



SUBSTANTIVE POLICY STATEMENT

This Substantive Policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under Arizona Revised Statutes section 41-1033 for a review of the statement.

STATE STATION VEHICLE INSPECTION REPORT AUDIT PROCEDURE

Contacts for information: Contract Compliance Unit

Issue Date: August 27, 2014

Next Review: August 27, 2015

PURPOSE

The purpose of the audit is to verify the accuracy of the information recorded on vehicle inspection reports (VIR), as well as to detect and discourage fraud.

AUTHORITY

Title 18, Chapter 2: R18-2-1025, which states; State station records shall be reviewed at least monthly to assess station performance and identify any problems, potential fraud, or incompetence.

AUDIT FORMS

State Inspectors shall record the results of the audit on the Vehicle Inspection Report Audit Report form. The State Inspector shall review the audit results with management and obtain a signature. Station management will be asked and provided an opportunity to make a copy of the audit form. The form is stored in the Vehicle Emissions shared drive at the following file address: J:\AQD\VEI\G.D.A.T\Contract Compliance\FORMS\SSA\VIR Audit Report.doc.

AUDIT REPORTING

Each week the audits results shall be compiled by the Contract Compliance Supervisor and reported in the weekly report under the "State Station Audits and Activities" heading under the name "Vehicle Inspection Report Audit.

AUDIT FREQUENCY

The audits can and should be performed at any time the State Inspectors travel takes them in the neighborhood of a state station. State Inspectors are responsible for performing the audit at all stations at least once a month and each time they visit a station before performing any other audit or activity. Note: A follow up audit shall be performed for each deficiency recorded.

AUDIT PROCEDURE

Audit Initiation - Normally the first step in an audit would be to introduce your self to station management and advise them of the audit. However, for the VIR accuracy audit, State Inspectors are directed to proceed without delay to the testing lanes and obtain the first VIR to be printed after your arrival.

REVIEW OF VEHICLE AND VIR

Explain to the customer you are auditing station personnel to determine the quality of the inspection performed. It may be necessary to ask the customer to move the vehicle from the lane exit to prevent the audit from interfering with station traffic. Most customers will be glad to see state personnel auditing station personnel. However, in the event the customer does not want to participate in the audit, record the vehicle identification number (VIN) on the audit report, compare to the VIR for accuracy, note "customer refused to participate" on the audit report, circle the appropriate audit result, and proceed to next lane.

VEHICLE REJECTIONS

If the vehicle has not been rejected proceed to next step. If the vehicle has been rejected, record the reason for the rejection on the audit form. If possible visually confirm the reason for rejection. If the reason for rejection is confirmed or you are not able to visually confirm the reason, circle the "Pass" block of the audit report, and proceed to next lane. If the reason for rejection is different than noted or invalid, note a written description of the discrepancy on the audit report, circle "Fail" block of the audit report, and proceed to next lane.

If the VIR or the rejection notice does not match the vehicle, the compliance officer shall provide a detailed written description of the vehicle on the audit report, and confiscate the VIR (or copy) and notify the inspection and compliance unit manager immediately. (State Inspectors shall always be aware of potential fraud)

VEHICLE INSPECTION

Using Arizona Administrative Code R18-2-1006 et.seq., determine the type of test required for the vehicle and record the test type on the VIR audit report using the following abbreviations: "J1667" (snap-acceleration diesel test); "LD" (steady state loaded diesel test); "Idle" (idle only exhaust emissions); SSL (steady state loaded and idle exhaust emissions); IM147 (transient loaded exhaust emissions); OBD (on-board diagnostics).

The State Inspectors shall complete the VIR audit form and record information obtained from the vehicle: License plate, VIN, year and make for non-diesel vehicles and light-duty (GVWR ≤ 8500 lbs.)

diesel vehicles, engine year from engine label for heavy-duty (GVWR >8500 lbs.) diesel vehicles, manufacturer, odometer reading in thousands of miles, fuel type (“G” (gas), “D” (diesel), “P” (Propane), “C” (compressed or liquefied natural gas)), number of cylinders. Additionally, if the vehicle is bi-fuel use the following notations for fuel: “G/P” (gas/propane) or “G/C” (gas/ compressed or liquefied natural gas).

Using the engine technology, number of cylinders (if applicable), gross vehicle weight rating (GVWR), and the following table, determine the vehicle’s standards class and record it on the VIR audit report.

The State Inspector will record on the audit report that the vehicle was emissions inspected using the correct standards either diesel or gas light duty or heavy duty or J1667.

Non-Diesel Vehicles;

- 1 - All Two-Stroke Vehicles
- 2 - Four-Stroke Motorcycles
- 3 – (LDV) Gross Vehicle Weight Rating (GVWR) 6000 lbs. Or Less; Four Cylinders or Less
- 4 – (LDT1) GVWR 6000 lbs. Or Less; More Than Four Cylinders
- 5 – (LDT2) GVWR More Than 6000 lbs. and Less Than 8501 lbs.
- 6 – (HDV) GVWR More Than 8500 lbs.
- 7 - Reconstructed Vehicle; Four Cylinders Or Less
- 8 - Reconstructed Vehicle; More Than Four Cylinders

Diesel Vehicles;

- 1 - GVWR Equal To Or Less Than 4000 lbs.
- 2 - GVWR More Than 4000 lbs. and Less Than 10500 lbs
- 3 - GVWR More Than 10500 lbs. and Less Than 26000 lbs.
- 4 - GVWR More Than 26000 lbs.

Vehicles Requiring a Tampering Inspection - Review the vehicle emissions information control label, or if the label is missing, a vehicle emissions control application guide, and perform the applicable tampering inspection. Record on the audit report a “N/A” (not applicable), “P” (pass), “F” (fail) as appropriate for the vehicle being inspected. This section applies to both diesel and non-diesel vehicles. Perform a visual inspection of the fuel cap and mark the VIR audit report “P” (pass), “F” (fail) as appropriate.

Applicable to the Evaporative Emissions System Pressure Test – Determine the accessibility of the evaporative emissions system for pressure testing and mark the VIR audit report using “A” (accessible) and “N/A” (not accessible) as appropriate.

Applicable to On-Board Diagnostics (OBD) Test – Perform the Key on engine off (KOEO); Key on engine running (KOER); tampering inspection of the diagnostic link connector (DLC). Record the results on the audit report as appropriate. If the DLC is not locatable, mark the DLC portion of the audit report “NL” (not locatable).

Applicable to Vehicles Requiring the SAE J1667 Test – From the engine label determine the engine manufacturer and year of manufacture; Record the information on the audit report. Measure the

diameter of the tailpipe and record the information on the audit report.

Pass/Fail Determination - Using the following guidelines, compare the results of your physical inspection of the vehicle to the VIR and note all discrepancies in the space provided on the VIR audit report:

Test Type – Matches your determination and received a bi-fuel test if applicable.

License Plate - Matches the vehicle's license plate, or "PP" entered for temporary "paper plate," or "NP" enter for "no plate," or "OS" enter for an "out-of state" plate. **The license plate and odometer readings are not included in Pass/Fail criteria. However, note the discrepancies if they are incorrect.**

VIN - Matches the vehicle.

Year/Make - Matches the vehicle.

Odometer Reading - Matches the vehicle \pm 1000 miles

Fuel Type – Matches your determination

Number of Cylinders - Correctly recorded.

Vehicle Class - Correctly determined and recorded.

Evaporative Accessibility - The accessibility of the evaporative emissions system matches your determination.

OBD test - CAP, KOEO, KOER

Tampering Inspection - The tampering inspection results (AIS, EVAP, CAT, PCV, DLC) match your determination.

Diesel J1667 Vehicles – Engine manufacture and year match your determination. Exhaust stack diameter matches your determination \pm .5 inches. Verify standard is correct for engine year; 1967-90 – 55%, 91-Newer 40%. Under AAC R18-2-1006(H)(1)(c), a vehicle with a missing, illegible, or incorrect engine label shall default to the 40% opacity standard.

Passing Audits - If all information is correct, return the VIR to the lane inspector to give to the customer.

Failing Audits - If there are any discrepancies, advise the customer of your findings and take the VIR to the station manager for correction. Document the corrective action taken by the station manger on the VIR audit report in the space provided. Do not advise the station manager of the corrective action to be taken. Obtain a copy of the incorrect VIR and include the copy with the VIR audit report.

Fields on the inspection report with an asterisk (*) are required information.

Audit Conclusion - Complete the Station, Lane, Address, Date, Time, and State Inspectors portions of the audit report. Circle the appropriate audit result, pass or fail. Discuss the audit results with the station manager and obtain his signature in the space provided. Offer the station manager the opportunity to copy the report.

Reporting - State Inspectors shall report any failures to the Contract Compliance Supervisor daily and the audit results weekly to the Contract Compliance Supervisor.