



## **NORTH KESTEVEN DISTRICT COUNCIL**

# **Inspection Manual for Taxis and Private Hire Vehicles.**

This manual is to be used in conjunction with the latest issue of the Vehicle and Operator Services Agency (VOSA) MOT Inspection Manual for Private Passenger and Light Commercial Vehicle Testing.

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## **Introduction**

Hackney carriages and private hire vehicles are subject to much higher annual mileages and more intensive use than normal private vehicles. The resulting accelerated rate of component wear requires a regular and thorough maintenance programme if the vehicle is to remain safe. Safety is of paramount importance to North Kesteven District Council (NKDC), for this reason hackney carriage and private hire vehicles must be inspected by authorised testing stations throughout their service life.

Every vehicle that is to be used for hackney carriage or private hire work must be tested at an authorised testing station in accordance with a standard MOT Test and against the standards and requirements laid down in this manual. The framework for this manual is provided by the Hackney Carriage and Private Hire National Inspection Standards produced by the Hackney Carriage and Private Hire Inspection Technical Officer Group, and NKDC licensing policy and conditions. After the inspection the examiner will complete the NKDC Licensing Inspection Report form and certify that the vehicle has been examined to MOT standard and the standards in this manual.

This manual is available on our website ([www.n-kesteven.gov.uk](http://www.n-kesteven.gov.uk)) for the use of garages, hackney carriage and private hire proprietors, licensed drivers and people or companies that are responsible for maintaining, servicing or repairing licensed vehicles.

## **Frequency of Inspection**

From the date of the initial test the vehicle shall be subject to the combined MOT and Council Test at intervals of not more than six months.

## **New vehicle inspections**

Where an application is for a brand new vehicle with under 500 miles recorded, the following points will be checked by the Authority, against the published standards, prior to issuing the licence:-

- a) Recorded mileage
- b) External and internal visual inspection for cleanliness and damage,
- c) Tyres,
- d) Taximeter (taxis only)
- e) Fire extinguisher.
- f) First aid kit.

## **How to use this Manual**

The inspection detailed in this manual is to be performed in conjunction with the VOSA private passenger vehicle and light commercial vehicle testing MOT inspection manual (ISBN 978-0-9549352-5-2).

This inspection is not to be used in lieu of a regular preventative maintenance program. Vehicles must be submitted to the test fully prepared, and once the test has begun, either a pass or fail certificate must be issued.

## **Note**

It is an offence under road traffic regulations to use an un-roadworthy vehicle on the public highway. Hackney carriage and private hire proprietors/drivers who fail to maintain their vehicles in a safe and roadworthy condition, or drive vehicles that are unsafe may have their licence suspended or revoked by North Kesteven District Council.

## **Presenting the Vehicle for Inspection**

Vehicles presented for inspection must comply with current NKDC policy and vehicle specifications, unless special exemption has been issued by the NKDC General Licensing Sub Committee. In these circumstances the proprietor of the vehicle will have a notice of determination issued by the Council.

Applicants must make sure that the vehicle being presented complies in all respects with the NKDC vehicle specifications and requirements.

### **Inspection Documents.**

The top copy (white) and second copy (yellow) of the NKDC Licensing Inspection Report form must be handed to the driver presenting the vehicle for checking, they will be responsible for submitting the top copy to the NKDC Licensing Team as soon as practicable, together with any application form and supporting documentation required.

In the event of a test failure the inspecting garage must inform the Licensing Team as soon as possible, either by phone or email to [licensingteam@n-kesteven.gov.uk](mailto:licensingteam@n-kesteven.gov.uk) .

### **Novelty vehicles (stretched limousines)**

Tests on stretched vehicles or foreign (USA) imports will be conducted by DVSA.

**Test fee**

Full test fee payable	Partial test fee payable ( <b>half test fee</b> )
<ul style="list-style-type: none"> <li>a. the vehicle is submitted for retest at the testing station more than <b>seven</b> days after being failed</li> <li>b. having been presented for a retest, fails any subsequent test</li> <li>c. if a vehicle is presented in such a condition that in the opinion of the examiner the vehicle has not been prepared for test</li> <li>d. if a test is terminated because the vehicle has not been maintained to a level that would indicate routine on-going maintenance</li> </ul>	<p>If the vehicle is retested before the end of 7 days following the day of the initial failure, then only a partial retest is needed (no fee may be charged at the discretion of the garage).</p> <p style="text-align: center;"><b><i>Only one Partial Re-Examination is permissible per full examination</i></b></p>
	<p>No test fee payable</p> <p>a. Having failed the test the vehicle is brought back to the same test station and retested before the end of the next working day on one or more of the following items only:</p> <ul style="list-style-type: none"> <li>Bonnet</li> <li>Brake pedal anti-slip</li> <li>Doors</li> <li>Hazard warning</li> <li>Loading door</li> <li>Rear reflectors</li> <li>NKDC licence plates</li> <li>Seats</li> <li>Steering wheel</li> <li>Windscreen wipers</li> <li>Lamps (excluding headlamp aim)</li> <li>Seatbelts (excluding body around anchorage points)</li> <li>Towbars (excluding body around anchorage points)</li> <li>Sharp edges or projections</li> <li>Bootlid</li> <li>Direction indicators</li> <li>Fuel filler cap</li> <li>Horn</li> <li>Mirrors</li> <li>Registration plates</li> <li>Trailers</li> <li>Seat covers</li> <li>Wheels and tyres</li> <li>Windscreen and glass</li> <li>Windscreen washers</li> </ul>

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## PROCEDURES AND STANDARDS OF INSPECTION

(These standards may be applied between tests as required).

### Section 1 Lamps, reflectors and electrical equipment

#### 1.9 Electrical wiring and equipment

Method of Inspection	Reason for rejection
<i><b>This examination is limited to that part of the electrical system that can be readily seen without dismantling any part of the vehicle.</b></i>	
a. Check all electrical wiring for: <ul style="list-style-type: none"> <li>• condition</li> <li>• security</li> <li>• position</li> <li>• signs of overheating</li> <li>• heavy oil contamination</li> </ul> b. Check all switches controlling all obligatory lights	a. Wiring <ul style="list-style-type: none"> <li>• positioned so that it is chafing or clipped to a fuel line or likely to be damaged by heat so that insulation will become ineffective</li> <li>• with clear evidence of overheating</li> <li>• heavily contaminated with oil</li> </ul> b. Switches <ul style="list-style-type: none"> <li>• insecure or malfunction of a switch controlling an obligatory light</li> </ul>

#### 1.9 Additional lamps

Method of Inspection	Reason for rejection
<i><b>With the ignition switched on check the following</b></i>	
<b>Reversing lamps</b> (if fitted as standard) <ul style="list-style-type: none"> <li>a. The reversing lamps emit a diffused white light when reverse gear is selected</li> <li>b. The lamps extinguish when neutral or forward gear is selected</li> <li>c. The lamps are in good working order and are secure</li> <li>d. The lamps do not flicker when lightly tapped by hand</li> </ul>	<b>Reversing lamps</b> <ul style="list-style-type: none"> <li>a. Fail to operate or do not emit a white diffused light</li> <li>b. Fail to extinguish when neutral or forward gear is selected</li> <li>c. Are not in good working order or insecure</li> <li>d. Flicker when tapped lightly by hand</li> </ul>

<p><b>Front fog/driving lamps (if fitted)</b></p> <p>e. A single front fog lamp emitting a white or yellow diffused light illuminates only when dipped beam is selected</p> <p>f. A pair of matched fog lamps both emitting a white or yellow diffused light should illuminate together</p> <p>g. A pair of matched, long-range driving lamps, both emitting a white diffused light, should illuminate together</p>	<p><b>Front fog/driving lamps</b></p> <p>e. Lamp inoperative or operates other than in dipped beam mode</p> <p>f. Operate incorrectly</p> <p>g. Operate incorrectly</p>
<p><b>Additional 'non obligatory' lighting</b></p> <p>Check any additional 'non obligatory' lighting for correct operation</p>	<p>All additional 'non obligatory' lighting must operate correctly</p>
<p><b>'For Hire' and roof signs (Hackney only)</b></p> <p>Check that:</p> <p>a. Check compliance with NKDC requirements, check for damage and that details are legible.</p> <p>b. Ensure the sign is securely fastened to the vehicle.</p> <p>c. Check condition and security of wiring.</p> <p>d. Functional test of signs for illumination.</p> <p>e. Check that the sign is connected to the taximeter so that engaging the meter automatically extinguishes the sign.</p>	<p><b>'For Hire' and roof signs</b></p> <p>a. Not compliant with NKDC requirements, not clearly legible, is damaged.</p> <p>b. Insecure sign</p> <p>c. Wiring is not in good condition and is loose or chafed.</p> <p>d. Illumination not consistent across the sign, i.e. all light bulb(s) LED(s) illuminated when switched on.</p> <p>e. Not correctly connected</p>
<p><b>Two way radio – if fitted</b></p> <p>a. Check radio mounted securely and in such a position so as to not interfere with driving controls.</p> <p>b. In vehicles running on LPG check radio set or any part of the radio equipment not in rear boot compartment if LPG tanks or equipment are situated there.</p>	<p>a. Radio insecure or positioned in such a way so as to interfere with driving controls.</p> <p>b. Radio equipment in rear boot compartment in proximity to LPG tanks or equipment.</p>

<p><b>Taxi Meter</b></p> <p>a. Sit in passenger seat and check taxi meter. The meter shall be positioned so that the face of the meter is plainly visible and capable of being illuminated during any period of hiring</p> <p>b. Check meter securely fixed and showing no sign of damage or tampering.</p>	<p>a. The face of the taxi meter not plainly visible to person being conveyed and / or capable of being illuminated.</p> <p>b. Meter insecure, damaged and / or tampered with.</p>
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## Section 2 Steering and suspension

### 2.1 Steering control – steering wheel

Method of inspection	Reason for rejection
<i>With both hands rock the steering wheel from side to side at right angles to steering column and apply slight downward and upward pressure to the steering wheel rim (in line with column). Note the following.</i>	
a. Fractures in steering wheel hub	a. Steering wheel hub fractured
b. Fractures in steering wheel rim	b. Steering wheel rim fractured
c. Steering wheel spokes loose or fractured	c. A steering wheel spoke loose or fractured
d. Jagged edges on steering wheel rim	d. Jagged edges on steering wheel rim likely to injure the driver
e. If possible, check the retaining device on steering wheel is fitted	e. A steering wheel hub-retaining device not fitted

### 2.1 Steering control – steering column

Method of inspection	Reason for rejection
a. Try to lift the steering in line with the steering column and note the movement at centre of steering wheel	a. Excessive movement at centre of steering wheel in line with steering column (end float) <i>Note: Certain types of steering column might show some movement not due to excessive wear, e.g. those fitted with universal joints or flexible couplings</i>
b. While steering wheel is rotated, check for deterioration in any flexible coupling or universal joint of steering column	b. A flexible coupling or universal joint deteriorated, worn or insecure
c. Where practical, check any clamp bolts for presence and security of locking devices. (These may be located in the engine compartment or under chassis)	c. A coupling clamp bolt or locking device loose or missing

### 2.4 Suspension spring units and linkages

Method of inspection	Reason for rejection
<b>Coil springs</b>	<b>Coil springs</b>
a. Welding repairs	a. Repaired by welding

### **Section 3 Brakes**

No additional inspection requirements

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## Section 4 Tyres and road wheels

### 4.1 Tyres and Road wheels

Method of inspection	Reason for rejection
<p>On all the tyres, including spare wheel where fitted, examine each tyre meets all the requirements laid down in the 'MOT Inspection Manual – Private Passenger and Light Commercial', ISBN 978-0-9549352-5-2</p> <p><i>Note: Where a doughnut tank is fitted in the boot for LPG, the spare wheel if still carried in the boot must be properly secured. Alternatively, a spare wheel cage installed to manufacturer's and British Standards may be fitted to the underside of the vehicle</i></p> <p><i>Note: Space saver tyres should only be approved with the support of a method statement highlighting driver responsibilities with regard to the maximum permitted speed and that space savers are a temporary 'get-you-home tyre'</i></p> <p><i>Aerosol inflation kits are acceptable provided they are supplied with the vehicle as standard by the manufacturer</i></p>	<p>In accordance with the 'MOT Inspection Manual – Private Passenger and Light Commercial Vehicle Testing', ISBN 978-09549352-5-2</p> <p>Remoulds are only acceptable if they conform to British standards and display:-</p> <ul style="list-style-type: none"> <li>• Nominal size;</li> <li>• Construction type (e.g. radial ply);</li> <li>• Load capacity; and</li> <li>• Speed capability</li> </ul>
<p>Examine the wheel brace and jack provided to ensure they are in good working order.</p>	<p>Failure to provide a suitable jack/wheel brace.</p> <p><i>Note: Not required if four 'runflats' fitted as standard, by the manufacturer, but vehicle must have a tyre pressure sensor / warning device. Not required where aerosol kit is supplied – see note above.</i></p>

## Section 5 Seat belts and supplementary restraint systems

No additional inspection requirements

## Section 6 Body, structure and general items

### General

All NKDC hackney carriages and private hire vehicles should be in a presentable condition with no significant external damage or corrosion.

### Paintwork and uniform colour

Paintwork should be uniform in colour over the whole of the vehicle and where repairs have been carried out best practice body shop techniques should be followed to ensure that the best colour match possible is obtained using recognised automotive re-finishing products.

### Workmanship

Repairs should be carried out to high standards. Defects which result from poor preparation or poor application of the paint finish are likely to result in the vehicle not reaching the required standard.

### Cosmetic damage

Vehicles suffer minor cosmetic damage during day to day use, the test standards reflect that this type of defect can happen. Any impact or vehicle damage that results in misaligned body panels is not considered as 'cosmetic' damage and will cause the vehicle to fail the test.

### Scratches

Single scratches or groups of scratches will not necessarily cause the vehicle to fail the test unless the paint film has been broken and rusting is evident.

### Small dents

A small dent is deemed to be a dent no larger than 2.5 inches (65mm), for guidance the size of a tennis ball. A single small dent will not cause the vehicle to fail the test unless the paint film has been broken and rusting is evident. If multiple small dents are present the tester **must** fail the vehicle if the dents detract from the overall appearance of the vehicle.

### Stone chips

Stone chips will not cause the vehicle to fail the test unless the paint film has been broken and rusting is evident.

### Rust spots

Vehicles with rust spots other than 'scratches' - 'small dents' - 'stone chips' but not noticeable to passengers using the vehicle in the normal course of business will fail the test if:

- The metal is corroded and unable to withstand 'thumb' pressure without crumbling or permanent distortion.
- Perforation of the panel is due to corrosion from the underside of the panel.

In all cases any rust that detracts from the overall appearance of the vehicle will result in a fail.

### Flaking

A single area of flaking paint or lacquer, no larger than 2.5 inches, will not cause the vehicle to fail the test. Multiple areas of flaking each no larger than 2.5 inches will cause the vehicle to fail if they detract from the overall appearance of the vehicle.

### Replacement panels

Vehicles which have been damaged and had replacement panels fitted are acceptable as hackney carriages and private hire vehicles provided that the repairs have been carried out to an acceptable standard.

- Fitting - replacement panels should be fitted as per the vehicle manufacturer's specification using approved fittings.

- Alignment - replacement panels should be correctly aligned. They should be level with all adjacent panels and the gap between panels should be uniform and similar to those between original panels.

## 6.1 Vehicle body and condition (exterior)

Method of inspection	Reason for rejection
<p>a. Examine the body thoroughly for scratches, dents, stone chips, flaking, corrosion, damage, poor repair/paint match.</p> <p>b. Examine the body for sharp edges that are likely to cause injury.</p>	<p>a1. An insecure, out of alignment or missing body panel, trim, step or accessory</p> <p>a2. Heavy scuffing or deformation to front or rear bumper.</p> <p>a3. Any marks, abrasions, cracks, deformation or paintwork degradation to front or rear bumper to such an extent that it detracts from the overall appearance of the vehicle</p> <p>a4. Dull / faded paintwork which has lost its gloss finish or paint mismatch to a panel(s) to such an extent that it detracts from the overall appearance of the vehicle</p> <p>a5. Evidence of poor repairs and/or paint finish to a repaired panel(s) including runs and overspray to adjoining panels/trim that detracts from the overall appearance of the vehicle.</p> <p>a6. Any single scratch where the paint film has been broken and rusting is evident.</p> <p>a7. Multiple scratches showing no sign of rust but detract from the overall appearance of the vehicle</p> <p>a8. A dent greater than 2.5 inches (65mm) or multiple dents of less than 2.5 inches that detract from the overall appearance of the vehicle.</p> <p>a9. A small dent with rust evident.</p> <p>a10. Stone chips showing sign of rust.</p> <p>a11. Rust spot/s noticeable to passengers using the vehicle in the normal course of business.</p> <p>a12. Rust spot/s NOT noticeable to passengers using the vehicle in the normal course of business but where:</p> <ul style="list-style-type: none"> <li>• The metal is corroded and unable to withstand 'thumb' pressure without crumbling or permanent distortion.</li> <li>• Perforation of the panel is due to corrosion from the underside of the panel.</li> </ul> <p>b. Any sharp edge whatsoever which may cause injury.</p>

## 6.1 Vehicle body, security and condition (interior)

Method of inspection	Reason for rejection
a. Examine thoroughly the interior for damaged, insecure or loose fixtures, fittings or accessories	a. Insecure and loose fixtures, fittings or accessories
b. Dirty, missing and worn trim, carpets, mats, headlining. Remove mats to inspect carpets underneath for cleanliness, wear and water ingress / damage	b1. Missing or insecure carpets b2. Missing or insecure trim b3. Dirty, soiled, stained or worn trim, carpets, mats, headlining, that detract from the appearance of the vehicle or could in any way soil or damage passengers' luggage or clothing.
c. Examine interior lights, motion door locks and warning lights	c. An inoperative interior light (all lights must illuminate if they are part of the manufacturer's standard equipment). Missing or defective motion switch/lock or warning lamp not illuminated
d. Examine heating, demisting and air condition systems for correct operation, including passenger compartment controls where fitted (includes electric front and rear screen demisters)	d. A system(s) which does not function correctly, or any part is missing including vents, controls and switches
e. Examine all windows ensuring they allow lowering and rising easily	e. An opening window that is inoperative or difficult to open and /or close mechanism broken/missing
f. Examine interior door locks, grab handles/rails safety covers	f. Missing, defective or loose door locks, child locks, protective covers grab handles and rails. Grab handles/rails, which are rigid to aid the blind and partially sighted, and are worn to excess
g. Examine grills/partitions for security and condition	g. A grill/partition which is insecure or has sharp edge which may cause injury to passengers or driver
h. Examine electrical wiring for condition, security, including intercom systems	h. Frayed, chaffing wiring, non-shielded terminals and cables so routed that they cause a trip hazard, cables that can be easily disconnected. Intercom system defective, warning light inoperative and signs illegible/missing
i. Examine the boot / load space for access, contents, cleanliness and water ingress	i. Unable to open, close and or lock boot lid, failure of boot lid support mechanism, defective seals/evidence of water ingress, dirty boot and/or carpets, loose items stored in boot (example. spare wheel, tools and equipment)

## 6.1 Bumper bars

Method of inspection	Reason for rejection
<p><b><i>Examine the bumper bars – if fitted - and check the following:</i></b></p> <p>a. They are secure to their mountings</p> <p>b. The mountings are secure to the vehicle</p> <p>c. There is no evidence of damage</p>	<p>a. A loose bumper bar or mounting. A weakened bumper bar and/or mounting is insecure because of poor repairs</p> <p>b. A fractured mounting bracket. Mounting bolts so worn or elongated that the bumper bar is likely to detach partially or completely from the vehicle when in use. A bumper bar secured by wire or other temporary means is regarded as insecure and must be rejected</p> <p>c. Bumper bars which have jagged edges, cracks, splits or projections, which may cause injury to persons near the vehicle. Paint mismatch or fading which is significantly different to that of the rest of the paintwork</p>

## 6.2 Doors and seats

Method of inspection	Reason for rejection
<p><i>Rearward facing seats over or rearward of the rear wheels and axles will not be permitted.</i></p> <p><i>Vehicle must not have more seats than shown on the NKDC plate (excluding driver's seat)</i></p>	
<p>Doors and emergency exits</p> <p>Examine the condition of all doors and emergency exits. Check door locks, striker plates, handles and hinges for security, wear and missing and damaged trim/cover plates</p> <p>Check the presence, condition and correct functioning of all door stay catches and devices (including sliding doors)</p>	<p>Doors and emergency exits</p> <p>a. A door or emergency exit does not latch securely in the closed position</p> <p>b. A door or emergency exit cannot be opened from both the inside and outside the vehicle from the relevant control in each case</p> <p>c. Missing, loose or worn handles, lock or striker plate</p> <p>d. Missing, loose or damaged trim/cover plate</p> <p>e. A door stay catch or device missing, excessively worn or not fulfilling its function</p>

<p><b>Seats</b></p> <p>Check that seats and covers (if fitted) are secure, clean and not unduly worn.</p>	<p>f. Seat cushion(s) / covers stained, torn, holed, worn or insecure. A seat that does not provide adequate support at base or backrest. Torn, slashed or badly stained seats are not acceptable.</p> <p>g. Seats other than forward or rear facing fitted (not Limousines)</p>
<p><b>Accessibility: wheelchair vehicles</b>  <b>Door configurations for wheelchair accessible vehicles</b></p> <p>a. Single rear door – must open to a minimum of 90 degrees and be capable of locking in place</p> <p>b. Twin rear doors – both must open to a minimum of 180 degrees and be capable of being locked in place. This is to enable an attendant (driver or guide) to assist the wheelchair passenger if required</p>	<p><b>Accessibility: wheelchair vehicles</b></p> <p>a. Door does not open to a full 90 degrees and cannot be secured in the open position</p> <p>b. Twin doors do not open to a full 180 degrees and cannot be secured in the open position</p>



## Section 7 Exhaust, fuel and emissions

### 7.1 Exhaust system

Method of inspection	Reason for rejection
Where applicable, check for presence, security and adequacy of grease shields to hot exhausts	A heat shield missing, insecure or inadequate

### 7.2 Fuel system – pipes and tanks

Method of inspection	Reason for rejection
a. Check that fuel tank filler caps are: <ul style="list-style-type: none"><li>• present</li><li>• of the correct type</li><li>• secure and seated properly to ensure correct function of sealing</li></ul>	a. A filler cap missing or unsuitable or in such condition that it would not prevent fuel leaking or spilling
b. Examine pipes to see they are securely clipped to prevent damage by chafing and cracking, and are not in a position where they will be fouled by moving parts	b. Damaged, chafed, insecure pipes or pipes so positioned that there is a danger of them fouling moving parts
c. Check that no fuel pipe runs immediately adjacent to or in direct contact with electrical wiring or the exhaust system	c. A fuel pipe immediately adjacent to or in direct contact with electrical wiring or exhaust system
	d. Temporary/emergency fuel cap fitted

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## Section 8 Driver's view of the road

### 8.1 Mirrors and view to rear

Method of inspection	Reason for rejection
<b><i>The number and position of all obligatory mirrors must be checked.</i></b>	<p>A mirror reflecting surface deteriorated or broken.</p> <p><i>Note: A defective additional external mirror is not a reason for rejection</i></p>
Check the condition of each mirror reflecting surface	

### 8.3 Windscreen – view to the front

Method of inspection	Reason for rejection
<b><i>Sit in the driver's seat and check that there is reasonable view of the road ahead, bearing in mind the original design of the vehicle.</i></b>	<p>The position or size of any object restricts the driver's view of the road ahead, bearing in mind the original design of the vehicle</p> <p>Air operated wipers:</p> <ul style="list-style-type: none"> <li>• pipes inadequately clipped or supported</li> <li>• incorrect function of the wipers or leaking components</li> <li>• incorrect operation of protection valves</li> </ul>
<p>For all air operated wipers examine:</p> <ul style="list-style-type: none"> <li>• the condition of any visible piping</li> <li>• the function of the operating mechanism</li> <li>• the function of necessary valves to protect the braking system</li> </ul> <p><i>Note: Equipment or objects not originally fitted to the vehicle as part of the original design must not obstruct the designed forward view of the driver. In particular, objects such as (but not limited to) satellite navigation devices, mobile phones and holders, pennants, cab decorations and external stone guards/visors should not interrupt the view through the area swept by the windscreen wipers.</i></p>	

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## 8.5 Window glass or other transparent material

Method of inspection	Reason for rejection
<p>a. Visually check the condition of all windscreens, internal screens, partitions, side, rear, roof and door windows for cracks, surface damage and discolouration</p>	<p>a. A crack, surface damage or discoloration in glass or other transparent material that:</p> <ul style="list-style-type: none"> <li>• impairs the driver's front, side, or rear view of the road</li> <li>• presents a danger to any person in the vehicle</li> </ul>
<p>b. Check presence and security of all windscreens, side, roof, or rear windows, or internal screens or partitions</p>	<p>b. A windscreen or any other outside window missing, or any windscreen, window, internal screen or partition insecure</p>
<p>c. Check for evidence of obvious leaks from all windscreens and side, rear, roof or door windows</p>	<p>c. Any external window or windscreen is obviously leaking</p>
<p>d. Check for presence, security and condition of guard rails or barriers at windows, internal screens or partitions</p>	<p>d. A guard-rail or barrier at a window, internal screen or partition missing, insecure or damaged</p>
<p>e. For all vehicles used on or after 1 January 1959, as far as is practicable, check that glass used for windscreens and all outside windows is safety glass, or safety glazing</p>	<p>e. Glass used for a windscreen or an outside window is obviously not safety glass</p>
<p>f. Vehicles first used on or after 1 June 1978, check that windscreens and other windows, wholly or partly, on either side of the driver's seat are made from safety glass displaying an acceptable safety mark</p>	<p>f. For vehicles first used on or after 1 June 1978, that windscreens and/or other windows wholly or partly on either side of the driver's seat that are not made from safety glass display an acceptable safety mark</p>
<p><i>Note: Marking is not required for safety glass on vehicles first used before 1 June 1978</i></p>	

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## **Section 9 Tricycles and Quadricycles**

No additional inspection requirements

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## Section 10 Additional requirements

### 10.1 Transmission

Method of inspection	Reason for rejection
<b>Examine transmission, check for the following.</b>	
a. Missing or loose flange bolts	a. A loose or missing flange bolt(s)
b. Cracked or insecure flanges	b. A flange cracked, or loose on the transmission shaft
c. Wear in shaft and/or wheel bearings	c. Excessive wear in shaft bearing
d. Security of bearing housings	d. A bearing housing insecure to its fixing
e. Cracks or fractures in bearing housings	e. A cracked or fractured bearing housing
f. Wear in universal joints	f. Excessive wear in a universal joint
g. Deterioration of flexible couplings	g. Deterioration of a transmission shaft flexible coupling
h. Distorted, damaged shafts	h. A damaged, cracked or bent shaft
i. Deterioration of bearing housing flexible mountings	i. Deterioration of a flexible mounting of a bearing housing
j. Clearance between transmission shafts and adjacent components	j. Evidence of fouling between any transmission shaft and an adjacent component

### 10.2 Oil and water leaks

Method of inspection	Reason for rejection
<p>a. Check vehicle for oil and water leaks from any assembly or component to the ground</p> <p>b. And/or which could be deposited on surrounding bodywork or onto the exhaust system.</p> <p><i>Note: If necessary, the engine can be run at idle speed to confirm the existence of an oil leak</i></p>	<p>a. An oil leak, from any assembly, which deposits fluids underneath the vehicle whilst stationary</p> <p>b. Leaks which, when the vehicle is moving, could be deposited upon the surrounding bodywork, exhaust and brake system so that it would:</p> <ul style="list-style-type: none"> <li>• contaminate areas</li> <li>• could potentially cause a health, safety or fire risk</li> </ul>

### 10.3 Luggage/load space

Method of inspection	Reason for rejection
<p>Physical separation is not so much an issue as is the safety of passengers in the event of an accident.</p> <p>The luggage should therefore be secure and prevented from becoming dislodged in an accident in such a manner as may cause injury. Such security can be by means of a sheet or net, which could be anchored to the floor of the luggage area.</p> <p>Clearly if the luggage compartment is not physically separated from the passenger compartment then care will need to be taken so as not to carry any hazardous items such as fuel cans, detergents or other loose items that could leak if they become damaged</p>	<p>Load restraint system, if required, not present at time of test</p> <p>Load restraint system faulty or unserviceable</p>

### 10.4 NKDC Licence plates

Method of inspection	Reason for rejection
<p>Check the vehicle is displaying an NKDC licence plate on the rear of the vehicle and check for security and condition.</p> <p><i>NKDC requires: Plate is securely fixed to the <u>rear exterior</u> of the vehicle. Vehicle registration plate is not obscured, Plate particulars facing outwards so the licence is clearly visible from the highway and by other road users. Plate not inside the rear window of the vehicle Must be below window height.</i></p> <p><i>NOTE: If the vehicle is not yet licensed by NKDC it will not have a plate.</i></p>	<p>a. missing</p> <p>b. so insecure it is likely to fall off</p> <p>c. cracked, damaged, delaminated, dirty, defaced or obscured</p>
<p>NKDC Licence Plate (Internal)</p> <p>Check that NKDC internal licence plate is prominently displayed for passengers to see</p> <p>Check that Fare Tariff Card (Hackney Carriage only) is prominently displayed for passengers to see</p> <p><i>NOTE: If the vehicle is not yet licensed by NKDC it will not have an internal plate.</i></p>	<p>Plate or Tariff Card</p> <p>a. missing</p> <p>b. so insecure it is likely to fall off</p> <p>c. cracked, damaged, delaminated, dirty, defaced or obscured</p>

## 10.5 Trailers and tow bars

Method of inspection	Reason for rejection
<p><b>Trailers</b></p> <p>a. Where a local licensing authority permits the use of trailers for the carriage of luggage, then the trailer needs to be presented for test along with the vehicle that will be authorised to tow it. The trailer will also need to display the appropriate registration plate and a licence plate.</p> <p><b>Note:</b> Trailers presented for inspection should be built by an approved or recognised trailer manufacturer.</p> <p>An example of a typical trailer inspection sheet can be found at Appendix A.</p> <p><b>Towbars</b></p> <p>Where towbars are fitted checks must be made on the condition and security to the towing vehicle.</p>	<p>a. Rejections as indicated on the trailer inspection sheet shown at Appendix A.</p>

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## Section 11 Ancillary equipment

### 11.1 Wheelchair restraint and access equipment

Method of inspection	Reason for rejection
<p>Wheelchair restraint</p> <p>a. Where applicable check condition and operation of wheelchair restraint</p> <p>b. A system for the effective anchoring of wheelchairs shall be provided within the vehicle in all spaces designated as wheelchair spaces</p>	<p>Wheelchair restraint</p> <p>a. A wheelchair restraint is defective, worn or missing.</p> <p>b. Wheelchair anchorage systems and devices do not conform to European Directive 76/115 EEC (as amended)</p>
<p>Wheelchair access and equipment</p> <p>A vehicle shall be fitted with either of the following forms of wheelchair access equipment:</p> <p>Ramps</p> <p>c. Check that appropriate ramps fitted are securely installed in the designated storage area. Examine for damage, deformity, sharp edges etc. and provision of anti-slip covering</p> <p>Wheelchair lift</p> <p>d. A purpose designed wheelchair lift shall conform to the LOLER 98 Regulations. A report, confirming that the lifting equipment is safe to use, shall be presented at the time of the vehicle inspection. Vehicles presented for inspection with a wheel chair lift will require a LOLER certificate that is valid for a period of six months from the date of issue</p>	<p>c. Ramps missing, insecurely stored, damaged/deformed, anti-slip covering in poor condition or missing</p> <p>d. Vehicle not presented with a valid or current LOLER certificate</p>



*Note: Passenger lifting equipment will need to be thoroughly examined by a competent person, in use, at least once every six months*

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| <p>e. Any purpose designed wheelchair access ramp that is carried must be lightweight and easy to deploy. The installed ramp shall have visible reference to safe working load of 250kgs and certified to BS 6109</p> <p>f. Wheelchair access equipment shall be fitted either into the rear or side access door of the vehicle. Where it is fitted to a side door this shall be the door situated on the nearside of the vehicle, i.e. kerbside when stopped in a normal road</p> <p>g. The aperture of the door into which the access equipment is fitted shall have minimum clear headroom in its central third of 48 inches (1,220mm).The measurement shall be taken from the upper centre of the aperture to a point directly below on either the upper face of the fully raised lift platform or the upper face of the ramp fully deployed on level ground</p> <p>h. A locking mechanism shall be fitted that holds the access door in the open position whilst in use</p> <p>i. All wheelchair tracking must be fit for purpose and structurally sound</p> | <p>e. The installed ramp does not have any visible reference to a maximum safe working load or certification to BS 6109</p> <p>f. Wheelchair access equipment is fitted to the offside access door of the vehicle</p> <p>g. There is not clear headroom in the aperture within the central third of 48 inches (1,220mm)</p> <p>h. No evidence of a suitable locking mechanism to hold the door open</p> <p>i. Damaged or insecure tracking or deposits within the tracking rails</p> |
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## 11.2 Fire Extinguisher and First Aid Kit

Method of inspection	Reason for rejection
<p><i>Note: Requirements is for a fully serviceable fire extinguisher, with a capacity of not less than 1.0 litre AFFF or 1 kg Dry Powder, must be permanently marked with the vehicle registration number.</i></p>	
<p>Check the fire extinguisher for presence:</p> <ul style="list-style-type: none"> <li>• The expiry date</li> <li>• Seal</li> <li>• Approved mark – BS5423 or EN3</li> </ul> <p>b. Extinguisher to be kept securely and readily available for use.</p>	<p>a. A fire extinguisher is missing or:</p> <ul style="list-style-type: none"> <li>• Out of date</li> <li>• Broken or missing seal</li> <li>• No approved marking visible or other non-approved marking shown</li> <li>• Poor condition, damaged or discharged.</li> </ul> <p>b. Not fitted in an accessible position or its position is not clearly marked.</p>
<p>First Aid Kit</p> <p>a. Check the first aid kit for presence, the expiry date and the seal is intact.</p> <p>b. The first aid kit must be kept in an accessible position inside the vehicle. The first aid kit may be carried out of view, i.e. in a fastened glove compartment provided there is a clear sign on the dashboard, stating the location.</p>	<p>a. A first aid kit is missing, out of date, broken or the seal has been broken.</p> <p>b. The first aid kit is not fitted in an accessible position or its position is not clearly marked. (ADVISE ONLY)</p>