

## Certificate of Roadworthiness Function

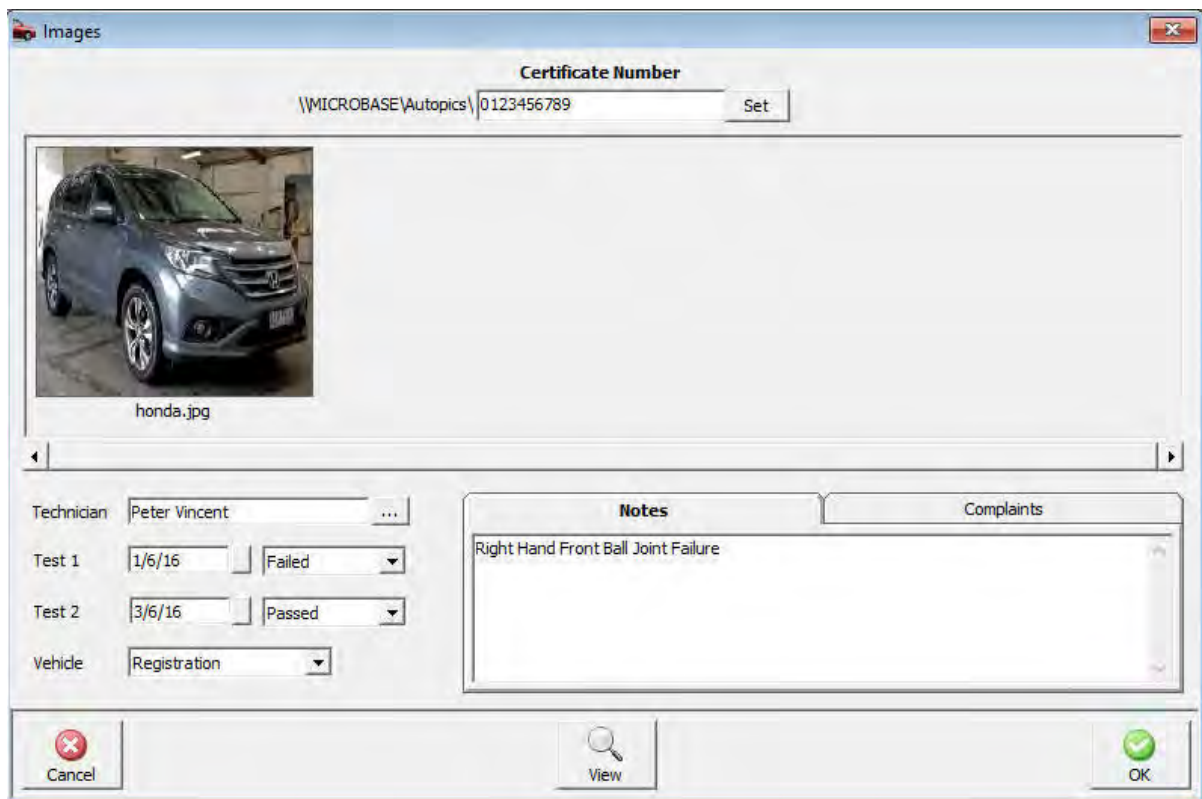
**Certificates of Roadworthiness:** Automation allows the operator to store roadworthiness test information in the picture section of the job card. To the bottom right of the display test dates and results can be recorded and the type of test performed. Select the buttons to the right of the field to access selections. Notes and Complaints can also be added in the text fields displayed on the bottom right of the form.



Access the Roadworthy function by clicking on the Pics button a Red exclamation icon indicates images and/or PDF documents have been attached.

**Roadworthiness Information:** Enter the certificate number into the field then click on the Set button, this will create a folder with the certificate number as a folder name located in the Pics folder in the Automation Server directory. C:\Automation Server\Pics\0123456789 (As in the example below).

Transfer all your pictures into the folder from your camera source where they will be displayed in the Pics screen as part of the roadworthy job.



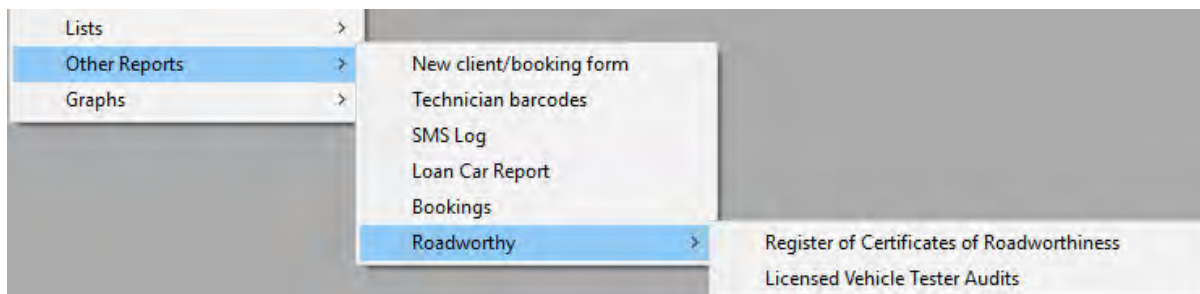
Continue to enter all information as required i.e. Licensed Technician – Test 1 and /or Test 2 – Vehicle Identification – Notes and /or Complaints.

Customer's complaints can be attached to any inspection. In the Pics details screen, click on the 'Complaints' tab. Here you can enter any complaints as required. These complaints will then show up in the compliance report.

# Certificate of Roadworthiness Function

**Roadworthiness Reporting:** There are two reports available monthly compliance Register of Certificate of Roadworthiness and Quarterly Audit report.

These reports can be accessed by going to Reports/Other Reports/Roadworthy/Register of Certificates of Roadworthiness and Licensed Vehicle Tester Audits (Quarterly Audit).



**Certificate of Roadworthiness Report:** The compliance report includes a summary of your inspections for the specified date range. To create a report click on Reports/Other Reports/Roadworthy/Register of Certificates of Roadworthiness.

**AA Automotives**  
**Register of Certificates of Roadworthiness**  
3/06/2016

Description		Number
The number of vehicles tested for roadworthiness		1
The total number of cancelled roadworthy certificates due to 7 day expiry		0
The total number of cancelled roadworthy certificates from writing error		0
The total number of roadworthy related customer complaints		0
The total number of vehicles that failed on the 1st test		1
The total number of vehicles that passed on the 1st test		0
The total number of vehicles that passed on the 2nd test		1
The total number of vehicles that presented for a 2nd test		1
The total number of vehicles withdrawn		0

1st Inspection		2nd Inspection		Certificate #	Mechanic	Vehicle			Client	
Date	Status	Date	Status			Rego/VIN/Eng#	Make	Model	Name	Address
1/6/16	Failed	3/6/16	Passed	0123456789	Peter Vincent	CF88SZ	VOLKSWAGE	GOLF	Mr Peter Vincent	123456789

You can then select your own start and end date for the report. Click OK to have the report generated you can print or export the compliance report using the toolbar icons.

**Licensed Vehicle Tester Audits (Quarterly Audit):** An audit can be performed at any time by clicking on Reports/Other Reports/Roadworthy/Licensed Vehicle Tester Audits.

This will bring up the Audits control window click New where a new checklist will open for you to fill in. Enter your name and then answer the questions by marking each as confirmed. This can be done by clicking the confirmed box. Notes can be included in any of the requirements by clicking anywhere in the notes cells.

# Certificate of Roadworthiness Function

**Licensed Vehicle Tester Audit Checklist**

Company: AA Automotives  
 Conducted by: Peter Vincent  
 Audit date: 3/6/16 Last audit date: 2/6/16

Requirement	Confirmed	Notes
Are all authorised signatory forms displayed?	<input checked="" type="checkbox"/>	
Are copies kept of qualifications and driving licences for all testing staff?	<input checked="" type="checkbox"/>	
Are roadworthy certificates adequately secured when not in use?	<input checked="" type="checkbox"/>	Yes
Are roadworthy certificates cancelled in the correct manner?	<input checked="" type="checkbox"/>	
Are roadworthy certificates completed by all staff?	<input checked="" type="checkbox"/>	Peter Vincent Authorised Only
Are test reports being issued for every vehicle that has items found to be a cause for rejection on first test?	<input checked="" type="checkbox"/>	
Are test reports raised and the appropriate details entered at the commencement of each roadworthy test?	<input checked="" type="checkbox"/>	
Are testing premises clean and in good order?	<input checked="" type="checkbox"/>	
Are there any roadworthy tests with more than seven days between first & second test?	<input checked="" type="checkbox"/>	
Are there records of all the vehicles repaired and tested at the workshop?	<input checked="" type="checkbox"/>	
Are up to date copies of the Vehicle Standards Information Bulletins and Testing Times readily available to all testing staff?	<input checked="" type="checkbox"/>	
Have all authorised signatories completed the Licensed Vehicle Tester Accreditation course administration module?	<input checked="" type="checkbox"/>	
Have all authorised signatories completed the Licensed Vehicle Tester Accreditation course for category of vehicles tested?	<input checked="" type="checkbox"/>	
Have any vehicles not powered but Licensed category been tested?		

Cancel Report OK

Once completed click the 'OK' button to save your report. Note that you do not need to complete the entire checklist straight away. Your data will be saved and reloaded next time you perform the audit.

AA Automotives

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3/06/2016

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