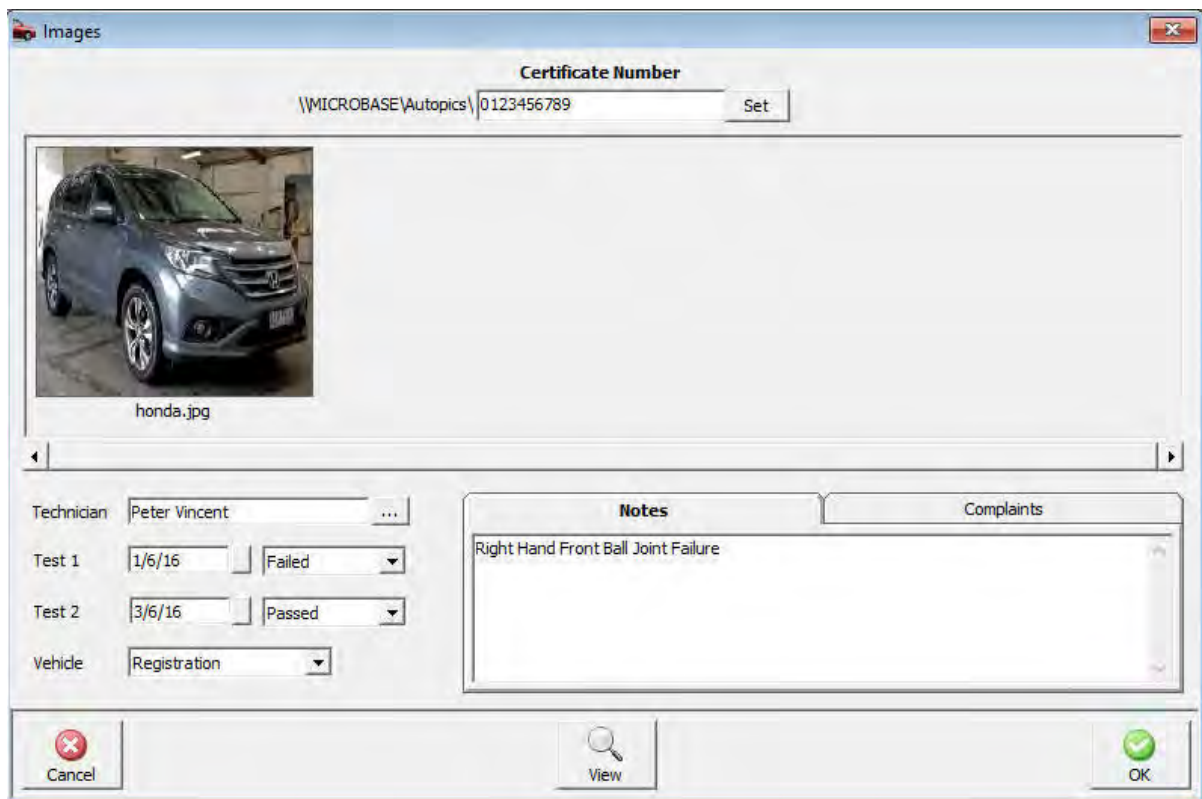# Certificate of Roadworthiness Function

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.
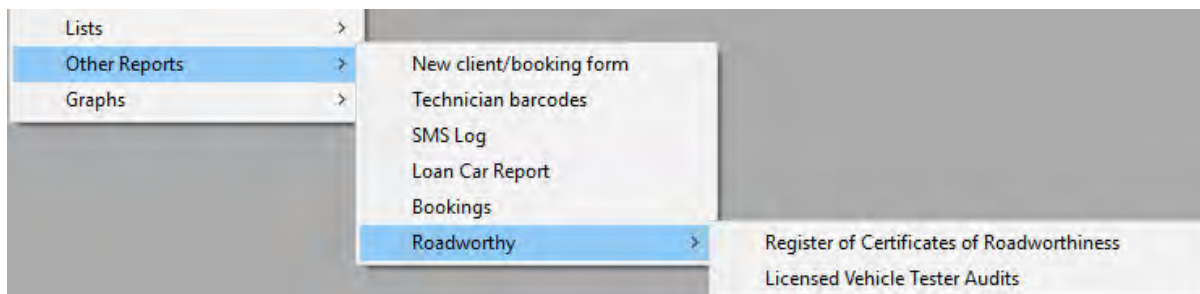

Continue to enter all information as required i.e. Licensed Technician – Test 1 and /or Test 2 – Vehicle Identification – Notes and /or Complaints.

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.

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

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.