



VEHICLE SAFETY INSPECTION PROCEDURES



A. INITIATING THE INSPECTION

1. Request registration paperwork. (Vehicles may be inspected without registration paperwork.)
2. Verify vehicle identification number (VIN.)
3. Write the date of inspection on the inspection certificate.
4. Write owner and vehicle information on inspection certificate.
5. Vehicle mileage must be recorded.
6. Inspectors must write their inspector number in the appropriate box.
7. Inspectors may not sign the certificate until the vehicle passes the vehicle inspection process.
8. Test drive vehicle.

B. CHECK VEHICLE INTERIOR (Can be done from parking area to inspection stall)

1. Check for impaired visibility through windshield.
2. Check for adequate visibility from required mirrors.
3. Check seatbelts for proper operation.
4. Check for looseness in steering.
5. Check for play in brake pedal.
6. Check emergency brake for proper operation.
7. Check horn. Horn must be audible at 200 feet.
8. Check windshield wiper / washer operations.
9. Check heater/defroster operation.

VEHICLE SAFETY INSPECTION PROCEDURES - Continued

C. CHECK VEHICLE EXTERIOR

1. Check high and low beam headlights.
2. Check headlights for proper aim.
3. Check parking lights, tail lights, signal lights, brake lights, marker lights and reflectors.
4. Check for the proper color of lights.
5. Check tires for proper inflation, wear and damage.
6. Check body, fenders, door, hood latches and bumpers
7. Check for broken glass, parts and accessories.
8. Check window tinting. Measure light transmittance on front side windows and windshield. Record reading on Safety Inspection Certificate.

D. CHECK UNDER HOOD

1. Check belts.
2. Check hoses.
3. Check power steering pump.
4. Check wiring.
5. Check exhaust manifold.
6. Check master cylinder.
7. Check for fuel leaks.

VEHICLE SAFETY INSPECTION PROCEDURES – Continued

E. CHECK SUSPENSION AND UNDERCARRIAGE

1. Check wheel bearings.
2. Check ball joints.
3. Check tie rod ends.
4. Check idler arms.
5. Check shock absorbers.
6. Check springs.
7. Check exhaust system.
8. Check floor pans.
9. Check fuel system lines.

F. CHECK WHEELS AND BRAKES

1. Check for loose or missing lug nuts.
2. Check for cracked wheels.
3. Check pads and/or shoes.
4. Check rotors and/or drums.
5. Brake measurements must be recorded on the inspection certificate.
6. Check for fluid leaks.
7. Check brake hoses.

****NOTE: Vehicles that fail a plate brake test, but have adequate pad and or shoe thickness, must still be rejected until repairs are made. Record actual brake pad measurement.***

****NOTE: When a visual inspection is performed, one front and one rear wheel must be removed to inspect brake components.***