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25 March 2022

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Your ref
DID 6553 5643 Fax 6553 5329

The President
Singapore Vehicle Traders Association
(Fax: 6747 1010)

The President
Automobile Importer & Exporter Association, Singapore
(Fax: 6746 1555)

All Motor Vehicle Dealers / Importers

Dear Sir

EXTENSION OF ON-SITE INSPECTION TRIAL FOR VITAS BATCH VEHICLE APPROVAL

1. We refer to the earlier circular (our reference LTA/VAC/V35.000.000/32) dated 25 March 2021.
2. Arising from industry feedback, LTA will extend the on-site inspection trial for VITAS batch vehicle approval (“The Trial”) for another year to encourage more CaseTrust accredited members to participate and will continue to monitor The Trial progress till **31 March 2023**.
3. There will be some slight adjustments to the existing workflow and requirements for The Trial, which will take effect from 1 April 2022. Please refer to **Annex A-1 and A-2** enclosed for details of the changes and revised workflow and requirements. Depending on the development of The Trial, we will make further adjustment if necessary.
4. The 4 companies that are authorised to provide on-site inspection services for The Trial remain the same. If your members are interested to apply for CaseTrust accreditation, they may contact Consumers Association of Singapore (CASE) for more information. Please refer to **Annex B** for the contact details of the 4 inspection companies and CASE.

5. Please bring the contents of this circular to the attention of your members. If you have any enquiry or require any assistance on the matter, you may contact Mr Neo Aik Hing on 6553 5700 or Mr Daniel Mazlan on 6553 5150.

6. Thank you.

Yours sincerely



Tan Zhi Chiang
Deputy Director
Vehicle Approval & Control Division
Vehicle Services Group

Adjustments to The Trial

Please take note of the following adjustments to The Trial:

1. Addition of 3 new items (highlighted in **bold**) to be inspected on-site and photographs to be taken for inclusion in the on-site inspection report.

<u>Revised list of items to be inspected on-site</u>	<u>Revised list of photographs to be taken for each car</u>
1. Vehicle Make	1. Front & Rear View (1 photo each)
2. Vehicle Model	2. Left & Right View (1 photo each)
3. Model Code	3. Chassis number
4. Chassis number	4. Engine number
5. Engine number	5. Motor number (If applicable)
6. Motor number (If applicable)	6. VIN Plate
7. Odometer Reading	7. Dashboard (speedometer)
8. Transmission Type	8. Front & Rear Tyres Size (1 photo each)
9. Tyre Size (Front and Rear)	9. Light Transmittance readings for all windows and windscreens (1photo for each window & windscreen)
10. Light Transmittance of all windows and windscreens	10. Odometer reading
11. Headlamps (to indicate the type of headlamps fitted)	11. Exhaust system
12. Sunroof (Y/N)	12. Daytime Running Lamp
13. Front/ Rear Fog lamps (Y/N)	13. Front and Rear Brake
14. Daytime Running Lamp (Y/N)	14. Vehicle interior (for seating capacity)
15. Type of brakes front and rear (Disc, Drum, etc.)	
16. Seating capacity (excluding driver e.g. 4 pax, 5 pax, 6 pax, etc.)	

2. Refinement to the workflow process for cases where any of the 2 vehicles or 20% of the vehicles (“sampling vehicles”), whichever is higher, in the batch approval application fails the pre-registration inspection at LTA-Authorised Inspection Centres (“AICs”).
 - i. Previously, if any of the 2 or 20% sampling vehicles fails the pre-registration inspection at the AICs, every vehicle in the Batch Vehicle Approval application would be subject to pre-registration inspection at the AICs.
 - ii. Going forward, if the sampling vehicles fail the pre-registration inspection at the AICs due to items that are not inspected on-site and are non-safety related, only the same 2 or 20% sampling vehicles would be subject to re-inspection at the AICs after the discrepancies or failure item(s) have been rectified.
 - iii. However, if the 2 or 20% sampling vehicles fails the inspection due to other reasons that do not fall within paragraph 2(ii) above, every vehicle in the batch approval application would still be subject to pre-registration inspection at the AICs. Please refer to **Annex A-2** for the revised workflow processes and requirements on the on-site inspection trial.

Revised Workflow and Requirements for On-site Inspection Trial

- a) The batch vehicle approval application must consist of your company's CaseTrust certificate and a request letter to indicate your interest to participate in The Trial.
- b) If the above conditions are met, LTA will issue a Clarification Request letter to inform the applicant to approach any of the 4 on-site inspection companies to arrange for an appointment to inspect the vehicles.
- c) When approaching the on-site inspection companies, please provide them with your company's CaseTrust certificate (please ensure the CaseTrust certificate is valid) and LTA's Clarification Request letter.
- d) Once the on-site inspection company has completed the inspections and determined that all the vehicles in the batch approval application are technically identical, the applicant is required to submit the inspection results via an inspection report issued by the on-site inspection company in the batch vehicle approval application.
- e) Once LTA has verified the inspection report and is satisfied that all vehicles in the batch approval application are technically identical, an Inspection Letter will be issued to the applicant to send a minimum of 2 vehicles or 20% of the vehicles ("sampling vehicle") in the batch approval application, whichever is higher, for pre-registration inspection at AICs.
- f) If any of the sampling vehicles fails the pre-registration inspection at the AICs due to items that are not inspected on-site and are non-safety related, the AICs will reject the inspection and LTA will issue another Inspection Letter to only require the same 2 or 20% sampling vehicles to be sent for re-inspection at the AICs after the discrepancies or failure items have been rectified.
- g) If the failed inspection was due to items that are inspected on-site and affect vehicle safety, the AICs will reject the inspection and LTA would issue another Inspection Letter to require every vehicle in the batch approval application to be sent to the AICs for the pre-registration inspection.
- h) Once LTA receives the inspection results from the AICs and is satisfied that the inspection results submitted are in order, LTA will issue the Approval Letter to the applicant.

List of On-site Inspection Companies and Contact Details

S/No.	On-site Inspection Companies	Contact Details
1	VICOM LTD	<p>Mr Toh Beng Seng Tel: 6697 5204 E-mail: tohbs@vicom.com.sg</p> <p>Mr Anthony Teo Tel: 6697 5206 E-mail: anthonyteo@vicom.com.sg</p>
2	STA INSPECTION PTE LTD	<p>Mr Jeffrey Yeo Tel: 6210 4737 E-Mail: yeojeffrey@stengg.com /staism@singnet.com.sg</p>
3	BUREAU VERITAS SINGAPORE PTE LTD	<p>Ms Murhaini Miskam (Aini) Tel: 87422923 E-mail: murhaini.miskam@bureauveritas.com</p> <p>Mr Darren Yong Tel: 97557333 E-mail: darren.yong@bureauveritas.com</p>
4	LKK AUTO CONSULTANTS PTE LTD	<p>Mr Simon Ho Tel: 6841 1972 / 6256 3561 E-mail: assignments@lkkauto.com</p>

Consumers Association of Singapore (CASE) Contact Details

1	Consumers Association of Singapore (CASE)	<p>Ms Shennon Khong Senior Assistant Director Strategic Development Tel: 6461 1813 E-mail: Shennon.khong@case.org.sg</p> <p>CaseTrust Department Tel: 6461 1800 E-mail: casetrust@case.org.sg</p>
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