chafed or insecure.	FRR

D4 DRIVE BELTS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check that all drive belts are correctly tensioned, all pulleys are secure, correctly aligned, and free from buckle or damage. 2. Check crankshaft pulley for security and condition. 3. Check pulley guard or warning notices.	1. Drive belt that is incorrectly tensioned, split, frayed or worn; pulley that is insecure, incorrectly aligned, buckled or damaged. 2. Crankshaft pulley insecure or buckled, centre boss loose or, where applicable, damper defective. 3. Pulley guard or pulley warning notice missing or incorrectly sited.	FRR

D5 ALTERNATOR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. A correct type of alternator is fitted. 2. The plastic end cover is fitted. 3. The terminal block spring clip is fitted. 4. The alternator is secure on its mounting, the drive pulley is secure and correctly aligned and the drive belt correctly tensioned. 5. The rotor bearings are serviceable.	1. Incorrect type or unapproved alternator is fitted. 2. Plastic end cover broken or missing. 3. Terminal block spring clip missing. 4. Alternator insecure on mountings; drive pulley insecure, buckled or misaligned, drive belt slack or unserviceable, belt adjustment strap broken or missing. 5. Rotor bearings worn or noisy.	FRR

D6 FLUID RESERVOIRS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Check the fluid reservoirs, as applicable:- 1. Brake and clutch fluid, for condition and level. 2. Check reservoir caps for security and seal. 3. Check associated pipelines and hoses for power steering and brake. 4. Check dip sticks present in automatic transmission and engine. 5. Check oil filler cap present and serviceable. 6. Check for engine oil leaks. (See notes in section D10) 7. Check security of screen washer reservoir and fluid level. 8. Check pump and water jet pipelines for leaks, routeing and security.	1. Fluid contaminated or insufficient level with engine running. 2. Reservoir caps insecure, missing or not sealing. 3. Pipeline or flexible hose incorrectly routed, chafed, leaking, corroded, damaged, inadequately clipped or otherwise supported. As so positioned as to be fouled with moving parts or exposed to excessive heat. 4. Reservoir over or under filled, cap or dip stick missing. 5. Oil filler cap missing or defective. 6. Oil leaking from upper parts of engine. 7. Screen washer reservoir missing, insecure or fluid level low. 8. Screen washer pipelines incorrectly routed, inadequately clipped or otherwise supported.	PR FRR

D7 INJECTOR PUMP, INJECTORS AND CARBUERETTORS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the injector pump body. 2. Examine all pipe unions on pump and injectors for fuel leaks. 3. Check injector leak off pipes for leaks. 4. Check condition of heater plugs and associated wiring. 5. Check the throttle pedal control cable and/or mechanism and, where applicable, the engine stop control cable operates correctly. 6. Check carburettor for security and fuel leaks. **NOTE:** Electrical wiring must be encased in a sleeve of protected so that the insulation is not in direct contact with the fuel lines.	1. Fuel leaking from injector pump body. 2. Fuel leaking from any union at the injector pump or injectors. 3. Fuel leaking at injector leak off pipe connections. Incorrect leak off pipe fitted. 4. Heater plugs broken or disconnected, wiring in poor condition. See note. 5. Frayed, kinked or incorrectly routed cable which prevents the throttle control mechanism or engine stop control from operating correctly. 6. Carburettor insecure or leaking.	FRR

D8 FUEL LIFT PUMP

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine fuel lift pump and filter for security and leaks. 2. Check all fuel pipes and unions are free from leaks and correctly routed.	1. Fuel lift pump and / or filter insecurely mounted or leaking. 2. Fuel pipes incorrectly routed, corroded or leaking.	FRR

D9 AIR FILTER

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. The support brackets are secure and sound. 2. The air intake trunking is in good condition, securely clipped and supported.	1. Support bracket loose, cracked, broken or missing. 2. Air intake trunking missing, torn or holed; insecure or inadequately supported.	FRR

D10 CLUTCH, GEARBOX/AUTOMATIC TRANSMISSION UNDERSIDE

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examining the condition and security of gearbox/automatic transmission mountings and associated bearer brackets. 2. Check gearbox/automatic transmission, oil cooler and associated pipes and filter, where fitted, for oil or fluid leaks. 3. Check that oil cooler pipes are of an approved type and are correctly routed and secured. 4. Check condition of inhibitor switch and control linkage connections on automatic transmission.	1. Gearbox/automatic transmission flexible mountings perished, oil saturated, incomplete, insecure or collapsed. Securing Bolts loose or missing. Insecure, badly deteriorated or fractured mountings or brackets. Bearer brackets insecure, fractured or misaligned. 2. Gearbox/automatic transmission, oil cooler, associated pipes or filter leaking oil or fluid (see Notes 1, 2 and 3). 3. Unsuitable pipes fitted of non-approved type. Pipes incorrectly routed or insecure. 4. Inhibitor switch or control linkage connections inoperative, loose or maladjusted.	PR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
5. Check condition of clutch slave cylinder, flexible hose, pipelines and associated mechanical connections including bell housing, attachment bolts and security of starter motor. **NOTE 1**: Oil must not leak at a rate which will leave a deposit on the roadway when stationary. (e.g. when awaiting a hire) NOTE2: Oil must not leak from the vehicle when in motion. At a rate which deposits a coating on the underside of the bodywork, exhaust or braking system so as to create fumes or a danger to the vehicle itself. **NOTE 3:** Note 1 and 2 also applies to water, coolant, fuel or fluid of any kind.	5. Clutch slave cylinder leaking, loose, misaligned. Flexible hose perished, leaking or twisted or steel pipe incorrectly routed, chafed or insecure. Associated mechanical connections worn or loose. Bell housing cracked; bolts loose or missing. Starter motor loose.	PR

D11 PROPSHAFT

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine universal couplings for :- 1.1 Alignment of yokes. 1.2 Wear in needle roller bearings. 1.3 Loose bearing cups in yoke eyes. 1.4 Condition and security of circlips. 1.5 Security of coupling flange bolts. 2. Check sliding spline for wear. 3. For MetroCabs only : 3.1 Check condition of centre bearing. 3.2 Check there is sufficient clearance between the gearbox end casing dust shield and the face of the prop shaft nose. 3.3 Presence and security of locking grub screw. 4. Where an alternative engine and/or gearbox have been fitted, check that the prop shaft is compatible and complies with Council specification.	1. Universal coupling yokes misaligned. 2. Needle roller bearings rusted or worn. 3. Bearing cups loose in yoke eyes. 4. Bearing cup retaining circlips missing, broken or incorrectly located. 5. Coupling flange bolts loose, missing, not locked in an approved manner or flange bolt holes worn. 6. Sliding joint spline worn to extent where it is likely to cause vibration or fail in service. 7. Centre bearing worn or noisy; mounting bracket cracked, distorted or insecure; bearing rubber mounting deteriorated. 8. Insufficient clearance between the gearbox end casing dust shield and face of prop shaft nose. 9. Locking grub screw loose or missing. 10. Incorrect type prop shaft fitted.	PR

4

D12 REAR AXLE

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examining axle casing for cracks or defective welds. 2. Examining rear axle assembly for oil leaks. (see Notes in section D10) 3. Check pinion flange for condition and security. 4. Check assembly for security and alignment. 5. Check axle breather condition and security.	1. Axle casing cracked. 2 Defective or cracked welds at casing or saddle mountings. 3. Oil leak from bearing seals, banjo joint flange. 4. Pinion flange loose on spline or damaged. 5. Assembly misaligned 'U' bolts loose, broken, or of incorrect type. 6. Axle breather damaged, insecure, missing or ineffective through congealed dirt.	PR

E

SECTION E – STEERING AND SUSPENSION

E1 STEERING CONTROLS

STEERING WHEEL

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check steering wheel for alignment in straight ahead position. 2. Rock the steering wheel from side to side at right angles to the steering column and apply a slight downward and upward pressure to the rim of the steering wheel (in line with the column) with both hands, noting the condition of the steering wheel, hub, spokes, rim and any relative movement between the steering column and the steering wheel.	1. Any relative movement between the steering column shaft and the steering wheel which indicates that there is looseness between the two. 2. Absence of a retaining device on the steering wheel hub. 3. Steering wheel hub/rim or spokes fractured. 4. Steering wheel misaligned. 5. Cracks in the plastic covering of the steering wheel rim likely to injure driver's hand. 6. Unapproved steering wheel or steering wheel glove fitted. 7. Excessive radial movement at the steering wheel rim.	FRR

STEERING COLUMN

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Attempt to lift the steering wheel in line with the steering column and note the movement at the centre of the steering wheel. 2. Push the steering wheel away and pull it wards the body and note the movement of the steering inner column end float. 3. Examine the universal couplings of the steering column for deterioration whilst the steering wheel is rotated, check the clamp bolts for security and that no coupling or clamp bolt fouls any other part of the vehicle or is likely to foul in service through having insufficient working clearance. **NOTE:** Certain types of steering column may show some movement which is not due to excessive wear or deterioration i.e. those fitted with flexible couplings/joints.	1. Excessive movement of the centre of the steering wheel in line with the steering column (end float). 2. Excessive movement of the top of the steering column radially from the axis of the steering column (side play) indicates a badly worn top bearing, bush or insecure top mounting bracket. 3. A coupling, universal joint or shaft spline which is so worn, insecure or corroded that it is likely to fail or a coupling or clamp bolt fouls any other part of the vehicle or has insufficient working clearance. 4. A coupling clamp bolt loose or missing.	FRR PR FRR

E1 STEERING CONTROLS (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
STEERING LOCK		
1. With the engine running, turn the steering wheel clockwise and anti clockwise and check that any steering lock mechanism does not engage. 2. Remove the ignition key and turn the steering to check that steering lock engages. 3. On electric steering locks, check that a system malfunction warning is not displayed.	1. A steering lock mechanism inadvertently engaging. 2. A steering lock mechanism missing or fails to engage. 3. An electric steering lock system malfunction warning displayed.	PR FRR

E2 STEERING SYSTEM

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
FREE PLAY		
With road wheels on the ground pointing straight ahead rock steering wheel left and right as far as possible without moving the road wheel. 1. Check amount of free play at circumference of steering wheel. **NOTE 1:** The steering wheel free play limit is a general rule for standard steering wheels. Limits may change depending on steering wheel diameter. **NOTE 2:** Where there are several joints between the steering wheel and the rack movement up to 48mm on a 380mm diameter wheel may be accepted.	1. A point on the rim of the steering wheel that moves without road wheels moving for more than: 2. 75mm for a non rack and pinion. 3. 13mm for a rack and pinion steering.	FRR

E3 STEERING LINKAGES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance, examine the steering mechanism from the point where the sector shaft and the drop arm are secured, to the point where the steering arms are secured to their fixings. During this inspection check for: 1.1 Wear at joints. 1.2 Fracture of components. 1.3 Insecurity of components. 1.4 Presence of approved locking or retaining devices. 1.5 Condition of steering ball joint dust cover. 2. With the road wheels off the ground, with the suspension in the normal laden position (see NOTE), and rotating the steering wheel through its full working range, check for: (a) Fouling of wheels, tyres and steering components with any part of the vehicle. (b) Security and effectiveness of steering over lock stops. 3. Check for any welding repairs and for evidence of excessive heat having been applied to components. **NOTE:** The front suspension is maintained in its normal laden position and keeping the road wheels free by means of a suitable beam or supports placed under the lower coil spring pans.	1. Relative movement exists between the sector shaft and the drop arm. 2. A ball pin shank is loose. 3. A track rod or drag link end loose, misaligned or worn. 4. Ball joint dust cover missing, insecure or excessively damaged. deteriorated to the extent that it would no longer prevent the ingression of dirt. 5. Excessive wear on a steering joint. 6. Insecurity of any part fixed to the vehicle structure, e.g. steering box, steering rack housing or drop arm pivot housing. 7. Relative movement between a steering arm and its fixtures. 8. A component fractured or so cracked, damaged or deformed that it's likely to fail. 9. The absence or insecurity of any approved locking or retaining device. 10. A component of the steering linkage, road wheels or tyres fouling any part of the vehicle. 11. Steering lock stops failing to prevent overlock or missing. 12. A component, having been structurally repaired by welding or otherwise showing signs of excessive heat having been applied. 13. The steering geometry is incorrectly aligned through maladjustment or damaged or spurious parts.	PR

E3 STEERING MECHANISM

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the road wheels off the ground and the steering wheel rotated from lock to lock examine the steering for smoothness of operation. 2. With the road wheels on the ground and the steering wheel rotated clockwise and anti-clockwise against road resistance: 2.1 Examine the steering box/steering rack for wear, securing of mounting and for fractures. 2.2 Check the sector shaft and bushes for excessive wear. 2.3 Check the steering box/steering rack for oil leaks. 3. Check presence and condition of steering joint gaiters. 4. Check brake pipes and hoses for stretching and twisting. 5. Examine the condition of the structure, panelling or chassis for excessive corrosion or fractures in the vicinity of the steering column upper support, steering box, steering rack mounting areas. **NOTE 1 :** A vehicle fitted with power steering must be inspected with the engine running when the inspection at item 1 is carried out.	1. Roughness, knocking or undue stiffness in the operation of the steering. 2. The sector shaft cracked or twisted. 3. The sector shaft splines worn. 4. Excessive free play within steering box/steering rack mechanism. 5. Excessive lift and/or end float of the sector shaft. 6. Oil leaks from the steering box/steering rack. 7. Steering box/steering rack housing fractured. 8. A component of the steering mechanism, road wheels or tyres fouling any part of the vehicle. 9. A brake pipe or hose stretched, twisted or seriously damaged. 10. Steering rack, steering box housing not mounted securely. 11. A steering joint gaiter split, damaged or displaced. 12. Excessive corrosion, severe distortion, fracture or unapproved repair in a load bearing member of the vehicle structure, panelling or chassis within 30 cm, (11/4 ins), of the steering column upper support, steering box/steering rack mounting areas.	PR

E4 POWER STEERING

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check power steering for presence. 2. With the engine running, wheels on the ground and the steering being rocked, check:- 2.1 By feel at the steering wheel, that the system is operating. 2.2 For leaks from the system. 2.3 That the feed pipes are of an approved type, are free from damage and are not chafing other parts of the vehicle. 2. Check for security of the power steering pump and the condition of its drive system. 3. Check for misaligned or fowling components. **NOTE:** A vehicle fitted with power steering must be inspected with its engine running.	1. Evidence that power steering assistance has been removed or disconnected from the vehicle and where it is known that power steering is a standard fitment on the vehicle concerned. Power steering that has been installed in a vehicle whose chassis is not designed to accept it. 2. Power steering malfunctioning or inoperative. 3. A cracked or damaged steering box, steering rack or pump. Excessive fluid leak from power steering units. 4. A fluid pipe excessively damaged or fouling other parts of the vehicle or level below minimum. A fluid pipe leaking. Unapproved fluid pipes or equipment fitted. 5. Pump insecure or its drive system moving or defective. 6. Components fowling or significantly misaligned.	PR

E5 SUSPENSION

METHOD OF INSPECTION	REASONS FOR REJECTION ALL SUSPENSION TYPES (GENERAL)	RETEST CRITERIA
1. Check: 1.1 That there is enough clearance of the axle or suspension with the bump stop or chassis. 1.2 Whether any suspension unit is so weak that it does not hold the body far enough away from the road wheels. 2. Check all suspension components for inappropriate repairs or modifications.	1. Inadequate clearance of the axle or suspension with the bump stopper chassis. 2. A suspension unit so weak that the body or other part of the vehicle fills a road wheel or would be so if the vehicle was leaving. 3. A suspension component with an inappropriate repair or a modification which has seriously weakened the component.	PR

E6 FRONT SUSPENSION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the vehicle supported so that there is no load on the suspension. 2. Check for :- 2.1 Leaks. 2.2 Absence of end float at cross-shaft. 2.3 Security of arms on cross-shaft. 2.4 Security on mounting platform. 2.5 Presence and condition of rubber buffers. 3. With the front suspension in its normal laden position and keeping the road wheels free by means of suitable beam or supports placed under the lower coil spring pans check.	1. Incorrect type of shock absorbers or arms fitted. 2. Leaks. 3. End float at cross-shaft present. 4. Arms loose on cross-shaft at splines or pinch bolt. 5. Insecure on mounting platform; lug broken; retaining bolt missing or broken. 6. Rubber buffers broken or missing. 7. Shock absorber damping action weak or ineffective. 8. Coil spring broken or weak, spring not seated correctly.	PR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
3.1 Shock absorber damping action by exerting pressure on each corner and noting the rebound. 3.2 Coil springs for breaks or weakness. 3.3 Coil spring pans for distortion, cracks and security. 4. McPherson strut upper attachment. 5. Check lower suspension wishbone arms for : security; distortion; wear in bush eyes and condition of rubber bushes. 6. Check lower suspension wishbone fulcrum shaft for security and distortion. 7. Check for presence, security and correct fitment of any approved locking or retaining device. 8. Visually assess front suspension for deflection/imbalance which is obviously different from N/S to O/S. 9. With vehicle in neutral gear, rotate wheels and visually check CV joints covers while pleats are expanded. 10. Check the security and condition of any anti-roll bar where applicable. 11. Check drive shaft support bearing.	9. Coil spring pan distorted, cracked, insecure or bolts incorrectly fitted. 10. McPherson strut upper attachment excessively worn. 11. Lower wishbone arm insecure, distorted, bush eyes worn or inner rubber bushes collapsed or perished. 12. Lower suspension wishbone fulcrum shaft insecure, distorted or incorrectly fitted on main cross member. 13. The absence or incorrect fitment of any approved locking or retaining device. 14. Front suspension deflection rates are visibly different from N/S to O/S. 15. CV gator missing split or damaged, driveshaft bent, damaged. CV gator unable to prevent the ingress of dirt. 16. Antiroll bar missing, broke, distorted or linkages worn or insecure. 17. Drive shaft support bearing worn, damaged or insecure.	PR

E7 STUB AXLES/KING PIN ASSEMBLIES/WHEEL BEARINGS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the front suspension raised and supported, check for lift/movement on the king pin assembly. 2. Whilst each wheel is rocked: 2.1 Note the amount of movement on the king pin assembly. 2.2 Check for smooth action of the swivel joints and the security of the attachment to the stub axle and suspension arms. 3. Examine the visible parts of the stub axles and king pins for cracks and approved locking devices. 4. Examine the king pin /swivel joint retaining devices for security. 5. Examine the lower trunnion fulcrum joints for wear and ensure the retaining and locking devices are present and secure. 6. Examine the upper trunnion pin and rubber bushes for condition and security. 7. Spin each front road wheel in turn and listen for sound indicating roughness in the hub bearings; and gripping wheel at TDC and BDC rock and the wheel to check for play indicating incorrect adjustment for the bearings.	1. Undue wear or play of king pin and/or bush. 2. Lift between the stub axle and the king pin assembly such that early failure of the thrust bearing is likely. 3. The absence or insecurity of an approved retaining or locking device. 4. King pin insecure or its pin retaining device is missing. A cracked or damaged stub axle. 5. King ping/swivel joint retaining devices insecure or missing. 6. Excessive wear/movement in lower trunnion fulcrum point. Fulcrum joint/cap insecure in a suspension arm. A lower trunnion fulcrum pin insecure in lower eye of king pin. 7. An upper trunnion fulcrum pin is loose or worn or related rubber bushes are worn or perished. 8. Roughness or tightness in the front hub bearings whilst the wheel is rotated indicating likely failure of the bearings. 9. Excessive play or insufficient clearance in the front hub bearings due to maladjustment or wear.	PR

E8 ROAD WHEELS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the rear of the vehicle supported in the wheel free position check the rear wheel bearings by: - Spinning each wheel in turn and listening for roughness in the bearing. - Gripping each wheel at TDC and BDC and rocking it to check for play indicating a worn bearing or bearing housing. - Pulling and pushing on each wheel to check for end float indicating a worn bearing, bearing seating or loose locknut or other restraining device.	1. Wheel bearings having: - Roughness whilst the wheel is rotated indicating likely failure of the bearings or creating noise on road test (see section L). - Play due to wear at bearing or bearing housings. - End float due to wear at bearing, worn bearing seating's, loose locknut or other retaining device.	PR

E9 REAR SUSPENSION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check security and condition of :- 1.1 Rear road spring mounting brackets. 1.2 Anti-roll bar and linkages. 1.3 Rear shock absorbers. 2. Check condition of multi-leaf road springs. 3. Examine single leaf composite road spring for :- 3.1 Longitudinal and transverse cracks. 3.2 Impact damage. 3.3 Condition of eye ends and centre area for corrosion. 4. Check condition of spring anchor brackets, shackles, shackle pins and bushes. 5. Check condition of bump rubbers. 6. Check the carriage entry step height does not exceed the required 15 inches (38 cms) above ground level when the vehicle is unladen. 7. Where applicable, check that any rear coil springs are correctly located and that the springs are not damaged or cracked. 8. Where applicable check presence of coil spring retaining straps for fraying splits or detachment. 9. Ensure rear suspension arms/linkages are secure.	1. Rear road spring mounting brackets worn or insecure on chassis. 2. Anti-roll bar broken, distorted or detached. Mounting and/or linkages worn or insecure. 3. Rear shock absorber loose on chassis, lug broken, linkage broken, detached or unserviceable. End float, lift at shaft, arm loose on shaft or fluid leaking. Damping action weak or ineffective. Incorrect type of shock absorber or linkage fitted. 4. Incorrect type road springs fitted. See Note 1. 5. Rear road spring leaf broken, or leaves worn, misaligned or weak. 6. Rebound clips loose, broken or missing. 7. 'U' bolts or spring centre bolt loose or broken. 8. Packing piece not fitted at nearside rear spring saddle (where applicable). 9. Main leaf eye broken or worn. 10. A composite spring leaf that has :- (see note overleaf) 11. Cracks of any length along the longitudinal spring axis either in a vertical or horizontal plane or transverse cracks propagating into the body of the spring. 12. Localised surface damage extending more than 25% of the spring width and more than 2mm in depth. 13. Loose or badly corroded eye ends or centre area.	PR

E9 REAR SUSPENSION (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERA
10. Visually assess rear suspension for deflection/imbalance which is obviously different from N/S to O/S. **NOTE 1.** Localised surface damage extending more than 25% of the spring width or more than 2mm in depth.	14. Any shackle pin or bush worn or loose in anchor bracket, swinging shackle or the spring eye. 15. Absence or incorrect fitment of any approved locking device. 16. Bump rubbers deteriorated or missing. 17. Carriage entry step height exceeds requirement. 18. A coil spring not correctly located and spring damaged, cracked OR FRACTURED. 19. Where applicable coil retaining strap frayed, split or detached. 20. A rear suspension arm/linkage insecure. 21. Rear suspension deflection rates are visibly different from N/S to O/S.	PR FRR PR

F

SECTION F - BRAKES

F1 FOOTBRAKE AND HANDBRAKE – CONDITION AND OPERATION – INSPECTION IN DRIVERS CABIN

HANDBRAKE

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Note the position of the handbrake lever and its condition. 1. With the handbrake lever in the "off" position: 1.1 Note the amount of side play in the lever pivot by moving the lever from side to side. 1.2 Check the security and condition of the lever and pawl mechanism pivots and their mountings. 2. Without operating the pawl mechanism, apply the brakes slowly and check the effective operation of the pawl mechanism by listening for definite and regular clicks as the pawl moves over the ratchet teeth. 3. When the handbrake is fully applied: 3.1 Knock the top and each side of the lever and check that the lever is held in the "on" position. 3.2 Check that the lever is not at the end of its working travel and that there is no fouling of adjacent parts. 4. Check for excessive corrosion, fracture or severe distortion of the vehicle structure or panelling adjacent to the handbrake lever mounting. 5. Check security of any locking or retaining device.	1. The handbrake is fractured, badly, corroded or missing. 2. The play in the lever pivot is such that early failure seems likely, or the pawl may inadvertently disengage. 3. The condition of the pawl mechanism pivot is such that early failure is likely. 4. The pawl spring is not pushing the pawl positively into the ratchet teeth or the ratchet has broken, or has excessively worn teeth. 5. When knocked, the lever is not held in the "on" position. 6. When the handbrake is fully applied there is no possibility of further movement of the lever because it is at the end of its working travel on the ratchet, or because it is fouling adjacent parts of the vehicle. 7. The lever is impeded in its travel. 8. The lever is so positioned that it cannot be operated satisfactorily. 9. The lever mountings are insecure or there is excessive corrosion, fracture or severe distortion of a load bearing member of the vehicle structure or panelling within 30 cm (11/4 inches) of the handbrake lever mounting (if this is suspected and cannot be checked from the driver's cabin position it must be inspected from underneath the vehicle. Any deliberate modification which significantly reduces the original strength. 10. The absence of insecurity of any locking or retaining device.	PR FRR PR

F1 FOOTBRAKE AND HANDBRAKE – CONDITION AND OPERATION – INSPECTION IN DRIVERS CABIN

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
ELECTRONIC PARKING		
1. Operate the switch to release and apply the parking brake and check there is no malfunction. 2. Check the parking brake lever or control for any inappropriate repair or modification. 3. Check the condition of structure around the electro-mechanical actuator unit. **NOTE:** Any items not possible to check fully from the drivers seat Should be checked from beneath the vehicle or under bonnet.	1. Electronic parking brake (EPB) warning indicates a fault. 2. A parking brake lever or control inappropriately repaired. 3. The lever mountings are insecure or there is excessive corrosion, fracture or severe distortion of a load bearing member of the vehicle structure or panelling within 30 cm (11/4 inches) of the handbrake lever mounting (if this is suspected and cannot be checked from the driver's cabin position it must be inspected from underneath the vehicle. Any deliberate modification which significantly reduces the original strength.	PR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
FOOTBRAKE		
1. Check the anti-slip provisions on the pedal pad.	1. Anti-slip provision on the brake pedal pad is missing, loose or worn smooth.	FRR
2. Move the pedal from side to side and examine the condition of the pedal bearing.	2. Excessive side movement of the pedal at right angles to its normal movement indicating a badly worn pedal pivot. (If this is suspected and cannot be checked from the driver's cabin position it must be inspected from underneath the vehicle or in the engine compartment).	
3. Depress the pedal to check for fouling on parts of the vehicle.	3. The pedal is fouling parts of the vehicle to such an extent that the free movement of the pedal is obstructed.	
4. Depress the pedal fully and check the position on the pad relative to the floor, and keeping it under steady pressure note whether the pedal tends to creep down.	4. When the pedal is fully depressed, there is insufficient reserve clearance between the back of the pedal and the floor or the pedal creeps down when held at a steady pressure.	
5. Examine the security of the pedal pad to the pedal and the pedal to the operating lever.	5. Insecurity of any attachments to the pedal stalk.	PR
6. Examine the condition of the pedal.	6. The pedal is fractured, excessively corroded or functionally incomplete.	
7. Depress the pedal and note whether there is "sponginess".	7. There is sponginess when the pedal is depressed.	
8. By repeated applications of the footbrake pedal gradually empty the pressure/vacuum braking system. Check that after the warning device has operated there is still enough pressure or vacuum in the system for the brakes to be applied at least twice more with pressure or vacuum assistance. Completely exhaust system and note whether servo is operating satisfactorily by partially depressing pedal, starting the engine and noting whether pedal can be felt to dip.	8. No dip can be felt when the engine is started, indicating vacuum assistances not working satisfactorily.	

F2 ANTI LOCK BRAKING SYSTEM (ABS)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check that a warning lamp is fitted and that: 1.1 Lamp is present. 1.2 The lamp illuminates. 1.3 The correct sequence of operation. 1.4 Does not indicate a fault. 2. Check that all ABS components are: 2.1 Fitted in good working order and secure. 3. Check that any associated wiring is: 3.1 In good condition correctly routed and supported and not chafing any other part of the vehicle. Also applies to electronic stability control systems or ESC.	1. The warning lamp: 2. Is missing. 3. Does not illuminate. 4. Does not follow the correct sequence of operation. 5. Indicates a fault. 6. ABS components or associated brackets/fixtures missing, damaged, insecure or of an incorrect type. 7. Associated wiring incorrectly routed, inadequately supported or damaged.	FRR PR

F3 CONDITION OF MECHANICAL BRAKE COMPONENTS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the mechanical components of the brakes which can be seen without dismantling, looking particularly for: 1.1 Badly chafed rods or leavers, corroded or damaged. 1.2 Corroded, frayed or knotted cables. 1.3 Wear in clevis joints, stationary pins or pivots, Wear in eyes or relay levers or compensator pivots. 1.4 Absence or insecurity of locking devices or split pins. 1.5 Insecurity or fractures of brake drums. Insecurity, cracked, worn, scored, pitted discs 1.6 Security and excessive wear of brake linings/pads 1.7 Any restriction of the free movement of the system. 1.8 Insecurity of brake back plates, wheel cylinders or adjusters; broken or absence of return springs. 1.9 Any reduction and strength of any component due to corrosion, wear, fatigue or fracture. 2.0 Contamination of brake drums or backing plates caused by leaking brake fluid, lubricating oil or grease. 2.1 Presence and condition of bleed nipples. 2.2 Presence, condition and operation of load seizing valve.	1. Brake rods reduced in diameter by more than one third of the original dimensions. 2. Cables knotted or so heavily corroded, or with wires broken to such an extent that its strength is reduced significantly and is likely to fail in service. 3. Any abnormal movement of levers, compensators, clevis pins, pivots, eyes or yokes indicating maladjustment, excessive wear or absence of anti-rattle washers. 4. The absence or insecurity of any locking device or split pin. 5. Insecure or fractured brake drum. A disc insecure, cracked, excessively worn scored or pitted. 6. Brake pads less than 1/16$^{th"}$ (3mm) thick at any point. 7. Any restriction to the free movement of the system. 8. A brake back plate, wheel cylinder or adjuster securing bolt loose or missing; return springs missing or broken. 9. Serious reduction in strength of any component due to corrosion, wear, fatigue, damage or fracture. 10. Excessive contamination of a brake drum or backing plate by brake fluid, lubricating oil or grease. 11. Missing or broken bleed nipple. 12. Load seizing valve seized, INOP or impaired.	PR

F4 CONDITION OF BRAKE PIPES AND BRAKE HOSES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine all accessible brake pipes to ensure that they are correctly routed, in a serviceable condition, free from chafing, external corrosion and damage. 2. Check that all rigid pipes are securely held by clips or other means and that rigid pipes and flexible hoses are not fouled by moving parts. 3. Examine all flexible hoses to ensure that they are not constrained in tight bends, that they have adequate room to move as necessary without fouling any other part of the vehicle and that they are not chafed, stretched or deteriorated or exposed to excessive heat. 4. Check whether there are any leaks in the system particularly when the brakes are applied. 5. Examine hoses for signs or weakness under pressure with the footbrake fully applied.	1. Pipes or hoses incorrectly routed, chafed, corroded or damaged. 2. Pipes or hoses inadequately clipped or otherwise supported. 3. Pipes or hoses so positioned as to be liable to be fouled by moving parts or to be exposed to excessive heat. 4. Any kinking of pipes or hoses. 5. A stretched or twisted hose. 6. Inadequate room for hoses to move resulting in fouling on any other part of the vehicle. 7. Chafing or deterioration of hoses. 8. Any leaks in the system. 9. Any bulging of a flexible hose. 10. Brake hose ferrules excessively corroded. 11. Corrosion or damage to a pipe so that its thickness is reduced by one third.	PR

F5 CONDITION OF SERVOS, VACUUM PUMPS AND HYDRAULIC BRAKE COMPENENTS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine servo and vacuum pump for security of mounting, operation and for leaks. 2. Examine servo and vacuum pump for damage, corrosion and for presence and condition of hoses. 3. Examine all wheel cylinders, limiter valves, master cylinders and reservoirs for security of mounting and evidence of leaks. 4. Check the condition and level of the brake fluid in the reservoir. 5. Examine vacuum pump drive belt for correct tension, condition and pulley alignment. 6. Where practical, check that the reservoir cap is fitted. 7. Check the operation of the brake fluid level warning lamp.	1. A servo or vacuum pump that is insecurely mounted, not operating correctly or leaking. 2. A servo or vacuum pump that is damaged or excessively corroded or has damaged or leaking hoses. 3. A wheel cylinder, limiter valve, master cylinder or reservoir that is insecurely mounted or shows evidence of leaking; a bleed valve broken. 4. Brake fluid contaminated or insufficient. 5. A vacuum pump drive belt that is unserviceable, incorrectly tensioned or driver pulley misaligned. 6. Brake fluid reservoir cap missing. 7. Brake fluid level warning lamp inoperative.	PR FRR

F6 PERFORMANCE OF FOOTBRAKE – ROLLER BRAKE TEST

METHOD OF INSPECTION	REASON FOR REJECTION	RETEST CRITERIA
1. The test procedure as follows: A) Have the vehicle positioned so that each axle is in turn positioned over the roller brake test machine. B) With both sets of rollers running check whether a brake effort is recorded from any wheel without the brake being applied. C) Gradually press the service brake and asses how the braking effort for each wheel increasing stopping short of maxium effort or wheel lock. . D) Holding a steady brake pedal pressure check for any excessive fluctuation of brake effort. Release the brake pedal and check how brake effort at each wheel reduces. E) Depress the brake pedal again until maximum effort is achieved or until wheels lock on rollers. Record maximum effort and whether lockups occur. F) Repeat this sequence for the rear wheels. G) If the axle has a parking brake fitted run both rollers holding in parking brake button or trigger in the disengaged position the whole time. Slowly apply parking brake until maximum effort or wheels lock. Record maximum braking effort and whether lock up occurs. G) A roller brake test is not appropriate for vehicles with damaged under inflated or studded tyres. **NOTE 1:** Tyre pressures to be to vehicle and/or tyre manufactures recommended values. NOTE 2: Where percentages are quoted please refer to the latest VOSA M.O.T. Testing standards for current percentages.	1. With footbrake fully applied: 2. There is little or no braking effort at any wheel equipped with a brake operated by the footbrake. 3. The braking effort from any wheel is less than 75% of the effort from another wheel on the same axle. (See Note 2) 4. The specified minimum braking effort of 50% is not met. (See Note 2) 5. With the footbrake applied and held at a steady pressure the braking effort fluctuates in a regular manner with each revolution of the road wheel to such an extent that it is clear that there is ovality of the brake drum. 6. There is evidence of severe brake grabbing or judder during brake application. 7. Brake mechanism on the wheel sticking, indicated by any time lag before: 8. An increase in the reading is obtained. 9. The reading decreases, on releasing the brakes. 10. A brake on any wheel binding, indicated by a continuous significant reading of brake effort without an application of a brake system. 11. There is any unapproved modification, alteration or part fitted to any part of the footbrake system. 12. A vehicle which has damaged, under inflated or studded tyres which may affect the roller brake test. 13. The out of balance of the front brakes is greater than 25%. (See Note 2) 14. The brake efforts at the road wheels do not increase at the same rate.	PR

F6 PERFORMANCE OF HANDBRAKE – ROLLER BRAKE TEST (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. The test procedure as follows: A) With the roller brake test machine driving each wheel in turn, apply the handbrake slowly until each road wheel is just at the point of slip relative to the rollers, or until the handbrake is fully applied, whichever occurs first. B) Note the braking effort indicated on the dial from the brake of each road wheel.	1. With the handbrake fully applied: 2. There is little or no braking effort at any wheel equipped with a brake operated by the handbrake. 3. The braking effort from any wheel is less than 50% of the effort from the other wheel on the same axle. (See Note 2) 4. The specified braking effort of 16% is not met. (See Note 2) 5. There is any unapproved modification, alteration or part fitted to any part of the handbrake mechanism.	PR

Licensed Vehicle Inspection Manual

G

SECTION G – TYRES AND ROAD WHEELS

G1 TYRES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the front and rear wheels supported in the wheel-free position check that all tyres are of an approved type, (see Notes 2 and 3) and note type of structure e.g. cross-ply or radial-ply (see Notes 1 and 4). 2. Examine each tyre for: 2.1 Cuts. 2.2 Lumps, bulges or tears. 2.3 Separation of the tread. 2.4 Exposure of ply or cord. 2.5 Incorrect seating on rim. 2.6 Valve condition and alignment and valve caps are fitted. 2.7 Nails, stones etc. embedded in tread. 3. Check the tread pattern over the whole breadth of the complete circumference of the tyre. Check the tread depth by using a tread depth gauge. 4. Check if a tyre fouls any part of the vehicle. 5. A tyre not fitted in compliance with the manufacturer sidewall instructions (wrong rotation etc). 6. Check tyre monitoring system for:- 6.1 Operation. 6.2 Malfunction. 7. Check if tyres are obviously under inflated.	1. Unapproved tyre fitted. 2. One tyre is of a different structure type from the other on same axle (see note 4). 3. The vehicle has radial-ply tyres fitted to the front wheels and cross-ply tyres fitted to the rear wheels. 4. A tyre: 5. Having a cut ½ inch (12mm) long or more or deep enough to reach the ply or cord 6. With a lump, bulge or tear caused by separation or partial failure of its structure (this includes cracking between treads or lifting of tread) or the tread pattern worn unevenly so as to cause vibration or noise on journey or cracking of tyre walls through being under inflated 7. With a valve badly deteriorated or misaligned 8. With a nail or other sharp object that has penetrated the casing or is likely to cause damage to the ply or cord structure. 9. Tread pattern is not at least 1.6mm in depth. Throughout a continuous band comprising the central three quarters of the breadth of the tread and round the entire circumference of the tyre. All other parts of the tyre tread area must have a visible tread pattern. 10. A tyre is fouling any part of the vehicle.	FRR PR

G1 TYRES (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
NOTES: 1. The spare wheel and tyre is subject to inspection. Where cross-ply and radial-ply tyres are fitted correctly on the same vehicle the spare may be either structure type. The owner or driver must be made aware of its limited use and the checklist will be noted accordingly. 2. An approved tyre is one that has been manufactured in accordance with ECE regulations 30 or 54. 3. An approved casing may not be remoulded or retreaded. 4. Whilst steel and fabric radial ply tyres are to be regarded as the same structure type it is recommended that they are fitted in matched pairs on the same axle. 5. An incorrectly inflated tyre could affect the meter reading and the alignment of the headlamps. It may also prevent a brake efficiency test being conducted.	11. A tyre is not fitted to manufacturer's sidewall instructions. 12. A tyre pressure monitoring system obviously inoperative. 13. Warning system malfunction. 14. Tyre under inflated. See note 5.	FRR

G2 ROAD WHEELS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With the front and rear wheels supported in the wheel free position examine each for:- 1.1 Damage or distortion (run out). 1.2 Damage or distortion to bead rim. 1.3 Cracks. 1.4 General condition (see Note 1). 2. Examine wheel mountings for: 2.1 Security on hub including full complement of retaining nuts 2.2 Condition of studs and stud holes. 3. Check condition and fitment of nave plates, wheel trims and rimbellishers as applicable. 4. Check that the spare wheel or space-saver spare wheel is fitted.	1. A wheel damaged or distorted so that run out is apparent. 2. A bead rim so damaged as to affect the fitment of the tyre or present a sharp edge. 3. Cracked in any part. 4. Retaining nuts loose, missing or incorrectly fitted. 5. Wheel mounting studs damaged or worn; stud holes elongated. 6. Any nave plate, wheel trim or rimbellisher that is missing, buckled, insecure, rusted, or with peeling chrome. 7. Any wheel trim or rimbellisher which fouls the tyre valve. 8. Wheel trims damaged, wrong design or make. 9. Spare wheel missing or deflated	PR FRR

NOTE 1: If an alloy spare wheel is not provided as standard then a steel wheel will be acceptable as long as a similar wheel trim to the alloys is fitted the original alloy should be repaired and fitted as soon as possible. Space saver spare wheels are permitted but should only be used to complete the journey on which the original tyre defect occurred and must be used in compliance with manufacturers recommendations .

NOTE 2. Wheels must be painted in uniform colour and be free from dirt and other deposits on both sides. Paintwork must be in such condition so as not to detract from the overall appearance of the vehicle.

NOTE 3. Road wheels and tyres including the spare wheel which may be removed from the boot compartment for examination.

H

SECTION H – SEAT BELTS & SUPPLEMENTARY RESTRAINT SYSTEMS (SRS)

H1 DRIVER'S SEAT BELT

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1.1 As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points. The condition of floor mounted anchorage points may best be inspected from underneath the vehicle. 1.2 Check that the driving seat is provided with an approved type seat belt which is Approval Marked. 1.3 Pull the seat belt webbing against its anchorages and check they are properly and securely fixed to the vehicle structure. 1.4 Pull the seat belt fully from the retracting unit and examine the webbing for signs of deterioration. 1.5 With the seat belt webbing fully exposed, check that it winds back automatically into the retracting unit upon release. 1.6 Check that the seat belt buckle mechanism cannot be pulled apart when fastened and the release mechanism operates correctly. 1.7 Examine the buckle flexible stalk for deterioration. 1.8 Grasp the webbing and snatch away from the reel to check that the automatic reel locking mechanism is functioning correctly. **NOTE :** With certain inertia reel type belts it may be necessary to wear the belt, drive the vehicle slowly forward and then apply the brakes sharply to check operation of the locking mechanism.	1. Excessive corrosion, serious distortion or a fracture in any load bearing member of the vehicle structure or panelling within 30cm (12") of a seat belt anchorage. 2. Unapproved seat belt installed or seat belt missing. 3. Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle structure. 4. Seat belt webbing is cut, frayed or deteriorated. 5. The retracting unit mechanism fails to operate or the belt fails to return freely. 6. The buckle locking and release mechanism does not operate correctly. 7. Flexible stalk deteriorated. 8. Automatic reel locking mechanism fails to lock or release correctly.	PR FRR

H2 PASSENGER SEAT BELTS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Cabs manufactured from 1 April, 1987, must be fitted with seat belts for forward facing passengers. 1.1 As far as is practicable without dismantling, check the condition of the vehicle structure in the vicinity of the seat belt anchorage points. 1.2 Check, where applicable, that the seatbelts are fitted and are Approval Marked and approved for use in licensed cabs. 1.3 Pull each seat belt's webbing against its anchorages and check they are properly and securely fixed to the vehicle structure. 1.3 Pull each seat belt fully from the retracting unit and where applicable expose the centre lap belt. Examine the webbing for signs of deterioration. 1.5 With the seat belt webbing fully exposed, check that it winds back automatically into the retracting units upon release. 1.6 Check that each seat belt buckle mechanism cannot be pulled apart when fastened and that the release mechanism operates correctly. 1.7 Grasp the webbing and snatch away from the reel to check that each automatic reel locking mechanism is functioning correctly.	1. Excessive corrosion, serious distortion or a fracture in any load bearing member of the vehicle structure or panelling within 30 cm. (12") of a seat belt anchorage. 2. Seat belt missing or unapproved seat belt installed. 3. Any seat belt anchorage that is incorrectly or insecurely fixed to the vehicle structure. 4. Seat belt webbing is cut, frayed, deteriorated or dirty. 5. The retracting unit mechanism fails to operate or the belt fails to return freely. 6. A buckle locking or release mechanism does not operate correctly. 7. Automatic reel locking mechanism fails to lock or release correctly.	PR FFR

H3 SUPPLEMENTARY RESTRAINT SYSTEMS (SRS)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. As far as possible, check that all airbags fitted as original equipment. 2. Turn on ignition and check for any (SRS) malfunction indicator lamp. 3. Check for presence and condition of seat belt load limiters or pretensioner missing where fitted as original equipment or obviously deployed.	1. An air bag obviously missing or defective. 2. SRS malfunction indicator lamp:- • Inoperative • Indicating a system malfunction 3. A seat belt load limiter or pretensioner missing where fitted as original equipment or obviously deployed.	FRR

Licensed Vehicle Inspection Manual

I

SECTION I – CHASSIS AND UNDERSIDE

I1 CONDITION OF CHASSIS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine main and cross members for deformation, cracks – fractures and corrosion. 2. Examine the welding and/or securing bolts – rivets for soundness and security. 3. Examine frame/cross member functions for indications of movement. **NOTE:** The underside of the vehicle must be free from mud oil and grease to permit a thorough inspection. It should be adequately protected against corrosion.	1. A fracture, corrosion or cracking of any main or cross member which would reduce its strength. 2. Deformation of any cross or main member likely to affect control of the vehicle. 3. Main suspension cross member moving on chassis mountings. 4. Any welding breaking away. 5. Any deliberate modification excessive corrosion, damage, fracture or inadequate repair not within a prescribed area which adversely affects braking or steering by severely reducing the strength or continuity of a main load bearing structure member. 6. Insecurity of flitch plates and/or loose or insecure fastenings between frame and cross members. 7. Repair to the chassis or cross member that has not a continuous seem weld.	PR

I2 ENGINE UNDERSIDE

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the condition and security of engine/gearbox mountings and associated bearer brackets. 2. Check engine for oil leaks. 3. Check for engine coolant leaks. **NOTE 1.** Oil must not leak at a rate which will leave a deposit on the roadway when stationary (e.g. when awaiting a hire). **NOTE 2.** Oil must not leak from the vehicle when in motion at a rate which deposits a coating on the underside of the bodywork, exhaust or braking system so as to create fumes or a danger to the vehicle itself. **NB**. Notes 1 and 2 equally apply to oil leaks from gearboxes, automatic transmissions and oil coolers, power assisted steering and rear axles.	1. Engine gearbox mountings and/or bearer brackets perished, incomplete, insecure, oil saturated, misaligned, fractured or missing. 2. Bolts loose or missing. 3. Engine oil leaks from any part including cracked sump, loose or missing sump bolts etc (see Notes 1 and 2). 4. Engine coolant leaking from radiator, lower hose connections, core plugs or cracked cylinder block.	PR

I3 UNDERPANELS, SILLS AND BODY MOUNTINGS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the condition of the following for corrosion, cracks and security. 1.1 Drivers floor and seat mounting panel. 1.2 Luggage compartment floor panel. 1.3 Centre partition lower box section. 1.4 Rear body mounting crossmember. 1.5 Rear passenger seat panel. 1.6 Boot floor panel. 1.7 Security and condition of body support members, body mounting bolts and packings. 1.8 Passenger compartment floor board retainers. 1.9 Passenger steps. 2. Examine the condition of sill panels for corrosion and security. 3. Check operation of retractable step if fitted. **NOTE 1:** Repairs to sills will only be accepted if plated and welded with a continuous seem weld.	1. Any item listed in 1.1 to 1.9 that is corroded, cracked or insecure. 2. Broken, loose or missing body mounting bolts or packings. 3. The passenger compartment floor boards are insecure and/or sealing strips are displaced or missing. 4. Sill panel corroded and holed. See note 1. 5. Panel not treated to give adequate protection from elements. 6. Securing bolts missing, loose or damaged. 7. Retractable step not operating correctly, damaged or insecure.	PR FRR

I4 DOOR LOCKS, HINGES, HANDLES & TRIM PANELS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. With each door in open position : 1.1 Examine the door hinges and check strap for condition and security. 1.2 Examine the interior door lock and pull handles or cord, as applicable, for condition and security. 1.3 Examine the door locking mechanism (excluding ADLS) and striker plate for condition and security. 1.4 Check the operation of carriage door warning/courtesy lamps and, where applicable, warning buzzers. Check where applicable, the operation of front door courtesy lamps. 1.5 Examine the condition and security of interior door trim panels.	1. Door hinge or hinges worn, partially seized, sprung, insecure or any fixing screw missing. Check strap is worn, ineffective, insecure, missing or manufactured in an inappropriate material. 2. Interior door lock handle, door pull handle or cord, missing or Insecure. Door handle is sharp or rough to the touch; an escutcheon or fixing screw is missing. Handle guard missing, broken, insecure or warning decal missing. Door does not open. 3. Door lock mechanism, remote control mechanism and/or striker plate worn or insecure. Lack of or excessive lubrication. Any fixing screw, guide or buffer stop missing. 4. Any warning/courtesy lamp or buzzer inoperative including driver's 'tell-tale' lamps. 5. Door trim panel is split, crudely repaired, dirty, stained or discoloured, insecure or retaining clips missing or secured in an unapproved manner. (See Note 1).	FRR

I4 DOOR LOCKS, HINGES, HANDLES & TRIM PANELS (cont)

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1.7 Examine the condition and security of door frame and door panel draught excluders. 2. With each door in the closed position check :- 2.1 The outer handle for security and condition and the push release button for operation. 2.2 The main catch holds the door securely. With pressure applied to the door partially operate the push button to ensure, as the door opens, it is held by the safety or secondary catch. 2.3 The door opens and closes correctly. 2.4 Where applicable, the operation of approved central door locking system. **NOTE 1.** Any repairs to plastic trim panels must be executed on the reverse side.	6. Draught excluder missing, insecure, too short, perished or unapproved type. 7. Outer handle insecure, sharp or rough to the touch, release button loose, stiff or fails to release locking mechanism. 8. Door loose or fails to hold on main catch through wear or maladjustment, fails to hold on safety or secondary catch. 9. Door drops when opened, hinges sprung or defective (see 1.1) door misaligned with striker plate. 10. Central door locking system inoperative or defective, unapproved central locking system installed.	FRR

I5 REGISTRATION PLATES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check both registration plates :- 1.1 Display the number shown on the Vehicle Registration Document. 1.2 Are of an approved type, are marked BS AU 145a and the white and yellow reflective plates are correctly fitted to the front and rear of the vehicle respectively. 1.3 For condition, security and fitment. **NOTES :** Registration plate mounting screws or caps must match the colour of the plate. The use of black headed screws to join or alter digits on personalised registration plates is not permitted. Digits must conform to Road Vehicles (Registration and Licensing) Regulations 1971. Personalised index plates will only be accepted where the Vehicle Registration Document has been amended by the D.V.L.A. Owners changing an registration number must produce the Cab Licence and the amended Vehicle Registration Document immediately for Council records to be amended.	1. Incorrect registration plate(s) fitted. 2. Unapproved type registration plate(s) fitted. Incorrect reflective colour plate(s) fitted. Postcode missing. 3. Registration plate insecure, damaged or dirty. Reflective surface scratched or discoloured. Digits missing, broken or loose. Mounting screw heads not compatible with colour of plate. (See Notes).	FRR

I6 BOOT LID AND COMPARTMENT

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Boot lid, check :- 1.1 The adjustment of the catch. 1.2 The fitment of an approved lockable handle. 1.3 The condition of support straps/gas struts. 1.4 The condition of the hinges. 2. Boot compartment check :- 2.1 The condition and security of weather strip. 2.2 The security of spare wheel, tools and wheelchair ramps as Applicable. 2.3 The condition of the boot floor. 2.4 For any materials presenting a fire or fume hazard. 2.5 The condition and security of electrical wiring and, where applicable, radio or telephone equipment.	1. Boot lid locking mechanism or striker plate loose, worn, maladjusted or difficult to operate. 2. Unapproved handle fitted; security lock defective; handle missing. 3. Support strap(s) missing, broken, frayed, unequal length or of an unapproved type. 4. Hinge(s) worn, sprung, partially seized or insecure. 5. Weather strip is missing, perished, split or of insufficient length. Evidence of water leaking into boot compartment. 6. Spare wheel, tools or wheelchair ramps insecure. Spare wheel mounting broken. 7. Boot floor cracked or corroded. Blanking plates or grommets missing. Boot floor exposing outside elements. 8. Contains materials or containers presenting a fire or fume hazard. 9. Boot compartment unable to take stipulated boot capacity. 10. Wiring not secured, adequately insulated or so positioned it could be damaged by chafing. Any radio or telephone equipment insecure or installed in an unapproved manner. Unapproved equipment installed. 11. Boot does not stay open with gas struts	FRR

I7 TOW BARS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Visually assess the tow bar for wear and pull on the tow bar and/or mounting to check for security, corrosion, fractures or damage. 2. Check the tow bar assembly is attached to the vehicle structure using mountings supports and fixings of an appropriate size and type. 3. Check presence/security of: 3.1 Retaining devices (nuts/bolts). 3.2 Locking devices (Pins, split pins). 4. On detachable tow balls: 4.1 Check for play in tow ball arm and socket. 4.2 Assess condition of any quick release mechanism. 5. All usable tow hitches must be detachable . 6. If used, hitch must be present for inspection.	1. A tow bar component insecure, fractured, worn, corroded or damaged. 2. Tow bar assembly attached to vehicle which is of wrong type or size. 3. Retaining device missing, insecure or damaged. 4. Locking devices missing or insecure. 5. Excessive play between a detachable tow ball arm and socket. 6. Release mechanism faulty or insecure. 7. Usable tow hitch which is not detachable. 8. Hitch not present for inspection.	PR FRR

I8 DRIVER'S CONTROLS

NOTE : Constant design improvements made to controls, instrumentation, switches, warning and "tell tale" lamps are too numerous to list individually. The general principle to be followed, irrespective of the age of the vehicle is that any item installed within the driver's cabin as manufacturers original equipment or as an approved accessory must be maintained in good working order.

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check steering wheel in compliance with section E1. 2. Check footbrake pedal in compliance with section F1. 3. Clutch pedal : 3.1 Check the anti-slip provisions on the pedal pad and where applicable, the security of the pad to the stalk and the stalk to the operating arm. 3.2 Move the pedal from side to side and examine the condition of the pedal bearing. 3.3 Depress the pedal fully to check for fouling on parts of the vehicle paying particular attention to brake and fuel lines and their retaining clips. 4. Gear lever: 4.1 Manual – when placed in each gear in turn check the lever does not foul any part of, or equipment installed in, the vehicle. 4.2 Automatic – when placed in each indicated drive position with the handbrake fully applied, check the effectiveness of the inhibitor switch by attempting to start the engine. 4.3 Manual and automatic – check the reverse gear stop is effective. 4.4 Manual – check the security of the gear lever pivot.	1. Any defects found to be not compliant to section E1. 2. Any defects found to be not compliant to section F1. 3. Anti-slip provision on the clutch pedal pad is missing, worn smooth or loose; pedal pad loose on stalk or stalk loose on operating arm. 4. Excessive side movement of the pedal at right angles to its normal movement indicating a worn pivot. (If this is suspected and cannot be checked from the driver's cabin it must be inspected from underneath the vehicle or in the engine compartment). 5. The pedal, stalk or operating arm fouls parts of the vehicle to such an extent that the free movement of the pedal is obstructed or the operating arm fouls any pipeline or retaining clip (See 3.2 above). 6. The lever fouls any part of, or equipment installed in, the vehicle. 7. Inhibitor switch ineffective as the engine can be started with forward or reverse gear selected; switch defective as the engine cannot be started when neutral or parked is selected. 8. The lever over-rides the reverse stop. 9. Pivot retaining device worn or insecure.	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
4.5 Automatic – check the security of selector lever mechanism assembly. 4.6 Check an approved type gear knob is fitted. 5. Throttle pedal. 5.1 Check action of throttle pedal control through full range of travel for smooth and free operation in both directions. 5.2 Move the pedal from side to side to check condition of pedal pivot and security of mounting. 6. Check handbrake lever in compliance with section F1. 7. Check direction indicator control in compliance with section C3. 7.1 Check to ensure that the self cancelling mechanism operates when returning from left and right turns. 7.2 Check the switch assembly for operation, wear and security. 7.3 Check headlamp flash control operation. 8. Switches, warning and "tell tale" lamps. 8.1 Operate each switch and check for security, damage, positive operation, correct function and where appropriate, the illumination of respective warning or "tell tale" lamp. 9. Engine stop control.	10. Selector level mechanism assembly worn or insecure. 11. Gear knob missing or unapproved gear knob fitted. 12. Pedal action stiff, fails to operate freely when opened or closed or fails to open or return fully. 13. Pedal pivot worn or mounting insecure. 14. Any defects found to be not compliant to section F1. 15. Self cancelling mechanism fails to operate when returning from either one or both turns. 16. Switch fails to hold in direction indicated; switch or mechanism insecure; control arm so worn or loose in switch body it could fail in service. 17. Headlamp flash control inoperative. 18. Any switch, warning or "tell tale" lamp inoperative. 19. Engine stop control ineffective and, where applicable, fails to lock when ignition key is removed.	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
8.4 With obligatory lamps on, check that the speedometer and other instruments are illuminated, where applicable. 9. Gauges. Check operation of fuel, temperature, oil pressure, charge rate gauges, as applicable, and speedometer. 10. Heating, demisting and ventilation. 10.1 Check the effective operation of all demister/heater/and ventilation controls, as appropriate. 10.2 Check independent switch for passenger heater blower. **NOTE:** These items may be checked on road test. 11. Cabin lamp. Check operation and condition of cabin lamp. **NOTE:** Approval may be given to reposition the lamp or fit an additional lamp on application to the Council.	20. Speedometer or instruments fail to illuminate where applicable, gear selector indicator panel dirty, broken, missing or fails to illuminate. 21. Any gauge that is defective, insecure or broken. Speedometer inoperative, needle wavers or is obviously recording incorrectly. Unapproved gauge or speedometer fitted. 22. Controls inoperative, maladjusted, broken or insecure; blower motor inoperative or ineffective; a vent ineffective or insufficient air flow directed to the front compartment. Side mounted facia ventilators ineffective, inoperative or broken. Fresh air vent hinge seized, broken or operating lever missing, where applicable. 23. Independent blower switch inoperative. 24. Cabin lamp inoperative, broken or missing.	FRR

I9 WINDOW GLASS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check all windows :- 1.1 Are carrying an Approval Mark. 1.2 Are well cleaned and free from chips, scratches, scores or cracks. 1.3 For correct security etching, where applicable. Marking must be legible on all windows, in an approved position and must not impair the strength of the glass. 2. Check glazing rubber of fixed windows for condition, security of glass and evidence of water leaks. 3. Where applicable, check :- 3.1 Condition and fitment of opening quarter light windows. 3.2 Operation and condition of hinges and catches. 4. Check all opening windows for :- 4.1 Operation. 4.2 Check window channels for security and wear. 4.3 Operation of window locks where applicable. 4.3 Condition and security of window control lift or push/pull handles and knobs.	1. Unapproved glass fitted. 2. Glass so dirty or stained, over sprayed, scratched, scored or cracked that it could impair the driver's or passengers vision under adverse light or weather conditions. Glass chipped to present a sharp edge. 3. Etched index mark incorrect or illegible, marked in other than an approved position or depth of etching impairs the strength of the glass. 4. Glass/glazing rubber insecure within frame, glazing rubber split, perished or not watertight. 5. Quarter light window frame damaged, misaligned in main aperture or fails to close correctly. 6. Hinges and/or catches seized or broken; catches fail to hold or lock. 7. Window difficult to operate, fails to close or open fully Electrically operated window operates incorrectly or an unapproved electrically operated window installed. 8. Window channels insecure, worn, dropped or missing. 9. Window lock missing, insecure, fails to hold or difficult to operate. 10. Window control missing, insecure or presents a sharp edge.	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
5. Check interior partition windows for :- 5.1 Security and operation of opening section. 5.2 Condition and security of sliding window stop and control. 6. Check that any notice, sticker or decal affixed to any window has been approved. (See Note 4) **NOTE 4.** Stickers must be fitted to the rear passenger windows at the top front corner so that it is visible for passengers entering the front passenger seat. Advertisements or stickers promoting fund raising, products are not permitted. 'No Smoking' signs must be an approved type and displayed on both rear passenger door windows below identification sticker and on dashboard.	11. Window aperture finisher missing, damaged or insecure. Joint clip missing to expose finisher ends to present sharp projection. 12. Upper or lower glazing channels insecure or window assembly insecure in main frame. Sliding section loose in channels or stiff in operation. Unapproved partition window installed. 13. As applicable, sliding stop missing or too short permitting window to open in excess of 11.5cms. Rubber buffer and/or wooden stop split or missing. Driver or passenger window control damaged, missing or reverse fitted. 14. Unapproved advertisement, notice, sticker or decal affixed. (See Note 4).	FRR

I10 DRIVER AND PASSANGER SEATS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
Check:- 1.1 Security and condition of driver and passenger seat floor panel. 1.2 That an approved seat is installed (see Note 1). 1.3 Security and condition of seat runners including the operation and locking mechanisms. Seat runners must lock, unlock and run along tracks. 1.4 Operation of seat height adjustment mechanism. 1.5 Condition of seat frame and springs. 1.6 Condition of upholstery. **NOTE 1:** An alternative seat must conform to National Type Approval requirements before being presented for Council approval.	1. Seat floor panel insecure, bolts missing, panel corroded or cracked. 2. Unapproved seat installed. 3. Seat runner is loose on floor panel or seat frame; any part of the adjustment or locking mechanism is seized, worn, broken or missing. Seat runners do not lock and unlock. 4. Any part of the height adjustment mechanism seized, worn, broken or missing. 5. Seat frame fractured, strained, buckled, damaged or springs weak, broken or missing. 6. Cushion or backrest upholstery collapsed, holed, split or temporarily repaired. Material dirty or stained.	FRR

J1 EXHAUST SYSTEM

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the system for condition – security and leaks. See note 1. 2. Assess the effectiveness of silencers in reducing as far as is reasonable, the noise or resonance caused by exhaust. 3. Check the system does not foul any part of the vehicle and that it is not likely to contaminate or be a fire hazard. 4. Check that the type of exhaust system is compatible to the engine fitted and is positioned and mounted in an approved manner. 5. Check that the exhaust does not protrude beyond the rear bumper. 6. Check heatshields are present and secure. 7. Exhaust emissions should be carried out along side current VOSA emission test procedures for compression ignition and spark ignition engines. **NOTE 1.** The exhaust system includes pipes clips, mounting brackets, straps or rubbers, deflectors and extension pipes.	1. Exhaust manifold flange loose, broken and/or nuts missing. System, or part, insecure. 2. Silencer in poor condition so as not to function correctly in reducing noise levels from exhaust. 3. System leaking or positioned so that fumes may enter the driver's or passengers' compartment. 4. System is so corroded, holed, damaged or incorrectly positioned and likely to create a fire or fume hazard. 5. Exhaust system fitted has not been approved or is incompatible to the type of engine fitted. 6. Exhaust protrude beyond the rear of the bumper and is likely to cause injury. 7. Insecure or missing heatshield. 8. Exhaust emissions fail to meet current VOSA emission limits for compression ignition and spark ignition engines.	PR FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine fuel tank for security of mounting and leaks. 2. Check that an approved type fuel tank cap is fitted and that the hose connection from filler to tank is in good condition and free from leaks and that fuel tank neck grommet is correctly fitted. Where applicable check condition and security of breather hose. 3. Check fuel feed and return pipelines for :- 3.1 Correct routeing and security of attachment to chassis. 3.2 Check fuel leaks from cracked or worn pipelines or from connecting unions. 3.3 Free from kinks and dents (causing restriction) or wear through chafing. 4. Check condition of wiring to fuel gauge tank unit. 5. Check for any accumulation of spilt fuel through bleeding the system or from past fuel leaks.	1. Fuel tank insecure or leaking. 2. Fuel tank mounting or supports insecure, fractured and/or securing bolts loose or missing. 3. Unapproved fuel filler cap fitted. 4. Fuel filler cap loose or fails to seal. 5. Fuel tank filler grommet missing or incorrectly located as to prevent filler cap being securely fitted. 6. Filler neck loose, perished or leaking. 7. Breather hose missing or incorrectly fitted. 8. A pipeline that is of an unapproved type, incorrectly routed or not securely clipped to the chassis or is fouled by a moving part of the vehicle. 9. Fuel leaking from cracked or worn pipelines or from any connecting union. 10. Any pipeline that is kinked, dented or worn to such an extent that either a restriction could be caused or it could fail in service. 11. Tank unit wiring insulation in poor condition or not adequately protected. 12. Any accumulation of spilt fuel that may generate fumes or present a fire hazard.	PR FRR PR FRR

K

SECTION K – DRIVERS VIEW OF THE ROAD

K1 WINDSCREEN AND INTERIOR MIRROR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Whilst sitting in the drivers seat examine the drivers view of the road through the swept area of the windscreen. 1.1 Check windscreen. 1.2 Is an approved type and carries an Approval Mark. 1.3 Is free from scratches, scores or cracks. 1.4 Check that vehicle front windscreen allows at least 75% light through and front passenger/driver windows allow at least 70% light through. All other windows can be tinted to any level but glass must be of manufacturers specification and not be retrospectively tinted with aftermarket film. 1.5 Is of clear glass free from scratches, scores or cracks. 1.6 Check condition of glazing rubber and interior surround for evidence of water leaks. 1.7 Check condition of glass in zone A and remaining swept area. 1.8 Check condition of glass in remaining swept area. 2. Check interior mirror. 2.1 Is an approved type and carries an Approval Mark (See Note). 2.2 Stalk is secure on mounting and the adjustment pivot holds the mirror securely.	1. Unapproved type windscreen fitted; glass not Approval Marked. 2. Windscreen glass reversed. 3. Front windscreen allows less than 75% light through and driver/passenger windows allow less than 70% light through. Tinted windows fitted elsewhere on the car are not to manufacturers original specification. Aftermarket window tints have been applied to any glass. 4. Windscreen glass so scratched, scored or cracked that it could impair the driver's vision under adverse light or weather conditions, or it could fail in service. Tinted glass installed or self adhesive tinting material affixed to any part of the glass. 5. Glazing rubber split or perished to cause windscreen to leak. 6. In zone (A) 7. Damage not contained within 10mm diameter circle. 8. Windscreen sticker or other obstruction encroaching more than 10mm (taxi data head). 9. A combination of minor damaged areas which seriously restricts the drivers view. 10. Remaining swept area 11. Damage not contained within 40mm diameter circle. 12. A windscreen sticker or other obstruction encroaching more than 40mm (taxi data head).	FRR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
NOTE: Suction type mirrors or larger clip-on mirrors are not approved. One interior mirror only is permitted.	13. A temporary windscreen. 14. Unapproved mirror fitted or mirror missing. Obscured damaged so that view is impaired. 15. Stalk insecure on mounting; mirror fails to remain in set position under normal driving conditions.	FRR

K2 WINDSCREEN WASHERS AND WIPERS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Operate the windscreen washer control and check that an adequate supply of liquid is emitted from both jets. 2. Check the jets are correctly set to direct liquid on the area of the windscreen swept by the blades. 3. With liquid on the windscreen operate the wipers and check they both clear an adequate area of the windscreen. 4. Check the wiper arms and blades for condition and correct fitment. 5. Rear washer and wiper affectively clears the rear screen.	1. Windscreen washer control missing; fails to operate or provide sufficient liquid to clean windscreen. 2. Windscreen washer jet missing, ineffective or incorrectly set. 3. Wipers inoperative or fail to sweep an adequate area of the windscreen; arms incorrectly set on spindles; a wiper blade deteriorated to such an extent that it fails to clear the windscreen. 4. Blade attachment to arm connection worn; blade assembly worn or rubber split to such an extent it could score the glass in service; wiper arm spring weak or hinge pin worn; attachment splines loose or worn; arms incorrectly fitted (See Note); unapproved arms or blades fitted. Arms do not cancel at correct position. 5. Rear washers and wiper does not clear effectively rear screen.	FRR

K3 EXTERNAL MIRRORS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check all external mirrors for condition, security and Approval Mark.	1. Mirror cracked, broken or reflective surface deteriorated. Casing deteriorated, mirror missing or mounted in an unapproved position. 2. Mirror insecure on its mounting or fails to remain in set position. Manual adjustment seized or broken. Electrical adjustment inoperative. 3. Unapproved mirror or unapproved blind spot mirror fitted. 4. Mirror incapable of being adjusted to be clearly visible from drivers seat.	FRR

K4 BONNET SECURITY

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Check operation of bonnet release mechanism, main bonnet catch and safety catch. 2. Check operation and security of bonnet prop. 3. Examine bonnet hinge for wear and security. 4. Examine bonnet bracing for security and cracks. 5. Check condition of under bonnet insulation. 6. Check bonnet panel for alignment, presence of anti-rattle pads along wing channels and rubber buffers on lower adjustment stops. 7. Check condition of bonnet panel, grille and grille surround finisher (See Note 3). **NOTES:** 1. Where a bonnet cannot be opened the inspection will be terminated. 2. Particular attention should be paid to the lower section of the grille surround panel, bonnet catch mechanism and hinge mountings. 3. For bonnet paintwork refer to Section L1.	1. Bonnet fails to release mechanism jammed. (See Note 1). 2. Exterior release lever or interior release handle broken or missing. 3. Any part of the release mechanism, main or safety catch that is worn, missing or fails to operate correctly. 4. Bonnet prop 5. Bonnet fails to hold on main or safety catch. 6. Loose on chassis mounting or front panel. 7. Retaining device missing or broken. 8. Hinges worn, partially seized, insecure or with fixing bolts missing. 9. Bracing insecure, cracked or fractured. 10. Insulation is torn, oil soaked, inadequately retained. 11. Bonnet panel misaligned or maladjusted to foul wings or bulkhead panel; bonnet loose on catch, anti-rattle pads missing, adjustment stops loose or missing, stop rubber buffers not fitted. 12. Bonnet panel cracked or corroded (See Note 3). 13. Bonnet grille insecure, damaged, broken, heavily tarnished or of an unapproved type. Grille surround finisher insecure, finisher clips missing or presenting sharp projects. 14. Approved badge or motif insecure or broken.	FRR

L1 BODYWORK CONDITION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine main body shell and all body panels (see Note 1) for corrosion, cracks, distortion, damage, security, correct fitment and alignment. 2. Check, where applicable, condition and security of body mouldings. 3. Check, where applicable :- 3.1 Condition and security of mudflaps. 3.2 Splash guards.	1. Door hinge pillar, centre pillar, entrance step or body panel corroded, cracked, distorted, damaged, insecure, incorrectly fitted or misaligned (see Note 2). 2. Unapproved panel fitted. 3. A moulding damaged, misaligned, insecure, missing or of an unapproved type. 4. Mudflaps not a matched pair, torn, missing, insecure or of an unapproved type. Reflectors affixed. 5. Splash guard missing, corroded or insecure.	FRR

NOTE 1. Body panels include all wings, doors, door reveals, bonnet, boot lid, rear quarter light window frames, wheel arches, outer sills, roof panel and 'Taxi' sign canopy.

NOTE 2. All repairs must be soundly executed using the correct materials and procedures for the job being undertaken. The finished repair must not detract from the overall appearance of the vehicle. Where an aerial or an additional lamp has been permanently removed the mounting hole must be suitably sealed from the elements.

L2 PAINTWORK CONDITION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the body paintwork for cleanliness and finish. 2. Where applicable, examine approved vinyl roof covering for cleanliness, condition and security. 3. Where applicable, check condition of coachlines and fleet operator's logo. **NOTE 1.** Where there has been a change of colour the interior parts must match. The DVLA must be notified of the colour change. **NOTE 2.** Fleet operators wishing to display a company logo on the rear window should first seek Council approval.	1. Exterior of vehicle so dirty that the overall finish of the paintwork cannot be assessed. 2. Paintwork so deteriorated, damaged, rust blistered or stone chipped, that it detracts from the overall appearance of the vehicle. 3. Renovations to paintwork which produce runs, flat or uneven finish or of non matching colour, i.e. not compatible with adjacent panels. Repairs incomplete in primer or undercoat. 4. Vehicle resprayed in unapproved colour or colours. 5. Overspray on glass or other fittings. 6. Vinyl roof covering dirty, stained, discoloured, painted (other than with vinyl refurbishment product), torn or becoming detached. 7. Roof covered in unapproved material. 8. Finisher moulding insecure, incorrectly fitted or missing. 9. Coachline(s) incomplete, not matching both sides of vehicle, becoming detached or affixed other than in the approved manner. 10. Unapproved fleet operators logo affixed (see Note 2).	FRR

L3 TAXIMETER AND ROAD TEST
TAXIMETER AND ASSOCIATED FITTINGS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Examine the taximeter and check that. 1.1 An approved type taximeter bearing current Council security seals is securely installed (see Notes 1 and 2). 1.2 The meter is programmed with the current fare tariff. 1.3 The Council sealing provision is complete and secure. 2. Check, with the meter set in the. 2.1 Appropriate test made that all the 'FARE' and 'EXTRAS' digits illuminate and are complete. 2.2 'FOR HIRE' mode that the yellow 'FOR HIRE' panel of the integral or independently mounted lamp box is illuminated and the words are clearly legible. 2.3 'FOR HIRE' mode that the roof sign is illuminated and the word 'TAXI' is clearly legible. 3. Examine the drive for the taximeter and as applicable check that the:- 3.1 Transducer and/or splitter box is/are sealed with the Council's security seals and is securely and correctly mounted and fitted with the appropriate sealing device. 3.2 Sealing device at the gearbox output drive is secure and undamaged. 3.3 Check that roof signs illuminates yellow light to the front and illuminates red to the rear.	1. Unapproved type taximeter installed, taximeter and/or its associated mounting bracket insecure; taximeter installed in an unapproved manner; Council security seals not current or loose, defaced or missing. 2. Fare tariff programme not current. 3. Sealing provision missing, incomplete, damaged, insecure; incorrect retaining screw fitted or thread stripped. 4. Meter fails to operate in test mode, digit/s incomplete or fail to illuminate. 5. Meter fails to engage in 'FOR HIRE' mode; 'FOR HIRE' panel of lamp box fails to illuminate in part or completely; lettering faded, incomplete or illegible, yellow backing faded or deteriorated. 6. Roof sign fails to illuminate; the word 'TAXI' not legible or back lighting dim. 7. Transducer and/or splitter box not Council sealed, seals defaced, loose or missing. Units insecure or incorrectly mounted, Council sealing device missing, damaged or insecure. 8. Gearbox sealing claw is missing, insecure or damaged. Securing screw incorrectly located, thread bound or stripped. 9. A roof sign that illuminates any other colour than yellow to the front and red to the rear.	PR FRR PR

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
3.4 Flexible drive cable, electronic pulse cable and any other associated wiring is in good condition, correctly routed and supported, grommeted and not fouling or chafing any other part of the vehicle.	10. Flexible drive or electronic pulse cable or associated wiring incorrectly routed, inadequately supported; grommets missing or defective; cable or wiring fouling any part of the vehicle. Flexible drive cable outer casing defective.	FRR
4. With the meter set in the 'STOPPED' mode conduct a road test over a pre-measured distance and check the meter is recording correctly within the authorised distances and tolerances. **NOTE 1.** Taximeter includes the for hire lamp. **NOTE 2.** Security seals bear the Council's marking.	11. Meter fails to engage in 'STOPPED' mode; fails to record any incremental increase or records an incremental increase before (fast) or after (slow) the authorised distances or tolerances.	PR

ROAD TEST

NOTE: Whether or not the taximeter is tested prior to presentation at the Council, a road test of 1.1/2 to 2 miles should be conducted with an authorised tester riding in the passenger compartment or driven by the authorised tester themselves. This provides an opportunity to detect any defect, which may have been overlooked or manifests itself only when the vehicle is driven. In addition to the items dealt with in this section, attention should be given when on a road test to those listed below.

Council examiners are authorised to drive vehicles presented for inspection if they consider it necessary.

L4 BRAKES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check brakes for squeal, judder or grabbing.	1. While in normal driving conditions vehicle brakes: 2. Squeal. 3. Judder. 4. Grab.	PR

L5 STEERING

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check: 1.1 Alignment of steering wheel. 1.2 Wandering. 1.3 Free play. 1.4 Over correction.	1. While in normal driving condition the vehicle: 2. Steering wheel alignment is not straight. 3. The vehicle wanders left or right. 4. Too much free play is felt at wheel. 5. Requires over correction to maintain straight ahead.	PR

L6 INDICATORS

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check indicators operation.	1. While in normal driving conditions: 2. Indicators do not self cancel. 3. Warning indicator lamps operate correctly.	FRR

L7 CARRIAGE COMPARTMENT

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check carriage compartment interior as applicable.	1. While in normal driving conditions: 2. Undue noise or vibration noted during road test.	PR

L8 SMOKE/FUME EMISSION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check. 1.1 Smoke or fume emission. 1.2 Engine performance.	1. Engine emits excessive smoke and/or fumes when idling, moving off from rest or during a prolonged pull under load. 2. Engine performance sluggish, lacks power or unduly noisy.	PR

L9 TRANSMISSION

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check, as applicable. 1.1 Operation of clutch. 1.2 Manual gearbox. 1.3 Automatic transmission. 1.4 Transmission for noise, harshness or vibration. **NOTE:** Where rejection results from noisy transmission, attention should also be paid to the propeller shaft, rear axle differential, hub bearings and tyres as well as the gearbox.	1. Clutch slips under load; judders on take off or fails to fully disengage making gear engagement difficult. 2. Jumps out of any gear under drive or over-run; selection of any gear difficult other than through defective clutch; synchromesh ineffective. 3. Automatic transmission clonks when engaged; judders, slips or fails to change up and/or down correctly as specified by the manufacturer; kick down control ineffective. 4. Undue noise, harshness or vibration from transmission or clonk when moving off from the rest (see Note).	PR

L10 RIDE/KNOCKS & RATTLES

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check:- 1.1 The ride. 1.2 For knocks. 1.3 Rattles. 1.4 The door security warning lamps.	1. Ride affected by weak or defective suspension, vibration or resonance. 2. Knocks from beneath vehicle, e.g. from loose or defective shock absorbers; loose, defective or collapsed body mounts; defective road springs and/or shackles and pins; misaligned exhaust system or from any other cause. 3. Rattles from beneath or within vehicle, e.g. from exhaust system; loose spare wheel or tools in boot compartment; division bulkhead; door loose in aperture or noise from within the door itself, etc. 4. Door warning lamp/s flicker or remain on when vehicle in motion.	PR

L11 SPEEDOMETER

METHOD OF INSPECTION	REASONS FOR REJECTION	RETEST CRITERIA
1. Road test the vehicle to check operation of speedometer.	1. Speedometer defective.	PR

Licensed Vehicle Inspection Manual

M

SECTION M – DOCUMENT REVIEW HISTORY

M1 DOCUMENT REVIEW HISTORY

DATE REVIEWED	ITEM REVIEWED
02/05/2014	Page 74 Spare wheel requirements
03/07/2023	Page 99 Tinted Windows
03/07/2023	Page 18 CCTV guidance inserted