

TESTING MANUAL

FOR

**HACKNEY, PRIVATE HIRE AND
SPECIAL EVENT VEHICLES**

TRANSPORT SERVICES
January 2009

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SECTION A

INTRODUCTION

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INTRODUCTION

The purpose of this manual

This manual is a detailed guide as to how hackney, private hire and special event vehicles will be tested at Dudley MBC's Transport Services.

How to use the manual

The manual is in three parts: -

- Introductory notes – outlining the purpose, aims and methodology
- Testing Criteria – laying down the standards
- Appendix – supporting information

The testing criteria is set out in three columns

How the test is carried out	What is unacceptable	Notes
This column sets out how a particular item will be tested and what equipment and/or method may be used. Example 3. GLAZING 3.1 Visually check the condition of the glazing in windscreens, all windows, doors, partitions and roof lights for security.	This column sets out what is unacceptable and will therefore result in an unsuccessful test. Windscreen or window is so insecure that it is liable to fall out.	This column is for additional and/or supporting information. The term glazing refers to any material that forms see through part of a window or partition

Equipment used

Only equipment which is approved by Dudley MBC will be used in the test. The equipment will only be used in the way it is designed for and where appropriate will be properly adjusted, serviced and calibrated. Persons wishing to inspect calibration certificates should ask the tester of their vehicle.

Road tests

The test does not involve the vehicle being driven on the public highway but the tester will drive the vehicle around the road network of the Depot. This will be part of the test.

Notification of defect

If during the test a testable item is found to be defective, the nature of the defect will be clearly explained on the inspection form. The tester will, where possible, use language which is understandable to the lay person, but it must be understood that sometimes this will not be possible and only technical terms will be appropriate. A

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copy of the inspection form will be handed to the person collecting the vehicle, together with a brief verbal explanation.

Non-testable defect

If during the test the tester identifies a defect in an item not included in the test which, in the opinion of the tester, may make the vehicle unsafe or present a danger to passengers or other road users the tester may include the item in the test as a defect and cause for the refusal of a plate.

Responsibility for defective vehicles

When a defect is reported during a test and brought to the attention of the person presenting or collecting the vehicle it is his/her decision to drive the vehicle away or to arrange for recovery. Vehicles being recovered should be removed from the Depot as soon as possible. The person carrying out the recovery should report to Transport Services reception, where the Depot rules will be explained, before approaching the vehicle to be recovered.

No work on any vehicle can be carried out at the Lister Road Depot. Transport Services regret that they are unable to loan tools or equipment to those recovering vehicles.

Presenting or collecting vehicles

Vehicles should be presented just before or at the time of the appointment. Vehicles present more than 10 minutes after the appointment time will be rejected and a further test will need to be booked at the expense of the owner/operator of the vehicle.

Arrangements should be made to collect the vehicle as soon as possible following the test. One person per vehicle is welcome to wait in the reception area. Lister Road is a working Depot with a lot of vehicles and machinery moving around. Persons presenting, collecting or waiting for vehicles **MUST NOT WANDER AROUND THE DEPOT** or they will be escorted from the premises for their own safety. Persons entering or leaving the Depot on foot must use the pedestrian walkways that are within yellow railings and only cross roads using pedestrian crossings.

The presenter may accompany the vehicle into the testing area and observe the test, subject to the following conditions: -

- Only one observer per car
- The observer follows the instruction of the tester
- The observer does not, without permission of the tester, leave the designated viewing area
- The observer does not harass or talk unnecessarily to the tester

Terms used in this document

Nearside – when the vehicle is parked to the left facing in the direction of travel on a road, the side nearest to the kerb.

Offside – when the vehicle is parked to the left facing in the direction of travel on a road, the side furthest from the kerb.

Tester – a person authorised by the Director of Law and Property, or his appointee.

Hackney Carriage – a vehicle being tested in relation to retaining or acquiring a yellow Hackney Carriage plate; such vehicles must meet with the strict conditions of design, construction and adaptation laid down by the Council set out in a separate guide available from Ednam Road.

Private Hire Vehicle – a vehicle being tested in relation to retaining or acquiring a blue Private Hire Vehicle plate; such vehicles may be saloon cars or suitable conversions but must meet the conditions of design, construction and adaptation laid down by the Council set out in a separate guide available from Ednam Road.

Special Event Vehicle – a vehicle being tested in relation to obtaining a Special Event Plate and not being a vehicle suitable as a Hackney Carriage or Private Hire Vehicle

SECTION B

DOCUMENTATION

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DOCUMENTATION AND PLATES

	How the test is carried out	What is unacceptable	Notes
B1	<u>MOT CERTIFICATE</u>		
B1a	A Hackney Carriage must have a current Class IV M.O.T. certificate from the first annual anniversary of its registration.	Failure to present a current M.O.T. certificate that is appropriate to the vehicle.	Vehicle owners should check that the M.O.T. is valid and details are correct prior to presenting a vehicle for test. Failure to do so will result in an unsuccessful test and the issue of a refusal certificate.
B1b	A Private Hire Vehicle must have a current Class IV M.O.T. certificate from the 3rd annual anniversary of its registration.	A major discrepancy in the information on the form, i.e. wrong registration or vehicle identification number (VIN).	
B1c	A Special Events Vehicle must have a current Class IV M.O.T. certificate issued by a VOSA operated test station from the first annual anniversary of its registration.	A certificate that is unreadable or shows signs of tampering.	
B1d	A Re-registered Vehicle must have a current Class IV M.O.T. certificate.		
B2	<u>ROAD TAX</u>		
B2a	Vehicles must display an appropriate tax disc	Failure to display a current and appropriate disc A discrepancy in the information on the disc A disc that is unreadable or shows signs of tampering.	Vehicle owners should check that the disc is displayed, valid and details are correct prior to presenting a vehicle for test. Failure to do so will result in an unsuccessful test and the issue of a refusal certificate.

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DOCUMENTATION AND PLATES

	How the test is carried out	What is unacceptable	Notes
B3	<u>PLATE</u>		
B3a	Check that the vehicle displays the correct official Dudley plate unless: • It is the vehicles first test • The plate has been handed in or removed prior to the test	Plate is not fitted, if appropriate. Plate is insecure. Plate is not correct for the vehicle. Plate fouls vehicle equipment, such as lights, markings or openings. Plate is not in correct position.	Vehicle owners should check that plates are correct and readable before presenting the vehicle for test. The person presenting the vehicle for test should tell the tester if the plate is at the Licensing Office when handing over the vehicle keys.
B3b	Check that the plate detail matches that on the test notification form.		
B3c	Check that the plate is correctly attached and displayed as set out below.		
B3d	On Hackney and Private Hire Vehicle the plate must be fixed securely to the rear of the vehicle with its lower edge no less than 18 inches (458 mm) from the road/floor with the vehicle tyres correctly inflated.		
B3e	On Special Events Vehicle the plate must be fitted inside the vehicle in a prominent position which is capable of being seen by all seated passengers. A 2.75 inch (70mm) disc must also be displayed in the top nearside corner of the windscreen.		

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SECTION C

OUTSIDE THE VEHICLE

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OUTSIDE THE VEHICLE-Bodywork

	How the test is carried out	What is unacceptable	Notes
C1	<u>GENERAL CONDITION</u>		
C1a	Visually examine the vehicle appearance for: - • Colour (note 1) • Excessive corrosion (note 2) • Substantial damage (note 2) • Poor paintwork (note 2)	▪ Incorrect colour for class of vehicle ▪ Excessive corrosion ▪ Substantial damage ▪ Paintwork that is poorly applied, badly matched or badly deteriorated	<u>1 Colour</u> Hackney Carriages any colour other than white Private Hire Vehicles white Special Event Vehicles any colour <u>2 Corrosion and damage</u> Excessive corrosion and severe damage will be when: - ▪ Sharp edges are likely to cause injury or damage ▪ Corrosion or damage affects the legality or safety of the vehicle ▪ Corrosion, damage or poor paintwork causes the vehicle to be unsightly and represent the Borough of Dudley in an unsatisfactory manner <u>3 Major collision damage</u> A vehicle that has sustained major collision damage or structural alteration (such as the welding together of two vehicles) will not be accepted as a taxi, private hire or special events vehicle in Dudley.
C1b	Visually examine the vehicle for: - • Evidence of poor or major structural repair	▪ Misalignment, shortening or twisting severe enough to make it likely that the steering or other components would be adversely affected ▪ Incorrect repair ▪ Evidence of major collision damage (note 3) ▪ Evidence of major structural alteration	

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OUTSIDE THE VEHICLE-Bodywork

	How the test is carried out	What is unacceptable	Notes
C2	<u>DOORS, BOOT AND LUGGAGE SPACE</u> Physically check that all doors, hinged emergency doors and boot lids: • Open and remain open • Close and remain closed, secured by latches etc.	• Does not open and/or remain open • Will not close and/or remain closed • Catches fail to activate or hold	Some vehicles may have doors or openings that are deliberately put out of use. Providing that the remaining doors or openings meet with the standards for the type of vehicle (section...) this will be acceptable.
C2a	<u>BOOT AND LUGGAGE SPACE</u> Visually check that the boot or other luggage space: - • Is free from contamination by dirt, oil, litter, tools etc. • Has sufficient space available for luggage • Has a method of securing luggage or goods in the event of a collision	• Contamination • Insufficient space • No method of securing items	Hackney and Private Hire Vehicles must have at least 12.5 cubic feet of luggage space Special Event Vehicles will not need to provide luggage space
C3	<u>VARIOUS BODY PARTS AND ADDITIONAL EQUIPMENT</u>		
C3a	Visually check that all additional body parts are: - • Where required present and in working order • Not likely to cause injury or damage	• Required item missing or not in working order • Item likely to cause injury or damage	Some vehicles are designed to have bumper bars or fenders; if so these must be in place.

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OUTSIDE THE VEHICLE-Lighting

	How the test is carried out	What is unacceptable	Notes
C4	<u>ESSENTIAL LIGHTING</u>		
C4a	Switch lights on and visually check that each light: - • Is present • Works • Is sufficiently visible • Is correctly focused • Any exposed wiring is free from damage or excessive wear and has all necessary insulation	• Essential light missing • Light does not work • Poor output or dirty/contaminated • Out of focus • Damaged or excessively worn wiring or missing/inadequate insulation	
C5	<u>ADDITIONAL LIGHTING</u>		
C5a	Visually check that any lighting fitted to the vehicle above and beyond that which is essential: - • Works • Is sufficiently visible • Is correctly focused • Is secure and fitted in a way that is not likely to cause injury or damage • Is legal • Any exposed wiring is free from damage or excessive wear and has all necessary insulation	• Light does not work • Poor output or dirty/contaminated • Out of focus • Insecure or likely to cause injury or damage • Not legal • Any exposed wiring is free from damage or excessive wear and has all necessary insulation	All lights fitted to a vehicle, even if there is no statutory need, must work be properly adjusted and appropriate. For example; other than reverse lights no white light should be displayed to the rear.

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OUTSIDE THE VEHICLE-Roof signs and fuel cap

	How the test is carried out	What is unacceptable	Notes
C6	<u>ROOF SIGNS</u>		
C6a	Check that the sign: - • Is present • Is appropriate to the vehicle • Appears secure • Is in working order • The information on the sign is legible	• Missing • Not appropriate to the vehicle • Appears insecure • Not in working order • Not legible	In the case of a 'first on' inspection the sign will not be available. This will not be a reason for rejection of the vehicle. Special Event Vehicles are not required to display a roof sign
C7	<u>FUEL CAP</u>		
C7a	Check that a fuel cap is present and appears effective; temporary arrangements are unacceptable.		

OUTSIDE THE VEHICLE-Glazing

	How the test is carried out	What is unacceptable	Notes																								
C8	GLAZING Visually check all glazing, including partitions and roof lights, for: - • Security • Compliance with regulation	• Insecure • Does not comply with: - A BS857:1967 or BS AU 178:1980 B BS 857:1967 or BS 5282:1975 C Safety glazing D Safety glass	Safety glazing – material, other than glass, which if fractured will not fly into sharp fragments likely to cause severe cuts if broken Safety glass- glass which if fractured will not fly into sharp fragments likely to cause severe cuts if broken																								
C8a	<table border="1"> <thead> <tr> <th></th><th>First used on or after 01/04/85</th><th>First used on or after 01/06/78 to 31/03/85</th><th>First used on or after 01/01/59 to 31/05/78</th></tr> </thead> <tbody> <tr> <td>Windscreen</td><td>A</td><td>AorB</td><td>D</td></tr> <tr> <td>Exterior windows to side of driver</td><td>A</td><td>AorB</td><td>D</td></tr> <tr> <td>Interior windows to side of driver</td><td>A,BorC</td><td>A</td><td>D</td></tr> <tr> <td>Other exterior windows</td><td>A,BorC</td><td>A,BorC</td><td>D</td></tr> <tr> <td>Other interior windows</td><td>A,BorC</td><td>A,BorC</td><td>D</td></tr> </tbody> </table>		First used on or after 01/04/85	First used on or after 01/06/78 to 31/03/85	First used on or after 01/01/59 to 31/05/78	Windscreen	A	AorB	D	Exterior windows to side of driver	A	AorB	D	Interior windows to side of driver	A,BorC	A	D	Other exterior windows	A,BorC	A,BorC	D	Other interior windows	A,BorC	A,BorC	D		
	First used on or after 01/04/85	First used on or after 01/06/78 to 31/03/85	First used on or after 01/01/59 to 31/05/78																								
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OUTSIDE THE VEHICLE-Glazing

	How the test is carried out	What is unacceptable	Notes															
C9	<u>TINTED GLASS</u>																	
C9a	Visually check all glazing for the percentage of light transmitted through them; confirm, if necessary, with calibrated tint meter: - <table><tr><th></th><th>First used before 1st April 1985</th><th>First used on or after 1st April 1985</th></tr><tr><td>Front windscreen</td><td>70%</td><td>75%</td></tr><tr><td>Windows to each side of drivers' head</td><td>70%</td><td>75%</td></tr><tr><td>Other exterior windows Hackney and Private Hire</td><td>40%</td><td>40%</td></tr><tr><td>Special event vehicles</td><td>N/A</td><td>N/A</td></tr></table>		First used before 1 st April 1985	First used on or after 1 st April 1985	Front windscreen	70%	75%	Windows to each side of drivers' head	70%	75%	Other exterior windows Hackney and Private Hire	40%	40%	Special event vehicles	N/A	N/A	Insufficient light passing through	The 40% transmission of light through windows other than those to the front and side of the drivers' head is a requirement of Dudley MBC and does not apply to special event vehicles.
	First used before 1 st April 1985	First used on or after 1 st April 1985																
Front windscreen	70%	75%																
Windows to each side of drivers' head	70%	75%																
Other exterior windows Hackney and Private Hire	40%	40%																
Special event vehicles	N/A	N/A																

OUTSIDE THE VEHICLE-Spare wheel

	How the test is carried out	What is unacceptable	Notes
C9	<u>SPARE WHEEL AND EQUIPMENT</u>		<u>Spare wheels</u>
C9a	Check that the vehicle is fitted with a spare wheel that: - • Meets a standard appropriate to the vehicle • Would be in a legal condition when attached to the vehicle • Is of the same size, profile, width and rating as the tyres on the vehicle • Is securely stored	• Not appropriate • Would be illegal • Wrong size, profile, width or rating • Not secure	Some vehicles are fitted with space saver or get you home tyres. These tyres tend not to be of the same size, profile, width or rating and are subject to restrictions in their use; usually in terms of speed, load and/or distance travelled. Other vehicles have differing tyres on the front and rear axles, but only one spare. Such tyres, when fitted, can adversely affect the handling and stability of the vehicle and will not be accepted.
C9b	Visually check that the vehicle has the necessary equipment to change a wheel and that such equipment is: - • Appropriate to the vehicle • Stored securely • Is not stored in a position likely to cause injury or damage	• In-appropriate • Not securely stored • Likely to cause injury or damage	A spare wheel of the correct size, profile, width and rating as that fitted to the vehicle must be provided, two in the case of vehicles with differing size tyres on the front and rear axle. Owners and/or drivers should take account of this, and the effect of providing a spare wheel will have upon luggage space. Special Event Vehicles that are subject to a contract with a tyre supplier need not carry a spare or tools

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SECTION D

INSIDE THE VEHICLE

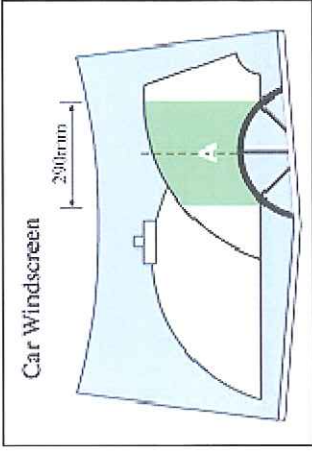
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INSIDE THE VEHICLE-Driving controls

	How the test is carried out	What is unacceptable	Notes
D1	<u>DRIVING CONTROLS</u>		
D1a	While seated in the driver's seat check all driving controls for : - • Condition – ensure that they are complete, free from cracking, fracture or excessive corrosion • Freedom of travel – not impeded, smooth operation, not requiring excessive force to operate • Secure	• Incomplete, cracked, fractured or so excessively corroded as to represent a risk of failure • Controls with free travel impeded • Controls which require excessive force to operate. Litter or ancillary equipment obstruct proper operation of the controls	Hackney and Private Hire vehicles must have the driver's controls on the offside of the vehicle. Special Event Vehicles may have the driver's controls on the left side providing that mirrors give a clear view to the offside and offside rear of the vehicle. Driver control adaptations. Only adaptations that are designed to assist a driver to overcome disability will be allowed. If such a device replaces or supplements any control it will be included in the test. Anti slip provision A rubber on a pedal that is worn but still intact will not be reason for a failure A tachograph is acceptable but must have been calibrated and properly sealed.
D1b	Check that no loose items, such as litter or ancillary equipment, obstruct or threaten to obstruct the proper operation of the controls.	No or insufficient anti-slip provision	
D1c	Check that the footbrake and, where applicable, the clutch pedals have anti-slip provision	No provision to stop the engine other than by stalling.	
D1d	Check that there is an effective provision, other than by stalling, to stop the engine.	Not present or does not work Has no MPH values Is not capable of illumination	
D1e	Check that the speedometer is fitted, works, gives values in MPH, is easily seen from the driving seat and can be illuminated.		

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INSIDE THE VEHICLE – Driver's view

	How the test is carried out	What is unacceptable	Notes
D2	<u>DRIVER'S VIEW OF THE ROAD</u>		
D2a	While seated in the drivers' seat check the windscreen and any side windows that are, either wholly or in part level with or to the front of the rear of the drivers' seat when in the rearmost position on any tracking for : - • Obstruction caused by items attached to the window/screen or placed/fitted in a way that obscures the view • Discolouration or opacity	Obstructed view Discolouration Significant cracking away from the area swept by the wipers Significant cracking, scratches or chips in the area swept by the wipers	 Examples of items that may obstruct vision are post production items such as telephone mounts, satellite navigation and two way radio sets. Stickers and/or misplaced tax discs can also obstruct the view.
D2b	Visually check the area marked A in fig: 2 for: - • Damage not contained within a 10mm diameter circle • A windscreen sticker or other obstruction encroaching more than 10mm • A combination of minor damage areas which seriously restricts the driver's view	Damage not contained within a 10mm diameter circle in area A A windscreen sticker or other obstruction encroaching more than 10mm in area A A combination of minor damage areas which seriously restricts the driver's view in area A	

INSIDE THE VEHICLE – Drivers, view

	How the test is carried out	What is unacceptable	Notes
D2c	Visually inspect the remainder of the swept area for: - • Damage not contained within a 40mm diameter circle • A windscreen sticker or other obstruction encroaching into the swept area by more than 40mm	Damage not contained within a 40mm diameter circle A windscreen sticker or other obstruction encroaching more than 40mm	
D3	<u>WINDSCREEN WIPERS AND WASHERS</u>		
D3a	Operate the wipers and washers and check that the windscreen is effectively cleared to give an adequate view.	Wiper or washers inoperative, absent or not functioning properly Wipers do not continue to operate without sustained pressure on switch	When a vehicle is presented with insufficient fluid in the washer reservoir the tester will be unable to carry out the test. This will result in a failure. Other than this condition the amount of fluid in the reservoir will have no bearing upon the test

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INSIDE THE VEHICLE– Radio and safety equipment

	How the test is carried out	What is unacceptable	Notes
D4	<u>TWO WAY RADIO</u>		
D4a	Check that the radio and all components/fittings are: - • secure • present no risk to passengers.	• Insecurely fitted radio or components/fittings • Radio or components/fittings presents threat to passengers.	The vehicle may be presented with or without a radio in place. An incomplete system will be unacceptable; if any part is in place, such as wiring, the system must be complete as far as the radio carrier.
D4b	Visually check the wiring for safety.	Unsafe wiring.	
D5	<u>FIRE EXTINGUISHER</u>		
D5a	Visually check for: - • An readily accessible fire extinguisher, fitted in the driver/front passenger area of the vehicle in a place that will not hinder, injure or damage clothing of driver or passenger. • Security of fitting • A, B Or C type • Not discharged or out of date	- Inaccessible - Not within stipulated location - Not secure - Wrong type - Discharged or out of date	It is a requirement of the licensing authority that all Hackney, Private Hire and Special Event Vehicles carry a fire extinguisher.

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INSIDE THE VEHICLE– Safety equipment

	How the test is carried out	What is unacceptable	Notes
D6	FIRST AID KIT		It is a requirement of the licensing authority that all Hackney, Private Hire and Special Event Vehicles carry a first aid kit.
D6a	Check for • A readily accessible and clearly marked first aid kit, located in the driver/front passenger area of the vehicle in a place that will not hinder or injure driver or passenger. • The minimum requirement 6 wash proof plasters 2 antiseptic wipes 1 HSE 18x18 Dressing - No 16 eye pad 2 Triangular bandages - Vinyl gloves 6 safety pins 1 first aid leaflet • That content is in-date and packaging is not damaged. • That no medications are included.	Inaccessible Not within stipulated location Not clearly marked Contents missing, out of date or packaging damaged.	The minimum contents comply with the HSE First Aid Travel Kit Standard. If the box is located in a glove compartment, the location must be clearly marked. The labels or marking of the box and/or its location should be recognisable by persons who do not have basic English or written skills. Example: - Sterile saline will be allowed in the box.

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INSIDE THE VEHICLE– Passenger safety and comfort

	How the test is carried out	What is unacceptable	Notes
D7	<u>PASSENGER HEATING</u>		
D7a	Visual check for means of heating the passenger area.	No heater fitted	If the passenger compartment is separate from that of the driver, for example in a Hackney Carriage with a bulkhead, a source of heat must be provided. Ducting or a separate heater is the best in such cases, passengers must be able to control the heat in the passenger compartment. This could be achieved by the use of a control in the passenger compartment or via communication with the driver.
D7b	Check that it is in working order, effective and is capable of being turned on or off.	Heater does not work, is not effective or cannot be turned on or off.	
D7c	Visually check that heater appears safe.	Broken components, exposed elements or wiring.	
D7d	Check for risk to passengers of burns, injury or tripping due to heater location.	Water/coolant leakage. Heater, or components, located in such a way as to cause risk to passengers.	
D8	<u>COMMUNICATION WITH THE DRIVER</u>		
D8a	If a full partition is in place between the driver and passenger area check: - • That the partition is of an approved type • That the partition is correctly fitted • That an effective means of communication between driver and passenger is in place.	• Partition not approved. • Partition incorrectly or badly fitted. • No effective means of communication between driver and passenger.	A list of approved partitions is available from the Licensing Office at Ednam Road.

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INSIDE THE VEHICLE– Internal lighting

	How the test is carried out	What is unacceptable	Notes
D9	<u>INTERIOR LIGHTING</u>		
D9a	Check the interior lighting for: - • Condition • Sufficiency • Working order • Passengers have means to activate lights • Automatic door switches on all passenger doors	• Poor condition, likely to cause imminent failure, injury or damage • Insufficient (see note) • Not in working order • No means of activation • Not present or not working	The tester should take the original design of the vehicle into account when deciding sufficiency.

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INSIDE THE VEHICLE– Passenger safety and comfort

	How the test is carried out	What is unacceptable	Notes
D10	<u>SEATING</u>		
D10a	Check the stability and security of all seats	Insecure seat.	
D10b	Visually check that the seat frames, trim or upholstery does not present a risk to the driver, passenger or clothing.	Seat frame, trim or upholstery presents risk to driver, passenger or clothing.	Vehicles with whole vehicle type approval will meet with 74/408/EC. Where the tester, after making reasonable enquiries, is unable to satisfy him/herself that seat mountings meet with this standard the vehicle will be deemed unacceptable. It is in the interest of the owners of converted vehicles to provide as much evidence of conformity with 74/408/EC as is possible.
D10c	Check that seat anchorages meet with 74/408/EC standards M1 (and subsequent amendment) for vehicles first plated with DMBC after 01/01/02. Vehicles continually plated with DMBC pre-01/01/02 may meet M2 standards. If necessary, contact the manufacturer/converter to confirm this. If necessary inspect fittings from underside of vehicle.	Vehicle tester not satisfied that seat anchorages meet M1 standard (M2 for vehicles continually plated with DMBC pre 01/01/02).	
D10d	With any additional seating in place check that there is sufficient room to accommodate as many adult passengers as there are seats all passengers in safety and comfort.	Insufficient space for passengers.	

INSIDE THE VEHICLE– Passenger safety and comfort

	How the test is carried out	What is unacceptable	Notes
D11	<u>SEATBELTS</u>		
D11a	Extend and examine webbing for cuts, fraying, evidence of other damage or disintegration and soiling likely to present risk to vehicle passengers or clothing.	Any fraying, cuts, damage or disintegration. Soiling likely to present a risk to passengers.	Special Event Vehicles need not have seatbelts fitted to side facing seats.
D11b	Fasten the buckle and try to pull the locked sections apart.	Failure of buckle.	
D11c	Check that the buckle releases whilst under load by activating the release mechanism whilst pulling on the belt.	Failure to release cleanly.	
D11d	Ensure that inertia reel seatbelt rewind smoothly and completely with no more than slight assistance.	Belt does not rewind smoothly or completely.	
D11e	Examine the condition of all seatbelt fittings and stalks.	Cracking, damage or other signs of apparent deterioration.	
D11f	Examine the integrity of the vehicle structure in the vicinity of seatbelt mountings.	Corrosion, distortion or fracture of load bearing panel within 300 mm of mounting.	
D11g	Check that the location of seatbelt components does not present a risk to passengers.	Location of components presents a risk to passengers.	

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INSIDE THE VEHICLE– Passenger safety and comfort

	How the test is carried out	What is unacceptable	Notes
D12	<u>INTERIOR TRIM</u>		
D12a	Check the following items for wear, damage or contamination likely to cause a risk to the passenger or clothing: -	Wear, damage or contamination likely to cause a risk to the passenger or clothing in any of the items listed.	The licensing authority requires the interior of all hackney, private hire and special event vehicles to be in good condition and clean.
D12b	• Carpets and/or floor coverings • Wall and door panels • Door furniture • Arm rests and/or ashtrays • Dashboard • Roof lining		
D12c	Check that interior of the vehicle as a whole appears to be in good condition, clean, and free from littering, tools etc.	The overall appearance of the interior of the vehicle is poor condition or unclean.	
D12d	Check that the boot or luggage area is clean, free from littering and unsecured items.	Boot dirty, littered or contains unsecured items.	
D12e	Check for unpleasant odours.	Unpleasant odours.	

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INSIDE THE VEHICLE– Passenger safety and comfort

	How the test is carried out	What is unacceptable	Notes
D13	<u>STEPS AND FLOORS</u>		
D13a	Check floors for signs of corrosion and/or wear that may cause risk to the passenger.	Corrosion or wear that may cause risk to passengers.	The licensing authority requires that floors and steps be in sound condition and free from obstruction which could cause difficulty in entering or alighting from the vehicle.
D13b	Check steps for corrosion, wear and security that may cause risk to passengers.	Corrosion, wear and security that may cause risk to passengers.	
D13c	Check for worn, damaged or insecure kick strips and threshold plates that may cause risk to passengers.	Worn, damaged or insecure kick strips and threshold plates that may cause risk to passengers.	Free standing steps will be tested to the same criteria as those attached to a vehicle. Such a test, having taken place in workshop conditions, will not enable the tester to make an assessment of the step's security on a less favourable surface.
D13d	Check for potential obstruction to passengers trying to evacuate the vehicle in an emergency.	Potential obstruction to passengers trying to evacuate the vehicle in an emergency.	
D13e	Check for adequate lighting of step areas.	Step areas inadequately lit.	

PASSENGER ACCESS – Entrances

	How the test is carried out	What is unacceptable	Notes
D14	<u>ENTRANCES AND EXITS</u>		The licensing authority requires at least two entrances and exits be available to all passengers.
D14a	Check the number of doors: - • Saloon vehicles – at least 4 • Other vehicles – at least 2 for use by passenger • Special Event Vehicles – at least 2	Too few doors.	Vehicles manufactured with access/exit from a row of seats via a folding or tipping seat, and having whole vehicle type approval, will be acceptable for private hire providing that: -
D14b	Check that all doors open freely and that entrances and exits are clear from obstruction.	Doors do not open freely. Entrances/exits obstructed.	a) The seat can be folded by a passenger seated to the rear of it, without assistance from another person.
D14c	Check that all vehicles, other than saloon cars, have: - • Handles/opening mechanisms that will be fully accessible and operate properly when the vehicle is loaded to capacity. • At least two doors marked as emergency exits.	Handles/opening mechanisms fail to operate properly. Insufficient or insufficiently marked doors.	b) The seat folds without the need to move it in a rail or lower a head restraint separately to a) above. c) When the seat is folded it leaves sufficient floor surface and clearance for passengers situated to the rear of it to alight/embark without risk.
D14d	Check that passengers in any seat have unhindered access to two doors.	Passengers do not have unhindered access to two doors.	d) The operating mechanism and how to activate it is clearly marked and capable of being seen by a passenger seated to the rear of the seat. Other passengers seated in the vehicles seats will not be considered to obstruct access or egress.

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PASSENGER ACCESS – Door locks

	How the test is carried out	What is unacceptable	Notes
D15	<u>LOCKS AND DOOR CATCHES</u>		
D15a	Check that all locks and door catches work properly.	Locks or catches do not work properly.	
D15b	Check that Hackney Carriages are fitted with inertia type door locks, unless these were not fitted as standard and the vehicle has been continually licence by DMBC since 01/01/02. Apply the footbrake and check that: - • There are warning lights on the inside of the passenger doors illuminating when the inertia lock is activated. • The inertia locks activate automatically when the vehicle reaches a speed of 6 mph (10 kph). • The inertia locks de-activate automatically within 5 seconds of the vehicle coming to rest.	Not fitted if required. Warning lights absent or not working correctly. Locks not activating on or before 6 mph (10 kph). Locks not de-activating within 5 seconds of the vehicle coming to rest.	It is a requirement of the licensing authority that Hackney Carriage vehicles have inertia type locks. Locks that fail to activate when the footbrake is applied but do when the vehicle reaches the required speed will not be a reason for failure.
D15c	If the locks do not work correctly with application of the footbrake they should be further tested by driving the vehicle around the Depot with another tester in the rear.		

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SECTION E

PASSENGER ACCESS

This section applies to all Hackney Carriage vehicles and those Private Hire or Special Event Vehicles adapted or constructed to carry passengers who travel in wheelchairs.

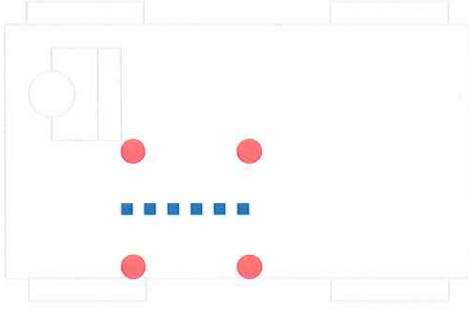
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The dimensions in this section of the manual were submitted in a report to Taxi Sub Committee dated 27th November 1996. Many of the population have problems with mobility, therefore issues such as door aperture size, road to first step height and ramp angles can disadvantage many people.

When measured against research carried out by Transport Research Laboratories for the Department for Transport the minimum dimensions used in this section of the manual fall short of the aspirations of some travellers, or would be travellers. Whilst bearing this in mind, we must be mindful of the poor availability of vehicles that might satisfy the aspirations of all travellers and of the extremely high cost to operators of such vehicles.

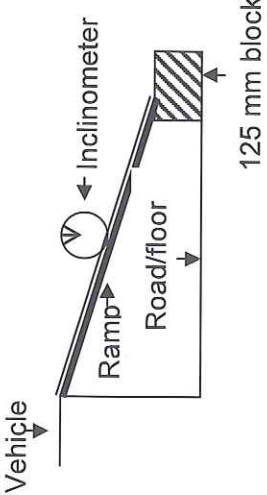
For these reasons it has been decided to maintain the status quo in terms of such dimensions for the purpose of the 2009 revision of this manual.

ACCESSIBILITY – Passenger Access

	How the test is carried out	What is unacceptable	Notes
E1	<u>DOOR APERTURES</u>		
E1a	Check, by measuring the height at its lowest point and width at the narrowest point, that the door aperture(s) through which a wheelchair would pass meets or exceed the following minimum requirements: - • Height – 1240 mm • Width – 750 mm to a height of 800 mm from base of aperture.	Aperture too low. Aperture too narrow.	Measuring floor to ceiling height (not to scale)  ● Wheelchair anchorage points ■ Height measured along line running from front to rear of the vehicle exactly halfway between the wheelchair anchorage points
E2	<u>DOOR STAYS</u>		
E2a	Check that the doors have a mechanism to maintain them in the fully open position.	Mechanism missing or defective.	
E3	<u>FLOOR TO CEILING HEIGHT</u>		
E3a	Check, by measuring at the point immediately above the head of a passenger travelling in a wheelchair, that the floor to ceiling height of the passenger area is at least 1240 mm.	Ceiling to floor height less than 1240 mm.	

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ACCESSIBILITY – Passenger Access

	How the test is carried out	What is unacceptable	Notes
E4	<u>GROUND TO FLOOR</u>		
E4a	With the vehicle on a level surface, check by measuring that the ground to floor measurement, at the point where a wheelchair user would enter the vehicle, does not exceed 550 mm.	Ground to floor height exceeds 550 mm.	The ground to floor measurement does not apply if a passenger lift is fitted.
E5	<u>RAMP INCLINE</u>		
E5a	With the ramps in place, check by using an inclinometer and 125 mm block that the incline of the ramp is 20% or less.	Incline exceeds 20%.	The average kerb height in Dudley is 125 mm
E6	<u>RAMPS</u>		
E6a	Visually check that the ramps: - • permanently marked with the registration number of the vehicle • Have a suitable non-slip surface • Are marked with the maximum weight limit • Have suitable fixings, such as dowels, that match those on the vehicle	• Registration number missing or not permanent	

PASSENGER ACCESS – Passenger lifts

	How the test is carried out	What is unacceptable	Notes
E7	<u>PASSENGER LIFT</u>		
E7a	Visually check the lift for its CE marking.	No CE marking.	Lifts first used before 01/01/97 need not have CE marks.
E7b	Check that the LOLER examination records are: • Current (inspection 6 monthly and load test 12 monthly) • Not showing obvious signs of alteration • Completed by a competent person	In-date records not supplied.	It is the responsibility of the presenter to supply the required information; failure to do so will result in a failure of the test.
E7c	Check that the following information is prominently displayed: • The safe working load of the lift • Instructions on how to safely use the equipment.	Showing obvious signs of alteration. Not completed by a competent person. Information not displayed prominently or at all.	In the event of an inspection following a collision, resulting in damage to the lift or its associated structures, the tester may require evidence of a re- LOLER examination.

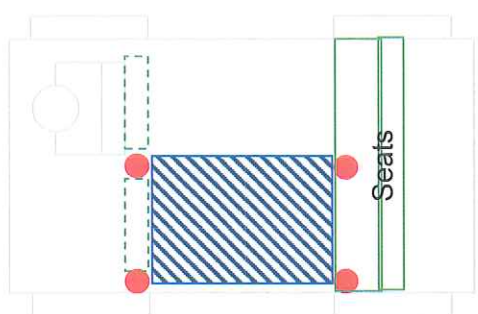
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PASSENGER ACCESS – Seating

	How the test is carried out	What is unacceptable	Notes
E8	<u>SEATS</u>		
E8a	Check, by measuring, that the distance between seat squabs and the ceiling directly above the squab centre is 940 mm.	Minimum distance between seat squabs and ceiling less than 940 mm.	Where passenger comfort equipment, such as air conditioning or courtesy lighting, is ducted under the roof lining, the seat squab to ceiling height can be reduced to 890 mm on 40% or two (whichever is the greater) of the seats. In the case of a brand new and unused vehicle, or one that has been refitted and the seating has been unused, the tester may make a discretionary allowance of -15 mm to compensate for the 'give' of a used seat
E8b	Check, by measuring, that the minimum width of all seat squabs, or in the case of bench seats the distance between seatbelt stalks, is 400 mm.	Minimum width/distance is less than 400 mm.	

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PASSENGER ACCESS – Passengers who travel in wheelchairs

	How the test is carried out	What is unacceptable	Notes
E9 E9a	<u>WHEELCHAIR SPACE</u> Check, by measuring, that there is adequate space for passengers who need to travel in their own wheelchair to travel facing in either a forward or, where a suitable bulkhead is fitted, rearward direction: - • Length (front to rear of vehicle) 920mm • Width (side to side of vehicle) 500 mm	Insufficient space	 Folding seats Wheelchair anchorage points Wheelchair area. Area under none folding seats or other obstructions does not count

PASSENGER ACCESS – Safety and security of passengers who travel in wheelchairs

	How the test is carried out	What is unacceptable	Notes
E10	<u>ANCHORAGE POINTS</u>		
E10a	Check the wheelchair and, where appropriate, passenger restraint anchorage points: - • Are fitted securely • Appear to be in working order • Appear to be appropriate and complete	Absent Not secure Not in working order Not appropriate or complete	Wheelchair users should always travel in a forward in a forward facing direction unless the wheelchair is supported by a suitable bulkhead Both the wheelchair and the passenger must be secured separately. Forward facing passengers travelling in wheelchairs must be secured by a three point lap and diagonal system secured to the vehicle. Under no circumstance will vehicles be recommended for licensing where passengers travel in wheelchairs sideways. All systems used must stow away safely when not in use.
E11	<u>PASSENGER SECURITY EQUIPMENT</u>		
E11a	Check that equipment used to secure a wheelchair and passenger is: - • Present • Sufficient • In good working condition	Absent Insufficient to secure passengers of all sizes Not in good working condition	

SECTION F

THE ENGINE COMPARTMENT

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THE ENGINE COMPARTMENT – Engine and surrounding area

	How the test is carried out	What is unacceptable	Notes
F1	<u>THE ENGINE</u>		
F1a	Visually check that the engine is: - • Not subject to excessive fumes • Free from excessive oil leaks	• Heavy contamination by oil or grease • Excessive fumes	Oil leaks and contamination can lead to fires and toxic fumes that might enter the vehicle. Fumes resulting from excessive crankcase compression can be toxic.
F2	<u>ENGINE AND SURROUNDING AREA</u>		
F2a	Visually check that the engine and surrounding area: - • Is free from excessive contamination by oil, grease or other fluids • That no components are insecure to the extent that they will cause failure of the engine or the vehicle • That all reservoirs have sufficient fluid to function • That the battery, battery carrier, terminals, leads and clamps are all free from excessive wear, damage or build up of acid corrosion to the extent that failure is imminent.	• Oil leaks likely to cause fumes, fire or road contamination • Components so insecure as to represent a risk of engine or vehicle failure • Insufficient fluids to function • Insecure/excessively damaged components or battery acid build up likely to result in imminent failure	

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THE ENGINE COMPARTMENT – Engine and surrounding area

	How the test is carried out	What is unacceptable	Notes
F3	<u>THE COOLING SYSTEM</u>		
F3a	Visually check the cooling system for: - • Leaks severe enough to pose a threat of failure • Bulges, splitting or severe deterioration of hoses • Corrosion of the radiator or other component likely to cause imminent failure • Damage, excessive wear or maladjustment of the fanbelt(s) likely to cause imminent failure	• Severe leaks • Severe bulges, splitting or distortion • Severe corrosion • Damage excessive wear or maladjustment	
F4	<u>FUEL AND EXHAUST SYSTEM</u>		
F4a	Visually check the parts of the fuel and exhaust systems that present under the bonnet for: - • Fuel leaks, insecure pipes or fittings • Leaks of exhaust gas or fumes, missing fixtures or mountings. • Insecure exhaust system or fittings	• Leaks, insecure pipes or fittings • Leaking gas/fumes, missing fixtures or mountings • System insecure	

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SECTION G

ROAD WHEELS AND TYRES

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ROAD WHEELS AND TYRES – Steering geometry and Tyres

	How the test is carried out	What is unacceptable	Notes
G1	<u>STEERING GEOMETRY</u>		
G1a	Whilst driving on the Depot check for: - • ‘Crabbing’ and pulling • Excessive steering bias	• Excessive ‘crabbing’ or pulling • Excessive bias	If the tester has reasonable grounds to suspect a problem with the steering geometry he/she may require a third party steering check and report, undertaken at the cost of the owner/operator, from a suitably equipped garage. In the event of this being the only unacceptable item in the test, no re-test fee will be payable in the case of a vehicle where the geometry check proves to be within the manufacturer’s tolerance.
G1b	Visually check for: - • Obvious misalignment or maladjustment of the steering and the vehicle track, either front or rear. • Obvious misalignment of the front and rear wheels, both on the vertical and horizontal planes, and asymmetry between sides of the vehicle • Unusual patterns of tyre wear, suggesting miss-alignment or asymmetry	• Obvious misalignment or maladjustment • Obvious misalignment or asymmetry	
G2	<u>TYRES</u>		
G2a	Visually check each wheel, including spare, for: - • Condition of each tyre • Compatibility of each tyre • Size of each tyre	• Obvious and unusual patterns of tyre wear that suggest geometry problems • Cuts, bulges, sidewall deterioration or wear making the tyre illegal • Tyre not compatible with the vehicle or other tyres on the vehicle • Tyre not of correct size for vehicle or as a match for other tyres on vehicle	Unusual patterns of tyre wear can suggest a problem with the steering geometry Special Event Vehicles need not carry a spare if they are subject to a tyre contract Tyres that are close to, but not worn past, the legal limit for the vehicle type will be advised upon

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ROAD WHEELS AND TYRES – Road wheels and hubs

	How the test is carried out	What is unacceptable	Notes
G3	<u>ROAD WHEELS</u>		
G3a	With the vehicle raised, visually inspect each road wheel, including spare, for: - • Damage, fractures, distortion or severe deterioration • The presence, compatibility and condition of wheel fixings • Apparent elongation of stud or bolt holes	• Damage, fractures, distortion or severe deterioration • Missing, incompatible with wheel or in poor condition • Elongation of stud or bolt holes	
G4	<u>HUBS</u>		
G4a	Visually examine: - • Half shaft bolts, nuts and studs for security • Hubs for security, damage or cracking	• Missing, insecure • Insecure, damaged or cracked	

SECTION H

UNDER THE VEHICLE

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UNDER THE VEHICLE – Road wheel

	How the test is carried out	What is unacceptable	Notes
H1 H1a	<u>EXHAUST SYSTEM</u> Check that the exhaust system is: - • Complete • Secure • Reasonably sound in composition	• Incomplete • Insecure • In poor condition and likely to fail	
H1b	With the engine running check the system for: - • Significant leaking of gases • Effectiveness of the silencer	• Significant leaking of gases • Ineffective silencer	Special attention will be paid to areas of obvious repair The tester will make a judgement as to whether the silencer is effective enough to reduce noise to an approximation of the standard for a vehicle of this type
H2 H2a	<u>FUEL SYSTEM</u> Visually examine: - • Fuel tanks for security, leaks or substantial corrosion • All visible pipes and hoses for security leaks or substantial corrosion	• Insecure, leaking or substantial corrosion • Insecure, leaks or substantial corrosion	

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UNDER THE VEHICLE – Oil leaks

	How the test is carried out	What is unacceptable	Notes
H3 H3a	<u>OIL LEAKS</u> With the engine off check the underside of the vehicle for: - • Substantial leaks from the engine, gearbox, hydraulic or other equipment • Oil or fluid contamination likely to cause fire or fuming	• Substantial leaks • Contamination	

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SECTION I

BRAKING AND SUSPENSION

**This section is supported by Systems of Work (SoW)
Sheets 1 and 2
These can be found in Section I**

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BRAKING AND SUSPENSION – Suspension and associated components

	How the test is carried out	What is unacceptable	Notes
I1	<u>SUSPENSION AND ASSOCIATED COMPONENTS</u>		
I1a	With the vehicle on a level surface use the method in SoW 1 s.1 to: - • Check shock absorbers for damping effect	• Negligible damping effect	
I1b	With the front of the vehicle raised use the method in SoW 1 s.2 to: - • Check for tightness or roughness in the steering mechanism • Check the condition of upper and lower ball joints • Check the condition of wishbone bearings • Check the condition of McPhearson strut bushes/glands or bearings • Check the condition of ball joints and bushes • Check the condition of wheel bearings • Check the condition of king pins and bushes	• Excessive tightness or roughness in the steering mechanism • Excessive wear or movement • Excessive wear or movement • Excessive stiffness or roughness in a strut upper mounting • Excessive wear or movement • Excessive roughness in wheel bearing • Excessive lift in king pin and bushes	When carrying out the checks in this section the tester should refer to, and follow, System of Work (SoW) number 1 in section I of this manual.

BRAKING AND SUSPENSION – Suspension and associated components

	How the test is carried out	What is unacceptable	Notes
I1c	With the rear of the vehicle raised use the method in SoW 1 s.3 to: - • Check for roughness in the wheel bearings • Check for movement of the wheel relative to the axle	• Excessive roughness in wheel bearings • Excessive play in wheel bearing	
I1d	While carrying out the above check all associated parts and components as in SoW 1 s4.		

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SECTION J

SYSTEMS of WORK

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TAXI, P.H.V. and S.E.V. TESTING

System of Work:

Sheet No 1 - STEERING AND SUSPENSION

Equipment

- Ramp or pit, jack and wheel chocks
 - Torch
 - Small Pinch Bar, to check for wear or play in many of the suspension components
 - Turning plates
 - Fume extraction equipment
-

Testing conditions

- When testing steering the engine should be idling with fume extraction equipment in use
 - Chocks should be used as appropriate
 - On vehicles with larger wheels a bar may be used to check for lift or play in the kingpins and bearings
-

Testing standards

- Play or wear must not be considered excessive unless it is clear that replacement, repair or adjustment of the component is immediately necessary. If the component is yet to reach that stage it must be recorded as an advisory item
- Some rubber/synthetic bushes are designed to provide a high degree of compliance, they will show some movement and should not be rejected unless there is serious deterioration or the deterioration results in excessive movement
- Leaf spring, shackle or bush pin side play of under 6mm is not to be considered excessive
- Wear in a bush and/or pin not exceeding: -

<u>Pin size</u>	<u>Maximum play</u>
12 mm	2 mm
25 mm	3 mm
Over 25 mm	10% of diameter of pin

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- Slight seepage resulting in a thin film of fluid on a shock absorber will not result in rejection
- Leaf spring splay will not be regarded as excessive unless the action of the spring is impaired, or may foul other parts of the vehicle
- A missing bump stop will not be a reason for rejection
- Some locking devices are not obvious, in such cases the presenter should be advised

	Testing Procedure	Reason for refusal
J1	With the vehicle on a level surface, at each corner of the vehicle (where practical) push down or pull down from underneath to determine if each shock absorber is producing a damping effect	A shock absorber that has negligible damping effect
J2	With the front of the vehicle raised:-	Excessive tightness or roughness in the steering mechanism Excessive wear or movement Excessive stiffness or roughness in a McPherson strut upper mounting Excessive wear/movement Excessive roughness in wheel bearing Excessive play in wheel bearing Excessive lift in king pins and bushes
J2a	Turn each front wheel, lock to lock, and check for tightness or roughness in the steering mechanism. In cases where the vehicle not fitted with a front beam use turning plates.	
J2b	Grasp the top of the road wheel with both hands and rock vigorously inward and outward. Checking the condition of: - • Upper and lower ball joints • Wishbone bearings • McPherson strut bushes/glands or bearings	
J2c	Grasp the road wheel at 'Quarter-to-Three' and shake vigorously to determine the condition of: - • Ball joints • Bushes	
J2d	Rotate each front wheel and listen for roughness in the wheel bearing	
J2e	With hands at 'half-past-twelve' (or on larger wheels using a bar) rock each wheel inwards and outwards; check for excessive play in wheel bearing	
J2f	Place bar under wheel and lift; check for excessive lift in king pins and bushes	
J2g	Jack up the vehicle so that, ideally, the rear suspension hangs freely with	

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	both wheels clear of the ramp or pit edge.	
J2h	Rotate each rear wheel in turn listen/feel for roughness in the wheel bearings.	Excessive roughness in rear wheel bearings
J2i	Rock each wheel by hand, checking for movement of the wheel relative to the axle	Excessive play in rear wheel bearing
J2j	Other checks on steering and suspension while carrying out checks 1 to 3 above.	
J2k	Check all associated linkages, pivots, pins, bushes arms, torsion bars, ball joints, bearings, struts, mountings, brackets, springs, dampers, locking devices, bonded suspension units, pumps, drive systems, accumulators and pipes (i.e. rubber cone, fluid/gas or air types) sub-frames, gaiters and valves etc.	Items missing, inoperative, insecure, detached, incomplete, cracked, fractured, damaged, corroded, deformed, distorted, corroded or so excessively worn as to make the item no longer serviceable. Items fouling moving parts or body work, incorrectly fitted or positioned, out of alignment. Leaves of multi-leaf spring splayed or displaced. Suspension either weakened by wear or as a deliberate act that would allow any part of the body to come into contact with the road wheel when the vehicle is laden. Road springs with welded repair or damage due to excessive heat Track road or drag link ends seriously misaligned. Coil spring mounting (or spring cross section) reduced by damage or corroded to the extent that it is seriously weakened. Torsion bar with corrosion or pitting that reduces its cross section area enough to cause serious weakening. Steering rack gaiter leaking. Fluid/gas/air system leaking or deflated. An anti roll bar, when known to be required, missing.

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TAXI, P.H.V. and S.E.V. TESTING

System of Work: **Sheet No 2 - BRAKING**

Equipment

- Ramp or pit, jack and wheel chocks
 - Torch
 - Brake pedal applicator
 - Corrosion assessment tool
 - Fume extraction equipment
 - Roller brake Tester (RBT)
 - ABS sequence chart
-

Testing conditions

- To avoid creating ABS faults, wheels should not be spun quickly with the ignition on
 - Prior to failing a vehicle due to conditions likely to result in reduced braking efficiency, confirmation should be obtained on the RBT
 - If wheels do not lock using the brake pedal applicator, use an assistant to run the engine to increase vacuum/pressure assistance and apply brakes
 - The RBT should be used in conjunction with the specific procedure for this manual
 - Vehicles with more than one drive axle permanently engaged, a limited slip differential or damaged/under inflated/studded tyres should not be subjected to a RBT
 - Reservoir caps should only be removed after the surrounding area has been thoroughly cleaned with clean wipe material
 - For vehicles with a pressure gauge that has no warning mark 45psi (3.1kg/sq cm or 3 bar) should be used as a reference
 - For vehicles with a vacuum gauge that has no warning mark, 10" to 12" (25cm to 30cm) should be used as a reference
-

Testing standards

- Brake hoses with cracking or chaffing not severe enough to expose the reinforcement should be advised not rejected
- Wheels failing to lock will not be failed without a RBT first

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- Scoring, pitting or wear on brake drums or worn brake linings (when at least 1.5 mm of lining remains) will only be rejected following unsatisfactory results in a RBT

	Testing Procedure	Reason for refusal
K1	Whilst seated in the drivers' seat: -	
K1a	Where ABS is fitted turn on the ignition and check the lamp for: - • Presence of warning lamp • Operation of warning lamp • Sequence of warning lamp • Indication of fault	• Lamp missing • Lamp not working • Incorrect sequence (against chart) • Fault indicated
K1b	Depress the brake pedal enough to deplete the vacuum/pressure and check: - • For sponginess • Creep • Travel	• The pedal feels spongy • The pedal creeps • The pedal travel sufficiently to indicate maladjustment
K1c	On vehicles with servo assistance, with the brake pedal fully depressed check: - • For servo assistance	• No assistance from servo
K1d	Check the condition of the parking brake lever/appliator for: - • Operation • Security • Side to side movement • Travel	• Does not operate brakes • Insecure or does not hold on • Side movement so excessive as to prevent ratchet operating correctly • Lever impeded or incorrect adjustment
K2	Ensure the air/vacuum assistance is at maximum and attach the brake pedal applicator: -	
K2a	Check for leaks	• Leaks in any part of the system
K2c	With the front wheels raised: - • Attempt to rotate wheels With the brake applicator removed: - • Check for brake bind	• Wheels not locked • Brakes binding

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K2d	Reapply brake pedal applicator and raise rear wheels:- • Attempt to rotate wheels With the brake applicator removed: - • Check for brake bind Apply the parking brake fully and: - • Attempt to rotate the road wheels	• Wheels not locked • Brakes binding • Wheels not locked
K3	Visually assess all brake linings/pads, discs/drums/ for: - • Security • Wear • Contamination by oil, grease or fluid	• Pads/linings insecure • Heavily worn • Contamination of pad/lining, disc/drum
K4	Visually check all flexible brake hoses for: - • Freedom of movement • Deformity of profile • Stretching or twisting • Chaffing or deterioration • Condition of ferules • Exposure to excessive heat	• Movement not impeded or fouling • Bulging or deformity • Stretched or twisted • Excessive chaffing or deterioration • Excessive corrosion • Excessive heat exposure
K5	Check the servo (when fitted), master cylinder, hydraulic reservoir for: - • Presence • Security • Damage • Excessive corrosion • Vacuum pipe: excessive chaffing, kinking, splitting, collapsing or deterioration. • Presence of hydraulic reservoir cap • Hydraulic fluid level	• Missing components • Insecure components • Damage likely to impair function • Corrosion likely to impair function • Excessive chaffing, kinking, splitting, collapsing or deterioration • Cap missing or ineffective • Fluid so low as to affect function
K6	Where appropriate, check air/vacuum reservoirs for: - • Security • Damage • Excessive corrosion • Deformation	• Insecure • Structural damage, eg angled dents • Corrosion likely to weaken structure • Deformation likely to reduce capacity significantly

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K7	Where appropriate, check load sensing valve and operating linkage for: - • Security • Presence • Condition and operation • Adjustment	• Insecure • Missing • Valve or linkage seized or defective • Obvious incorrect adjustment
K8	Where appropriate, check vacuum pumps or air compressors for: - • Security • Condition of drive system	• Insecure • Drive belt or system; missing, defective, deterioration or loose sufficiently to make failure likely
K9 K9a	On vehicles with air or vacuum systems, including air over hydraulic. With the engine off, repeatedly apply the brake until warning flag or buzzer activates, check: - • Function of flag or buzzer • Warning device is visible to driver in darkness • When flag or buzzer activates, at least two further applications of the brakes are available With the reservoir completely empty, start the engine and run at just below governed speed if diesel, and 2000 rpm if petrol check: - • The time it takes for the flag or buzzer to stop	• Flag or buzzer fails to function. • Not visible to driver • Insufficient reserve to give two applications following activation of flag or buzzer • Build up takes more than 3 minutes for pressure systems • 1 minute for vacuum systems

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K10	Check all associated: - • Mountings and brackets, including structures immediately surrounding them • Levers, pipes, hoses, linkages, pivots, mechanisms, pins, valves, controls, cables, rods, connections, straps, couplings • Retaining, locking and security devices • Wheel cylinders, callipers, joints • Electrical brake components; including wiring, switches, connectors and actuators • Couplings, servo, reservoirs, friction components	Items: - missing, inoperative, insecure, detached, incomplete, cracked, fractured, damaged, corroded, deformed, distorted, leaking, seized, obviously incorrectly adjusted, kinked, fouled by moving parts, stretched or twisted. Items: - excessively chaffed or deteriorated. Seriously weakened by excessive corrosion, damage, fracture, modification or inadequate repair. So excessively worn as to make the item no longer serviceable. Abnormal movement of levers indicating maladjustment. Excessive oil discharge from a valve. A brake cable knotted or with wires broken so that the cable is significantly weakened. A brake rod lever reduced in thickness by more than one third. Restricted free movement of levers and brake pedals; this includes loose or insecure items in the foot well area that may cause obstruction. Notes: - The provision of a pedal rubber, which is in its self anti-slip material, worn smooth, is not a cause for rejection. Some locking devices are not obvious; in such cases the presenter should be advised. Chaffing, corrosion or damage to a rigid brake pipe that reduces its wall thickness by one third; is cause for rejection. Repairs to hydraulic brake pressure lines without the use of suitable connectors are unacceptable. Corroded metal pipes may be lightly scraped with the spade end of the corrosion assessment tool, in order to assess their condition.
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