



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
 LAND TRANSPORTATION OFFICE
 East Avenue, Quezon City
 E-mail Address: ltomailbox@lto.gov.ph • Website: www.lto.gov.ph

RECORDS & CORRESPONDENCE UNIT
LTO RECEIVED
 By: Andres
 DATE: 1/5/2021 TIME: 8:26AM
 GENERAL SERVICES SECTION

MEMORANDUM CIRCULAR NO. 2020-2241

Subject: Operating Guidelines For Private Motor Vehicle Inspection Centers
Date : 29 December 2020

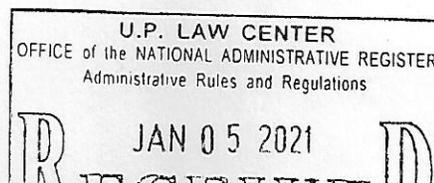
WHEREAS, pursuant to the provisions of Republic Act 4136 (Land Transportation and Traffic Code of the Philippines), the Land Transportation Office (LTO) is mandated to:

- 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, tri-mobiles, railways, and aircraft;

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 Authorization Committee hereby promulgates these Guidelines for the Operations of the PMVICs, as follows:

I. COVERAGE

This Circular shall cover all Private Motor Vehicle Inspection Centers (PMVICs) that have been given an Authority to Operate by the Authorization Committee under Department Order 2019 -002.

II. CONNECTION TO THE LAND TRANSPORTATION MANAGEMENT SYSTEM

All Private Motor Vehicle Inspection Centers (PMVICs) that have been given an Authorization to Operate must connect to the Land Transportation Management System (LTMS) through an accredited Value-Added Service Provider (VASP) accredited by the Department of Transportation (DOTr).

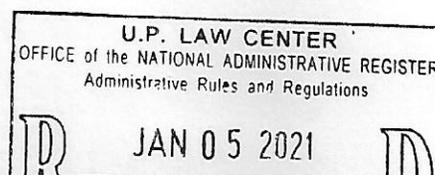
Data transmission to the Land Transportation Management System (LTMS) must be done in real time by the VASP and should conform to the standards and guidelines set by the Department of Transportation and Land Transportation Office; and where applicable, to the Department of Environment and Natural Resources and Department of Trade and Industry.

All Land Transportation Office (LTO) sites shall only accept vehicle registration applications with a completed Motor Vehicle Inspection Report from an authorized Private Motor Vehicle Inspection Center.

III. PERSONNEL

The PMVIC's Motor Vehicle Inspection Technician (MVIT) shall have a minimum of NC II TESDA Automotive Servicing Certification or its equivalent.

Each PMVIC shall have at least one (1) authorized MVIT per light vehicle (LV) lane and one (1) authorized MVIT per motorcycle lane.



A PMVIC should ensure that it has sufficient and competent technical personnel and traffic management staff to cater to its clients, as well as adequate security and parking area.

IV. OPERATING HOURS

Operating hours shall be a maximum of 2 SHIFTS or up to 18 hours, with 8 hour shifts and 1-hour break time per shift, Monday to Sunday, even on holidays if the PMVIC opts to operate. If the test result is after office hours, the recorded test results shall be transmitted to the LTO- IT System on the next business day.

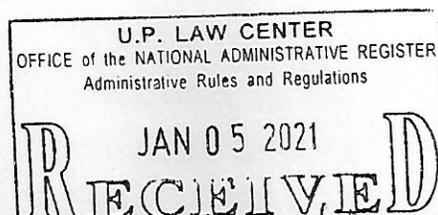
V. LIST OF INSPECTION EQUIPMENT

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

VI. PRELIMINARIES FOR LIGHT VEHICLES AND MOTORCYCLES

A. Pre-Inspection

The vehicle is subjected to a pre-inspection check to determine whether the vehicle is present in the LTMS vehicle database. If the vehicle is present in the LTMS vehicle database, the operator informs the Client to proceed to the next step (QUEUEING). If the vehicle is not present in the LTMS vehicle database, the operator informs the Client to proceed to the nearest LTO District Office to have their vehicle added onto the LTMS database before returning to the Motor Vehicle Inspection Center.

There are three ways to determine if the vehicle is in the LTMS database:

- a. RFID – Using an RFID gun or scanner (present on the tablet), the operator scans the RFID sticker found on the vehicle.
- b. QR Code – Using a 1D/2D barcode scanner, the operator scans the QR Code found on the lower right corner of the vehicle plate.
- c. Manual Input – The operator can input the plate number in the LTMS vehicle database to check if vehicle data is in the system. This provides the PMVIC an option to continue if the RFID or/and the QR Code is not readable due to wear and tear, physical damage, or contains no readable data.

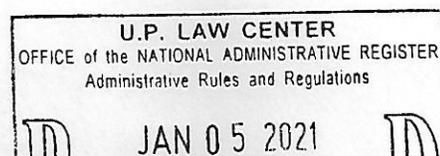
B. Queuing

If the Client scheduled the inspection online, the Client immediately proceeds to the Payment Window for verification and payment.

If the Client is a walk-in, the Client proceeds to the Encoder Window and have the vehicle information (OR/CR and VIN information) encoded before receiving a queue number.

C. Payment

Online payment using your debit or credit card through the site's Online Scheduling website. You can also use third party payment providers (Bayad Centers, LBC Payment Centers, Pera Hub, etc.) once it is available in your area.



If the Client is paying in cash, the Client can wait for his or her queue number to be called before proceeding to the Payment Window.

D. Vehicle Handoff

Once the Client has Proof of Payment, the Client surrenders the vehicle key to a Designated MVIC Driver. These are experienced drivers that will take the vehicle through the entire Vehicle Inspection Phase. The Client then proceeds to the Customer Lounge area to wait for their queue number to be called again.

VII. Vehicle Inspection Phase

This phase is where the vehicle goes through a thorough inspection based on the guidelines set by all agencies involved. The configuration varies, depending on the site layout and/or brands used to perform the inspection.

A registered MVIT starts the vehicle inspection by logging into the system using the biometric scanner only once for the entire duration of the inspection of a particular vehicle; this will enable the facility to track the performance of the MVIT and informs the Land Transportation Management System that a vehicle inspection is about to occur. Only one MVIT will supervise a particular vehicle for the entire duration of the inspection process to ensure accountability and responsibility will only fall to one MVIT when an issue arises with the vehicle.

1.INSPECTION OF LIGHT 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.

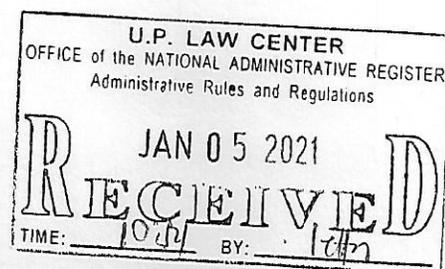
A. VEHICLE INFORMATION AND SPECIFICATION INPUT/VISUAL TEST

i. INSPECTION PROCEDURE:

The vehicle information and specification are validated into the computer panel by RFID reader. In the absence of an RFID, manual Identification process and/or bar code reading shall be conducted.

ii. VEHICLE INFORMATION AND SPECIFICATION:

- a. Plate Number
- b. File Number
- c. Chassis Number
- d. Motor Number



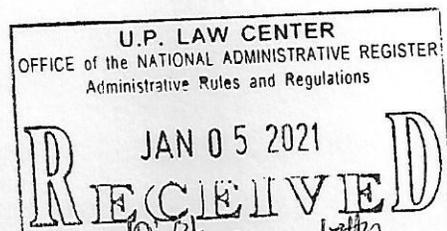
- e. Make/Series
- f. Name of Owner/Operator
- g. Address of Owner/Operator
- h. Type of body/color
- i. Year Model
- j. Gross Vehicle Weight
- k. Net Capacity
- l. Fuel type
- m. Classification
- n. Denomination

iii. INSPECTION STANDARDS:

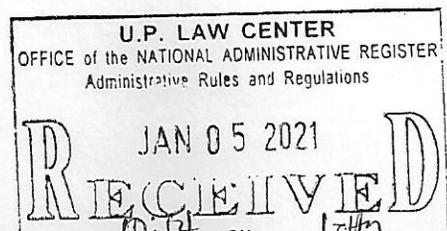
- a. The engine/motor numbers should be the same as the engine/motor number appearing in the current Original Certificate of Registration.
- b. The make/type, model, plate number and sticker of the motor vehicle presented for inspection are the same as the information reflected in the current Original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

iv. 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)
-
- v. 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

vi. During the inspection, all items 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.

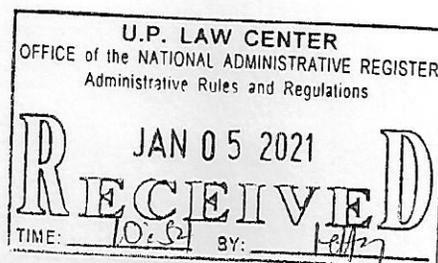
B. SIDESLIP TEST - The sideslip tester measures the vehicles front wheel alignment of toe-in and toe- out.

i. INSPECTION PROCEDURE:

At this stage, the inspection is fully automated. The process indicator prompts the inspector to drive the vehicle forward to the sideslip sensor plate. The measurement of lateral slip/movement of wheels start when the vehicle enters the first switch and the result of the test is determined when the vehicle passes through the last switch of the tester.

C. 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:



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.

D. ROLLER BRAKE TEST - Dynamic test to determine the braking power of the left and right wheels for both front and rear axle of the vehicle.

i. INSPECTION PROCEDURE:

At this stage, the inspection is fully automated. 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.

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

i. INSPECTION PROCEDURE:

The inspector performs instructions from the process indicator. Accelerates the vehicle to the speed as prescribed by the PMVIC Memo on Standards of LTO.

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

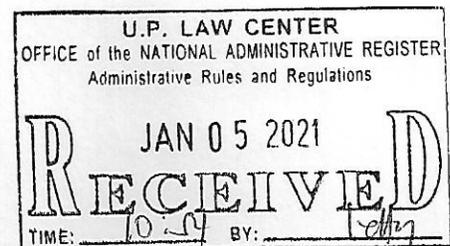
i. INSPECTION PROCEDURE:

At this stage, the inspection is fully automated. The inspected vehicle will stop at a predetermined distance in relation to the headlight tester. The headlight tester will move from side to side to scan the headlight's luminous intensity and the photometric axis or optical axis deviation. After completion of the inspection, the headlight tester will automatically return to its original position.

G. EMISSION MEASUREMENT - This test determines and measures the vehicle's exhaust emission.

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.

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.

H. SOUND LEVEL MEASUREMENT - This test is to check for nuisance noise from the exhaust and the engine.

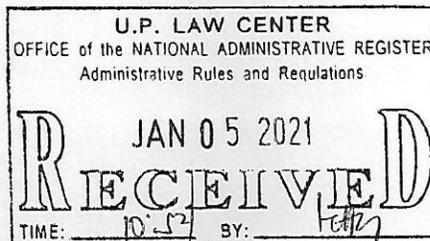
i. INSPECTION PROCEDURE:

The inspector performs instructions from the process indicator to test the sound.

2.INSPECTION OF MOTORCYCLE.

A. VEHICLE INFORMATION AND SPECIFICATION/VISUAL INSPECTION

A registered MVIT starts the vehicle inspection by logging into the system using the biometric scanner only once for the entire duration of the inspection of a particular vehicle; this will enable the facility to track the performance of the MVIT and informs the Land Transportation Management System that a vehicle



inspection is about to occur. Only one MVIT will supervise a particular vehicle for the entire duration of the inspection process to ensure accountability and responsibility will only fall to one MVIT when an issue arises with the vehicle.

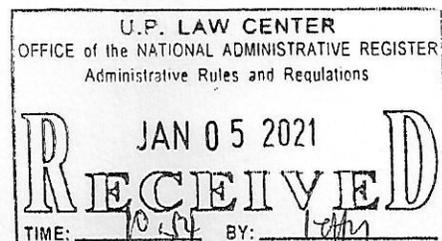
At this stage, vehicle information and specification are validated into the computer panel by RFID reader. In the absence of an RFID, manual Identification process and/or bar code reading shall be conducted.

i. ITEMS FOR INSPECTION

- 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

ii. ABOVE CARRIAGE ITEMS FOR INSPECTION (VISUAL INSPECTION)

- a. Handlebars
- b. Spring
- c. Lighting system and reflectors
- d. Side mirror
- e. Brake system
- f. Clutch system



- g. Tires/Wheels/Bolts/Nuts
- h. Number plate
- i. Shock absorbers
- j. 10 Frame
- k. Horn
- l. Head stem bearings
- m. 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.

B. EMISSION MEASUREMENT - This test determines and measures the vehicle's exhaust emission.

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.

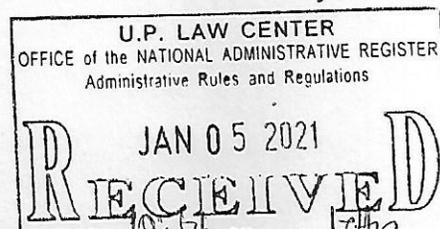
Results are transferred to database after inspection is completed.

C. HEADLIGHT TEST - The headlight tester measures the luminous intensity and the photometric axis of the motorcycle's headlight.

i. INSPECTION PROCEDURE:

The tests to be conducted for luminous intensity and photometric axis or axis deviation shall be measured automatically by the headlight tester. The inspected motorcycle will stop at a predetermined distance in relation to the headlight tester.

D. 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 vehicle's wheel drag is then measured by the system.

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

i. INSPECTION PROCEDURE:

The inspector performs instructions from the process indicator. Accelerates the vehicle to the speed as prescribed in the PMVIC Memo for Standards of the LTO.

F. SOUND LEVEL MEASUREMENT - This test is to check for nuisance noise from the exhaust and the engine.

i. INSPECTION PROCEDURE:

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

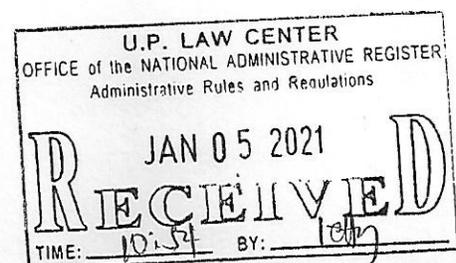
IX. INSPECTION STANDARDS

The PASS/FAIL inspection standards for each test shall be set by the LTO in a separate Memorandum Circular. All test results of the inspection shall be sent to the LTMS and DOTr in real time.

IX. 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
- 6) General Analysis
- 7) Signature of Supervising MVIT
- 8) LTMS Transmission Information



X. TRANSMISSION AND PRINTOUT

a. Transmission

The test data results from every vehicle will be transmitted in real time by an accredited Value Added Service Provider (VASP), except during offline and LTO after office hours, and will conform to the agency standards set by the Department of Transportation and Land Transportation Office, as well as the technical guidelines set by the Technical Working Group.

b. Printout

A printout is a Motor Vehicle Inspection Report generated from the overall test results of the tested vehicle. This document is valid for sixty days (60) from the date of the inspection.

XI. VEHICLE RETURN

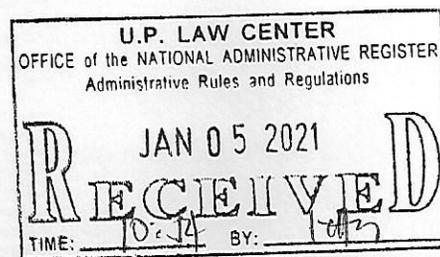
Before handing the Motor Vehicle Inspection Report to the Designated MVIC Driver, the Head or Supervising MVIT will inspect and match the plate number indicated on the Motor Vehicle Inspection Report (MVIR) to the actual plate number of the actual vehicle. The Head or Supervising MVIT will then sign the Motor Vehicle Inspection Report and hand it to the Designated MVIC Driver, who will return the vehicle to its rightful owner along with the Motor Vehicle Inspection Report (MVIR).

XII. MVIR Results

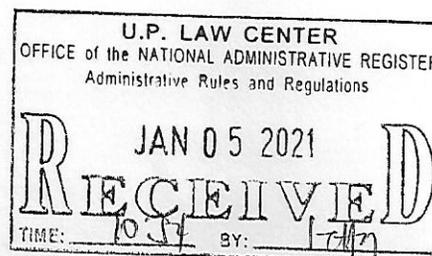
The overall result is either a "PASS" or "FAIL", generated by the Land Transportation Management System (LTMS) using a point system. If the vehicle's overall result is a "PASS", the Client can head directly to the nearest Land Transportation Office to register the vehicle. If the overall result is a "FAIL", the Motor Vehicle Inspection Report (MVIR) will indicate where the vehicle failed the inspection and the Head or Supervising MVIT can explain further to the Client. The Client can have the vehicle reinspected once all issues have been resolved.

XIII. GENERAL REQUIREMENTS

- A. The PMVIC shall be 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 (MVISC)** shall be issued to the vehicle that completely passed the inspection.
- D. The PMVIC IT systems thru the VASP 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 3rd plate sticker equipped with RFID tags;
- F. There shall be no manual encoding of test results. Editing of said result shall be prohibited;
- G. The LTMS and the DOTr servers for PMVIC shall serve as repository of the PMVICs' inspection test results;
- H. 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;
- I. 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.
- J. There shall be sufficient parking area for vehicles;
- K. There shall be an administrative office with clients' waiting lounge with the provision for real-time broadcasting of the inspection process;
- L. The inspection shall be done in a well-ventilated building.
- M. There shall be a data control area at the end of the inspection lane for the releasing of Certificates of Inspection and for the database.
- N. 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.
- O. Any changes or update of PMVIC IT System shall be submitted to LTO for approval and subject for evaluation of LTO.



XIV. INSPECTION FEES

For every motor vehicle inspected a corresponding fee shall be collected, to wit:

Type of Motor Vehicle	Inspection Fee	Re-Inspection Fee
1. Motor Vehicle with GVW =<4500 kg	P 1,500.00	P 750.00
2. MC/TC	P 600.00	P 300.00
3. Jeepney	P300.00	P150.00

Note: All inspection and re-inspection fees shall be subject to Value Added Tax. Re-inspection fee is collected when a motor vehicle fails the first inspection. Re-inspection of the vehicle shall cover the stage where it previously failed.

XV. 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.

XVI. OTHERS

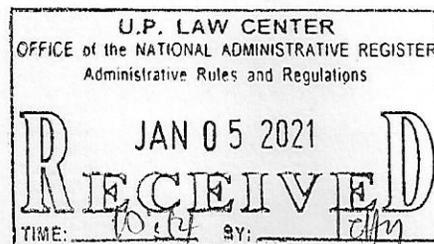
A. CAMERAS

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 capacity shall vary upon the capability of the manufacturer's equipment. The capacity of the equipment shall be subject to validation or inspection by the Project Management Office (PMO).

F. CALIBRATION

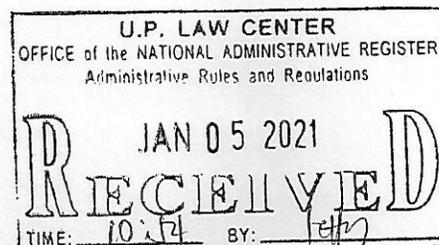
All specifications, brochures, and calibration process of all inspection equipment shall be provided by the PMVIC and submitted to the Authorization Committee. All equipment shall undergo calibration every 6 months to ensure the PMVIC equipment is compliant to the inspection standards set by the LTO. The calibration company shall be accredited by the PMO.

G. SYSTEM RECOVERY

The PMVIC shall provide an operational system recovery plan within 2 weeks from operations to the PMO; indicate how service will be resumed, in case of power and operational failure, and implement the same within one (1) day from such failure.

H. CERTIFICATE OF MVIS COMPLIANCE AND INSPECTION STICKER

A **Certificate of MVIS Compliance (MVISC)** and inspection sticker shall be issued to the vehicle owner/ authorized representative after the motor vehicle successfully completes the inspection process.



I. 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.

J. 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".

K. AUTOMATIC ZEROING

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

L. 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.

M. 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.

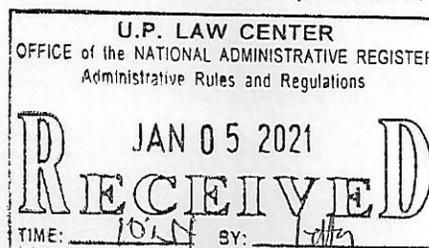
N. INTERNET CONNECTION

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

P. 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. All data collected or received by the PMVIC becomes and remains the exclusive property of the LTO and DOTr. 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 PMO.

3. INTERFACE SECURITY

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

XVII. ANNUAL PERFORMANCE AUDIT

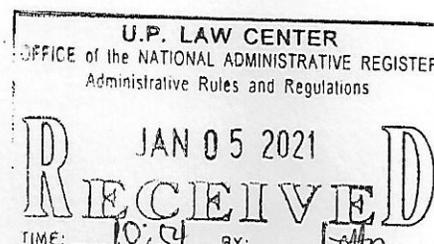
Using a non-discretionary pass or fail criteria the PMO through the Inspection Team shall ascertain, validate and/or verify the proponent's/applicant's compliance with the documentary, legal and technical requirements.

XVIII. ADJUDICATION PROCESS

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

XIX. PENALTY PROVISION

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



FIRST OFFENSE: Php 200,000.00 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 or the PMO.

XX. REPEALING CLAUSE

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

XXI. 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.


GIOVANNI LOPEZ
Chairman, Authorization Committee


EDGAR C. GALVANTE
Assistant Secretary, Land Transportation
Office

