

INSTRUCTIONS FOR COMPLETING VEHICLE INSPECTION RECORD-SAFETY AND DIESEL EMISSIONS - FORM VS-1074SD

The Vehicle Inspection Record (VS-1074SD) is used to record inspections performed and inspection certificates issued. It is also used to record information about vehicles that are rejected after inspection. When completed, the form must be kept by the facility for two years after the last entry. The inspection station must enter the facility name, address and facility number in the space provided on each form.

Use the VS-1074SD to record **ONLY Heavy Vehicle Safety (VS-1082HV) and Safety/Diesel Emissions (VS-1082D) Certificates** and inspections performed. If a vehicle is inspected that requires only one of the certificates, leave the other column (either column 8 or column 17) blank. Each series of certificates must be issued and recorded in consecutive order. No other type of certificate (Safety, Safety/Emissions or Motorcycle) should be recorded on this form.

When a vehicle is presented for inspection, you must perform a complete and thorough inspection. If the vehicle fails because of items that need repair, adjustment or replacement, you must notify the customer of this and request authorization before performing repairs. If the customer authorizes repairs, complete the repairs, enter the repair order number in column 7 and the certificate number(s) in column(s) 8 and/or 17 on the VS-1074SD. If the customer chooses not to have the vehicle repaired, write "Rejected" in columns 8 and 17. After repairs are completed, the inspection data should be recorded on the VS-1074SD. This includes any items that were cause for failure. These items must be checked in columns 11, 15, and 16. Any items that would cause the vehicle to fail if repairs were NOT made, must be checked on the VS-1074SD.

For each inspection performed, enter the following information in the appropriate numbered column:

1. enter the year of the inspection at the top of the column; then enter the date of the inspection (Month/Day).
2. enter the odometer reading, **as it appears on the vehicle**. If the odometer is broken or missing, write the word "Broken" or the word "Missing"; if the vehicle is a trailer, write the word "Trailer".
3. enter the model year of the vehicle, as it appears on the registration or other documents. If the year of the vehicle is wrong, tell the customer that it should be corrected, but do not reject the vehicle for the wrong year.
4. enter the make of the vehicle.
5. enter the license plate number. If the vehicle does not have a plate, or displays a "Dealer" plate, enter the vehicle identification number (VIN) instead. If the vehicle has an out-of-state plate, enter the state and plate number.
6. identify which wheel was pulled for brake inspection. If more than one wheel was pulled, indicate which ones [RF, LF, RR, LR; axle (for vehicles with more than one rear axle, on heavy vehicle inspection)-1, 2, 3].
7. enter the number of the repair order, if one was prepared. (If repairs are to be performed, an invoice must be prepared and the customer's authorization must be obtained.)
8. if the vehicle requires only a safety inspection and passes the safety inspection, enter the number of the Heavy Vehicle Safety Inspection Certificate issued. If the vehicle fails inspection, enter the word "Rejected".
9. from the certified inspector's card, enter the **number** of the certified inspector who performed the inspection.
10. if this is a **re-inspection** of a vehicle rejected **by your station within the past 30 days**, identify the type of re-inspection: **S**afety, **E**missions or **B**oth.
11. if the vehicle fails a safety inspection, check the proper box(es) for the failed item(s). Total the columns at the bottom of the sheet when the VS-1074SD is filled. At the bottom of the page, record the total number of VEHICLES rejected for safety items.
12. when recording Safety Certificates for vehicles that are exempt from diesel emissions inspection, use column 12 to record the reason the vehicle is exempt. If the vehicle is exempt because it is registered as Historical, enter an **H**. If it is exempt because it is an emergency vehicle, enter an **E**. If it is exempt because it is registered outside the NYMA, enter an **R**. If it is exempt because it is not diesel powered, enter an **F**.
13. check the box if there is a malfunction of the Air Bag Readiness Light (1998 and newer model year vehicles). Total this column at the bottom when the sheet is filled. **This is not a rejection**. The motorist must be notified of the problem, in writing, on the invoice or receipt.
14. check this box if tire pressure is not within specifications. **Do not reject the vehicle**. The motorist must be notified of the problem.
15. if the vehicle fails an emissions inspection because of missing emissions control devices, list the missing items.
16. record the opacity reading for vehicles that are subject to the diesel emissions inspection. Show the reading in percent (%).
17. if the vehicle passes both the diesel emissions inspection and the safety inspection, enter the number of the Safety/Diesel Emissions Inspection Certificate (VS-1082D) issued. If the vehicle fails inspection, enter the word "Rejected".