



VEIP OPERATIONS MANUAL

NO. S03-98.01OM

STATUS REPORT - DAILY

Rev. April 17, 2001

GENERAL INSTRUCTIONS

❖ PRINT LEGIBLY.

1. **HOUR AND WEATHER CODE** – In Military time, write the hour the audit is being performed. Below the hour, list the weather code at time of audit.
2. **EXTREME CONDITIONS** – List “Y” for YES or “N” for NO
3. **CHECKING LANE STATUS** – Check to see which lanes are testing vehicles. Circle those lanes that are testing vehicles. Place an “X” on those lanes that are down. Draw a line through “-” those lanes that are not IM-240 capable. Circle “M” for lanes in manual operation. In space to right of “M” enter the appropriate code for the reason a lane was shown as down. (See list of lane codes pages 3 & 4 for detailed information.)
4. **# OF LANES TESTING / DOWN** – In the first half of this box, write the # of lanes testing vehicles for that hour’s check. In the second half of the box, write the # of lanes down for that hour’s check.
5. **WHEN TECH IS PRESENT** – Indicate “Y” for YES or “N” for NO in each hourly box.
6. **TRACE NOT AVAILABLE** – Can you print drive trace for customer? Enter “Y” for YES or “N” for NO.
7. **WAIT TIME** – Means the time period beginning upon arrival of a vehicle at a station and ending when it enters the inspection bay. Select the last vehicle to come onto the lot for testing. Time that vehicle until it stops at position #1. Write that time down in the box provided. In the second half of the box, enter the code for reason of wait time. **WAIT TIME >15 MINUTES** – Enter appropriate code: “T”- Traffic, “E”- Equipment, “S”- Staffing, “SF”- Software.
8. **# OF VEHICLES WAITING** – Check all lanes. Add together the total # of vehicles waiting to be tested at the station from the STOP sign to the end of que.
9. **TOTAL VEHICLES TESTED** – Check Contractor’s system for total vehicles tested each hour.
10. **TOTAL VEHICLES OWT** – Indicate the number of vehicles put into compliance on EP-30 with code of OWT for wait time to long.



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11. **VEIC # CORRECT** – Each hour, verify VEIC # at position 3. Enter “Y” for YES (correct) or “N” for NO (incorrect). Indicate lane # if incorrect and notify manager.
12. **# OF MANAGEMENT PRESENT** – Manager or assistant manager AND a Lane Supervisor on duty AT ALL TIMES. Write in the “number of Managers”. This includes lane supervisors.
13. **# OF CERTIFIED INSPECTORS WORKING IN LANES** – Indicate the number of certified inspectors that are working in the lanes. (This DOES NOT include management staff)
14. **REPRESENTATIVE INITIALS** – Representative will initial in space provided each hour.
15. **CONTRACTOR MANAGEMENT INITIALS** – Manager or assistant manager will initial in space provided each hour.

LANE DOWN CODES – DETAILED INFORMATION

- 1 – **LEAK CHECK** – Lane failed leak check procedure.
- 2 – **2 POINT** – Lane failed 2 point check.
- 3 – **3 POINT** – Lane failed 3 point check.
- 4 – **PROPANE** – Lane failed propane injection procedure.
- 5 – **BLOWER IN-OPERATIVE** – CVS blower is inoperative at all times.
- 6 – **RUN TIME ERROR** – Screen at position 2 indicates run time error.
- 7 – **LIFT BAR** – Lift bar will not lower or rise as required.
- 8 – **GETTY BOX** – Missing or inoperative getty box.
- 9 – **HIGH AMBIENT** – Lane is out of service due to high ambient conditions.



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A – AUDIT – Lane is out of service due to MDE conducting Quality Assurance audit.

D – DYNO – Dyno is not functional due to hardware problem (i.e. Brake failure, lift bar, bearings, etc.)

F – FAN – Fan is not cooling vehicle as required (position within 2 feet of vehicle and aimed at vehicle radiator). Applies to Dyno test only.

H – HOSE/FUNNELS – Missing, damaged leaking hose or funnels.

L – FID – Flame Ionization Detector not functioning.

M – MONITOR – Monitor missing/inoperative.

P – PRINTER – Printer missing/inoperative.

P.M. – PREVENTIVE MAINTENANCE – Lane out of service due to contractor conducting maintenance (i.e. Dyno belt, bearings, analyzer check, adjustments, etc.).

R – RESTRAINT – Restraints not engaging/retracting or not functioning.

S – STAFFING – Insufficient staff to open lane to test vehicles. (If using this code in the "station down" area of the report, use it when there is not sufficient staff to open the station.)

AM REP:	Station #	Number of Units & Tablets on site:	12U	4 TABLETS	Units#	1,2,3,4,5,6,7,8,9,10,11,12	13,3U	14,3U	15,3U	16,3U	17,6U	18:	19:
Rep Initials:	8:30	9:30	10:30	11:00	12:30	13:30	14:30	15:30	16:30	17:00	18:	19:	
Time Audit Conducted													
Weather Codes / Extreme (Y/N)													
F-Fog, T-Thunderstorms, Rain, S-Snow, N-Normal													
Unit Status & Tablets:													
0 - N/A, 1 - Testing Vehicles													
2 - Ready to Test, 3 - Down													
Down Codes: 1 - POS Device													
2 - Printer, 3 - Remote,													
4-Ambient, 5-Probe, A-Audit,													
AN - Analyzer, C - OBD													
PM - Preventative Maint., T- Tablet													
G - Gas Cap 0 - Offline													
Wait Codes: S - Staffing,													
E - Equipment, T-Traffic,													
H-HostOffline, SF -Software													
Total Units Up / Down													
Tech on Site (Y / N)													
Wait time / Reason													
Timed Unit Or Tablet #													
Timed Vehicle Tag #													
Total Vehicles Tested													
Number of Inspectors													
Total Vehicles OWT													
Number of Waivers Issued													
Number of Vehicles waiting													
Number of Managers													
VEIC Legible (Y/N)													
Number of Customers Assisted													
Procedures Followed (Y/N)													
Inspector ID													
Rep Initials													
Managers Initials													
Total # of Customers Assisted	104												
Total # of Repair Waivers Issued	0												