

Ministry of Transport and Civil Aviation

Licensing Division

Vehicle Testing Station Requirements As of June 14th, 2022

Motor Vehicles and Road Traffic Regulations - Appendix II

SUITABLE ACCOMMODATION, EQUIPMENT, AND INSPECTION PIT

1. ACCOMMODATION

- a.* Staff Office
- b.* Public Waiting Room
- c.* Brake Testing Area (Minimum 60 feet) *
- d.* Parking Facilities
- e.* Entry and Exit Point

2. EQUIPMENT

- a.* Hydraulic Jack (3-ton and 6-ton)
- b.* Head Lamp Spot and Alignment Tester
- c.* Tyre Tread Depth Tester
- d.* Cro-Bars
- e.* 1/4 lb Engineer's Hammer

3. INSPECTION PIT

- a.* Width 2' 7"
- b.* Length 25' to 33'
- c.* Depth 5' 6"
- d.* Extension Light

and/or

- 4. RAMP** and/or
- 5. HOIST**

* Alternate methods to be approved by the Transport Commissioner.

GUIDELINES FOR PROPRIETORS

Motor Vehicles and Road Traffic Regulations

SIXTH SCHEDULE

3. The Proprietor shall be issued with a Designation (Appendix I) duly signed and dated by the Authority authorising and identifying the premises to be used as a Vehicle Testing Station.

4. (1) The Proprietor shall—

- (a) submit the name(s) of any of his employees possessing appropriate technical qualifications, skills and experience as an auto mechanic for assessment by the Authority for selection. Such persons are to attend an approved training/orientation course developed for persons wishing to perform the duties of an examiner. Persons not possessing the full qualifications, but who have submitted evidence of a suitable working experience of at least five (5) years as an auto mechanic shall be subjected to an examination prepared by the Authority for determining their suitability for certification to perform the duties as examiners;**
- (b) (Deleted by LN 34/2003);**
- (c) notify the Authority of any change in their Testing Staff, clearly stating the reason(s) for such change;**
- (d) ensure that—**
 - (i) suitable accommodation for customers and staff is provided, kept in a tidy condition and a good state of repair (See Appendix II for details of accommodation);**
 - (ii) customers are able to witness the inspection check from a safe and comfortable position;**
- (e) have available in good working order all equipment and facilities as listed in Appendix II;**
- (f) ensure that an adequate supply of the various documents to be used in the inspection process is always available. Documents shall include such other form(s) that the Authority may prescribe from time to time. Requisitions for these documents shall be made on the form provided at Appendix XI;**
- (g) ensure that all stamps, seals and documents are kept in a safe place and under the control of the Proprietor;**

- (h) ensure that a monthly return is made to the Authority on the prescribed form of all vehicles that have undergone an inspection check at the Testing Station within seven (7) days from the end of each month;
- (i) retain a copy of Monthly Returns, Inspection Checklists, and Certificate of Inspection for at least twenty-four (24) months so that Duplicate Inspection Certificates/Stickers can be prepared as needed;
- (j) deliver to the Authority all official documents on request by the Authority on suspension/cessation of Vehicle Testing Station operations;
- (k) ensure that a notice indicating opening and closing hours should be on display in a conspicuous place outside the premises;
- (l) display in a conspicuous place on his premises the prescribed “Vehicle Testing Station” sign clearly showing the V.T.S. No. assigned;
- (m) display in the waiting room of the premises in a conspicuous manner the certificate of authorisation for the operations of the Vehicle Testing Station as in Appendix III and the certification of the Tester(s) as in Appendix IV;
- (n) display in a conspicuous place a notice that informs customers of the right to lodge complaint(s) on the appropriate form to the Authority about any grievance in relation to the inspection proceedings or otherwise;
- (o) make the premises and records available for examination by officers authorised by the Authority;
- (p) inform the Authority of any changes affecting the ownership, control, layout and operations of the Testing Station;
- (q) ensure that the Testing Station complies with any guidelines set out by the Town and Country Planning Division, Local Health Authority, Fire Services and other Regulatory Agencies;
- (r) ensure that the premises are covered by adequate liability insurance for any injury, loss or damage that may occur on the premises and for which it is liable;
- (s) ensure that the day-to-day operations of the Testing Station are organised so as to avoid undue congestion on the premises;
- (t) ensure that vehicles registered in the name of the Proprietor are not inspected at the Testing Station belonging to the Proprietor;
- (u) allow facilities to be used by authorised personnel from the Authority to carry out tests on vehicles of applicants who have appealed decisions made at their respective Testing Stations.

(2) A person who fails to submit a return in accordance with subparagraph (1)(h) is required to pay a fine of one thousand dollars.

GUIDELINES FOR EXAMINERS

5. Having completed the approved training/orientation course issued by the Authority and on the application of the examiner (Appendix V) a certificate shall be issued duly signed and dated by the Authority authorising the examiner to perform inspection checks on the following:

- **Privately registered motor vehicles (not exceeding 2 270 kg)**
- **Motorcycles**
- **Light T Vehicle with an MGW not exceeding of 3200kgs**

6. The examiner shall ensure that—

- (a) **tests are carried out and completed as far as possible without interruption;**
- (b) **inspections of vehicles are carried out in accordance with the Act and these Guidelines as well as any instructions or supplementary directives that may be issued from time to time by the Authority;**
- (c) **that all documents are signed and dated accurately;**
- (d) **when the inspection check has been completed but the vehicle has failed to meet the statutory requirements, the original copy of the Inspection Checklist, signed and dated by the examiner and detailing all defects discovered, must be issued to the person who brought in the vehicle;**
- (e) **when the inspection check is completed and the vehicle is found to meet statutory requirements, a certificate of inspection (Appendix VII) signed and dated by the Tester is then issued in the name of the registered owner of the vehicle;**
- (f) **an official sticker (Appendix VIII) supplied by the Authority is then affixed to the lower left-hand corner of the front windshield of the vehicle. In the case of a motorcycle the sticker should be affixed to a conspicuous place at the front;**
- (g) **where it is the opinion of the Examiner that there has been tampering with the chassis/engine number an immediate report should be lodged with the nearest office of the Authority. The make, model, number of the vehicle, together with the name and address of the registered owner should be noted and forwarded. The examiner has no power to impound the vehicle;**

(h) **while on duty the examiner is required to wear an official Examiner's Identification showing that he/she is a certified Examiner working at the Testing Station (Appendix IX).**

Information and Communications Technology (ICT) Requirement

Handheld Device

1. Wi-Fi Connectivity with Bandwidth Capacity no less than 20Mbps DOWNLOAD and 10Mbps UPLOAD.
2. 5GB Plan, 4G/LTE Connectivity (in the event no Wi-Fi exists)

Handheld Device

- HD TouchScreen Outdoor Business Tablet -
- Intel Core M-5Y71,
- 512GB SSD (minimum),
- 8GB RAM (minimum),
- 4G LTE Verizon Broadband,
- WiFi,
- GPS,
- 2 Webcams,
- Windows 10 Professional

Office Computer - Minimum Specification

Operating System(s) Windows 10 Professional, 64-bit, English with Media

Processor 10th Gen Intel® Core™ i5 10400 (6-Core, 9MB Cache, up to 4.6GHz with Intel® Turbo Boost Technology) or equivalent

Memory 16GB (2x8GB)DDR4 2666MHz

Hard Drives 512 SSD

Keyboard US English (QWERTYB QuietKey USB Keyboard Black

Mouse USB Optical Mouse and Mouse Pad

Network Adapter (NIC) 10/100/1000

Integrated Graphics Card

Optical Drivers 16X DVD+/-RW Speakers Internal Speaker

Monitor 24in Monitor

Power Cord System Power Cord (English) Documentation Safety/Environment and Regulatory Guide (English)

Rapid Start Technology and Smart

Wireless USB Adapter 802.11Dual Band 2.4/5.0 GHz

WARRANTY INFORMATION

3 Years Full Warranty **600 VA UPS**

Printer

1 Deskjet or Laser Printer and required consumables (Capable of Printing Letter Size Paper)

Other

- Testing stations shall be subjected to the payment of a Registration Fee of \$1,000.00 payable to the Authority;
- Light T Vehicle with an MGW of 3200kgs
- An annual renewal fee of \$500.00 shall be paid to the Authority;
- Examiner is liable to a certification fee of \$300.00 payable to the Authority for a period of two (2) years.
- Certification would be renewable at the same cost from the date of issue on a biannual basis
- Applications for Vehicle Testing Centres must be accompanied by a police certificate of character.
- Approved premises for Testing would be subject to an annual fee.
- Operators/Owners of approved Testing Centre/Compound would not be allowed to test their own vehicles at their Compound.

Transport Commissioner