

## Instructions

- (1) To be completed every three months and filed in your Licensed Vehicle Tester (LVT) records folder (you do not need to send this to Vehicle Safety Partners and Standards).
- (2) Where it is found that something has not been done or carried out incorrectly you must have a record what was wrong and how you fixed it.
- (3) If you have had any vehicle complaints in the last three months, you must record all the details of the vehicle and the actions taken.
- (4) You must keep copies of all audits for seven years.

## Internal audit report

Company/Tester			Ex
Site address			Site no.
Last paper RWC issued	Date issued	Total number of paper RWCs issued	
Date	Audit conducted by	Audit report issued to	Last audit date

### Report findings

<b>Audit complete</b> Signature Auditor	Date
<b>Copy of report forwarded to manager</b> Signature	
<b>Corrective actions raised</b>	

## Internal audit report details

Requirement	Yes	No	N/A
1 Is the Licensed Vehicle Tester sign displayed externally and record the correct testing categories for the site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Is the current LVT Licence on public display?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Are all the details correct on the current LVT Licence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Is the testing premises clean and in good order?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Is the customer and reception area clean and in good order?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Has there been any changes to proprietorship or directors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Is a copy of the current lease or rates notice available to demonstrate control of premises?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Have there been any changes to Examining Mechanics, Signatories or Company Representatives?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Are all Authorisations to Issue Certificates of Roadworthiness forms available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Do all Examining Mechanics have a current and valid drivers licence applicable to the category of vehicles tested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Is the brake tester serviceable and within the manufactures calibration date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Is the headlamp aimer serviceable and readily accessible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13 Is the headlamp aiming board accessible and floor lines clearly visible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14 Is the window tint meter serviceable and within the manufactures calibration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15 Is the LPG leak detector serviceable and within the manufactures calibration (required for LP category)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16 Are all vehicle hoists/lifting devices operational and maintained as per the manufactures instructions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17 Have any paper Roadworthy Certificates been issued?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18 Is the Roadworthy Certificate book completed and up to date?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19 Is the Roadworthiness Register up to date and all the details accurate for all paper Roadworthy Certificates issued?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20 Are all paper Roadworthy Certificate books adequately secured when not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21 Have all required inspection images been uploaded in the eCertificate system as per the LVT Licence Conditions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22 Do only authorised personnel have access to the eCertificate system and are passwords kept private?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23 Are the users on the Partner Portal correct?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>The following questions are required to be completed if you answered YES to question 17.</b>			
24 Did you seek permission to issue a paper Roadworthy Certificate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 Are all paper Test reports completed correctly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26 Are all paper Test reports issued for every vehicle that have had items found to be a cause for rejection on the first test?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27 Have any paper Roadworthy Certificates been issued with more than 14 days between first & second test?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
28 Are all paper Roadworthy Certificate inspection images appropriately stored and backed up on a suitable storage media?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
29 Are the inspection images easily retrievable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>