

[LTO MEMORANDUM CIRCULAR NO. RTL-MC-02402, July 23, 2002]

**INSPECTION/TESTING OF USED-IMPORTED MOTOR VEHICLES
BY ACCREDITED SERVICE SHOPS AS ALTERNATE MOTOR
VEHICLE INSPECTION STATION FOR ALL MAJOR PORTS OF
ENTRY FOR PURPOSES OF PERMIT TO TRAVEL AND
INITIAL/FIRST REGISTRATION**

Pursuant to the provision of R.A. 4136, and RA 8749 - the Philippine Clean Air Act of 1999 and its implementing Rules and Regulation, the following guidelines and procedures are hereby promulgated on the accreditation of inspection/testing shops and on the inspection/testing of all used-imported motor vehicles.

1. **COVERAGE** — All importers of used motor vehicles shall be required to secure a Motor Vehicle Inspection Certificate (MVIC) from a duly accredited DOTC-LTO Inspection/Testing Service Center as Alternate Inspection/Testing Sites, prior to release from the Bureau of Customs custody and/or major ports of entry in the Philippines. The Certificate shall be used as special permit to travel and ultimately for LTO initial/first registration. This shall be required in areas where accredited service shops as alternate inspection/testing sites are located.

2. **ACCREDITATION.** — Any inspection/testing shop, which is strategically situated within the major ports of entry, can apply for accreditation with the Assistant Secretary of the Land Transportation Office. The Committee of Accreditation upon receipt of the application for accreditation shall ascertain and verify the correctness and truth of the supporting documents in the application form. The Committee shall likewise conduct an ocular inspection of the applicant's establishment, equipment, instruments, and gadgets, essential and necessary for adequate inspection work, and to determine their adequacy to perform efficiently and adequately in the inspection/testing of used-imported motor vehicles. An accreditation permit shall be issued to the qualified applicant and passed the evaluation on the degree by which they have met the standard requirements. The permit shall be valid for one year from the date of issuance, subject to renewal upon compliance with requirements.

3. **DOCUMENTATION.** — The following documents shall be required to support application for accreditation (duly notarized/authenticated in case of photo copy documents):

1. Securities and Exchange Commission (SEC) Certificate of Registration, Article of Incorporation and By-Laws;
2. Current Mayor's Permit of the place of business of the corporation/inspection shop indicating the total area of the establishment;

3. Latest Income Tax Return of the company;
4. Latest Audited Financial Statement by a CPA, with paid-up capital of not lower than Php 50M;
5. SSS Certificate of Membership;
6. Department of Trade and Industry Accreditation or Board of Investment Registration;
7. Lay-out Plan with Picture of establishment, equipment, instruments, gadgets;
8. Proof of Ownership of Site or Lease Contract, whichever is applicable;
9. Bio-data of Principal Officers;
10. Board Resolution Authorizing application and designation of duly authorized representative officer/signatory.
11. BIR Registration certificate.

4. **FILING FEE.** — A filing fee of Php 1,000 plus Php 10.00 LRF shall be paid by the applicant to the Accreditation Committee who shall in turn issue a POS for payment at the LTO collecting unit for the issuance of the required OR. This fee shall not be refundable.

5. **ACCREDITATION FEE.** — An amount of Php 5,000.00 shall be collected as accreditation fee and upon approval of the certificate of Accreditation by the LTO Assistant Secretary.

6. **INSPECTION SITE AREA REQUIREMENT** — The inspection shop should have a minimum area of 1,500 sq. meters for 2 lanes — one for light motor vehicles and the other for heavy motor vehicles. However if the equipment installed is of universal type, one lane will suffice.

7. **TESTING EQUIPMENT REQUIREMENT** — The station should be equipped with the following (minimum) motor vehicle testing/inspection equipment:

Gas Emission Tester duly tested/calibrated by DENR which will be used to conduct the following tests:

EMISSION TEST:

- A. Gasoline
 - a. Chassis Dynamometer
 - b. 5 gas analyzer (HC, CO, CO₂, O₂, Nox) NDIR Type
 - c. Able to check a 2-cycle (MC), 4-cycle, and special type engines
 - d. Meet the standards and requirements specified in the Clean Air Act (RA 8749) and its implementing rules and regulations.

B. Diesel

- a. Opacity meter using a Lug down test with the same chassis dynamometer used for testing gasoline vehicles
- b. Meet the requirements of the Clean Air Act and its Implementing Rules and Regulations.

SAFETY TEST:

- a. Chassis, Dynamometer
- b. Pit with Pneumatic Lifter or its equivalent for underchassis inspection.
- c. Computerized Brake Tester
- d. Front and Rear Axle Load Meter
- e. Side slip Tester
- f. Lights Luminosity and Detection Tester
- g. Suspension and Shock Absorber Tester.

7. **PERSONNEL TRAINING REQUIREMENT** — Inspection personnel of accredited inspection shops should be a duly LTO Certified Trained personnel who are technically competent in the procedures and methods of inspection of motor vehicles.

8. **TESTING PROCEDURE.** — Standards and methods of inspection to be implemented by the accredited inspection stations on used-imported motor vehicles shall include the following, based on or adopted from LTO Administrative Order AO-91-005 Sections 6-20 as follows.

A. **Standards and Methods of Inspection to Establish Identity and Construction**

- a. Identity and Construction.
 - a.1 The chassis number of the motor/engine are not tampered or show no stop sign of tampering;
 - a.2 The motor/engine and chassis number of the motor vehicle is the same as the chassis number appearing in the application for inspection/testing;
- b. Length, Width and Height — No motor vehicle operating as a single unit shall exceed the following dimensions:
 - b.1 Overall length:

Freight vehicle with two axles — ten (10) meters

Passenger vehicles with two axles — eleven (11) meters

Vehicles with 3 or more axles — fourteen (14) meters

b.2 Overall Width — two and five tenths (2.5) meters

b.3 Overall Width — four (4) meters

c. Frame and Body of the Vehicle — the frame of the motor vehicle consist of two long metal pieces, one on each side running through the length thereof, and joined at the front and rear by cross members. Frames vary in type and construction depending on the make of the vehicle. There are cars where the frame is a part of the floor board of the body. In these cases, there is usually a short stub frame at the extreme front and back of the car to support the suspension. The latter is called the integral frame and body construction.

The frame and body of the vehicle shall comply with the following requirements:

c.1 The frame and body shall be so secured that they may fully withstand the operation and must not have damage due to corrosion, wear and tear;

c.2 The body shall be so firmly fixed to the frame that it may not loosen by vibration, impact, etc.

c.3 The body of a motor vehicle shall be free from any sharp edge or rotating protrusion that may endanger people and other vehicles in the highway.

d. Riding Accommodation — Motor vehicles provided with passenger compartment shall comply with the following requirements;

d.1 The passenger compartment shall be so constructed that it shall insure safe boarding and not cause the passengers to fall off or stumble by vibration, impact, etc.

d.2 The driver and passenger compartments shall be so constructed as to allow necessary and sufficient ventilation.

d.3 Seats shall be provided for riding accommodation and should be fully upholstered for passenger comfort.

d.4 The driver's seat shall be so constructed that the driver shall have a full view necessary for driving, and that he can control the operation of the vehicle without being obstructed by passenger or cargoes.

d.5 The passenger compartment shall be equipped with bright white colored light.

d.6 The floorboard shall be in such condition as not to cause the passenger to fall down from the motor vehicle and cause the dust, water and dirt to get into the passenger compartment.

d.7 All motor vehicles must have doors that easily open and close and must be equipped with door glass that can easily be rolled open and close.

d.8 All motor vehicles must have seatbelt in accordance with RA 8750 otherwise known as the Seat Belts Act of 1999 or its equivalent.

e. Goods-Loading Accommodation — The goods loading accommodation of a motor vehicle shall be so secured and constructed that it shall be safe and reliable loading of goods.

B. VISUAL CONFIRMATION TEST OF LIGHT REFLECTORS, REAR-VIEW MIRRORS, WINDSHIELD WIPERS AND TIRES — Through the ocular inspection, the physical condition of the lamps reflectors, rear-view mirrors, windshield wipers and tires shall be determined. The proper operations of the wipers shall likewise be actually tested.

a. Clearance Light — No motor vehicle (except two-wheeled motor vehicles without sidecar and mini sized motor vehicles with a maximum speed of less than 20 kph) shall be provided with clearance lamps each side at the front. Clearance lights shall comply with the following requirements:

a.1 The color of the clearance light shall be white, light yellow or amber,

a.2 Clearance light shall be mounted symmetrically on the left and right portion of the motor vehicles.

b. Number Plate Light — Motor vehicles shall be provided with a number plate light at the rear so that it may illuminate the number plate with white light. The number plate light shall be so wired that it may not be put off at the driver's seat or that it will be turned on whenever the headlights or clearance lights are turned on.

c. Tail Lights — The rear of the vehicle shall be equipped or provide with red tail lights on both sides visible at least one hundred (100) meters from the rear of the vehicle except in cases of two or three-wheeled vehicles where only one tail light shall be necessary.

d. Parking Lights — All motor vehicles, except two-wheeled or three-wheeled vehicles with or without side car and trailers, shall be provided with parking lights on each side at both the front and rear.

Where a tractor and trailer are coupled, the unit resulting from the combination of the vehicles shall be provided with parking lights in accordance with the preceding paragraph.

The parking lights shall comply with the following requirements:

d.1 The parking lights at the front and rear shall be clearly visible at night at a distance of one hundred (100) meters.

d.2 The parking lights shall be so wired that they may be turned on only when the vehicle is not in operation;

d.3 The color of the front parking lights shall be yellow or amber.