



AMBULANCE INSPECTION GUIDELINES



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TABLE OF CONTENT

NO	ITEM	PAGE NUMBER
1	INTRODUCTION	3
2	DOCUMENTATION	4
3	INSPECTION FEES	5
4	INSPECTION PROCEDURE	5
5	WEIGHING OF VEHICLE	5
6	IDENTIFICATION CHECK	5
7	ABOVE-CARRIAGE INSPECTION	6 - 11
8	UNDER-CARRIAGE INSPECTION	11 - 12
9	TINTED GLASS INSPECTION	12
10	INSPECTION STANDARD	12
	i. Smoke Emission Test (Diesel engine)	12
	ii. Gas Analyser (Petrol engine)	12
	iii. Headlight Test	12
	iv. Side Slip Test	12
	v. Brake Test	13
11	WHISTLEBLOWER POLICY	14
12	TERMS & CONDITION	14
13	REFERENCE	15

INTRODUCTION

PUSPAKOM is Malaysia's vehicle inspection specialist. Our inspections protect motorists, passengers, road users and increase road safety.

Established in 1994, **PUSPAKOM** is a wholly-owned subsidiary of DRB-HICOM Bhd, a conglomerate that is listed on the Bursa Malaysia. We are the only vehicle inspection company appointed by the Malaysian government to undertake all mandatory inspections for commercial and public vehicles, as well as private vehicles for hire-purchase financing, ownership transfer and insurance purposes.

PUSPAKOM has achieved sustained growth and diversification. We have developed an extensive nationwide network that ensures our inspection centre is never too far from you.

Today, **PUSPAKOM** has 56 inspection centres servicing additional more than 25 inspection sites around the country, performing more than 3 million inspections annually. **PUSPAKOM** was awarded a 15-year concession by the government in 2009, and we are set on a path of continued expansion and improvements that will meet the needs of the country's rapidly increasing motoring population. We pride ourselves in inspecting vehicles to international standards and in giving support to Malaysia's transportation industry.

DOCUMENTATION

Required Documents	
Vehicle's Registration Card (Original / Certified Copy by RTD / Commissioner of Oath) / Vehicle Ownership Certificate-VOC (Original) / Vehicle Information from RTD (for registered vehicle)	
Initial Inspection	<ul style="list-style-type: none"> ❖ Sales Letter from Authorised Dealer (Original) ❖ Certificate of Manufacture (Original) ❖ Vehicle Types Approval (VTA) ❖ Vehicle Technical Plan (Original) / Latest PG11A ❖ Weight Certificate ❖ Business Registration Form - SSM (Copy) ❖ Letter of Approval
Routine Inspection	<ul style="list-style-type: none"> ❖ Latest VR1 Report / Inspection Certificate (Disc) ❖ RTD Summon / Compound Receipt RTD / Approval Letter for Inspection Postponement Date (if the vehicle fails to attend inspection on the appointment date)
Re-inspection	<ul style="list-style-type: none"> ❖ Latest Inspection Report (VR1 / A16) ❖ PG1 (Failed brake test 3 times consecutively) ❖ Letter of Approval
Special Inspection	<ul style="list-style-type: none"> ❖ Document related to inspection purpose ❖ Letter of Approval
Directive Authority	<ul style="list-style-type: none"> ❖ Document related to inspection purpose

INSPECTION FEES

Inspection Fees			
Initial	RM 70.00	GST 6%	RM 74.20
Routine	RM 55.00		RM 58.30
Re-Inspection	RM 25.00		RM 26.50
Special	RM 50.00		RM 53.00
Directive Authority	RM 35.00		RM 37.10

INSPECTION PROCEDURES

WEIGHING OF VEHICLE

No	Exceed Unladen Weight (BTM)	Action / Approval
1	Exceed $\leq 5\%$	Branch Manager
2	Exceed between $> 5\% - \leq 10\%$	Refer Headquarter: Regulatory Approval & Plan Section
3	Exceed $> 10\%$	RTD

IDENTIFICATION CHECK

Chassis Number	Must be clear, distinct, untampered and is the same number as printed on Vehicle's Registration Card / Vehicle Ownership Certificate
Engine Number	

ABOVE-CARRIAGE INSPECTION

Registration Number

- The letters and figures are white, background in black
- Letter and figure sizes, refer Figure 1 and Figure 1a
 - i. Height : 70mm
 - ii. Width : 40mm
 - iii. Thickness : 10mm
 - iv. Space between letter and figure : 30mm
 - v. Space between letters / figures : 10mm
- Displayed clearly, neatly, not broken and blocked

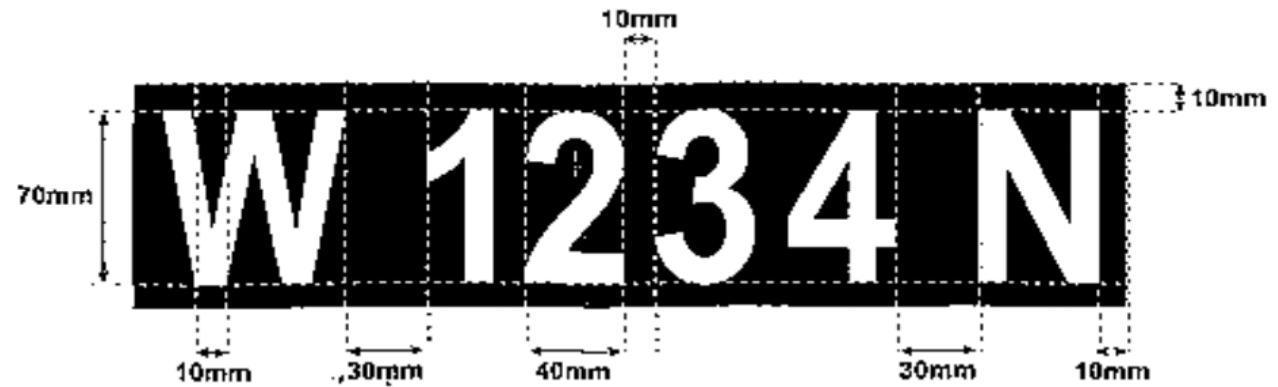


Figure 1

	<p style="text-align: center;">Figure 1a</p>
Bumper	<ul style="list-style-type: none"> • Fixed neatly, not loose, not broken, not rusted and not torn
Door / Window	<ul style="list-style-type: none"> • Hinges/ Panel, Locking Mechanisms, Exit / Entrance Door – Not loose, well function, not broken and can be opened and closed automatically
Tyres / Rim	<ul style="list-style-type: none"> • Tyres thickness not less than 1.6mm from at least 70% of the tyres surface • All tyres must meet predetermined standards and markings: <ol style="list-style-type: none"> i. MS for Malaysia Standard ii. E for UNECE iii. DOT for Standard FMVSS • Tyres size, load capacity, speed rating according to appropriate and allowed specifications

AMBULANCE INSPECTION GUIDELINES

	<ul style="list-style-type: none"> • Tyres does not has: <ol style="list-style-type: none"> i. Bubbles with diameter more than 1 inch (25mm) ii. Bulge with diameter more than 1 inch (25mm) iii. Torn or split over 1 inch (25mm) iv. Tyres layer exposed until thread is seen • Tyres are positioned properly on the wheels and do not touched any part of the vehicle • Rim is not bent, not rusted and all nud / studs are fastened, tightened and not broken
Glass	<ul style="list-style-type: none"> • No cracks exceeding 150mm (6 inches), not loose, not broken and need to be clear • Degree of Light Transmission according to standard (Refer Tinted Glass Inspection standard page number 12) • Any modification must obtain approval from RTD
Lamp	<ul style="list-style-type: none"> • Functional and neatly installed and not loose • Clear, not broken and not cracked • White color (Front Lamp / Registration Number Lamp) • Red color (Rear Lamp / Brake Lamp / Third Brake Lamp) • No blinking except for signal lamp • Blinking with the color amber (signal lamp only) • Third Brake Lamp - for body type: van only, installed at middle rear • Strobe Light / Beacon Light / Light Bar - red color only
Body Work	<ul style="list-style-type: none"> • Body work, door, bonnet, roof and bumper are in good condition, body not sagging • No modification from original specification
Body Sagging	<ul style="list-style-type: none"> • Height difference between left and right body < 40mm
Fuel Tank	<ul style="list-style-type: none"> • Cover / Bracket – Fitted neatly and not modified
Body Lettering	<ul style="list-style-type: none"> • The name and address of the licensee, laden and unladen weight (BDM and BTM) are written in contra-color with the background color to the vehicle on the left and right sides of the vehicle • Height of letters and numbers <ol style="list-style-type: none"> i. Name and address : ≥ 25mm ii. BDM and BTM : 60mm
Aircond	<ul style="list-style-type: none"> • Functional with temperature 75°F (24°C) or less
Driver and Passenger Seat	<ul style="list-style-type: none"> • Good condition, clean and tidy, not torn or broken

	<ul style="list-style-type: none"> • Can be adjusted toward front and back
Dashboard	<ul style="list-style-type: none"> • Clean, neat and not broken
Wiper	<ul style="list-style-type: none"> • Functional and is in good condition
Speedometer / Odometer	<ul style="list-style-type: none"> • Neat, clean, speed limit is clear and functional
Side /rear view Mirror	<ul style="list-style-type: none"> • Fitted correctly • Not loose or not broken • Mirror angle can be adjusted properly
Warning Instrument - Horn	<ul style="list-style-type: none"> • Well function
Safety Seat Belt	<ul style="list-style-type: none"> • Well function and good condition
Accelerator / Brake / Clutch Pedal	<ul style="list-style-type: none"> • Pedal pad in good condition, not torn and not broken • Free-play clutch pedal maximum 25mm and clutch pedal bush not worn
Steering Wheel / Handle	<ul style="list-style-type: none"> • Column shaft bush not wear, wheel bush not wear, not broken, free-play not exceeding more than 1/8 from diameter
Brake Oil	<ul style="list-style-type: none"> • Does not leak and oil reservoirs can be closed properly
Gear Lever	<ul style="list-style-type: none"> • Knob / Dust Cover <ol style="list-style-type: none"> i. Functional, good condition and not loose ii. Dust cover not torn
Safety Triangle	<ul style="list-style-type: none"> • Good condition, an equilateral triangle and can be stood firmly in a vertical position • Dimension of an equilateral triangle is 16'x2' (405x51mm) • Place it at a distance of not less than 46m from the rear of the vehicle
Floor Board	<ul style="list-style-type: none"> • Not rotten, no modification, not broken, no holes, not loose, fitted and arranged properly
Reflector	<ul style="list-style-type: none"> • BDM 3500 kg and above • Reflector size for <i>Jenis 1 (J1)</i> complied MS 828:2011 Standard, refer Figure 2 • Must have SIRIM logo MS 828:2011, refer Figure 3 • Fitted at rear left and right, refer Figure 4 • Can be fitted by rivet or screw if there is no space on the body of the vehicle

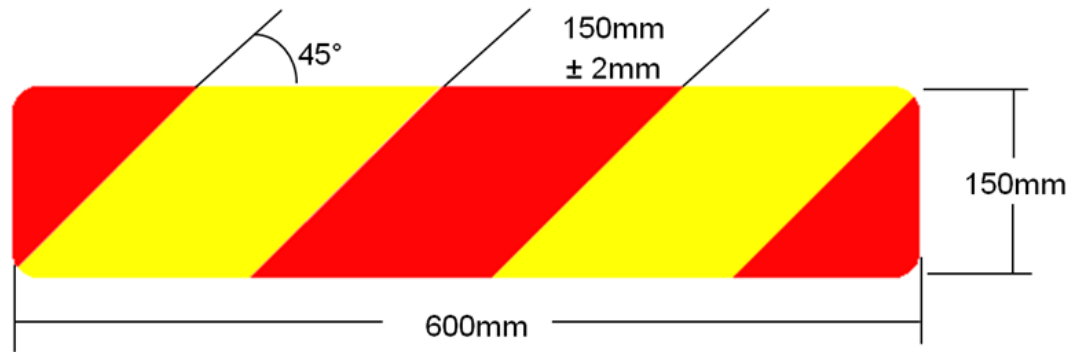


Figure 2



Figure 3



SIRIM
Certified to MS 828 : 2011
Certification No. PCXXXXXX*



Figure 4

Speed Limit Sign	<ul style="list-style-type: none"> Exempted
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UNDER-CARRIAGE INSPECTION

Axle Shaft Front and Rear	<ul style="list-style-type: none"> Axle Shaft / Cover Bolts and Nut <ol style="list-style-type: none"> Good condition Not rusted, not bend, not broken, not loose and bush not wear No modification without RTD approval
Brake	<ul style="list-style-type: none"> Hose / Pipe in good condition, not cracked, not dented and not leaking Cylinder – Fitting is not broken and loose No modification without RTD approval
Steering	<ul style="list-style-type: none"> Wheel / Handle, Idle Arm / Sector Shaft, Linkages / Box / Mounting, Power Steering, Column Brackets / Bush <ol style="list-style-type: none"> Not broken, not loose, not wear, not cracked, no modification, proper installation and in good condition No welding and modification
Engine	<ul style="list-style-type: none"> Mounting – Not modified, not broken and loosen
	<ul style="list-style-type: none"> No oil leakage
	<ul style="list-style-type: none"> Propeller Shaft – Not modified and not bent
Chassis	<ul style="list-style-type: none"> Chassis frame and cross member <ol style="list-style-type: none"> Good condition, not rusted, not rotten, not bend and not modified Not broken or crack of more than 1/3 from chassis frame cross section
Suspension Mechanism	<ul style="list-style-type: none"> Hanger dan Shackle Pins / Eyes / Bush - Good condition, not cracked or broken, not modified and bush is not wear
	<ul style="list-style-type: none"> Shock Absorber - Fitted properly, not leakage, not bend, not loose and not modified
	<ul style="list-style-type: none"> Leaf Spring / Coil Spring / Air Bellow / Spring Clip - Good condition, proper arrangement, not cracked, not broken and not modified
	<ul style="list-style-type: none"> Center Bolt – Good condition and not broken

Wheelhouse	<ul style="list-style-type: none"> No modification Any changed or repaired must obtain RTD approval
Exhaust Pipe and Silencer	<ul style="list-style-type: none"> Well fixed, not loose, not cracked and no modification without RTD approval Installation at specified position

TINTED GLASS INSPECTION

Windscreen	70%
Front window glass	50%
Rear glass and rear window glass	Exemption from rules
1/5 or 20% at the uppermost part of windscreen exempted from the rules	

INSPECTION STANDARD

No	Inspection Item	Unit	Passing Limit
i.	Smoke Emission Test (Diesel engine)	%	≤ 50
ii.	Gas Analyser (Petrol engine)	Manufactured before 1/1/1997: Carbon Monoxide (CO)	≤ 4.50
		Manufactured on or after 1/1/1997: Carbon Monoxide (CO)	≤ 3.50
	Manufactured before 1/1/1997: Hydrocarbon (HC)	ppm (part per mill.)	≤ 800
		Manufactured on or after 1/1/1997: Hydrocarbon (HC)	≤ 600
iii.	Headlight Test	cm/10m	-35 to -5
iv.	Side Slip Test	m/km	-5 ≥ x ≥ +5

v.	Brake Test	Vehicle Category (UNECE)	Overall Brake Efficiency (%)		Brake Imbalance (%)	
			Manufactured on or after ≥ 2010	Manufactured before < 2010	Manufactured on or after ≥ 2010	Manufactured before < 2010
		Laden Weight (BDM) ≤ 3500 kg	≥ 50	≥ 45	≤ 30	≤ 30
Note: Passing limit for parking brake ≥15%. Applicable for vehicle BDM < 6000kg						

WHISTLEBLOWER POLICY

- If you suspect, or are you aware of any misconduct happening at PUSPAKOM, kindly inform us via email, call or letter to below personnel:
 - i. Emel at whistleblower@puspakom.com.my; or
 - ii. Call **03-2052 8989**; or
 - iii. Write up your information / complaint and post to:
**Ketua Pegawai Eksekutif
PUSPAKOM Sdn Bhd
Level 3, Wisma DRB-Hicom
No. 2, Jalan Usahawan U1/8
Section U1, 40150 Shah Alam
Selangor Darul Ehsan
(Private & Confidential)**

TERMS & CONDITIONS

- This guidebook is for general reference only
- This guidebook is subject to amendments and directives issued by the authorities from time to time.
- While every effort has been made to ensure the accuracy of the content of this guidebook. Any questions may refer to the Communications & Customer Service Department, PUSPAKOM Sdn Bhd
- Date of Issue: 1 February 2018
- Updated: 2 November 2018

REFERENCE

1.0	Road Transport Act 1987 (Act 333)
2.0	Road Transport Rules
3.0	Environmental Quality Act 1974 (Act 127)
4.0	Authorities Directives (RTD, JAS, SPAD, LPKP)
5.0	Operational Directives PUSPAKOM
6.0	Standard Operating Procedures PUSPAKOM