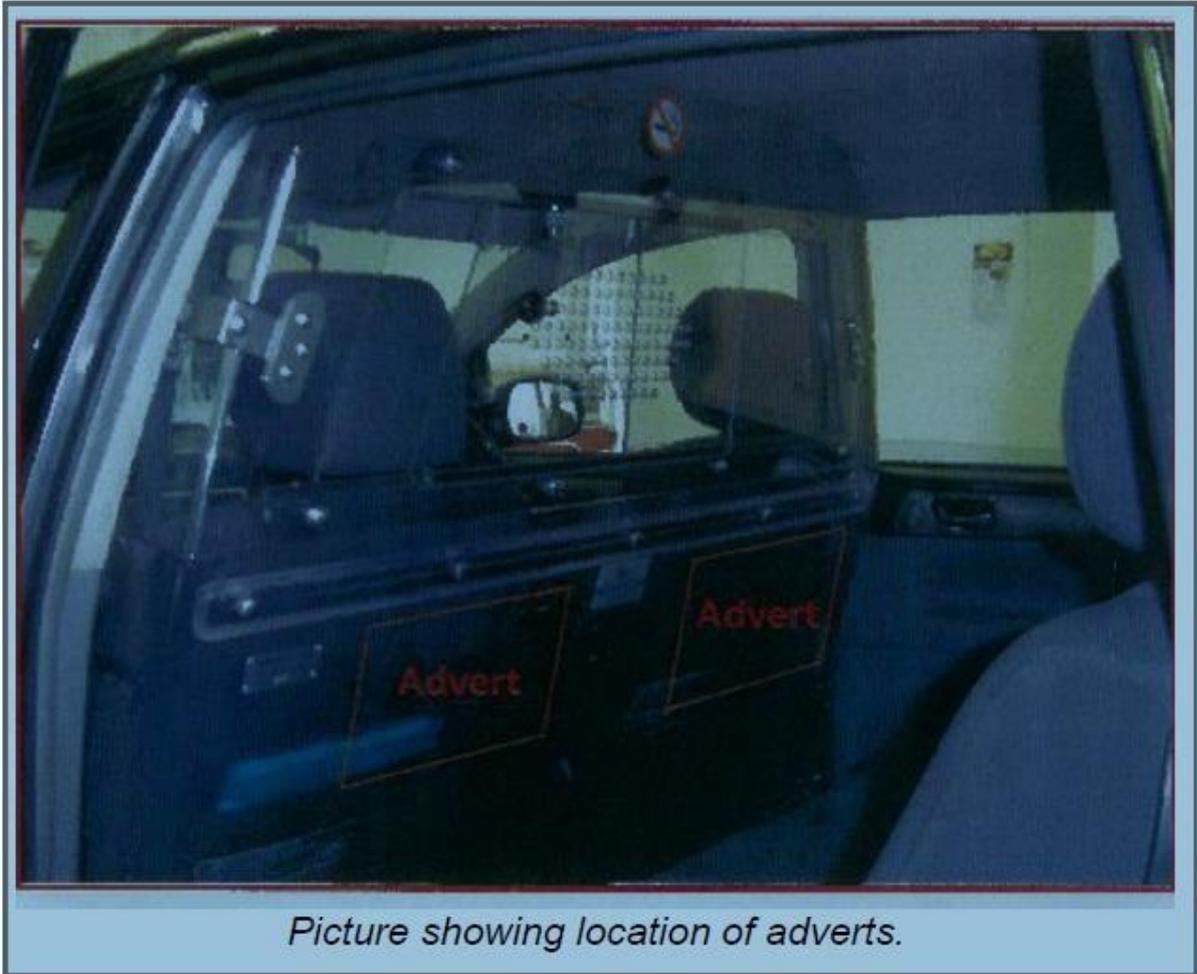


APPENDIX A – PICTURES AND DIAGRAMS – PRIVATE HIRE AND HACKNEY CARRIAGE LICENSING POLICY HANDBOOK APRIL 2022.

Picture 1 - Security Screens in Private Hire Vehicles



*Picture showing location of adverts.*

Picture 2 – Example of an LPGA Safety Certificate

		LP Gas Association APPROVED-INSTALLER SCHEME <b>LPG CONVERSION CERTIFICATE</b>		CERTIFICATE NUMBER A 0000:
Note: If you have any doubt as to whether this certificate is valid, call 01425 462612				
<b>VEHICLE DETAILS</b>		<b>CONVERSION DETAILS</b>		
Registration		Tank Make		
Make		Tank Serial Number		
Model		Tank Type & Water Capacity		
Colour		Regulator Make		
Engine Capacity		Regulator Serial Number		
Mileage at Conversion		Equipment Number		
VIN / Chassis Number				
<b>VEHICLE EMISSIONS</b>		REFERENCE Before Conversion	PETROL After Conversion	LPG After Conversion
CO <sub>2</sub>				
HYDROCARBONS				
The tank, pressure relief valve and system should be checked periodically as advised by the installer				
I certify the above details to be correct and that the LPG system of the above vehicle has been installed, examined and tested in accordance with the LP Gas Association Code of Practice 11 dated June 2001 and any subsequent amendments, and found to be satisfactory.		LPGA Approved Installer Details / Stamp		
Signature of LPGA Approved Installer / Date				
Name of LPGA Approved Installer / LPGA Number				

Picture 3 – Example of LOLER Certificate

## Report of a Statutory Thorough Examination

### LOLER – the Lifting Operations and Lift Equipment Regulations 1998

Client:		Lift Manufacturer:	
Address:		Lift Model:	
Vehicle Type:		Lift Serial No.:	
Vehicle Reg/Trailer No.:		Date of Manufacture: <u>2007</u>	
Mileage:	Voltage: 12v <input checked="" type="checkbox"/>	Safe Working Load (SWL) Kg: <u>300</u>	Job No.:
Date of Thorough Examination: <u>13/5/10</u>		Date of next Thorough Examination: <u>14/11/10</u> (6 months) *	
Date of last Thorough Examination:		<small>* 6 months for tail lifts which can be operated including tail lift operator(s)          * 12 months for tail lifts which NEVER carry personnel under any circumstances</small>	

Aftercare and on site repairs




Codes: **S** Satisfactory    **A** Attention recommended at next service or within 16 weeks whichever sooner    **R** Repair within 6 weeks  
**X** Immediate attention before further use of equipment – **Examiner must issue a VOR/SAFETY NOTICE to customer**

No	Code	Mechanical	Report Type	
01	S	SWL clearly marked	P = Periodic & P2 monthly    N = New installation	
02	S	Operating instructions clearly visible	EX = Examination after occurrence of exceptional circumstance	
03	S	Check operations match marked controls	<b>No Defects which are or could become a danger to person(s)</b>  <b>No Other defects</b>  <b>No Observations</b>	
04	S	Condition and security of lift mounting bolts		
05	S	Check all lift mounting welds for security and checks		
06	S	Check condition and security of lift stops		
07	NA	Condition and security of drop arms and under run		
08	NA	Check hinge blades for condition, welds and corrosion		
09	S	Check platform condition, welds and corrosion		
10	S	Check condition/security of platform closure devices		
11	NA	Check platform assigned cushion		
12	S	Check platform alignment		
13	S	Check hinge pins and mounting bolts for wear/condition		
14	S	Check columns for condition, welds and corrosion		
15	S	Check runners for condition, welds and corrosion		
16	S	Check runner bearings for wear and condition		
17	S	Check condition and security of all pulleys and spindles		
18	NA	Chains/ropes (full length for wear, stretch and damage)		
19	S	Check condition/security of chain/rope anchors and pins		
20	S	Check condition and operation of CFSDs/SDs		
21	S	Check rear/side ramps for condition and welds		
22	S	Check trolley/pallet stops for condition and welds		
23	S	Check safety gates for condition, welds and corrosion		
24	NA	Check ram box sideways condition and security		
25	S	Check all covers for condition and security		
<b>No Code Hydraulic examination</b>				<b>Safety notice issued</b> YES <b>NO</b> <b>Safety notice number</b> Has a weight test been carried out after STE No <input type="checkbox"/> Yes <input type="checkbox"/> if Yes, attach weight test certificate. The Operator and/or Owner of this tail lift is advised to read carefully sections 1-36 and the above report which detail any safety related faults that require attention.
26	S	Check all hydraulic valves for leaks		
27	S	Check all pipework and hoses for security and leaks		
28	S	Check condition and security of rams and pins		
<b>No Code Electrical examination</b>				
29	S	Check condition and security of powerpack mountings		
30	S	Check condition of security of battery connections		
31	S	Check condition of electrical circuitry		
32	S	Check condition of powerpack components		
33	S	Check condition and security of tail lift controls		
34	S	Check condition and operation of all isolation switches		
<b>No Code Installation examination</b>				
35	S	Has the tail lift been correctly installed		
36	S	Identify any potential "trapping" hazards to operator		
37	S	Platform lights/warning flags		

I confirm this tail lift was examined on the above date and that subject to any remedial action noted being completed is safe to operate

Engineer – print	Customer – print
Engineer – signature	Customer – signature

www.l

Picture 4 Tail Lift Service Sheet

### Tail lift service sheet Tail lift weight test certificate

Client: <input type="text"/>		Lift Manufacturer: <input type="text"/>	
Address: <input type="text"/>		Lift Model: <input type="text"/>	
Vehicle Type: <input type="text"/>		Lift Serial No: <input type="text"/>	
Vehicle Reg/Trailer No: <input type="text"/>		Date of Manufacture: 2007	
Mileage: <input type="text"/>		Date of Service/Test: 13/11/10	
Voltage: 24v		Safe Working Load (SWL) Kg: 300	
Job No: <input type="text"/>			

Aftercare and we site reports

Codes:  Serviceable     Attention recommended at next service or as plate     Immediate attention before further use of equipment  
**# code X is used the ascender must issue a VOR/SAFETY NOTICE to the customer**

No Code Electrical		No Code Mechanical	
01	External controls	21	Lubricate and grease (if applicable) joints
02	Internal controls	22	All working moving parts checked condition
03	Bladder load	23	Pinch rollers check for correct condition
04	Foot controls	24	Check rollers for wear, cracks and damage
05	Storage indicators	25	Check arm pins and rollers
06	All safety warning and operation labels	26	Roller condition
07	SWL label	27	Platform and spindles
08	Isolator switch	28	Platform closure devices
09	All plugs and sockets	29	Wheels, bearings and rollers
30	All cables/wiring/fuses/fuse holders	30	All welds and fixtures, cracks and corrosion
11	Thermal cut out	31	Platform securing bolts/wire
12	Solenoids	32	Trolley/galley stops
13	Circuit boards	33	Platform alignment
<b>No Code Hydraulics</b>		34	Columns - condition and security
14	Hydraulic valves	35	Platform assisted for raise/adjustment
15	Pipework, hoses and connections	36	Drop arms and under run bars
16	Leans	37	Chain failure safety devices (LSD)
17	Powerpack	38	Side and rear ramps
18	Hydraulic pump	39	Safety gates
19	Check hydraulic fluid	40	Platform - condition, welds, general
20	Hand pump	41	Platform lights/warning flags
<b>No Code Tests</b>		<b>No Code Weight test</b>	
42	Operating time (unladen) UP    sec	45	Safety devices and operating controls
43	Operating time (unladen) DOWN    sec	46	Safe working load applied    kg
44	Working pressure    PSI	47	25% SWL overload applied, check mountings
<b>No Code Other items not tested</b>		48	Pressure relief setting    psi
		49	Downward creep in 10 mins    mm
		50	Vehicle floor height (platform unladen)    mm
		51	Vehicle floor height (platform laden)    mm
		52	Operating time with SWL UP    sec
		53	Operating time with SWL DOWN    sec
		54	Lowering speed 70-100mm per second (ID of test weights)

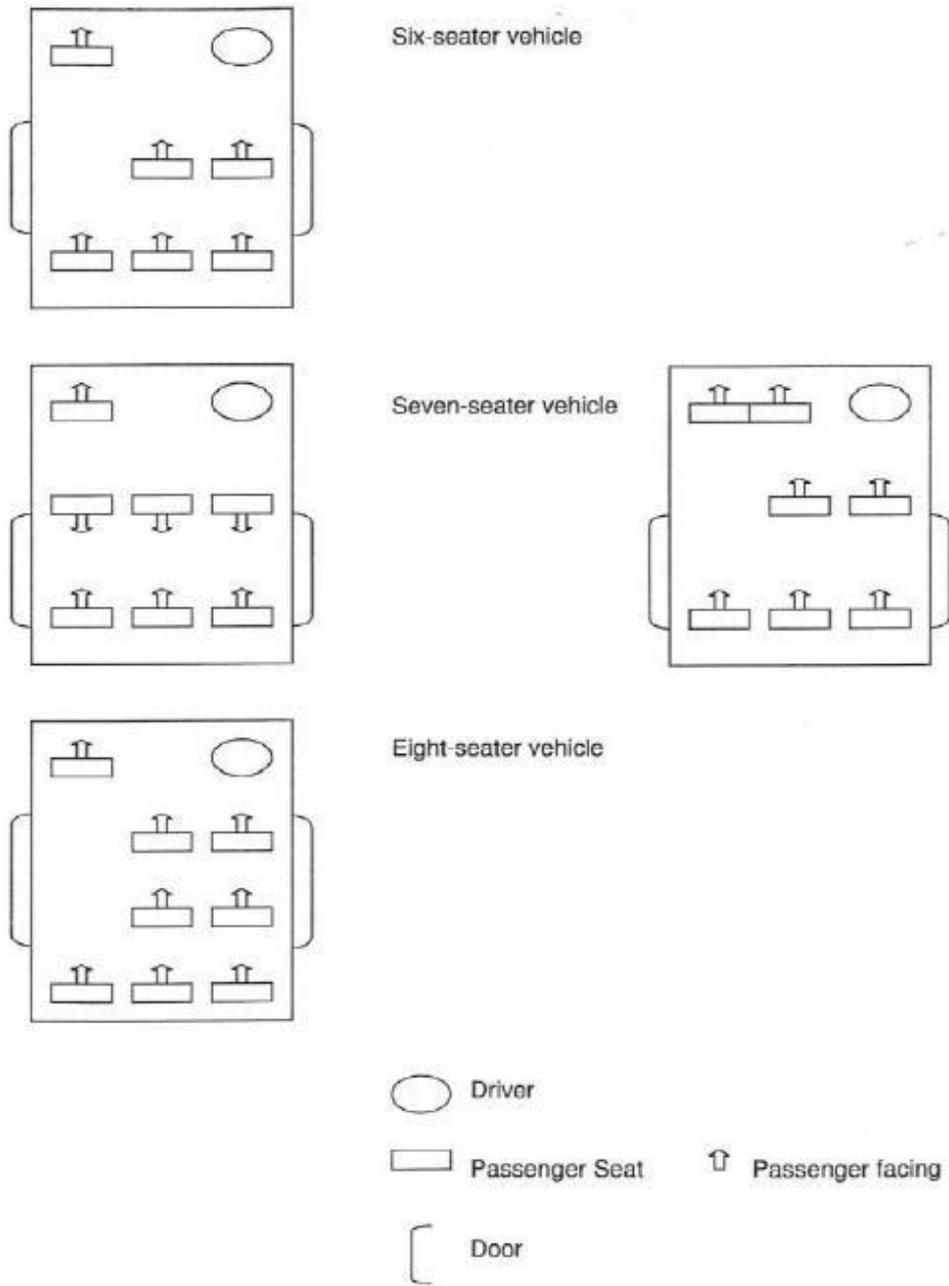
Safety notice issued    YES    NO	
Safety notice number <input type="text"/>	

No	Defects/Classification work	Damage	Wear

Engineer - print: <input type="text"/>	Customer - print: <input type="text"/>
Engineer - signature: <input type="text"/>	Customer - signature: <input type="text"/>



Picture 6 Seating Configurations in Multi-Passenger Vehicles



Picture 7 Photographic Guide for Additional Hackney Carriage Criteria

**TAXI ROOF SIGNAGE**

**ACCEPTABLE** ✓



Integrated taxi bubble light.

**UNACCEPTABLE** ✗



Detachable Magnetic Roof Sign

**TAXI METER**

**ACCEPTABLE** ✓



The vehicle must be fitted with a taxi meter set to the current Sandwell rates and linked to the taxi bubble light.

**GRAB HANDLES**

**ACCEPTABLE** ✓



The vehicle must be fitted with yellow high visibility grab handles.

## **BULKHEAD**

**ACCEPTABLE**



Fully sealed bulkhead.

**UNACCEPTABLE**



Bulkhead not sealed or in line with 'B' Pillars.

## **WHEELCHAIR ACCESS**

**ACCEPTABLE**



The vehicle must have side loading wheelchair access. The ramps can be detachable and stored behind the rear seats.

**ACCEPTABLE**



Wheelchair access may also be via a side loading integrated ramp.

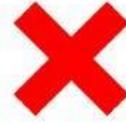
## REAR FACING MIDDLE ROW OF SEATS

ACCEPTABLE



The middle row of seats must be rear facing and fold completely upright against the bulkhead to allow wheel chair access.

UNACCEPTABLE



The middle row of seats does not fold completely upright against the bulkhead.

## WHEEL CHAIR RESTRAINTS

ACCEPTABLE



The vehicle must be fitted with appropriate wheel chair restraints.

Picture 8 - Photographic Guide for All Vehicles cosmetic defects

## PHOTOGRAPHIC GUIDE FOR COSMETIC DEFECTS - ALL VEHICLES

### SEATS (INCLUDING DRIVERS SEAT)

UNACCEPTABLE



Seats must be free of tears and holes.

UNACCEPTABLE



Seats must not be stained or soiled.  
The use of car seat covers is acceptable  
but they must be removed prior to the  
vehicle inspection.

### PLASTIC TRIM AND COVERS

UNACCEPTABLE



Missing plastic covers.

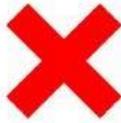
UNACCEPTABLE



Missing door trim.

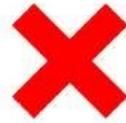
**HANDLES AND LEVERS**

**UNACCEPTABLE**



Broken or missing door handles, roof grab handles or window winders/controls.

**UNACCEPTABLE**



Broken seat levers.

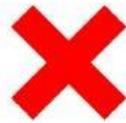
**SEAT BELTS & CLASPS**

**UNACCEPTABLE**



Seat Belt clasps with broken parts or held together with tape.

**UNACCEPTABLE**



Heavily frayed or torn seat belt.

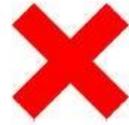
## MATS & FLOOR COVERINGS

UNACCEPTABLE



Holes in floor mats are not acceptable as they may present a trip hazard.

UNACCEPTABLE



Floor coverings that are ill fitting, torn or present a trip hazard.

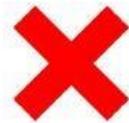
## BOOT/LUGGAGE AREA

UNACCEPTABLE



The boot/luggage area must be free of objects at all times. If you have a LPG tank fitted in the wheel well it is acceptable to carry a tyre inflation kit instead of a spare wheel.

UNACCEPTABLE

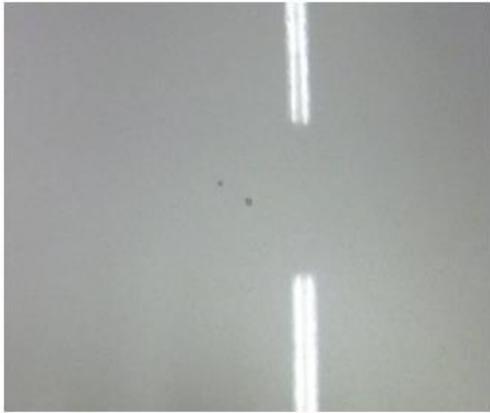


The boot lining must be kept clean at all times. Oil stains, wet patches, mould etc. are not acceptable.

Picture examples 9 – Paintwork/Bodywork

**PAINTWORK/BODYWORK**

**ACCEPTABLE**



A small number of stone chips that have not penetrated the base coat of paint.

**UNACCEPTABLE**



Flaking paintwork.

**ACCEPTABLE**



Small scratches that have not penetrated the base coat of paint.

**UNACCEPTABLE**



Long, deep, or wide scratches.

**UNACCEPTABLE**



Re-sprayed paintwork that does not match the colour of the rest of the vehicle.

**UNACCEPTABLE**



Matt paint finish is unacceptable. All damaged paintwork/bodywork must be professionally repaired and restored to the manufacturers high gloss finish.

**UNACCEPTABLE**



Missing or non-matching door trim.

**UNACCEPTABLE**



Broken mirror glass or housing.

**UNACCEPTABLE**



Cracked glass, lenses, lights etc. which have sharp edges or allows the ingress of water. It is not acceptable to place tape over cracks.

**UNACCEPTABLE**



Badly chipped or cracked windscreen or windows.

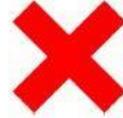
**RUST/CORROSION**

**UNACCEPTABLE**



Rust or corrosion is unacceptable.

**UNACCEPTABLE**



Rust or corrosion is unacceptable.

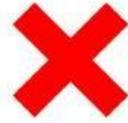
## DENTS

ACCEPTABLE



Small dents that have not broken the paintwork and are less than 100mm long or 10mm deep are acceptable.

UNACCEPTABLE



Dents that have broken the paint surface or are more than 100mm long or 10mm deep.

Picture examples 10 – Tyres/Alloy Wheels

## TYRES

ACCEPTABLE



All tyres must have at least 2mm of tread across the central  $\frac{3}{4}$  of the tyre. You will be advised to replace the tyre if the tread is between 2mm and 3mm.

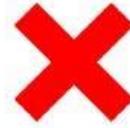
## ALLOY WHEELS & WHEEL TRIMS

**ACCEPTABLE**



Scuffed alloy wheels or wheel trims are acceptable. All alloy wheels or wheel trims must match.

**UNACCEPTABLE**



Broken alloy wheels or wheel trims, missing wheel trims or centre hubs are unacceptable. All alloy wheels or wheel trims must match.