



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

*fw* MEMORANDUM CIRCULAR 2019 - 009

**SUBJECT : REVISED GUIDELINES FOR THE AUTHORIZATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTERS (PMVICs)**

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**DATE : 13 March 2019**

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**WHEREAS**, pursuant to the provisions of Republic Act 4136 (Land Transportation and Traffic Code of the Philippines), the Land Transportation Office (LTO) is mandated to:

- a. Inspect and Register Motor Vehicles
- b. Issue Driver's Licenses and Permits
- c. Enforce Land Transportation Laws and Traffic Rules
- d. Adjudicate Traffic Violation Cases

**WHEREAS**, in connection with LTO's mandate to inspect and register motor vehicles, Section 16 of R.A. 4136 provides that,

*"x x x if on inspection as provided in paragraph (6) of Section four hereof, any motor vehicle is found to be unsightly, unsafe, overloaded, improperly marked or equipped, or otherwise unfit to be operated, or capable of causing excessive damage to minimum standards and specifications, the Commissioner (now, Assistant Secretary) may refuse to register the said motor vehicle, or if already registered, may require the number plates thereof, to be surrendered to him, and upon seventy-two hours' notice to the owner of the motor vehicle, suspend such registration until the defects of the vehicle are corrected and/or minimum standards and specifications fully complied with."*

**WHEREAS**, the DOTr-LTO, under R.A. No. 8749 (The Philippine Clean Air Act), are likewise mandated to enforce the required emission standards for motor vehicles.

**WHEREAS**, Executive Order No. 125-A mandates the DOTr to establish and prescribe rules and regulations for the inspection and registration of air and land transportation facilities, such as motor vehicles, trimobiles, railways, and aircraft;

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**WHEREAS**, Section 3 of Department Order 2019-002 authorizes the DOTr and the LTO to issue Guidelines for Authorization of Private Motor Vehicle Inspection Centers (PMVICs);

**NOW, THEREFORE**, premises considered, the DOTr-LTO hereby promulgates these Guidelines for the Authorization of PMVICs, as follows:

### **SECTION 1. DEFINITION OF TERMS**

- 1.1 **Authorization Certificate**- a non-transferable document issued by the Authorization Committee granting authority to a natural or juridical person to establish, engage and operate a Private Motor Vehicle Inspection Center.
- 1.2 **Authorization Committee**- The committee created under Department Order 2019-002 tasked to formulate guidelines and procedures relative to PMVICs and to evaluate the applicant's conformity with the requirements for authority to operate PMVICs.
- 1.3 **Eligible PMVIC**-one who has complied with all the documentary, legal and/or other requirements under Section 3 hereof.
- 1.4 **Inspection Team**- the Team constituted by the Authorization Committee to conduct inspection prior to the issuance of the Notice to Operate a PMVIC, during operation of the PMVIC, and as the need arises.
- 1.5 **Light Duty Vehicles**- are motor vehicles with gross vehicle weight (GVW) not exceeding 4,500-kgs.
- 1.6 **Motorcycle**- shall mean two (2) or three (3) wheeled vehicle having one or two saddles including those with sidecars.
- 1.7 **MVIS**- Motor Vehicle Inspection System
- 1.8 **NC II**- National Certificate or the Certificate of Competency issued by TESDA accredited training centers
- 1.9 **PMVIC**- Private Motor Vehicle Inspection Center
- 1.10 **PMVIC Applicant/Proponent**- a natural or juridical person applying for authority to establish, engage and operate a Private Motor Vehicle Inspection Center
- 1.11 **Provisional Authority**- a document issued to a PMVIC Applicant/Proponent who has complied with the documentary requirements under Sections 3.A (Documentary Requirements) and 9 (Parameters for Evaluation) hereof. It does not constitute as an authority to operate a PMVIC but merely gives the Applicant/Proponent a period of 45 calendar days to comply with the requirements under Section 3.B hereof.

1.12 Technical Working Group (TWG) – a group of DOTr-LTO personnel with legal, technical and financial expertise, constituted by the Authorization Committee to assist in the conduct of its functions.

**SECTION 2. PROJECTED NATIONWIDE LANE REQUIREMENT**

A. The number of Inspection Lanes to be given authority to operate shall strictly be in accordance with the projected nationwide lane requirements, as follows:

REGION	MIN. NO. OF LANES		NO. OF PMVICs
	LV	MC	
NCR	68	68	34
REGION 1	18	18	9
REGION 2	6	6	3
REGION 3	26	26	13
REGION 4A	30	30	15
REGION 4B	4	4	2
REGION 5	10	10	5
REGION 6	18	18	9
REGION 7	28	28	14
REGION 8	8	8	4
REGION 9	10	10	5
REGION 10	12	12	6
REGION 11	16	16	8
REGION 12	12	12	6
CAR	4	4	2
CARAGA	6	6	3
<b>TOTAL</b>	<b>276</b>	<b>276</b>	<b>138</b>

B. A PMVIC shall have two (2) Light Vehicle (LV) lanes and two (2) Motorcycle (MC) lanes with a total contiguous lot area of at least One Thousand Five Hundred square meters (1,500 sq.m.). Additional lanes may be authorized provided that they shall have a corresponding area as may be determined by the Authorization Committee.

In highly urbanized cities (cities with a minimum population of two hundred thousand (200,000) inhabitants, as certified by the Philippine Statistics Authority (PSA), and with the latest annual income of at least Fifty Million Pesos (Php. 50,000,000.00) based on 1991 constant prices, as certified by the city treasurer), where a

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1,500 sq. m. lot is not available, a smaller area of not less than 900 sq. m. with a separate parking lot or a multi-level parking may be considered.

- C. Each LV Lane shall be of 3-Stage configuration while the MC Lane shall be of 2-Stage configuration.
- D. Based on strategic location, accessibility, catchment areas and number of registered vehicles, the PMVICs shall be located in the following areas:

<b>National Capital Region (34 sites)</b>
Mandaluyong (2)
Marikina (1)
Pasig (2)
Diliman (1)
La Loma (2)
Novaliches (2)
Quezon City (3)
Caloocan (2)
Malabon (1)
Valenzuela (2)
Manila (4)
Muntinlupa (2)
Paranaque (2)
Las Pinas (2)
Makati (2)
Taguig (1)
Pasay (1)
San Juan (1)
Pateros (1)

<b>REGION 1 (9 sites)</b>
Laoag City (Ilocos Norte) (1)
Vigan City (Ilocos Sur) (1)
Candon City (Ilocos Sur) (1)
Agoo (La Union) (1)
San Fernando City (La Union) (1)
Dagupan City (Pangasinan) (1)
Within Lingayen and Alaminos, Pangasinan (1)
Within San Carlos and Urdaneta,

Pangasinan (1)
Within Rosales and San Nicolas, Pangasinan (1)

<b>REGION 2</b> (3 sites)
Tuguegarao City (Cagayan) (1)
Cauayan or Santiago City (Isabela) (1)
Bayombong, Nueva Vizcaya (1)

<b>REGION 3</b> (13 sites)
Malolos, Bulacan (1)
San Rafael, Bulacan (1)
Santa Maria, Bulacan (1)
Meycuayan, Bulacan (1)
Angeles City (Pampanga) (1)
Lubao, Pampanga (1)
San Fernando City (Pampanga) (1)
Tarlac City (Tarlac) (1)
Paniqui, Tarlac (1)
San Jose, Nueva Ecija (1)
Cabanatuan City (Nueva Ecija) (1)
Pilar, Bataan (1)
Olongapo City (Olongapo) (1)

<b>REGION 4A</b> (15 sites)
Lipa City (Batangas) (1)
Rosario, Batangas (1)
Boundary Lemery and Calaca, Batangas (1)
Naic, Cavite (1)
Dasmaringas, Cavite (1)
Bacoor, Cavite (1)
Turbina, Calamba, Laguna (1)
Sta. Rosa, Laguna (1)
San Pedro, Laguna (1)
Pagsanjan, Laguna (1)
Lopez, Quezon (1)
Lucena City (Quezon) (1)
Baras, Rizal (1)
Angono, Rizal (1)
Antipolo City (Rizal) (1)

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<b>REGION 4B</b> (2 sites)
Calapan, Oriental Mindoro (1)
Puerto Princesa City (Palawan) (1)

<b>REGION 5</b> (5 sites)
Daet, Camarines Norte (1)
Pili, Camarines Sur (1)
Ligao, Albay (1)
Sorsogon City (Sorsogon) (1)
Pamplona, Camarines Sur (1)

<b>REGION 6</b> (9 sites)
Bacolod City (Negros Occidental) (2)
Kabankalan City (Negros Occidental) (1)
Iloilo City (Iloilo) (2)
Roxas City (Capiz) (1)
Kalibo, Aklan (1)
San Jose, Antique (1)
Passi City (1)

<b>REGION 7</b> (14 sites)
Cebu City (Cebu) (3)
Carcar City (Cebu) (1)
Mandaue City (Cebu)(2)
Naga City (Cebu) (1)
Danao City (Cebu) (1)
Tagbilaran City (Bohol) (1)
Tubigon, Bohol (1)
Talibon Bohol (1)
Dumaguete City (Negros Oriental) (2)
Bais City (Negros Oriental) (1)

<b>REGION 8</b> (4 sites)
Tacloban City (Leyte) (1)
Ormoc City (Leyte) (1)
Maasin City (Southern Leyte) (1)
Calbayog City (Western Samar) (1)

<b>REGION 9</b> (5 sites)
Zamboanga City Special Economic Zone,

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San Ramon, Zamboanga City (1)
Zamboanga City (1)
Pagadian City (Zamboanga del Sur) (1)
Dipolog City (Zamboanga del Norte) (1)
Ipil, Zamboanga Sibugay (1)

<b>REGION 10</b> (6 sites)
Ozamis City (Misamis Occidental) (1)
Gingoog City (Misamis Oriental) (1)
Iligan City (Lanao del Norte) (1)
Malaybalay City (Bukidnon) (1)
Cagayan de Oro City (Cagayan de Oro) (1)
Mabajao, Camiguin Province (Camiguin) (1)

<b>REGION 11</b> (8 sites)
Davao City (Davao) (2)
Tagum City (Davao del Norte) (1)
Panabo City (Davao del Norte) (1)
Malita, Davao Occidental (1)
Nabunturan, Compostela Valley (1)
Mati City (Davao Oriental) (1)
Digos City (Davao del Sur) (1)

<b>REGION 12</b> (6 sites)
General Santos City (South Cotabato) (1)
Cotabato City (Cotabato) (1)
Koronadal City (South Cotabato) (1)
Kidapawan City (Cotabato) (1)
Tacurong City (Sultan Kudarat) (1)
Municipality of Midsayap, Cotabato (1)

<b>CAR</b> (2 sites)
Baguio City (Benguet) (1)
Kalinga (1)

<b>CARAGA</b> (3 sites)
Butuan City, Agusan Del Norte (1)
Surigao City (Surigao del Norte) (1)
Tandag City (Surigao del Sur) (1)

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- E. The Authorization Committee shall review the projected lane or required PMVIC every 2 years or as the need arises, as recommended by the LTO Assistant Secretary and upon approval by the Authorization Committee.
- F. In case of unavailability of site in the assigned area and lack of proponents, the Authorization Committee may transfer the PMVIC site from one area to another within the Region, or adjacent Region.
- G. The AC shall have the discretion to evaluate the areas where additional PMVICs should be established taking into account the number of registered vehicles in coordination with LTO.
- F. A supplemental circular shall be issued covering heavy duty vehicles.

### **SECTION 3. DOCUMENTARY REQUIREMENTS**

After compliance with the parameters set forth by the Authorization Committee, a non-discretionary pass or fail criteria shall be used by the Authorization Committee, through the Technical Working Group in the evaluation of the following requirements:

#### **A. New Applications *(To be submitted upon application)***

1. Letter of Intent;
2. Profile of the applicant;
3. Duly accomplished application form which should be under oath;
4. Location map and layout of the proposed PMVIC, including dimensions;
5. Bank Certificate of Deposit, Letter of Credit or Committed Line of Credit of not less than ten million pesos (P10,000,000.00) valid and subsisting until the issuance of a Provisional Authority or a denial thereof;
6. Transfer Certificate of Title in the name of the applicant or Contract to Sell or Contract to Lease with a minimum lease period of ten (10) years;
7. Payment of a non-refundable Application Fee in the amount of Php. 50,000.00;

8. Omnibus Sworn Statement stating the following:

- 8.1 That the authorized signatory of the Applicant/Proponent is with full powers and authority to file the application and sign any and all documents pertaining to its PMVIC application;
- 8.2 that the applicant is not related by affinity or consanguinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat;
- 8.3 that the applicant has no derogatory record in government transactions;
- 8.4 that the applicant complies with labor and standards law;
- 8.5 that the applicant shall organize and register as a joint venture, partnership or a corporation, if applicable;
- 8.6 that the PMVIC's Motor Vehicle Inspection technician (MVIT) should have been trained in TESDA, or in any TESDA accredited training center or its equivalent;
- 8.7 that the applicant shall have at least one (1) authorized MVIT per Light Vehicle Lane and one (1) authorized MVIT per motorcycle lane;
- 8.8 that the applicant ensures that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security, parking area; and
- 8.9 that the PMVIS facility shall be fully operational after its complete construction.

9. Brief description of the MVIS equipment to be installed with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

B. Legal and/or Other Documentary Requirements *(To be submitted within 45 calendar days from issuance of the Provisional Authority. Failure to submit may be a ground for the denial of application.)*

1. Registration Certificate

- 1.a For sole proprietorship, DTI Certificate of Registration with accompanying Special Power of Attorney of the Authorized Representative;

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1.b For corporation and partnership, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws, specifying the name of the authorized representative who must be an officer of the corporation/partnership. Such authority should be with accompanying Secretary's Certificate;

1.c For cooperative, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Secretary's Certificate, specifying the name of the authorized representative who must be an officer of the cooperative;

2. Certified True Copy of Mayor's or Business Permit;
3. BIR Registration and Tax Identification Number;
4. Proof of orders of the required inspection equipment;
5. Building permit and copy of the building plan;
6. If applicable, Deed of Sale or Lease Contract with a minimum period of ten (10) years.

#### **SECTION 4. FILING OF NEW APPLICATION**

A. Any person, natural or juridical, may apply for Authorization to operate a PMVIC provided that the following qualifications are met:

1. Must be a Filipino Citizen or a Domestic Partnership or Corporation (with at least sixty percent Filipino ownership), and is not otherwise disqualified by any existing law or regulation;
2. Sufficient financial capacity to establish a PMVIC in accordance with Department Order 2019-002 and this IRR;
3. No derogatory record in government transactions; and
4. Applicant/s/ proponent/s is not related by consanguinity or affinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat.

B. The applicant shall file the documentary requirements under Section 3.A in six (6) sets, addressed to the Chairperson of the Authorization Committee c/o Office of the LTO Executive Director, LTO, East Avenue, Quezon City or in the respective Office of the LTO Regional Directors, copy furnished the Authorization Committee Secretariat, subject to the provisions of Section 6 hereof (Curing Period), with proof of payment of a non-refundable Application Fee.

- C. Thereafter, the Checklist of Requirements and the documentary requirements under Section 3.A hereof, (whether complete or incomplete) received by the LTO Executive Director or Regional Directors shall be forwarded to the Secretariat of the Authorization Committee within three (3) working days after the Curing Period, if applicable.
- D. The documentary requirements submitted to the LTO Executive Director or Regional Directors may not be returned to nor retrieved by the Applicant/Proponent except for the purpose of modification or withdrawal of the Application.
- E. In case of modification of the Application submitted to the LTO Executive Director or Regional Directors, the modified application should be properly marked and identified as a "modified Application" by the Applicant/Proponent.
- F. Withdrawal of Application by the Applicant/Proponent is allowed, and should be duly recorded and acknowledged by the LTO Executive Director or Regional Directors, as the case may be.
- G. A maximum of three (3) PMVIC may be awarded to an Applicant/Proponent in order to avoid monopoly and ensure fair competition among PMVIC operators.

#### **SECTION 5. PROVISIONAL AUTHORITY**

A Provisional Authority shall be issued to an applicant upon determination by the Authorization Committee that the applicant has submitted the complete and authentic documents enumerated in **Section 3.A** hereof and has complied with the parameters/criteria set forth by the Authorization Committee.

The applicant shall within forty-five (45) calendar days from receipt of the Provisional Authority, submit the documents enumerated in Section 3.B hereof.

#### **SECTION 6. CURING PERIOD**

- A. Should the Applicant/Proponent fails to fully comply with the Checklist for Documentary Requirements under Section 3.A, it shall be given a period of seven (7) working days from the time of knowledge of the deficiencies and/or lacking requirements to make corrective action.

- B. Documents and/or requirements submitted to comply with the noted deficiencies shall be forwarded to the Authorization Committee through the Secretariat and shall be deliberated by the Authorization Committee within five (5) working days upon recommendation by the Technical Working Group.
- C. An interim curing period which shall be applicable to all applicants/proponents may be set by the Authorization Committee.

All noted deficiencies shall be submitted to the Authorization Committee, however, Regional Directors shall advise the proponents/applicants in their respective area of responsibility of the noted deficiencies indicated in the checklist of requirements.

**SECTION 7. NOTICE TO PROCEED CONSTRUCTION**

- A. A Notice to Proceed Construction shall be issued to the Applicant/Proponent upon issuance of the Provisional Authority and compliance with the requirements under Section 3 hereof.
- B. Upon receipt by the Applicant/Proponent of the Notice to Proceed Construction, the Applicant/Proponent shall have a period of not later than one-hundred fifty (150) calendar days to complete the construction of the PMVIC facility.

**SECTION 8. NOTICE OF COMPLIANCE**

- A. Within three (3) calendar days upon completion of the construction of the PMVIC facility, the Applicant/Proponent shall submit a Notice of Compliance to the Authorization Committee. Upon receipt of the Notice of Compliance, the Authorization Committee shall direct the Inspection Team through the Technical Working Group to conduct inspection of the PMVIC facility within seven (7) calendar days. For this purpose, the Authorization Committee, may deputize LTO District Offices to conduct inspection of the constructed PMVIC facility.
- B. The Inspection Team shall submit the result of its inspection to the Technical Working Group within three (3) calendar days from completion of the inspection of the constructed PMVIC facility.
- C. Within seven (7) calendar days from receipt of the Report from the Inspection Team, the Technical Working Group shall evaluate the Report, and present the same to the Authorization Committee.

- D. Within seven (7) calendar days from the recommendation of the Technical Working Group, the Authorization Committee shall grant or deny the issuance of the Authorization Certificate.
- E. Should there be a tie between two or more Applicants/Proponents, after considering all the parameters for evaluation, a toss coin shall be conducted, and, the losing proponent provided eligible may be considered and offered other available PMVIC site. For this purpose, the Authorization Committee shall set the parameters for evaluation.

**SECTION 9. PARAMETERS FOR EVALUATION**

Compliance with the following parameters for evaluation shall be pre-requisite to the submission of the requirements under Section 3.B

**1. Location and Site Condition**

- 1.a Accessibility
- 1.b Parking Space
- 1.c Zoning Area
- 1.d Space requirements

**2. Customer Service**

- 2.a Personnel Competence

**3. Facilities and Equipment**

- 3.a Functionality

**SECTION 10. LIVESTREAMING OF AUTHORIZATION COMMITTEE PROCEEDINGS**

For transparency, proceedings of the Authorization Committee, including its evaluation of the corrective action taken on noted deficiencies shall be done livestreaming through the DOTr Facebook, Twitter and YouTube accounts.

**SECTION 11. EFFECTIVITY AND VALIDITY OF THE AUTHORIZATION CERTIFICATE**

The Authorization Certificate shall be valid and effective for a period of five (5) years from issuance by the Authorization Committee.

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## **SECTION 12. RENEWAL OF AUTHORIZATION**

Within sixty (60) days prior to the expiration of the Authorization Certificate, the Authorized PMVIC shall file the above-mentioned documentary requirements in two (2) sets with the Authorization Committee c/o the Office of the LTO Executive Director or Regional Directors with proof of payment of the Application Fee. The said documents shall be forwarded to the Authorization Committee Secretariat for processing of the renewal of applications, which shall be completed within a period of thirty (30) days from submission of the following requirements:

1. Duly accomplished application form for Renewal which should be under oath;
2. Original or Certified Copy of the Authorization Certificate;
3. TESDA Certificate of the MVIT or its equivalent
4. Certified true copy of Mayor's or Business Permit;
5. Latest Income Tax Return for the immediately preceding year duly stamped and received by the BIR; and
6. Payment of a non-refundable Renewal Fee in the amount of Php. 50,000.00.

## **SECTION 13. ANNUAL FEE**

There shall be an annual fee of Php. 30,000.00 payable within 10 days before the end of the fiscal year.

## **SECTION 14. PERSONNEL**

- A. The PMVIC's Motor Vehicle Inspection Technician (MVIT) shall have a minimum of NC II TESDA Automotive Servicing Certification or its equivalent.
- B. Each PMVIC shall have at least one (1) authorized MVIT per LV lane and one (1) authorized MVIT per motorcycle lane.
- C. A PMVIC should ensure that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security and parking area.

## **SECTION 15. LIST OF INSPECTION EQUIPMENT**

### **Light Vehicle Lane (LV)**

1. Headlight Tester
2. Roller/Plate Brake Tester
3. Sideslip Tester
4. Speedometer Tester
5. Emission Tester
6. Diesel Smoke Tester
7. Bar Code Scanner
8. Suspension Tester
9. Axle Play Detector (Joint Play Tester)
10. Sound Level Meter (Sonometer)
11. Smoke Extraction System (Diesel Fed MVs)
12. Process Indicators

### **Motorcycle Lane (MC)**

1. Headlight Tester
2. Roller/Plate Brake Tester
3. Emission Tester
4. Bar Code Scanner
5. Sound Level Meter (Sonometer)
6. Process Indicators
7. Speedometer Tester

## **SECTION 16. STANDARD AND SPECIFICATIONS FOR MOTOR VEHICLE INSPECTION SYSTEM**

- A. The inspection equipment shall comply with international standards on health, safety and environmental protection (*i.e.* CE, ISO) and supplied by a legitimate equipment and service supplier;
- B. The inspection procedure must be completed within 30 minutes for each vehicle;
- C. Design of the control and software can be configurable to any number of stages or position of inspection;
- D. Test equipment should be easy to calibrate and maintain;
- E. PC interface or its equivalent for interfacing/IT connectivity;
- F. The PMVIC application software (equipment and I.T. connectivity) should be submitted to LTO for evaluation and compilation; and
- G. There shall be a minimum of two (2) CCTVs to cover the entire process of testing including one (1) still camera to capture an

image of the car/plate number undergoing testing, as well as a Television Screen to monitor the test.

## **SECTION 17. INSPECTION EQUIPMENT AND SPECIFICATIONS**

### **A. FOR LIGHT DUTY VEHICLE**

#### **1. HEADLIGHT TESTER**

- i. Automated headlight tester
- ii. Automatic detection of the headlight
- iii. Measurement of the luminous intensity, vertical and horizontal deviation of the light beam
- iv. Steel base mounted with rollers
- v. Capable of measuring all types of headlight
- vi. Automatic pass/fail judgment
- vii. Operating conditions 0 - 40°C
- viii. Sensor type – Photocell Camera system
- ix. Process indicator (digital display/Color LCD)
- x. PC interface or its equivalent for interfacing/IT connectivity
- xi. Precise measurement of different light (LED, Xenon) sources in real time

#### **2. ROLLER/PLATE BRAKE TESTER**

- i. Automated brake tester
- ii. Maximum load per axle 3,000 kgs
- iii. Frame: Heavy duty structural steel
- iv. Sensor type: load cell
- v. Speed of Test 2 - 5 kph
- vi. Lifting method - Hydraulic System (if needed)
- vii. Automatic pass/fail judgment
- viii. PC interface or its equivalent for interfacing/IT connectivity
- ix. Process indicator (digital display/Color LCD)
- x. Capable of measuring brakes of 4WD vehicle
- xi. Raised rear roller to facilitate the exit of the vehicle
- xii. Electromagnetic brake for easy drive out of the
- xiii. Roller set or equivalent
- xiv. Roller coating should simulate road condition
- xv. Capable to test parking brake

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xvi. Capable to check brake balance from front-to-rear wheel

### 3. SIDESLIP TESTER

- i. Automated sideslip tester
- ii. Automatic pass/fail judgment
- iii. Type: Single/Dual plate configuration
- iv. Maximum load per axle 3,000 kgs
- v. Mounting plate: Heavy duty structural steel
- vi. Sensor type e.g., Linear Transducer
- vii. Beginning of measurement after optical passage detection
- viii. PC interface or its equivalent for interfacing/IT connectivity
- ix. Fast measurement within 2 seconds precise values, fast indication of toe out or in

### 4. SPEEDOMETER TESTER

- i. Automated speedometer tester
- ii. Type: Roller speedometer tester
- iii. Sensor type: Digital speed sensor
- iv. Frame: Heavy duty structural steel
- v. Automatic pass/fail judgment
- vi. 780mm-2200mm minimum-maximum track
- vii. Maximum load per axle 3,000 kgs
- viii. Lifting method: Hydraulic System/Pneumatic System

### 5. EMISSION TESTER

- i. Type: Gas analyzer on trolley for mobility
- ii. 5 gas analyzer
- iii. Automatic Pass/Fail judgement
- iv. PC interface mandatory
- v. Class O device compatible OIML R99/0 or its equivalent
- vi. Capable to test Euro 4 Engine Exhaust Gas

### 6. DIESEL SMOKE TESTER

- i. Type: Opacimeter
- ii. Automatic Pass/Fail judgement
- iii. Can be combined with gas analyzer
- iv. PC interface or its equivalent for interfacing / IT connectivity

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v. Equipped with Dust Collector

7. BAR CODE SCANNER

- i. Type: Optical
- ii. Nominal scan ratio; maximum speed 20 - 30 scan/sec.
- iii. Sensor type: high input optics
- iv. Built-in parameters are user configurable

8. SUSPENSION TESTER

- i. Type: Dual plate configuration
- ii. Maximum load per axle - 3,500 kgs
- iii. Frame: Heavy duty structural steel
- iv. PC interface or its equivalent for interfacing/IT connectivity
- v. Network capable suspension tester
- vi. With axle weighting capability

9. AXLE PLAY DETECTOR (JOINT PLAY TESTER)

- i. Weight per axle - 2,500 kgs
- ii. Type: Hydraulic/Electronics plates (2) and hydraulic ram inducers
- iii. Hand held pendant with light and built-in controls
- iv. Hydraulic unit for the movement of plates
- v. Assist in the detection of defects located on the wheel axle of the suspension of vehicles

10. SOUND LEVEL METER (SONOMETER)

- i. Portable
- ii. Internal Oscillation Calibration
- iii. With positioning tripod stand
- iv. Digital display

11. SMOKE EXTRACTION SYSTEM (DIESEL-FED MVs)

- i. Means of directing exhaust outside the inspection area

12. PROCESS INDICATOR

- i. Digital display/Color LCD On stand /wall clamping. Additional screen.
- ii. Instruction on test procedures given to the inspector are displayed on a digital display screen

monitor. Pass/fail judgement results are also displayed on the same screen monitor.

## **B. FOR MOTORCYCLES/TRICYCLES**

### **1. HEADLIGHT TESTER**

- i. Automatic detection of the headlight
- ii. Measurement of the intensity, vertical and horizontal deviation of the lightbeam
- iii. Steel base mounted with rollers
- iv. Capable of measuring all types of headlight
- v. Automatic pass/fail judgment
- vi. Operating conditions 0 - 40°C
- vii. Sensor type – Photocell Camera system
- viii. Process indicator (digital display/Color LCD)
- ix. PC interface or its equivalent for interfacing/IT connectivity
- x. Precise measurement of different light (LED, Xenon) sources in real time

### **2. ROLLER/PLATE BRAKE TESTER**

- i. Automated brake tester
- ii. Maximum load per axle 1,000 kgs
- iii. Type: Roller brake tester
- iv. Frame: Heavy duty structural steel
- v. Sensor type: load cell
- vi. Speed of Test 2 - 5 kph
- vii. Lifting method - Hydraulic System (if needed)
- viii. Automatic pass/fail judgment
- ix. PC interface or its equivalent for interfacing/IT connectivity
- x. Process indicator (digital display/Color LCD)
- xi. Weighing kit
- xii. Clamps to lock wheels during the test
- xiii. Roller coating should simulate road condition

### **3. EMISSION TESTER**

- i. Type: Gas analyzer on trolley for mobility
- ii. 5 gas analyzer
- iii. Automatic Pass/Fail judgement
- iv. PC interface mandatory
- v. Class O device compatible OIML R99/0 or its equivalent

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#### 4. BAR CODE SCANNER

- i. Type: Optical
- ii. Nominal scan ratio: maximum speed 20 - 30 scan/sec.
- iii. Sensor type: high input optics
- iv. Built-in parameters are user configurable

#### 5. SOUND LEVEL METER (SONOMETER)

- i. Portable
- ii. Internal Oscillation Calibration
- iii. With positioning tripod stand
- iv. Digital display

#### 6. PROCESS INDICATOR

- i. Digital display/Color LCD
- ii. On stand /wall clamping
- iii. Additional screen
- iv. Instruction on test procedures given to the inspector are displayed on a digital display screen monitor.

#### 7. SPEEDOMETER TESTER

- i. Automated speedometer tester
- ii. Type: Roller speedometer tester
- iii. Sensor type: Digital speed sensor
- iv. Frame: Heavy duty structural steel
- v. Automatic pass/fail judgment
- vi. Maximum test speed of 100 kph
- vii. Maximum load per axle 500 kgs
- viii. Lifting method: Hydraulic System/Pneumatic System

### SECTION 18. INSPECTION PROCEDURE

#### A. INSPECTION OF LIGHT DUTY VEHICLE

This lane applies to all private passenger cars, utility vehicles, sports utility vehicles, jeepneys and other types of vehicle with a gross vehicle weight of 4,500 kgs. and below.

STAGE 1. VEHICLE INFORMATION AND SPECIFICATION INPUT/  
ABOVE CARRIAGE AND UNDER-CARRIAGE  
INSPECTIONS

i. INSPECTION PROCEDURE:

The MVIT is required to log in through a finger scanning device before every test.

At this stage, vehicle information and specification are validated into the computer panel by RFID reader.<sup>1</sup>

ii. VEHICLE INFORMATION AND SPECIFICATION

- a. Plate Number
- b. File Number
- c. Chassis Number
- d. Motor Number
- e. Make/Series
- f. Name of Owner/Operator
- g. Address of Owner/Operator
- h. Type of body/color
- i. Year Model
- j. Gross Vehicle Weight
- k. Net Capacity
- l. Fuel type
- m. Classification
- n. Denomination

iii. TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Wireless touch screen monitor
- c. Tablet for test operation control
- d. Barcode scanner/RFID reader
- e. Process indicator monitor

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<sup>1</sup> In the absence of RFID, manual identification process and/or bar code reading shall be conducted.

iv. INSPECTION STANDARDS

- a. The engine/motor number is the same as the engine/motor number appearing in the current Original Certificate of Registration.
- b. The make/type, model, plate number and sticker of the motor vehicle presented for inspection are the same as the information reflected in the current Original Official Receipt/Certificate of Registration.

v. ABOVE CARRIAGE ITEMS FOR INSPECTION

- a. Identity/construction
- b. Lighting system and reflectors
- c. Windshield/window glass
- d. Wiper/washer
- e. Chassis/motor number authenticity
- f. Horn
- g. Number plates
- h. Floor board
- i. Body appearance
- j. Seat belts
- k. Door/Hinges
- l. Rear view/side mirror
- m. Brake system/parking brake
- n. Clutch system
- o. Steering
- p. Driver's/passenger's seat
- q. Tires/wheels
- r. Wheels bolts/nuts
- s. Fuel tank/fuel tank cap
- t. Mobile Air-conditioning System (MAC'S)
- u. EWD
- v. Length, width and height (Rebuilt and locally assembled)

vi. UNDER CARRIAGE ITEMS FOR INSPECTION

- a. Chassis Frame/Chassis member
- b. Drive Shaft Bolt/Nut
- c. Engine Oil Leakage
- d. Transmission Oil Leakages



- e. Differential Oil Leakages
  - f. Steering Linkages/Gear Box Mounting
  - g. Steering Ball joints
  - h. Radiator
  - i. Shock Absorbers
  - j. Exhaust pipe
  - k. Propeller Shaft Couplings
  - l. Front/Rear Shackle Eyes/Pins/Bushes
  - m. Spring Clips
  - n. Stabilizer/Bushes
  - o. Suspension joints/Bushes
  - p. Engine Bracket/Mounting
  - q. King Pins and Bearing
  - r. Steering Idler/Section Shaft
  - s. Brake Hoses/Pipes/Cylinders
  - t. Spring Bolts/Nuts
  - u. Power Steering
  - v. Fuel Hoses/Pipes
  - w. Parking Brake Wire
- vii. At this stage, all items for inspection are visually checked. Both above carriage and undercarriage inspections are monitored and recorded using HD cameras. The HD camera shall be connected to the MVIC IT System to store the visual inspection of motor vehicle. The inspector follows the instruction of the process indicator.

An axle play detector or joint play tester is used to assist the inspector while inside the undercarriage inspection pit.

Passed/failed items are determined and the data is transferred to the database.

viii. TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Wireless touch screen monitor
- c. Tablet for test operation control
- d. Bar code scanner/RFID reader
- e. Axle Play Detector (Joint Play Tester)
- f. Process indicator monitor
- g. IP Camera (2)

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## 2. STAGE 2.

### 2.1 SIDESLIP TEST

- a. At this stage, the inspection is fully automated.
- b. The sideslip tester measures the vehicles front wheel alignment of toe-in and toe-out.
- c. The process indicator prompts the inspector to drive the vehicle forward to the sideslip sensor plate.
- d. The measurement of lateral slip/movement of wheels start when the vehicle entered the first switch and the result of the test is determined when the vehicle passed through the last switch of the tester.
- e. Passed/failed judgments are determined and the data is transferred to the database.

#### i. TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Sideslip tester
- c. Process indicator monitor

2.2 SUSPENSION TEST - This test measures the effectiveness of the shock absorbers on each wheel of the vehicle, checking the absolute damping levels and comparing the relative damping balance between the left and right side of each axle. It also measures the efficiency of the shock absorbers using the EUSAMA principle or its recognized equivalent.

#### i. INSPECTION PROCEDURE:

- a. At this stage, both wheels of the axle under test are on the equipment's shaker plates. The test is performed on each wheel independently. The equipment will automatically measure the axle weight and the shaker plates will oscillate each wheel. The inspector will receive instruction via process indicator.

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ii. TEST EQUIPMENT AND APPARATUS

- a. Suspension Tester
- b. Process indicator monitor

2.3 ROLLER BRAKE TEST - At this stage, the inspection is fully automated. This test measures the braking forces of the left and right wheels for both front and rear axle of the vehicle. The process indicator prompts the driver to release or depress the brake pedal of the vehicle. The vehicle's wheel drag and the braking force of each wheel are measured. Parking brake is conducted with respect to the axle incorporating the parking brake mechanism. The result of inspection is determined and the data is transferred to the database.

i. TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Roller brake tester (with axle weighing device)
- c. Process indicator monitor

2.4 SPEEDOMETER TEST - This test measures the actual speed of the vehicle and checks the accuracy of vehicle's speedometer reading.

i. INSPECTION PROCEDURE:

- a. The inspector performs instructions from the process indicator. Accelerates the vehicle to the speed of 40 km/hr and decelerate to rest.

The result of inspection is determined and the data is transferred to the database.

ii. TEST EQUIPMENT AND APPARATUS

- a. Computer
- b. Speedometer Tester
- c. Process indicator monitor

### 3. STAGE 3.

3.1 HEADLIGHT TEST - The headlight tester measures the luminous intensity and the photometric axis or optical axis deviation of the vehicle's headlight.

#### i. INSPECTION PROCEDURE:

i.1 At this stage, the inspection is fully automated. The inspected vehicle will stop at a predetermined distance in relation to the headlight tester. After completion of inspection, the headlight tester will automatically return to its position.

The result of inspection is determined and data is transferred to the database.

#### i.2 TEST EQUIPMENT AND APPARATUS

i.2.1 Computer

i.2.2 Headlight Tester

i.2.3 Process indicator monitor

### 3.2 EMISSION MEASUREMENT

i. GASOLINE-FED MOTOR VEHICLE (Spark Ignition Engine)

#### i.1 INSPECTION PROCEDURE:

The test procedure is for the determination of the concentration of Carbon Monoxide (CO) and Hydrocarbon (HC) emission from in-use motor vehicles equipped with spark ignition engine running at idle speed. At this stage, the motor vehicle gear- change control is in the neutral position with the hand brake engaged. The temperature of the engine is at least 70°C. The vehicle exhaust system is leak proof and will



allow the insertion of sampling probe by at least 30 cm from the tailpipe outlet.

While the engine idles, the inspectors insert the gas emission analyzer probe into the exhaust pipe of the vehicle. This is operated automatically and the measured data of the gas analyzer are displayed. Results are transferred to database after inspection is completed.

## i.2 TEST EQUIPMENT AND APPARATUS

i.2.1 Exhaust gas analyzer (HC, CO, CO<sub>2</sub>, NO<sub>x</sub>, O<sub>2</sub>)\*

i.2.2 Process Indicator monitor

*\*The test equipment should be capable of testing other types of fuels that will be introduced in the market (e.g. LPG/CNG/ethanol).*

## ii. DIESEL-FED MOTOR VEHICLES (Compression Ignition Engine)

### ii.1 INSPECTION PROCEDURE:

This test is a smoke opacity measurement for in-use motor vehicle equipped with compression- ignition (diesel) engine using the free-acceleration method. The exhaust system shall not have any leaks. The motor vehicle-gear change control in the neutral position with the hand brake engaged.

Accelerate the engine two to three (2-3) times prior to smoke sampling in order to remove deposits or soot in the tail pipe. While the engine idles, the inspector put the sampling probe into the exhaust pipe of the vehicle in accordance with the instruction on the process indicator.

Results are transferred to database after inspection is completed.

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## ii.2 TEST EQUIPMENT AND APPARATUS

ii.2.1 Computer

ii.2.2 Opacity meter

ii.2.3 Process indicator monitor

## 3.3 SOUND LEVEL MEASUREMENT

### i. INSPECTION PROCEDURE:

The inspector performs instructions from the process indicator. Accelerate the engine and measure the sound level.

### i.1 TEST EQUIPMENT AND APPARATUS

i.1.1 Sonometer

i.1.2 Process indicator monitor

The suggested lay out of a Three (3) - Stage PMVIC Equipment for Light Duty Lane is attached as Annex "A".

## B. INSPECTION OF MOTORCYCLE

### 1. STAGE 1.

#### 1.1 VEHICLE INFORMATION AND SPECIFICATION

The MVIT is required to log in through a finger scanning device before every test.

At this stage, vehicle information and specification are validated into the computer panel by RFID reader.

#### i. ITEMS FOR INSPECTION

i.1 Plate Number

i.2 File Number

i.3 Chassis Number

i.4 Motor Number

i.5 Make/Series

i.6 Name of Owner/Operator

i.7 Address of Owner/ Operator

- i.8 Type of Body/Color
- i.9 Year Model
- i.10 Gross Vehicle Weight
- i.11 Net Capacity
- i.12 Fuel Type
- i.13 Classification
- i.14 Denomination

ii. TEST EQUIPMENT AND APPARATUS

- ii.1 Computer
- ii.2 Wireless touch screen monitor
- ii.3 Tablet for test operation control
- ii.4 Barcode scanner/RFID reader
- ii.5 Process indicator monitor
- ii.6 IP Camera

1.2 ABOVE CARRIAGE INSPECTION (VISUAL INSPECTION)

i. ITEMS FOR INSPECTION

- i.1 Handlebars
- i.2 Spring
- i.3 Lighting system and reflectors
- i.4 Side mirror
- i.5 Brake system
- i.6 Clutch system
- i.7 Tires/Wheels/Bolts/Nuts
- i.8 Number plate
- i.9 Shock absorbers
- i.10 Frame
- i.11 Horn
- i.12 Head stem bearings
- i.13 Fuel tank cap

At this stage, all items for inspection are visually checked. The above carriage inspection is monitored and recorded using HD camera. The HD camera shall be connected to the MVIC IT System to store the visual inspection of motor vehicle. The inspector follows the instruction of process indicator.

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Passed/failed items are determined and the data is transferred to the database.

### 1.3 EMISSION MEASUREMENT

All motorcycles shall be tested at idle speed. The test procedures are for the determination of the concentration of carbon monoxide (CO) and Hydrocarbon (HC) emission from motorcycle.

The vehicle exhaust is leak proof and will allow the insertion of sampling probe from the tailpipe outlet. While the engine idles, the inspector inserts the gas emission analyzer probe into the exhaust pipe of the vehicle. This is operated automatically and the measured data of the gas analyzer are displayed.

Results are transferred to database after inspection is completed.

#### i. TEST EQUIPMENT AND APPARATUS

i.1 Computer

i.2 Exhaust gas analyzer\* (HC, CO, CO<sub>2</sub>, NO<sub>x</sub>, O<sub>2</sub>)

i.3 Process Indicator monitor

*\*The test equipment shall be capable of testing other types of fuel that will be introduced in the market (e.g. CNG/ethanol.)*

### 1.4 HEADLIGHT TEST

The headlight tester measures the luminous intensity and the photometric axis of the motorcycle's headlight.

#### i. INSPECTION PROCEDURE

i.1 At this stage, the inspection is fully automated.

i.2 The inspected motorcycle will stop at a predetermined distance in relation to the headlight tester. After completion of the inspection, the headlight tester will automatically return to its position.

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i.3 The result of the inspection is determined and data is transferred to the database.

ii. TEST EQUIPMENT AND APPARATUS

- ii.1 Computer
- ii.2 Headlight tester
- ii.3 Process indicator

2. STAGE 2.

2.1 ROLLER BRAKE TEST - At this stage, the inspection is fully automated. This test measures the braking force of the front and rear wheel of the motorcycle.

i. INSPECTION PROCEDURE:

The process indicator prompts the driver to release or depress the brake of the motorcycle. The vehicles wheel drag is then measured by the system.

The result of inspection is determined and the data is transferred to the database.

ii. TEST EQUIPMENT AND APPARATUS

- ii.1 Computer
- ii.2 Roller brake tester
- ii.3 Process Indicator monitor

2.2 SPEEDOMETER TEST – This test measures the actual speed of the motorcycle and checks the accuracy of speedometer reading.

i. TEST EQUIPMENT AND APPARATUS

- i.1 Computer
- i.2 Speedometer tester
- i.3 Process indicator monitor

2.3 SOUND LEVEL MEASUREMENT

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## 2.3 SOUND LEVEL MEASUREMENT

### i. INSPECTION PROCEDURE:

The inspector performs instruction from the process indicator. The sound level shall be measured using a sound level meter.

### ii. TEST EQUIPMENT AND APPARATUS

- ii.1 Computer
- ii.2 Sonometer
- ii.3 Process indicator monitor

The layout of a Two-Stage PMVIC Equipment for Motorcycle Lane is attached as Annex "B".

## SECTION 19. MOTOR VEHICLE INSPECTION REPORT (MVIR)

The Motor Vehicle Inspection Report (MVIR) provides the following information:

1. Vehicle information and specification;
2. Name and address of owner/operator;
3. PMVIC location;
4. Pass/fail status of all items in all stages of inspection; and
5. MVIR security number

## SECTION 20. GENERAL REQUIREMENTS

- A. The PMVIC shall be FULLY AUTOMATED and capable of being interconnected or interfaced with the existing LTO IT System;
- B. The results of all visual inspections and tests shall be recorded/uploaded automatically (no human intervention) by direct input to the lane computer via touch screen monitor and/or keyboard. The pass/fail judgment is indicated in every stage of inspection and displayed in an overhead TV monitor;
- C. Upon completion of all stages of inspection, the results are transferred to the Main Database Server (MDS). The Motor Vehicle Inspection Report (MVIR) will provide the overall pass/fail status of a vehicle. A **Certificate of MVIS Compliance (MVIS C)** shall be issued to the vehicle that completely passed the inspection. **An**

authorized representative of the PMVIC. The MVIR, CMVISC and sticker will be designed by the LTO;

- D. The PMVIC IT systems are equipped with a compatible communication interface for transfer of test results in all stages of inspection to the main system control computer, for on-line and real-time authentication and validation of test results with the LTO IT System;
- E. The software must be capable of recognizing new license plate formats via 2D barcode and/or 3<sup>rd</sup> plate sticker equipped with RFID tags;
- F. There shall be no manual encoding of test results. Editing of said result shall be prohibited;
- G. Payment may be accepted either on-site or online by the PMVIC System. Payment status and details must be uploaded into the MVIC IT system;
- H. The LTO IT System shall serve as repository of the PMVICs' inspection test results;
- I. The PMVIC shall be able to function on an offline mode "stand-alone". It shall be able to collect and record test results for a minimum of sixty (60) days which may be saved in an external storage device when necessary. The recorded test results shall be transmitted to the LTO-IT System once on-line;
- J. Fingerprint recognition and user authentication must be provided to authorized MVITs to activate the inspection equipment and MVIC application software;
- K. The PMVIC IT system must also be able to generate periodic, special and ad hoc reports including but not limited to audit reports, transaction and inspection records, etc.
- L. There shall be sufficient parking area for vehicles;
- M. There shall be an administrative office with clients' waiting lounge with the provision for real-time broadcasting of the inspection process as captured by Section 15 A-2;

- N. The inspection shall be done in a well-ventilated building.
- O. There shall be a data control room at the end of the inspection lane for the releasing of Certificates of Inspection and for the database.
- P. The PMVIC equipment must be supplied by an ISO 9001:2015 Certified manufacturer.
- Q. It is understood that “down time” or “offline” refers to the internet connection downtime; other than that, the PMVIC shall not be allowed to proceed with its business operation.
- R. Any changes or update of PMVIC IT System shall be submitted to LTO for approval and subject for evaluation of LTO.

**SECTION 21. MAIN DATABASE SERVER (MDS)**

On completion of all stages of inspection, the results are transferred to the Main Database Server (MDS). The MVIR will provide the overall pass/fail status of a vehicle. All computer systems are equipped with a communication interface for transfer of test results in all stages of inspection to the MDS, for on-line and real-time authentication and validation of test results with LTO IT System. A Certificate of Motor Vehicle Inspection System Compliance (CMVISC) and inspection sticker shall be issued to all motor vehicles that completely passed the inspection process.

**SECTION 22. OTHERS**

A. 1. IP CAMERA

The PMVIC shall provide an IP camera for each stage of inspection for monitoring and recording of the inspection process. The LTO shall be able to monitor the actual activities of inspection online/real-time.

2. HD Camera

An HD Camera (1080p) shall be dedicated to record the whole process (preferably from an isometric point of view) to be shown real-time to the Customer Lounge. The recording shall be available for 1 year from the date of inspection.

B. INTERPHONE COMMUNICATION SYSTEM

The PMVIC shall provide an interphone or a wireless communication system so that the inspector can communicate with each other at their respective stages of inspection.

C. PUBLIC ADDRESS SYSTEM

The PMVIC shall have a public address system so that inspector can communicate to the driver of a vehicle.

D. RE-INSPECTION OF FAILED ITEMS

The system must be capable to identify and activate only those failed items for re-inspection while automatically bypassing the passed items. The same must only allow re-testing/re-inspection after two (2) hours.

E. LANE CAPACITY

The inspection lane is capable of operating in accordance with the performance standards and criteria set forth in these Guidelines.

F. TRAINING

All MVITs shall undergo training on the MVIC procedures and processes. This will be conducted by the LTO and certificates will be issued upon training completion.

G. CALIBRATION

All specifications, brochures, and calibration process of all inspection equipment shall be provided by the PMVIC and submitted to the Authorization Committee. All equipment shall undergo calibration every 6 months to ensure accuracy. The calibration company shall be accredited by any government agency such as Department of Trade and Industry (DTI).

H. MAINTENANCE OF INSPECTION FACILITIES AND EQUIPMENT

The PMVIC shall undertake the maintenance and calibration of all inspection facilities. Repair upkeep and replacement of parts, if necessary, shall also be the responsibilities of the PMVIC. It shall submit a maintenance plan and periodic scheduled calibration to all test equipment to ensure accurate and consistent operation from the entire warranty period for approval by the Authorization Committee

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I. SYSTEM RECOVERY

The PMVIC shall provide an operational system recovery plan; indicate how service will be resumed, in case of power and operational failure, and implement the same within one (1) day from such failure.

J. CERTIFICATE OF MVIS COMPLIANCE AND INSPECTION STICKER

A CMVISC and inspection sticker shall be issued to the vehicle owner/driver after the motor vehicle successfully completes the inspection process.

K. BAR CODE SYSTEM OR SIMILAR ELECTRONIC IDENTIFYING SYSTEMS

The system must employ automatic data capture, such as bar-code scanning to positively and quickly identify vehicles and their records.

L. REAL TIME SYSTEM

The PMVICs shall be connected directly to the LTO IT SYSTEM. This system shall be used to automatically look up, retrieve vehicle information at the beginning of the inspection, and immediately download results at the conclusion of the inspection.

M. AUTOMATIC PASS/FAIL RESULTS

Passed or failed items shall be automatic and shall be transferred to database after inspection process except those items under the "visual inspection category".

N. AUTOMATIC ZEROING

To ensure data recording accuracy there shall be an automatic resetting of data to zero before each test.

O. SECURE

The equipment must also prevent falsification of, or unauthorized access to, test reports and data storage media. This shall be accomplished by using an attached printer utilizing secure certificates for compliance, at the end of the inspection line.

P. HARDWARE/SOFTWARE REQUIREMENTS

The PMVIC's system and service must be equipped with all essential hardware and software needed to support the



inspection process. The PMVIC shall also provide documentation of programs, including user manuals, program descriptions, and the name and address of any outside software manufacturers.

1. The capability of system hardware to meet all requirements.
2. The capability of system and application software to support the application requested.

#### Q. INTERNET CONNECTION

The PMVIC should have an internet speed of at least 5MBPS using a leased line.

#### R. SECURITY

##### 1. SECURITY

The system must have multiple levels of security (such as biometrics fingerprint and AFIS) and access codes to regulate system access and to ensure the protection of information from unauthorized access (accidental or intentional), modification, destruction, or disclosure. The multiple levels of security should be relative to the different types of users. It shall include:

- i. Software security applications which can easily be updated
- ii. Ability to document reports on various system and user activities
- iii. Number of layers/divisions of security
- iv. Length/description of passwords
- v. Ability to restrict access for specified tasks

##### 2. DATA SECURITY

The PMVIC database shall not be accessed/open on-site without prior notifications and approval by LTO. Must ensure that all data collected or received by the PMVIC becomes and remains the exclusive property of the LTO. PMVICs shall not supply any report or statistical information to any person or entity other than the LTO without advance specific written permission from the Authorization Committee.

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### 3. INTERFACE SECURITY

The PMVIC's system must support all LTO IT System communications interface requirements as related to access security.

## **SECTION 23. SYSTEM REQUIREMENTS**

- A. A system generated Certificate of Inspection shall be the output of the inspection process with "Passed" or "Failed" criteria.
- B. Data Management System. All inspection result shall be uploaded online and real time to the LTO IT system. This result shall be used for the monitoring of the PMVIC by LTO.
- C. All inspection equipment shall be interfaced to the PMVIC system. The storage system must have a minimum capacity of 10-year volume of data.
- D. The PMVIC System must be interfaced to the LTO IT System. The PMVIC System shall upload test results, vehicle and payment data to the Central database online and real time. The Central MVIC database shall serve as repository of all inspection results from PMVICs nationwide.
- E. A Database System Solution (E.g. Cloud Storage) for check and balance purposes will be provided to the DOTr by the PMVIC for "one-to-one" record comparison to LTO-IT System data. This allows the DOTr to monitor and view all inspection results, pictures and/or videos of the vehicles tested as visual proof of inspection for transparency. This data storage facility shall have the capacity to store and maintain the records, pictures and videos of a vehicle for duration of at least one (1) year from the date of inspection.

## **SECTION 24. INSPECTION FEES**

The inspection fees shall be determined after public consultation conducted by the DOTr in coordination with LTO and LTFRB.

## **SECTION 25. ANNUAL PERFORMANCE AUDIT**

Using a non-discretionary pass or fail criteria the AC through the Inspection Team shall ascertain, validate and/or verify the proponent's/applicant's compliance with the documentary, legal and technical requirements.

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**SECTION 26. ADJUDICATION PROCESS**

An Authorized PMVIC alleged to have committed a violation(s) shall be issued a Show Cause Order by the Authorization Committee

**SECTION 27. PENALTY PROVISION**

Any violation of the terms and conditions of the "Authorization Certificate" and these Guidelines, as well as any issuance by the Authorization Committee, shall be ground for the imposition of the following penalties:

FIRST OFFENSE: Php200,000.00 and 30-day suspension;  
SECOND OFFENSE: Php 500,000.00 and 60-day suspension;  
THIRD OFFENSE: Cancellation of Authorization, also applicable for the following offenses or violations:

- i. Non-compliance with the standards or methods of inspection as provided by law and regulation;
- ii. Failure to comply with the laws, rules and regulations as imposed in this Circular;
- iii. Misrepresentation/fraudulent supporting documents for accreditation; and
- iv. Other violations to issuances promulgated by the Authorization Committee.

**SECTION 28. REPEALING CLAUSE**

All memoranda, circulars, orders and other issuances in conflict or inconsistent herewith are hereby superseded, amended and/or repealed accordingly.

**SECTION 29. EFFECTIVITY**

This Memorandum Circular shall take effect fifteen (15) days following the completion of its publication in the Official Gazette and/or in a newspaper of general circulation and/or the filing of three (3) copies with the UP Law Center pursuant to Memorandum Circular 11 dated 09 October 1992 of the Office of the President.

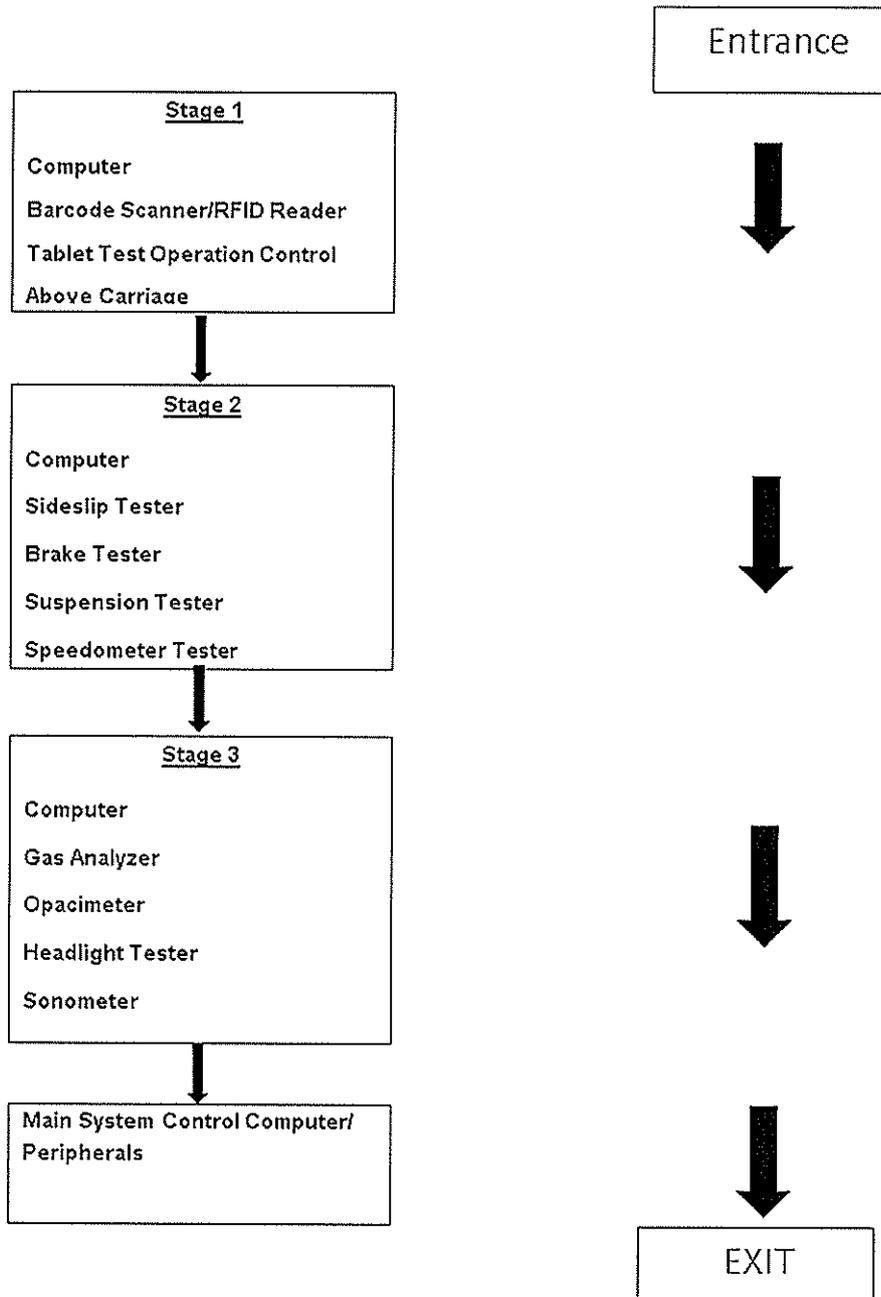
**MARK RICHMUND M. DE LEON**  
OIC, Undersecretary for Road Transport  
and Infrastructure

**EDGAR C. GALVANTE**  
Assistant Secretary

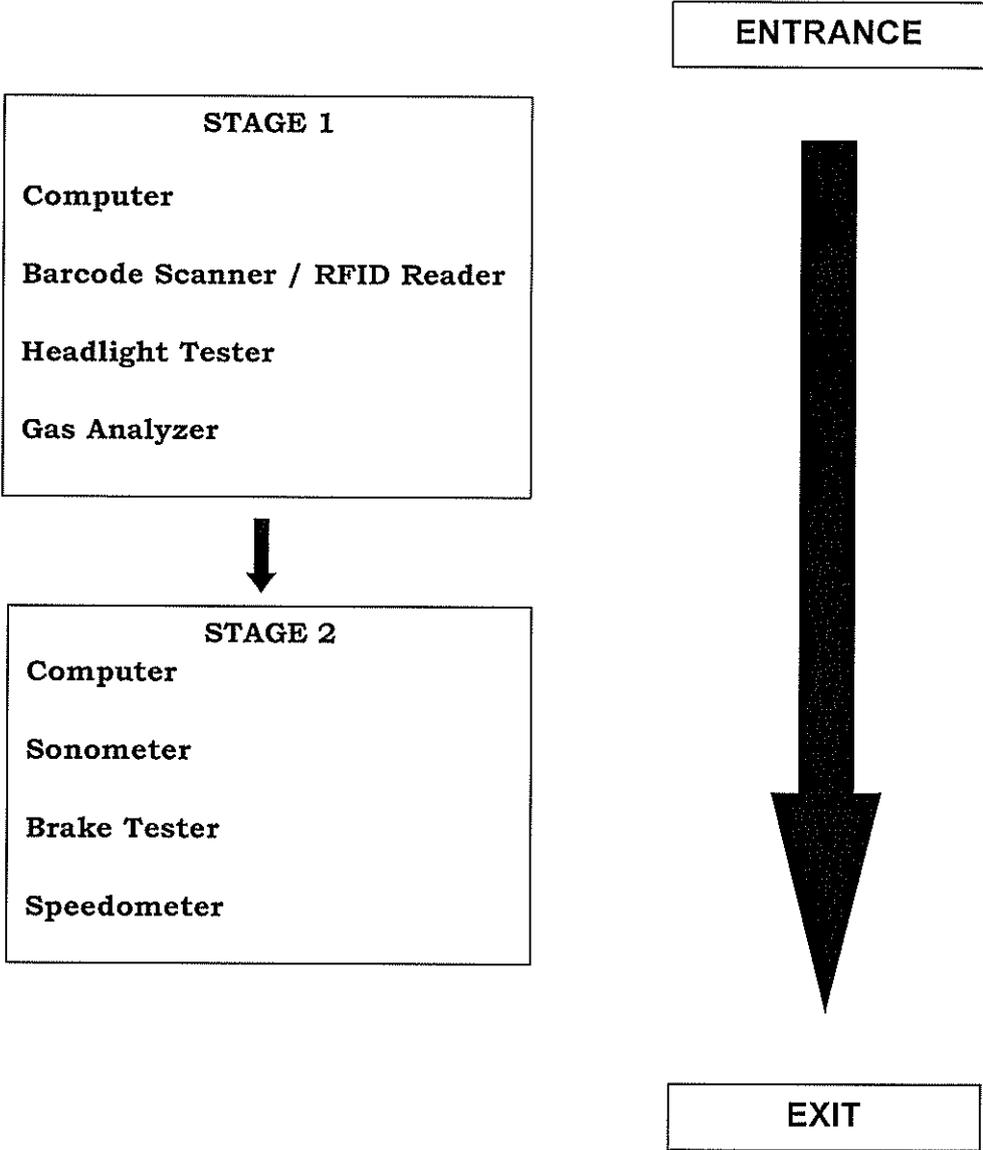
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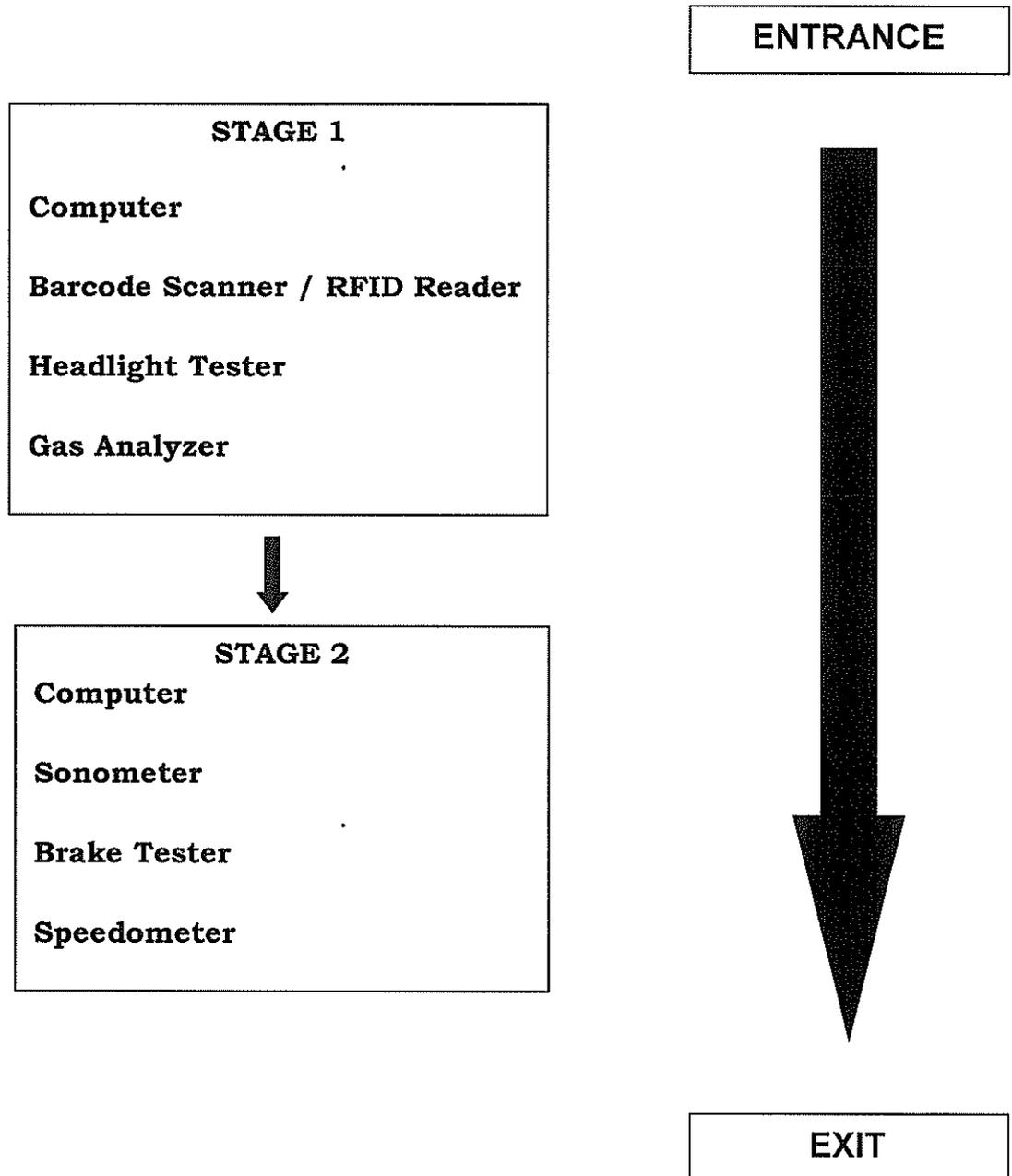
Lay Out of a Three (3) - Stage PMVIC Equipment for Light Duty Lane



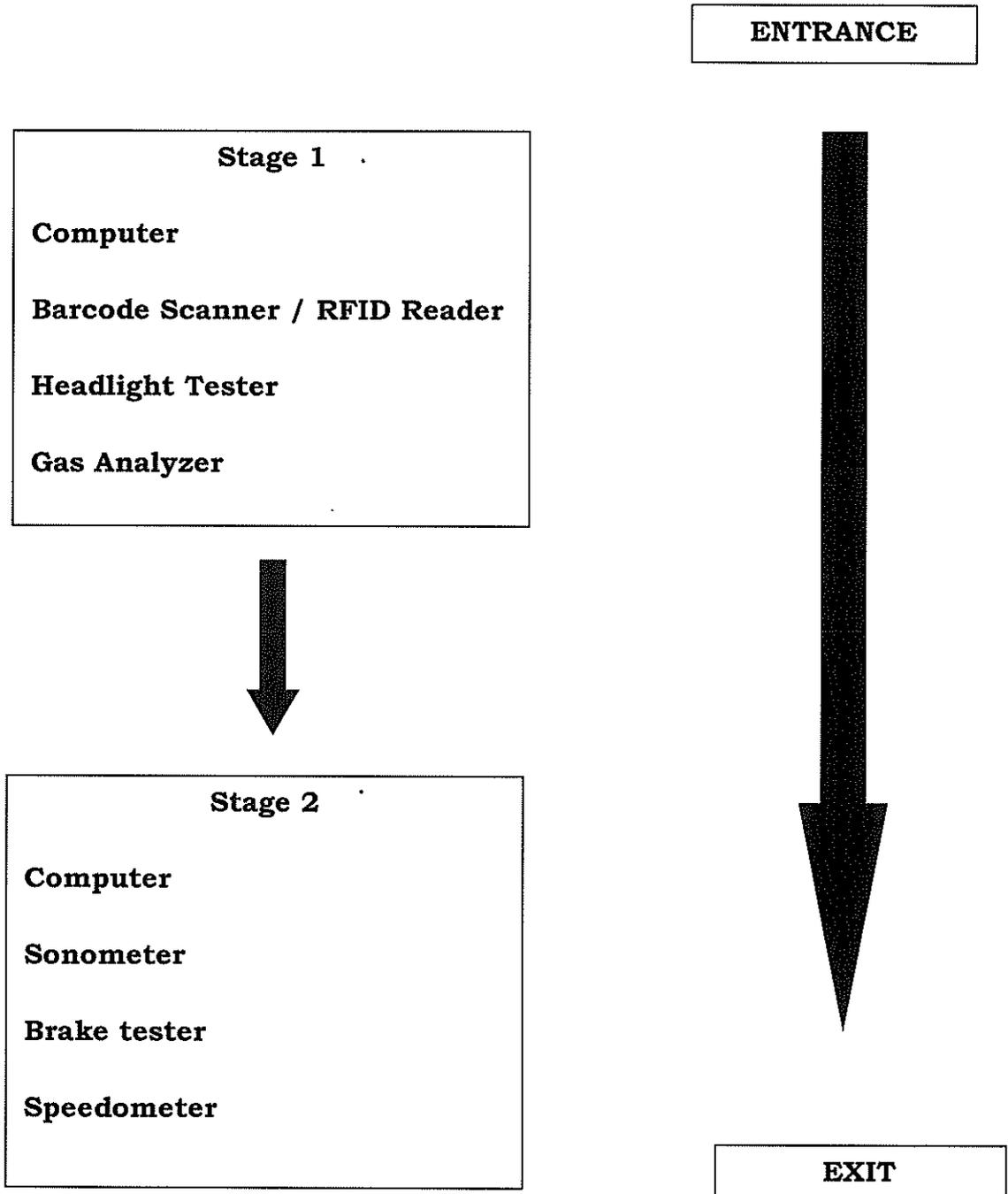
Lay Out of a Single - Stage PMVIC Equipment for Motor Cycle Lane

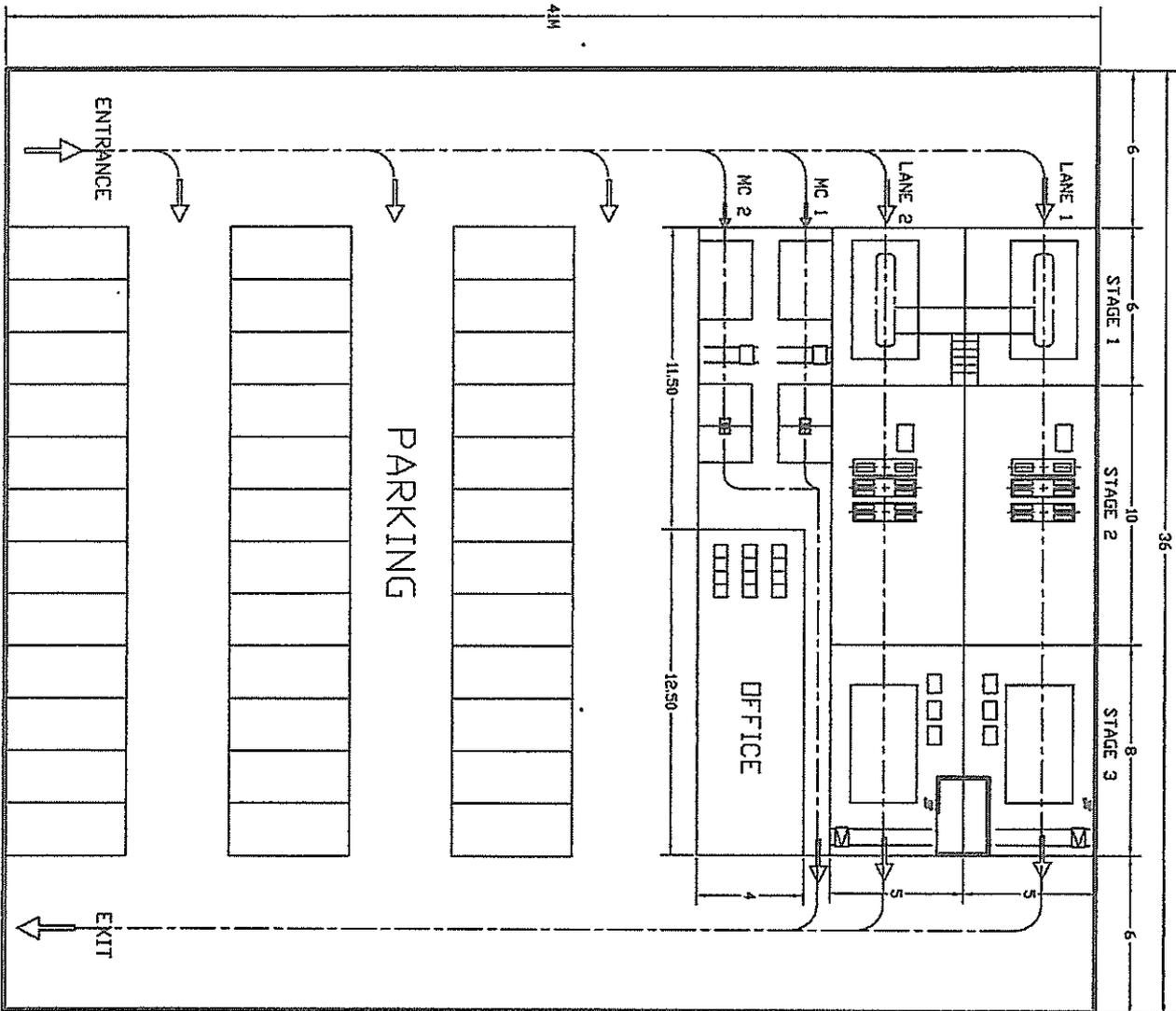


Lay Out of a Single - Stage PMVIC Equipment for Motor Cycle Lane



Lay Out of a Two (2) Stage PMVIC Equipment for Motorcycle Lane





**LV LANE**

- STAGE 1**
1. VISUAL INSPECTION
  - A. ABOVE CARRIAGE INSPECTION
  - B. UNDER CARRIAGE INSPECTION

- STAGE 2**
1. ALIGNMENT TEST
  2. SUSPENSION TEST
  3. BRAKE TEST
  4. SPEEDOMETER TEST

- STAGE 3**
1. EMISSION TEST
  2. SOUND LEVEL TEST
  3. HEADLIGHT TEST

**MC LANE**

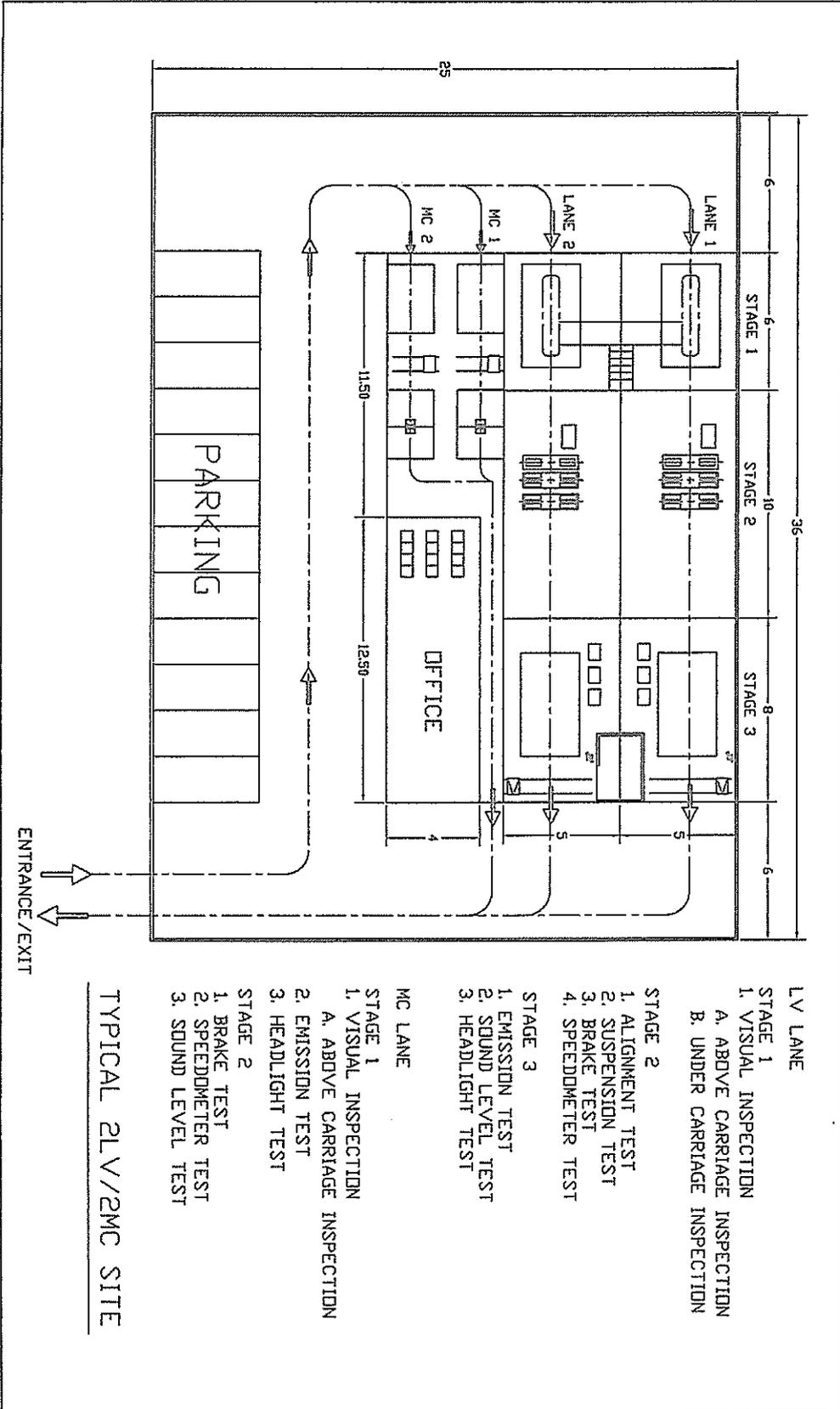
- STAGE 1**
1. VISUAL INSPECTION
  - A. ABOVE CARRIAGE INSPECTION

2. EMISSION TEST
3. HEADLIGHT TEST

- STAGE 2**
1. BRAKE TEST
  2. SPEEDOMETER TEST
  3. SOUND LEVEL TEST

TYPICAL 2LV/2MC SITE

1,500 SQ.M. AREA





Republic of the Philippines  
Department of Transportation and Communications  
**LAND TRANSPORTATION OFFICE**  
East Avenue, Quezon City

LTO Form No. \_\_\_\_\_



MVIC \_\_\_\_\_

**MOTOR VEHICLE INSPECTION SYSTEM REPORT**

MVISR No.		Date Issued		Purpose of Inspection	
Name of Operator/Owner				Address	
Plate No.	Chassis No.	Motor No.	File No.		
Classification	Denomination	Type of Body	Make/Series		
Gross Wt.	Net Wt.	Color	Year Model	No. of Cylinder/Axle	
Type of Fuel	<input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Auto-LPG <input type="checkbox"/> CNG <input type="checkbox"/> Electric <input type="checkbox"/> Others				

ABOVE CARRIAGE	Result	UNDER CARRIAGE	Result	SIDE SLIP TEST			Result
Body Appearance		Radiator					
Chassis		Engine Bracket/Mounting					
Engine		Engine Oil Leakage		<b>BRAKE TEST</b>			<b>Result</b>
Handle Bars		Transmission Oil Leakage			Sum	Diff.	
Wiper/Washer		Steering Ball Joints		FB			
Windshield/Window Glass		Steering Leakages/Gear Box Mounting					
Headlights		Steering Idler/Sector Shaft		RB1			
Signal Lights (front)		Front Shackle Eyes/Pins/Bushes					
Signal Lights (rear)		Stabilizers/Bushes		PB1			
Parking Lights (front)		King Pins and Bearings					
Parking Lights (rear)		Front Suspension Joints/Bushes		RB2			
Brake Lights		Rear Suspension Joints/Bushes					
Back-up Lights		Rear Linkages		PB2			
Clearance Lights		Brake Hoses/Pipes/Cylinders					
Number Plate/Lights		Fuel Hoses/Pipes		RB3			
Hazard Lights		Spring U Bolts/Nuts					
Reflectors		Spring Clips		PB3			
Interior Lights		Shock Absorbers					
Top Light (Taxi)		Rear Shackle Eyes/Pins/Bushes		<b>SPEEDOMETER TEST</b>			<b>Result</b>
Seat Belts		Drive Shaft Bolts/Nut					
Horn		Differential Oil Leakage					
Door/Hinges		Propeller Shaft Coupling		<b>SUSPENSION TEST</b>			<b>Result</b>
Floor Board		Exhaust Pipes and Silencer					
Side Mirror/Rear View		Chassis Frame					
Clutch System		Chassis Cross Member		<b>HEAD LIGHT TEST</b>			<b>Result</b>
Brake System		Body Floor Board			Lum.	L/R	U/D
Driver's/Passenger's Seat		Power Steering		LH			
Steering		Parking Brake Wire					
Tires/Wheels		MAC		RH			
Wheel Bolts/Nuts		Others					
Fuel Tank/Cap				<b>SOUND LEVEL TEST</b>			<b>Result</b>
Panel Gauges							
EWD							
Others				<b>EMISSION TEST</b>			<b>Result</b>
					Opacity		
					HC		
					CO		

MVIS Test Conducted By: \_\_\_\_\_

Approved  
 Disapproved

\_\_\_\_\_  
Chief-MVIC

**MVIS**

REMARKS

"OMNIBUS SWORN STATEMENT"

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**A F F I D A V I T**

I, [Name of Applicant], of legal age, [civil status], [nationality], and residing at [address of Applicant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of [name of Applicant] with office address at [address of Applicant];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative [name of Applicant] with office address at [address of Applicant];

2. Select one, delete the other:

If a sole proprietorship: as the owner and sole proprietor, or authorized representative of [Name of Applicant], I have full power and authority to do, execute and perform any and all acts necessary to apply for PMVIC authorization as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the application, and to sign and execute the PMVIC application, as shown in the attached [state title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Applicant] has no derogatory record in government transactions;
4. Each of the documents submitted in satisfaction of the application requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct;
5. [Name of Applicant] is authorizing the LTO Executive Director and/or Regional Director, Authorization Committee, Technical Working Group, Inspection Committee and Secretariat to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related by affinity or consanguinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat;

If a partnership or cooperative: None of the officers and member of [name of Applicant] is related by affinity or consanguinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Applicant] is related by affinity or consanguinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat;

7. [Name of Applicant] complies with existing labor laws and standards;
8. [Name of Applicant] shall organize and register as a joint venture, partnership or a corporation, if applicable;
9. The PMVIC's Motor Vehicle Inspection Technician (MVIT) should have been trained in a TESDA accredited center or its equivalent
10. [Name of Applicant] shall have at least one (1) authorized MVIT per Light Vehicle Lane and one (1) authorized MVIT per motorcycle lane;
11. [Name of Applicant] ensures that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security, parking area;
12. The PMVIS facility shall be fully operational after its complete construction; and
13. [Name of Applicant] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to its PMVIC application.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Applicant's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of [month] [year]

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## NEW APPLICATION FOR ACCREDITATION OF PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC)

DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CONTACT NO. : \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

### A. Documentary Requirements *(To be submitted upon application)*

10. Letter of Intent;
11. Profile of the Applicant;
12. Duly accomplished Application Form which should be under oath;
13. Location map and layout of the proposed PMVIC, including dimensions;
14. Bank Certificate of Deposit, Letter of Credit or Committed Line of Credit of not less than Ten Million (Php 10,000,000.00) valid and subsisting until the issuance of a Provisional Authority;
15. Transfer Certificate of Title in the name of the Applicant or Contract of Lease with a minimum lease period of ten (10) years;
16. Payment of a non-refundable Application Fee in the amount of Php 50,000.00;
17. Omnibus Sworn Statement stating the following:
  - 8.10 That the authorized signatory of the Applicant is with full powers and authority to file the application and sign any and all documents pertaining to its PMVIC application;
  - 8.11 That the Applicant is not related by affinity or consanguinity within the 3<sup>rd</sup> civil degree to any member of the Authorization Committee, Technical Working Group, Inspection Committee and Secretariat;
  - 8.12 That the Applicant has no derogatory record in government transactions;
  - 8.13 That the Applicant complies with labor and standards law;
  - 8.14 that the Applicant shall organize and register as a joint venture, partnership or a corporation, if applicable;
  - 8.15 The PMVIC's Motor Vehicle Inspection Technician (MVIT) should have been trained in a TESDA accredited center;
  - 8.16 That the Applicant shall have at least one (1) authorized MVIT per Light Vehicle Lane and one (1) authorized MVIT per motorcycle lane;
  - 8.17 That the Applicant ensures that it has sufficient and competent technical personnel and traffic management staff to cater to its clientele, as well as adequate security, parking area; and
  - 8.18 That the PMVIS facility shall be fully operational after its complete construction.

18. Brief description of the MVIS equipment to be installed with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

**B. Legal and/or Other Documentary Requirements (To be submitted within 45 calendar days from issuance of the Provisional Authority. Failure to submit may be a ground for the denial of application.)**

7. Registration Certificate
  - 1.a For sole proprietorship, DTI Certificate of Registration with accompanying Special Power of Attorney of the Authorized Representative;
  - 1.b For corporation and partnership, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws, specifying the name of the authorized representative who must be an officer of the corporation/partnership. Such authority should be with accompanying Secretary's Certificate;
  - 1.c For cooperative, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Secretary's Certificate, specifying the name of the authorized representative who must be an officer of the cooperative;
8. Certified True Copy of Mayor's or Business Permit;
9. BIR Registration and Tax Identification Number;
10. Proof of orders of the required inspection equipment;
11. Building permit and copy of the building plan;
12. If applicable, Lease Contract with a minimum period of ten (10) years.

\_\_\_\_\_  
 Printed Name & Signature of Applicant and/or  
 Authorized Representative

\_\_\_\_\_  
 Designation

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with No. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year]

NAME OF NOTARY PUBLIC  
 Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_ [date issued], place issued]

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

