

Proposed Supplementary Testing Manual: Part 2

Section A.1 – Lamps, Reflectors and Electrical Equipment

Method of Inspection	Reason for Rejection
Nothing extra	

Section A.2 – Steering

Method of Inspection	Reason for Rejection
Nothing extra	

Section A.3 - Brakes

Method of Inspection	Reason for Rejection
Observation during road test	
1. Juddering or pulling when the foot brake is applied.	1. Any juddering or pulling is a failure.
Visual Inspection	
2. Brake pedal rubbers.	2. Missing or worn brake pedal rubbers are a reason for failure.
3. Master brake cylinders.	3. Signs of spillage or leakage of fluid would be a reason for failure.

Section A.4. – Tyres & Roadwheels

Method of Inspection	Reason for Rejection
Visual Inspection	
1. A spare wheel must be provided, with the tyre correctly inflated.	1. Missing spare wheel, or an over- or under- flated tyre on the spare wheel.
2. Signs of damage, excessive wear and legal compliance of the tyre.	2. Damage or excessive wear, or legally non-compliant tyre would be a failure.
3. Examination of the jack and wheel brace.	3. Failure to have a jack and wheel brace in good working order.

4. Spare wheel can be properly secured.	4. Inability for the spare wheel to be properly secured.
5. Wheel rim of the spare wheel is not distorted or damaged.	5. Any damage or distortion of the spare wheel rim.

Section A.5 – Seatbelts and Supplementary Restraint Systems

Method of Inspection	Reason for Rejection
Nothing extra	

Section A.6 – Body & Structure

Method of Inspection	Reason for Rejection
Vehicle Body Condition – Exterior	
Visual Inspection	
1. Condition of front and rear number plates.	1. Front and rear number plates not in good condition, or not securely fixed.
2. Condition of rubber seals to doors.	2. Any serious damage to, or looseness of, or missing rubber seals.
3. Functionality of door checks.	3. Door checks not operating correctly.
Vehicle Body, Security and Condition - Interior	
Visual Inspection	
4. Containers for the storage of oil, petrol or flammable or corrosive material in the vehicle boot.	4. Presence of containers carrying the listed materials in the boot.
Physical Inspection	
5. Estate cars fitted with a luggage guard or cover.	5. Missing luggage guard or cover, or unfit for purpose.
6. Operation of bonnet release catch.	6. Bonnet release catch does not operate correctly.
7. Operation of any wind-check straps on the vehicle.	7. Wind-check strap is not manufacturer approved, or does not hold the doors in place when opened.

Section A.7 – Exhaust, Fuel and Emissions

Method of Inspection	Reason for Rejection
Nothing extra	

Section A.8 – Driver's View of the Road

Method of Inspection	Reason for Rejection
Visual Inspection	
1. Interior view mirror	1. Interior view mirror not securely fixed.

Section A.9 – Tricycles & Quadricycles

Method of Inspection	Reason for Rejection
Not covered.	

Section A.10 – Additional Requirements

Method of Inspection	Reason for Rejection
Oil & Water Leaks	
Visual Inspection	
1. Radiator properly secured to the vehicle.	1. Radiator improperly secured to the vehicle.
2. Condition of all rubber / plastic hoses.	2. Significant wear or deterioration.
Signs – Hackney Vehicles	
Visual Inspection	
3. External identification number signs should be securely attached to each of the rear quarter light, or rear door and should be fitted to the lines of the vehicle.	3. External identification signs not present or not securely attached to the rear quarter light, or rear doors. Or, if fitted to the rear doors, not fitted to the lines of the vehicle.
Signs – Private Hire Vehicles	

Visual Inspection	
4. The vehicle shall display signs identifying the private hire firm and its telephone number for advanced bookings only that comply with current licence conditions.	4. Signs not present or do not comply with current licence conditions.
5. The vehicle must not display a roof sign or any illuminated or fluorescent signs.	5. Vehicle displays a roof or illuminated or fluorescent sign.
6. The use of 'TAXI' or 'TAX' or 'CAB ' is expressly prohibited.	6. Use of prohibited words anywhere on the vehicle.
Signs – General	
Visual Inspection	
7. Any signs fixed to the interior of the interior of the windscreen abutting the top or bottom edge of the windscreen and any sign in the rear window that abuts the bottom edge must comply with current legislation and current licence conditions.	7. Non- compliance with legislation or the Council's licensing conditions.
8. The height of any letters or numbers on signs fixed on the vehicle windscreen or rear screen must be block letters and must not exceed 75mm (3") high	8. Height of letters exceeding 75mm (3") high, or not block letters.
Licence Plates – Hackney Vehicle	
Visual Inspection	
9. Position of the licence plate. The plate should be fitted to the rear bumper, tailgate or rear panel of the vehicle, but not the valance. Or (for private hire vehicles) The plate must be securely fixed to the exterior rear side of the vehicle, above, below or to the side of the number plate on a Council – approved 'MOGO' bracket.	9. Not fitted to the rear bumper, tailgate or rear panel of the vehicle. Or (for Private Hire Vehicles) not securely fixed as required.
10. Plates should be secured to the vehicle using bolts or screws.	10. Plates secured by any other method than bolts or screws.

Engine Compartment	
Physical Inspection	
11. Condition of fan belt.	11. Signs of incorrect adjustment and / or deterioration.
12. Condition of engine mountings	12. Any insecure or deteriorated engine mountings.
13. Examination of inner wing panels and suspension mounting tops and headlamp mountings.	13. Any evidence of corrosion affecting the inner wing panels, suspension mounting tops and headlamp mountings.
Road Test	
Observation	
14. Performance of the engine during the road test.	14. Signs of misfiring, lack of engine power etc., or any indication the engine is not functioning correctly would fail.
15. Fitness of Vehicle	15. Investigate and report any other matters which affect the fitness of the vehicle for use as a hackney carriage or private hire vehicle. These would include safety, reliability, comfort or appearance which would make it unfit.
Meters	
Visual Inspection	
16. Hackney vehicles must have a meter. Private hire vehicles are not required to have a meter fitted, but if fitted the meter must comply with the Supplementary Testing Manual.	
17. The meter must be suitably sited within the vehicle and must be adequately secured.	17. Meter being poorly sited and / or inadequately secured.
18 The meter display must have adequate illumination.	18. Inadequate illumination on the meter display.
19. The calibration test must be carried out over an agreed measured distance, and the correct fare displayed that	19. An inaccurate or incorrectly calibrated meter will fail.

corresponds to the distance covered.	
20. A table of fares must be displayed in a prominent position within the vehicle, if a meter is fitted.	20. A missing, illegible or poorly sited (not prominent) table of fares will fail.

Section A.11 – Ancillary Equipment

Method of Inspection	Reason for Rejection
Visual Inspection	
Fire Extinguishers	
Efficient AFFF foam fire extinguisher with a nominal capacity of no less than 1 litre minimum, which complies with the British Standards Institution BS EN3 specification for portable fire extinguishers.	Missing or fire extinguisher that does not meet the requirements of BS EN3 specification for portable fire extinguishers.
First Aid Kit	
Small Work Place First Aid Kit that complies with BS 8599–1:2011.	Missing or first aid kit that does not meet requirement of a Small Work Place First Aid Kit that complies with BS 8599–1:2011.

Section A.12 – Novelty Vehicles

Method of Inspection	Reason for Rejection
Nothing extra	