



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.

VEHICLE INSPECTION REPORT REPAIR DATA ENTRY AUDIT PROCEDURE

Contact for Information: Contract Compliance Supervisor

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Review Date: August 27, 2015

GENERAL DESCRIPTION

A motorist whose vehicle has failed an emissions inspection is entitled to receive a free re-inspection if they return to the station within 60-days of the initial inspection and surrender the initial vehicle inspection report (VIR) with the repair data portion completed. The station's lane inspectors enter the repairs performed into the inspection data base for the department. The repair cost data is used by the department to determine repair effectiveness, average repair cost, and other statistical information. It is important that the data is entered correctly to ensure the integrity of the information. During the audit you will be comparing the information entered on the back of the VIR to the information entered into the database. All stations shall be audited once a month.

PREPARATION

Upon arrival at the emissions inspection facility the inspector shall notify the manager on duty that the purpose of the visit is to perform an audit of the VIR repair information database. The state inspector will ask the store manager for access to the office data terminal and the location of the re-test VIRs.

AUDIT PROCEDURE

The state inspector shall randomly select 10 re-test VIRs, and log into the Gordon-Darby system.

Take the VIR and bring up the vehicles emissions inspection history. Use the down arrow key, to move the high-lighted bar to the inspection date after the date on the front of the VIR.

Press the F1 key to retrieve the repair information.

Compare the information on the back of the VIR to the information on the screen and identify any discrepancies on the audit report.

Verify the accuracy of repair information, record any deficiencies on the audit report, and notify

the station manager of the deficiencies.

State Inspectors shall report the audit results in their weekly to the Contract Compliance Supervisor.