



REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF TRANSPORTATION
 LAND TRANSPORTATION OFFICE
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MEMORANDUM

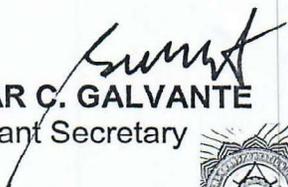
TO : All Regional Directors
 All Assistant Regional Directors
 All Personnel Concerned

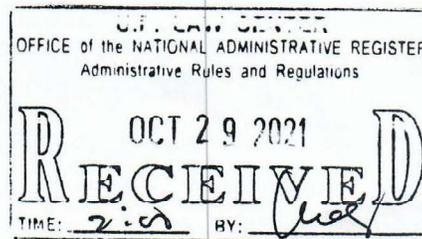
SUBJECT : Conduct of Manual and Visual Inspection of Motor Vehicles in all District and Extension Offices

DATE : 28 October 2021

To guarantee compliance not only to emission standards but, more importantly, to accepted safety standards as well, and to ensure the conduct of a bonafide inspection of all motor vehicles prior to registration, the conduct of manual and visual inspection by all MV Inspectors in the District and Extension Offices shall strictly follow the points/items for inspection and duration as specified in the enclosed MANUAL AND VISUAL INSPECTION CHECKLIST form (Annex "1").

For guidance and strict compliance.


EDGAR C. GALVANTE
 Assistant Secretary

OCT 29 2021
RECEIVED

MANUAL & VISUAL VEHICLE INSPECTION

Above Carriage Inspection Items	Duration	Under Carriage Inspection Items (with the Vehicle Jacked-up or on Ramps)	Duration
1. Body Appearance	10 mins	37. Radiator	20 mins
2. Chassis Number		38. Engine Bracket/Mounting	
3. Engine Number		39. Engine Oil Leakage	
4. Handle Bars		40. Transmission Oil Leakage	
5. Wiper/Washer		41. Steering Ball Joints	
6. Windshield/Window Glass		42. Steering Linkages/Gear Box Mounting	
7. Headlights		43. Steering Idler/Sector Shaft	
8. Signal Lights (Front)		44. Front Shackle Eyes/Pins/Bushes	
9. Signal Lights (Rear)		45. Rear Shackle Eyes/Pins/Bushes	
10. Parking Lights (Front)		46. Rear Linkages	
11. Parking Lights (Rear)		47. Brake Hoses/Pipes/Cylinders	
12. Brake Lights		48. Fuel Hoses/Pipes	
13. Back-up Lights		49. Spring U-Bolts/Nuts	
14. Clearance Lights		50. Spring Clips	
15. Number Plates/Lights		51. Shock Absorbers	
16. Hazzard Lights		52. Drive Shaft Bolts/Nuts	
17. Reflectors		53. Differential Oil Leakage	
18. Interior Lights		54. Propeller Shaft Coupling	
19. Top Light (Taxi)		55. Exhaust Pipes/Silencer	
20. Seatbelts/Anchorage		56. Chassis Frame	
21. Horn		57. Chassis Cross Member	
22. Door Hinges		58. Body Floor Board	
23. Floor Board		59. Power Steering Leakage	
24. Side Mirrow/ Rear View Mirror		60. Parking Brake Wire/Cable	
25. Clutch System		61. Head Stem Bearing	
26. Brake System			
27. Driver's/Passengers' Seats			
28. Steering Wheel			
29. Tires/Wheels			
30. Wheel Bolts/Nuts			
31. Fuel Tank/Cap			
32. Panel Gauges			
Others			
33. EWD			
34. Color			
35. Diesel Fuel System Seal			
36. Speed Limiter			
		Exhaust Emission Test	Duration
		62. CO/HC or Opacity	By PETC
		OPERATION TEST ITEMS	
		1. Side Slip Test	not possible
		2. Brake Test (Front)	5 mins
		3. Brake Test (Rear)	
		4. Brake Test (Parking)	
		5. Speedometer Test	2 min
		6. Suspension Test	3 mins
		7. Headllight Test	not possible
		8. Sound Level Test (Exhaust)	not possible

TOTAL INSPECTION DURATION	40 mins
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For an 8-hour period, the maximum vehicles that can be inspected is 12 vehicles per inspector.

- Notes:
- a. For Clutch System check: Start vehicle and check clutch operation, gear change should be smooth with one pedal press
 - b. For Brake System: Depress brake pedal. Pressure should be maintained with the pedal not touching the floor.
 - c. For Brake Test: Check the function of the brakes by doing an actual road test.
 - d. Speedometer Test: Check the function of the speedometer by doing an actual road test.
 - e. Suspension Test: Do the bounce test. Put your weight on a corner of the vehicle and and release abruptly. The vehicle should return to normal height with just a single stroke. If the vehicle bounces continuously before stopping, the shocks are worn out.