CODE OF PRACTICE

for Designated Car Testing Centres

5th Edition, January 2022

運輸署
Transport Department

FORWARD

This Code of Practice was issued by the Transport Department of the Government of the Hong Kong Special Administrative Region under section 88F(1)(a) of Road Traffic Ordinance, Chapter 374 of Laws of Hong Kong.

In this document, unless the context otherwise requires, the terms used will have the same definitions as those in the Road Traffic Ordinance (Chapter 374) and Road Traffic (Construction and Maintenance of Vehicles) Regulations (Chapter 374A) of Laws of Hong Kong.

Commissioner for Transport
January 2022

ABBREVIATIONS AND DEFINITIONS

Approved Car Tester / ACT		A person authorized in writing by the Commissioner under section 88F(1)(d) of the Ordinance
Car Testing Centre / CTC		A place designated as a car testing centre under section 88C(1) of the Ordinance
Centre Manager		A person assigned by the Proprietor to take charge of the CTC
Certificate of Roadworthiness / COR		A certificate issued by a car testing centre in the form specified by the Commissioner in respect of a private car or light goods vehicle and indicating that the private car or light goods vehicle was found to be roadworthy upon examination at the CTC
Commissioner		Commissioner for Transport of the Government of the Hong Kong Special Administrative Region
CTC 1		A notice of refusal of an examination for roadworthiness
CTC 6		An application Letter for Purchase of Certificate of Roadworthiness (VE16 / VE22)
CTC 7		A specimen Letter of Authority to Collect Certificate of Roadworthiness (VE16 / VE22)
Computer System		A client-server based computer software is provided by TD for booking appointment of vehicle examination and monitoring the operations of CTC. The computer software is composed of a server side in TD, and a client side in CTC
Instructions		The supplementary requirements for CTC to follow in the operations of CTC
LGV		Light Goods Vehicle
MU		The Monitoring Unit of VSSD, TD
Ordinance		Road Traffic Ordinance, Chapter 374 of Law of Hong Kong
Proprietor		In relation to a car testing centre, means a person having the conduct or control of it, whether or not he is a natural person and whether or not he is the owner
Regulations		Road Traffic (Construction and Maintenance of Vehicles) Regulations, Chapter 374A of Law of Hong Kong

Responsible Person / RP		A person authorized in writing by the Commissioner under section 88F(1)(e) of the Ordinance
TD		Transport Department
Tester's Inspection Manual		A manual from MU is a guide to the inspection procedures to be adopted for the roadworthiness test for RP and ACT
VE 16		A Certificate of Roadworthiness for Private Car issued by CTC
VE 17		An Appeal Application Form.
VE 22		A Certificate of Roadworthiness for Light Goods Vehicle issued by CTC
VE 43		Private Car/Light Goods Vehicle Inspection Defect List (for CTC record)
VE 44		Private Car/Light Goods Vehicle Inspection Defect List (computer printout for vehicle owner)
Vehicle Examiner/VE		A person appointed as a vehicle examiner under section 88(1)(a) of the Ordinance
Vehicle Examination Centre/VEC		A place designated as a vehicle examination centre under section 88(2) of the Ordinance
Vehicle Identification Number/VIN		A chassis number or any mark assigned to a vehicle by the manufacturer or a mark assigned by the Commissioner primarily for registration and identification purposes; it may consists of numerals or letters, or a combination of thereof
VSSD		Vehicle Safety and Standards Division of the Transport Department

Table of Contents

1. Centre Facilities Requirements

The layout of CTC showing facilities, equipment and sufficient area should be approved by TD. If CTC wishes to add, replace or modify any testing equipment, or alter the layout of CTC, CTC must first seek approval from TD. Only activities for operation of CTC are allowed within the area of the approved layout. Demarcations of area for the sole use of CTC purpose are required. The following facilities and equipment must be provided and kept in good working order in CTC. CTC must follow the instructions from MU to install new equipment in CTC for complying requirements in vehicle examination.

1.1 Centre layout and area requirement

	Area	Minimum Floor Area Requirement	Remarks
(a)	Inspection	120m^2	Area for carrying out vehicle examination including floor area for visual inspection, under chassis inspection, headlamp testing, brake testing, suspension check wear and idle emission test. There should be sufficient headroom for carrying out the under chassis inspection.
(b)	Parking space	100m^2	At least five parking spaces with adequate vehicular access and passage access are required.
(c)	Reception counter	10m^2 #	Reception counter(s) with computer(s) linked to the TD's Computer System and other necessary communication equipment to accept appointment booking.

(d)	Customer waiting area	$20m^2$ #	An area shall be provided for vehicle owners/agents for waiting and resting whilst their vehicles are under examination. This shall include an area for the posting of the required notices.

 # This requirement is not applicable to CTC which was first designated before 1.1.2015.

1.2 Testing Facilities

	Equipment	Quantity	Remarks
(a)	Roller brake tester (with test result printout device)	At least one	The roller brake tester shall be able to measure the braking efficiency of each wheel separately and with a capacity of at least 3 tonnes axle weight and must be calibrated at six-month intervals by qualified persons. (@The brake tester shall also be equipped with axle weight scale function.)
(b)	Headlight tester	At least one	For measuring the aiming and intensity of headlamps.
(c)	Exhaust emission tester for petrol and diesel engine (with test result printout device)	At least one	Apparatus to check the exhaust emission of motor vehicles; the apparatus should be one of the models as specified by the Commissioner by notice published in the Gazette and must be calibrated yearly.

(d)	Underside inspection facility or inspection pit with suspension check wear	At least one	All vehicle lifts and hoists must comply the following requirements: (i) The safe lifting capacity must be at least 4 tonnes. (ii) @They must be of the wheel supporting platform type having platforms at least 3.5m long with adequate lighting to permit easy and effective inspections of all underside components and structure of the vehicle. (iii) A jacking bridge must be provided with a minimum lifting capacity of 2 tonnes, with suitable lifting gear to enable the front wheels of vehicles to be lifted separately or together clear of the platform whilst the platform height remains at least 1.37m from ground level. If inspection pit is provided, it should enable safe and smooth inspection be carried out with similar requirements specified above of vehicle hoist.
(e)	Light meter	At least one	A light transmission rate measurement equipment is capable of measuring the light transmission rate of all windscreens, windows and partitions of a motor vehicle. The devices must be calibrated yearly as instructed by MU.
(f)	Small tools and equipment		Sufficient numbers of jacks, levers, hand torch, tyre depth gauge and tyre pressure gauge, etc. to allow

			checks of suspension, steering, and hubs, etc.
(g)	Sound level meter^ (complying with Class 1 requirements of IEC 61672, JIS C1509-1-2005 or equivalent)	At least one	A sound level meter is capable of measuring the sound emitted from a motor vehicle. The sound meter must be calibrated yearly as instructed by MU.

@ The CTC, which was first designated before 1.1.2015, shall uplift their testing facilities to achieve full compliance of the requirements as stipulated upon the designation or re-designation on or after 1.1.2020.

^ The CTC shall uplift their testing facilities to achieve full compliance with the requirements as stipulated for designation or re-designation on or after 3.1.2022.

1.3 Computer system

1.3.1* CTC should be equipped with a Computer System. The CTC's Computer System should be provided with a reliable broadband network service to connect to TD's Computer System for CTC operations including downloading and uploading of data for their terminals. CTC should have their computers and network support capable of diagnosing and rectifying a breakdown network in a short period of time, say within a day. The government is not liable for any loss due to the Computer System breakdown.

1.3.2 Proprietors should be aware of their responsibility for the security of the computer terminals installed with the CTC's Computer System. *CTC should ensure that the CTC's Computer System is used only for legitimate CTC business.

1.3.3 The CTC's Computer System is a standard CTC equipment. MU must be informed on any failure on any part of the system immediately. During the failure of the system, CTC must stop its vehicle inspection service unless approved by MU. CTC should complete and check the accuracy of the records in the CTC's Computer System at the end of each working day.

1.3.4 Proprietor is responsible for monitoring the usage of the CTC's Computer System ensuring that the staff does not:

(a) disclose his/her password to anyone;
(b) load unauthorized software or data onto the computer terminals;
(c) attach unauthorized devices to the computer terminals or network;
(d) make unauthorized copies of software or data;
(e) attempt to gain unauthorized access to the data and functions;
(f) disable anti-virus software resident on the system;
(g) disclose any information in the CTC's Computer System to unauthorized individual or organizations;
(h) misuse the system for unofficial business or illegal activities; and
(i) use User IDs belonging to other users or allow other people to use their User ID.

* The requirements are applicable for those the computer system provided by the DCTC Proprietor. The DCTC Proprietor has to maintain a reliable broadband network service with sufficient bandwidth for those computer system provided by TD.

1.4 Display of DCTC Sign and Notices

A CTC sign must be displayed in a prominent position indicating the entrance to a CTC as stipulated by TD.

The customer waiting area should provide a reasonable comfort environment to customers. The customer waiting area should display the following information to the public:-

(a) that the place is a CTC;
(b) the hours that the CTC is open for business;
(c) the names of the ACTs and RPs on-duty at the CTC;
(d) the fees that are charged at the CTC;
(e) the addresses of all CTCs within Hong Kong;
(f) refusal of vehicle examination;
(g) appeal procedures;
(h) a warning notice against the commission of offences under the Prevention of Bribery Ordinance (Cap 201) and the Independent Commission Against Corruption Ordinance (Cap 204);

(i) a notice regarding booking of examination appointment and random check requirements;
(j) classes of vehicles the CTC approved to examine;
(k) period of validity of a COR;
(m) a notice for online booking for vehicle examination and refund procedure;
(n) notice for working arrangement during Tropical Cyclone and Rainstorm Warning; and
(o) Notices or posters requested by MUs.

1.5 CCTV System

(a) Color CCTV system with resolution of not less than Full HD (i.e. 1920 pixels in width and 1080 pixels in height) and frame rate not less than 25 frame per second shall be provided in the vehicle examination areas of CTC. The number of cameras and their locations shall be sufficient to provide a clear all-round coverage of the whole examination process without blind spot and easy and clear identification of the responsible ACTs/RPs and registration mark of the vehicle being examined. The CCTV system shall allow internet access by MU for their real time remote monitoring and retrieving CCTV record in the recent period of not less than 4 months. CTC shall provide the retrieved CCTV record anytime to MU upon request. CCTV layout plan(s) and its specifications shall be submitted to MU for assessment in application of designation or re-designation of CTC.

(b) The CCTV footage should be in open formats (i.e. MPEG-4 Part 14) which are common to be playback by ordinary media players without the need for any proprietary software.

2. Staff Requirements and Deployments

2.1 Qualification and duties of Centre Manager, ACT and RP

Sufficient frontline vehicle examination staff (at least one Centre Manager, two Responsible Persons, four Approved Car Testers), each staff shall have the corresponding minimum basic qualification requirements as mentioned in subparagraphs (a), (b) and (c) below, shall be available for deployment to perform duties as stipulated. At least one RP and two ACTs shall at all times be available at the CTC during its operating hours for carrying out vehicle examination services.

(a) The Centre Manager should have at least three years' managerial experience

Duties of a Centre Manager :

- to administer and supervise the overall operation of the CTC.
- to attend regular liaison meetings with TD.
- to inform MU of any change of inspection staff, inspection equipment, operation hours, any accidents/incidents in related to vehicle examination, etc.
- to submit report to MU as required timely.

(b) The basic qualification requirements of a RP are as follows:

(i) having been granted a Hong Kong Polytechnic / Technical Institute Higher Certificate in motor vehicle engineering or equivalent and at least of four years' full time relevant practical post-apprenticeship experience, or have not less than 12 years' similar full time experience; or having been granted a craft certificate or a certificate of equivalent qualification, and at least of six years' full time relevant practical post-apprenticeship experience.

(ii) be able to speak Cantonese and write Chinese, and has ability to speak and write English will be an advantage.

(iii) having a valid Hong Kong full driving licence for driving both:

1) Private Cars, Class 1

- unrestricted by Code 2 for Private Car inspection; and

2) Light Goods Vehicle, Class 2

- unrestricted by Code 2 for Light Goods Vehicle inspection.

Duties of a RP:

- to supervise the ACTs with regard to the standards and procedures when conducting inspections;
- to ensure COR, issued by ACT under his supervision, contains necessary and correct information;
- to conduct random checks of vehicles inspected by ACT;
- to handle appeal from vehicle owners/agents against test result, complaint and inquiry in respect of vehicle examination; and
- to ensure vehicle inspection equipment and CTC's Computer Systems are

properly used and maintained.

(c) The basic qualification requirements of an ACT are as follows:

(i) having been granted a Hong Kong Polytechnic / Technical Institute Higher Certificate in motor vehicle engineering or equivalent and at least of two years' full time relevant practical post-apprenticeship experience, or have not less than 10 years' similar full time experience; or having been granted a craft certificate or a certificate of equivalent qualification, and at least of four years' full time relevant practical post-apprenticeship experience.

(ii) be able to speak Cantonese and write Chinese, and has ability to speak and write English will be an advantage.

(iii) having a valid Hong Kong full driving licence for driving both:

1) Private Cars, Class 1

- unrestricted by Code 2 for Private Car inspection; and

2) Light Goods Vehicle, Class 2

- unrestricted by Code 2 for Light Goods Vehicle inspection.

Duties of an ACT:

- to carry out vehicle examinations of private cars and light goods vehicles under general supervision of RP;
- to issue COR when a vehicle is found to be roadworthy after examination;
- to issue the "Private Car/LGV Inspection Form/Defect List" for a failed vehicle; and
- to input examination results in the CTC's Computer System upon issuing COR.

Each CTC will nominate suitable staff to receive practical trainings on the vehicle examination standards at a Government Vehicle Examination Centre for five days. At the end of the training, their ability will be tested and if found satisfactory, they will be authorized as ACTs and further trained as RPs by the Commissioner under section 88F(1) of the Ordinance. Every RP and ACT shall complete refresher courses and pass in the test annually in relation to CTC operation to be organized by TD in order to renew their authorization.

CTC should inform TD at least 5 working days in advance for any change in staff employment.

2.2 Prevention of Bribery

Each CTC is required to inform all staff of CTC, including Centre Manager, appointment booking staff, RPs and ACTs that they are prohibited from soliciting or accepting any advantages in relation to the conduct of roadworthiness examination or issue of Certificate of Roadworthiness.

2.3 Identification of RP and ACT

Each CTC shall provide uniforms to their ACTs and RPs for easy and clear identification of them. The name of the CTC and ACT/RP number shall be clearly indicated on the uniform and easily captured by CCTV footage. Approval shall be granted from MU before use. All ACT and RP should dress up uniform all the time while on-duty properly and tidy. Portrait photos with names and ACT/RP numbers shall be clearly indicated on the duty board which is located in conspicuous area of CTC.

3. Operation Requirements

The opening hours of CTC shall be at least from Monday to Friday except public holidays, at least 9 hours between 8:30am to 7:00 pm. Prior notification should be given for any change in opening hours. Approval from MU should be obtained before changing the opening hours. CTC are strongly encouraged to operate on Saturday.

3.1 Purchase of COR form

3.1.1 A CTC will purchase books of "Certificates of Roadworthiness" from the Commissioner at the fee stipulated in the Eighth Schedule of the Ordinance. A CTC will submit to VSSD with specimen signatures of the persons authorized to purchase and collect Certificates of Roadworthiness using application form (CTC 7). On the day of purchase, CTC will submit a completed application form (CTC 6) when requesting the purchase of Certificates of Roadworthiness.

3.1.2 A CTC shall ensure that blank "Certificates of Roadworthiness" are only accessible to authorized persons by the CTC. In the event of loss, damage or theft of blank certificates, TD must be immediately notified. The case

should also be reported to the Police.

3.1.3 Blank certificates shall be returned to the Commissioner immediately after revocation or termination of designation, and the Commissioner shall refund the CTC with the appropriate amount.

3.2 Testing Fees

3.2.1 The testing fee chargeable for each vehicle examined shall follow that stipulated in the Eighth Schedule of the Ordinance.

3.2.2 The fee for a re-examination shall follow that stipulated in the Eighth Schedule of the Ordinance as long as it takes place within 14 calendar days of the initial examination at the same CTC.

3.2.3 The fee for issue of a Duplicate Copy of a 'Certificate of Roadworthiness' by a CTC will follow that stipulated in the Eighth Schedule of the Ordinance.

3.3 Booking of Examination Appointments

3.3.1 Each CTC should maintain an online appointment booking and payment system. Each CTC is responsible for updating the available time slots in the CTC's Computer System for the appointment booking of vehicle examinations in the coming four months.

3.3.2 Each CTC should offer an appointment for vehicle examination for any vehicle within their authorization at the earliest practical date and time in the CTC's Computer System. For motor vehicles which have its registration cancelled or marked with a special code in the CTC's Computer System, it will be necessary to seek advice from MU respectively.

3.3.3 Examination appointments may be booked up to four months in advance. The examination date will only be accepted within the four months of the vehicle license expires. A Certificate of Roadworthiness will only be valid for 4 months from the date of issue.

3.3.4 In accordance with the Ordinance, CTC may require the appropriate fee to be paid at the time an examination appointment is made, and may retain such fee if the owner fails to keep the specified appointment.

3.3.5 Should CTC cease its operation for any reason, any fees for examination received in advance must be refunded in full to the owner or his/her representative.

3.3.6 If a booking of vehicle examination is not made online, the staff of the CTC should input the appointment into the CTC's Computer System immediately.

3.3.7 Once an appointment has already been paid for, the inspection will be conducted without additional charge even though the examination fee may have increased.

3.3.8 CTC should have an effective means to inform customers the arrangement of booking during Tropical Cyclone and Rainstorm Warning.

3.4 Refusal of Vehicle Examination

3.4.1 A CTC shall test any private car / LGV or re-examination any private car / LGV previously tested at that centre, except under the following circumstances:

(a) the original Vehicle Registration Document or a certified copy by a financial institution is not produced;
(b) the VIN/Chassis Number of the vehicle cannot be located or illegible, or appeared to be tampered with;
(c) a motor vehicle is presented in such condition that examination is unreasonably difficult;
(d) the vehicle has insufficient fuel or oil or electrical power to enable the test to be completed; or
(e) the vehicle was not submitted for examination on the appointed date and time.

3.4.2 A duly completed and signed Notification of Failure to Comply with the Conditions for accepting a Motor Vehicle for Examination form CTC 1 shall be issued to the vehicle owner or his/her representative.

3.4.3 In the event of an examination being refused for reason (b) above, the examination fee shall be refunded to the vehicle owner or his/her representative.

3.5 Testing procedures

3.5.1 At the time of examination, the original Vehicle Registration Document or a certified true copy must be presented along with the motor vehicle to the CTC.

3.5.2 All examination can proceed only when the vehicle is registered in the CTC's Computer System. ACT will firstly check that the Vehicle Registration Mark and VIN/Chassis Number correspond to those shown on the Vehicle Registration Document.

3.5.3 Should the VIN/Chassis Number not be correct or identified, the examination will not be carried out, and CTC should seek advice from MU. A refund of the examination fee will be made by the CTC to the owner or his/her representative.

3.5.4 Once the vehicle identity has been confirmed, the examination may be carried out in any order, but must cover all relevant items as detailed on the Private Car/Light goods Vehicle Inspection Defect List VE43.

3.5.5 The examination does not require the dismantling of parts of the vehicle although doors, boot lids and other means of access will normally need to be opened.

3.5.6 Any additional fitment on hiding, obstructing or causing inconvenience of examination is required to be removed.

3.5.7 The vehicle examination procedures and standards shall be in accordance with the requirements of the Tester's Inspection Manual, Road Traffic (Construction and Maintenance of Vehicles) Regulations (Chapter 374A), Road Traffic (Safety Equipment) Regulations (Chapter 374F) and Instructions issued by MU.

3.5.8 If windscreen and windows of a vehicle is not transparent or solar film is stuck, light transmission rate measurement should be conducted and result should be recorded in the vehicle inspection form. No Certificate of Roadworthiness shall be issued if light transmission rate is found lower than latest TD's requirements.

3.5.9 Noise measurement should be conducted in vehicle examination (using "fast" response of the meter and the "A" weighting curve) in accordance with MU's recognized procedure and record in inspection form. CTC should report abnormal noise vehicle to MU.

3.5.10 Upon completion of the checks, and examination covering all relevant items detailed on the VE43, it will be the ACT's responsibility to determine whether the vehicle has passed or failed in the examination. The results of the vehicle examination should be input into the CTC's Computer System.

3.5.11 If the CTC was equipped with more than one set of car testing equipment, all testing equipment must be properly assigned with equipment number. The equipment number of the equipment used must be clearly marked on the VE43.

3.5.12 Depending on the examination result, the ACT will issue a Certificate of Roadworthiness for a pass, or the VE44 for a failed vehicle.

3.5.13 For the purpose of quality control, the duty RP should conduct random checks as assigned by the CTC's Computer System of vehicles examined by the ACTs. The RP should conduct random checks on 10% of vehicles having completed their examination by the duty ACTs. RP should enter details of the random checks into the CTC's Computer System for TD's monitoring purpose.

3.5.14 RP should be responsible for monitoring the functionality of the testing facilities and safety of the working environment. Centre Manager should take prompt actions to arrange the rectification, if any of the facility is found to be malfunction.

3.6 Issue of COR

3.6.1 If the vehicle has passed the vehicle examination, the ACT will complete details of the vehicle identity on the Certificate of Roadworthiness (in duplicate), sign and chop it, before issuing the original to the applicant.

3.6.2 The duplicate copy of the Certificate of Roadworthiness and the VE43 will be retained by the CTC for a period of at least one year.

3.6.3 The CTC shall forward a monthly report to the MU in the format as required by the TD.

3.6.4 All issued documents must be completed using a non-erasable ballpoint pen. Entries on the Certificate of Roadworthiness must be written clearly and firmly to ensure that any subsequent attempt to alter them will be obvious. If an error is made in the completion of a Certificate of Roadworthiness, it should be cancelled and a replacement issued. CTC is not permitted to make any alterations to these documents and the cancelled certificates must be retained for inspection.

3.6.5 Re-issue of duplicate Certificate of Roadworthiness can only be made by CTC that issued the original. All particulars including the name of the ACT who signed the original certificate and the issue date are to be repeated on the duplicate. The word "DUPLICATE" must be marked to indicate it is a duplicate copy. However, a duplicate should not be issued if the application is made more than 4 months after the date of original issue. Details of the duplicate certificate should be entered onto the monthly report sent to the MU.

3.7 Issue of Inspection Form/Defect List and re-examination Arrangements

3.7.1 If, on completion of the examination, the vehicle has been found unsatisfactory, the ACT will ensure the defects are correctly marked and described against each item on the VE44 after which he will sign and date both copies, issue the original to the applicant, and retain the duplicate copy.

3.7.2 Upon receipt of a VE44 giving the reasons for failure, the owner or his representative may immediately or later make an appointment for a re-examination to take place within 14 calendar days following the initial examination, by paying the appropriate re-examination fee.

3.7.3 Should it not be possible to have the vehicle ready for re-examination within 14 calendar days, any further examination will have to be treated as an initial examination and requires full fee.

3.7.4 Should the vehicle only has failed on no fee item, a stamp "NO FEE" would be

stamped on the VE44 , then no fee will be payable for the re-examination, if carried out within 14 calendar days of the initial examination.

3.7.5 Re-examination appointments should be updated in the CTC's Computer System to be in the normal way.

3.8 Arrangement for Vehicles Considered 'DANGEROUS'

3.8.1 Since CTC is not given legal powers to suspend the license of a vehicle, when a vehicle is considered dangerous for further use on road, the following procedure will apply.

(a) the ACT will endorse the VE44 with a 'DANGEROUS' chop stamped after consultation with RP. The ACT should advise the owner or his/her representative the reasons why the vehicle should not be driven away, and request his signature on the copy as an acknowledgement of this advice.

(b) should the owner or his/her representative refuse to sign as requested, the RP of CTC will be called upon to confirm the advice given and if the owner or his/her representative still refuses to sign the defect list, the RP will sign instead, as evidence that the appropriate action has been taken.

3.8.2 CTC should immediately keep record details and make a remark in the CTC's Computer System so as to notify MU and other CTCs. CTC should pay attention to these vehicles during inspection.

3.9 Hygiene Requirements

CTC shall strictly follow any Government's hygiene policies and measures or MU's instructions against diseases or pandemic immediately. CTC may be required to provide timely information of vaccination status of all their employee or subcontractors working for CTC to MU.

4 Appeal Procedure Against Examination Result

4.1 Appeal Procedures

4.1.1 Should a vehicle be issued with a defect list VE44 with which the owner or

his/her representative does not agree, the ACT should explain the items to the owner or his/her representatives.

4.1.2 If it is still unresolved, ACT should seek assistance from RP who may either overrule the decision of the ACT, or support with reasons and explain to the owner or his/her representative.

4.1.3 If the owner or his/her representative is still not satisfied, the RP should advise him/her to complete the "Appeal Application Form" VE17 which must be submitted to the CTC before the vehicle leaves CTC, along with payment of the appeal fee which is the same as the examination fee stipulated in the Third Schedule of the Ordinance. The owner or his/her representative should be reminded not to undertake any repairs or adjustments to the vehicle before it is examined by a Vehicle Examiner.

4.1.4 The appeal application and the appeal fee will then be passed from the CTC to MU. MU will arrange an examination appointment at a Government Vehicle Examination Centre, and advise the applicant on the examination date within 7 working days.

4.1.5 If the appeal is upheld after the examination in the Government Vehicle Examination Centre, a Certificate of Roadworthiness will be issued and the original examination fee will be refunded to the vehicle owner or his/her representative by the CTC.

4.1.6 If the appeal is dismissed, a Repair Order will be issued with the defects found. The applicant has to make examination appointment at CTC again. The appeal fee will be retained by Government as payment for the examination.

5 Temporarily Closure, Relocation and Termination of DCTC

5.1 Temporary closure

5.1.1 CTC shall not close or partially close during the normal opening hours without prior approval from MU.

5.1.2 CTC shall close and stop the car testing services and report to MU immediately in the event of the breakdown of the following:

(a) exhaust emission analyzer;
(b) roller brake tester;
(c) underside inspection facility;
(d) the Computer System;
(e) apparatus for measuring light transmittance of window glass; or
(f) headlamp tester.

5.1.3 Commissioner for Transport may give instruction(s) to temporarily close any CTC . CTC shall follow the instruction(s) and no claim is allowed.

5.1.4 At the time of the closure, CTC shall put up a notice of closure in CTC waiting area and at the front door to inform the public as early as possible.

5.2 Relocation procedures

If a CTC is to be relocated from its existing location during the designation period, CTC shall make application to MU with the details of the relocation plan at least 6 months in advance and seek MU's approval before any relocation action taken. TD has the final right to approve or reject any application.

5.3 Termination procedures

The conditions and procedures for the revocation and termination of designation would follow section 88D and 88E of the Ordinance respectively.

6 TD's Monitoring Role

6.1 Issue of Instructions

From time to time, MU would issue Instructions to CTC on updated procedures, relevant material and inspection standards. CTC should follow all the Instructions issued as a compliance of the Code of Practice.

6.2 TD's monitoring check

MU's Vehicle Examiners would visit CTC from time to time to monitor the performance of the CTC, to check the compliance with the stipulated operational procedures, relevant records and to randomly inspect any vehicle undergoing examination at the CTC. CTC should provide all necessary assistance to MU's VEs.

6.3 Regular reports to TD

CTC should provide necessary reports as required by MU timely.

6.4 Issue of verbal warning and warning letter

Verbal, written or serious warning would be issued as appropriate against non-compliance of the CTC. CTC should follow up the non-compliance and take immediate remedial actions as required by MU.

6.5 Other changes in CTC

CTC should inform MU of any change relating to CTC's ownership and business nature etc. that would affect the smooth and normal operation of the CTC.

7. CTC Designation Renewal

CTC designation would normally be valid for 3 years only. If any CTC would like to apply for re-designation, CTC shall submit application to MU not less than 6 months in advance before the expiry of the designation. MU would make reference to the CTC's past 3-year performance in assessing the application for re-designation.

End

Attachment A

Car Testing Centre (CTC) Instructions

1st Edition, May 2019

運輸署
Transport Department

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To all DCTC proprietors

Instruction 1

CTC Sign and Forms

CTC shall follow the attached requirements of CTC Sign (sample) and use the attached (9) forms/documents.

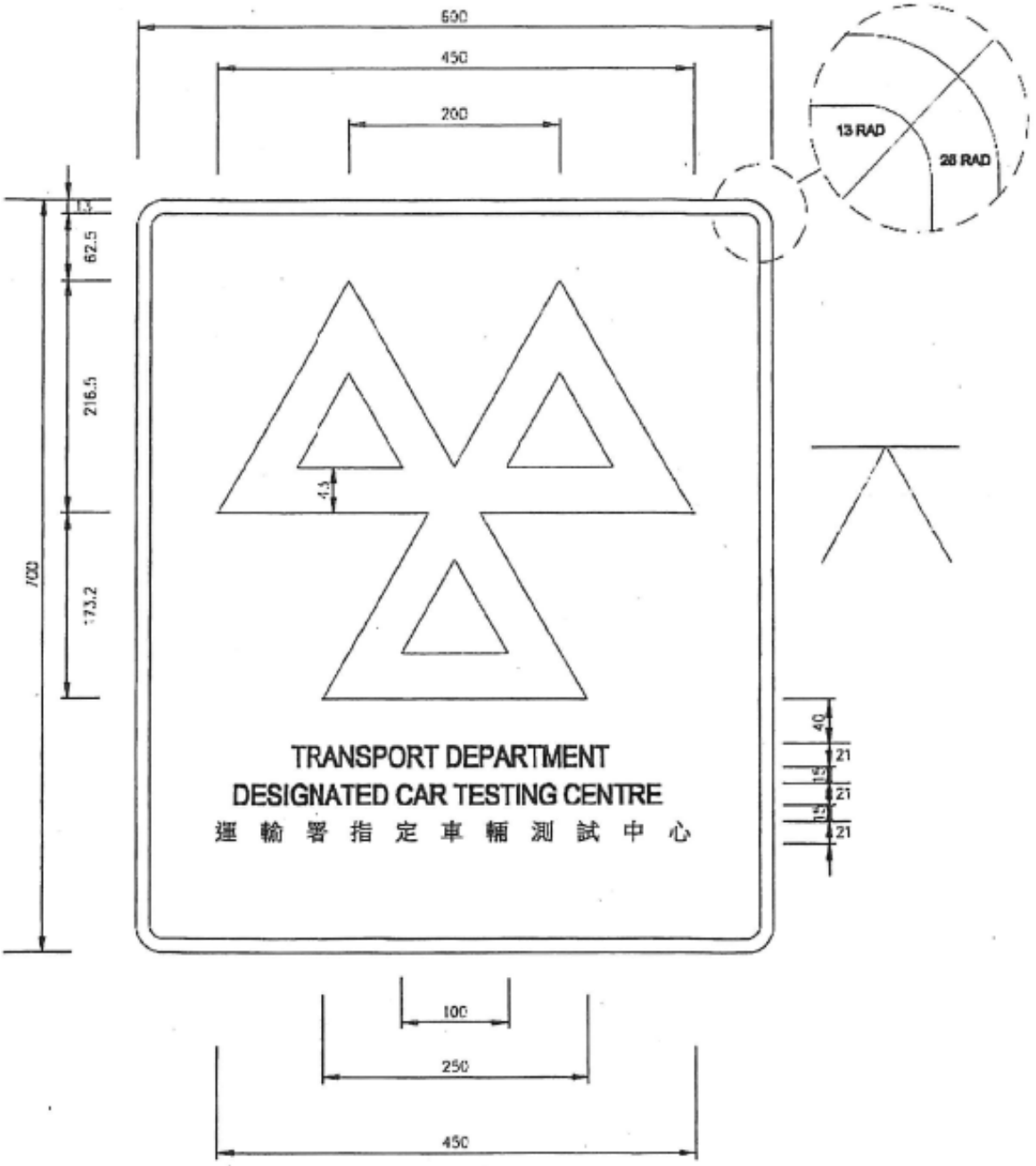
1) CTC 1 (sample)
2) CTC 6 (sample)
3) CTC 7 (sample)
4) VE 16 (sample)
5) VE 17 (sample)
6) VE 22 (sample)
7) VE 43 (sample)
8) VE 44 (sample)
9) "DANGEROUS" chop

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

CTC Sign

ALL DIMENSIONS ARE IN MILLIMETRES



BACKGROUND : MIDDLE BLUE

CONFORM TO COLOUR CODE BS381C 109

PAINT STANDARD : BS 873

TRANSPORT DEPT. V.S.S.D. 運輸署 車輛安全及標準部 HONG KONG

(Brian C.K. WONG)

FOR COMMISSIONER FOR TRANSPORT

CTC 1

機動車輛因不符合驗車條件被拒驗車通知書

登記號碼：
廠名：
車輛識辨號碼/車身底盤號碼：

上述登記資料的車輛，因不符合車輛檢驗中心守則的驗車條件，本中心並無爲其檢查是否適宜在道路上行駛。未能符合的驗車條件在方格內以「√」號註明。

☐ 1. 車輛沒有在約定的日期和時間送檢。

☐ 2. 申請人未能應本中心職員要求出示車輛登記簿。

☐ 3. 車輛的識別號碼(底盤號碼)：

a. 難以找到或不能肯定爲車輛識辨號碼(底盤號碼)。
b. 被人磨去。
c. 因生銹、焊接或被其他組件遮蔽而難以清楚辨認。
d. 並非原來/核准的號碼。

☐ 4. 車輛過於骯髒或危險，或送驗準備不足，因而難以檢驗。

☐ 5. 車輛沒有足夠的燃料及/或汽油，以致未能行駛一段足以驗車的距離。

☐ 6. 車輛部分機件失靈，以致車輛未能以本身動力安全行駛，檢驗工作因而無法完成。

指定車輛測試中心：_____

日期：_____

簽署：_____

CTC1 (Rev 2019)

NOTIFICATION OF FAILURE TO COMPLY WITH THE CONDITIONS
FOR ACCEPTING A MOTOR VEHICLE FOR EXAMINATION

Registration Mark :

Make :

VI. N./Chassis Number :

Notice is hereby given that an examination for roadworthiness of the vehicle bearing the above particulars was not proceeded with due to non-compliance with the conditions indicated in the C.T.C. Code of Practice. The item (s) of non-compliance is/are indicated by the ticked box (es).

☐ 1. The vehicle was not submitted for examination on the appointed date and time.

☐ 2. The applicant did not produce, after having been requested to do so, the Registration Document.

☐ 3. The Vehicle Identification Number (Chassis Number) marked on the vehicle :-

- ☐ a). Cannot be located.
- ☐ b). Has been defaced.
- ☐ c). Cannot be clearly defined due to rust, welding or covered by other components.
- ☐ d). Displayed number not original/approved or cannot be positively identified as the V.I.N. (Chassis Number).

☐ 4. The vehicle was in such a dirty, dangerous or unprepared condition as to make it unreasonably difficult for the examination to be carried out.

☐ 5. The vehicle did not have sufficient fuel and/or oil to enable it to be driven to the extent needed for the purposes of carrying out the examination.

☐ 6. It was not possible to complete the examination due to a failure of a part of the vehicle which rendered the vehicle incapable of being moved in safety under its own power.

Designated Car Testing Centre : _____

Date : _____

Signature : _____

致車主：

車輛登記記號碼：_____

請你聯絡位於九龍灣祥業街 2 號的九龍灣驗車中心（車輛測試中心監察組），並安排預約驗車，以核實上述車輛登記細節（電話號碼 ：2750 6266）。如有關驗車主任在驗車時能確定車輛身份，會在你的車輛上刻上一組運輸署底盤號碼。如不能確定車輛的真正身份，則會將有關車輛轉介警方作進一步調查。

2. 驗車當日，你必須帶備下列文件：

i. 車輛登記文件;
ii. 驗車中心表格第一號 （ CTC 1 ）;
iii. 本信。

_____ _____

日期 指定車輛測試中心

To : Vehicle Owner

Vehicle Registration Mark :

Please note that you are requested to approach Kowloon Bay Vehicle Examination Centre (Car Testing Centre Monitoring Unit) at 2 Cheung Yip Street, Kowloon Bay, Kowloon to arrange an appointment to have your vehicle examined with regard to the verification of vehicle particulars (Telephone No. 2750 6266). Should the vehicle examiner consider it appropriate, he will stamp a Transport Department chassis number on your vehicle after the examination. However, should he be unable to determine the true identity of the vehicle, he may refer the vehicle to the Hong Kong Police Force for further investigation.

2. On the day of inspection, you are required to bring with the following documents: -

i. Vehicle Registration Document
ii. CTC 1 form
iii. This letter

_____ _____

Date Designated Car Testing Centre

Name of C.T.C. :
Address of C.T.C. :
Date :

To : Officer-in-charge,
Kowloon Bay l Vehicle Examination Center,
2, Cheung Yip Street, Kowloon Bay, Kowloon.

Please supply to the bearer of this letter the following quantity of Certificates of Roadworthiness (VE 16s / VE 22s) for use at the above mentioned car testing centre :-

Private Car
VE 16

Number of Books Required	Cost per Book	Total Cost
	$	$

Light Goods Vehicl e
VE 22

Number of Books Required	Cost per Book	Total Cost
	$	$

Total amount tendered $ _____

Name of Authorised Collector :
Signature of Authorised Collector :
Identity Card Number :

_____
Company Chop or
Company Signatory

CTC 6

CTC 7

Specimen Letter of Authority to collect
Certificates of Roadworthiness (VE 16s/VE 22s)

Name of C.T.C. :

Address of C.T.C. ;

The persons whose signatures are given hereunder are authorized to collect Certificates of Roadworthiness (VE 16s/VE 22s) on behalf of this company .

Names of Authorised Collector (s)	Identity Card Number (s)	Signature (s) of Authorised Collector (s)

Date

Company Chop or
Company Signatory

VE 16


SAMPLE

編號 Serial No. CE 693501

香港特別行政區政府運輸署
Transport Department The Government of the Hong Kong Special Administrative Region

私家車車輛宜於道路上使用證明書
PRIVATE CAR CERTIFICATE OF ROADWORTHINESS

此證書由獲香港特別行政區政府授權進行私家車週年驗車工作的車輛測試中心簽發。
This certificate has been issued by a Car Testing Centre, approved by the Government of the Hong Kong Special Administrative Region for the annual examination of private cars.

登記號碼 Registration Mark

廠名 Make

車身底盤號碼／車輛識辨號碼
Chassis Number/V.I.N.

上述車輛今日曾在本中心接受檢驗，現確定該車輛適宜在路上行駛，並符合香港法例第三七四章道路交通條例的規定。
The above car has been examined at this centre today, and was found to be roadworthy and to comply with the requirements of the Road Traffic Ordinance Cap. 374.

測試中心 Testing Centre .....

認可車輛測試員簽名 Approved Car Tester's Signature .....

日期 Date .....

測試員編號 Tester's No. .....

汽車續牌時或須出示此證書，就領取車輛牌照而言，此證書只在簽發當日起計四個月內有效。
This certificate may be required for vehicle relicensing, and is only valid for this purpose during the 4 months from the date of issue.

VE16

VE 17

PRIVATE CAR TESTING SCHEME
私家車檢驗計劃

APPEAL APPLICATION
上訴申請書

I, _____ wish to appeal against notification of refusal of a Certificate of Roadworthiness.
本人 _____ 接獲拒絕簽發檢驗汽車機械及格證書通知書，現擬就此事提出上訴。

The Inspection Form / Defect List, Serial No. _____ is attached.
隨函附上有關檢驗證 / 修理通知書編號 _____。

The appeal fee of HK $ _____ is enclosed. (Cheques should be made payable to The Government of the Hong Kong Special Administrative Region)
隨函並檢附港幣 _____ 正(支票應以香港特別行政區政府為收款人）。

Tel. No. _____
電話：

Signature _____
簽名：

Address _____
地址： _____
_____
_____
_____

Date _____
日期：

Please note that if any repairs, replacements or adjustments have been made to your car since the original examination, then your appeal will be invalid and this further examination, will be treated as a normal inspection, and fully chargeable.
倘自原先之檢驗後，台端之車輛曾作修理，更換部件或調校，台端之上訴即告無效，此次再作檢驗亦必須視為需收足費用之正常檢驗。

VE 17(Rev. 2018)

VE 22

SAMPLE

香港特別行政區政府運輸署
Transport Department The Government of the Hong Kong Special Administrative Region

輕型貨車車輛宜於道路上使用證明書
LIGHT GOODS VEHICLE CERTIFICATE OF ROADWORTHINESS

此證書由獲香港特別行政區政府授權進行輕型貨車週年驗車工作的車輛測試中心簽發。
This certificate has been issued by a Car Testing Centre, approved by the Government of the Hong Kong Special Administrative Region for the annual examination of light goods vehicles.

登記號碼 Registration Mark	廠名 Make
車身底盤號碼／車輛識辨號碼 Chassis Number/V.I.N.	

上述輕型貨車今日曾在本中心接受檢驗，現確定該車輛適宜在路上行駛，並符合香港法例第三七四章道路交通條例的規定。
The above light goods vehicle has been examined at this centre today, and was found to be roadworthy and to comply with the requirements of the Road Traffic Ordinance Cap. 374.

測試中心
Testing Centre .....

.....
認可車輛測試員簽名
Approved Car Tester's Signature

日期
Date .....

測試員編號
Tester's No. .....

汽車續牌時或須出示此證書，就領取車輛牌照而言，此證書只在簽發當日起計四個月內有效。
This certificate may be required for vehicle relicensing, and is only valid for this purpose during the 4 months from the date of issue.

編號
SerialNo. A 083101

VE 22

VE 43

PRIVATE CAR / LGV TESTING SCHEME 私家車/輕型貨車輛檢驗計劃

Inspection Form/Defect List 檢驗表格及修理通知令

編號 Serial No.: _____

檢驗中心 Testing Centre: _____

Time in: _____

Time out: _____

檢數 Recorded Mileage: _____

車輛登記號碼 Vehicle Reg. Mark: _____ 日期 Date: _____ 車身號碼 Chassis No.: _____

廠名 Make: _____ 型號/類型 Model/Type: _____ 製造年份 Year of Manufacture: _____ 收據號碼 Receipt No.: _____

Approved Car Tester and Responsible Person are reminded to declare to Transport Department of any conflict of interest on the inspected vehicle
現提醒各認可車輛測試員及負責人，若與接受檢驗車輛有利益關係時需向運輸署作出申報。

Code 項目	Description 說明	Check 檢驗	Details of Defects 欠妥詳情
1.1	Service brake pedal 腳制動板		
1.2	Service brake hydraulic system 制動液壓系統		
1.3	Service brake linkages 制動連桿		
1.4	Service brake linings and / or pads 制動皮片 / 墊片		
1.5	Parking brake 停泊制動		
1.6	Brake test 腳制制動效率測試		
2.1	Steering wheel & column 轉向盤和轉向直		
2.2	Steering mechanism 轉向組件		
2.3	Power steering 動力轉向系統		
2.4	Front wheel bearings, stub axles & hubs 前輪軸承，軸套及轉向節軸		
3.1	Sub-frames 副架		
3.2	Coil spring or displacer units 螺旋彈簧		
3.3	Leaf springs 鋼片彈簧		
3.4	Shock absorbers 避震器		
3.5	Front & rear suspension joints 前後懸掛連接裝置		
4.1	Tyre 輪胎		
4.2	Road wheel / nuts / studs 車輪 / 螺帽 / 螺栓		
5.1	Engine mounting & bracket 引擎支承位及碼		
5.2	Exhaust pipe/silencer 排氣管 / 消聲器		
5.3	Propeller shaft coupling 傳動軸及萬向節頭		
5.4	Smoke emission 排放污染物		
6.1	Oil leak 漏油情況		
6.2	Headlamps 前照燈		
6.2	Front & rear lamps 前燈及後燈		
6.3	Stop lamp 煞車燈		
6.4	Front, rear & side direction indicators & hazard warning device 前、後及旁邊轉向指示燈及緊急警告燈		
6.5	Registration mark lamp 牌照燈		
6.6	Colour & reflex reflectors 顏色及反光器		
6.7	Electrical wiring 電線		
6.8	Battery 蓄電池		
7.1	Condition of vehicle structure & body 車架結構及車身情況		
7.2			
7.3	Doors, hinges & seats 門，門鉸及座位		
7.4			
7.5	Windscreen / window glass 擋風玻璃/門窗玻璃		
8.1	Registration mark plate 車牌		
8.2	Windscreen wipers & washers 擋風玻璃雨刷及噴水器		
8.3			
8.4	Reflecting mirror 反射鏡		
8.5	Speedometer 速度錶		
8.6	Fuel tank / fuel tank cap 燃料箱及燃料箱蓋		
8.7			
8.8	Seat belts 座位安全帶		
8.9	Horn 喇叭		
*9.1	Protective partition 保護隔板		
*9.2	Goods compartment window blanking 載貨區車窗封閉物		

Brake Force in Kgs / N 制動數值以 公斤 / 牛頓 計			
	LH / 左	RH / 右	Total / 合計
Front / 前			
Rear / 後			
停泊制動			
Parking brake			
Efficiency 效能			
Service Brake/腳制			%
Parking brake/停泊車制			%
Vehicle Weight/車重			Kgs

設備	顯道
頭燈檢驗儀	
廢氣測試機	
車輛升降台	
制動測試機	

Result of Emission Testing	
Positive ignition engine	
CO :	% Vol
Idle :	
High Idle :	
Lambda	
HC	(ppm vol.)
Compression ignition engine	
	(HSU/m^{-1})
Test 1	
Test 2	
Test 3	
Average	

AXLE 1	前軸	Kgs
AXLE 2	後軸	Kgs
G.V.W.	總重	Kgs

* Goods Vehicle Only 只適用於貨車

Note 註： X = Defect 欠妥

Shaded items will not be subject to a re-examination fee. 陰影項目毋須繳交覆驗費用。

The above vehicle having been tested in accordance with Section 63 & 81 of the Road Traffic Ordinance was found to have the defects listed above, and therefore cannot be issued with a Certificate of Roadworthiness.
上述車輛按照道路交通條例經過檢驗後，證實有上列修理項目，故不能簽發宜於道路上使用證明書。

Approved Car Tester's Name: _____ Date: _____
認可車輛測試員姓名 日期

Approved Car Tester's Signature: _____ Tester's No.: _____
認可車輛測試員簽名 測試員編號

The above vehicle has been examined and found Roadworthy and is issued with Certificate of Roadworthiness No.
上述車輛經過檢驗後證實適宜在路上行駛並已簽發宜於道路上使用證明書，證書編號：

Approved Car Tester's Name: _____ Date: _____ Certificate No.: _____
認可車輛測試員姓名 日期 證明書編號

Approved Car Tester's Signature: _____ Tester's No.: _____
認可車輛測試員簽名 測試員編號

Last updated : 31/05/2013

VE 44

Private Car / LGV Testing Scheme 私家車 / 輕型貨車檢驗計劃
Inspection Form / Defect List 檢驗証及修理通知書
--REPRINT FORM/覆印--

驗車中心 Testing Centre

編號 Serial No.

車輛登記號碼 Reg. Mark | 車輛底盤號碼 Chassis No. | 收據號碼 Receipt No.

廠名 Make | 車型/種類 Model /Type | 檢驗類別 Test Type

製造日期 Year of Manufacture | 哩數 Recorded Mileage | 檢驗日期 Date

BRAKE TEST 制動測試

BRAKE FORCE 制動力	NEARSIDE 左	OFFSIDE 右	TOTAL 總計
SERVICE BRAKE 腳架制動 FRONT AXLE 前軸			
SERVICE BRAKE 腳架制動 REAR AXLE 後軸			
PARKING BRAKE 泊車制動			

(L: Wheel Lock 車輪鎖)

BRAKE EFFICIENCY 制動效應	
SERVICE BRAKE 腳架制動	
PARKING BRAKE 泊車制動	

RESULT 結果

B.T.W 測試車重 KG

EMISSION TEST 廢氣測試

Positive Ignition Engine 強制點火引擎		
CO 一氧化碳	Idle 怠速	%Vol.
	High Idle 高怠速	%Vol.
Lambda 過量空氣系數		
HC 碳氫化合物		(ppm vol.)

Compression Ignition Engine 壓燃式引擎	
Test 1 測試一	
Test 2 測試二	
Test 3 測試三	
Average 平均	

HEAD LAMP TEST 車頭燈測試

DETAILS OF DEFECTS 欠妥詳情

Visual Inspection Defect 視面檢驗 :
Under Carriage Inspection Defect 底盤檢驗 :

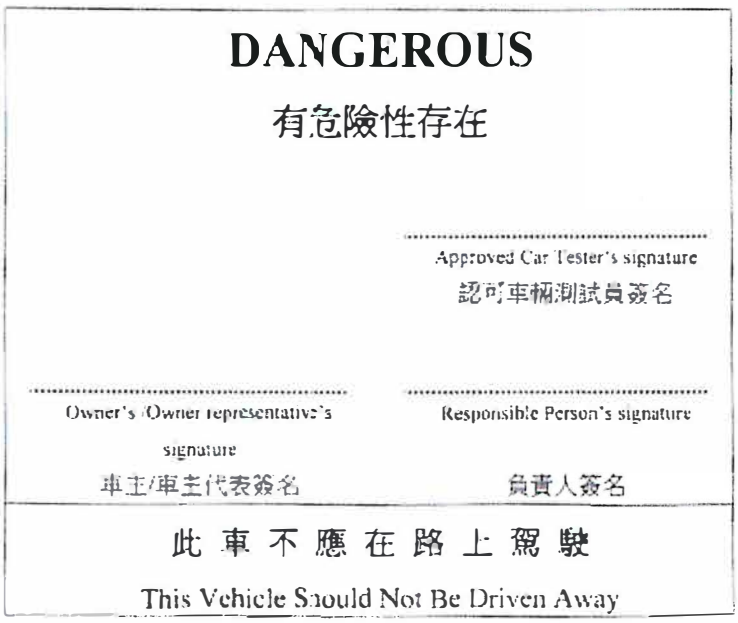
Front Tyre Size(L/R) 前軸車胎尺碼(左/右)			OVERALL RESULT 整體測試結果
Rear Tyre Size (L/R) 後軸車胎尺碼(左/右)			

The above vehicle having been examined and found Roadworthy, and is issued with Roadworthiness Certificate No.

上述車輛經過檢驗後證實適合在路上行駛並已獲發汽車機械及格書, 證書編號

Approval Tester 認可之驗車員 _____ Tester's Signature 驗車員簽署 _____ Date 日期 _____

"DANGEROUS" chop



To all DCTC proprietors

Instruction 2

CTC Fees

CTC shall charge the Fees as specified in Schedule 8 of Road Traffic Ordinance, chapter 374 as attached.

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

Examination Fees
for
Examinations at Transport Department's Designated Car Testing Centres

Class of Vehicle	**Fee (HK$)**
Private car - initial examination	585.00
Light goods vehicle not exceeding 1.9 tonnes permitted gross vehicle weight - initial examination	695.00
Private car re-check within 14 calendar days of initial examination	180.00
Light goods vehicle (not exceeding 1.9 tonnes) re-check within 14 calendar days of initial examination	230.00
Issue of a duplicate copy of Certificate of Roadworthiness for Private Car	180.00
Issue of a duplicate copy of Certificate of Roadworthiness for Light Goods Vehicle (not exceeding 1.9 tonnes)	230.00

To all DCTC proprietors

Instruction 3

Effectiveness of issued Advisory Letters

The following Advisory letters issued before 1.1.2019 are still valid. All CTC should follow the requirements as stipulated in the following Advisory letters.

They are : Advisory letter No. 164, 173, 183, 213, 215, 219, 220, 231, 238, 239, 241, 243, 245, 246, 247, 248, 249, 250 and 251 as attached.

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

運輸署
Transport Department
本署檔號 : (40)VNKB50/162/1
來函檔號 :
電　　話 : 2305 1763
傳　　真 : 2759 7841

皇冠汽車有限公司
香港北角屈臣道 2-8 號海景大廈 B 及 C 座地下
售後服務經理 – 機械部
汽車維修管理協會
驗車中心小組委員會主席
邱國強先生

邱先生 :

勸誡信第 164 號
抽查車輛引擎號碼

本署爲了核實車輛引擎號碼與登記文件相符，由 2004 年 6 月 7 日起，規定車輛於指定驗車中心進行年驗時，驗車員必須抽查車輛的引擎號碼，抽查數量爲驗車總數的一成，驗車員必須將檢驗登記冊上的登記編號順序排列，每十個編號分成一組，然後抽查每組編號排列最後的車輛引擎號碼，驗車員須在車輛檢驗登記冊上將該車輛號碼劃上標記。如果發現引擎號碼與車輛登記文件上的資料不符，驗車員須繼續檢驗該車輛，檢驗完畢後，當值負責人應參照以下情況處理：

1. 當值負責人如發現引擎型號與登記文件相符 —
   a. 負責人可將更改車輛登記細節 (更換車輛引擎) 通告交給車主或代理人，並建議車主在 72 小時內通知牌照部，以便將有關資料更正。
2. 當值負責人如發現引擎型號 (Engine Model) 與登記文件不符應立即通知監察組及參照下列情況處理 ：—
   a. 假如該車輛檢驗不及格，驗車員需要將此事項註明在「檢驗証及修理通知書」內，負責人須將檢驗引擎通知書 (CTC23) 交給車主或代理人，盡快與本署監察組聯絡及排期檢驗引擎號碼；
   b. 假如該車輛檢驗及格，當值負責人須保留其檢驗及格証書於驗車中心，並須將檢驗引擎通知書 (CTC23) 交給車主或代理人，盡快與監察組聯絡及排期檢驗引擎號碼，避免因該証書的發出日期超過四個月而失效。

香港九龍灣翠興街八號
8 Tsui Hing Street, Kowloon Bay, Hong Kong
電話 Tel (852) 2751 8862　傳真 Fax (852) 2759 7841

車輛經檢驗後，監察組會視乎情況將通知書 (CTC24) 交給車主或車輛代理人，提示車主致函車輛安全及標準部申請更換引擎審批。車主或代理人收到本署發出的批准文件後方可帶同文件到指定驗車中心取回該車輛檢驗及格証書。中心負責人於發出及格証書後必須將批准更換引擎文件傳真到本署監察組。

運輸署署長

(鄧北海  代行)

副本交 ： CT50/162/6 存檔

2004 年 6 月 4 日

致 ： _____ 車主

上述車輛於 _____ 在 _____指定測試中心進行年驗時，其引擎號碼被發現如下情況 ：

- 在車輛登記文件上的引擎號碼爲 _____

- 在車輛引擎上的號碼爲 _____-.

經本署監察組檢驗上列的車輛後，證實其引擎型號 **(Engine Model)** 與車輛登記文件不符，現請閣下填妥「更換引擎申請表」(附表一)並夾附所需文件寄往本署車輛安全及標準部，地址：九龍灣祥業街 2 號，九龍灣驗車中心，類型評定組 電話 ：2753 9130 向本署高級驗車主任(類型評定)申請車輛改裝不同型號引擎事宜。

如閣下的申請獲本署接納，在完成相關手續後，閣下可攜同已更新之車輛登記文件前往_____指定測試中心取回車輛檢驗及格證書。

_____ _____

日期 驗車主任/私家車監察組

CTC24

(24.4.2013 更新)

致： 運輸署 (附表一)
類型評定組
九龍灣祥業街 2 號
九龍灣驗車中心

更換引擎申請表

本人_____先生/女士，為此車（登記號碼：　　）車主，現申請更改引擎，原因如下：

_____

_____

本人已填妥下列資料表格並附上以下文件以作參考：

1. 本人的車輛登記文件副本一份；
2. 新引擎的發票副本一份（包括公司名稱、地址、電話及購買日期）
3. 我車的"識別牌"照片一幀；
4. 新引擎的外觀照片一幀；及
5. 引擎固定支架之改裝及其詳細資料（此項只適用於新引擎的型號並非是原廠的型號之申請）。

擬更換引擎的詳細資料 *

引擎廠名：_____ 引擎型號：_____	引擎編號：_____
汽缸容量：_____c.c.	汽缸數量：_____
汽門數目：_____	最大馬力：_____kW@ _____rpm
渦輪增壓： 有 ☐ 沒有 ☐ 超級增壓： 有 ☐ 沒有 ☐	燃料種類：☐ 汽油 ☐ 柴油 ☐ 石油氣 ☐ 其他 如選其他，請說明：_____
*如新舊引擎資料有所不同，請註明原因：_____	

本人已知道當更換引擎的型號與原廠引擎型號不相同時，本人的申請不會被貴署接納。

回郵地址：_____ 簽署：_____

_____ 姓名：_____

聯絡電話：_____ 日期：_____

運輸署
Transport Department

本署檔號 : (72)VNKB50/162/1
來函檔號 :
電　　話 : 23051763
傳　　真 : 27597841

香港北角
海景大廈
皇冠汽車有限公司
機械維修中心業務經理
汽車維修管理協會驗車中心小組委員會主席
邱國強先生

邱先生 :

勤誠信第 173 號
展示車輛登記號碼及字牌

此勤誠信由即日起取代第 168 號勤誠信，請各中心負責人通知所有驗車員必須切實執行以下所述的道路交通(車輛登記及領牌)規例的規定。

1. "反光字牌" (reflex reflecting number plate)指一塊展示汽車登記號碼的長方形扁平車牌，該字牌上登記號碼的襯底乃由反光物料製成，而整個字牌則附於適合的托墊物料上。

2. "反光字牌" 所展示的登記號碼形式，必須符合附圖 1 或 2 內所示英文字母及數字的排列，不論車牌英文字母及數字是垂直或橫向排列，英文字母及數字均必須分成兩組。

3. 任何登記號碼的英文字母及數字，須符合附圖 1, 2 及 3 內所示的比例及字體形狀，如字體爲正楷而與圖示有輕微差異，仍可接受。

4. 展示在車輛車頭的登記號碼，須爲白底黑色英文字母及數字；而展示在車尾的，則須爲黃底黑色英文字母及數字；英文字母及數字其高度不得小於 8 厘米，及不得高於 11 厘米。

5. 英文字母及數字均不得採用反光物料；字牌上須永久清晰地印有 B.S.AU 145a 的規格編號，以表示該車牌符合英國標準。該字牌製造廠商的名稱、商標或其他識別該廠商的記號亦須永久清晰地印在字牌上。字牌上構成白底或黃底的部分，須用反光物料製成，及必須保持潔淨及清晰。

6. 「反光字牌」須垂直展示登記號碼在車輛的車頭及車尾，此外，展示的登記號碼，從車輛前面及後面看，須易於識別及不能被遮蔽。

7. 「反光字牌」須牢固地安裝在車輛上。

運輸署署長 黃志光

(鄧北海 北部海 代行)

2006年2月16日

A. 展示的登記號碼形式須符合附圖 1 或 2 內所示英文字母及數字的排列。

附圖 1

附圖 2

B. 任何登記號碼的英文字母及數字，須符合附圖 3 內所示的比例及形式。

附圖 3

運輸署
Transport Department

Our Ref: (96) in VNKB 50/162/1
Your Ref:
Tel: 2035 1763
Fax: 2759 7841

4 September 2007

Mr. John Yau
CTC Sub-committee Chairman
Service Managers Association
G/F, New Bright Building,
11 Sheung Yuet Road,
Kowloon Bay, Kowloon.

Dear Mr. Yau,

Advisory Letter No.183
Examination of Driving Training Vehicles

Supplementary driving controls are usually installed on driver training vehicles. When a vehicle used for driver training purposes is presented for inspection, the following requirements shall apply with regard to any supplementary driving controls fitted :-

(i) Any such control should not be removed;

(ii) The control(s) will be an item for examination;

(iii) The control(s) must be securely fixed to the vehicle and be so constructed that neither the standard controls or vehicle's performance is in any way impaired; and

(iv) The control(s) must not bend or flex during operation and bearings must be of adequate dimensions to ensure long life.

Should you have any queries, please feel free to contact our Mr. C.H.Poon at 2750 6639 or the undersigned.

Yours faithfully,

(W M LI)
for Commissioner for Transport

香港九龍灣宏照道八號
8 Tsui Hing Street, Kowloon Bay, Hong Kong
電話 Tel (852) 27518802 傳真 Fax (852) 27597841

運輸署
Transport Department

Our Ref : (13) in TD VNKB50/162/1
Tel: 2305 1763
Fax: 2759 7841

31 December, 2013

Mr. John YAU
CTC Sub-committee Chairman
Service Managers Association,
G/F., Mita Centre,
552-566, Castle Peak Road,
Kwai Chung, New Territories.

Dear Sir,

Advisory Letter No.213
Up-dated Guide for Partition and blanking of
Side Windows in Light Goods Vehicle

Further to our advisory letter number 45 dated 5 July, 1990 regarding the subject above, please find attached two up-dated instructions (English and Chinese version) of partition and blanking of side windows in Light Goods Vehicle.

2. I should be grateful if you would inform all Designated Car Testing Centres for their attention please.

3. Advisory letter number 45 is hereby superseded.

Yours faithfully,

(WM LI)
for Commissioner for Transport

香港九龍海翠興街八號
8 Tsui Hing Street, Kowloon Bay, Hong Kong
電話 Tel (852) 2751 8862 傳真 Fax (852) 2759 7841

輕型貨車設置隔板及密封側窗的指引修訂版

1. 簡介

所有在 1990 年 7 月 1 日或以後登記的客貨車，必須遵從由 1990 年 7 月 1 日起生效的兩項規定。

a) 座位與貨艙之間須設有一塊有效的固定防護隔板；以及

b) 客貨車的貨艙不得設有側窗，否則即屬違法。

2. 隔板的構造規定

隔板的構造須符合以下規定：

a) 隔板

(i) 構造：-
(1) 金屬片；
(2) 金屬鐵線網架(網眼尺寸不得大於 70 乘 30 毫米或 45 乘 45 毫米)；或
(3) 玻璃纖維(可經適當加固)

(ii) 隙縫：-
隙縫尺寸不得大於 150 乘 600 毫米(隙縫的上邊緣不得低於車頂以下 150 毫米)；

(iii) 嵌固點：-
嵌固點須有堅固構造，足以防止隔板在塌陷時從緊固件脫落。(若為玻璃纖維隔板，可在模壓時嵌入金屬件，或將嵌固面的厚度增加至最少 8 毫米。)

b) 緊固方式

(i) 使用釘帽內留有堅硬釘芯的拉絲鉚釘；

(ii) 使用帶螺帽的螺栓；這種螺栓經燒焊或挫平超出螺帽的螺紋使螺帽不易被移除；

(iii) 把螺絲旋進適合的卡式螺帽，並以燒焊固定螺絲頭，以防輕易鬆開；或

(iv) 直接焊接到車身結構。

車身結構與隔板之間不應有中間支架，除非該等支架以上述其中一種方式加以固定。

可以利用安全帶固定點裝設隔板。日後如須使用該等固定點安裝安全帶，隔板則須另覓地方裝設。

c) 側窗

應使用金屬、玻璃纖維或具足夠強度的類似物料製成的嵌件密封側窗。

裝設於車廂兩側用以圍封貨艙的安全玻璃或安全透明物料必須移除，並以適當物料製成的嵌件取代。不過，在密封車窗的物料外加設的安全玻璃或安全透明物料，只要是妥善並穩固地裝設於車上，則可以接受。

如採用其他不同的構造或嵌固方式，車主宜在展開改裝工程前向車輛安全及標準部呈交有關改裝建議，以供考慮。

運輸署
監察及工程組
2013 年 12 月 31 日

Updated Guide for Partition and Blanking of Side Windows in Light Goods Vehicle

1. Introduction

For all van type light goods vehicles registered on or after 1 July 1990, two requirements are imposed starting from 1 July 1990.

a) Provide for an effective permanent protective partition between the seating accommodation and the goods compartment; and

b) Make it illegal to have side windows in the goods compartment of van type vehicles.

2. Construction Requirement of the Partition

The construction requirements of the partition are as follows:

a) Partition

(i) Construction:-
(1) Sheet metal;
(2) Wire mesh on metal frame (mesh size not more than 70 x 30mm or 45 x 45mm); or
(3) Fibre glass with reinforcement as necessary

(ii) Apertures:-
Not larger than 150 mm x 600 mm (upper edge of the aperture shall not lower than 150 mm from the roof);

(iii) Fixing Points:-
Must be sufficiently strong to prevent the partition being pulled away from the fasteners before collapse of the partition itself.
(In the case of fibre glass partitions this may be achieved by moulding in metal inserts, or by building up the thickness of the fixing area to at least 8 mm.)

b) Securing Method

(i) Mono-bolt type rivet, where a hard stem is left inside the head of the rivet;

(ii) Bolts with nuts, which cannot be easily removed due to welding or peening of the bolt thread beyond the nut;

(iii) Set screws into suitable captive nuts, where the screw head is welded to prevent its easy release; or

(iv) Welding direct to the vehicle structure;

There should be no intermediate brackets between the vehicle structure and the partition unless they are fixed by one of the above method.

Using of seat belt anchorages for mounting of partitions is allowed. If seat belts have to be fitted using these anchorages in the future, the partition will have to be mounted elsewhere.

c) Side Window

On blanking of side windows, metal, fibre glass or similar material inserts of adequate strength should be used.

Any safety glass or safety glazing fitted to the sides flanking the goods compartment must be removed and replaced by inserts of suitable material. However, the safety glass or safety glazing fitted outside of the windows blanking material will be acceptable as long as it is properly and securely fitted on the vehicle.

If other alternative construction or fixing method is used, vehicle owners are advised to present the modification proposal to Vehicle Safety and Standards Division for consideration before commencing the modification work.

Private Car Inspection Monitoring Unit
Transport Department
31 December 2013

運輸署
Transport Department

本署檔號 : (15) TD VNKB50/162/1
來函檔號 :
電　　話 : 2305 1763
傳　　真 : 2759 7841

香港北角威非路道 18 號
萬國寶通中心 21 樓皇冠汽車有限公司
汽車維修管理協會指定測試中心小組委員會主席
邱國強先生

邱先生 :

勸誡信第 215 號

貨車倒車視像裝置事宜

根據《2014 道路交通(車輛構造及保養)(修訂)規例》，加入第39A 條，所有貨車於 2014 年 10 月 1 日或之後首次登記及並非主要設計成為構成掛接車輛一部分的拖拉機及拖車，必須裝設倒車視像裝置。

2. 至於安裝須以達致以下效果的方式，安裝在貨車上一

(a) 該裝置在該貨車正在或即將倒車時，自動顯示第(3)款指明的範圍的實時閉路式視景；及

(b) 不論晝夜，該裝置均可讓坐在駕駛席的司機清楚地看見該視景，但如天氣情況降低能見度，則屬例外。

3. 指明的範圍，是指在有關貨車尾端後方、符合以下說明的範圍一

(a) 長度：從該貨車的尾端，延伸最少 3200 毫米；及

(b) 寬度：從該貨車每一側的最外部分，延伸最少 500 毫米。

運輸署署長

潘焯雄

2014 年 1 月 22 日　　(潘焯雄　　代行)

香港九龍灣翠興街八號
8 Tsui Hing Street, Kowloon Bay, Hong Kong
電話 Tel (852) 27518862　傳真 Fax (852) 27597841

(4) 第 2 條——

按筆劃數目順序加入

"*倒車視像裝置* (reversing video device) 指經設計供裝設在車輛上的裝置，其用途是當該車輛正在或即將倒車時，向坐在駕駛席的司機顯示車身後方範圍的實時閉路式視景；"。

4. 加入第 39A 條

在第 39 條之後——

加入

"39A. 倒車視像裝置

(1) 本條適用於符合以下說明的貨車——

(a) 於 2014 年 10 月 1 日或之後首次登記；及

(b) 並非以下兩者——

(i) 主要設計成為構成掛接車輛一部分的拖拉機；

(ii) 拖車。

(2) 貨車須裝設倒車視像裝置。

(3) 上述裝置須保持於良好運作狀態。

(4) 上述裝置須以達致以下效果的方式，安裝在貨車上——

(a) 該裝置在該貨車正在或即將倒車時，自動顯示第 (5) 款指明的範圍的實時閉路式視景；及

(b) 不論晝夜，該裝置均可讓坐在駕駛席的司機清楚地看見該視景，但如天氣情況降低能見度，則屬例外。

(4) Regulation 2—

Add in alphabetical order

"*reversing video device* (倒車視像裝置) means a device that is designed to be fitted to a vehicle to display to the driver in the driving position a current closed-circuit view of the rear area of the vehicle when the vehicle is reversing or about to reverse;".

4. **Regulation 39A added**

After regulation 39—

Add

"39A. **Reversing video device**

(1) This regulation applies to a goods vehicle that—

(a) is first registered on or after 1 October 2014; and

(b) is neither—

(i) a tractor unit designed primarily to form part of an articulated vehicle; nor

(ii) a trailer.

(2) The vehicle must be fitted with a reversing video device.

(3) The device must be maintained in good working order.

(4) The device must be so fitted to the vehicle that—

(a) it automatically displays a current closed-circuit view of the area specified in paragraph (5) when the vehicle is reversing or about to reverse; and

(b) the view is clear to the driver in the driving position, whether in the daytime or at night, except when the visibility is reduced by weather conditions.

註釋

本規例在《道路交通(車輛構造及保養)規例》(第 374 章，附屬法例 A)中加入新的第 39A 條，並修訂其第 2 條。

2. 新的第 39A 條規定，每一輛於 2014 年 10 月 1 日或之後首次登記的貨車(拖車及某類型的拖拉機除外)須裝設倒車視像裝置，令司機在倒車時，可在座位上透過該裝置觀察車身後方範圍。上述裝置的安裝及性能，須符合該條所列的規定。

3. 對第 2 條的修訂，旨在令任何屬於倒車視像裝置的攝像器部件，不計入該條所界定的*全長度*，以及加入新的*倒車視像裝置*的定義。

Explanatory Note

This Regulation adds a new regulation 39A to, and amends regulation 2 of, the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374 sub. leg. A).

2. The new regulation 39A provides that every goods vehicle (except a tractor of a certain type and a trailer) first registered on or after 1 October 2014 must be fitted with a reversing video device, so that the driver can, in the driving position, observe the rear area of the vehicle through the device when the vehicle is reversing. The installation and performance of the device must satisfy the requirements set out in that regulation.

3. The amendments to regulation 2 are to exclude any camera unit of a reversing video device from being reckoned in the calculation of ***overall length*** as defined in that regulation and to add a new definition of ***reversing video device***.

(5) 指明的範圍，是指在有關貨車尾端後方、符合以下說明的範圍——

(a) 長度：從該貨車的尾端，延伸最少 3 200 毫米；及

(b) 寬度：從該貨車每一側的最外部分，延伸最少 500 毫米。

(6) 在任何就違反第 (3) 款而進行的法律程序中，如能證明以下事項，即為免責辯護——

(a) 該違例情況，是在某趟車程中揭發的，而有關故障亦是在該趟車程中發生的；或

(b) 在揭發該違例情況時，已有人採取步驟，在合理範圍內盡快消除有關故障。"。

運輸及房屋局局長
張炳良

2014 年 1 月 10 日

(5) The specified area is the area behind the extreme rear of the vehicle that—

(a) extends in length to at least 3 200 mm from the extreme rear of the vehicle; and

(b) extends in width to at least 500 mm from the outermost part on each side of the vehicle.

(6) It is a defence in any proceedings for a contravention of paragraph (3) to prove that—

(a) the defect occurred in the course of the journey during which the contravention was detected; or

(b) at the time when the contravention was detected, steps had already been taken to have the defect remedied with all reasonable expedition.".

Anthony B. L. CHEUNG
Secretary for Transport and Housing

10 January 2014

運輸署
Transport Department

本署檔號 ： (20) TD VNKB50/162/1
電　　話 ： 2305 1763
傳　　真 ： 2759 7841

香港北角威非路道 18 號
萬國寶通中心 21 樓
皇冠汽車有限公司
汽車維修管理協會
指定車輛測試中心小組委員會主席
邱國強先生

邱主席：

勸誡信第 219 號
有關委任負責人事宜

本勸誡信旨在補充《指定車輛測試中心工作守則》第 5 段有關「委任負責人」的事宜。

2. 合資格的申請人須符合以下要求：

i. 所有申請人必須為指定的認可車輛測試員，並在指定的車輛測試中心工作滿兩年或以上；
ii. 於車輛測試中心工作期間沒有嚴重的失當行為，包括曾被吊銷指定認可車輛測試員資格或干犯刑事罪行；
iii. 獲僱主推薦；
iv. 已完成由運輸署舉辦的訓練課程，並在課程結束時取得滿意成績，獲視為負責人的適當人選；
v. 有意繼續獲指定的負責人每年必須修讀由運輸署舉辦的複修課程，並在課程結束時取得滿意成績；
vi. 運輸署有權撤銷負責人的指定而無須提出任何理由。

3. 本勸誡信由即日起生效。

運輸署署長
(楊達榮 代行)

2014 年 7 月 10 日

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運輸署
Transport Department

本署檔號 ：(21) TD VNKB50/162/1 Pt.1
來函檔號 ：
電　　話 ：2305 1763
傳　　真 ：2759 7841

皇冠汽車有限公司
香港北角威非路道 18 號
萬國寶通中心 21 樓
汽車維修管理協會
指定測試中心小組委員會主席
邱國強先生

邱先生 ：

勸誡信第 220 號

有關使用電腦核查預約檢驗車輛的資料

為了加強指定車輛測試中心運作，運輸署已完成於各指定車輛測試中心的電腦安裝核查車輛登記號碼及提示車輛到期檢驗日的軟件，目的是讓中心職員核實擬預約檢驗的車輛是否需要進行續牌前之檢驗。

由本勸誡信發出日期起，各指定車輛測試中心職員需使用此電腦軟件核實擬預約檢驗車輛的資料。各指定車輛測試中心職員在使用此電腦軟件前需先獲得其指定車輛測試中心授權。各指定車輛測試中心需將被授權人士姓名，員工編號及職級記錄於登記冊內，以備運輸署定期查閱。

各指定車輛測試中心負責人需注意及提醒其員工，上述電腦軟件只可用作覆核擬或已預約檢驗車輛的資料，除此之外，並不可作其他用途。

運輸署署長

2014 年 7 月 31 日　　(卓澤偉 代行)

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運輸署
Transport Department

本署檔號 : (1) TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2750 7533

各指定車輛測試中心東主：

勸誡信第 231 號

指定車輛測試中心宣傳事宜

此勸誡信由即日起取代勸誡信第 129 號及過往向指定車輛測試中心就相關題目所發出的指引。運輸署各指定車輛測試中心東主及負責人，在經營車輛測試中心時，必須遵從以下各項：

(i.) 署長根據香港法例第374章《道路交通條例》第88F(1)(a)條發出並不時予以修訂且當其時有效的實務守則；
(ii.) 香港法例第374章《道路交通條例》附表8；及
(iii.) 署長在車輛測試中心指定書內列明的條件

如有任何指定車輛測試中心被發現不遵從以上各項，本署可向該指定車輛測試中心東主發出通知書，以撤銷該車輛測試中心的指定地位。此外，如任何人士發現有指定車輛測試中心違反香港其他法例，他們亦可向執法部門舉報。

運輸署署長

(黃志強 代行)

附件: 香港法例第 374 章《道路交通條例》附表 8

2016 年 7 月 22 日

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Transport Department

附件一

香港法例第 374 章《道路交通條例》附表 8

附表：	8	車輛測試中心適用的規定	L.N. 196 of 2015	07/12/2015

[第88C、88D、88F及88H條]

1. 車輛測試中心的裝備、職員人手、經營及運作，以及私家車與輕型貨車的檢查均須按照署長根據第88F(1)(a)條所發出及不時修訂的實務守則的規定。 (由1990年第207號法律公告修訂)

2. 於車輛測試中心檢驗的私家車及輕型貨車，僅可由認可車輛測試員以及在負責人的一般監督下進行。 (由1990年第207號法律公告修訂)

3. 東主須就任何下列的變更立即向署長發出通知—
   (a) 該車輛測試中心所僱用的認可車輛測試員；
   (b) 該車輛測試中心所僱用的負責人；及
   (c) 該車輛測試中心的擁有權、東主的財政狀況或署長所指明的任何其他事項。

4. 除實務守則內訂定的守則有其他規定外，車輛測試中心須檢驗任何就本條例第14A條的規定，交予其檢驗的私家車或輕型貨車。 (由1990年第207號法律公告修訂)

5. 採用署長所批准格式的告示，須展示於車輛測試中心顯眼處，並顯示及說明—
   (a) 該地方為車輛測試中心；
   (b) 該車輛測試中心開放營業的時間；
   (c) 認可車輛測試員的姓名，以及該車輛測試中心負責人的姓名；
   (d) 該車輛測試中心所收取的費用；
   (e) 香港其他車輛測試中心的地址；
   (f) 在何種情況下可拒發宜於道路上使用證明書；
   (g) 拒發宜於道路上使用證明書後可依循的程序；及
   (h) 有關《防止賄賂條例》(第201章)及《廉政公署條例》(第204章)所訂罪行的警告。 (由1991年第71號第7條修訂；由2003年第1號第3條修訂)

6. 費用

(a)	指定或續期指定某地方為車輛測試中心的費用。 (由1996年第529號法律公告修訂；由1998年第35號法律公告修訂；由1998年第146號法律公告修訂)	$12100
(b)	檢驗車輛一次收費—	
	(i) 初步檢驗—	
	(A) 私家車	$585
	(B) 輕型貨車	$695
	(ii) 初步檢驗後14天內再作檢驗—	
	(A) 私家車	$180
	(B) 輕型貨車	$230
	(iii) 發出宜於道路上使用證明書的複本—	
	(A) 私家車	$180
	(B) 輕型貨車 (由1995年第453號法律公告代替。由1995年第513號法律公告修訂)	$230
*(c)	供應車輛宜於道路上使用證明書表格每份須繳付的費用—	
	(i) 私家車	$16
	(ii) 輕型貨車 (由1998年第50號法律公告增補。由2015年第	$16

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運輸署
Transport Department

本署檔號 : (8) TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2802 7533

各指定車輛測試中心東主:

勸誡信 第 238 號
網上預約系統安排

網上預約指定車輛測試中心驗車服務的系統將於 10 月 16 日下午二時起投入服務。在新的系統，各指定車輛測試中心(下稱「測試中心」)須提供此預約服務及依從以下各項要求:

1) 如車主或其代理人未能按預約日期及時間安排車輛到所選的測試中心接受檢驗，將不獲退回任何已繳交的費用，除非 :-
   (a) 車主或其代理人在預訂的車輛檢驗日期前不少於14個曆日取消預約; 或
   (b) 測試中心信納 :-
      (i) 車主或其代理人受非其所能控制的情況所阻，以致未能安排車輛到已預約的測試中心接受檢驗 (如在失車情況下並取得警方報案紙作證明)；及
      (ii) 就未能安排車輛到已預約的測試中心一事，已於切實可行範圍內盡快通知該預約的測試中心 (如在期間內入醫院並取得入院治療證明) 。

2) 如車主或其代理符合第1段所述情況，並向測試中心提出退款申請，則測試中心應在14個曆日內安排將已繳全費退還給車主或其代理人。

3) 網上預約系統容許車主或其代理人在預訂的車輛檢驗日期前不少於1個曆日更改在同一測試中心檢驗的預約時間，但若該車主或其代理人在網上重新安排超過兩次，系統會要求車主或其代理人與該測試中心直接聯絡更改預約時間。系統不容許更改預約時間超過兩次。

4) 如車主或其代理欲將其車輛改往另一間測試中心接受檢驗，他須聯絡原先預約的測試中心，並取消原先預約。車主或其代理取消原先預約，第1及第2段將適用。車主或其代理方可預約另一間測試中心。

5) 測試中心的網上付款供應商須接受以Visa及Master卡付款。

6) 各測試中心透過此預約系統收集得到的個人資料，只可用於與是次檢驗相關的聯絡，不可作其它用途。

運輸署署長

2017 年 10 月 10 日　　(黃志強 代行)

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運輸署
Transport Department

本署檔號： (12) in TD VCTC 50/162/1
來函檔號：
電　　話： 2707 4168
圖文傳真： 2392 3459

各指定車輛測試中心東主：

勸誡信　第 239 號
認可車輛測試員及負責人的最少當值日數及車輛檢驗數量

第 102 次聯絡會議通過有關運輸署指定車輛測試中心負責人及認可車輛測試員每年最少當值日數及驗車數量的建議:

(i) 認可車輛測試員及負責人每年的最低當值日數，不少於十日。

(ii) 認可車輛測試員每年的最低驗車數量，不能少於該車輛測試中心全年總驗車數量的百分之一。

(iii) 假如負責人在該年度內曾經進行過一次或以上的正式車輛檢驗，該負責人在該年度的驗車數量必須達致相等於認可車輛測試員每年最低的驗車數量。

(iv) 如認可車輛測試員及負責人在該年度未能達到以上的要求，相關資格會被取消，只可透過參加複修課程及通過考核才可恢復相關資格。但此安排並不適用於相關資格被取消超過一年的認可車輛測試員及負責人。

(v) 計算當值日數及車輛檢驗數量的年度，是由每年 1 月 1 日至 12 月 31 日。新獲取認可資格而在該年度工作不足一年的車輛測試員及負責人，上述數字會按比例計算。

此勸誡信由即日起取代勸誡信第 163 號的有關規定。

運輸署署長

（黃志強  代行）

二零一八年三月五日

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運輸署
Transport Department

本署檔號 : (14) TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2750 7533

各指定車輛測試中心東主：

勸誡信第 241 號
車輛玻璃檢驗

第 102 次的聯絡會議，有關運輸署指定車輛測試中心對車輛玻璃檢驗方法如下:

認可車輛測試員或負責人在檢驗汽車玻璃的透光率時，除根據運輸署指引《運輸署對車輛玻璃規定作出的最新修訂》外，若發現玻璃不是完全透明或貼上透光膜，則必須使用玻璃透光率測試儀錶量度車輛上所有玻璃的透光率，並將透光率檢驗結果記錄於檢驗表格內。

本勸誡信由5月28日起生效。

運輸署署長
(黃志強 代行)

2018 年 5 月 21 日

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來函檔號：
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各指定車輛測試中心東主：

勸誡信第 243 號
車輛檢驗時作微調或簡單修正

第 102 次的聯絡會議，有關運輸署指定車輛測試中心對車輛檢驗時，准許即時作微調或簡單修正如下:

中心負責人在車輛檢驗時，只容許對車輛進行微調或簡單修正（例如：調校大燈照射角度、收緊車牌螺絲、擋風玻璃水啷加水等）。

本勸誡信由5月28日起生效。

運輸署署長
(黃志強 代行)

2018 年 5 月 21 日

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各指定車輛測試中心東主：

勸誡信第 245 號

指定車輛測試中心驗車區域範圍

為免車輛在檢驗時受到不必要的干擾，車輛測試中心應將「車輛檢驗的區域」範圍用明確方式劃分，如在地上畫上黃線或用指示牌等，禁止車主或其車輛代理人、其他非中心工作人員進入。

並在中心當眼處標明 "除得到車輛測試員或負責人指示，車主或其車輛代理人、其他非中心工作人員一律禁止進入「車輛檢驗區域」範圍內"。

運輸署署長

(黃志強 代行)

2018 年 10 月 8 日

香港灣仔告士打道七號入境事務大樓三四〇二室
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Transport Department

本署檔號 : (19) TD VCTC 50/162/1
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各指定車輛測試中心東主：

勸誡信第 246 號

指定車輛測試中心監察用閉路電視

根據運輸署與政府指定車輛測試中心第 98-100 次聯絡會議，有關用作監察車輛檢驗的閉路電視的要求。

為配合監察組對測試中心運作的監察，各測試中心裝設的閉路電視須符合以下要求：

1) 用作監察車輛檢驗的閉路電視錄像記錄保存期不應少於一個月；
2) 閉路電視的數量及方位應能給予監察組人員清楚查看整個車輛檢驗過程，包括車頭及車尾的視像；
3) 中心經理及負責人應作出合適安排，確保監察組人員在中心巡查時，能即時操作錄像系統，以供查看及下載所需錄像片段。

運輸署署長

(黃志強  代行)

2018 年 10 月 8 日

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運輸署
Transport Department

Our Ref: (20) in TD VNKB 50/162/I
Tel: 2829 5829
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8 October 2018

Proprietors of DCTC,

Advisory Letter No. 247

Updated Code of Conduct for Employee

With reference to the recommendations made under the recent review on the Examination of Vehicles Designated Car Testing Centres (DCTCs) by the Independent Commissioner Against Corruption (ICAC), we have updated the above Code of Conduct for Employee (Code of Conduct) and a copy is attached in Annex I for your compliance.

3. ACT/RP are required to declare to Transport Department by using the DCTC2 Computer System on conflict of interest. Centre manager or RP should avoid occurrence of conflict of interest such as by reassignment of ACT/RP on vehicle inspection as far as possible.

4. The Code of Conduct is required to be re-circulated to all the staff concerned in the DCTCs at least once every 12 months to ensure that they are fully acquainted with the current Code of Conduct. Proper records for circulation should be kept for future audit checking.

5. It is also recommended that DCTCs' employees should be advised by an instruction from DCTCs to avoid over socializing with garage operators who have official dealing with them.

6. Advisory letter No. 206 is hereby superseded.

Yours faithfully,

(Brian WONG)
for Commissioner for Transport

香港灣仔告士打道七號入境事務大樓三四〇二室
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電話 Tel (852) 2829 5472 傳真 Fax (852) 2802 7533

日期：_____ 公司：_____

員工紀律守則

本中心是運輸署指定的車輛測試中心（以下簡稱中心），根據道路交通條例所賦予的權力，為私家車及輕型貨車（總重不超過 1.9 公噸）進行定期檢驗，以確定車輛是否適宜在道路上行駛。為確保本中心員工的驗車工作符合運輸署所定的驗車標準及公眾利益，本中心對認可車輛測試員及負責人（統稱員工）的操守及紀律，制定以下守則：

防止賄賂

(1) 任何員工如未經本中心許可，利用職權索取或收受利益，即觸犯防止賄賂條例。在該條例的解釋中，「利益」包括金錢、禮物、借貸、費用、報酬、職位、僱傭、契約、服務及優惠，等等。

(2) 本中心的政策是嚴禁員工向顧客或與本中心業務有關的人士索取或收受任何利益。遇有顧客提供利益，員工必須即場拒絕接受，並將事件向中心經理或廉政公署報告。

(3) 所有員工均不可在與任何政府部門進行事務往來時，向其職員提供利益。

記錄、帳目及其他文件

(4) 所有員工應確保所有提交本中心的測試及評核記錄或證書、收據、帳目或其他文件，內容對所載事件或商業交易如實報告。如員工刻意使用載有虛假資料的文件以欺騙或誤導本中心，則不論他們有否獲取任何得益，均可能觸犯《防止賄賂條例》。

利益衝突

(5) 利益衝突是指員工的個人利益與本中心的驗車測試工作目標相違背或有衝突。遇到這種情況，輕者會降低運輸署所定的測試標準，而重者則會導致貪污或其他違法行為。所有員工都有責任避免牽涉利益衝突或可能引致利益衝突的情況。以下是一些常見的例子，員工應依照指引處理以下情況，以及提供有關資料供運輸署車輛監察組審閱：

(a) 投資活動

如員工、員工的直系親屬或私交好友在汽車維修公司擁有財務權益，而該汽車維修公司經常為其顧客將車輛交予本中心進行汽車測試，員工應立即向本中心經理如實申報。

(b) 汽車檢查

為避免利益衝突或引起不必要的揣測，在下列情況認可車輛測試員/負責人應立即向上級中心經理/負責人申報，並記錄於 DCTC2 電腦系統內或指定表格上。就下列第(i)至(iv)項，認可車輛測試員或負責人應立即向中心經理/負責人作出申報，當這類申報由認可車輛測試員作出時，中心經理/負責人應考慮安排改由其他認可車輛測試員進行測試工作。：

(i) 車輛乃屬於負責檢查之認可車輛測試員/負責人、其親屬或私交好友所擁有；

(ii) 車輛由負責檢查之認可車輛測試員/負責人或其親屬或私交好友代車主交予本中心進行測試；

(iii) 車輛經汽車維修公司交予本中心進行測試，而認可車輛測試員/負責人、其親屬或私交好友在該汽車維修公司擔任工作或擁有財務權益；

(iv) 負責檢查之認可車輛測試員/負責人曾經為該車輛進行維修；

(v) 車輛是由隸屬於本測試中心或與本中心同屬一間汽車服務公司的車輛維修服務中心，交托進行測試；或

(vi) 車輛由本中心的東主/董事所擁有或由他們交予本中心進行檢驗。

(c) 公事往還

員工與一些經常將車輛交予本中心作汽車測試的汽車維修公司人員往還時，應經常保持警覺，確保不會負上人情債，應避免接受有關人士提供過於奢華或頻密的款待，以免日後進行車輛測試工作時，出現為難及不公平的情況，及不能客觀地處事。

(d) 擔任兼職

員工應避免在本中心以外的汽車維修公司擔任兼職或提供顧問服務。所有兼職事前必須以書面形式向中心經理或主管申請批准。

(e) 介紹

如果車輛測試結果不及格，員工不應介紹車主或代理人到任何汽車維修公司修理，應由車主自行決定及安排。

紀律處分

(6) 本中心不容許任何非法或不恰當的行為。如有任何員工違反本中心守則，會受到紀律處分，包括解除僱傭合約。若本中心發覺任何懷疑涉及貪污或刑事的罪行，會向廉政公署或有關部門舉報。

中心經理 _____

Date : Company :

(Code of Conduct for Employee)

This Vehicle examination center (hereinafter called 'this centre') is designated by the Transport Department under Road Traffic Ordinance to conduct regular examinations for private cars and light goods vehicles (gross weight not exceeding 1.9 tonnes) in order to confirm if such vehicles are roadworthy. In order to ensure that our examination works comply with the examination standards set by the Transport Department and to safeguard the interests of the public, we hereby stipulate the following code of conduct and discipline for the Approved Car Tester (ACT) and Responsible Person (RP) (collectively called 'employee').

Prevention of Bribery

(1) Any employee, without the permission of this center, who makes use of his official duties to solicit or accept any advantage, contravenes the Prevention of Bribery Ordinance. 'Advantage' , as interpreted in the said Ordinance, refers to any money, gift, loan, fee, reward, office, employment, contract, service or favors, etc.

(2) It is the policy of this center, that our employee is prohibited from soliciting or accepting any advantage from our client or people who are related to our business. If employee is offered any advantage from the client, they must refuse it on the spot and report the incident to the manager of the center or the ICAC.

(3) All employees must not offer any advantage to any staff of a Government department while they are having business dealing with the latter.

Records, Accounts and Other Documents

(4) All employees should ensure that all testing and assessment records/certificates, receipts, accounts or other documents they submit to this Centre give a true representation of the facts, events or business transactions as shown in the documents. Intentional use of documents containing false information to deceive or mislead this Centre, regardless of whether there is any gain or advantage involved, may constitute an offence under the Prevention of Bribery Ordinance.

Conflict of Interest

(5) A Conflict of Interest arises when the personal interests of the employee is in conflict with the aims of vehicle examination work of this center. A minor conflict will result in the failure to maintain vehicle examination standards set by the Transport Department. In more serious cases, such conflict may give rise to corruption or other improper practices. All employee are responsible for avoiding getting involved in a situation where there is or may be a conflicts of interest. Employee should handle the following situations according to the following guidelines and provide relevant information to TD's monitoring team for review:

(a) Investment activities

If an employee, his directly-related member of the family or close personal friend has financial interests in a car repair company which always take client vehicles to the center for examination, he should make a declaration to the manager of this center.

(b) Vehicle examination

In order to avoid a conflict of interest or unnecessary surmise, ACTs/RPs should declare the conflict of interest in the DCTC2 computer system or designated form. For items (i) to (iv) below, ACTs or RPs should also declare them immediately to the manager of the centre/RP and for such a declaration made by an ACT, the manager of the centre/RP should decide whether the examination to should be carried out by another ACT. :-

(i) The vehicle is owned by the inspecting ACT/RP, his relation or close personal friend;

(ii) The vehicle is taken by the inspecting ACT/RP, his relation or close personal friend to the center for examination on behalf of the owner;

(iii) The vehicle is taken to this center for examination by a car repairs company in which ACT/RP, his relation or close personal friend works or has financial interests;

(iv) The vehicle has been directly repaired by the ACT/RP himself;

(v) Vehicles presented for examination by a vehicle repair service centre which is under this Testing Centre, or belonging to the same motor service company as this Testing Centre; or

(vi) Vehicles inspected are owned/presented by the proprietors/directors of this Testing Centre.

(c) Official dealings

When employee have dealings with the car repairs company staff who always take vehicles to this center for vehicle examination, they should remain alert and make sure they will not accept any favour. They should avoid accepting unreasonably lavish or frequent entertainment from those people, so that when they carry out examination work in future, they will not be embarrassed or fail to play fair.

(d) Undertaking part-time job

Employee should avoid undertaking part-time job in any car repairs company other than this center or providing consultation services to such a company. Prior permission must be sought in writing from the manager or office in-charge of the center before undertaking any outside work.

(e) Referral

If a vehicle fails in a vehicle examination, employee should not refer the owner to any car repair company for repair. They should let the owner make decision and arrangements for themselves.

Disciplinary Action

(6) Any kind of illegal or unethical behaviour is not allowed in this center. Any employee who violates this code will be liable to disciplinary action, including termination of contract. If this center detects any suspected corruption or criminal offence, it will be reported to the ICAC or relevant department(s).

Manager of the Centre _____

運輸署
Transport Department

本署檔號 : (21) TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2802 7533

各指定車輛測試中心東主：

勸誡信第 248 號
指定車輛測試中心工作評核制度

根據廉政公署對於各指定車輛測試中心運作檢討報告的建議及運輸署與各指定車輛測試中心代表討論的結果，由本勸誡信發出日期起，本署將對各指定車輛測試中心實行工作評核制度，詳情請參閱附件。

本勸誡信由即日起取代勸誡信第 217 號。

運輸署署長

(黃志強 代行)

2018 年 10 月 11 日

香港灣仔告士打道七號入境事務大樓三四〇二室
Room 3402 Immigration Tower 7 Gloucester Road Wan Chai Hong Kong
電話 Tel (852) 2829 5472 傳真 Fax (852) 2802 7533

指定車輛測試中心工作評核制度

本制度旨在監察指定車輛測試中心，其負責人及認可車輛測試員的表現。

- 以確保上述人員按照相關指引的規定進行車輛檢驗工作。
- 讓運輸署可以採取適當的行動，促使有關指定測試中心及相關人員改善表現。

若發現負責人或認可車輛測試員進行車輛檢驗工作時違反相關指引，運輸署便會向有關人員發出警告。警告級別視乎有關違規事項的性質而定。

警告級別

口頭警告

適用於輕微文書或管理失誤但不影響檢驗結果，如填寫錯誤驗車日期，沒有更新告示板、勸戒信及說明事項等。

書面警告

適用於驗車主任認為非蓄意的輕微檢測錯誤，如頭燈顏色，車牌標記，車窗透光率等。

嚴重警告

適用於蓄意的欺詐或嚴重的錯誤，如為欺詐目的而在車輛宜於道路上使用證明書上註上不正確的資料，更改車輛測試記錄，使車輛測試記錄由不及格轉為及格。

警告級別表		
項目	違規事項	警告級別
1	輕微文書錯誤，如	
	a. 電腦上的記錄與實際檢測數據不同；	口頭
	b. 電腦上記錄的開工或完工時間與實際的卡鐘機印時間不同；	口頭
	c. 簽發「車輛宜於道路上使用證明書」內容有錯誤；	口頭
2	車輛檢測項目有遺漏或判斷錯誤，如	
	a. 把及格項目誤判為缺陷;	口頭
	b. 有關車輛缺陷輕微但不影響行車安全；	書面
	c. 有關車輛缺陷可令該車輛行駛時引發即時/潛在危險；	書面及最高可暫時撤銷認可資格三個月
3	錯誤檢測程序，如	
	a. 未按操作指引進行車輛檢測工作；	書面
	b. 不當使用檢測設備或工具；	書面
	c. 沒有核對車輛識別號碼；	書面及最高可暫時撤銷認可資格三個月
	d. 在進行相關檢驗(如底盤檢驗)時沒有輔助人員在駕駛座椅上協助認可車輛測試員檢驗工作；	書面及最高可暫時撤銷認可資格三個月
4	欺騙或不誠實的行為，如	
	a. 不正當地發出車輛宜於道路上使用證明書；	嚴重及取消認可資格
	b. 為欺詐目的而在車輛宜於道路上使用證明書上註上不正確資料；	嚴重及取消認可資格
	c. 填上不正確或更改車輛測試記錄，使車輛測試記錄由不及格轉為及格	嚴重及取消認可資格

5	管理失誤，如	
	a. 沒有更新告示板、勸戒信及說明事項等；	口頭(指定車輛測試中心)
	b. 當聯網電腦不接受驗車登記時，不先諮詢運輸署便拒絕有關車輛檢驗；	口頭
	c. 使用他人驗車登入密碼將檢驗結果輸入中央電腦;	書面
	d. 沒有負責人於中心內時，仍繼續進行驗車；	書面(指定車輛測試中心)
	e. 認可車輛測試員於年終(即每年十二月三十一日)個人驗車數量未達該中心驗車總數百分之一；	書面及取消認可資格
	f. 負責人及認可車輛測試員於年終（即每年十二月三十一日）於指定測試中心當值少於十個工作天;	書面及取消認可資格

紀律處分

認可車輛測試員或負責人

紀律處分是用以監察及處分指定車輛測試中心，其負責人或認可車輛測試員進行車輛檢驗工作時違反相關指引的處分措施。

具體處分行動如下：

- 所有認可車輛測試員或負責人如由**最新警告信發出日期追溯至過往一年同月日內計算**曾接獲三個相同過失的口頭警告，會被書面警告一次。
- 所有認可車輛測試員或負責人如由**最新警告信發出日期追溯至過往一年同月日內計算**曾接獲三份相同過失的書面警告，會被嚴重警告及暫時撤銷認可資格三個月。
- 所有認可車輛測試員或負責人如由**最新被暫時撤銷認可資格日期追溯至過往三年同月日內計算**曾三次被暫時撤銷認可資格，會被嚴重警告及取消認可資格。

備註

1. 除因驗車數量或當值日數未達標外，因其他原因而被取消認可資格的人士，於一年內不能申請恢復認可資格，及必須再次重新申請報讀認可車輛測試員課程，並經測試合格後始可恢復認可資格。

車輛測試中心

(節錄自第 374 章第 88D 條)

根據第374章《道路交通條例》第88D條，如運輸署署長覺得車輛測試中心任何東主有以下的情況—

(a) 曾經違反—

(i) 實務守則；

(ii) 第374章《道路交通條例》之附表8；

(iii) 根據第374章《道路交通條例》第88C條在指定內指明的條件；或

(b) 曾經不正當地發出車輛宜於道路上使用證明書；或

(c) 曾經為欺詐目的而在車輛宜於道路上使用證明書上註上不正確日期；或

(d) 該東主已終止營業，或正在清盤，或債權人具有針對該東主而提出破產呈請的理由

署長可向該東主送達通知書，說明他擬撤銷該指定，以及所根據的理由。

運輸署
Transport Department

本署檔號： (22) in TD VCTC 50/162/1
來函檔號：
電　　話： 2707 4168
圖文傳真： 2392 3459

各指定車輛測試中心東主：

勸誡信　第 249 號
配備有電子停泊制動系統的私家車檢驗程序

根據《道路交通（車輛構造及保養）規例》第 17 (1)(b)(i) 條，每部汽車須配備一個制動系統，當車輛並非由人駕駛或無人看顧時，其制動力當由直接機械作用保持操作時，能在至少 1 比 6.25 的坡道上保持該車輛靜止不動，而無須儲存能量協助。現時電子停泊制動器已廣泛配置在車輛上，它通過應用由制動單元控制的液壓行車制動器來協助制動力輔助。為排除此部分的制動力，本勸誡信現規定有關配備有電子停泊制動系統的私家車檢驗程序，使能準確地讀取數據並達到法規上的要求。

檢驗程序：

1 前軸制動效能測試 - 車輛前軸置於滾軸測試台，踏下腳制動器，進行前軸制動效能測試。

2 重複步驟 1，但不需要踏下腳制動器，轉為啟動電子停泊制動器，此時系統可能會提醒操作員確定是否使用停泊制動系統，以排除錯誤操作。

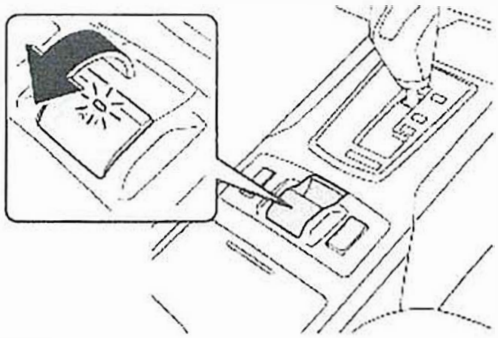

圖 1 - 電子停泊制動器

香港九龍荔枝角長裕街二號
2 Cheung Yip Street, Kowloon Bay, Hong Kong
電話 Tel (852) 2750 6266　傳真 Fax (852) 2392 3459

3 反複啟動電子停泊制動器，直至電子泊車制動系統完全運作，其間觀察制動數據的變化。

3.1 如制動數據維持不變，即表示液壓輔助制動控制沒有介入電子停泊制動系統。

3.2 如制動數據提升，即表示液壓輔助制動控制介入電子停泊制動系統；此時應關掉引擎並將匙位設定在開啟位置，重複步驟 2 及 3。 如未有獲取制動效能，則表示在此測試條件下，液壓輔助制動控制沒有介入電子停泊制動系統。

4 重複步驟 1，進行後軸制動效能測試；

4.1 就沒有液壓輔助制動控制介入的電子停泊制動系統設計，單獨地啟動電子停泊制動器進行停泊制動效能測試。

4.2 就備有液壓輔助制動控制介入的電子停泊制動系統設計，參照製造商或運輸署建議進行停泊制動效能測試。

運輸署署長

（蔡志熊 蔡志熊 代行）

二零一八年十月二十二日

香港九龍鴻祥業街二號
2 Cheung Yip Street, Kowloon Bay, Hong Kong
電話 Tel (852) 2750 6266 傳真 Fax (852) 2392 3459

運輸署
Transport Department

本署檔號 : (23) in TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2802 7533

各指定車輛測試中心東主：

勸誡信第 250 號
有關索取/接受/提供任何利益

根據廉政公署對於各指定車輛測試中心運作檢討報告的建議及運輸署與各指定車輛測試中心代表討論的結果，本署提醒各指定車輛測試中心，若車房職員／東主於送交車輛檢驗時，在沒有得到主事人（例如車房東主／車主）許可的情況下，索取／接受指定車輛測試中心提供的利益（如禮券），提供及接受利益者均可能觸犯《防止賄賂條例》。若有任何違例情況，本署將轉交執法機關跟進及作出相應的紀律行動。

運輸署署長

(黃志強 代行)

2018 年 10 月 24 日

香港灣仔告士打道七號入境事務大樓三四〇二室
Room 3402 Immigration Tower 7 Gloucester Road Wan Chai Hong Kong
電話 Tel (852) 2829 5472 傳真 Fax (852) 2802 7533

運輸署
Transport Department

本署檔號 : (24) in TD VCTC 50/162/1
來函檔號 :
電　　話 : 2829 5403
傳　　真 : 2802 7533

各指定車輛測試中心東主：

勸誡信第 251 號
車內視象顯示器檢驗

於 2018 年 9 月 21 日運輸署與政府指定車輛測試中心聯絡會議中，本署向各指定車輛測試中心重申有關本署在 2011 年 10 月發出的指引《車內安裝視象顯示器(電視屏幕)的法例規管及指引》(附件)。

車輛測試員若發現及懷疑車上安有違反法例的視象顯示器，應為顯示器作出檢驗，並在確實看到有不容許顯示的資訊如電視/影片的視象播出時，才評定此為不合格項目。若車主/代理人阻止車輛測試員進行檢驗(如放進光碟)，車輛則會評定為不合格。

運輸署署長

(黃志強 代行)

2018 年 11 月 12 日

香港灣仔告士打道七號入境事務大樓三四〇二室
Room 3402 Immigration Tower 7 Gloucester Road Wan Chai Hong Kong
電話 Tel (852) 2829 5472 傳真 Fax (852) 2802 7533

運輸署
Transport Department

車內安裝視象顯示器(電視屏幕)的法例規管及指引

1. 在汽車內安裝電視屏幕是受現時法例規管。車內電視屏幕的安裝必須符合"道路交通(車輛構造及保養)規例第 37 條–"視象顯示器"及第 5 條 –"構造及保養" 內列明的準則。內容見於附錄。在實際應用時主要考慮以下各點：

   (a) 電視屏幕的構造是只可以顯示以下的資訊：關乎汽車導航、汽車四周範圍當時的閉路式視景、汽車本身或其裝備的現況的資料。除此以外，電視屏幕的任何其它可能顯示的資訊(例如廣播電視節目、預先儲存的資訊如 DVD 光碟等) 是不可以被任何在司機在位置看到的。

   (b) 電視屏幕不會對乘客及駕駛人做成危險或減低原先汽車生產商爲車內乘客及駕駛人所設計的安全水平 (例如不存在硬面、利口等) 以致在發生意外時令到車內乘客更嚴重受傷。

   (c) 電視屏幕及其裝置不會影響汽車其它系統的運作。

   (d) 若電視屏幕是用以顯示受限制的資訊，如廣播電視節目、DVD 等，則該等屏幕不應裝在前排司機的直接或反射視綫範圍內，另外，本署建議該屏幕應安裝在一個較爲隱閉的位置(例如坐椅背等較低位置)以避免被其他道路使用者容易看到，以免分散他們對道路安全的專注。

2. 根據道路交通（車輛構造及保養）規例第 121 條，任何人若安裝或使用違法的電視屏幕最高可被罰款$10000 及監禁 6 個月。

3. 因此，本署建議市民若加裝汽車電視屏幕必須事先了解上述法例要求以保障車主及司機避免觸犯法例、及車內乘客及其他道路使用者的安全。

4. 安裝符合上述法例要求的視象顯示器(電視屏幕)是不需要事先得到本署批准的。

5. 如有查詢，可致電 2753 9130 與本署高級驗車主任聯絡。

運輸署
2011 年 10 月

(Rev. 10/2011)

有關法例詳列如下：

1. 道路交通(車輛構造及保養)規例第 37 條

(1) 除根據第(2)款可予安裝的視象顯示器外，任何人不得在汽車的下列地方安裝或安排在該等地方安裝視象顯示器，而汽車的下列地方亦不得裝有視象顯示器—

(a) 駕駛人座椅前面的任何地方；

(b) 駕駛人在駕駛座椅時可看到(無論是直接看到或是經反射後看到)該視象顯示器部分或全部屏幕的地方；或

(c) 駕駛人在駕駛座椅時可接觸到該視象顯示器的控制器的地方，而該控制器並不屬聲量控制及開關掣。 (2000 年第 1 號法律公告)

(2) 除第(3)款另有規定外，汽車上可安裝爲向駕駛人提供下述資料或視景而設計的視象顯示器—

(a) 關於該汽車或其裝備的現況的資料；

(b) 該汽車任何部分或該汽車四周範圍當時的閉路式視景；

(c) 關於該汽車當時所處位置的資料；或

(d) 其他只供用於該汽車導航的資料。 (2000 年第 1 號法律公告)

(3) 能夠顯示下述廣播或視象的視象顯示器不得根據第(2)款在第(1)(a)款所提述的地方安裝，亦不得根據第(2)款以第(1)(b)或(c)款所提述的方式安裝—

(a) 《廣播條例》(第 562 章)第 2(1)條所指的電視節目；或 (2000 年第 48 號第 44 條)

(b) 並非用於第(2)(d)款所指的用途的預錄視象。 (2000 年第 1 號法律公告)

2. 道路交通(車輛構造及保養)規例第 5 條(1)

每部車輛，包括所有車身及配件在內，須符合以下的規定—

(a) 採用合適的材料，妥善及適當地構造；

(b) 在良好及可使用的狀態；及

(c) 其設計及構造方法，使其能抵受相當可能會在運作時遇到的負荷及應力。

全文完

To all DCTC proprietors

Instruction 4

Tester's Inspection Manual

The Tester's Inspection Manual is attached for your compliance when carrying out private car and light goods vehicle COR examination in CTC. The examination requirements are subject to revision from time to time to meet the ever-enhancing vehicle examination technologies, safety and environmental requirements.

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

To all DCTC proprietors

Instruction 5

Exemptions and Requirements relevant to Car inspection

All CTC shall follow the inspection instructions as specified in TD's website from time to time.

For ease reference, relevant documents, as at the date of this letter, are attached herewith :

1) Latest change in Vehicle Glass requirements;
2) Regulatory Requirements of "HID" Head Lamps for the Public;
3) LED Headlamps;
4) DAB Radio on Motor Vehicles;
5) Alterations and Modifications to Vehicle – DO's and DON'Ts; and
6) Guide to Notifiable Alteration – Motor Vehicles

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

運輸署
Transport Department

Latest Change in Vehicle Glass Requirements (April 2012)

In Hong Kong, the requirements for safety glass in motor vehicles are stated in regulation 28 (reg.28) of Road Traffic (Construction and Maintenance of Vehicles) Regulations, Cap. 374A. The acceptable standards of safety glass are specified under reg.28(1)(a) and includes the Economic Commission for Europe (ECE) Regulation 43. At the same time, reg.28(1)(b) of Cap. 374A stipulates that all vehicle glass shall be of such transparency that it does not obscure the view of the interior of the motor vehicle.

The Transport Department conducted review on the light transmission rate (LTR) in 2008, 2009 and 2012, and the latest minimum LTR requirements are summarized below-

(i) For all window glass, unless otherwise specified, 70%.

(ii) For the front windscreen, 70%[1]; and the rear windscreen (provided that the vehicle is fitted with external driving mirrors on both sides), 44%.

(iii) For the side window glass behind the driver seat (B-pillars) of private cars, goods vehicles, special purpose vehicles and buses (including all upper deck windows and windscreen), 44% (provided that the vehicle is fitted with external driving mirrors on both sides).

Sticking of any reflective material or film to vehicle glass contravenes reg. 28(2) of Cap 374A. If a vehicle owner wishes to add non-reflective solar film onto window glass for specific reasons, he/she must apply to TD for exemption by filling in and returning the attached application form. The approval prerequisite is that the light transmission rates of the window glass must still meet the above requirements, with no distortion.

Further enquiries may be made to the Senior Motor Vehicle Examiner at Tel 2753 9130.

Transport Department
April 2012
(Rev. 04/2012)

[1] Reduced from 75% wef April 2012.

Regulatory Requirements of "HID" Head Lamps for the Public

(Revision 2)

1. In Hong Kong, Regulation No. 97 and 98 in Road Traffic (Construction and Maintenance of Vehicles) Regulations, Cap 374A stipulate that beams of all headlamps shall be derived from filaments. As such, HID (High Intensity Gas Discharge) headlamps are illegal, unless approved by TD under exemption.

2. Regulation No 102 of Cap 374A also stipulates that the color of beams emitted by headlamps shall be **white** or **yellow**.

3. All headlamps must be capable of emitting adequately aligned dipped beams. Regulation 2 of Cap 374A requires that they should be adjusted to the extent that they are at all times incapable of dazzling any person who is 8 meters or more in the front and his eye-level is 1 meter or more above the ground. As such, an adequately adjusted dipped beam shall not cause discomfort to others.

4. At present, there are two types of "HID" headlamps being commonly found in Hong Kong:
   i) **Original Vehicle Equipment** - They are original service parts of vehicle manufacturers meeting specific international standards, and the dipped beams could meet the requirement under Cap 374A. In principle, they do not cause glaring or dazzle problems. With sufficient documents certifying that they meet the international standards, they are likely to be approved by TD.

   ii) **Retrofit Kit Conversion** - They are converted from filament headlamps by replacing the bulbs with "HID" light tubes. Retrofit type HID headlamps in most cases do not meet this requirement by construction. They glare and adversely affect other road users. . **TD have so far approved no such conversion, and shall unlikely approve any such conversion**

5. There are cases of alteration of conventional headlamp light bulbs with filament light bulbs of higher power over the original manufacturer's specifications. The body of the bulb is painted blue. They replace directly the conventional 55W light bulbs and emit white light. However the wire conduits may not be capable of sustaining the higher load, rendering overheating and even fire. Such replacements are also unlikely to get any approval from TD because the vehicles shall not meet the requirement of dipped beam of headlamp under Regulation 2 of Cap. 374 and the existence of safety concern.

6. Vehicles that do not meet the legal requirements or that have been modified as such without TD's approval may have their licences being suspended. The driver and the owner may also be prosecuted; the maximum penalty shall be a fine of $10,000 and an imprisonment for 6 months.

7. For any complaints against "HID" headlamps of any vehicles, please contact Vehicle Inspection Office at Tel.: 2867 4698, fax: 2525 7596 to follow up.

8. For any queries regarding "HID" headlamps from vehicle owners and device suppliers, please contact our Senior Motor Vehicle Examiner at Tel.: 2753 9130.

Transport Department
October 2007

(Rev. 10/2011)

LED headlamps

In Hong Kong, Regulation 97 and 98 in Road Traffic (Construction and Maintenance of Vehicles) Regulations, Cap 374A stipulate that beams of all headlamps shall be derived from filaments. As such, LED headlamps are illegal, unless approved by the Transport Department under exemption.

If you would like to apply for an exemption, please submit the following document (Address: Type Approval Section / Transport Department, Kowloon Bay Vehicle Examination Centre, 2 Cheung Yip Street, Kowloon) for our consideration:-

(1) application letter, and
(2) documents showing

i) that the LED headlamp complies with international/national standard (e.g., UNECE Regulation 113), and

ii) the measured light luminance (brightness) of the LED headlamp.

The documents mentioned above may either be –

(a) a certificate issued by an independent certification body;
(b) a test report prepared by an independent testing body; or
(c) the vehicle manufacturer's declaration.

In addition, this Department will consider accepting a LED headlamp if the applicant can prove:-

(1) the LED headlamp is factory-fitted;
(2) the LED headlamp in question is exactly the same as a LED headlamp model already exempted by this Department; &
(3) the installation positions of the LED headlamp in question are the same as the installation positions of that exempted LED headlamp from that vehicle model.

TD NOTICE

Exemption under Regulation 4 of the Road Traffic (Construction and Maintenance of Vehicles) Regulations (Cap. 374 Sub. Leg. A)

DAB Radio on Motor Vehicles

With effect from the date of this Notice, all **private cars, taxis and light goods vehicles** are exempted from regulation 37(1) of the Road Traffic (Construction and Maintenance of Vehicles) Regulations ("Regulations") in respect of installation of in-car Digital Audio Broadcasting (DAB) radios equipped with visual display units, subject to the following conditions:

(i) only images and visual information transmitted by the DAB radio are displayed; and

(ii) an effective interlock is installed between the visual display unit and the parking gear/parking brake such that the images and visual information referred to in (i) above can only be displayed when the parking gear or parking brake is engaged.

2. For the avoidance of doubt, installation of visual display units which do not fall within the terms of exemption above remains prohibited by regulation 37(1).

3. This exemption shall remain in effect until further notice.

Vehicle Safety and Standards Division
Transport Department

16 September 2015

Alterations and Modifications to Vehicles
DOs and DONTs

Below is a list of Do's & Don'ts intended as a guide to keep your vehicle in a safe and reliable condition.

If you decide to alter or modify your vehicle, please keep in mind the following points:-

a) Always consult the vehicle manufacturer or agent for their advice/ endorsement before carrying out any alterations/modifications, failure to do so may nullify any warranty;
b) Be fully aware of any adverse safety factors that may arise through modifications;
c) Consult your Insurance Company before making any alteration/modification to your vehicles, failure to do so may void your insurance cover and leave you liable for expensive litigation;
d) Any alteration or modification that breaches regulations may render you liable to prosecution as a result of Police enforcement action.

DOs & DON'Ts

Tyres

DO : Fit tyres which are suitable to be used on roads, check tyre pressures regularly and ensure that the tyres are inflated to the correct pressure;
Check for cuts and damage;
Ensure tread depth is sufficient (at least 1mm throughout at least three quarters of the breadth of the tread)

DO NOT : Never use a combination of cross-ply & radial tyres;
Replace with tyres of different dimensions or load capacity without taking advice from vehicle manufacturer or agent;
Allow tyres to protrude beyond the body-work or touch any part of the vehicle;
Use unevenly or excessively worn tyres

Window Glass

DO : Keep glass clean & free from stickers or any article which obstructs vision;
Replace the windscreen if cracked, damaged or scratched to a level that would impair the driver's field of view or damage windscreen wipers.

DO NOT : Add reflective material or film to the glass which affects the light transmission, otherwise Regulation 28 (2) of Road Traffic (Construction and Maintenance of Vehicles) Regulation is violated

Noise Reducing Installations

DO : Inspect and maintain silencer, expansion chamber or other contrivance to ensure that they are at all times in good and efficient working order.

DO NOT : Alter or replace silencer, expansion chamber or other contrivance in a way that the noise caused by the escape of the exhaust gases is made greater by the alternation or the replacement;
Allow the exhaust pipe to protrude excessively beyond the bodywork.

Emissions

DO : Keep your engine properly tuned & serviced at recommended intervals;
Have the emission level checked before the annual inspections;
Change the air filter regularly.

DO NOT : Remove catalytic convertor or replace with ones designed for racing competition;
Change factory design of exhaust emission equipment such as disconnect the oxygen sensor;
Change electronic components for engine control (computer system for engine management) or use external ECU tuning device.

Headlamps

DO : Colour of headlamp beams must be white or yellow.

DO NOT : Replace the original filament bulb with filament bulb of higher ratings or light sources such as LED or HID light tube;

Side Lamps, Stop Lamps & Indicators

DO : If you wish to replace your filament lamps (side lamps, stop lamps and direction indicators) with lamps of LED light source, choose only those that have been approved by TD or have an ECE approved marking inscribed on them, **and** are constructed to fit your vehicle.

DO NOT : Fit LED lamp not approved by TD; or has no ECE approved marking inscribed on the LED lamp;
Install lamps not constructed to fit your vehicle.

Fog Lamps

DO : If fog lamp is to be fitted on vehicles, they must be filament lamps bearing with ECE approved marking;
Colour of front fog lamp beam must be while or yellow while colour of rear fog lamp must be red;
Front left and right fog lamps shall be installed not more than 400 mm from the sides of the vehicle with their height less than the height of the headlamps;
Shall be at least 250 mm above the ground.

DO NOT : For private car and light goods vehicle, height of front fog lamp from the ground is more than 800 mm;
For other vehicles, height of front fog lamp from the ground is more than 1,200 mm
Fog lamps will light up automatically if headlamps are switched on.

Brakes

DO : Contact your vehicle repairer if your footbrake or parking brake travel is more than usual, adjustment or brake pad/lining replacement may be required
Follow manufacturers/agents advice concerning brake servicing

DO NOT : Drive your vehicle if you suspect the brakes are defective

Attachments & Protrusions

DO NOT : Add any mascot or fitting (e.g. bull bar (structure fitted to the front of a vehicle primarily to reduce damage to the vehicle in the event of an animal strike) or towing hook) to the vehicle which may cause injury to other road-users;
Fit vacant hitch bicycle rack
Fitted objects or protrusion have sharp corners or edges

Modifications

DO : Seek advice from the vehicle agent and manufacturers before modifying any part of your vehicle

DO NOT : Alter/modify your vehicle without following advice from the agent and manufacturers. It may affect vehicle safety and the manufacturers/agents warranty protection.

If you decide that you would like to carry out a notifiable alteration, please read the "Guide to Notifiable Alteration – Motor Vehicle".

Transport Department
(revised on 11 October 2018)

Guide to Notifiable Alteration – Motor Vehicle

This "Guide to Notifiable Alteration" is intended to provide guidance on the application procedures and the criteria for a notifiable alteration approval.

Definition

Notifiable Alteration means any alteration to a vehicle after type approval, or first registration, that would affect its safety and/or emission standards. Examples are alteration made on chassis frame, structure, steering, suspension, wheels, axles, braking system, allocated load carrying capacity and emission control system. Any alterations that would contravene with Road Traffic (Construction & Maintenance of Vehicles) Regulations or Air Pollution Control (Vehicle Design Standards) (Emission) Regulations (Chapter 311J) shall not be considered.

Manufacturer means original manufacturer of the vehicle who is also responsible for the design of the vehicle for the stated use.

Authority

Road Traffic (Construction & Maintenance of Vehicles) Regulations Chapter 374A;
Air Pollution Control (Vehicle Design Standards) (Emission) Regulations Chapter 311J;
Road Traffic Ordinance Chapter 374;
Noise Control (Motor Vehicles) Regulation Chapter 400I;

Criteria for Acceptance of Notifiable Alteration

1. Chassis Frame or Structure

   (a) No alteration which reduces or extends the wheel base will be considered without manufacturer' s approval and sufficient supporting evidence.

   (b) No extension, deletion or alteration including cutting, welding etc., which materially alters the chassis frame or structure or changes its torsional stiffness will be considered without manufacturer' s approval or sufficient supporting evidence.

2. Suspension

   (a) Subject to manufacturers approval and sufficient supporting evidence, alteration to suspension system of a vehicle will be considered if it would not result in a change of ground clearance.

   (b) Without contravening (a), original width, length of spring, number of spring leaves, coil spring

diameter, spring shackles and U-bolts, shock absorber, anti-roll bars may be altered with sufficient supporting evidence.

3. Wheel Tracks

(a) Subject to sufficient supporting evidence, wheel track dimension measured between the centre of the tyre contact patches at ground level does not exceed that of the vehicle as originally manufactured by more than 25 mm.

4. Road Wheels & Tyres

(a) Subject to sufficient supporting evidence, tyres of different sizes can be fitted but they must be designed for road use, be compatible with the road wheels, and be adequately load and speed rated for the vehicle in question.

(b) If alternative wheels are fitted, there must be sufficient length available on each wheel retaining stud on which to fully engage the wheel nut and taper angles of wheels/nuts must be common.

(c) No modification to the wheel rims by cutting/welding is allowed.

(d) If fitted with alternative wheel, wheel/tyre must not foul any other parts of the vehicle under any conditions, or project beyond the extreme width of the mudguard or mudguard extension when in the straight ahead position.

(e) Alteration of tyres and/or wheels must not result in any inaccuracy of the speedometer over ±10%.

5. Braking System

(f) Any alteration/addition/deletion of the braking system components such as reservoirs, servos, brake actuators, exhausters, compressors, control valves, pressure limiting valves, anti-lock braking system or any after-market product incorporated in the braking system will not be considered without prior approval from the vehicle manufacturer and sufficient supporting evidence.

6. Steering & Axles

(a) Subject to manufacturers approval and sufficient supporting evidence, an alteration to the steering system arrangement will be considered based on the vehicle manufacturer's information.

(b) Manufacturer's approval is required for alteration of steering gear, axles, hubs of a different design or load bearing capacity.

(c) The diameter of any replacement steering wheel may be up to 25mm smaller than the original steering wheel, but must be not less than 350mm unless available from the manufacturer.

7. Exhaust Emission Equipment

Any change to the emission equipment originally fitted by the manufacturer or any alteration of the vehicle engine specifications in regard to exhaust emission, will only be considered if the vehicle will still comply with the requirements of the Air Pollution Control (Vehicle Design Standards) (Emission) Regulations Chapter 311J after the alteration.

8. Engines

May be changed for one of the same make, model and size, other changes are not normally permitted, unless strong supporting evidence is presented.

The above requirements are not exhaustive, consult the Do's & Don'ts list first, if in doubt seek advice.

Contact

(i) For engine change contact :

Type Approval Section / Transport Department
Kowloon Bay Vehicle Examination Centre,
2 Cheung Yip Street, Kowloon
E-mail vssvap@td.gov.hk

Details information please refer to VSSD Notice - "Guide to Replacement of Engine".

(ii) For notifiable alterations other than engine change contact :

SMTA / Type Approval Section
Transport Department
Kowloon Bay Vehicle Examination Centre,
2 Cheung Yip Street, Kowloon
E-mail smta@td.gov.hk

Please Supply :
(a) Manufacturers/agents endorsement
(b) Drawings/plans/catalogue of parts to be changes/altered
(c) Copy of vehicle registration document

Sep 2016

To all DCTC proprietors

Instruction 6

Private car which braking efficiency cannot be tested by roller brake tester

For a private car its braking efficiency cannot be tested by a roller brake tester at CTC, CTC should refer the case to the Monitoring Unit for arranging vehicle examination at a Government Vehicle Examination Centre.

(Brian Wong)
CTC Monitoring Unit
for Commissioner for Transport

May 2019

Private Car,

Light Goods Vehicle

(With a Gross Vehicle Weight not Exceeding

1.9 Tonnes)

TESTER'S INSPECTION MANUAL

3rd Edition 2019

Transport Department

INTRODUCTION

NOTES ON THE USE OF THE MANUAL

1. This Manual is a guide to the inspection procedures to be adopted for the roadworthiness test on private cars and light goods vehicles with a gross vehicle weight not exceeding 1.9 tonnes. It should be used by the Responsible Persons (RP) and Approved Car Testers (ACT) in Designated Car Testing Centres who should read this manual in conjunction with the Code of Practice and training courses provided by the Monitoring Unit of Transport Department.

2. The 'Method of Inspection' column details the way in which the inspection of items on the vehicle is to be carried out and the equipment to be used. When carrying out each inspection, particular attention should be paid to the information given in the 'Notes' column, since this gives valuable guidance on the conduct of the test and the scope of the various inspections.

3. The 'Principal Reasons for Rejection' column gives guidance on the types of defects which result in the vehicle failing the test. Having regard to the varying types of construction and the many different models of vehicle subject to test, it is not possible to say with certainty that every defect which might occur on a vehicle has been listed.

4. Because it is not practicable to lay down limits of wear and tolerance for all types of components of different models of vehicle, a tester is expected to use his experience and judgement in making his assessment of the condition of a component. The main criteria he should use when making such an assessment are :

   (i) whether the component has or has not reached the stage where it is obviously likely to affect adversely the road-worthiness of the vehicle;

   (ii) whether or not the component has clearly reached the stage when replacement, repair or adjustment is necessary; and

(iii) whether the condition of the component appears to contravene the requirements of the law.

5. RP and ACT should always alert on the health and safety issues during vehicle examination including the specific conditions of the vehicle and testing facilities.

CONTENT

Method of Inspection	Principal reasons for rejection	Notes
1.1 SERVICE BRAKE PEDAL		
1. Check the physical condition and the operation of the service brake pedal. 2. Depress the pedal, at first slowly and then rapidly to a point where sustained pressure can be held and check whether the pedal creeps down from this point.	1. Any fracture or crack. 2. Brake pedal cannot readily be applied. 3. Any obstruction to free movement. 4. Insufficient reserve travel of operating pedal (pedal too low). 5. Pedal movement is spongy. 6. Excessive play on pedal mounting. 7. Excessive pedal pad wear. 8. Pedal creeps down when sustained pressure is applied indicating a leak in the system.	
1.2 SERVICE BRAKE HYDRAULIC SYSTEM		
1. With the vehicle over a pit or on a hoist, check for damage and obvious leaks of brake fluid in the vicinity of the hydraulic system. 2. If a brake fluid level warning lamp is fitted, check for operation.	1. Any leaks damage to hydraulic pipes, hoses, hose connections, master cylinder, wheel cylinders or reservoirs. 2. Chafed pipes, pipes inadequately clipped or supported, or liable to be fouled by other moving parts. 3. Visual warning lamp not working. 4. A warning lamp remains illuminated, even when the engine is started indicating an imminent failure of the hydraulic system (i.e. a low brake fluid level or a total electrical failure in an ‘Antilock System’ or ‘Variable Proportioning Brake System’). 5. A defective warning device.	

Method of Inspection	Principal reasons for rejection	Notes
1.3 SERVICE BRAKE LINKAGES		
1. With the vehicle on a pit or hoist, carry out a visual inspection on the condition and security of all visible metal pipes and braking components.	1. Any fracture, deformation or badly corroded parts. 2. An excessive wear in pivot or the absence of properly locked connector. 3. Any parts which are insecurely fixed. 4. Excessive corrosion, severe distortion or fracture of the vehicle structure or the paneling around the master cylinder mounting.	1. It is important to check the linkages and the condition of any pressure-controlling valve to the rear brakes when fitted.
1.4 SERVICE BRAKE LININGS AND/OR PADS		
1. Examine, where practicable and without dismantling, the wear on brake linings or pads. 2. Examine, where practicable and without dismantling, brake drums and or discs. 3. If a brake lining wear indicator lamp is fitted, switch on the ignition switch and check that the warning lamp is functioning.	1. Brake lining and/or pad worn beyond serviceable limits. 2. Brake lining and/or pad contaminated with grease or oil. 3. Brake drums and discs worn beyond serviceable limits. 4. Brake drum or disc fractured. 5. A warning lamp not working. 6. A warning lamp remains illuminated, indicating the brake lining is worn beyond serviceable limits. 7. A defective warning device.	

Method of Inspection	Principal reasons for rejection	Notes
1.5 PARKING BRAKE (HANDBRAKE)		
(I) Parking Brake Lever		
1. Apply parking brake and check that it can be set in the 'applied' position. 2. Determine the effectiveness of the holding-on mechanism by tapping the parking brake lever sideways and see that the lever does not release. 3. Check for wear in pivot.	1. Any obstruction to free movement. 2. Cannot be set in the 'hold-on' position, when a reasonable force is applied on the lever. 3. The holding-on mechanism operates but is so worn that the parking brake is likely to release with small sideways force or accidental contact with the 'hold-on' mechanism. 4. Travel of the parking brake lever is more than normal for that type of vehicle, before full resistance of the braking mechanism is felt, indicating that the mechanism requires adjustment.	1. An indication of the condition of the holding mechanism can be obtained by applying the brake and listening to the pawl mechanism operating against the ratchet. 2. On some vehicle there is some sideways movement of the brake lever when new. Only movement which shows signs that the pawl is moved clear of the ratchet or the brake does not hold on is to be regarded as a defect.
(II) Parking Brake Mechanism		
1. Where the mountings of the parking brake mechanism to the vehicle structure can readily be seen from inside the vehicle, inspect the security of the fixing and the condition of the body structure and paneling in this region. 2. With the vehicle on a pit or hoist, while the parking brake lever is operated from the fully 'on' to the fully 'off' position, examine the conditions of all the parking brake mechanism.	1. A parking brake lever's attachment or brake mechanism, which is not securely fixed to the vehicle structure. 2. Excessive corrosion, wear, chafing or distortion of any brake mechanism to an extent that its strength is materially weakened. 3. Excessively corroded, fractured or distorted load bearing member of the vehicle structure or paneling around the parking brake lever mounting. 4. Deteriorated cable or rod guides, which affect	1. If security of the brake mechanism cannot be determined from inside the vehicle this should be checked if possible at the under-vehicle inspection.

the operation of the brake.

Method of Inspection	Principal reasons for rejection	Notes
1.6 BRAKE TEST		
The brake test must be carried out on a roller brake tester designated for the statutory tests. No person should be allowed to stay in front of or behind the vehicle during the test. (I) <u>Roller Brake Tester</u> 1. Examine the tyres of the vehicle to ensure that they are not obviously under inflated. 2. Locate the front wheels of the vehicle in the rollers of the brake tester and then run both sets of rollers together to align the vehicle. (a) With one set of rollers revolving at a time, gradually depress the service brake to determine the maximum braking effort at each front wheel. When the maximum braking effort has been determined, release the service brake. (b) Start both sets of rollers, gradually depress the service brake and watch the way in which the braking effort at each wheel builds up. Gradually release the service brake and watch the way in which the braking effort at each wheel reduces. Note the out-of-balance in braking effort between wheels on either side of the vehicle. 3. Repeat the process (2) for the rear wheel.	1. The service brake efficiency is less than 50%. 2. The parking brake efficiency is less than 16% (See Note 5). 3. When the out-of-balance of the service brake on the road-wheels of the same axle is such that the lower braking effort is not at least 70% of the higher braking effort. 4. When the out-of-balance of the parking brake on the wheels of the same axle is such that the lower braking effort is not at least 50% of the higher braking effort. 5. A low braking effort is recorded from the brake on any road-wheel, indicating clearly that the brake on that wheel is not functioning correctly. 6. A braking effort recorded at a road-wheel, even though the brake is not applied, indicating that a brake is binding. 7. Evidence of severe brake grabbing or judder as the brake is applied. 8. The braking efforts at the road-wheels do not increase/decrease at approximately	1. The use of a roller brake tester may not be appropriate on vehicles with a permanently engaged four wheel drive, with a belt driven transmission, or fitted with brakes where the servo operates only when the vehicle is moving. 2. It is advisable to ensure before the roller brake test that the tyres are not damaged and are free from stones embedded in the tread. 3. Vehicles having automatic transmission must never be roller brake tested with the gear selector in the ‘P’ park position. 4. To determine whether the vehicle has a split or dual braking system, check the number of hydraulic pipes leading from the master cylinder. A split or dual system normally has two pipes, or two separate master cylinders. 5. For vehicle having four wheels with the service (foot) brake operating on all four wheels and the parking (hand) brake operating on at least two wheels, and which do NOT have a split (dual) braking system, the parking brake efficiency must be at least 25%.

Method of Inspection	Principal reasons for rejection	Notes
	the same rate when the service brake is applied gradually.	

1.7 METHOD OF CALCULATING BRAKE PERFORMANCE

1. Total up the braking effort recorded from all the wheels of the vehicle when the service brake is applied. Total up the braking effort recorded from the appropriate wheels when the parking brake is applied.
2. From the data provided for the weight of the vehicle, which must contain an element of 140 kg or 300 lbs., as an allowance for the weight of the driver, fuel and tools, calculate the following.
3. The percentage brake efficiency of the service brake. This is the total braking effort when the service brake is applied, divided by the weight of the vehicle multiplied by 100%.
4. The percentage braking efficiency of the parking brake. This is the total braking effort when the parking brake is applied divided by the weight of the vehicle multiplied by 100%.
5. The out-of-balance of the braking effort on the wheels of the same axle when the service brake is applied. This is obtained by comparing the maximum braking effort at each wheel of the same axle when the service brake is applied to both wheels at the same time.

Method of Inspection	Principal reasons for rejection	Notes
2.1 STEERING WHEEL AND COLUMN		
1. Rock the steering wheel from side to side at right angles to the column, while applying slight downward and upward pressure. 2. Push and pull steering wheel in line with steering column. 3. Push the wheel away from and pull it towards the body. 4. Examine the steering wheel hub, spokes and rim for fractures or loose spokes.	1. Any relative movement between the steering column. 2. Any abnormal movement. 3. Any appreciable up and down movement of the centre of the steering wheel. 4. Excessive movement of the top of the steering column from its longitudinal axis. 5. A fractured spoke, hub or rim. 6. A spoke looses at the hub or rim.	1. It is essential to be satisfied that excessive movement is due to wear or deterioration and not due to the design of the mechanism. 2. It may be necessary to open the bonnet, or to examine from inside the vehicle, some steering components. 3. Cracks or incompleteness of the covering skin of a steering wheel or hub, are not grounds for failure.

Method of Inspection	Principal reasons for rejection	Notes
2.2 STEERING MECHANISM		
1. Rock the steering wheel gently in each direction to a point where movement of the drop arm or steering rod is just felt or seen and note the amount of movement at the circumference of the steering wheel. 2. Rock the steering wheel firmly in each direction against the resistance of the tyres, with a force sufficient to load the steering mechanism and joints, and carry out a visual examination of the complete steering mechanism. 3. Examine the condition of the steering damper, also check the security of attachment of the damper to the chassis frame or body shell & to the steering linkage. 4. Visual examination of the chassis frame & body shell for excessive corrosion or fractures in the vicinity of the steering box or rack & pinion housing, the idler arm mounting, the steering damper fixing points & wishbone anchorage. 5. For front wheel drive vehicles, carry out the following inspections: (a) With the vehicle in neutral gear & while rotating the wheels when they are on both locks, examine visually the gaiters of the constant velocity joints while opening out the pleats (b) Check the front wheel drive shafts for straightness and damage.	1. Excessive free plays at the steering wheel. The amount of acceptable free play will depend on the type of steering mechanism (i.e. steering box or rack and pinion) and the diameter of the steering wheel. Any of the conditions listed below which, in the opinion of the tester, are such that the steering of the vehicle may be impaired to such an extent that directional control of the vehicle may be unpredictable. (See Notes). 2. Excessive stiffness in the steering. 3. Relative movement between the steering box or steering rack assembly and the chassis frame or body shell. 4. Relative movement between any idler arm attachment and the chassis frame or body shell. 5. Relative movement between a sector shaft and drop arm. 6. Excessive wears in a pivot point. 7. A track rod end or drag link ends loose, or misalign with its ball. 8. Excessive play in a steering ball joint. 9. A ball pin shank loose. 10. Sharp or deep grooves at the neck of a ball pin.	1. The steering wheels are in the straight-ahead position. 2. It may be necessary to open the engine compartment to examine some steering components on some vehicles. 3. It is essential that for the inspection detailed in subsection 2, the steering is moved to load the steering joints, and not merely to take up any free play as for the inspection detailed in subsection 1. 4. Care must be taken to distinguish between relative movement due to excessive wear and relative movement due to built-in clearance or spring loading of a joint. 5. This inspection must be carried out without any dismantling. It is therefore accepted that it is not always possible to examine completely items, which are covered with protective gaiters. 6. Bonded joints will show movement due to elasticity or slight deterioration. This is acceptable. 7. Wear or play must only be

		regarded as excess if it is clear that the component is at the stage when replacement, repair or adjustment is necessary.
Method of Inspection	Principal reasons for rejection	Notes
	11. Insecurity of any part fixed to the vehicle structure. 12. A part of the steering box or rack and pinion assembly insecure. 13. Relative movement between a steering arm and stub axle. 14. A steering component fractured or deformed. 15. A retaining device missing or insecure. 16. A locking device missing or insecure. 17. A sector shaft twisted. 18. Excessive plays or ends float of a sector shaft or idler arm shaft. 19. A steering box or rack and pinion housing belt which is loose or missing. 20. A steering box or rack and pinion housing fractured. 21. Fluid leakage from a steering damper gland to such an extent that it is clear that the gland has failed. 22. External damage or serious corrosion to the damper body or cover. 23. A steering damper missing. 24. A steering damper insecurely fixed to the chassis frame, body shell or steering linkage. 25. Excessive corrosion, severe distortion or fractures in a load bearing member around of the vehicle structure or surrounding paneling of the steering box, rack and pinion housing, any idler arm mounting, steering damper fixing	8. Only for cars that are fitted with steering dampers as a standard component. 9. For inspection of constant velocity universal joint, drive shaft, it is essential that the car is moved for visual inspection, put the gear in reverse and release the parking brake, push car forwards and backwards. Note: Ignition key should place on the ‘off’ position.

Method of Inspection	Principal reasons for rejection	Notes
	points or wishbone anchorage. 26. A drive shaft constant velocity universal joint coupling excessively worn or insecure. 27. . A flexible rubber or fabric universal coupling unit damaged by severe cracking or breaking up. 28. A flexible rubber or fabric universal coupling unit softened by oil contamination or insecure. 29. An insecure or fractured 'U' bolt securing a joint bearing. 30. A split or missing gaiter or a gaiter which is insecurely mounted to its housing. 31. A damaged or bent shaft.	

Method of Inspection	Principal reasons for rejection	Notes
2.3 POWER STEERING		
1. With the vehicle in neutral gear, the handbrake applied and the engine running, rock the steering wheel gently in both directions, examine visually all parts of the steering linkage associated with the power mechanism, any hydraulic fluid hoses and union (joints for leaks and also the condition of the power steering pump drive and the security of the pump mounting.	1. The power steering does not operate. 2. A locking device insecure or missing. 3. Excessive play in a power steering mechanism joint. 4. Excessive deterioration in any bushing material of a joint, resulting in excessive relative movement between the joint components. 5. Insecurity of any part fixed to the vehicle structure. 6. A damaged hose or any fluid leak. 7. Insecure drives or drive belt to the pump. 8. Insecure pump mounting.	1. Care must be taken to distinguish between leaks from the power steering and extraneous fluid, which may not necessarily be a leak from that mechanism.
2.4 FRONT WHEEL BEARINGS		
1. Jack up front wheels and examine for any tightness or excess play. 2. Spin each front road-wheel in turn and listen for any sound indicating roughness in the wheel bearing.	1. Excessive play or insufficient clearance in a wheel bearing. 2. Roughness or tightness in a wheel bearing whilst the wheel is rotating, indicating imminent failure of the bearing.	

SECTION III
Suspension

Method of Inspection	Principal reasons for rejection	Notes
3.1 SUB-FRAMES		
1. With the vehicle on a pit or raised hoist, examine the condition of each sub-frame for fractures, excessive corrosion and distortion. 2. Examine the mounting of each sub-frame to the chassis frame and to the wheel assembly, looking particularly for any insecure mounting, any fractures or any excessive corrosion to the vehicle structure in the vicinity of the sub-frame mountings. Examine bonded flexible mountings for deterioration.	1. A sub-frame badly distorted in such a manner as to affect its strength or operation. 2. A sub-frame fractured. 3. A sub-frame, which is so corroded that, it is clear that its strength has been materially reduced. 4. A fractured or corroded sub-frame inadequately repaired. 5. An insecurely locked or defective mounting. 6. A fracture or excessive corrosion of a load bearing member of the vehicle structure around of any sub-frame mounting. 7. A badly deteriorated flexible mounting.	1. This inspection is to be carried out without any dismantling. It is, therefore, accepted that it is not always practicable to inspect these items completely. However, the inspection should be carried out on those parts which are accessible and which can be seen from underneath the vehicle.
3.2 COIL SPRING OR DISPLACER UNITS		
1. Examine the condition of each coil spring or displacer unit corrects mounting and damage. 2. Examine the vehicle structure in the vicinity of spring mountings for fractures, excessive corrosion and distortion. 3. Examine any interconnection pipes be between displacer units.	1. A coil springs fractured or badly corroded. 2. A coil spring or displacer unit which is not properly seated. 3. An excessively corroded, fractured or distorted load-bearing member of the vehicle structure of paneling around of any spring mounting. 4. Insecure, damaged, leaking or corroded interconnecting pipes between displacer units.	

4. Note whether any one spring is so weak that it is not holding the body sufficiently far away from the road-wheels.	5. Any one springs so weak that the body is fouling the road-wheels.	
Method of Inspection	Principal reasons for rejection	Notes
3.3 LEAF SPRINGS		
1. Examine each spring for fractures and displaced leaves. 2. Examine each spring anchor bracket and spring shackle bracket and the associated pins and bushes for wear, security and adequate locking. 3. Note whether any one spring is so weak that it is not holding the body sufficiently far away from the road-wheels. 4. Examine the chassis or body structure in the vicinity of each spring mounting for fractures, excessive corrosion and distortion.	1. A fractured leaf in spring. 2. A broken centre bolt. 3. Looseness of a bolt or plate securing a spring to an axle. 4. Looseness of a spring clip or spring 'U' bolt. 5. A defective spring-eye and shackle eye. 6. A spring 'U' bolt too short. 7. An anchor pin/or bush excessively worn. 8. A shackle pin/or bush excessively worn. 9. An anchor pin loose in its bracket. 10. A shackle pin loose in its bracket. 11. A shackle or anchor pin locking device, which is insecure or missing. 12. Any one springs so weak that the body is fouling the road-wheels. 13. Excessive corrosion, serious distortion or fracture in a load bearing member or surrounding paneling of the chassis or body structure around of any spring mounting.	

Method of Inspection	Principal reasons for rejection	Notes
3.4 SHOCK ABSORBERS		
1. Examine each shock absorber for damage, corrosion, fluid leaks and security of attachment. 2. Carefully pull or push down the vehicle at each corner and release it. Note the rebound of the body to determine whether each shock absorber is producing a damping effect.	1. Damaged shock absorber. 2. Shock absorber missing. 3. Leaks due to work piston and cups. 4. Insecure attachment of the shock absorber. 5. No damper action.	1. With fluid leaks it is necessary to ensure that any fluid in the vicinity of the unit from the shock absorber and not from any extraneous source.
3.5 FRONT & REAR SUSPENSION JOINTS		
1. Examine the joints for excessive wear and slackness.	1. Excessive wear and slackness.	

SECTION IV
Road Wheel & Tyres

Method of Inspection	Principal reasons for rejection	Notes
4.1 TYRES		
1. Note the size and type of construction of the tyre on each road-wheel and compare its type of construction with the corresponding tyre on the other side of the vehicle. 2. Note the type of construction of the tyres fitted to the front of the vehicle and compare this with type of construction with those fitted to the rear. 3. Examine each tyre for cuts, bumps, bulges, recutting of the tread and fractures in the structure and correct seating in the road-wheel rim. 4. Examine the depth of tread on each tyre over its circumference. If the tread depth appears to be about 1 mm, measure the actual depth of the tread at several points with a tyre tread depth gauge. If the tread depth is clearly more than 1 mm at all parts, a tyre tread depth gauge need not be used.	1. Tyres of insufficient capacity to carry load on each 'axle'. 2. Tyres on same 'axle' or on twin wheels of different size. 3. Tyres on same 'axle' of different construction. 4. Radial type tyres are fitted to the front of the vehicle, with crossply tyres fitted to the rear. 5. A tyre with a cut in the sidewalls or tread, which is deep enough to reach the body cords and exceeds 2.5 cm in length. 6. A tyre with a break in fabric or with exposed body cords, of partial failure of the cord or structure. 7. A tyre, which has a tread pattern, the depth of which is not at least 1 mm throughout a single continuous circumferential band of at least 3/4 of the tread width. The circumferential band must have substantially parallel sides.	1. The condition of construction of the tyre on the spare wheel is not included in the inspection. 2. Any superficial scuffing of a type is not to be regarded as a defect. 3. A cut must be deep enough to expose the tyre body structure. A superficial cut, which is not deep enough to penetrate the inner structure of the tyre, is not to be regarded as a defect. 4. A tyre and wheel combination should be regarded as defective if it is punctured at the time of the inspection.
4.2 ROAD WHEELS/NUTS/STUBS		
1. Visual examination of both sides of each wheel for obvious signs of damage while the vehicle is over the pit or hoist.	1. Any fracture or welding defects. 2. A badly distorted or damaged wheel. 3. A badly distorted bead rim.	1. The condition of the spare wheel's not included in the inspection.

4. Tyre retaining rings not properly fitted.
5. Any wheel not missing or loose.
6. Any wheel stud missing.

SECTION V
Engine & Transmission

Method of Inspection	Principal reasons for rejection	Notes
5.1 ENGINE MOUNTING AND BRACKET		
1. Visual examination of mounting and brackets.	1. Deteriorated, loose or fractured.	
5.2 EXHAUST PIPE/SILENCER		
1. Assess the effectiveness of the silencer in reducing exhaust noise to a level considered to be average for the vehicle. 2. Examine the exhaust system for signs of exhaust gas leaks, paying particular attention to joints and any parts where the system has been repaired. 3. Examine the condition of the silencer outer casing for serious deterioration and the exhaust system for completeness. 4. Examine the condition of the mountings of the exhaust system to the vehicle.	1. An alternated or modified silencer which is in such a condition, or of such a type, that the noise emitted from the vehicle is clearly unreasonably above the level to be expected from a similar vehicle in average condition. If in doubt, Monitoring Unit should be informed to follow up. 2. A major leak of exhaust gas from the exhaust system. A repair to an exhaust system, which effectively prevents leak, is acceptable, providing the system is structurally sound. 3. A missing silencer/tail pipe. 4. An exhaust system mounting missing, which is in such a condition that, it does not fully support the system. Parts extended outside of the car body.	
5.3 PROPELLER SHAFT COUPLING		
1. Rock propeller shaft and listen for knocking sound. 2. Visual examination for excessive wear and slackness.	1. Worn bearings and spindles. 2. Loose flage fixings. 3. Damaged or bent shaft. 4. Deterioration of flexible couplings.	

5.4 SMOKE AND EXHAUST EMISSION

Method of Inspection	Principal reasons for rejection	Notes
1. Note the rpm of the engine while accelerating engine to near full throttle. 2. Suitable apparatus employed to check the smoke/exhaust emission level.	1. Smoke/exhaust mission level does not comply regulation.	

5.5 OIL LEAKS

Method of Inspection	Principal reasons for rejection	Notes
1. Check under the car for oil leaks onto the floor. 2. Check for leaks onto the exhaust system.	1. Excessive oil leaks from assemblies, likely to cause dangerous road condition. 2. Oil leaks onto the exhaust pipe or silencer. 3. Oil leaks, which might affect brake system components.	

Method of Inspection	Principal reasons for rejection	Notes
6.1 HEAD LAMP		
1. Examine the physical condition of the lamp. 2. With the headlamp switch on main and dipped beam in turn, see that each shows a light of the same colour. Check that the headlamps have sufficient intensity to illuminate the road in front of the vehicle. 3. Use headlamp-testing device to determine the horizontal and vertical aim of each headlamp at main beam. For twin headlamp, one set of the headlamps will be covered.	1. Damaged lamp or lamp cover. 2. Colour, position or intensity not in accordance with the requirements of the Regulation. 3. Defective lamp. 4. Headlamp not securely fixed to car. 5. Horizontal distance between headlamps or either side of car is less than 600 mm. 6. The aim of the headlamps is not within the limits laid down by the Regulation. 7. Switching arrangement of headlamps not in accordance with Regulations.	1. The horizontal and vertical aim of each headlamp is in accordance with the test equipment manufacturers' specification.
6.2 FRONT & REAR LAMPS		
1. Obligatory front lamps are the two 'side lamps', which are required by regulation, to be provided on a vehicle showing a WHITE light, which must be visible from a reasonable distance, to the front of the vehicle. 2. Obligatory rear lamps are the two lamps, which are required by regulation, to be provided on a vehicle showing a RED light, which must be visible from a reasonable distance, to the rear of the vehicle. 3. With the side and rear lamps switched on, see that they each show a light of the correct colour and of sufficient intensity to enable them to be seen from a reasonable distance.	1. There are not two unobscured side lamps with diffused lenses, symmetrically placed, showing a white light to the front, which is visible from a reasonable distance. (See Note 2). 2. There are not two unobscured rear lamps with diffused lenses, symmetrically placed, showing a red light to the rear, which is visible from a reasonable distance. (See Note 2). 3. A lamp showing a light other than white to the front. 4. A lamp showing a light other than red to the rear. 5. A side lamp or rear lamp with a damaged or missing lens. 6. Side-lamps obviously not located at the same height. (See Note 2). 7. Rear lamps obviously not located at the same height. (See Note 2). 8. An obligatory front or rear lamp, which does not illuminate immediately it, is switched on because of a poor electrical connection.	1. The obligatory front lamps may be incorporated with the headlamps, but must be switched separately. 2. The measurement of the precise position of obligatory front and rear lamps is not part of the inspection, but nevertheless it is necessary to check visually that the lamps are located at approximately the same height and the same distance inboard from the side of the vehicle.

Method of Inspection	Principal reasons for rejection	Notes
6.3 STOP LAMP		
1. Examine the condition of the lamps. 2. With the ignition switched on and the service brake applied, observe the functioning of the stop lamps. 3. Check that at least two stop lamps are fitted and each is facing to the rear.	1. There are not two unobscured red stop lamps, placed approximately symmetrically one on each side of the vehicle, which illuminate when the service brake is applied. (See Note 2). 2. The light from either of the stop lamps does not remain steadily illuminated when the service brake is applied. 3. A stop lamp remains illuminated, even when the service brake is not applied. 4. A stop lamp with a damaged or missing diffused lens.	1. Total rated wattage not less than 15 watts or more than 36 watts 2. The measurement of the precise position of stop lamps is not part of the inspection, but where two stop lamps are fitted, it is necessary to check visually that each lamp is located at approximately the same height and the same distance inboard from the side of the vehicle.
6.4 FRONT, REAR AND SIDE DIRECTION INDICATORS		
1. Examine the physical condition. 2. With the ignition switched on and direction indicator operated in turn on each side, see that they are flashing at approximately the correct rate.	1. A direction indicator with a lens missing or damaged, or with a lens which does not diffuse the light, or one which is obscured. 2. Fails to flash when the direction lever is operated. 3. Colour, position, intensity and rate of flashing not in accordance with the requirements of the Regulation. 4. The ‘tell tale’ does not indicate the operation of the direction indicators correctly, or if no ‘tell tale’ is fitted the indicators are not visible from the driving seat.	1. The illuminated colour of every indicator shall: If it shows both to the front and to the rear, be amber; if it shows only to the front, be amber or white; and if it shows only to the rear, be amber or red. 2. Light emitted from direction indicator shall begin to flash not later than one second after the indicator is switched on. Rate of flashing should not less than 60, or more than 120 flashes per minute. 3. Total rated wattage not less than 15 watts nor more than 36 watts.

Method of Inspection	Principal reasons for rejection	Notes
6.4(A) HAZARD WARNING DEVICE		
1. Obligatory Hazard Warning device are the direction indicators operates simultaneously on each side of the motor vehicle. 2. With the control switched on, see that they are flashing at approximately the correct rate.	1. Same as column 2 of above 6.4.	1. Hazard Warning device required to be fitted to private cars first registered on or after the 1.1.88.
6.5 NUMBER PLATE LAMP		
1. Visual examination.	1. Defective lamp. 2. Lamp throwing light to the rear of vehicle.	
6.6 RED REFLECTOR (Obligatory Reflector)		
1. Examine the condition and fixing of reflectors on the rear of vehicle and see that they are red in colour. 2. Check that two reflectors are fitted, one on each side of the car.	1. There are not two unobscured red reflex reflectors fitted squarely, and approximately symmetrically, one on each side of the vehicle at the rear. (See Note 1). 2. A part of the reflecting area of a reflector is missing. 3. A reflector is not securely fixed to the vehicle.	1. The measurement of the precise position of rear reflectors is not part of the inspection, but nevertheless it is necessary to check visually that all reflectors are located at approximately the same height and the same distance inboard from the side of the vehicle. 2. The inspection does not include a check that reflectors have the appropriate approval mark. Reflecting tape may not be regarded as a substitute for a rear reflector.

Method of Inspection	Principal reasons for rejection	Notes
6.7 ELECTRICAL WIRING		
1. Inspect all visible electric wiring for their condition security and position.	1. Wiring not adequately insulated. 2. Wiring not properly secured. 3. Wiring so positioned that it is chafing on a part of a vehicle to such an extent that the insulation will become ineffective.	
6.8 BATTERY		
1. Examine battery for security cracks and leakage.	1. Battery not secured. 2. Battery holder missing. 3. Battery cases cracked or leaking.	

Method of Inspection	Principal reasons for rejection	Notes
7.1 CONDITION OF VEHICLE STRUCTURE		
1. With the vehicle over a pit or on a raised hoist, examine the vehicle structure for any fracture, damage or corrosion, which is likely to affect the braking system or the steering gear.	1. Any fracture, damage or corrosion in the vehicle structure of such a serious nature as to affect prejudicially the correct functioning of the braking system, the steering gear or the rigidity of the assembly.	
7.2 CONDITION OF BODY		
1. Visual examination with the vehicle on pit or hoist.	1. Body not located squarely on chassis. 2. Excessive corrosion at fixing points on integral bodies. 3. Body panels and floors damage, which would cause danger to driver and passengers. 4. Any mudguard missing. 5. Any part of the body or mudguard so loose it is likely to fall off or rub a tyre. 6. Any part of the body or mudguard so corroded that it is not acting as a complete shield. 7. Any part of the body or mudguard which is torn or holed and is likely to injure anyone walking beside the car. 8. Any part of the body or floor, which is holed so that exhaust fumes, is likely to enter the driver's compartment. 9. Any mascot or other unnecessary attachment carried in any position where it is likely to strike any person with whom the vehicle may collide.	
7.3 DOORS AND HINGES		
1. Visual examination of the door. 2. Open and close the doors at each side to check on their working condition. 3. Check on hinges for looseness.	1. Door which is badly damaged. 2. Missing handle. 3. Doors do not open or close properly. 4. Doors likely to open by itself or does not remain	1. Dents should not be a cause of failure.

	closed. 5. Hinges or catches loose.	
Method of Inspection	Principal reasons for rejection	Notes
7.4 SEATS		
1. Examine the driving seat noting any movement relative to the rest of the vehicle the condition of the seat back and seat cushion. 2. Examine any seat adjusting mechanism for insecurity and wear.	1. The driving seat is in such condition, or so loose on its mounting, that it may cause the driver to lose control of the vehicle when it is in motion. 2. The driving seat cannot be adjusted. 3. The seat structure or adjustment mechanism is in such a condition that driving seat may move inadvertently.	
7.5 WINDSCREEN/WINDOW GLASS		
1. Check the type and condition of the windscreen and any side, rear or roof window for:- (a) Cracks, scars or other defects so as to affect driver's vision. (b) Only safety glass or safety glazing is fitted. (c) Alteration or addition has been made whereby the reflecting effect of the safety glass is increased. 2. Check Light transmittance of the windscreen and any side, rear of window.	1. Any windscreen or window glass not being of safety glass or safety glazing. 2. Any windscreen or window glass is broken or has a crack extending across it from one edge to another. 3. Any crazing or discolouration of more than 25 mm from the edge of the windscreen glass area. 4. Any crack or discolouration in glass or other transparent material, which is so, located and of such a nature that it impairs the driver's view of the road or presents a danger to the occupants of the vehicle. 5. Any alteration or addition of tinted film in glass or other transparent material, which is so placed as to obscure the view of the interior of the motor vehicle. 6. Light transmittance of the window glass does not comply regulation.	1. Reflection glass or heavily tinted glass that would impair the driver's vision is reason for rejection.

Method of Inspection	Principal reasons for rejection	Notes
8.1 NUMBER PLATE		
1. Visual examination.	1. Design and colour not of the approved type. 2. Numbers and letters faded. 3. Number or letters damaged or missing.	
8.2 WINDSCREEN WIPERS		
1. Operate the windscreen wipers and note that they move over an adequate area of the windscreen.	1. A windscreen wiper, installed for the use of the driver, does not operate over a sufficient area of the windscreen to give the driver an adequate view of the road to the near and off sides of the vehicles, as well as to the front. 2. A windscreen wiper installed for the use of the driver, which has a blade which is deteriorated to such an extent that the screen is not cleared effectively.	
8.3 WINDSCREEN WASHERS		
1. Operate windscreen washer mechanism and note that liquid is emitted from washer.	1. Windscreen washers do not function. 2. Washer liquid not directed to appropriate part of windscreen.	1. There is no requirement as to the number of jets to be provided for the washers.
8.4 REAR VIEW MIRROR		
1. Visual examination.	1. Broken/missing. 2. Mirror loosely attached. 3. The car does not have at least either (a) one external mirror on the off side and one internal mirror, or (b) two external mirrors on opposite sides. 4. Any one of the mirrors does not enable the driver to see clearly to the rear. 5. An internal mirror is not fitted with protected edge in good condition.	

Method of Inspection	Principal reasons for rejection	Notes
8.5 SPEEDOMETER		
1. Check that a speedometer is fitted and can be easily seen from the driving seat. 2. Check that the speedometer can be illuminated. 3. Check the operation of the speedometer	1. Speedometer not fitted or incomplete. 2. Speedometer cannot be seen by a person sitting in the driving seat. 3. Speedometer cannot be illuminated so that it can be seen during the hours of darkness by the person sitting in the driving seat.	
8.6 FUEL TANK & PIPES		
1. Examine each fuel tank and pipes for security and leaks.	1. Fuel tank so insecure that it may drop away (partially or completely). 2. Fuel tank leaking. 3. Any part of the system leaking to such an extent that fuel is dripping from the vehicle. 4. Pipes in such a position that they are fouled by moving parts of the vehicle.	
8.7 FUEL TANK CAP		
1. Visual examination.	1. Missing/Improper.	

Method of Inspection	Principal reasons for rejection	Notes
8.8 SEAT BELTS		
1. See that the driver seat and the appropriate passenger's seat) are provided with approved type of seat belt. 2. Examine the condition of each seat belt for cuts or deterioration. 3. Check seat belt anchorage. (a) Pull each seat belt webbing against its anchorage and see that it is properly secured to the vehicle structure. (b) Check the condition of the vehicle structure in the vicinity of the seat belt anchorage points.	1. Seat belts not provided. (See Notes) 2. Belt without approval mark. 3. Belt not securely attached to body structure. 4. A cut or serious deterioration in any part of the seat belt webbing. 5. A locking mechanism of a seat belt, which does not secure or release the belt as intended.	1. Every private car registered on or after 1.8.76 is to be fitted with seat belts at front seats. All passenger seats must be fitted with seat belts since 1.6.96. 2. There is no requirement as to the front seat belt to be provided for a private car manufactured on or before 1964. 3. There is no requirement for seat belts to be fitted to goods vehicles manufactured before 1.1.89.
8.9 HORN		
1. Operate the horn and listen for the audible warning.	1. The horn control is missing. 2. The horn does not function. 3. The horn control is not accessible to the driver. 4. The horn operates but the sound from it has such a low volume that it is unlikely to be audible to another road user. 5. The audible warning is a gong, bell, siren or two tone horn and the vehicle is not one which is permitted by Regulation to have any of these items.	

Method of Inspection	Principal reasons for rejection	Notes
8.10 VISUAL DISPLAY UNIT		
1. Check the installation and operation of the visual display unit.	1. The visual display unit does not comply regulation such as video shown on the display unit. 2. Insecure visual display unit or may injure any person in the vehicle.	

Method of Inspection	Principal reasons for rejection	Notes
9.1 PROTECTIVE PARTITION		
1. Visual examination.	1. Not fitted. 2. Insecure/inadequate mountings. 3. Any fracture or damage. 4. Incorrectly positioned. 5. Does not comply with construction and/or dimensional requirements.	1. Partition must provide an effective protection to the driver and passenger(s) from any goods carried in a vehicle. 2. <u>Accepted Material</u> (a) Sheet metal. (b) Wire mesh on metal frame. (c) Fibreglass with reinforcing as necessary. 3. <u>Securing Method</u> (a) Mono bolt type rivet. (b) Bolts with nuts locked by welding or peeling. (c) Set screws into captive nuts locked by welding. (d) Welded direct to vehicle structure. Any intermediate brackets are to be fixed by one of above methods.

Method of Inspection	Principal reasons for rejection	Notes
9.2 BLANKING OF SIDE WINDOWS		
1. Visual examination.	1. Glass or safety glazing fitted to body side flanking goods compartment. 2. Blanking inserts damaged/missing. 3. Blanking inserts fitted not constructed of suitable material and/or adequate strength.	1. Window glass or safety glazing must be removed. 2. Blanking inserts may be constructed using metal, fibreglass or similar type material of adequate strength.
9.3 REVERSING AUDIBLE WARNING AND VIDEO DEVICE		
1. Check the installation and operation of reversing audible warning device for Goods Vehicle. 2. Check the installation and operation of reversing video device.(for Goods Vehicle that 1st register on or after 1.10.14).	1. The reversing audible warning or video device missing. 2. The device is out of order. 3. Insecure device. 4. Coverage area of the video device is insufficient. 5. The device does not comply regulation.	

Method of Inspection	Principal reasons for rejection	Notes
10.1 ELECTRIC SAFETY		
Safety hazards, mainly related to the characteristics of high-power/high voltage electric equipment or chemical leakage from the batteries should be alerted. 1. Visual examination on the high voltage cables (mainly in orange) and the charging plug/socket. 2. Visual examination on chemical leakage from the batteries.	1. Damaged cable, plug/socket or batteries. 2. Warning light appears. 3. Insecure/inadequate mountings. 4. Chemical leakage.	1. Do not attempt to touch the high voltage cables or terminals. 2. Consider using personal protective equipment against electric shock if necessary.