



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 Commission's Technical Department for clarifications or update status if required.

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 Commission for Taxi Regulation 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 Commission for Taxi Regulation via our website at www.taxiregulator.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.

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[Items identified with (*) indicate inspection areas that may be confirmed in a 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 and limousine.

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 Commission for Taxi Regulation 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 record. 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.

Inspectors need not start an assessment in the following circumstances where:

(i) 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 assessment.

(ii) a vehicle Registration File/Book/Licence/Certificate is not produced or the vehicle identity cannot be independently confirmed.

(iii) the vehicle Registration File/Book/Licence/Certificate is produced and the chassis number on the vehicle does not comply with the Registration Book/Licence Certificate or there are obvious anomalies between the official data and the vehicle, e.g. number of seats.

The inspection 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 the inspection. 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 Engineer'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 now 5 SPSV categories, namely taxi, wheelchair accessible taxi, hackney, wheelchair accessible hackney and limousine. The original determination of the vehicle compliance with the licensing conditions 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 will 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.

Assessor's 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 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 as is the "**Engineer's Report**".

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.

Commission – The Commission for Taxi Regulation, an independent public body established under the Taxi Regulation Act 2003, is responsible for the regulation of taxis, wheelchair accessible taxis, hackneys, wheelchair accessible hackneys and limousines. It should also be noted that the terms 'Commission for Taxi Regulation', 'Taxi Regulator' and 'Commissioner' are one and the same and tend to be used interchangeably.

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 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.

Engineer's 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 Report has a defined format and is a declaration statement. Please also see "**Assessor's Report**".

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 a SPSV to determine that it meets with the requirements defined for that particular SPSV class, i.e. taxi, wheelchair accessible taxi, hackney or limousine.

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.

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.

Model Report – A document or file containing specific unchanging information pertaining to a particular vehicle model regarding, for example, luggage capacity dimensions. Usually 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 with up to eight seats.

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 through 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 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.

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 windscreens 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.

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.

VIN - Vehicle Identification 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.

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

Use of Model Reports

The purpose of the Model Report is to reduce inspection time. It only works on vehicles that are built consistently to the same specification, i.e. vehicles with full ECWVTA or Low Volume approvals. A Model Report is basically a shorthand or streamlined way of assessing the fundamental vehicle features, that do not alter, on one vehicle and then reading over those results to all identical models. An example would be luggage space or seating dimensions. Inspection areas assessed by reference to a Model Report are indicated with an asterisk (*).

The Model Report concept does not usually apply to wheelchair accessible vehicles as many are built to bespoke customer order. However it will be possible to create these for wheelchair accessible vehicles manufactured under a Conformity of Production system.

The Model Reports have, in most cases, been previously compiled by the Commission and are listed in the Model Report database, available at www.taxiregulator.ie

Where the use of templates is mentioned the Commission will provide these templates and a Guide to their use.

Modified Vehicles, Engineer's Reports 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 at the Initial Suitability Inspection via an Engineer's or Assessor's Report. An example would be the wheelchair restraints and anchorages in a wheelchair accessible vehicle, the original suitability inspection will have included requiring a valid Engineer's or Assessor's Report.

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

At the Licence Renewal Assessment an Engineer's Report is not a requirement every year. However, the Inspector is within his rights to require the vehicle to undertake the Initial Suitability Inspection afresh if the vehicle presented for Licence Renewal Assessment has been converted or modified since first licensing. Visible indications would include changes in seating capacity for example.

Type Approval was introduced into Ireland on 29th April 2009. This requires, at a minimum, an Individual Vehicle Approval (IVA) prior to first registration. In the UK Single Vehicle Approval (SVA) has existed for a while and is very similar. From June 2010 at the Initial Suitability Inspection the Commission requires an Assessor's Report for modified vehicles that will include the relevant IVA or SVA Certificate details as part of that Report. The Type Approval regime in Ireland is in its infancy and the costs etc. unclear, however the point is that the inspection of engineering changes and their effects is outside of the jurisdiction of both the Initial Suitability Inspection and the Licence Renewal Assessment.

Responsibility of the vehicle presenter

The vehicle presenter should be prepared for the vehicle inspection and it is wise to have the original Vehicle Registration Certificate document and must make ready the following items for inspection and they should be left on the front passenger seat, excepting 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 find the above items: if they are not made readily available for inspection the items will be failed.

Where any proof is required, e.g. Engineer's Report, the onus lies entirely with the vehicle presenter to provide. The Commission provides a template for these Reports in a standardised format, available on request by engineers from the Licensing Centre.

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. The Commission for Taxi Regulation introduced a number of additional licensing conditions on 1st January 2009 applicable to new taxi and hackney licences: such licences are numbers above 45,000. In essence taxi and hackney vehicles on licences above 45,000 must be under 9 years of age and meet certain minimum interior and luggage dimensions; these vehicle dimensions being assessed initially via the Model Report.

Vehicles originally assessed for suitability under the "old" requirements are not expected to meet all of the new requirements and so, where appropriate, the following table includes exemptions clearly indicated. The use of the word "old" in relation to taxi and hackney licence numbers means below 45,000. Note that **all** taxis and hackneys will be required to meet the 9 year age rule at renewal from 2011 and additionally the size requirements at renewal from 2012.

Finally the Commission introduced the new category of "wheelchair accessible hackney" licence on 8th June 2010 and new vehicle specifications for wheelchair accessible taxi and wheelchair accessible hackney licences issued after this date. Licences issued after 8th June 2010 start at licence number 47,000 for ease of identification of the vehicle standards applicable. A separate section in this Manual is dedicated to those new requirements.

Again the earlier wheelchair accessible taxi licences will not be expected to comply with these new standards immediately but they will apply to all wheelchair accessible vehicle licences at renewal from 2012 onwards.

Licensing Transactions and related SPSV Inspection Type.

New Licence Application	Initial Suitability Inspection
Licence Renewal	Licence Renewal Assessment
Change of Vehicle	Initial Suitability Inspection
Licence Transfer (change of licence owner)	
As package (vehicle & licence)	No Inspection

As licence only

Initial Suitability Inspection for newly associated vehicle after ownership change

Re-Classification of Incorrectly Categorised Vehicles

It is possible that with the use of dedicated inspectors 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 indeed in serious cases its revocation.

ALL SPSV

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Cleanliness	<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>Windows shall be clean. Side windows shall be capable of operation by passengers where applicable.</p> <p>Doors operable from inside and outside</p>	<p>Visual assessment of internal and external condition and cleanliness. Prevailing weather conditions must be respected.</p> <p>Check passenger windows for internal operation</p> <p>Check doors for internal and external operation.</p>	<p>Visually obvious paintwork defects that spoil overall appearance. Unfinished bodywork repairs. As a guide 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>Interior trim in obviously dirty or torn condition. Insecure or missing trim.</p> <p>Unpleasant/objectionable smell from interior.</p> <p>Side windows inoperable.</p> <p>Any door not operable from the inside or the outside</p>
Communications	<p>Pen (or pencil) and paper shall be available from the driver at all times for the assistance of communication between passenger and driver.</p>	<p>Visual assessment of presence and working condition.</p>	<p>Missing or not working.</p>
Seat Fabric	<p>Seat fabrics shall be original equipment manufacturer quality cloth upholstery or leather retrim or equivalent quality.</p>	<p>Visual inspection</p>	<p>Obviously poor quality seat material, e.g. torn, failing stitching, filthy dirty or badly mismatched across seating rows.</p>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Passenger Compartment Temperature	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.	Initial subjective assessment (feel). 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.	Non operational heater, no heat available within passenger compartment
Fire Extinguisher	<p>At least one portable fire extinguisher to EN3 shall be carried safely and secured 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>Visual 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>Extinguisher less than 2kg capacity (two off 1 kg units NOT acceptable).</p> <p>Extinguishant not stated for category A, B & 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>
First Aid Kit	<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>	Visual inspection of First Aid kit and contents. Visual check that contents are in good condition.	<p>First Aid kit missing or incomplete or not meeting the required specifications.</p> <p>Contents out of date.</p>
Warning Triangle	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.	Visual inspection, check for Regulation 27 marking.	Warning triangle missing, sub-standard (i.e. not marked to Reg 27) or in poor condition, e.g. broken

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
High Viz Vest	A high visibility safety vest is required. It shall meet the standards of ANSI/ISEA 107 1999 or 2004 or to BS EN/CEN 471, 1994 or 2003. It shall be marked accordingly.	Visual inspection, check for condition and approval markings. The label must indicate compliance, most are simply marked "EN471" and are acceptable.	Reflective vest missing, badly worn/stained/filthy or not to specified standard. As there are washing restrictions, light soiling is not a reason for failure.
Spare Wheel System	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.	Visual inspection. If doubt exists as to the manufacturer's original supply, the vehicle presenter should be asked for documentary evidence, e.g. brochure etc.	Missing or faulty provision for puncture unless genuinely not supplied at all by manufacturer. Insecure parts likely to present a danger. It is not permitted to simply substitute an inflational can where the manufacturer would originally have provided a spare wheel or space saver.
Interior Lighting	The standard interior lighting shall be in full working condition.	Visual inspection, no requirement for door position to automatically operate lights. Additional interior lighting in wheelchair accessible vehicle should all work. Luggage area lights are not checked.	Missing or non-operational interior lighting.
Torch	A working handheld torch shall be carried and stored safely within the vehicle.	Visual assessment.	Missing or non-operational torch.

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Seating Positions	<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>A minimum seat squab width of 400mm shall be required for each seating position.</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>Visual assessment aimed at identifying any obvious changes, e.g. more seating positions than previously recorded.</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 inspection.</p>	<p>Excess of seating positions compared to that defined on tamper-proofs or original licence or Vehicle Registration Certificate.</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>Obvious changes to seating or seat belt arrangements.</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>

WHEELCHAIR ACCESSIBLE TAXIS

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Basic Vehicle Definition	A wheelchair accessible vehicle shall be a vehicle constructed or converted specifically so that they accommodate at least one person seated in his/her wheelchair when travelling on the road and at least three adult passengers. It shall have a permanent roof.	Visual assessment. Check number of seating positions remains as per Initial Suitability Inspection.	Excess of seating positions compared to that defined on tamper-proofs and/or original licence. Obvious changes to seating or seat belt arrangements.
Luggage Requirement	Reasonable provision for luggage is required. Items carried within the passenger compartment shall be secured. Ramps in particular must be secured.	Visual assessment.	No obvious junk taking up significant luggage space. Insecure items, e.g. loose spare wheel, jack, fire extinguisher, ramps Obviously filthy/damp or unusable luggage area.
Accessible Doors	Wheelchair accessible taxi licences below 47,000 , two accessible doors capable of being opened from inside and outside. To each provide at least 735mm wide by 1250mm effective opening. A tailgate (horizontally hinged) is not considered a door. Wheelchair accessible vehicle licences above 47,000 , one accessible door min of 745mm x 1250mm effective opening. At least one other door into passenger compartment. Tailgate may be considered a door.	Check accessible doors open from inside and out. Dimension check only if something appears to be obviously restricting the effective size of the accessible doors.	Lack of correct specification accessible doors. Accessible doors not operable from inside and outside. Boarding aid (ramp) not usable at doors. Excessive intrusion into working aperture of accessible doors. Obstruction preventing passage from wheelchair space to either accessible door.
Wheelchair Space Dimensions	The wheelchair space shall be at least 1200mm long and 750mm wide with 1300mm headroom minimum (licence below 47,000), 1350mm min licences above 47,000 . A minimum distance between any tip down seat (when folded up) and any rear seat of 1000mm is required.	Visual assessment, if in doubt checks may be made with the template provided for the intrusion of the tip down seats. If the 1200mm is met then the tip down intrusion is irrelevant.	Excessive intrusion into the minimum 1200mm length by tip down seats, max allowed is 200mm. Insufficient headroom in vicinity of wheelchair occupant during turning and securing.

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Boarding Aid	<p>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> <p>General safety regulations (LOLER) require service certificates every 6 months on personal power lifts. A data gathering exercise only for 2010.</p>	<p>Visual inspection of presence of ramp or lift. Check ramp is securely located if within passenger area. Request service certificate for power lifts, to be less than 6 months old to determine extent of availability</p>	<p>Lack of ramps, lift or boarding aids for wheelchair users. Insecure ramp or lift stowage when not in use. Ramp obviously no longer suitable for purpose. Lack of service certificate for power lifts is not a fail item for 2010.</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 shall not be positioned/secured sideways facing.</p>	<p>Visual 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. Anchorages should be assessed in a similar manner to seat belt anchorages.</p>	<p>Lack of wheelchair or wheelchair occupant restraints. Restraints for either wheelchair or wheelchair occupant in obviously poor condition. Restraint anchorages obviously unusable If in doubt as to integrity of the restraints or anchorages the inspector may request an Engineer's Report no less than 90 day's old that outlines their condition/installation as being fit for purpose.</p>
Roof Sign	<p>For taxi (roof) sign, taximeter, fare chart and advertising requirements please see 'Taxi Additional Specific Requirements'. (page 21)</p>	<p>Visual inspection</p>	<p>Non compliant roof sign.</p>
Tinted Windows	<p>Licences below 47,000, data gathering exercise only for 2010 to determine the likely extent of any problems of compliance (minimum 65% visible light transmission). Licences above 47,000 may be failed for excessive tinting.</p>	<p>Check windows against reference samples where windows appear obviously dark.</p>	<p>No fail criteria for licences below 47,000 a data gathering exercise only</p> <p>Excessive tint for licences above 47,000</p>

STANDARD TAXI AND HACKNEY ADDITIONAL REQUIREMENTS

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Luggage (*) Requirements	<p>For taxi licences below 45,000: reasonable provision for luggage, one piece per licensed passenger.</p> <p>For taxi and hackney licences above 45,000: 420 litres of secure luggage capacity. Originally assessed via Model Report at Initial Suitability Inspection. Licence Renewal Assessment seeks to confirm usability of that space.</p>	<p>Visual assessment.</p> <p>Note: the luggage volume is not checked as this is unlikely to have changed but the any luggage space should be obviously useable.</p>	<p>Obvious non-compliance, e.g. luggage space filled with personal belongings.</p> <p>Insecure items, e.g. jack, fire extinguisher</p> <p>Luggage space filthy/damp/unusable</p> <p style="color: red;">(applies to all licences)</p>
Vehicle Age	<p>For taxi and hackney licences above 45,000: Vehicles shall be no more than nine years old on the day of inspection referenced to the date of first registration. The date of first registration is the date on which the vehicle was first registered, irrespective of the country of registration. It is taken from the Vehicle Registration Certificate.</p>	<p>Applies to taxi and hackney licences above 45,000 only.</p> <p>Applies from 2011 to all taxi and hackney licences</p>	<p>Vehicle is older than 8 years, 11 months and 31 days at time of inspection when referenced to original date of first registration.</p> <p style="color: red;">(old licences no requirement until renewal in 2011)</p> <p style="color: red;">(Applies to all taxi and hackney licences from 2011)</p>
Tinted Windows	<p>A data gathering exercise only for 2010 to determine the likely extent of any problems of compliance. (Minimum 65% visible light transmission for all windows).</p>	<p>Check windows against reference samples where windows appear obviously dark. Note NCT requires clear front side windows since April 2010.</p>	<p>No fail criteria, a data gathering exercise only</p>

TAXI (INCLUDING WHEELCHAIR ACCESSIBLE TAXI) ADDITIONAL SPECIFIC REQUIREMENTS

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Roof Sign	<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 equal sections, with TAXI or TACSAÍ in the centre in yellow letters on a blue background. These to be no more than 90mm in height and with 16mm stroke width. The nearside section front and rear to be of yellow background and display in black the vehicle licence number in digits approx 89mm tall by 63mm wide, 16mm stroke width identified by "Licence Number" or, in the Irish language, 'uimhir cheadúnais'.</p> <p>The offside panel, if blank shall be yellow. It may display the contact details of the taxi, the operator or the despatch company or a representative body. If a wheelchair accessible taxi then it shall contain the accessibility symbol, approx 90mm square.</p> <p>No characters on the offside panel may be bigger than 70mm tall.</p>	<p>More than one sign, e.g. at leading and trailing edge of roof is permitted.</p> <p>Check the sign number matches the licence number.</p> <p>Check the dimensions if the sign appears obviously non-compliant.</p> <p>Check the sign, especially the number section, is readily visible from the outside.</p> <p>Check the number is legible, with and without illumination switched on.</p>	<p>A taxi sign defaced, obscured or altered in such a manner that the word 'TAXI' or 'TACSAÍ' or the licence number is rendered illegible or partly illegible.</p> <p>Lack of the wheelchair symbol on a wheelchair accessible taxi.</p> <p>A roof sign that is too small/has licence number that is too small.</p> <p>A roof sign of the wrong colours.</p> <p>A roof sign with the number not to the nearside from front and rear.</p>
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 be capable of being illuminated.</p> <p>The sign shall not show a white light to the front nor a red light to the rear. The illumination shall not be brighter than 400 candela per sq metre of illuminated area.</p>	<p>Check operation. There is no requirement to link the taxi sign light to the meter hire status.</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>

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
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>Visual assessment. Check security of installation of taximeter; check 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>Insecure taximeter, liable to come loose from vehicle/interfere with driver or passenger safety.</p> <p>Printer not working/printed receipt not containing the associated vehicle reg or licence number/containing incorrect reg or licence number</p>
Front Fare Sticker	<p>The sun visor National Maximum Taxi Fare sticker displaying the current maximum fare 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>Visual assessment for correct up to date sticker and information card.</p> <p>Note: the Passenger Information Card are usually available at the Inspection Centre</p>	<p>Lack of current fare information sticker readily visible in the front passenger area and/or lack of rear Passenger Information Card.</p>
Advertising	<p>Advertising is allowed in or on taxis and wheelchair accessible taxis.</p> <p>The roof sign must remain visible to intending passengers.</p>	<p>Visual inspection, including any roof advertising boards.</p>	<p>A taxi sign obscured in such a manner that the word 'TAXI' or 'TACSAÍ' or the licence number is rendered illegible or partly illegible.</p>

HACKNEY ADDITIONAL SPECIFIC REQUIREMENTS

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Advertising	<p>Advertising is not allowed in or on hackneys.</p> <p>For avoidance of doubt and in consideration of practicalities the following shall be allowed on all vehicles:</p> <p>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>Visual internal and external assessment.</p>	<p>Internal or external advertising present excepting that expressly permitted.</p> <p>(DVD screens internally displaying advertising messages are not permitted)</p>
Meters	<p>The fitment of (taxi) meters in hackneys or wheelchair accessible hackneys shall be prohibited.</p>	<p>Visual inspection.</p>	<p>Presence of any form of (taxi) meter in hackneys or wheelchair accessible hackneys for any reason.</p>

LIMOUSINE ADDITIONAL SPECIFIC REQUIREMENTS

Section	Requirements	Inspection Procedure & Notes	Reasons for Failure
Tinted Windows	A data gathering exercise only for 2010 to determine the likely extent of any problems of compliance. (Minimum 65% visible light transmission for front windows).	Check front windows against reference samples where windows appear obviously dark. Note now part of NCT test criteria.	No fail criteria, a data gathering exercise only.
Tyre Specification and GVW	A data gathering exercise only for 2010 to determine the likely extent of any problems of compliance. For stretched 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 2 of Appendix 1 in Initial Suitability Inspection Manual	Visual inspection of stretched vehicles with reference to the design weights. Record the tyre load rating and the design axle weights for vehicles with GVW in excess of 3,500 kg.	No fail criteria, a data gathering exercise only
Advertising	Advertising is not allowed in or on limousines. 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).	Visual internal and external assessment.	Internal or external advertising present excepting that expressly permitted. (DVD screens internally displaying advertising messages are not permitted)
Meters	The fitment of (taxi) meters in limousines shall be prohibited.	Visual inspection.	Presence of any form of (taxi) meter in limousines for any reason.