

# Vehicle Inspection Checklist

The items below are the most common reasons for failing, full details of all inspection items are set out in our inspection manuals:

- *Initial Suitability Inspection Manual*
- *Licence Renewal Assessment Manual*

These can be read at or downloaded from the **Forms and Guides** page of the Taxi Licensing section of our website: [www.nationaltransport.ie](http://www.nationaltransport.ie) and we would encourage you to read them for full requirements.

**This list shows the most common fail items recorded over recent months at vehicle inspections and should be used in conjunction with the Inspection Manuals.**

Items	Have you checked....?	<input checked="" type="checkbox"/>
<b>Tax Clearance Status</b>	Have I completed the eTax Clearance process?	<input type="checkbox"/>
	Are my tax affairs still in order with Revenue?	<input type="checkbox"/>
	Does my name on my vehicle licence <b>exactly</b> match that used by Revenue? The NTA/Revenue check is electronic so no differences are permitted.	<input type="checkbox"/>
<b>Insurance Certificate</b>	Is the name of the policyholder <b>exactly</b> the same as my name on my licence?	<input type="checkbox"/>
	Does it confirm that it covers use for hire or reward or use as an SPSV or street service vehicle?	<input type="checkbox"/>
	Have I got my <b>original</b> insurance certificate with me?	<input type="checkbox"/>
	If my car is on a fleet policy, does the schedule also show my registration number?	<input type="checkbox"/>
	Is the vehicle registration number correct on the certificate or schedule?	<input type="checkbox"/>
	Is the insurance expiry date in the future?	<input type="checkbox"/>
<b>First Aid Kit</b>	Do my insurance certificate and disc details match and are they correct?	<input type="checkbox"/>
	Is my First Aid kit complete, to the DIN 13164 standard for First aid kits in cars (it will be written on it) and within its expiry date?	<input type="checkbox"/>
<b>Fire Extinguisher</b>	Are the sterile items, e.g. bandages or plasters, within their <b>expiry dates</b> ?	<input type="checkbox"/>
	Is my extinguisher in good serviceable condition, e.g. not corroded, in date and/or with any gauge in the green etc.	<input type="checkbox"/>
<b>Cleanliness, Doors and Window Operation</b>	Is my extinguisher at least 2kg and stated for category A, B & C fires, and to EN3 standard (it will be written on it)?	<input type="checkbox"/>
	Is my seating in good condition, i.e. clean good quality material without tears, failing stitching and not mismatched across seating rows?	<input type="checkbox"/>
	Is the interior trim secure in place and not dirty or in torn condition?	<input type="checkbox"/>
	Is the interior free from unpleasant/objectionable smells?	<input type="checkbox"/>
	Are all doors able to be opened and closed from inside and outside where designed to do so?	<input type="checkbox"/>
	There are no paintwork defects that may spoil the appearance of my vehicle?	<input type="checkbox"/>
There are no signs of unfinished bodywork repairs?	<input type="checkbox"/>	

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<b>Taximeter and Printer</b>	Is my taximeter sealed with the official verification mark signifying conformity with the Metrology Act 1996? (Renewal Assessment only)	<input type="checkbox"/>
	Does my taximeter display the correct initial fare charge?	<input type="checkbox"/>
	Is my printer working?	<input type="checkbox"/>
	Does the receipt contain the correct associated vehicle registration and licence number?	<input type="checkbox"/>
	Does the receipt contain the correct time of day and date?	<input type="checkbox"/>
<b>Old Tamper Proofs</b>	Have I left the old tamper proof discs on the car for a Licence Renewal Assessment or brought them with me if doing a Change of Vehicle?	<input type="checkbox"/>
	Where I don't have them have I got a completed Form TP1 or TP2 for lost or stolen tamper proof discs?	<input type="checkbox"/>
<b>Tinted Windows</b>	Is the glass next to passengers clear, i.e. the glass approval number <b>does not</b> show the Roman numeral "V" next to the approval mark?	<input type="checkbox"/>
<b>Taxi Front Door Branding</b>	Is the decal properly applied (e.g. not peeling, correctly aligned)?	<input type="checkbox"/>
	Is the decal in good condition, (e.g. to official specification, size, colour and not torn)?	<input type="checkbox"/>
<b>Advertising</b>	Is any signage on rear side doors less than 1600 square cm in area in total per rear door?	<input type="checkbox"/>
	Is any sign, advert or display in line with general advertising standards, e.g. inoffensive, non-discriminatory and not obscene?	<input type="checkbox"/>
	If I take payment by card are any such logos of the generic approved design, i.e. common brand logos are not permitted?	<input type="checkbox"/>
<b>Taxi Roof Sign (see <i>Initial Suitability Inspection Manual</i> for details)</b>	Is my roof sign in good condition such that the word 'TAXI' or 'TACSAÍ' and the licence number are fully legible?	<input type="checkbox"/>
	Does my roof sign have the correct information displayed?	<input type="checkbox"/>
	Does my roof sign show the licence number to the nearside when viewed from both the front and the rear?	<input type="checkbox"/>
	Are my area stickers genuine and in good condition?	<input type="checkbox"/>
	Have I made sure there is no advertising on my roof sign; except for my contact details or those of my dispatch operator (no branded credit card logos)?	<input type="checkbox"/>
<b>Modified Vehicle Documentary Proof</b>	If I have a modified vehicle do I have a copy of the relevant Technical Assessor's Report less than 60 days old, on the correct template and with my correct vehicle details?	<input type="checkbox"/>