

## Roadworthy Inspection Process - Car

- Sign into the job and collect keys.
- Identify the vehicle.
- Collect the brake tester and walk around vehicle & inspect for damage
- Take photos for mechanics and upload to mechanics desk (4 corners)
- Take a photo of current odometer before first road test with vehicle running
- Perform first road test and brake test
- Ensure the brake test has passed and print - if the brake test has failed ensure this is noted on the roadworthy
- Take photo of brake test

Table 1 – Performance of Service Brakes			
Vehicle type by GVM	Maximum stopping distance from 35km/h	Minimum average deceleration	Minimum peak deceleration
Vehicles 2.5 tonnes GVM or less	11.0 metres	0.45 g	0.6 g
Vehicles 2.5 tonnes GVM or more	16.5 metres	0.3 g	0.4 g

The application of the brakes must not cause the vehicle, when travelling in the centre of a 3.7m wide lane, to project outside that lane.

Vehicle parking and emergency brakes must function correctly. Parking brakes must be capable of holding the vehicle stationary on any up or down grade found on highways.

- Drive the vehicle into the workshop and test the horn
- Have the lights checked by another technician
- Check wipers washers for correct operation
- Check demister operation
- Test window operation
- Check all seat belt operation and for any damage
- Check spare wheel is secured
- Ensure all doors operation from inside and out open / close
- Record VIN number and engine number and confirm with VicRoads records
- Upload vehicle/ customer details to Ecert take photo of Vin number and engine if possible
- Take photo of compliance plate and ensure correct size/ load / speed rated tyres are fitted
- Check headlight aim and take a photo of vehicle using the headlight aimer
- Take photos of the vehicle 'on ground' front angle and rear opposite side rear angle (at testing premise)
- Walk around vehicle and inspect all lights & lenses for any damage

- Check all body and door gaps & paint inconsistencies from previous repairs
- Inspect under bonnet for damage – under bonnet insulation
- Check battery is secured
- Test brake fluid condition
- Steering fluid level & drive belt inspect. Take photo of engine bay area
- Lift vehicle onto hoist and lift halfway, walk around each wheel and check for bearing movement & suspension condition (rose joints etc.)
- Inspect each rim & tyre for damage / wear, Correct fitment and wheel studs/ nuts
- Remove wheels & take required photo of vehicle on hoist with wheels removed. Inspect shock absorbers for leaks
- Check for damage / cracks in sills & wheel arches
- Check for damage to front radiator support, crash bars front & rear including rails and rail extensions
- Check brake rotor and drums measurements and brake pad/ shoe thicknesses at each brake
- Take photo of each brake rotor with brake measurements shown each one
- Continue and lift vehicle all the way up and take photos one under engine should clear view of engine sump/ front axle/ between axles/ rear axle
- Inspect under vehicle, checking for leaks
- Engine
- Transmission
- Diff, transfer etc.
- Check engine/ transmission/ diff mountings
- Inspect all suspension for wear/ damage & leaks
- Inspect steering components for any free play / damage or wear
- Inspect under vehicle for damage / rust
- Bring vehicle back down halfway and refit wheels
- lower vehicle and tension wheels to correct tension and note down on job card
- Perform a secondary road test, park the vehicle outside in parking lot, take final photo of odometer and submit inspection.

\* All items that require repair / replacement must have a clear photo video attached and uploaded

\*\* Photos to be loaded direct to VicRoads at every stage of taking them

\*\*\* Store photos on iPad( will be backed up onto Icloud)