

Vehicle Inspection Checklist

The items below are common reasons for failing SPSV suitability inspections. Full details of all inspection items are set out in our inspection manuals which can be read at or downloaded from the **Forms and Guides** page of the Taxi/SPSV section of NTA's website: www.nationaltransport.ie. NTA encourages you to read them for full requirements.

This list should be used in conjunction with the Inspection Manuals.

Items	Have you checked...?	<input checked="" type="checkbox"/>
Tax Clearance Status	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 exactly match that used by Revenue? The NTA/Revenue check is electronic so no differences are permitted.	<input type="checkbox"/>
Insurance Certificate	Is the name of the policyholder exactly 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?	<input type="checkbox"/>
	Have I got my original insurance certificate with me? 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"/>
	Do my insurance certificate and disc details match and are they correct?	<input type="checkbox"/>
First Aid Kit	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"/>
	Are the sterile items, e.g. bandages or plasters, within their expiry dates ?	<input type="checkbox"/>
Fire Extinguisher	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"/>
	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"/>
Cleanliness, Doors and Window Operation	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"/>
Modified Vehicle Documentary Proof	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"/>
	If I have installed a temporary diving screen and I am not insured with AXA, do I have written confirmation from the insurance provider, which acknowledges the temporary modifications?	<input type="checkbox"/>

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Taximeter and Printer	Is my taximeter sealed with the official verification mark signifying conformity with the Metrology Act 1996? (Renewal Assessment only)	
	Does my taximeter display the correct initial fare charge?	
	Is my printer working?	
	Does the receipt contain the correct associated vehicle registration and licence number?	
	Does the receipt contain the correct time of day and date?	
Old Tamper Proofs	Have I left the old tamper proof discs on the car for a Licence Renewal or brought them with me if doing a Change of Vehicle?	
	Where I don't have them have I got a completed Form TP1 or TP2 for lost or stolen tamper proof discs?	
Tinted Windows	Is the glass next to passengers clear, i.e. the glass approval number does not the Roman numeral "V" next to the approval mark?	
Taxi Front Door Branding	Is the decal properly applied (e.g. not peeling, correctly aligned)?	
	Is the decal in good condition, (e.g. to official specification, size, colour and not torn)?	
Advertising	Is any signage on rear side doors less than 1600 square cm in area in total per door?	
	Is any sign, advert or display in line with general advertising standards, e.g. inoffensive, non-discriminatory and not obscene?	
	If I take payment by card are any such logos of the generic approved design, i.e. common brand logos are not permitted?	
Taxi Roof Sign (see <i>Initial Suitability Inspection Manual for details</i>)	Is my roof sign in good condition such that the word 'TAXI' or 'TACSAÍ' and the licence number are fully legible?	
	Does my roof sign have the correct information displayed?	
	Does my roof sign show the licence number to the nearside when viewed from both the front and the rear?	
	Are my area stickers genuine and in good condition?	
	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)?	
Vehicle Ownership	Do I have my Vehicle Registration Certificate ("logbook") to present at the inspection?	
	If my vehicle is held under a lease or hire purchase agreement, do I have written confirmation from the registered owner that <i>I am legally entitled to the use and possession of the vehicle for a period of not less than 12 months from the date of application?</i>	