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**Decree N511**

**Of the Government of Georgia**

**December 1, 2017**

**The city of Tbilisi**

**On Approval of the Technical Regulation - Requirements for Facilities, Equipment and Technical Qualification of Personnel of the Centers for Periodical Technical Inspection of Motor Vehicles (MOT Test)**

**Article 1**

According to paragraph 2 of Article 58 of the Code of Product Safety and Free Circulation, Article 12 of the Law of Georgia on Normative Acts, the Law of Georgia on Road Traffic, be approved the attached Technical Regulation - Requirements for Facilities, Equipment and Technical Qualification of Personnel of the Centers for Periodical Technical Inspection of Motor Vehicles (MOT Test) .

**Article 2**

1. The Inspection Centers envisaged by the Technical Regulation approved by this Decree shall ensure compliance with the provisions of paragraph 13 of Article 3, paragraph 15 of Article 4, subparagraph “h” of paragraph 1 of Article 5, and paragraphs 7 and 8 of Article 12 of the Technical Regulations until 1 July 2018.
2. Until July 1, 2018, the Ministry of Internal Affairs of Georgia shall ensure the implementation of relevant measures to fulfill the subparagraph “e.f.” of paragraph 5 of Article 4 of the Technical Regulation.

**Article 3**

1. The Decree, except paragraph 13 of Article 3, paragraph 15 of Article 4, subparagraph “h” of paragraph 1 of article 5 and paragraphs 7 and 8 of Article 12 of this Technical Regulation, shall be enacted from January 1, 2018.
2. Paragraph 13 of Article 3, paragraph 15 of Article 4, subparagraph “h” of paragraph 1 of article 5 and paragraphs 7 and 8 of Article 12 of this Technical Regulation shall be enacted from July 1, 2018.

 Prime Minister Giorgi Kvirikashvili

***Appendix***

**Technical Regulation**

**Requirements for Facilities, Equipment and Technical Qualification of Personnel of the Centers for Periodical Technical Inspection of Motor Vehicles (MOT Test)**

**Chapter I**

**General Provisions**

**Article 1. General Provisions**

1. The present Rules of Procedure establishes the requirements to be met by the facilities, equipment and personnel of the Center for Periodic Technical Inspection of Motor Vehicles(hereinafter the Inspection Center).
2. Accreditation of Inspection Centers is carried out by the Legal Entity of Public Law –the Unified National Agency of Accreditation –the Accreditation Center, in accordance with the Georgian legislation
3. The purpose of the Regulation is:
4. to establish the uniform requirements for Inspection Centers;
5. to bring the Georgian standards in the ​​road transport area closer to the EU standards;
6. to ensure the quality and impartiality of the Inspection Centers.

**Article 2. Definition of Terms Used in the Regulation**

1. The terms used in this Regulation shall have the following meaning:
2. Design speed - the maximum speed of a motor vehicle set out by the manufacturer;
3. Testing line - a line for periodic technical inspection that is furnished with equipment and devices provided by this Regulation;
4. Testing line types - the line for testing heavy weight motor vehicles whose unladen mass is over 3.500 kg (HV) and the line for testing light motor vehicles whose unladen mass is no more than 3.500 kg (LV).
5. Marking - a line, arrow or other marks included in the testing line and which separates the testing area;
6. Testing area - an area intended for periodic technical inspection, which is divided into different special work spaces in the testing line, such as braking, headlight areas, the inspection pit with or without the lift and other inspection areas;
7. Periodic technical inspection of motor vehicles - a combination of technical operations and procedures, through which the technical condition of the main elements ensuring the movement of motor vehicle and the composition of harmful substances in the atmospheric air emissions are determined with the set periodicity;
8. Accreditation certificate - a document certifying accreditation issued by the Accreditation Center to the Inspection Center in accordance with the Georgian legislation;
9. Center for Periodical Technical Inspection of Motor Vehicles (hereinafter the Inspection Center) –an entity registered in accordance with the Law of Georgia on Entrepreneurs accredited by the Legal Entity of Public Law – the Unified National Accreditation Agency – the Accreditation Center, as an inspection body and which carries out periodic technical inspection of motor vehicles in accordance with the requirements of the Georgian legislation and this Regulation;
10. Inspector - a person carrying out a vehicle check in the Inspection Center;
11. User - a natural person who submits a car for periodic technical inspection at the Inspection Center;
12. Defects –inconformity of the vehicle’s identification data, the technical condition of the main elements that provide traffic safety and the atmospheric air and the composition of the harmful substances emitted in the air, with the established requirements.
13. Quality control - the appropriate quality control system in the Inspection Center. The quality implies a combination of service characteristics and properties that define the ability to meet the requirements set by the relevant technical regulations;
14. Quality controller –the quality control inspector responsible for carrying out quality control;
15. Motor vehicle inspection report (hereinafter the Inspection Report) - a document issued by the Inspection Center, which includes the results of inspection of the motor vehicle and the conclusion on the conformity with the requirements of the Technical Regulation - Requirements for Facilities, Equipment and Technical Qualification of Personnel of the Centers for Periodical Technical Inspection of Motor Vehicles (MOT Test). The form of inspection report is published by LEPL - the Unified National Accreditation Agency – the Accreditation Center.
16. Other terms used in the Technical Regulation are defined in accordance with the Law of Georgia on Road Traffic.

**Chapter II**

**Requirements for the Inspection Center in Georgia**

**Article 3. General Requirements**

1. The Inspection Center is independent in the professional activities, assessment and decision-making.
2. The Inspection Center and its personnel that are responsible for the inspection shall not be directly involved in designing, manufacturing, operation, supply, installation and repair of the object of inspection and shall not be authorized representatives of the persons performing the above mentioned functions.
3. The Inspection Center shall not carry out any other activity that may affect the independence of its decisions and its impartiality.
4. The inspection body and the owner of the inspection object shall not have common economic interest.
5. The maneuvering in the entrance and exit at the Inspection Center shall not impede traffic; the ways and means of uninterrupted and safe movement from the Inspection Center to the traffic shall be indicated.
6. During the inspection, the transportation of motor vehicles on the testing line shall be free, without turns and reversing.
7. Environmental conditions in which the motor vehicle testing works are carried out shall meet certain conditions. The passage of the testing line, on which the car is transported for inspection of the brake system and undercarriage of the vehicle should be sufficiently horizontal to prevent spontaneous movement of the vehicle.
8. The Inspection Center shall be equipped with fire-fighting and first aid facilities.
9. The technical regulations, standards, norms, rules and motorcar reference data for technical requirements and methods of inspection of a motor vehicle, which are used by the Inspection Centers, shall be available for the Inspection Center personnel.
10. The information on the main technical requirements for inspection of a motor vehicle shall be placed in conspicuous locations of the Inspection Center and shall be available to the people who submit motor vehicles for inspection.
11. The information on the tariffs of testing should be placed in conspicuous locations of Inspection Center and shall be available to the owners of motor vehicles.
12. The Inspection Center shall register and maintain inspection data in the electronic database and provide a unique identification number for the motor vehicle inspection report.
13. The Inspection Center shall assess the conformity of an autogas equipment mounted on a motor vehicle in accordance with Decree N80 of the Government of Georgia “On Approval of the Technical Regulation on Mounting the Autogas System on a Motor Vehicle, Assessing Its Conformity to Technical Requirements and Its Safe Operation” of 15 January 2014.
14. The payment of the cost for periodic technical inspection to the Inspection Center shall be made only in the form of non-cash settlement.

**Article 4. Requirements for Facilities and Equipment of Periodic Technical Inspection Centers**

1. The buildings, facilities and equipment of the Inspection Center should be assessed in compliance with the provisions of this Technical Regulation during accreditation and subsequent monitoring.
2. The Inspection Center shall have facilities and areas required for implementation of the inspection.
3. The following requirements shall be met in the Inspection Center:
4. the uninterrupted and safe access from the entrance to the area to the entrance to the building and from the exit of the building to the exit of the area shall be provided both for vehicles as well as for the peoples with disabilities;
5. the proper parking lot and maneuvering areas shall be arranged for motor vehicles of the respective category which can be inspected by the inspection center; in the inspection process the uninterrupted movement of the vehicles must be ensured. The Inspection Center shall have:
	1. the parking lot or adjacent area shall be designed for parking of 3 vehicles of the relevant category anticipating the inspection;
	2. 2 parking places shall be allocated for the Inspection Center staff;
	3. in case of refusal to inspect, the exit way shall be designed for easily leaving from the inspection area.
6. The facilities of the Inspection Center shall meet at least the following conditions:
7. each Inspection Center must have a public waiting room or space and seating places for the customers which shall be designed for the number of customers of at minimum three-fold of testing lines;
8. the public waiting room or space should be clearly identified and protected from weather conditions and the entire process of inspection can be observed from that place. The waiting and observation spaces should be marked with the corresponding signs and by marking the floor as much as possible;
9. the waiting room or space should be provided with chairs and water;
10. the Inspection Center shall have WCs for customers, one of which shall be for persons with disabilities. Separate WCs shall be designed for the Inspection Center;
11. the external lighting should be arranged to illuminate at least the entrance/exit and the parking lot;
12. the Inspection Center shall be fully protected from the impact of climate, shall have thermally insulated, waterproof, solid non-slippery floor and shall have internal lighting. The Inspection Center building must have a natural ventilation facility.
13. Inspection centers should meet the following IT requirements:
14. each Inspection Center must have a telephone and internet connection;
15. the Inspection Center shall have computer equipment that ensures the efficiency, accuracy and reliability of inspection;
16. the inspection data shall be stored by the Inspection Center in the electronic database for the term of periodicity of periodic technical inspection of this type of motor vehicle;
17. each Inspection Center shall be connected to the vehicle inspection information management system (hereinafter the Information System);
18. the Information System shall include at least:
	1. the planning by the User of the visit for inspection of the vehicle to the Inspection Center through the website;
	2. the accurate recording of inspection results, protection and reliability of storage/transmission. When inspecting the motor vehicle, the data received from the scales, brake tester, gas analyzer and smoke meter shall automatically be transmitted to the central server in a corresponding format and protected from interference or inspection and/or control of the inspector of the inspection center;
	3. the information on the status and results of the motor vehicle inspection through entering the registration number (state number plate);
	4. the statistical data of inspected motor vehicles according to the category of vehicles, time periods and specific inspection centers;
	5. the Inspection Center shall be able to request the comparison of the identification data of the motor vehicle submitted to the inspection through the information system with the data of the registry of vehicles available at the LEPL Service Agency of the Ministry of Internal Affairs of Georgia, and the Service Agency shall provide the result of comparison back to the Center;
19. The individual access to the information entered in the vehicle inspection information management system by the Inspection Centers shall be provided to the traffic police, accreditation center of the Service Agency of the Ministry of Internal Affairs of Georgia and LEPL Land Transport Agency within their competence;
20. The Inspection Center shall provide the video recording of each inspection process. Each inspection process must be recorded by at least two cameras, from the front and back views of the motor vehicle. The record shall enable a clear identification of both the inspection process and the number plate. The video recording of the inspection process shall be kept in the unified information system of periodic technical inspection for a minimum period of 14 months. The video recording shall be submitted at request to the Accreditation Center and other authorities under the Georgian legislation.
21. Requirements for the inspection area:
22. the inspection area shall ensure the free and uninterrupted entry into and exit from the premises, provided that the measures are in compliance with the accreditation requirements of this category, namely:
	1. the width and height, which corresponds to the category of specific vehicles and whose are accredited for inspection. Any part of the structure of the building or other auxiliary equipment that is included within the scope of the inspection area must be placed so as not to prevent the movement of the vehicle;
	2. a part of the testing line that is free of equipment may be outside the building;
	3. there should be appropriate artificial or natural light to be able to conduct inspection without difficulty;
	4. the inspection equipment must be protected from all natural impacts;
	5. exterior and interior of the inspection building should be painted in uniform or specially selected colors and should always be clean and well-groomed;
	6. the floor should be made of reinforced concrete, flat, waterproof and resistant to the effect of lubricating materials;
23. The inspection areas should be separated from other service areas by walls or barriers to prevent or interrupt inspection.
24. Signs and signboards:
25. The Inspection Center should have the signboard with the name of the Inspection Center (the information on the scope of accreditation of the Inspection Center may be contained therein as well), which should be clearly visible from the entrance and placed self standing and conspicuously on a sturdy place;
26. The name of the Inspection Center shall be indicated in a clear and visible manner;
27. The signs placed inside and outside the building of the Inspection Center shall be easily observed and should contain at least the following information:
	1. the signs placed outside shall indicate:
* the main entrance of the Inspection Center;
* the working hours of the Center;
* entrances to the Center’s office and inspection areas;
	1. the signs placed inside shall indicate:
* different sections of the Center: entrance-exit, parking, reception, cash-desk, testing lines, administration and more.
* prohibition of smoking in the inspection area;
* fire fighting equipment;
* prohibition of entry into the inspecting area;
1. The Inspection Centers, for the attention of those who wish inspection of the vehicle, shall also publish the following information on the information board installed in the Center which will have the transparent protective cover:
	1. the accreditation certificate of the Inspection Center;
	2. the cost of service by categories and description of the procedures of complaint.
2. For technical inspection procedures motor vehicles are distributed in four groups of inspection. There will be four types of testing line. Each inspection center shall be designed and equipped to provide all the necessary tests to the motor vehicles of specific category.
3. The main categories of motor vehicles are:
4. M Category: motor vehicle for passenger transportation;
5. N Category: motor vehicle for carrying cargo;
6. L Category: 2 and 3-wheel vehicles and quads;
7. O Category: trailers and semi-trailers.

***Table 1***

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| **L Category - mopeds, motorcycles, motor-tricycles and quad-bikes** |
| **Category** | **Description of vehicle** |
| **Moped** |
| **L1e** | A two-wheel motor vehicle which maximum design speed does not exceed 45 km/h and in the engines of which:* the cylinder capacity does not exceed 50 cm3 in case of a gas-driven vehicle;
* and in case of electricity-driven vehicles the maximum generated capacity does not exceed 4 kW.
 |
| **L2e** | A three-wheel motor vehicle which maximum design speed does not exceed 45 km/h and in the engines of which:* the cylinder capacity does not exceed 50 cm3 in case of spark-ignition engine;
* the maximum output capacity does not exceed 4 kW in case of other gas-driven engine;
* the maximum generated capacity does not exceed 4 kW in case of electricity-driven engine.
 |
| **Motorcycle** |
| **L3e** | A two-wheel mechanical motor vehicle without a sidecar with gas-driven engine, which cylinder capacity exceeds 50 cm3 or maximum design speed exceeds 45 km/h |
| **L4e** | A two-wheel mechanical motor vehicle with a sidecar with gas-driven engine, which cylinder capacity exceeds 50 cm3 or/and maximum design speed exceeds 45 km/h |
| **Motor-tricycle** |
| **L5e** | A motor vehicle with symmetrically located three wheels which cylinder capacity (in case of gas-driven engine), exceeds 50 cm3 or/and maximum design speed exceeds 45 km/h |
| **Quad-bike: a four-wheel mechanical motor vehicle with the following parameters:**  |
| **L6e** | Quad-bikes, which unladen mass exceeds 350 kg. In the case of electricity-driven motor vehicles, the battery mass is not counted in the unladen mass of the quad-bike, which maximum design speed does not exceed 45 km/h and which * gas-driven engine cylinder capacity does not exceed 50 cm3
* in case of other gas-driven engines, the maximum output engine net power does not exceed 4 kW
* In case of electricity driven engine the maximum generated capacity does not exceed 4 kW

A mechanical motor vehicle that satisfy the technical characteristics provided for the tricycles is considered as a motor tricycle. |
| **L7e** | Quad-bikes other than L6e category, which unladen mass does not exceed 400 kg (550 kg, if it is designed to carry cargo); in the case of electricity-driven motor vehicle, the mass of the battery is not counted in the unladen mass of a quad-bike and the maximum output engine net power does not exceed 15 kWA mechanical motor vehicle that satisfy the technical characteristics provided for the tricycles is considered as a motor tricycle. |

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| **M Category – a motor vehicle with at least four wheels designed for transportation of passengers**  |
| **Category**  | **Description of vehicle** |
| **M1** | A motor vehicle (except for a motorcycle) with the gross vehicle mass up to 3,500 kg, the number of seats of which except for the driver’s seat, does not exceed 8; |
| **M2** | A motor vehicle designed for transportation of passengers with the gross vehicle mass up to 5,000 kg and the number of seats (except for the driver’s seat) exceeding 8; |
| **M3** | A motor vehicle designed for transportation of passengers with the gross vehicle mass over 5,000 kg and the number of seats (except for the driver’s seat) exceeding 8; |

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| **N Category – cargo carrying motor vehicle with at least four-wheels**  |
| **Category**  | **Description of vehicle** |
| **N1** | A motor vehicle with at least four wheels designed for cargo carrying with the gross vehicle mass up to 3,500 kg  |
| **N2** | A motor vehicle with at least four wheels designed for cargo carrying with the gross vehicle mass from 3,500 kg to 12,000 kg |
| **N3** | A motor vehicle with at least four wheels designed for cargo carrying with the gross vehicle mass over 12,000 kg |

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| **O Category – trailers and semitrailers** |
| **Category**  | **Description of vehicle** |
| **O1** | Trailers with the gross vehicle mass up to 750 kg |
| **O2** | Trailers with the gross vehicle mass up from 750 kg to 3,500 kg |
| **O3** | Trailers with the gross vehicle mass up to 3,500 kg to 10,000 kg |
| **O4** | Trailers with the gross vehicle mass up to 10,000 kg |

1. Testing line types:
2. A test line for inspecting double-wheel vehicles. A motorcycle line MC for the following categories:
	* + L1, L2, L3, L4
3. A test line for inspecting vehicles of up to 3,5 t LV for the following categories:
	* + M1, M2
		+ N1
		+ O1,O2,
		+ L5, L6, L7-three-wheel motor-cars and quad bikes
4. A test line for inspecting vehicles of over 3,5 t – HV – for the following motor-car categories:
	* + M2, M3
		+ N2, N3
		+ O3, O4
5. A universal test line for inspecting all motor-car categories – (except Category L);
6. An inspection center may have one or more test lines.
7. A testing line layout:
8. General recommendations for the layout of all line types:
9. A distance between the outer edges of plants and facilities shall be at least 0.6 m unless otherwise specified by a factory-manufacturer of those plants and facilities;
10. A free space of at least 0.6 m shall be available around an inspection pit. At a parking area, a zero line (or lines) shall be denoted so that a vehicle light can be correctly placed against a head-light tester.
11. At least a 1 m2 free space from the entrance to the beginning of the inspection pit and at least a 1,5 m2 area from the end of the inspection pit to the exit;
12. A motorcycle line, two-wheel motor cars - MC:
13. A testing line should have the following characteristics:
14. An inspection space: width: 4 m, length: 5 m, height: 2.5 m to include a brake testing and/or a head-light testing area;
15. An entrance/exit of the vehicle: minimum width: 2.3 m and minimum height: 2.0 m;
16. Suitable lifting jacks or standpipes to independently raise each wheel of the motorcycle that has no central support;
17. The “Geometry measuring device” to measure a vertical error (mm) of the front and rear wheels of vehicles (motorcycles, scooters, motorbikes etc.) in motion shall be placed on a leveled surface.
18. Optional:
19. A wheel holding bench to lift a vehicle up to the comfortable working height;
20. Motorcycle holders on the brake bench.
21. MC brake testing area

A roller brake tester (RBT) shall be installed at a free working area that is at least 4,6 m long and 1.2 m wide, with a central location, in front of and behind RBT’s central line at a distance of at least 2.1 m, on a leveled surface (max. error 12 mm) and a monitor shall be placed so that any data is easily seen when inspecting.

1. Minimum dimensions. Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***Line*** | ***Brake area*** | ***Entrance*** | ***Exit*** |
| *Length* | 5,0 m  | 4,6 m  |   |   |
| *Width* | 4,0 m  | 1,2 m  | 2,3 m  | 2,3 m  |
| *Height* | 2,5 m  |   | 2,0 m  | 2,0 m  |

1. A testing line for inspecting motor-cars of up to 3,5 t - LV:
2. The layout given below aims at ensuring a simultaneous inspection of 2 vehicles;
3. Test line measurements are as follows:
4. Minimum dimensions of the entrance as well as exit of the vehicles: width: 3m, height: 3 m;
5. Minimum width of the test line: 4.5 m;
6. Height of the test line ceiling (in case of the inspection pit): min. 3.5 m;
7. Height of the test line ceiling when using a hoist: min. 5 m;
8. Where there is also an inspection pit of the HV test line at the inspection center, the abovementioned dimensions may be smaller. If there is no alternative inspection pit at the inspection center, the center will have no right to inspect those vehicles the dimensions of which may not be admitted to that specific LV line;
9. An area that is free from the test line equipment may be located outside of the building provided that a minimum distance from the entrance to the equipment placed on the line is 1 meter.
10. Dimensions of the lifting platform for the inspection from below shall be as follows:
11. Length of the platform: min. 3.9 m. No parts of the lifting platform shall be raised above the line surface at more than 25 mm;
12. A length of the platform does not include a ramp length;
13. When using a scissor lift, the scissors shall be located under the platform so that
14. A vehicle can be easily inspected;
15. A height of lifting from the platform floor level is min. 1,4 m; min. 0.7 m width between the inner platform edges and min. 2.1 m width between its outer edges;
16. A minimum safe carrying capacity shall be 3.5 t and must be clearly marked on the lifter;
17. A lifting jack that is installed on the lifter and clearly marked, with a recommended minimum carrying capacity of 2.6 t, that is able to simultaneously lift both wheels of the front and rear axes;
18. A dubbed lifting jack equipment may also be used on the lifter;
19. The wheel supporting wedges may be used that operate when using a lifter.
20. Recommended characteristics of the from-below inspection pit are as follows:
21. A continuous working length – min. 6 m;
22. At least 0,70 m and up to 1 m width between the inspection pit walls;
23. Depth: at least 1.6 m, max. 1.75 m all over the working area length. Steps may be used in order to meet this requirement;
24. A comfortable access shall be provided to the personnel that does not affect the working area dimensions. Dimensions of the descends / ascents as well as steps must meet the established norms, including a minimum free distance of 0.6 m to the surrounding equipment, wall and doors;
25. Isolated from the moisture effects;
26. A lifting jack, i.e. equipment required for lifting shall be available on the inspection pit;
27. The moving plates, bearing supported, adequately mounted on the floor may be used that ensure a free turning of the wheels from one marginal position to the other one;
28. It is recommended that a wheel play that is mounted on the inspection pit is located so that an inspector has an enough space for inspecting when working in the inspection pit;
29. Protecting structures must be raised above the inspection pit surface at not more than 25 mm;
30. A head-light test area
31. The head-light testing equipment shall be of the following dimensions:
	* + A rail, 2.5 m long, installed in the floor and aligned on level or a movement line for the wheel head-light testing;
		+ A head-light testing bench must be placed on the area assigned for vehicles and a surface of it must be aligned on level, with no more than 6 mm error at any 3 m length and on the assigned area of 4.5 m length and 2.5 m width, that is to be measured from the starting line and that may include a lift platform, inspection pit or brake area;
32. Rails must be aligned to the level with a 2 mm error and in parallel to the head-lights of the vehicle placed on the stop area. The rails must be straight and a head-light tester must have no obstacles in any point when moving across the rails or the movement line;
33. Nothing shall be mounted on the floor at a distance of 0.6 m behind the head-light tester;
34. On the parking area, a zero line (or lines) must be denoted to ensure a correct placement of the vehicle light against the head-light tester.
35. A brake testing area
36. A roller brake tester (RBT) shall be installed so that:
	* It is centrally located within the free working area of at least 14 m length and 3.5 m width. The area at a distance of at least 2.1 m in front of and behind the RBT’s central line shall be on level, on the leveled surface with an error of no more than 12 mm. The remained area shall not exceed a 10% incline (100 mm in 1 m). If RBT is placed following the lift or the inspection pit, there must be at least 4.2 m distance between the first point of the lift platform and the central line of RBT. The wall-mounted lift ramps are not included in the given area.
	* Any part of RBT must be at a distance of at least 0.6 m from the inspection pit or the lift platform;
	* Any manufacturer instructions shall be taken into account;
	* A monitor must be placed so that any data is easily visible during inspection;
37. There are two methods of mounting of the toe-in angle meter together with the brake bench: by measuring a toe-in angle of the wheels of both vehicle axes prior to the brake and shock-absorber; in this case, it must be placed at a distance of at least 3.5 m till the beginning of the inspection pit and in case of measuring a toe-in angle of only the front axis – at a distance of 0.80 m from the brake and/or shock absorber testing bench or the inspection pit, unless otherwise specified by the equipment manufacturer;
38. Minimum dimensions. Summary

***Table 2***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Line​1** | **Entrance/ exit​2** | **Head-light testing area** | **Brake testing area​3** | **Inspection** **pit** | **Lift​4** |
| Length | 15.0 m |  | 4.5 m | 14.0 m | 6.0 m | 3.9 m |
| Width | 4,5 m | 3.0 m | 2.5 m | 3.5 m | 0.76-1.0 m |  |
| Height (together with the inspection pit) | 3.5 m | 3.0 m |  |  |  |  |
| Height (together with the lift) | 5.0 m | 3.0 m |  |  |  |  |
| Depth |  |  |  |  | 1.6-1.75 m |  |

The abovementioned dimensions may or may not coincide with the building dimensions (working area, without an administrative building);

* 1. The abovementioned dimensions coincide with the inspection area entrance;
	2. A part of the brake testing area may be outside of the building provided that RBT is mounted at a distance of at least 1.5 m from the entrance;
	3. Without a ramp;
1. A test line for the heavy-weight vehicles of over 3.5 t - HV:
2. A testing line
3. Minimum dimensions of the vehicle entrance and exit: width 4,0 m (recommended width: 4,2 m), height 4,1 m (recommended height: 4.2 m);
4. A minimum width of the test line: 5.3 m (recommended width: 6 m);
5. A ceiling height of the test line: at least 4.2 m;
6. A length of the test line: min. 20 m (if the inspection center does not inspect categories O3 and O4) and 30 m (if the inspection center inspects categories O3 and O4. An overlapping of the different parameter testing areas is allowed.
7. A from-below inspection
8. A continuous working length of the inspection pit in case of inspecting a vehicle of category HV, is at least 12 m, except when inspecting categories O3 and O4, when a minimum continuous working length of the inspection pit must be 16 m;
9. At least 0.8 m and no more than 1.05 m working width between the inspection pit walls;
10. A minimum depth of 1,35 m and a maximum depth of 1.6 m across the entire working length. To meet this requirement, steps may be used;
11. Ability to serve all weight vehicles of the relevant category;
12. Isolated from the moisture effects;
13. An amplifier-controlled lifting jack that is mounted on the moving platform of the inspection pit should be available, that can be moved along the inspection pit with a safe carrying capacity (15,0 t), the lifting jack must be able to simultaneously lift both wheels of any one axis in accordance with the recommended testing procedures, using the pre-defined lifting points. It should also be able to lift a single axis of the stand-alone suspension system vehicle;
14. Personnel must be provided with a comfortable access that will have no effect on the working area dimensions. There must be at least one descent / ascent to / from the inspection pit;
15. The protecting structures placed on the inspection pit shall not be raised above the inspection pit surface at more than 50 mm;
16. The wheel play detector plates must be mounted on each side of the inspection pit (it is recommended to mount the plates at a distance of 1.5 m from the end of the inspection pit) at the lifting jack place so that an inspector is able to manually/mechanically check any possible wearing of the details when the wheel play detector is in motion;
17. A head-light testing area;
18. A head-light testing equipment shall be:
* 2.5 m long, installed in the floor and a rail aligned on level or a movement line for testing wheel head-lights;
* A head-light testing bench is placed on the vehicle-denoted parking area with its aligned surface on level, with an error of no more than 6 mm to the 3 m length and on the separated area of 14 m long and 3 m wide, that is measured from the starting line which may be a lift platform, inspection pit or roller brake tester;
1. The rails must be aligned to the level with a 2 mm error and in parallel to the head-lights of the parked vehicles. The rails must be straight and the head-light tester shall face no obstacles in any point when moving along the rails or the movement line;
2. The head-light tester must be aligned and positioned against the parking area taking into account both horizontal and vertical layout of the tested head-lights;
3. Nothing must be mounted at a distance of 1 m behind the head-light tester;
4. A zero line (or lines) must be denoted on the parking area so that the head-light tester can be placed against the vehicle light within the limits recommended by the manufacturer;
5. Any other testing equipment must be placed within the parking area so that it is not in the way of the head-light testing procedure;
6. It is additionally recommended that the floor-mounted rails are additionally protected against damage on the places where vehicles run;
7. A brake testing area;
8. A roller brake tester (RBT) must be mounted so that it is centrally located on the free working area aligned on level with a minimum length of 12 m (22 m – for testing categories O3 and O4) and a minimum width of 4 m;
9. A 11 m long parking area may be outside of the building provided that a level of the allowed material surface will be aligned as required and a RBT will be placed at a distance of at least 1.5 m from the entrance/exit;
10. During testing, a vehicle must be placed on the surface aligned on level (with an error of not more than 5%);
11. A monitor must be placed so that any data is easily visible during inspection;
12. When a RBT is not placed on the inspection pit, any part of it must be at a distance of at least 0.6 m from the inspection pit or the lift platform or the clearance;
13. In case of the RBT crisscross-mounted in the inspection pit, there must be a device that stops the operation of RBT when a person is in the inspection pit along the RBT. The device must be located so that to not to be in the way of or to not to interfere with the brake testing process;
14. It is obligatory to ensure availability of 4 wheel supporting wedges of the suitable type;
15. Those devices must be available that determine a brake effectiveness and imbalance based on the brake tester data as well as any other parameters where such a requirement is applicable;
16. Respective actions must be taken for the periodical RBT calibration;
17. If a toe-in angle of both axes wheels is measured before the brake testing, a meter of the toe-in angle shall be placed at a distance of at least 2.8 m from the RBT’s center and if a toe-in angle of only the front axis wheels is measured, the meter must be placed in accordance with the manufacturer’s manual;
18. Minimum dimensions. Summary

***Table 3***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Line​1** | **Entrance/ exit​2** | **Head-light testing area** | **Brake testing area​3** | **Inspection pit​4** |
| Length | 20/30 m |  | 14 m | 22 m | 12-16 m |  |
| Width | 6 m | 4 m | 3 m | 4 m | 1-1.05 m |  |
| Height | 4.2 m | 4.1 m |  |  |  |  |
| Depth |  |  |  |  | 1,35-1,6 m |  |

The abovementioned dimensions may or may not coincide with the building dimensions (working area, without an administrative building);

1. The abovementioned dimensions coincide with the inspection area entrance;
2. A part of the brake tester area may be outside of the building, provided that RBT is mounted at a distance of at least 1.5 m from the entrance;
3. In case of the universal line, a depth of the inspection pit must be 1.6 m.
4. Ventilation:

For the inspection area, a ventilation system or an exhaust blower must be in place in the inspection centers, that is designed for connecting to the vehicle exhaust system in order to avoid accumulation of the toxic substances emitted by vehicles within the building.

1. The inspection line layout:

Recommended examples of the inspection line layout are published by the accreditation center on its web-site, in the relevant accreditation scheme.

**Article 5. The minimum required equipment**

1. Main equipment:
2. A facility, inspection pit or lift for below-testing of the motor cars;
3. Head-light tester;
4. Brake tester;
5. Exhaust checking device:
6. Air analyzer;
7. Diesel exhaust transparency meter;
8. Toe-in angle meter (only for Category LV);
9. Wheel play detector.
10. Other equipment:
11. Wheel protector depth meter;
12. Scales that may be integrated with the main device, e.g. with the brake tester;
13. Hydraulic/pneumatic lifting jack on each line;
14. Oil temperature measuring device for a diesel-operated vehicles (may be integrated with the diesel exhaust transparency meter);
15. Wheel supporting wedges of the tested category vehicles;
16. Low-voltage inspection light;
17. Crowbar;
18. Length meter.
19. Ancillary devices (optional):
20. Correctly positioned mirrors;
21. Power generator;
22. Air compressor;
23. The inspection center shall be obliged to ensure the usage of all devices available at the inspection line only if they are in operable conditions.

**Article 6. Calibration of the equipment**

1. The Inspection Center shall ensure that the equipment has a calibration and/or certification that must be kept at the Inspection Center. The Inspection Center shall ensure that the equipment is calibrated in the required intervals and that all relevant documents are kept at the Center.
2. For each plant, there must be a user / inspection center manual issued by the factory-manufacturer in place that should contain a calibration technical maintenance instruction.
3. The inspection center shall periodically present the following information in the pre-agreed form:
	* Register of the maintenance servicing of the equipment;
	* Records of ay faults of each component of the equipment;
	* Where required, records of the calibration values of each component of the equipment;

**Article 7. Calibration Scheme. Records of the equipment inspection**

1. The calibration scheme and procedures should define the processes of calibration, where applicable – ambient conditions, frequency and other reasons of calibration, acceptance criteria and any required activities – if the results are unsatisfactory or/and insufficient.
2. Records of the equipment that requires calibrating must be documented (printed or digital). The records should include the following equipment data: type, year of manufacture, model, serial number and information about its inspection/technical maintenance. These records must be kept at the inspection center at least for the accreditation certificate validity period.
3. The inspection center shall perform the calibration process as required by the accreditation center and shall control the expiry dates of the equipment calibration.
4. A frequency of the calibration process as well as the parties who performs calibration should be specified by the inspection center in the calibration scheme.
5. A certificate of the roller brake tester must contain records on loading during calibration, indicator data and errors (%).

 For the roller brake testers, the following values shall be checked:

|  |
| --- |
| **Motorcycle’s** |
| Checked load  | 0  | 50 kgf | 100 kgf | 200 kgf | 300 kgf |
|   |   |   |   |   |   |
| **Motor car’s** |
| Checked load  | 00  | 100 kgf | 200 kgf | 400 kgf | 600 – 800 kgf |
|   |   |   |   |   |   |
| **Heavy vehicle’s** |
| Checked load | 0  | 200 kgf | 400 kgf | 600 – 800 kgf | 1200 – 1500 kgf |
| Note: A load value may be changed as per manufacturer’s instruction.  |

In result of the inspection, an accuracy of the braking force value shall be within the limits as follows:

* True value ± 3 kgf, from zero up to 100 kgf (inclusive);
* True value ± 3%, for all values, in case of the value > 100 kgf;

A scale calibration certificate must contain the load records, readings and error percentages. Accuracy: ±3%,

1. When defining a weight from 200 kg to 3000 kg. The placed weight must be traceable with the model metering devices;
2. A calibration status should be clearly marked on the relevant inspection equipment, where applicable, preferably by using suitable markers or labels with a last or next calibration time indicated therein.

**Article 8. Frequency of inspection and calibration**

1. Exhaust gas analyzers:
2. daily check-up by an inspector to detect any possible leakages in pipes or probes;
3. Once in 6 months – such activities must be performed in accordance with the calibration procedure, by the parties specified in Article 9. An exhaust gas analyzer must be calibrated via a standard gas, when an atmospheric temperature is over 50C.
4. A diesel exhaust transparency meter:
5. Weekly check-up by an inspector;
6. Calibration every 6 months by the parties specified in Article 9;
7. A roller brake tester, a toe-in angle meter and head-light testers may be calibrated at any time within 6 months from the last calibration date. The equipment shall be deemed calibrated till the end of the sixth month.

**Article 9. Calibration process**

1. All devices must be calibrated exclusively by accredited persons, duly authorized persons, manufacturer/manufacturer’s representative. The inspection center may perform the internal calibration procedure provided that the center is able to demonstrate a relevant competence during accreditation.
2. The results of calibration shall be recorded in the calibration certificate.

**Article 10. Storage of the equipment**

1. A complete inspection equipment shall be stored in the conditions as specified by the equipment manufacturer.
2. Technical maintenance must be done or at least offered by a manufacturer/manufacturer’s representative or a person trained by them and an invoice for the service must be issued to describe all maintenance works in details.
3. It is recommended for the inspection centers to cooperate with those equipment manufacturers who have or will have a local representative to ensure maintenance and calibration of the equipment within the shortest possible time.

**Article 11. Description of the Equipment. Minimum Technical Requirements**

1. Low-voltage lamp:

The under-vehicle inspection lamp shall be of low voltage (not more than 36V) and with external protection. The cable shall not be in contact with the floor.

1. Motorcar jack of 2,6 t and 15 t lifitng capacities:

The car jack shall enable simultaneous lifting of both of the wheels of front or rear axle through lift points recommended by the motor vehicle’s manufacturer. Safe work load of a lifting device shall be at least 2,6 t for LV category motor vehicle and 15 t for HV category motor vehicle.

1. Headlamp beam tester:
2. The adjustable optical tube display-type device and the facility to identify the relevant accuracy shall be required;
3. Adjustment shall be possible within the height range of at least 0,5 -1,22 m;
4. Shall be marked with vertical and horizontal centre lines or with the option of different type of assessment;
5. Shall measure the parameters established by the relevant Technical Regulations.
6. Scale:
7. The propery calibrated scale shall be available which may be combined with the brake tester;
8. The scale data obtained during the inspection of the motor vehicle shall be automatically transferred to a central server in the appropriate format and shall be protected from intervention and/or control of the inspector or inspection center. The data shall be printed together with the inspection report and shall be transferred to the customer. The data shall also be kept in the local electronic data base for the periodic technical inspection term defined for this specific type of motor vehicle.
9. Gas Analyzers:
10. Motor vehicles with four-stroke gasoline engine shall be subject to inspection by gas analyzers enabling the measurement of CO, HC and Lambda ratiosin the emissions,according to the relevant Technical Regulations;
11. The data measured by Gas Analyzers shall be automatically transferred to the central server in the electronic format and shall be protected from intervention and/or control of the inspector or inspection center. The data shall be printed together with the inspection report and shall be transferred to the customer. These data shall include at least: the parameters obtained as a result of the inspection, test date and time and motor vehicle registration number;
12. Measurement of cranking speed and temperature shall also be possible by use of the gas analyzer. The values of the cranking speed, test date, time and motor vehicle registration number shall be printed together with the parameters received after inspection by the gas analyzer.
13. The data shall also be kept in the local electronic data base for the periodic technical inspection term defined for this specific type of motor vehicle.
14. Diesel exhaust emission smoke meter:
15. Diesel exhaust emission smoke meter shall enable smoke measurement in the exhaust emissions according to the methods and standards provided for in the appropriate Technical Regulations;
16. The data of the diesel exhaust emission smoke meter shall be automatically transferred to the central server in the electronic format and shall be protected from any intervention and/or control of the inspector or inspection center. The data shall be printed together with the inspection report and shall be transferred to the customer. These data shall include at least: the parameters obtained as a result of the inspection, test date and time and motor vehicle registration number;
17. Diesel exhaust emission smoke meter shall also ensure the measurement of cranking speed and temeperature for each case of acceleration. The data of cranking speed, test date, time and motor vehicle registration number shall be printed together with the the data of smoke opacity.
18. The data shall also be kept in the local electronic data base for the periodic technical inspection term defined for this specific type of motor vehicle.
19. Wheel Alignment Gauge:
20. Wheel Alignment Gauge shall establish the geometry of front and rear axles for light vehicles with axle load up to 2,6 ton;
21. The data derived by the wheel alignment gauge shall be automatically transferred to the central server in the electronic format and shall be protected from any intervention and/or control of the inspector or inspection center.
22. Brake Tester:
23. Every line in the Inspection Center shall be provided with at least one roller brake tester with variation of ±3%, to be installed on the floor so that the motor vehicle will be placed at the required level during inspection process;
24. Each Center shall have the additional device to check the calibration of the brake force measuring device;
25. In the motor vehicle inspection process, the receipt of the data on the brake tester and transfer thereof to the central server in the approriate format shall be made automatically and shall be protected from any intervention and/or control of the inspector or inspection center. The data shall be printed together with the inspection report and shall be transferred to the customer. These data shall include at least: the parameters obtained as a result of the inspection, test date and time and motor vehicle registration number;
26. Brake Tester shall be safe for practical use and of solid structure in compliance with the technical standards. The tester shall be fixed in the floor according to the manufacturing factory’s recommendations;
27. Each roller brake tester shall be accompanied by the comprehensive operating manual which will involve the calibration method.
28. Wheel Play Detector:
29. The wheel play detector plates shall be installed on both sides of the inspection pit or of the lifting device for identification of steering mechanism/suspension play of the vehicle with a gross combination mass of up to 3.5 t and with 2,6 t axle weight (LV) or of the vehicle of up to 15 t axle weight (HV);
30. The plates shall be managed from the inspection pit so that the close inspection of both wheels can be possible.
31. Tyre Tread Depth Gauge:

 Tyre Tread Depth Gauge shall always be provided for each line of testing.

1. Crow Bar

The crow bar shall be used as the lever to check the suspension coupling, bracings and steering mechanism.

1. Wheel chocks:

 The wheel chocks (4 units) shall be used to prevent self-movement of the car.

**Article 12. Requirements for Technical Qualification of the Personnel**

1. Main Requirements:
2. Vehicle technical inspection may be carried out by the persons whose qualifications have been certified on the basis of the procedure established by these Technical Regulations;
3. Inspection Center shall, due to its activity and size, determine the duties, responsibilities and number of its employees at its own discretion, however each Inspection Center shall have technical personnel, at least technical manager and the person assuming the Inspector’s duties on the basis of the relevant employment agreements, which will provide for the obligations and responsibilities for such personnel;
4. Inspection Centers shall ensure implementation and operation of quality control system under these Technical Regulations to check the performance quality of the inspectors employed.
5. Technical Personnel authorized for implementation of inspection and their duties:
6. Inspection process shall be carried out by the Inspection Center with the help of the technical personnel;
7. Technical Personnel shall include:
8. **Inspector –** a person whose qualification has been certified according to the procedure established by these Technical Regulations and who is authorized by the Inspection Center to conduct a periodic technical inspection;
9. **Technical Manager –** a person whose qualification has been certified according to the procedure established by these Technical Regulations and who is responsible for exercising direct control and management over the inspection process;
10. Requirements for the Inspector:
11. The inspector shall be responsible for conducting the vehicle inspection and registration of the outcomes in compliance with the laws of Georgia;
12. Requirements for the Technical Manager:

Technical Manager shall take responsibility for performance of the following procedures according to these Regulations and the laws of Georgia, namely: inspection procedures, service, calibration and maintenence service of the equipment and devices to be used in the inspection process, implementation of the administrative measures and keeping the discipline. Technical Manager may also assume the responsibility to administer the appeal/claim process in accordance with the international standards applicable in the field of accreditation.

1. One specific technical manager shall be designated for each Inspection Center;
2. Technical Manager shall also be entitled to fulfill any other duty attributed to the technical personnel under these Technical Regulations.
3. Technical Manager shall be committed to ensure impartiality in accordance with the international standards applicable in the field of accreditation.
4. Approval of Qualification for the Technical Personnel:
5. The person may be considered for the position of the technical personnel if he/she satisfies any of the following requirements (prequalification requirements), in particular if:
6. he/she has vocational or/and higher education degree in the engineering or/and transport service field;
7. he/she has worked as the Inspector at the Inspection Center for at least 1 year;
8. he/she has worked in the vehicle maintenance service for at least 1 year.
9. Inspection Center shall be obliged to verify the compliance of the person seeking the confirmation of its qualification with prequalification requirements.
10. The qualification of the person complying with prequalification requirements may be approved:
11. During the accreditation or monitoring process of the Inspection Center, as a result of verification of its qualification by the Accreditation Center;
12. By the Certificate issued by the certification body accredited by the Accreditation Center in the relevant field, which will confirm the person's qualification and compliance with the requirements of these Technical Regulations and the laws of Georgia.
13. In the event of adding a new technical manager or an inspector, who has not passed certification, Inspection Center may apply to the Accreditation Center for conducting unscheduled monitoring during which the qualification of the newly added technical personnel may be approved.
14. In addition to the approval of qualification, the relevant person should have completed the internal training in the management system of the employer organization after which he/she will be able to carry out inspection independently.
15. Additional Requirements for the Technical Personnel. For approval of the qualification, technical manager shall:
16. Have the qualification required by these Technical Regulations as well as the experience in vehicle inspection procedures. He/she may also assume the duties of the Inspector;
17. Inspector shall master driving skills for that specific category of a vehicle subject to inspection by him/her.
18. Inspection Center shall, on a regular basis, provide the Accreditation Center with the following information:
19. Any change/request for change in the list of Inspectors;
20. Change of training and certification status for each Inspector;
21. Any change in employment terms of the Inspector.
22. Quality Control:
23. Quality control shall be generally organized by the technical manager;
24. For quality control purposes, the vehicle checked by one Inspector shall be reinspected by another Inspector and the results shall be compared to each other;
25. Quality control shall include all aspects of inspection, including:
26. Inspection routine and procedures;
27. Testing standards;
28. Use of the testing equipment;
29. Registration of the inspection results;
30. Quality control results shall be registered and analyzed and appropriate measures shall be taken, including recertification of the inspectors' qualification, verification of impartiality and replacement thereof. Quality control shall be applied so that the inspection will be carried out only by the competent persons.
31. Technical Personnel Training:
32. Technical Personnel shall have the knowledge of relevant legislation, statutory acts, safety rules and other regulations related to their activity.
33. The qualified Inspector shall systematically get familiar with the actual practices and standards, for which they shall be required to:
34. Study all actual remarks, testing manuals/instructions, relevant testing and inspection guidelines and amendments made thereto;
35. Attend and sucessfully complete the repeated trainings.
36. Study how to use new or modified devices existing in the Inspection Center;
37. Study or attend the training concerning the novelties of the vehicles subject to inspection and proper application thereof, the inspection of which may be required in the nearest future.
38. The obligation set forth in the subparagraph "d" of this paragraph may be replaced by the obligation, which provides for conducting the demonstration inspection.
39. Inspection Center shall develop the training program which will include initial and repeated trainings for the inspectors in order to make sure in efficient progress of the activity, as well as in proper operation of the devices and information technologies, quality of the inspection results and compliance of all standards of the service.
40. Trainings may be conducted by the training center at the Inspection Authority (if any) or by the training center under the certification body referred to in the subparagraph "c.b" of the paragraph 3 of the Article 12.
41. Initial training shall not be mandatory for the persons with professional technical education.
42. Accreditation Center shall be authorized to request the Inspection Center, at any time, to hold the additional training for those inspectors showing the defects in the work or to request dismissal of such inspector from the inspection process.
43. Requirements for the Training Course and its Components:
44. Training course shall explain the inspection process and clarify the standards given in the current inspection requirements. Training shall also include the demonstration inspection.
45. Training shall be mainly composed of the following components:
46. Motor vehicle technology;
47. Braking system;
48. Steering mechanism;
49. electricity and electric systems;
50. Headlamps installation, equipment and electronic components;
51. Axles, wheels and tyres;
52. chassis and car body;
53. Additional requirements for the special motor vehicles;
54. Inspection method;
55. Incompliance assessments during the technical inspection;
56. Regulations applicable in the technical inspection field of the motor vehicle;
57. b.l) Motor vehicle registration -legislative requirements;
58. Management system of organizations (to be conducted by the organization);
59. Information Technology systems: applications related to the inspection and administration;
60. Training Center shall ensure development of the detailed training course according to the paragraphs 7 and 8 of this Article.
61. Types of Training:
62. Initial training, in its essence, shall represent 120-hour training course (15 working days), which integrates the training with regard to the information technology systems and practical instructions on conducting the inspection. After the completion of the course, inspectors shall be required to show the knowledge acquired.
63. Repeated training, in its essence, shall represent 40-hour training course, lasting for 5 working days. Generally, the inspector shall be informed in advance after 1 year from the last qualification course (initial, repeated or direct training). The Inspector failing to attend the learning course as of the completion date of the training, shall be removed from inspection till passing this repeated training.
64. Direct training shall be carried out according to the recommendation of the Accreditation Center. The content of such course shall be flexible to satisfy the specific requirements of those present;
65. Content and duration of the initial and repeated trainings:

|  |  |  |
| --- | --- | --- |
|  | **Initial Training** | **Repeated Training** |
| Code | Description | Time-table | Assessment | Record | Time-table | Assessment | Record |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TR01 | Motivation and obligation. HR policy – Code of Ethics | 8 hours |  | √ |
| TR02 | Health, Safety and Welfare | 8 hours | √ | √ |

 | 4 hours |

|  |  |
| --- | --- |
|  | √ |
| √ | √ |

 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TR03 | Vehicle technology; mechanics and electricity; | 8 hours | √ | √ |
| TR04 | Motor Vehicle Inspection Method - Manual -Part I | 8 hours | √ | √ |
| TR05 | Motor Vehicle Inspection Method - Manual -Part II | 8 hours | √ | √ |

 | 4 hours |

|  |  |
| --- | --- |
| √ | √ |
| √ | √ |
| √ | √ |

 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TR06 | Motor Vehicle Inspection Method – Assessment of defects during technical inspection | 8 hours | √ | √ |
| TR07 | Motor Vehicle Inspection - equipment and devices | 8 hours | √ | √ |

 | 4 hours |

|  |  |
| --- | --- |
| √ | √ |
| √ | √ |

 |
| TR08 | Inspection Types (MB, LV and HV) – Regulations | 8 hours | √ | √ | 2 hours | √ | √ |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TR09 | Acceptance, examination area, inspection and waiting areas, data entry, quality control | 8 hours | √ | √ |
| TR10 | Conducting the inspection; roller brake tester area and emissions test; quality control; | 8 hours | √ | √ |

 | 2 hours |

|  |  |
| --- | --- |
| √ | √ |
| √ | √ |

 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TR11 | Inspection routine; maintenance station (inspection area -under-vehicle scanning). Quality control | 8 hours | √ | √ |
| TR12 | Inspection routine; report – automatic data and visual data. passed/failed, Quality control | 8 hours | √ | √ |

 | 8 hours |

|  |  |
| --- | --- |
| √ | √ |
| √ | √ |

 |
| TR13 | Maintenance service and calibration -equipment and facilities. Quality Control | 8 hours | √ | √ | 8 hours | √ | √ |
| TR14 | Quality, standards; client service; questions and answers, reservation system; complaints and appeals; | 8 hours | √ | √ | 4 hours | √ | √ |
| TR15 | IT users; quality system | 8 hours | √ | √ | 4 hours | √ | √ |

1. Content and Description of the Initial and Repeated Trainings

|  |  |  |
| --- | --- | --- |
|  | **Content** | **Description** |
| TR1 |

|  |  |
| --- | --- |
| **Motivation and obligation****HR policy- Code of Ethics** | Introduction. Impartiality and Independence |
| Periodic Technical Inspection Center, as the Inspection Authority and Legal EntityPrinciples of Integrity | Roles and responsibilitiesshall apply to all employees and directors of inspection centers. All aspects of the Code shall be also abided by the contractors, consultants, free experts, joint venture partners, agents and subcontractors. it shall comprise of the following components. |
| Principles of Integrity | Completeness of ServicesExclusion of conflict of interestsUse of the company's assets and resourcesPrevention of the corruptionfair competitionRelationships between the EmployeesEnvironment, Health and SafetyConfidentialityCompliance with the Law |

 |
| **TR2** |

|  |  |
| --- | --- |
| Health, Safety and Welfare | Health and SafetyAll employees have a right to request safe and health working environment.Environmental protection standards and norms are observed by the quality management systems, procedures and processes which are necessary for ensuring the high quality service and standards |
| Risk Prevention | These rules are base upon the risks identified by the Inspection Center |

 |
| **TR3** |

|  |  |
| --- | --- |
| Vehicle technology; mechanic and electricity | How we use the motor vehicles, how we drive them and state of our roads. Normal driving shall be defined as stable driving in the unsevere weather conditions. The term "heavy traffic" shall mean:stop and movement;short distance movement;excess load; truck, passenger or trailer car;Difficult or high mountainous roads;Dusty or salty environment;Driving of the vehicle till heating thereof; and/or driving in extremely cold or hot weather |
| Vehicle Maintenance | Engine operationoils, filters and liquidsBrake system maintenenceWheels and tyres"Check Engine" lightAir conditioningExterior |
| Vehicle Components | Belts and pipesBraking systememission systemEngine cooling systemCombustion systemHeadlumps and washersBatteriesDriving system and carriageway |
| Vehicle care and environment | IntroductionFuel economy and environmental protection awarenesswastes recyclingRestored enginesalternate energies |

 |
| **TR4** |

|  |  |
| --- | --- |
| Vehicle Inspection Method – Manual – Part I | set of rules - procedure manual |
| Lamps, reflector and electrical engineering | front and rear lampsRegistration plate lightBrake lightsRear lampsIndicator lights and warning lightsheadlampsElectric wiring and battery |
| Steering and suspension | Wheel toe controlsteering control - steering systemsuspension – front and rear suspensionShock absorber |
| Brakes | Hand brake controlService brake controlmechanical brake elementsBraking systems and additional brake equipmentBraking system testing |

 |
| **TR5** |

|  |  |
| --- | --- |
| Motor Vehicle Inspection Method - Manual -Part II | Set of rules -procedures manual |
| Tyres and wheels | Tyres and wheelsSpare wheel |
| Belts and additional restraint system | Belt related requirementsAdditional device |
| Car body and structure | Body structure/ tinwork; seats and doorsRegistration number: VIN or chassis numberDriving control |
| Emissions and fuel | Emmission systemFuel systemEmmissions, internal combustion engines |
| Visibility | rear visibilityWipers and washersWindscreen |
| Special security for passenger carriage and cargo shipment | Local regulation specifications |
| Tricycles/Quadrocyckes/motorcycles/Mopeds | Lighting and signaling equipmentHeadlampsHeadlamp focusSteering control and systemFront suspensionWheel accuracyBraking system and efficiencytyres and wheelsbody and structureRegistration number and VIN codeFuel and emission system |

 |
| **TR6** | Motor Vehicle Inspection – Assessment of Defects during Technical Inspection | Conducting the Inspection ProcessInspection Results - inspection reportInspection results: Defect Evaluation - dangerous defects.Basis for refusal to conduct the inspectionComplaintsResponsibility for loss or damage of the inspection report |
| **TR7** | Motor Vehicle Inspection - hardware and equipment |  |
|  | Premises | signs and warningsinformation boardlocationRequirement for the premise. General measures |
| **TR8** | Inspection Types (MB, LV and HV) – Regulations | Mandatory equipment for each type of inspectionTypes of linesMaintenance serviceCalibration: description and frequency. CertificatesTransferrable line |
| **TR9** | Acceptance, examination area, inspection and waiting areas. Data enty, quality control | RequirementsQuality control |
| **TR10** | Conducting the Inspection (roller brake tester and emission test) quality control | practical exercise |
| **TR11** | Conducting the Inspection (main lamp test and under-vehicle inspection) quality control | practical exercisequality control |
| **TR12** | Conducting the Inspection (report, automatic and visual data, passed/failed) Quality control | Information system -security: hardware and software;Data base, server;Information system user, data entry;Data use and protectionQuality control |
| **TR13** | Maintenance service and calibration - equipment and devices. Quality Control | practical exerciseQuality control |
| **TR14** | Quality, standards; client service; question and answers, reservation system. Complaints and appeals | practical exercise :- Enforcement- Vehicle registration process, regulations- Notification for owners- Client service- Inspection fee- Reservation system- Inspection documents for reviewing the complaints and appeals |
| **TR15** | Information Technology UsersQuality System | Inspection authoritiesConfidentialityOrganization and managementResourcesProcesses and recordsConstant improvement |

1. Demonstration Inspection:
2. Demonstration Inspection shall mean the inspection of the vehicle by the inspector/candidate in relation to the requirements under the laws and shall be conducted to assess the qualification of the inspector/candidate;
3. Conducting of demonstration inspection shall be required within the training and certification frameworks as well as at the moment of accreditation/monitoring;
4. For the purpose of conducting the demo inspection, motor vehicles shall be devided into the following groups:
5. Motorcycles (MC);
6. ight vehicle (LV);
7. Heavy vehicles (HV).
8. Competence Certificate:
9. Duly accredited certification bodies shall grant a certificate for each inspector who has passed the certification examination. The above-mentioned certificates shall be effective and valid for three years from the date of issue, provided that repeated training and demo inspection are successfully completed once a year. Certification body must maintain and keept the records with regard to all certification processes performed.
10. Certification bodies shall, within 15 days, give information to the accreditation center about the names of the inspectors who have passed the certification or if the validity of certificate has been suspended, as well as to that periodic technical inspection center which these inspectors represent.
11. Certificate or equivalent documents issued by the certification body to the inspector shall contain at least the following information:
12. Inspector's name, surname and personal number;
13. Vehicle categories for which the inspector is authorized to conduct the technical inspection;
14. Name of the authority granting the certificate;
15. Date of issue and term of validity of the certificate.