



## SPSV Licence Renewal Assessment Manual for vehicles seeking renewal of licence as an SPSV.

(Explanatory notes on the procedures and standards applicable to vehicles requiring SPSV licence renewal where already currently licensed in that category of licence.)

**This Manual is not a legal document and must not be construed as such. Hard copy documents are uncontrolled, please contact the National Transport Authority's (NTA's) Technical Department for clarifications or update status if required. As usual the latest version of this document is available on our website, [www.nationaltransport.ie](http://www.nationaltransport.ie)**

**Please ensure you keep yourself informed.**

### **SAFETY**

The methods described in this Manual are intended to be carried out by trained and competent persons, working with appropriate facilities and with safe equipment.

The inspection procedures detailed in this Manual are designed to comply with normal inspection practice. The National Transport Authority does not accept responsibility for any injury to any person or any damage to any property arising from the conduct of any inspection described in this Manual. Nothing in this Manual may be construed as diminishing in any way the obligations on employers and employees in relation to occupational health and safety at work.

Vehicles used on the road must comply with all relevant road vehicle regulations in force at the time: the contents of this Manual must not be regarded as a substitute for those statutory provisions and regulations enacted.

## **REVISIONS**

This Manual may be revised and updated from time to time. Changes will be communicated directly to the trade and industry wherever possible and information about such changes can also be obtained by contacting the National Transport Authority via our website at [www.nationaltransport.ie](http://www.nationaltransport.ie)

## **EXEMPTIONS**

It is the responsibility of the person presenting the vehicle for test to **prove** exemption from any requirement listed in this Manual or to provide the appropriate documentary evidence.

## **PRE-VERIFICATION at BOOKING**

Certain items mentioned in this Manual can be checked in advance when an inspection is booked by examining official vehicle records (e.g. number of seats, vehicle age) and by checking against similar known vehicle characteristics (e.g. luggage capacity). Such "pre-verification" helps avoid a wasted inspection.

However, subsequent inspection of a "previously acknowledged" type of vehicle may still discover variations that can be significant and so the inspection may still be failed, e.g. change in seating layout in a large MPV.

For wheelchair accessible vehicles especially, the Assessor's Report is thoroughly evaluated prior to a booking for an inspection being accepted. To avoid any possible issues at the Inspection centre vehicle presenters should always have copies of relevant documents to hand and be prepared to leave them with the Inspector.

## **VEHICLE IMAGES**

Images are required to be taken at the inspection for identification and quality control purposes. The issuing of the licence is not possible where such image capture is denied.

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[Items identified with (\*) indicate inspection areas that may be confirmed in advance through the Model Report]

## INTRODUCTION & HELPFUL DEFINITIONS.

This Manual is a reference for the inspection of vehicles submitted for renewal of licence to assess continued compliance with the SPSV suitability criteria for the vehicle licence categories of taxi, wheelchair accessible taxi, hackney, wheelchair accessible hackney and limousine and local area hackney.

It is produced for the Inspectors who carry out such assessments and for other interested parties who may wish to understand in more detail the technical requirements and assessment procedures. It assumes a certain level of vehicle knowledge and familiarity with common vehicle engineering terminology.

This Manual does NOT cover the periodic technical inspection for roadworthiness (the "NCT test"); see the N.C.T.S. website for details in this regard. Nor does it cover the SPSV Initial Suitability Inspection which is an assessment to define the suitability of a vehicle for the relevant vehicle licensing category. See the National Transport Authority SPSV Initial Suitability Inspection Manual for further information in this regard.

This Manual sets out the assessment requirements, the inspection procedures and reasons for failure.

The chassis number (Vehicle Identification Number or VIN) on the vehicle must correspond with the information on the Vehicle Registration File/Book/Licence/Certificate and on the licence application form. Where difficulty is encountered in locating the chassis number it is the responsibility of the applicant or vehicle presenter to establish the location of this information on the vehicle. Where the vehicle identity cannot be independently confirmed using official records or documents the Initial Suitability Inspection shall be failed. Where the chassis number/VIN on the vehicle does not match with official records or documents the Initial Suitability Inspection shall be failed. Where the number of seats in the vehicle exceeds that in official records or documents or there are obvious anomalies between the official data and the vehicle, the Initial Suitability Inspection may be failed.

Inspectors need not start a test in circumstances where, in their opinion, any part of the vehicle or its equipment is in such a dirty or dangerous condition as to make it unreasonably difficult to carry out the inspection.

The assessment is a predominantly **visual** check on condition and continued compliance with the relevant suitability criteria. The roadworthiness of the vehicle is a separate test conducted by NCTS. A detailed assessment of a vehicle's engineering design and construction is not part of this assessment. Where this is requested the Inspection Procedure & Notes indicate the acceptable level of certification required. For example this may be evidence that the vehicle complies with the relevant requirements of an EC Directive or an equivalent National standard. A copy of the **original** Assessor's Report (as provided at the Initial Suitability Inspection) may be required to assist in this regard. In this situation the primary objective of the Inspector is to confirm that the evidence so presented remains representative of the individual vehicle being inspected. Inspectors will specifically be looking for any relevant changes that may have occurred since the Initial Suitability

Inspection. Where such changes are identified the vehicle will be required to undertake afresh the Initial Suitability Inspection, e.g. changes in seating capacity.

### **Layout**

This Manual is divided into several Sections. To reduce waste the common requirements to all vehicles are listed separately first with additional vehicle category specific items listed separately in their own Section. So, for example, to identify ALL the items for Limousines you need to look through the Section headed "ALL SPSV" **and** the Section "LIMOUSINE ADDITIONAL REQUIREMENTS".

"Section" column indicates the general vehicle area of interest.

"Requirements" details the particular items being assessed and their criteria based on the legislative requirements.

"Inspection Procedure & Notes" outlines the inspection method and any guiding advice or instrumentation needed.

"Reason for Failure" lists defects which will result in the vehicle failing.

### **Definitions & Terminology**

There are 6 SPSV categories, namely taxi, wheelchair accessible taxi, hackney, wheelchair accessible hackney and limousine and local area hackney. The original determination of the vehicle compliance with the regulations for a particular SPSV licence category is the Initial Suitability Inspection. The Licence Renewal Assessment is simply aimed at assessing continued compliance and general vehicle appearance.

There should be no changes or alterations to the fundamental areas of the vehicle that affect suitability criteria. For example it is not possible to add (or remove) seats after the Initial Suitability Inspection and for that original suitability decision to remain valid. If this, or similar differences, are noted at the Licence Renewal Assessment then the Assessment will cease, the associated SPSV vehicle licence may be suspended and the presenter of the vehicle will be required to arrange a fresh Initial Suitability Inspection prior to being relicensed.

References to "offside" and "nearside", "front" and "rear" are construed as being based upon sitting normally in the vehicle, looking through the windscreen and driving on the left carriageway in Ireland. Nearside is therefore kerbside in normal driving conditions.

**Anchorage** - the parts of the vehicle structure or seat structure or any other part of the vehicle to which the safety belt assemblies or the wheelchair restraints are to be secured. In respect of seats themselves then seat anchorage means the system by which the seat assembly is secured to the vehicle structure, including the affected parts of the vehicle structure.

**Backrest** - The upright padded part of the seat that supports the occupant's back.

**Category "M1"** - Motor vehicle designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the drivers.

**Category "N1"** - Motor vehicle designed and constructed for the carriage of goods and having a maximum mass not exceeding 3500 kilograms.

**CoC** - Certificate of Conformity, an official statement by the manufacturer that the vehicle conforms to the relevant EC Type Approval held by the manufacturer.

**Documentary Evidence** – evidence or proof of compliance may be in the form of vehicle specific documentary evidence from the vehicle manufacturer or a test laboratory, or of compliance with an acceptable non-European standard, or by comparison of the vehicle against the specification of a previously assessed vehicle, i.e. by use of a Model Report.

**Doors** – Vertically hinged or sliding doors which lead directly into a compartment that contains one or more seating positions. In certain licence categories a tailgate *may* be considered as a door.

**ECWVTA** – European Community Whole Vehicle Type Approval: a streamlined process for approving new vehicles. Once an initial 'type' of vehicle is examined and the production arrangements are assessed as meeting Conformity of Production (CoP) requirements, more vehicles of this type can be manufactured and sold without the need for further individual vehicle inspections and testing. This is the only system accepted across all Member States and details the safety and environmental standards vehicles are built to. Each individual vehicle will be issued with a Certificate of Conformity from the manufacturer stating the areas of Directive compliance.

**GVW** – Gross Vehicle Weight means the gross weight of a vehicle laden with the heaviest load which it can reasonably carry having regard to the engine capacity, brakes, tyres and the general construction of the vehicle and shall, until the contrary is shown, be taken to be the design gross weight of the vehicle as specified by the manufacturer or distributor of the vehicle, or where the design gross weight of the vehicle as specified by the manufacturer or distributor is not ascertainable, the design gross weight of the vehicle as specified by an automotive engineer.

**Initial Suitability Inspection** – Assessment undertaken for the licensing of a vehicle for use as an SPSV to determine that it meets with the requirements defined for that particular SPSV class, i.e. taxi, wheelchair accessible taxi, hackney, or limousine. No certificate is issued: it is an integral part of the licence renewal process.

**IVA** – Individual Vehicle Approval: a scheme where a vehicle is individually inspected prior to registration to ensure technical compliance with a subset of EC Approval-derived regulations, resulting in the issue of an Individual Approval Certificate. Previously also called **SVA**, Single Vehicle Approval.

**Local Area Hackney** – a vehicle licence for use in a small restricted local area. Vehicle to meet hackney standards except for the luggage requirement.

**Legal Metrology Service (LMS)** – A statutory body within the National Standards Authority of Ireland (NSAI) and the body responsible for enforcing regulations in relation to measuring instruments, including the taximeter, which calculates the fares in taxis.

**Licence Renewal Assessment (LRA)** – Interim assessment of vehicle at licence renewal for continued suitability compliance. No certificate is issued: it is an integral part of the licence renewal process.

**Low Volume Approval** – a national Type Approval scheme for vehicles manufactured in small production numbers and produced under a Conformity of Production quality system. Lies between the Single Vehicle Approval process and the ECWVTA process. Also called **Small Series Approval**.

**Model Report** – A document or file containing specific unchanging information pertaining to a particular vehicle model regarding, for example, luggage capacity dimensions. Only applicable to vehicles manufactured under a Conformity of Production process, i.e. with ECWVTA or National Low Volume/Small Series Approvals

**Modified Vehicle** - a vehicle that is not a standard mass produced passenger car in the same base specification as originally manufactured and includes any vehicle that has been converted from a goods or light goods vehicle without subsequent Type Approval, any vehicle that has been stretched, any vehicle that is a “kit car” or any vehicle where the seats, safety belts and safety belt anchorages are not original or the installation of these items is not original.

**MPV** – Multi-purpose vehicle, often a larger vehicle.

**National Transport Authority** – The National Transport Authority is responsible under the Taxi Regulation Acts 2013 and 2016 for the regulation of all SPSV.

**National Type Approval** or Low Volume or Small Series National Type Approval - Similar schemes to ECWVTA but technically are only valid in the country of origin. However the Certificate of Conformity issued by the manufacturer may result in a Mutual Recognition Certificate being issued: on foot of which registration may be granted.

**NCT** – National Car Test, the roadworthiness test conducted independently under the jurisdiction of the Road Safety Authority.

**Power lift** – Power assisted elevating and lowering device permanently fitted to a vehicle to surmount the difference in height between the floor of the vehicle compartment and the ground.

**Ramp** – Inclined plane to bridge the difference in height between the floor of the vehicle compartment and the ground.

**Rear doors** – In this regard are a door or door system at the rear end of a motor vehicle.

**Rearward-facing** – Facing in the direction opposite to the normal direction of travel of the vehicle.

**Safety belt** (or seat belt or belt) - An arrangement of straps with a securing buckle, adjusting devices and attachments which is capable of being anchored to a vehicle and is designed to diminish the risk of injury to its wearer, in the event of collision or abrupt vehicle deceleration, by limiting the mobility of the wearer’s body. Such an arrangement is generally referred to as a ‘belt assembly’, a term also embracing any



device for energy absorption or belt retraction. A wheelchair occupant restraint is considered a safety belt. In this document the words 'seat belt' and 'safety belt' are used interchangeably.

**S.I.** – Statutory Instrument, a form of secondary legislation that includes regulations and is made in the exercise of a statutory power.

**Space saver** – A generic term for a spare wheel/tyre assembly system specifically designed for restricted speed/distance use.

**Spare wheel system** – all-encompassing term for any form of equipment designed to assist in the event of a deflated tyre, includes full size spare wheels, space savers, run flat tyres, compressor systems etc.

**Specialist equipment** - Equipment and parts intended to assist persons with disabilities in their boarding, use, travel and disembarkation of the vehicle.

**SPSV** – abbreviation for "Small Public Service Vehicle", the collective noun for taxis, wheelchair accessible taxis, hackneys, wheelchair accessible hackneys and limousines and local area hackneys.

**Squab** – The base cushion of the seat upon which the passenger sits.

**Swivel seat** – Special seat for vehicles that makes it possible to turn around an axis fundamentally perpendicular to the vehicle floor.

**Tailgate** – In this regard is a horizontally hinged movable body panel or panels, or a window composed entirely of glazing material and whose latches and/or hinge systems are attached directly to the glazing material, and through which cargo would usually be loaded or unloaded. A tailgate is not *universally* recognised as a door.

**Tamper-proof disc** – The licence disc fitted to the windscreen of licensed SPSVs after licensing or renewal of licence.

**Taximeter** – A device used to measure, calculate and display a taxi fare, based on the duration travelled, or the distance, time of day or date and a number of other factors.

**Technical Assessor's basic Report** – an assessment made by a mechanical or automotive engineer, automotive assessor or a person with similar qualifications who, by reason of his or her competence, experience and independence, is an appropriate person to assess the fitness and safety of a mechanically propelled vehicle. This is a declaration statement of opinion. A blank template is available. Please also see "**Technical Assessor's full Report**".

**Technical Assessor's full Report** – an assessment made by a mechanical or automotive engineer, automotive assessor or a person with similar qualifications who, by reason of his or her competence, experience and independence, is an appropriate person to assess the fitness and safety of a mechanically propelled vehicle. In this regard the format of the Assessor's full Report is principally the collection of data, test certificates and approval documentation and inspection and confirmation that the vehicle inspected matches that documentation so provided. It is not simply a declaration of opinion that the vehicle complies: such an opinion is the "**Technical Assessor's basic Report**". A blank template is available.

**Technical Assessor's LPG Report** – an assessment made by a mechanical or automotive engineer, automotive assessor or a person with similar qualifications who, by reason of his or her competence, experience and independence, is an appropriate person to assess the fitness and safety of a mechanically propelled vehicle. This is a declaration that the component or system adaptations to the vehicle for the use of LPG (liquefied petroleum gas) or CNG (compressed natural gas), that such an adaptation complies with the Construction, Equipment and Use Regulations. A blank template is available.

**Track width** – Distance between the centre of a tyre at its contact with the road on one side of a vehicle to the corresponding contact point on the opposite side.

**VDA** – The method of luggage volume measurement, used in the motor industry. It is a German standard defined by the Verbund die Automobil Industrie. The VDA figure is determined by filling the luggage space with blocks of volume of one litre, each measuring 200 x 100 x 50mm. The blocks are then counted, e.g. 420 blocks equals 420 litres. The manufacturer will often state this figure.

**VIN** - Vehicle Identification Number, sometimes known as "chassis number", a fixed combination of characters assigned to each vehicle by the manufacturer marked on the manufacturer's plate, and also on the chassis, frame, or other similar structure.

**Wheelbase** – Distance between the centre of the front wheel and the centre of the rear wheel on the same side of a vehicle.

**Wheelchair Accessible Vehicle** – A vehicle capable of transporting at least one person seated in their wheelchair and at least one other passengers.

**Wheelchair occupant restraints** – A system designed to keep the passenger within his/her wheelchair, to avoid him/her being projected and prevent or minimise his/her contact with the vehicle interior components or with other occupants during an abrupt movement or an impact. A wheelchair occupant restraint is considered a safety belt.

**Wheelchair restraints** - An arrangement of straps or clamps with securing attachments, buckles and adjusting devices designed to attach to a wheelchair and which is capable of being anchored to a vehicle and is designed to limit the mobility of the wheelchair in the event of a collision or abrupt vehicle deceleration.

### **Modified Vehicles and Assessor's Reports**

The primary purpose of the Licence Renewal Assessment is to determine if a vehicle continues to meet the requirements for a taxi, hackney etc. The roadworthiness (NCT) test is primarily assessing the safety of the vehicle. As such the majority of items being assessed under the Licence Renewal Assessment are mainly visual and do not require a qualified mechanic.

Modified vehicles present a different challenge than either the roadworthiness test or the suitability inspections. The design and engineering integrity are likely to have been affected by the modifications and even a qualified mechanic may not be in a position to comment on their

safety. The Licensing Inspector is not required to verify structural modifications: such areas are to be dealt with via the Technical Assessor's Report, as appropriate for the licence category and inspection type.

Originally at first licensing all modified vehicles (e.g. converted from goods vehicles (vans) and all wheelchair accessible vehicles) were required to have, at Initial Suitability Inspection, an Assessor's Report that outlines their compliance with the suitability criteria, general Road Traffic Act regulations and specific legislation such as seat belts. Sometimes this required formal test data.

***At the Licence Renewal Assessment the Technical Assessor's Basic Report for a modified vehicle is required at the first renewal after 1<sup>st</sup> January 2016 and thereafter every 5 years.*** However, the Inspector is within his/her rights to require the Technical Assessor's Basic Report whenever a vehicle presented for Licence Renewal Assessment has been converted or modified since last inspected. Visible indications would include changes in seating capacity for example.

Vehicles converted to run on LPG or CNG require the Technical Assessor's LPG Report certifying the equipment and installation of the fuel conversion. Please note that where luggage space size limits are specified this may restrict the size of LPG tank permitted: please check in advance of any such conversion.

Specific advice from the NTA regarding the in-vehicle test data and a template form is available for all forms of Assessor's Reports. **Only the official template is accepted, please bring a copy as originals cannot be returned.**

### **Responsibility of the vehicle presenter**

The vehicle presenter must be prepared for the vehicle inspection (it is useful to have the original Vehicle Registration Certificate document) and, if requested, demonstrate features to the Inspector, e.g. wheelchair ramps. The following items should ideally be left for inspection on the front passenger seat, except the fire extinguisher which should remain in its bracket in its safely secured position:

Pen (or pencil) and paper

Torch

High Viz Vest (with specification label obvious)

Warning Triangle (out of any box with E mark obvious)

First Aid Kit

*[Details of these items may be found in the Initial Suitability Inspection Manual]*

For the **avoidance of doubt** and any dispute, it is not the Inspector's job to search for the above items: if they are not made available for inspection the items will be failed.

Where any proof is required, e.g. Assessor's Report, the onus lies entirely with the vehicle presenter to provide. The vehicle presenter should provide a legible copy for retention by the Inspector. The NTA provides a template for these Reports in a standardised format, available on request from the Inspection Centre or by calling 0761 064 000.

**Exemptions & derogations for "old" taxi and hackney licence holders, i.e. below 45,000.**

The Requirements listed have to cover a wide range of vehicles that have been licensed over a long period. A number of additional licensing conditions were introduced since 1<sup>st</sup> January 2009 applicable to taxi and hackney licences: such licences are numbers above 45,000. For example taxi and hackney licences above 45,000 always require a vehicle less than 10 years of age.

Vehicles originally assessed for suitability under the "old" requirements are not expected to meet all of the new requirements immediately and so, where appropriate, the following tables include exemptions clearly indicated. The age rules at renewal can be complex, please call the Industry Line 0761 064 000.

Similarly the earlier wheelchair accessible taxis will not be expected to comply with the new standards applicable to new wheelchair accessible vehicles immediately: further information is available at our website [www.nationaltransport.ie](http://www.nationaltransport.ie)

**Licensing Transactions and related SPSV Inspection Type.**

Licence Renewal	Licence Renewal Assessment
New Licence Application	Initial Suitability Inspection
Change of Vehicle	Initial Suitability Inspection

**Degradation of Vehicles affecting Suitability**

It is likely that there will be vehicles noticed at the Licence Renewal Assessment that are clearly not compliant with the licensing conditions for that category of SPSV licence. One example would be a limousine where age may have degraded the prestigious nature of the vehicle. Legislation permits the suspension of such a licence, non-renewal or revocation.

## ALL SPSV

(Please note that first renewal after 1<sup>st</sup> January 2016 in respect of any modified vehicle requires a Technical Assessor's basic Report)

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Old Tamper Proofs</b>	<p>The old tamper proof licence discs are required for secure disposal.</p> <p>If they are not available then either Form TP1, see website (where windscreen replaced etc.) or Form TP2 (available only on payment of fee) is required.</p>	<p><b>Visual</b> check for old tamper proofs.</p> <p>If missing request Form TP1 or TP2</p>	<p>Old tamper proofs not provided</p> <p>Lack of Form TP1 or TP2 as relevant</p>

<p><b>Seating Positions</b></p>	<p>Each passenger requires their own seating position. The Licence Renewal Assessment seeks to confirm that there have been no changes to the seating capacity or locations since the Initial Suitability Inspection.</p> <p>Passenger seats shall be firmly and securely fixed in position when available for use.</p> <p>A seating position fitted with a safety belt shall be counted as one seating position. For bench seats without safety belts then the number of seating positions shall be assessed as multiples of the required minimum squab width of 400mm each. For example a bench seat (with no seat belts) of 1500mm squab width shall be assessed as providing three seating positions.</p> <p>Seats, seatbelts and anchorages cannot be simply added/changed without some certifying proof. Where changes in seating capacity are identified the vehicle shall be required to undertake afresh the Initial Suitability Inspection.</p> <p>A “converted” seat or seat mechanism is unlikely to be accepted unless the presenter provides some proof of being fit for purpose. A swivel seat is required to meet the relevant standards.</p> <p>See also “Modified Vehicle Documentary Proof” of this Section, and the Initial Suitability Inspection Manual.</p>	<p><b>Visual</b> assessment aimed at identifying any obvious changes:</p> <p>e.g. more seating positions than previously recorded.</p> <p>e.g. a long bench seat that has more than 8 seat belts, or whose size allows for more than 8 multiples of 400mm.</p> <p>The intent is clear: a maximum capability of seating 8 passengers is not to be exceeded.</p> <p>If doubt exists then the vehicle presenter will need to arrange a full Initial Suitability Inspection and provide the associated proof/information required to pass that Initial Suitability Inspection.</p>	<p>Excess of seating positions compared to that defined on tamper-proofs or original licence or Vehicle Registration Certificate.</p> <p>Insecure passenger seat(s)</p> <p>More than 8 seating positions</p> <p>Obvious changes to seating or seat belt arrangements, often indicated by differing seat numbers in Vehicle Registration Certificate.</p> <p>Method of deletion of a seating space to prevent occupation is obviously temporary in nature or of potential danger to passengers (e.g. armrest secured by Velcro, exposed sharp edges, lack of padding).</p>
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Insurance Certificate Check</b></p>	<p>The <b>original</b> insurance certificate must be presented. The policy must be in date, cover the vehicle that is being inspected and specifically cover use for reward/use as an SPSV.</p> <p>The insurance disc in the screen must be present and match the certificate presented.</p> <p>It is a requirement under the Road Traffic (Insurance Disc) Regulations, 1984 to 1986 that the disc displays either the registration number of the vehicle or the fleet owner's name.</p> <p><i>The name on the insurance certificate/insurance disc should exactly match (100%) the name on the vehicle licence. Where the policy is jointly held then the insurance certificate is acceptable if one of the policy holder names is that of the licence holder.</i></p> <p><i>Note that the policy holder is not the same as a "named driver".</i></p>	<p><b>Visually</b> inspect the certificate presented. Check the details including the policy holder name versus the licence holder name on record.</p> <p>Taxis and wheelchair accessible taxis are public hire vehicles, also termed "street service vehicles" in law. Other SPSV licence types are private hire.</p> <p>Taxi and wheelchair accessible taxi policy wording must not exclude "street service vehicles". All policy wording must include explicit "use as an SPSV" or "use as a large and small PSV" or alternatively "use in connection with the insured's business as a taxi/hackney/limousine operator" as appropriate to the licence type.</p> <p>Check the insurance disc is present and that the details align with the certificate.</p>	<p>No certificate/documents presented</p> <p>Document is not the original</p> <p>Policy is not in date</p> <p>Policy holder name is not the same as the licence holder name</p> <p>Policy does not cover the vehicle (wrong registration number or fleet policy with no supporting schedule identifying registration numbers covered) or type of licence use (public hire or private hire)</p> <p>Cover does not include appropriate use for hire or reward/use as an SPSV</p> <p>Certificate and insurance disc do not match/insurance disc not present</p>
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<p><b>Modified Vehicle Documentary Proof</b></p>	<p>As services are moved towards online and self service delivery, remaining paper documents required shall be left with the Inspector by the vehicle presenter.</p> <p>Documents referred to are: Assessor's full Report or Assessor's basic Report, in respect of modified vehicles as appropriate. See the individual Chapters for detailed requirements.</p> <p>Assessor's LPG Report in respect of aftermarket LPG conversions</p> <p>All wheelchair accessible vehicles are modified vehicles, as are stretched limousines, kit cars, and vehicles converted from vans. Modified vehicle also includes any vehicle where the seats, seat anchorages, seat belts and seat belt anchorages are obviously aftermarket specification.</p> <p>Assessor's LPG Report in respect of vehicles fitted with LPG conversions</p>	<p>Where documents are required as part of the inspection or licensing process it is the responsibility of the vehicle presenter to provide them.</p> <p>Scan or image document as required.</p>	<p>Relevant document not presented for retention.</p> <p><b>The Regulations (S.I. 33 of 2015) require that all modified vehicles have some form of certification at first renewal after 1<sup>st</sup> January 2016. With few exceptions this means a Technical Assessor's basic Report for the vehicle less than 60 days old.</b></p> <p>Please note that documents are not always required at every transaction.</p>
<p><b>Aftermarket LPG Installation</b></p>	<p>Where an aftermarket (non-standard non OEM fit) LPG installation is fitted the integrity of the installation shall be certified by an Assessor's LPG Report declaring that the installation meets the requirements of the Road Traffic Acts as amended.</p> <p>Where the installation is new then an Assessor's LPG Report less than 60 days old is required when being first seen at the Inspection Centre.</p> <p>Subsequent renewals (up to a maximum of 5 years) may use the same Report.</p>	<p><b>Request</b> specific Assessor's LPG Report.</p> <p>Assessor's LPG Report template is available on request from the National Transport Authority or from appointed Inspection Centres</p>	<p>No Assessor's LPG Report</p> <p>Assessor's LPG Report more than 60 days old</p> <p>Assessor's LPG Report relates to different vehicle</p> <p>Assessor's LPG Report in incorrect format</p>
<p><b>Bull Bars</b></p>	<p>Bull bars are permitted only where they are properly Type Approved items. Generally they will be E marked if they are.</p> <p>Vehicle presenter is responsible for supplying satisfactory proof.</p>	<p><b>Check if a bull bar is fitted</b>, if so check for E mark.</p>	<p>Bull bar fitted without satisfactory proof of compliance to Regulation 78/2009/EC.</p>



<b>Communications</b>	Pen (or pencil) and paper shall be available from the driver at all times for the assistance of communication between passenger and driver.	<b>Visual</b> assessment of presence and working condition.	Missing or not working.
<b>Fire Extinguisher</b>	<p>At least one portable fire extinguisher to EN3 shall be carried safely and secured ideally in the luggage compartment. It shall be suitable for the inflammability classes A, B and C, with a minimum capacity of 2kg dry powder (or an equivalent capacity for any other suitable extinguishing agent).</p> <p>The extinguisher shall be in serviceable condition as recommended by the manufacturer, specifically any gauge or date information shall be respected.</p> <p>The fire extinguisher shall be safely and securely installed in such a way that it can present no danger to the occupants in the event of a collision (this means in the boot area or out of easy reach of passengers)</p>	<p><b>Visual</b> inspection of extinguisher, mounting and condition.</p> <p>If in obviously poor condition a service record should be requested.</p> <p>A single extinguisher larger than 2kg is acceptable. More than one extinguisher, each being 2kg or more, is acceptable.</p> <p>EN3 compliance may be proven by traceable laboratory certificate by prior arrangement if not marked on the unit.</p> <p>Extinguishers without a gauge must have a "best before" date that is valid and clearly marked.</p>	<p>Extinguisher less than 2kg capacity (two off 1 kg units NOT acceptable).</p> <p>Extinguishant not stated for category A, B &amp; C fires, or not evidenced to EN3 standard.</p> <p>Extinguisher obviously non-serviceable, e.g. corroded, out of date, gauge in red etc.</p> <p>Extinguisher not secured/ not installed in accordance with manufacturer instruction.</p> <p>Extinguisher within easy reach of passengers and not secured against malicious use.</p>
<b>First Aid Kit</b>	<p>A First Aid kit complying with DIN 13164 or Health and Safety Authority Travel Kit Recommendations shall be carried within the vehicle.</p> <p>The contents of the kit that are date-marked shall be within date. The container shall be marked so as to be immediately recognisable as a First Aid kit.</p> <p>Full contents description can be found on pages 31-33.</p>	<p><b>Visual</b> inspection of First Aid kit and contents.</p> <p>A sealed kit to the correct standard and unopened needs no further inspection if within any date limits.</p>	<p>First Aid kit missing or incomplete or not meeting the required specifications.</p> <p>Kit and/or contents out of date.</p> <p>Kit obviously "fake", i.e. missing correct certification.</p>
<b>Warning Triangle</b>	A reflective advance warning triangle, to UNECE Regulation 27 shall be carried within the vehicle. It shall be safely and securely installed within the vehicle in such a way that the warning triangle can present no danger to the occupants in the event of a collision.	<b>Visual</b> inspection, check for ECE Regulation 27 approval marking, see Fig 2, page 32).	Warning triangle missing, insecure, sub-standard (e.g. no Reg 27 marking) or in poor condition, e.g. broken

<p><b>High Viz Vest</b></p>	<p>A high visibility safety vest is required. It shall meet the standards of ANSI/ISEA 107 1999 - 2010, or to EN/CEN 471 or EN ISO 20471. It shall be marked accordingly.</p>	<p><b>Visual</b> inspection, check for condition and approval markings. The label must indicate compliance, most are simply marked "EN 471" or "EN 20471" and are acceptable. As there are washing restrictions, <b>light</b> soiling is not a reason for failure.</p>	<p>Reflective vest missing, badly worn/stained/filthy or not to specified standard.</p>
<p><b>Torch</b></p>	<p>A working handheld torch shall be carried and stored safely within the vehicle.</p>	<p><b>Visual</b> assessment.</p>	<p>Missing or non-operational torch.</p>
<p><b>Interior Lighting</b></p>	<p>The standard interior lighting shall be in full working condition.</p>	<p><b>Visual</b> inspection, no requirement for door position to automatically operate lights. Additional interior lighting in wheelchair accessible vehicle should all work. Luggage area lights are <b>not</b> checked.</p>	<p>Missing or non-operational interior lighting.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Cleanliness, Doors and Window Operation</b></p>	<p>Interior and exterior of the vehicle shall be clean and of tidy condition and appearance at all times.</p> <p>Paintwork repairs shall not spoil the overall appearance of the vehicle;                  Incomplete, unfinished or inadequate repairs shall be deemed unacceptable;                  specifically repairs in progress shall not be permitted;                  All repairs shall be consistent with adjacent body panels – no runs, flat or uneven finishes and shall present a good colour match.</p> <p>Trim material shall not be split, torn, unsecured, dirty, stained or sagging.</p> <p>Seat fabrics shall be original equipment manufacturer quality cloth upholstery or leather retrims or equivalent quality.</p> <p>Windows shall be clean.</p> <p>Side windows shall be capable of operation by passengers where applicable.</p> <p>Doors to be operable from inside and outside, including accessible doors</p>	<p><b>Visual</b> assessment of internal and external condition and cleanliness.</p> <p>Prevailing weather conditions <b>must</b> be respected.</p> <p>As a <b>guide</b> external dents generally extending bigger than “hand size” and/or deeper than 15mm and present on more than one panel per side/front/rear.</p> <p><b>Check</b> passenger windows for internal operation</p> <p><b>Check</b> doors for internal and external operation.</p>	<p>Visually obvious paintwork defects that spoil overall appearance.</p> <p>Unfinished bodywork repairs.</p> <p>Interior trim in obviously dirty or torn condition. Insecure or missing trim.</p> <p>Obviously poor quality seat material, e.g. torn, failing stitching, filthy dirty or badly mismatched across seating rows.</p> <p>Unpleasant/objectionable smell from interior.</p> <p>Side windows inoperable.</p> <p>Any door (including accessible doors) not operable from the inside or the outside</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Passenger Compartment Temperature</b></p>	<p>The internal temperature within the vehicle shall be maintained to at least 20° C (with engine idling) during an external ambient temperature of -5° C.</p>	<p>Initial subjective assessment (<b>feel</b>). If in doubt test with thermometer, see the Initial Suitability Inspection Manual for further details of this test.                  Note separate heater controls for rear passengers are not required.</p>	<p>Non-operational heater, no heat available within passenger compartment</p>

<p><b>Spare Wheel System</b></p>	<p>The manufacturer's original supply 'system' shall be securely and safely retained in full working order. The term 'system' covers a traditional (permanent) spare wheel/tyre assembly, a (temporary use spare tyre) spacesaver wheel/tyre assembly and associated tools for swapping this, run flat tyres and also other temporary devices such as inflational tyre sealant.</p>	<p><b>Visual</b> inspection.  <b>Not applicable to limousine over 30 years.</b></p> <p>If doubt exists as to the manufacturer's original supply, the vehicle presenter should be asked for documentary evidence, e.g. brochure etc.</p> <p>Where an LPG tank is fitted a temporary use solution is acceptable</p>	<p>Missing or faulty provision for puncture unless genuinely not supplied at all by manufacturer.</p> <p>Insecure parts likely to present a danger.</p>
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## WHEELCHAIR ACCESSIBLE TAXIS and WHEELCHAIR ACCESSIBLE HACKNEYS

(Please note that renewals after 1<sup>st</sup> January 2016 in respect of any modified vehicle require a Technical Assessor's basic Report)

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Vehicle Age</b>	<p><b>There are a number of age rules that apply to wheelchair accessible taxis and wheelchair accessible hackneys.</b></p> <p>See the website (<a href="http://www.nationaltransport.ie">www.nationaltransport.ie</a>) for details or call 0761 064 000 for specific information if you are the licence holder.</p> <p>Vehicle age is checked when booking the licence inspection.</p>	<p>Checks are made with NVDF to calculate vehicle age.</p> <p>Date of first registration (any country of origin) can be found in the Vehicle Registration Certificate:</p> <p>Box B: Date of first Registration (any country) <b><i>This is the date that matters</i></b></p> <p>Box I: Date of Registration in Ireland. <b><i>This is the date a vehicle was imported into Ireland if Box B has a different date</i></b></p>	<p>Vehicle exceeds relevant age limit.</p>
<b>Accessible Doors</b>	<p>Earlier wheelchair accessible taxis required two accessible doors, min opening of 735mm x 1250mm high. A tailgate is not considered a door.</p> <p>Later wheelchair accessible taxis required one accessible door, min opening of 745mm x 1250mm high. And one other means of accessing the passenger which could be a tailgate.</p>	<p>Dimension <b>check</b> only if something appears to be obviously restricting the effective size of the accessible doors.</p>	<p>Lack of correct specification accessible doors.</p> <p>Accessible door too small for entry/Excessive intrusion into working aperture of accessible doors.</p> <p>Obstruction preventing passage from wheelchair space to either accessible door.</p>
<b>Access Steps</b>	<p>Where any access (intermediate) step is fitted it shall be securely attached and fit for purpose.</p>	<p><b>Assess</b> step using only reasonable force appropriate to its function (max 100 kg). The step should not flex unduly.</p>	<p>Step evidently insecure and unsuitable to assist any boarding passenger.</p>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Boarding Aid	There shall be a ramp or other mechanism to permit the person using the wheelchair to enter and exit the vehicle safely at all times.	<p><b>Visual</b> inspection of presence of ramp or lift.</p> <p><b>Check</b> ramp is securely located, when not in use, if within passenger area.</p>	<p>Lack of ramps, lift or boarding aids for wheelchair users.</p> <p>Insecure ramp or lift stowage when not in use.</p>
Ramp Suitability	The ramp shall support a combined wheelchair and occupant mass of minimum 300kg at any position along its length without permanent deformation or failure.	<b>Visual</b> check of condition and SWL marking.	Ramp obviously unsuitable for purpose or in very poor condition, e.g. slippery.
Wheelchair Space Dimensions	<p>A wheelchair space of at least 1200mm long and 750mm wide with minimum 1300mm headroom.</p> <p>A minimum distance between any tip down seat (when folded up) and any rear seat of 1000mm is required.</p>	<p><b>Visual</b> assessment, if in doubt measurement checks may be made.</p> <p>If the 1200mm is met then any intrusion is irrelevant. See Initial Suitability Inspection Manual for full details.</p> <p>(Note slight differences exist depending on licence age/history)</p>	<p>Insufficient space in vicinity of wheelchair and occupant during turning and securing.</p> <p>Excessive intrusion into the minimum 1200mm length by tip down seats, max allowed is 200mm.</p>
Wheelchair and Occupant Restraint Systems	<p>The wheelchair and the person in the wheelchair shall have separate restraint systems. The vehicle shall be fitted with a wheelchair restraint system that is suitable for general wheelchair applications.</p> <p>The wheelchair anchorages and layout shall be such that the wheelchair is secured facing forwards or rearwards only.</p>	<p><b>Visual</b> inspection for restraint system for wheelchair and separate restraints (safety belt) for occupant in wheelchair.</p> <p>Webbing style restraints and their connections should be assessed in a similar manner to seat belts and their buckles.</p> <p>Anchorage should be visually assessed in a similar manner to seat belt anchorages.</p> <p>If in any doubt as to integrity of the restraints or anchorages the Inspector may request additional certification.</p>	<p>Lack of wheelchair or wheelchair occupant restraints.</p> <p>Restraints for either wheelchair or wheelchair occupant in obviously poor condition.</p> <p>Restraint anchorages obviously unusable.</p>

## TAXI (INCLUDING WHEELCHAIR ACCESSIBLE TAXI) ADDITIONAL SPECIFIC REQUIREMENTS

(Please note that renewals after 1<sup>st</sup> January 2016 in respect of any modified vehicle require a Technical Assessor's basic Report)

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Vehicle Age</b>	<p><b>There are a number of complex age rules that apply.</b></p> <p>See the website (<a href="http://www.nationaltransport.ie">www.nationaltransport.ie</a>) for details or call 0761 064 000 for specific information if you are the licence holder.</p> <p>Vehicle age is checked when booking the licence inspection.</p>	<p>Checks are made with NVDF to calculate vehicle age.</p> <p>Date of first registration (any country of origin) can be found in the Vehicle Registration Certificate:</p> <p>Box B: Date of first Registration (any country) <b><i>This is the date that matters</i></b></p> <p>Box I: Date of Registration in Ireland. <b><i>This is the date a vehicle was imported into Ireland if Box B has a different date</i></b></p>	<p>Vehicle exceeds relevant age limit.</p>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Taxi Door Branding</b>	<p>The two front doors shall each display the official taxi branding design as stipulated by the NTA.</p> <p>The branding decals shall be from an Authorised Supplier and shall include the individual vehicle licence number.</p> <p>The branding decals shall be professionally fitted (by an Authorised Supplier) and of appropriate quality.</p> <p>The licence number shall be untampered with and not easily defaced or altered.</p> <p>The branding decals shall not be easily removable.</p>	<p>Vehicle registration and licence number will be checked against Authorised Supplier records</p> <p><b>Visual</b> inspection of decal appearance and quality of application.</p> <p>For the avoidance of doubt decals that cannot be traced (for that registration and/or licence number) back to an Authorised Supplier will be Failed.</p>	<p>Decal(s) not fitted/decals not registered to Authorised Supplier</p> <p>Decal(s) poor quality (e.g. not to official specification, size, colour)</p> <p>Decal(s) evidently poorly applied (e.g. peeling, applied at an angle)</p> <p>Decal(s) easily removable, e.g. magnetic items</p> <p>Licence number missing or incorrect, evidently tampered with or easily defaced.</p>
<b>Advertising</b>	<p>Advertising, except electronic signs, is generally allowed in or on taxis and wheelchair accessible taxis.</p> <p>Any advertising must be inoffensive.</p> <p>The door signage (branding) must be the only feature on both front doors, i.e. no other logos, branding or distractions.</p> <p>Electronic displays (including messaging displays), visible from the exterior are not permitted unless with prior written consent.</p> <p>Only the official card acceptance logo may be displayed, see Fig 1, Page 31.</p> <p>Signage/adverts displayed on rear doors cannot exceed 1600 cm<sup>2</sup> in area (per door)</p>	<p><b>Visual</b> inspection.</p> <p>For guidance the area of the central "roundel" of the front door "Taxi" decal is about 2100 cm<sup>2</sup> in area so any sign or advert on any rear door must be significantly smaller in appearance.</p> <p>[1600 cm<sup>2</sup> in area is equivalent to a 40 cm square or a circle of diameter 45 cm.]</p>	<p>Offensive sign, advert or display.</p> <p>Taxi door branding not the only feature on both front doors.</p> <p>Unauthorised electronic display present.</p> <p>Unofficial credit/debit card logo</p> <p>Sign(s) on a rear door exceeding 1600 cm<sup>2</sup> in area</p>



Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Roof Sign</b>	<p>The roof sign shall be securely attached. The illuminated surface to be 110-120mm in height, 1030-1120mm long. Front and rear faces to contain 3 sections, with TAXI or TACSAÍ in the centre in yellow letters on a blue background of 300mm to 360mm width. Characters to be 80mm to 90mm in height and with 14mm to 16mm stroke width. The nearside section front and rear to be of yellow background, 360mm to 425mm in width and display in black the vehicle licence number in digits 85mm to 90mm tall by 45mm to 60mm wide, and with 14mm to 16mm stroke width identified by "Licence Number" or, in the Irish language, 'uimhir cheadúnais' above or beside the number.</p> <p>The offside panel, if blank shall be yellow. It may display the contact details of the taxi driver, or the despatch company only.</p> <p>If a wheelchair accessible taxi then it shall contain the accessibility symbol, approx. 90mm square.</p> <p>It may display the official driver area identity stickers.</p> <p>No characters on the offside panel may be bigger than 70mm tall, excepting the area identifier.</p> <p>The official credit card sign may be displayed, see Fig. 1 Page 31</p> <p>No other information, e.g. adverts may be displayed on the roof sign.</p>	<p>More than one sign, e.g. at leading and trailing edge of roof is permitted.</p> <p><b>Check</b> sign is secure.</p> <p><b>Check</b> the sign number matches the licence number.</p> <p><b>Check</b> dimensions if the sign appears obviously non-compliant.</p> <p><b>Check</b> the sign, especially the number section, is readily visible from the outside.</p> <p><b>Check</b> the number is legible, with and without illumination switched on.</p> <p>Display of industry association details is not permitted.</p> <p><b>Check</b> any area sign sticker is evidently genuine, i.e. not fake. Note the non-presence of the area sticker is <b>not</b> a Fail</p> <p><b>Check</b>, where appropriate, the wheelchair symbol is present and of adequate size</p>	<p>Insecure sign.</p> <p>A taxi sign defaced, obscured or altered such that the word 'TAXI' or 'TACSAÍ' or the licence number is rendered illegible or partly illegible.</p> <p>Lack of required wheelchair symbol on a wheelchair accessible taxi.</p> <p>A roof sign that is the incorrect size or has incorrectly sized information.</p> <p>A roof sign of the wrong colours.</p> <p>A roof sign with incorrectly displayed information, e.g. displaying trade group/associations.</p> <p>A roof sign with the number not to the nearside from front and rear.</p> <p>A roof sign with obviously non genuine or unofficial area sticker(s)</p> <p>A roof sign with advertising.</p>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Roof Sign Light	<p>The taxi sign light shall be capable of being switched on when the vehicle is available for hire and switched off when the vehicle is not available for hire.</p> <p>The 3 panels should all be capable of being illuminated.</p> <p>The sign shall not show a white light to the front or a red light to the rear.</p> <p>There shall be no additional lights attached to the sign.</p>	<p><b>Check</b> operation. There is no requirement to link the taxi sign light to the meter hire status.</p> <p>A single light source is permitted provided the full sign information can be seen at night, e.g. a strip light or multiple LED clusters.</p>	<p>Roof sign unable to be switched between lit and unlit.</p> <p>Roof sign linked to ignition or light switch.</p> <p>Inadequate internal illumination (3 bulbs usually required) or opaque backgrounds.</p> <p>Display of white light to front or red light to rear.</p> <p>Presence of additional lights</p>
Taximeter	<p>The taximeter shall be securely attached to the vehicle.</p> <p>The display shall be capable of being read by all passengers.</p> <p>A printer shall be fitted, wired to the taximeter and capable of automatically printing a receipt including the details of the vehicle registration and the licence number.</p> <p>The taximeter shall be fitted (sealed) with the official verification marks signifying conformity with the Metrology Act 1996: an exception being at Late Renewal where it is not possible for LMS to verify a meter in a (unlicensed) vehicle where the licence has expired.</p>	<p><b>Visual</b> assessment.</p> <p><b>Check</b> security of installation of taximeter; <b>check</b> printed receipt details match the vehicle identity and licence.</p> <p>The printer may be located in the glovebox/does not need to be permanently secured to the vehicle but shall be "wired" to the taximeter.</p> <p>Check taximeter has the official LMS seal</p>	<p>Insecure taximeter, liable to come loose from vehicle/interfere with driver or passenger safety.</p> <p>Taximeter that is evidently hard to read by passengers.</p> <p>Printer not working/printed receipt not containing the associated vehicle reg or licence number/containing incorrect reg or licence number</p> <p>Printer/taximeter displays obviously incorrect initial fare charge or obviously wrong time of day</p> <p>Taximeter not sealed with official verification marks signifying conformity with the Metrology Act 1996. NOT AT LATE RENEWAL</p>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Front Information Sticker	<p>The sun visor Passenger Information sticker shall be required to be prominently displayed in the front passenger area. A Taxi Passenger Information Card is required for rear seat passengers.</p> <p>It is the responsibility of the vehicle presenter to satisfy themselves that this is not interfering with any restraint system, e.g. airbag.</p>	<p><b>Visual</b> assessment for correct up to date sticker and information card.</p> <p>Note: the Passenger Information Card are <i>sometimes</i> available at the Inspection Centre</p>	<p>Lack of current information sticker readily visible in the front passenger area and/or lack of rear Passenger Information Card.</p>
Luggage Requirements	<p>The luggage space provided shall be usable for passenger luggage.</p>	<p><b>Check</b> luggage area of all vehicles for fitness for purpose.</p>	<p>Luggage area cluttered with personal belongings/no space available</p> <p>Obviously filthy/damp or unusable luggage area.</p> <p>Insecure items, e.g. loose spare wheel, jack, fire extinguisher, ramps</p>

## HACKNEY (INCLUDING WHEELCHAIR ACCESSIBLE HACKNEY and LOCAL AREA HACKNEY) ADDITIONAL SPECIFIC REQUIREMENTS

(Please note that renewals after 1<sup>st</sup> January 2016 in respect of any modified vehicle require a Technical Assessor's basic Report)

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>Vehicle Age</b>	<p><b>There are a number of complex age rules that apply.</b></p> <p>See the website (<a href="http://www.nationaltransport.ie">www.nationaltransport.ie</a>) for details or call 0761 064 000 for specific information if you are the licence holder.</p> <p>Vehicle age is checked when booking the licence inspection.</p>	<p>Checks are made with NVDF to calculate vehicle age.</p> <p>Date of first registration (any country of origin) can be found in the Vehicle Registration Certificate:</p> <p>Box B: Date of first Registration (any country) <b><i>This is the date that matters</i></b></p> <p>Box I: Date of Registration in Ireland. <b><i>This is the date a vehicle was imported into Ireland if Box B has a different date</i></b></p>	<p>Vehicle exceeds relevant age limit.</p>
<b>Advertising</b>	<p>Advertising is not allowed in or on hackneys or wheelchair accessible hackneys.</p> <p>"Advertising" includes display of industry association information, e.g. trade group names, contact details etc.</p> <p>For avoidance of doubt and in consideration of practicalities the following shall be allowed on all vehicles: The owner's/driver's or company details or supplying vehicle agent's details may be displayed beneath the number plate or in the lower half of the rear window, the maximum size of such a 'statement' to be no more than 500mm x 20mm in size or equivalent area (10,000 square mm).</p>	<p><b>Visual</b> internal and external assessment.</p> <p>DVD screens internally displaying advertising messages are not permitted</p>	<p>Internal or external advertising present excepting that expressly permitted.</p>

<b>Section</b>	<b>Requirements</b>	<b>Inspection Procedure &amp; Notes</b>	<b>Reasons for Failure</b>
<b>Accessibility Symbol</b>	The internationally recognised accessibility symbol shall be required for wheelchair accessible hackneys to be displayed externally on the nearside door or rear door/tailgate as appropriate.	<b>Visual</b> inspection.  The symbol to be at least 105mm in height on accessible doors of wheelchair accessible hackneys.	Lack of wheelchair symbol.  Wheelchair symbol too small.
<b>Meters</b>	The fitment of (taxi) meters in hackneys or wheelchair accessible hackneys is prohibited.	<b>Visual</b> inspection.	Presence of any form of (taxi) meter for any reason.
<b>Luggage Requirements</b>	The luggage space provided shall be usable for passenger luggage.	<b>Check</b> luggage area of all vehicles for fitness for purpose.	Luggage area cluttered with personal belongings/no space available  Obviously filthy/damp or unusable luggage area.  Insecure items, e.g. loose spare wheel, jack, fire extinguisher, ramps

## LIMOUSINE ADDITIONAL SPECIFIC REQUIREMENTS

(Please note that **first** renewals after 1<sup>st</sup> January 2016 in respect of any modified vehicle require a Technical Assessor's basic Report)

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
<b>General Definition</b>	Limousines shall be evidently suited by reason of style and condition for the provision of hire services for ceremonial occasions, corporate occasions or other prestige purposes.	<b>Subjective trained assessment</b> as to continued suitability for prestige purposes.	Vehicle no longer evidently prestigious, suitable for corporate or ceremonial work.
<b>Tyre Specification and GVW</b>	For <b>stretched</b> vehicles the tyre load rating should be checked. The tyre load shall be appropriate for the (stretched) design gross vehicle weight. The design GVW shall generally be indicated on the vehicle manufacturer plate. For vehicles below 3,500 kg GVW a 107 tyre load rating or greater shall be required unless documentary evidence is provided to the contrary. For any vehicle in excess of 3,500kg GVW the tyre load rating shall be appropriate to the stated axle weights, see Table 1 of Appendix 1, page 31	<b>Visual</b> inspection of stretched vehicles with reference to the design weights.  Note the actual tyre load rating and the design axle weights for Fails in the Fail Report.	Tyre load rating insufficient for the design gross vehicle weight.
<b>Meters</b>	The fitment of (taxi) meters in limousines shall be prohibited.	<b>Visual</b> inspection.	Presence of any form of (taxi) meter for any reason.
<b>Advertising</b>	Advertising is not allowed in or on limousines.  "Advertising" includes display of industry association information, e.g. trade group names, contact details etc.  For avoidance of doubt and in consideration of practicalities the following shall be allowed on all vehicles: The owner's/driver's or company details or supplying vehicle agent's details may be displayed beneath the number plate or in the lower half of the rear window, the maximum size of such a 'statement' to be no more than 500mm x 20mm in size or equivalent area (10,000 square mm).	<b>Visual</b> internal and external assessment.  DVD screens internally displaying advertising messages are not permitted	Internal or external advertising present excepting that expressly permitted.

## ACCEPTABLE FIRST AID KITS; THE DIN 13164 OR THE HSA TRAVEL KIT

<b>DIN 13164 kit contents, automotive vehicle first aid kit</b> <i>(DIN 13164 has been updated, either specification set is acceptable)</i>				
<b>DIN 13164</b>	<b>Qty</b>		<b>DIN 13164 (B)</b>	<b>Qty</b>
roll of self-adhesive plaster DIN 13 019-A, size 5m roll x 2.5cm width (adhesive tape)	1	same	roll of self-adhesive plaster DIN 13 019-A, size 5m roll x 2.5cm width (adhesive tape)	1
		new	14-piece set of plasters comprising:	
pieces of self-adhesive bandage, size 10cm x 6cm, DIN 13 019-E (first aid dressings/large plasters)	8	now 4, was 8	pieces of self-adhesive bandage, size 10cm x 6cm, DIN 13 019-E (first aid dressings/large plasters)	4
		new	Fingertip plaster 4cm x 6.5cm	2
		new	Finger plaster 12cm x 2cm	2
		new	Plaster strip 1.9cm x 7.2cm	2
		new	Plaster strip 2.5cm x 7.2cm	4
large sterile first-aid packet DIN 13 151-G (standard first aid dressing, large, 10cm x 12cm)	1	same	large sterile first-aid packet DIN 13 151-G (standard first aid dressing, large, 10cm x 12cm)	1
medium sterile first-aid packets DIN 13 151-M (standard first aid dressing, medium 8cm x 10cm)	3	now 2, was 3	medium sterile first-aid packets DIN 13 151-M (standard first aid dressing, medium 8cm x 10cm)	2
		new	small sterile first-aid packet DIN 13 151-K (standard first aid dressing, small, 6cm x 8cm)	1
large sterile dressing for burns DIN 13 152-A (burn dressing 60cm x 80cm)	1	same	large sterile dressing for burns DIN 13 152-A (burn dressing 60cm x 80cm)	1
small sterile dressings for burns DIN 13 152-BR (burn dressing 40cm x 60cm)	2	now 1, was 2	small sterile dressings for burns DIN 13 152-BR (burn dressing 40cm x 60cm)	1
large elastic gauze bandages DIN 61 631-MB-8 (or DIN 61 634-FB-8), 8cm x 4m (conforming bandage)	3	same	large elastic gauze bandages DIN 61 631-MB-8 (or DIN 61 634-FB-8), 8cm x 4m (conforming bandage)	3
small elastic gauze bandages DIN 61 631-MB-6 (or DIN 61 634-FB-6), 6cm x 4m (conforming bandage)	2	same	small elastic gauze bandages DIN 61 631-MB-6 (or DIN 61 634-FB-6), 6cm x 4m (conforming bandage)	2
sterile gauze wound compresses 10cm x 10cm (non adherent wound dressings)	6	now 3, was 6	sterile gauze wound compresses 10cm x 10cm (non adherent wound dressings)	3
triangular bandages DIN 13 168-D (96cm x 96cm x 135cm)	2	same	triangular bandages DIN 13 168-D (96cm x 96cm x 135cm)	2
pair of scissors DIN 58 279-A 145	1	same	pair of scissors DIN 58 279-A 145	1

insulating emergency foil blanket gold/silver 160cm x 210cm	1	same	insulating emergency foil blanket gold/silver 160cm x 210cm	1
disposable vinyl gloves, large	4	same	disposable vinyl gloves, large	4
first-aid brochure (six languages)	1	same	first-aid brochure (six languages)	1
		new	cleansing wipes to clean skin	2
table of contents	1	same	table of contents	1
<b>Note: Items marked "sterile" have an expiry date that must be observed.</b>				



Irish Health & Safety Authority General First Aid Applications 2007 Recommended Contents for First-Aid Travel Kit	
Description	Qty
Adhesive Plasters	20
Sterile Eye Pads (No. 16) (bandage attached)	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5 cm)	1
Individually Wrapped Disinfectant Wipes	10
Paramedic Shears	1
Pairs of Examination Gloves	3
Sterile water where there is no clear running water <i>*Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.</i>	2 x 20mls
Pocket Face Mask	1
Water Based Burns Dressing Small (10 x 10 cm) <i>*Where mains tap water is not readily available for cooling burnt area.</i>	1
Water Based Burns Dressing Large <i>*Where mains tap water is not readily available for cooling burnt area.</i>	1
Crepe Bandage (7cm)	1

## APPENDIX 1

(Tables and Figures)

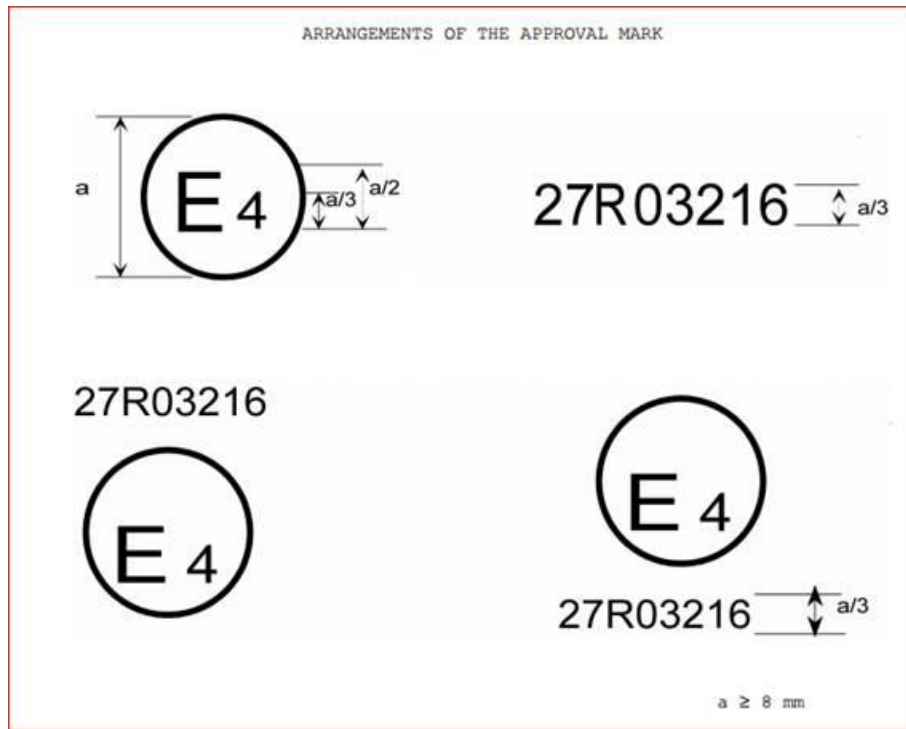
**Table 1**, Tyre Load Rating Index (Read axle mass (kg) from chassis plate, divide by two and look up tyre rating below)

Load Index	kg	Load Index	kg	Load Index	kg	Load Index	kg	Load Index	kg	Load Index	kg
65	290	75	387	85	515	95	690	105	925	115	1215
66	300	76	400	86	530	96	710	106	950	116	1250
67	307	77	412	87	545	97	730	<b>107</b>	<b>975</b>	117	1285
68	315	78	425	88	560	98	750	108	1000	118	1320
69	325	79	437	89	580	99	775	109	1030	119	1360
70	335	80	450	90	600	100	800	110	1060		
71	345	81	462	91	615	101	825	111	1090		
72	355	82	475	92	630	102	850	112	1120		
73	365	83	487	93	650	103	875	113	1150		
74	375	84	500	94	670	104	900	114	1180		

**Figure 1** Official credit/debit card sign (blue Pantone 534, green Pantone 382)



**Figure 2** Example of Warning Triangle Regulation 27 approval marking



*Note that the number next to the "E" in the circle will vary as will the number after the "27R" characters.*