COMPUTERIZATION OF VEHICLE INSPECTION OFFICE (VIO) OPERATIONS

A CASE STUDY OF MINNA, VEHICLE INSPECTION OFFICE, NIGER STATE

BY

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CERTIFICATION

This is to certify that this project work carried out by Mr. ***AKU KAJINYANA MOSES*** meets the requirement for the award of a post-graduate diploma in computer science of Federal University of technology, Minna, Niger State.

_____	_____
DR.S.A REJU (PROJECT SUPERVISOR)	DATE
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_____	_____
EXTERNAL EXAMINER	DATE

DEDICATION

This project work is first of all dedicated to God almighty by whose grace I was able to complete this course successfully.

Secondly it is dedicated to all members of my immediate family.

ACKNOWLEDGEMENT

My profound gratitude first of all goes to the unfailing God who by His infinite love and mercy empowered me to start and to finish this course successfully. Not all, that I started this course together with finished. Some died and some were unable to finish (continue) for one reason or the other. Glory be to my God Halleluyah! God indeed is on my side and He's been good to me on daily basis.

Secondly, what do I say about my able project supervisor, Dr. S.A. Reju who absorbed my disturbances and took pain to go through my work and made necessary corrections. My special thanks go to him.

I would also like to appreciate all the lecturers who impacted knowledge unto me especially Dr. Yomi. Ayesimi and Mr. Ezeakor the course co-ordinator.

Thirdly, my heart is full of thanks to my elder brother Mr. John E. Aku and sister mergery Ojelabi all of the same parents who never pay deaf ears to my request or close their eyes to my needs. They have despised their immediate financial needs and contributed to my academic success such as this in life. I thank Mr. Taye Ojelabi Agboola, my in-law who is behind my sister, Mergery, to extend an assistance to me both morally and financially.

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Fifthly, my sincere gratitude goes to Mr. Ezekiel Frederick and family. This family, I can never forget in my life because of much contributed to my success.

Sixthly, I would like to express my appreciation to the following people and brethren for their immense contribution to my success in life. These are:
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ABSTRACT

It is quite challenging carrying out this project work in Vehicle Inspection Office (V.I.O). Minna, Niger state. It is one thing to have a working tool, but it is another thing to know what it is used for, and how to use it to achieve your desire in less time and effort.

Computer as a working tool just like harmmer is designed for us to use to make our lives easier, more productive, and more pleasant. The office has a mini computer from governor's office but not put to proper use. Why? This is because the management lack full knowledge of the full use of computer to make life easier, more productive and more pleasant in their official job.

Despite the numerous advantages of computer over humans, the management put little or no interest in the development (training) of the staff in computer usage to tap the potentials of computer.

However, this project work has brought the management to a limelight by the researcher's ways of interaction and discussion with them about the importance of computer if the office operation is computerized during his research work in the office to enable him carry out this project work successfully.

CHAPTER ONE

1.0. INTRODUCTION TO VEHICLE INSPECTION OPERATONS

1.1. INTRODUCTION

Life is the most valuable asset to every individual (man, woman, boy, girl, small, great., infant and adult) living in any society. Life, being the most essential single asset has no close substitute. No life, no man and society's existence and of course, no development. For man and society to exist and subsequent development, life has to be given some levels of protection within the reach of man. Indeed, life is worthy of protection.

Many lives have been lost through road accidents, plane crashes, ship and boat wrecks, rail accidents, natural disaster occurrence such as earth quakes, volcano eruptions, gales, fire and diseases outbreaks.

However, the area of interest in the course of this project work is the road accidents and how they can be prevented or reduced if cannot be avoided totally. Such effort is one of the responsibilities of the vehicle inspection office.

Road accidents have claimed the lives of so many young and old Nigerians on our highways. Little do we know about the lives lost. Some of them could have become great scientist, computer programmers, hardware engineers, software developers, and so on. The consequences of the accidents are diverse: some have been rendered useless to themselves, their immediate relations and to the nation at large and become a burden to their owners for dependency.

The causes of the road accidents could be traced to reckless driving attitudes of some vehicle drivers, failure to obey highway codes (road signs), drunkenness,

negligence, improper vehicle maintenance and, to some extent, unauthorized (unlearned or under aged) drivers.

Notwithstanding, the accidents could be prevented or reduced., hence, the initiative of the Federal Government of Nigeria to create a body charged or saddled with the responsibilities of monitoring road transportation system in our country-Nigeria. It is the body that is known as the VEHICLE INSPECTION OFFICE (V I O) OR ROAD TRAFFIC OFFICE (R T O).

1.2 HISTORICAL BACKGROUND

Vehicle Inspection Office or Road Traffic Office was carved out of the Nigerian Police Force by REGULATION 118-ROAD TRAFFIC ACT in 1963 by the then PARLIAMENT and attached to the then PUBLIC WORKS DEPARTMENT(P W D) now known as the MINSTRY OF WORKS, HOUSING, AND TRANSPORT(M. O. W H& T). The vehicle inspection office operates under the MOTOR VEHICLE ADMI NIATRATION (M V A) of the same.

1.3 AIMS AND PURPOSES OF VEHICLE INSPECTION OFFICE.

Vehicle inspection office was created for quite a number of purposes which cannot be over emphasized. Among other aims and purposes of its creation are the following:

1. It is aimed at preventing or reducing accidents on highways.
2. Its operation is to ensure that vehicles are properly registered.

3. It is to enlighten the general public, especially the drivers (private, government and commercial) the importance of road signs (highway codes and pavement markings).

4. It is aimed at generating revenue for the government.

5. Another purpose is to ensure that drivers keep their vehicles in good condition before putting them on the highway.

6. The unit is to guard against vehicle stealing through proper vehicle registration.

7. Above all, it is to generate job opportunities to the young mechanical engineering graduates and others.

1.4 THE ROLES AND TASKS OF VEHICLE INSPECTION OFFICE .

There are a number of roles performed by the vehicle inspection officers as addled with the responsibilities to do so. Such roles and tasks includes the following :

1. Conduct national driving licence test. Test is expected is to be conducted for every learning driver for eligibility before authorizing such to drive vehicle on the highway.

2. Check vehicles overloading : .It is the duty of the officers to check every vehicle

being taxi, or heavy duty vehicle that carry passengers or goods respectively.

this is to avoid vehicle breakdowns on the highway and also tearing (damaging)

the roads.

3. Conduct road checks for bad vehicles or unroad worthy vehicles: Vehicles that have become too old and even, lost body shape are prevented from plighing the highways. Allowance of such vehicles on the highway may cause accident especially at bends and narrow bridges.

4 Vehicle accident inspection: This is another role performed by the officers.

The vehicle inspection officers are called upon by the police whenever and wherever there is vehicle accident for investigation to ascertain who is at fault, the extent of damage done to the vehicles involved, the number of dearth and the number of passengers injured. The compiled report is handed over to the police in the traffic department who in turn tenders the report to the court of law for appropriate action.

5. Ascertainment of heavy duty vehicle's weight: There are different categories of roads- trunk A& B, as there are different categories of heavyduty vehicles that are allowed to plight roads Heavyduty vehicles such as chain caterpillars are not allowed to be driven on the highways except with the help of a pay loaders. This is to avoid tearing of roads.

6. Recovery of stolen vehicles: The officers in the course of conducting road checks and vehicle inspections, detect stolen vehicles. This is achieved by noticing any alterations on the vehicle particulars, engine numbers, chasis numbers, and also following a tip off.

7. Proper registry of newly purchased vehicles: The registration officer

registers all the newly purchased vehicles brought to the office for registration by the Customers. This help to check against vehicle theft.

8. Issuance of driving licence and vehicles particulars to qualified drivers. This authenticates the buyer the ownership of the vehicle and legibility of the driver to drive on the highway.

9. The office furnishes the appropriate quarters with information and reports generated from the record kept. Such information and reports includes number of accidents, death and number of people injured number of vehicles examined number of driving tests conducted and the amount of revenue generated as at when required.

10. It performs the role of vehicle evaluation: Vehicles are evaluated for auction sales, both for government and private organizations. This helps the buyers to know the worth of what is to be paid for.

11. The officers issue heavy duty certificate to heavy duty vehicles (articulated trailers, articulated tankers, and agricultural machines) drivers.

12. Conduct road checks for vehicle driving licence and vehicle particulars update: most drivers have formed the habit of not renewing their driving licence and vehicle particulars after expiration.

For this purpose, road checks are conducted in order to arrest defaulters. The defaulters are either penalized by fining them or asked to go for renewal immediately. Categories of such licences and particulars are:

DRIVING LICENCE:-This is a document qualifying and authorizing any driver to drive any type of vehicle depending on the group (class) of driving licence applied

for. This must be renewed after the expiration date. These are enumerated and explained in details in 2.4.

VEHICLE PARTICULARS:- (roadworthiness certificate, vehicle licence, heavy duty permits, roof rack permits, side number receipt, and insurance certificate).Roadworthiness certificate-This expires at the end of every six months after which a driver is expected to take the vehicle for roadworthiness inspection. Failure of any driver to go by this rule attracts fine or may be mandated to go and put the vehicle in good condition in order to be free of any defects.

Vehicle licence-This is a document issued to every driver owning vehicle authorising such to own that particular vehicle. It comprises of both motor vehicle and motor-cycles. Each has expiry date on it and is expected to be renewed after expiration date indicated on it.

Heavy duty permits-This is a document issued to drivers driving vehicles exceeding 10 Tons but not exceeding 24 tons gross weight on trunk roads A and B in Niger State. This also is subject to the same conditions stated above.

Roof rack permits-This is a document issued to drivers, permitting or authorizing him to put roof rack (load carrier) on top of the vehicle. However, this is not commonly permitted as it contributes to vehicle imbalance thereby causing accidents especially at bends and on hills. Notwithstanding, it must be renewed if issued to any driver.

Side number receipt-Any driver with expired side number receipt is mandated to go and renewed such.

Insurance certificate- Any vehicle is expected to be insured by the owner. The owner or the driver must renew it when expired. However, it's worth noting here that insuring a vehicle is of the owner's choice of going to any insurance company.

As said earlier, any driver found guilty of any of these offences is liable to fine. The charges forms the miscellaneous accounts under sub head 07 for revolving accounts.

1.5 SCOPE OF VEHICLE INSPECTION OFFICE OPERATIONS.

Every system is made up of sub system(s) and every system has a boundary within which it can function or exert its authority.

The operation of the vehicle inspection unit as a sub system of the Ministry Of Works, Housing and transport is restricted to Motor Vehicle Administration (M.V.A)

charged with the responsibilities earlier pointed out in 1.4 above.

It should, however, be noted that it's operations can not go beyond the state. It can not operate outside the state boundary or jurisdiction except if there be inter-state joint operation.

The officers are not expected to work into the night to cheek the activities of drivers on the high way .

1.6 AIMS OF THE PROJECT.

The aims of this project work are not far fetched. It is an effort geared towards:

1. Changing from the manual system of keeping records to computerized system.
2. Removing or reducing files susceptibility to dust, tears due to continual pulling

out and pushing in of files into and out of the file cabinet.

3. Reducing tedious and tiredsomeness in keeping and retrieving records.

4. Ease access to a record without much time to waste.

5. Saving files from being eaten up by termites and rasts which cause great loss of salient records.

6. Access to record any time in any office by authorized staff without necessarily having to move from one office to another through the use of server in the central office.

7. Providing security to records against any unauthorized users.

8. Allowing quicker report or information generation for quicker management decision making.

9. Computerizing the system facilitates a more accurate, efficient and faster data processing.

9. Ensuring reduction in various expenses on forms storage facilities, stationers and other overhead expenses.

10. Allow convenience in the office as more space is created by reason of removing file cabinet which occupies a larger proportion of the office space.

1.7 LIMITATION OF THE STUDY.

The study is hoped to cover Niger State vehicle inspection office with it's head office in Minna. This project is undertaken to cover only the activities of Motor Vehicle Administration with its 17 Local Government Areas where the branch offices are located.

However, the offices perform similar operations. The branch offices do forward their monthly reports to the head office at Minna where the reports are collated and sent to the appropriate authority within the state government.

Since the branch offices carry out similar operations, the dividend of this study is expected to be beneficial to them also.

The attempt, among other things, is also to educate and convince the management and staff of the office the importance of embracing the intended idea of changing the system-computerized system.

CHAPTER TWO.

2.0 VEHICLE INSPECTION CASE STUDY.

2.1. INTRODUCTON.

The Niger State vehicle inspection office headquarters is situated in Minna, the state capital. The office is being headed by a Deputy Director-Motor Vehicle Administration who is also a vehicle inspection officer (V.I.O).

By and large, the office is saddled with many responsibilities, all primarily aimed at reducing road accidents on the highways and revenue generation to the government of Niger State as secondary.

It's quite true that despite the existence and the activities of the office in Niger State, accident still occur. Nevertheless, one should understand and appreciate the efforts of the Road Traffic Officers(V.I.Os) which in one way or the other has helped to reduce the occurrence of accidents to the be arrest minimal through education and warnings given to the public, particularly to the commercial drivers on the dangers of reckless driving and poor maintenance of vehicles.

Not all, I wish to add here that the office, through the officers' operation have recovered or assisted the police in no small measure to recover stolen vehicles.

In this regard, it could be seen that vehicle inspection office existence in Niger State is very vital to safety of lives and for the security of property (vehicles).

The Niger State vehicle inspection office under study is deemed fit to benefit from the invention of the era, most importantly from the use of computer, hence, the strive to computerize the system.

It is quite hypocritical to talk of computerizing a system without, at least say why we use computers in any given system. COMPUTERS, like harmers, microwave ovens, and automobiles, are simply tools that we use to make our lives easier, more productive, and more pleasant. Society exists for humans and unless computers benefit us, we simply will not use them.

The researcher has outlined the computer versus human advantages under two broad headings below.

HUMAN ADVANTAGES	COMPUTER ADVANTAGES
Thinking	Computational Speed
Judgement	Accuracy
Creativity	Dependability
Motivation	Little Training Required
Flexibility	Lower Cost in many cases
Mobility	
Storage Density	

THE ADVANTAGES OF HUMANS OVER COMPUTERS.

1 **HUMANSCAN THINK:-** Computers can only follow directions. Someone has to think up the directions (write the programs) for computers to follow.

2 **HUMANS CAN EXRCISE JUDGEMENT:-** Because of our thinking ability, we can program a computer to walk off a cliff, and it will do it. A human so instructed would consider the consequences and question the instruction.

3 **PEOPLE ARE CREATIVE:-** Computers are only consistent. To be creative, one must think of new ways to approach things. Computers will take the same approach each time, unless we create a new one for them.

4 **PEOPLE ARE MOTIVATED AND TAKE INITIATVE:-** We derive a satisfaction out of a job well done and will strive to do it better. computers just follow instruction.

5 **HUMANS ARE FLEXIBLE IN COMMUNICATIONS:-** Computers require communication in very precise, detailed terms with nothing either left out or ambiguous. For instance "It's raining cats and dogs"? (incidentally, did you notice that "misspellings" was misspelled? Did it really make any difference in your understanding of the passage? If that were a computer instruction, it would have been rejected.

6 **PEOPLE ARE MORE MOBILE THAN COMPUTERS:-** We can move about more freely and can manipulate things with our fingers and hands. Not only that, our senses- sight, hearing, touch, taste, and smell- can quide us in our movements. True, computer-controlled robots are becoming more sophisticated in both mobility and senses, but it will be quite a while before a robot will be the mechanical equal of a human.

7 **HUMAN BRAIN CAN STORE MORE DATA IN LESS SPACE THAN COMPUTER DATA-STORAGE DEVICES:-**No one really knows the true capacity of the brain but it is estimated that it can store data 10 to 20 times more densely than a computer (of course, some of us are more dense than others).

THE ADVANTAGES OF COMPUTER OVER HUMANS.

1 **COMPUTATIONAL SPEED:-**How can one add 16 and 9? A second? Half a second? Not bad, but an average computer could perform that calculation in perhaps one millionth of a second. You say you can type at 80 words per munites with very few errors. Some computer printers can produce about 500,000 words per minute with Virtually no error. 2

2 **ACCURACY. This is** obviously an advantage of the computer.

3 **A COMPUTER IS TIRELESS:-** It will work 24 hours a day without sleep, lunch, or coffee breaks.

4 **COMPUTERS ARE DEPENDABLE.** They do break down, but not as often as humans, and they are repaired more quickly.

5 **THEY ARE CONSISTENT:-**Computers requires very little training. Human spend years in school and additional time learning on the job. You merely have to plug the computer in and give it a program, and it will function productively. Because of all these capabilities, computers can perform mathematical and clerical tasks considerably less expensively than humans. If it requires a large volume of repetitive calculations or organizing data into reports and such, you can bet that a computer can do it faster, more accurately, and more cheaply than humans.

The office operations under study whose system of data collection, storage, and retrieval is basically manual stands a better chance of benefiting from the use of computer.

The success of the intended system would strongly be dependent on the decree or edict depending on the level the order flows from, compelling the public to obtain driving licence, vehicle particulars and to register any newly purchased vehicles.

It would also depend on the management of the unit to provide all the necessary support, funding inclusive. The staff would also have to be committed, materials need to be supplied at the right time.

However, installation of this system would not be physically carried out. This would be left out for the actual implementation fof the system if employed by the vehicle inspection office. The steps to take , however, would be stated.

2.2 ORGANIZATIONAL CHART OF VEHICLE INSPECTION OFFICE.

Organizational chart is a pictorial representation of a rationally structures system of interrupted activities, process, and technologies within which human efforts are co-ordinated to achieve specific objectives. Or could simply be defined as a pictorial representation of a rationally structure depicting a process by which a manager (superior) brings out order out of chaos, removes conflicts between people over work or responsibility and creates an environment suitable for teamwork and goal accomplishment. Below is the organizational chart or the organization (V.I.O) said above .

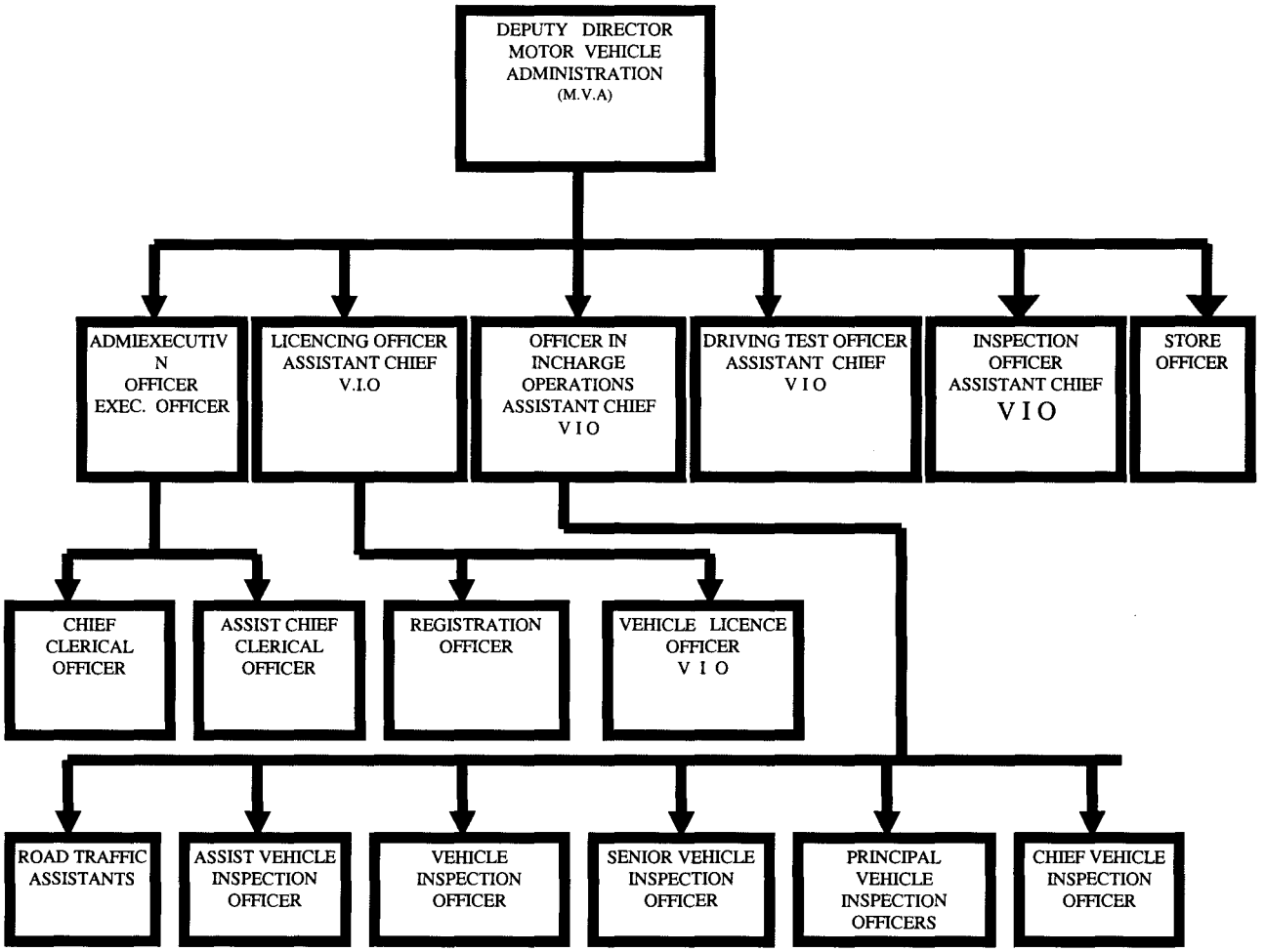


Fig 2.2

2.2.1 **STAFF.**

The vehicle office comprises of both uniform and non-uniform staff. The uniform staff are referred to as vehicle inspection officers (V.I.Os) ranging from the Deputy Director to the junior officers(road traffic assistants)

In between them we have the chief V.I.Os, Assistant V.I.Os, Principal V.I.Os and Senior V.I.Os

The non uniform staffers are the drivers, messengers, the securities, gardeners and the cleaners

2.2.2 QUALIFICATION AND DISCIPLINE.

Every inspection officer must obtain at least National Diploma(N.D) in mechanical engineering or long experience in service in the mechanical workshop in the engineering department, particularly in motor mechanic and also specially trained vehicle inspection officer.

2.3 REASEARCH METHODOLOGY.

There are various investigative techniques, among which every researcher must choose in an attempt to undertake a research. Practically, it is not advisable to stick to a single investigative method in his attempt.

According to Hill-Way and Tyrus in 1964 "In any given investigation,. it may be necessary (infact frequently desirable) to use two or more of these general types of research in combination. There are no reasons for instance, why one should not seek the solutions of a problem studying its history through an examinations of documents and then determine its present status by some sort of serving (descriptive research)".

This project research work is undertaken through by the use of lecture notes textbooks, oral interview of the officials of the vehicle inspection office, observation and records (documents) used in the office.

In summary, three basic methods are used:

1. Record searching - This to establish quantitative information- volumes, frequencies, trends rations. It is also undertaken to help establish how much reliance can be put on the estimates. Given by the staff or the management of the office. In addition, to indicate whether the office's objectives are being achieved and whether information needs for decision making is available when required.

2 Observation - This involves watching an operation for a period to see for oneself exactly what happens. It is good particularly for training bottle necks checking facts that have already been noted and generally apply a "seeing eye to the job". The researcher, on several occasions has been given the opportunities of sitting in the office to see how they treat customers as they come for their services.

3 Interviewing - This is by far the most common and most satisfactory way of obtaining information particularly to obtain information about objectives, constraints, allocation of duties problems, and failure in the existing system..

In carrying out this particular method, the researcher had some guidelines, among others are the followings; learning about the individuals to be interviewed and the overall functions of the organization, self-introduction and outline of the purpose and scope of the study and making sure that all questions are answered. Above all, summaries the information gathered during the session and suggest way of following up .

2.4 OPERATIONS OF THE VEHICLE INSPECTION OFFICE.

The vehicle inspection officers' operations include:

1. **DRIVING TEST:-** This is subdivided into two phases.

   Driving Test Obligations - These are the conditions a learning driver to be tested must meet (undergo) before certifying such qualified to be issued a driving licence.

Such conditions are outlined below.

(i). The learning driver must submit three (3) passport sized photograph in order to obtain a learners permit. The learner permit is obtained three (3) consecutive times and each is expected to expire at the end three (3) months, all together making

nine(9) months after which a date is given to him/her(applicant) for driving test to be performed on him/her. The applicant's failure to report on the given date for the driving test to be performed, the learner permit of such is cancelled.

However, if the applicant, before the given date can give genuine reasons why he/she would not be able to turn up, he/she will be given a new date.

(ii). On the day of driving test, the applicant must come to the driving test ground with the vehicle he/she will use for the test. If the applicant does/t own one, he/she is permitted to use some one's else vehicle who must give such an agreement note to the officer allowing the use of such vehicle for the driving test. Such vehicle must be roadworthy.

(iii). The applicant must come to the test ground with a licenced driver who will be beside him/her to control the situation he/she may face from the house to the testing ground. The licenced driver also, must be of the same licence group.

Below are the classes of licence (licence group).

GROUP		**ANALYSES**
1.	A	Motor-cycle.
2	B	Motor-cycle of less than 3 tones gross weight other than motor-cycle, taxi, stage carriage or omnibus;
3	C	Motor vehicle of less than 3 tones gross weight, other than motor-cycle;

4	D	Motor vehicle other than motor-cycle, taxi stage carriage or omnibus, but excluding an articulated vehicle or vehicle drawing a trailer;
5.	E	Motor vehicle other than a motor-cycle or articulated vehicle;
6.	F	Agricultural machines and tractors;
7.	G	Articulated machines;
8.	H	Earthmoving vehicles;
9.	J	Special for physically handicapped persons.

2. **ACTUAL DRIVING TEST:-** This, also is subdivided into:

(i). Reading of road signs- A thorough knowledge of traffic signs, signals, road signs and pavement markings is compulsory for all drivers. It is therefore expected of any applicant to be able to identify and read the functions of most of the road signs which include the traffic lights, regulatory signals (prohibitory) ,Traffic signs-Warnings and Regulatorysigns (mandatory)

In addition to the above signs is informative signs which is an added advantage to any driver.

The applicant, having identified and read at least 80% to 90% of the road signs to the satisfaction of the testing officer, can taken out for the practical driving test. Figures 2.4.1 to figures 2.4.8 shows the road signs pavement markings.

PART FIVE

BASIC RULES OF THE ROAD

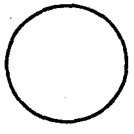
Section 18: TRAFFIC CONTROL BY SIGNS

18.1 YOU MUST KNOW THE SIGNS

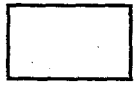
A thorough knowledge of traffic signs, signals, road and pavement markings is compulsory for all drivers. Road signs and markings together with signals by authorised traffic officers are to ensure a smooth and safe traffic flow. You must know them and be able to recognize them immediately. In the case of regulatory signs, you must obey them without hesitation.

18.2 THE SIGNS

Traffic signs tell you about traffic regulations, special hazards and other road conditions. You should not only be familiar with the individual signs, you should recognize the special shapes and colours because the signs are classified and coded according to function and to afford easy recognition. ***Know these signs by their shapes:***

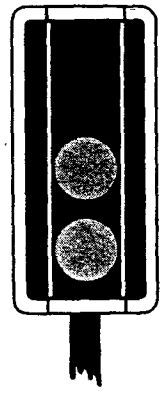


REGULATORY SIGNS are mostly circular in shape, and are of ***two*** types. Those with red circles are PROHIBITIVE SIGNS. Those with blue circles but no red border mostly give positive instructions and are MANDATORY SIGNS.

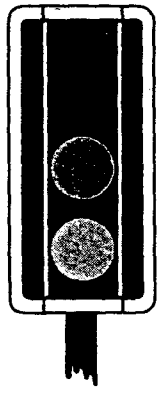


INFORMATIVE SIGNS are usually rectangular. They provide guidance information.

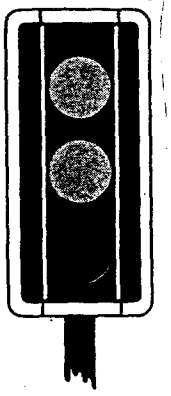
TRAFFIC LIGHT SIGNALS



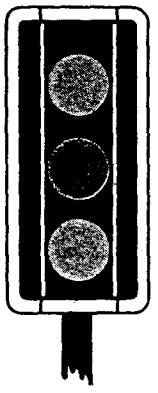
RED means stop. Wait behind the stop line on the carriageway.



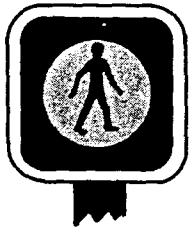
RED and **AMBER** also means stop. Do not pass through or start until **GREEN** shows.



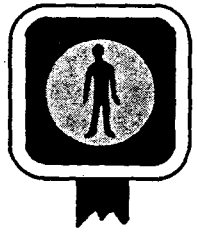
GREEN means you may go on if the way is clear. Take special care if you mean to turn left or right and give way to pedestrians who are crossing



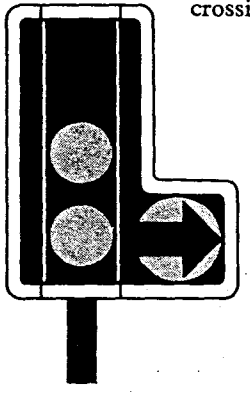
AMBER means stop at the stop line. You may only go on if the **AMBER** appears after you have crossed the stop line or are so close to it that to pull up might cause an accident.



GREEN LIGHT means pedestrian may go.

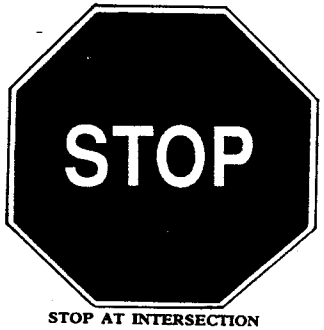


RED LIGHT means pedestrian to wait.



GREEN ARROW means that you may go in the direction shown by the arrow. You may do this whatever other lights may be showing.

Regulatory Signs (Prohibitory)



STOP AT INTERSECTION

STOP POLICE

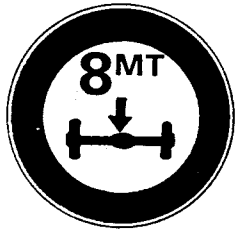
STOP
HIGHWAY SURVEY

NO LEFT TURN

NO RIGHT TURN

NO "U" TURN

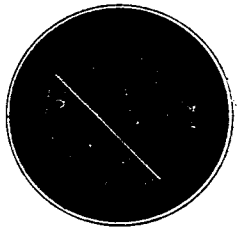
OVERTAKING PROHIBITED
SUPPLEMENTED WITH ROAD
MARKING INCLUDING
NO CHANGE LANE



NO ENTRY FOR VEHICLES
HAVING AXLE LOAD
EXCEEDING 8 METRIC TONS

NO ENTRY FOR VEHICLES
HAVING OVERALL WIDTH
EXCEEDING 2M

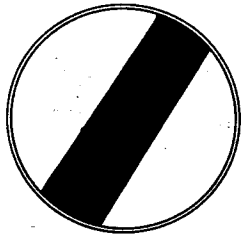
NO ENTRY FOR LORRIES



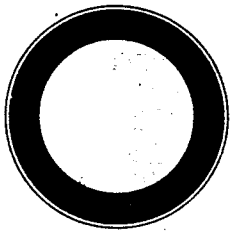
NO WAITING

NO HORN

SPEED LIMIT
(MAXIMUM)



DERESTRICTION SIGN



CLOSE TO ALL VEHICLES
IN BOTH DIRECTIONS

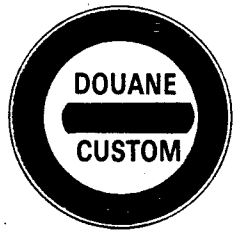
NO ENTRY
TO PEDAL CYCLES

NO ENTRY
FOR ALL VEHICLES

GIVE WAY TO TRAFFIC
ON YOUR LEFT

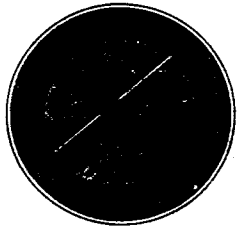
NO ENTRY FOR VEHICLES
HAVING OVERALL HEIGHT
EXCEEDING 3M

NO ENTRY FOR VEHICLES
EXCEEDING 12 METRIC
TONS LADEN LOAD



STOP CUSTOMS
INSCRIPTION VARIED
TO SUIT OTHER OBLIGATIONS
TO STOP

PARKING PROHIBITED
INSCRIPTION VARIED
TO SUIT LOCAL.



NO STOPPING

LITTER PROHIBITED

Traffic Signs — Warning Signs

RAILWAY
LEVEL CROSSING
WITH GATE

RAILWAY
LEVEL CROSSING
WITHOUT GATE

SUPPLEMENTARY
INTERMEDIATE
LEVEL CROSSING SIGNS
OR COUNT DOWN
SIGNS

GENERAL DANGER
SIGN

CROSS-ROAD

"T" JUNCTION

"T" JUNCTION

"T" JUNCTION

INTERSECTION
WITH MAJOR ROAD

INTERSECTION
WITH MINOR ROAD

"Y" JUNCTION

"Y" JUNCTION

"Y" JUNCTION

CARRIAGEWAY
NARROWS

CARRIAGEWAY
WIDENS

NARROW BRIDGE

LONG GRADE
DANGEROUS HILL

DANGEROUS
BEND RIGHT

DANGEROUS
BEND LEFT

DANGEROUS
DOUBLE BEND
(FIRST TO RIGHT)

DANGEROUS
DOUBLE BEND
(FIRST TO LEFT)

PEDESTRIAN
CROSSING

CHILDREN
CROSSING

BEWARE OF ANIMALS

ROUNDABOUT

SLIPPERY SURFACE

FERRY

FALLING ROCKS

ROAD WORK

BLIND PEOPLE
DRIVE CAREFULLY

GIVE WAY TO
TRAFFIC ON THE
RIGHT
OR
GIVE WAY TO
TRAFFIC ON THE LEFT

UNEVEN ROAD

LOOSE CHIPPINGS

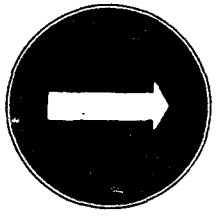
PRIORITY
ROAD AHEAD
DISTANCE IN METRES TO
JUNCTION SHOWN ON
A SEPERATE PLATE
BENEATH

4 LANE 2 WAY AHEAD
PROCEED 2 LANES

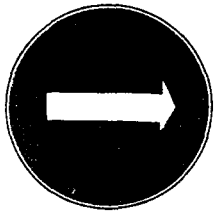
2-LANES 2-WAY AHEAD
PROCEED 1 LANE

Regulatory Signs (Mandatory)

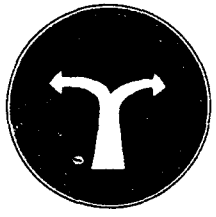
DIRECTION TO BE FOLLOWED



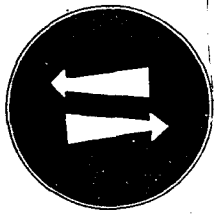
DIVERSION



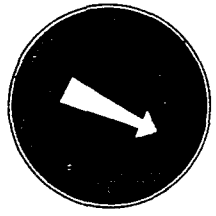
ONE WAY



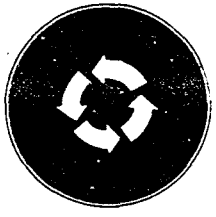
TWO WAY



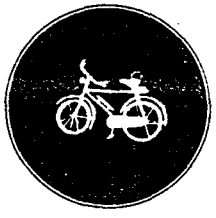
TWO WAY



KEEP RIGHT



ROUNDABOUT



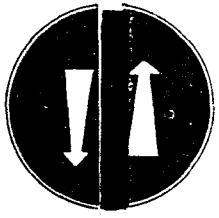
COMPULSORY CYCLE TRACK

PEDESTRIAN TRACK

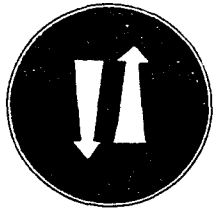
END DIVERSION

PASS EITHER SIDE

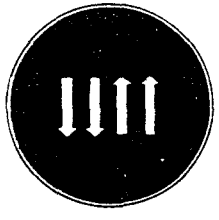
SPEED LIMIT (MINIMUM)



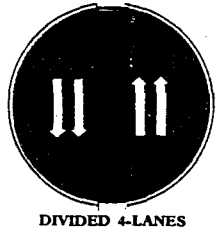
DIVIDED 2-LANES 2-WAY AHEAD



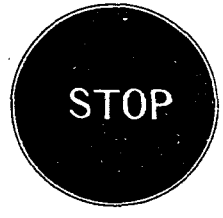
2-LANE-2 WAY AHEAD



4-LANES UNDIVIDED 2-WAY AHEAD



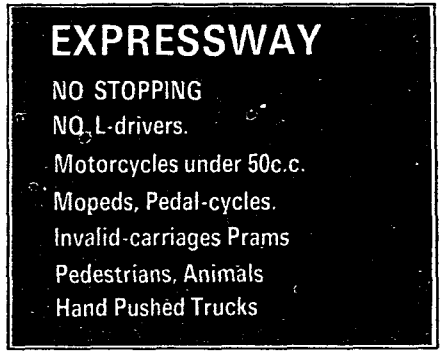
DIVIDED 4-LANES 2-WAY AHEAD



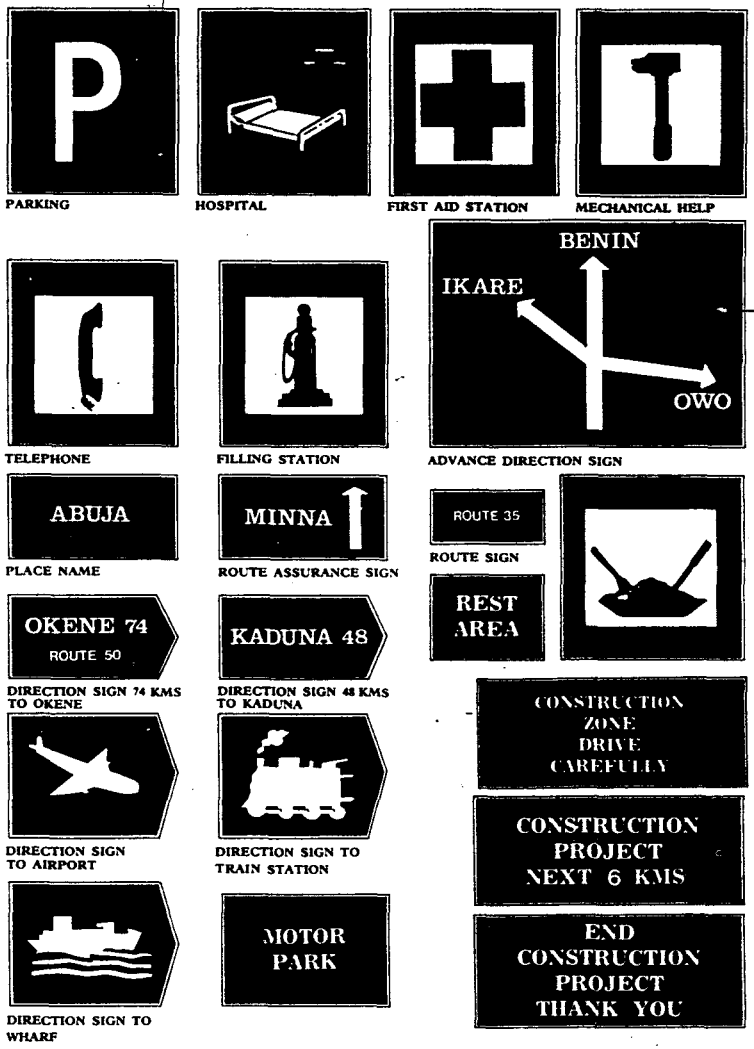
SIGN FOR TEMPORARY TRAFFIC CONTROL

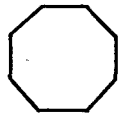
SIGN FOR TEMPORARY TRAFFIC CONTROL

PRIORITY TO APPROACHING VEHICLE



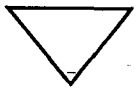
Informative Signs





The STOP SIGN is a Prohibitive Sign. It is the ***only 8-sided traffic sign.*** It always means "come to a complete stop before entering". Proceed when it is safe to do so.

WARNING SIGNS are usually triangular in shape, mostly with Red perimeter.



WARNING SIGNS with inverted triangle ***means YIELD or GIVE WAY.***

(See pages 33 to 40 for more signs).

Section 19 : SIGNALS

19.1 SIGNALS

Hand signals and traffic light signals are designed to keep traffic flowing smoothly and safely. Signals by authorised persons are given as hand signals. Both hand signals and traffic light signals are meant to be obeyed. Drivers and operators of pedal and motorised cycles are also expected to give hand and direction indication signals to communicate their intentions.

19.2 SIGNALS BY AUTHORISED OFFICERS

Traffic officers, Road Marshals, Special Marshals, Police and other authorised persons usually give hand signals to signify that vehicles should stop or drive on. You should study the hand signals and always obey them. At night or in poor vision, special torches are used. Read their indications correctly and obey them. *(See figs. 16A and 16B).*

19.3 SIGNALS BY ROAD USERS

You should give correct signals using direction indicators fitted in your vehicles or with your hands to let other motorists or traffic control officers know what you intend to do.

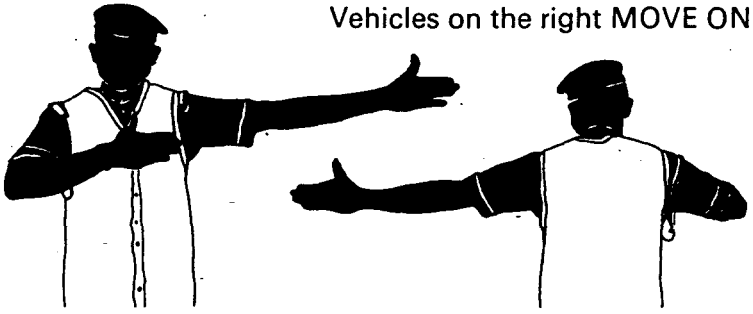
Study how to give hand signals properly. *(See fig. 16C).*

Section 20: ROAD MARKINGS

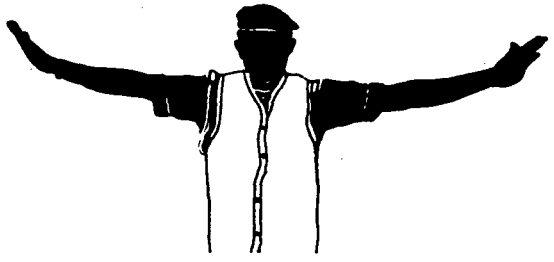
Lines and symbols on the roads are meant to show the alignment of the roads. Ideally these are reflective so that you may clearly and safely follow the roads even at night. Road markings also indicate the number

FRONT VIEW
Vehicles on the right MOVE ON

BACK VIEW
Vehicles on the right MOVE ON



Vehicles on the right and left side
STOP



FRONT VIEW
Vehicles on the left MOVE ON

BACK VIEW
Vehicles on the left MOVE ON

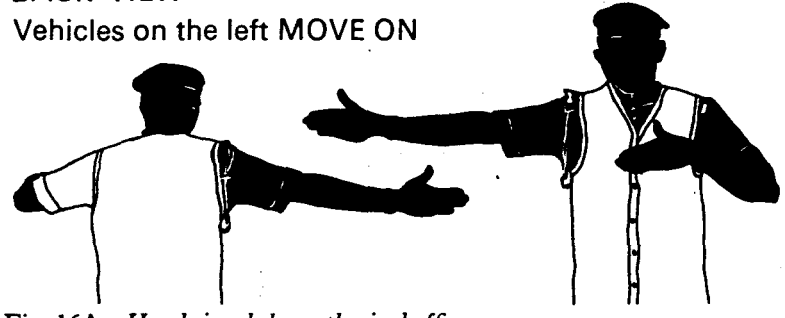
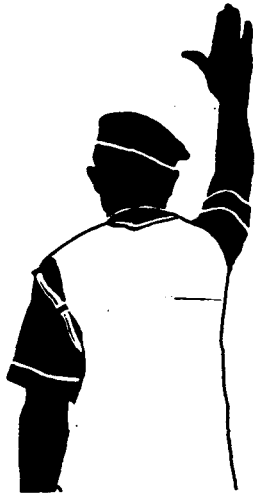


Fig. 16A *Hand signals by authorised officer.*

TRAFFIC CONTROL SIGNALS

BY AUTHORISED PERSONS

STOP:
Vehicles in front STOP



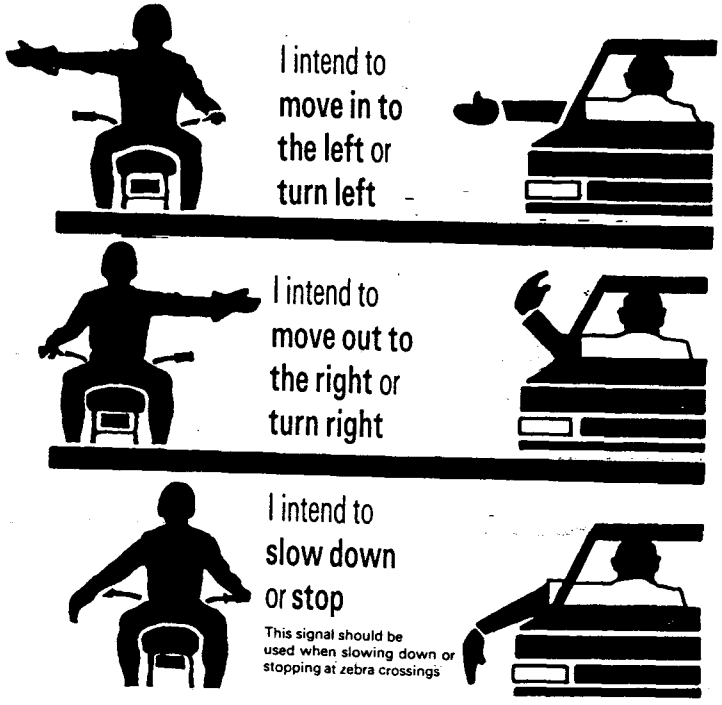
BACK VIEW
Vehicles in front STOP

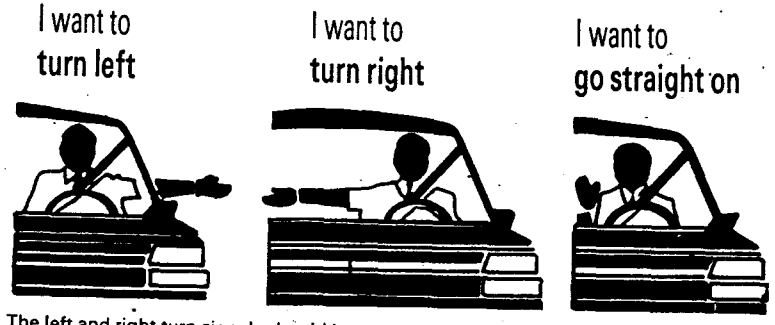
FRONT VIEW
Vehicles in front MOVE AHEAD

BACK VIEW
Vehicles in front MOVE AHEAD

Fig. 16B *Hand signals by authorised officer.*

ARM SIGNALS
when indicators or stop lights are not fitted (or are faulty)
Also for use by pedal cyclists and those in charge of horses





The left and right turn signals should be used when indicators are not fitted

Fig. 16C *Hand signals by motorists.*

of lanes on the road, where you may overtake other vehicles, which lanes to use for turning, and where you must stop for signs or other traffic signals.

Road markings are basically of four major types:- Centre lines, edge lines, cross walks, and pavement messages.

20.1 **CENTRE LINES**

These are lines in the centre of the road to separate traffic proceeding in opposite directions. Broken lines are used in areas where there are no restrictions on overtaking. In areas where there are restrictions on overtaking, a solid line is painted alongside the broken line. You may not overtake if the solid line is on your side of the centre line. ***Overtaking for traffic in both directions is strictly forbidden where the centre is marked by double solid lines.***

REMEMBER: DO NOT overtake unless you can see that the road ahead is clear.

20.2 **EDGE LINES**

These are solid lines along the side of the road. They indicate where the edge is and can be used also as traffic guidance. An edge line which slants towards the centre of the road forewarns that the road is narrowed ahead. An edge line may be crossed only by traffic moving to and from the shoulder of the road.

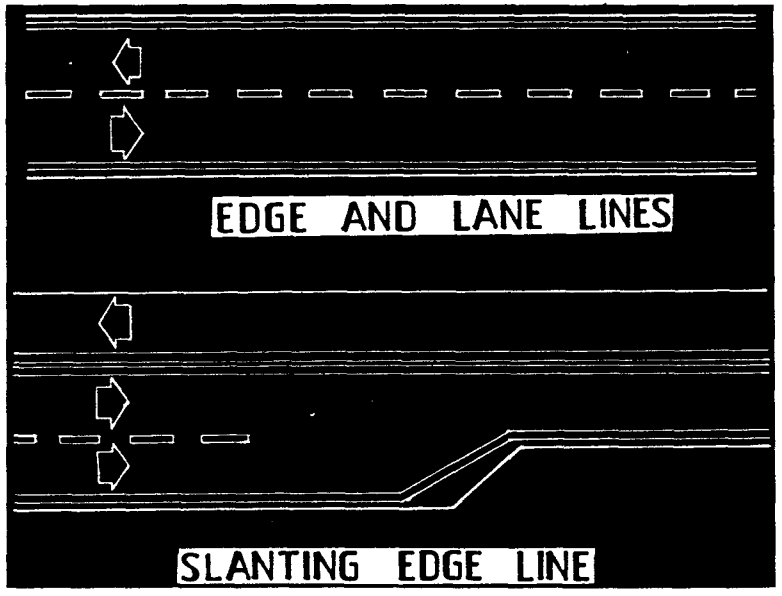


Fig. 17 *Road markings.*

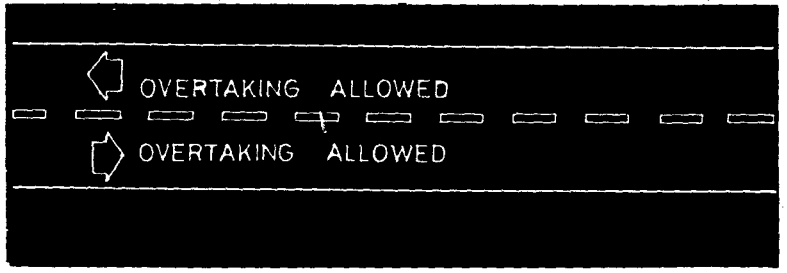


Fig. 18 *Single broken line road marking.*

20.3 CROSS WALK

White solid lines across the road are usually used to denote pedestrians crosswalks commonly at intersections. You must stop for pedestrian at cross walks. A solid white line across the road, usually at intersection, shows where you MUST stop for a GIVE WAY sign, STOP sign or for red traffic light signal. *(See page 47 Fig. 19 for illustration)*

20.4 PAVEMENT MESSAGES.

These are messages or symbols which are lettered or painted on the roads to warn of conditions ahead.

20.5 DIAGONAL LINES

These are painted on the road for protection to separate traffic or to prevent traffic from turning left. Do not drive on to these areas if you can avoid doing so.

20.6 ZEBRA LINES

These are used to delimit where pedestrians can cross the roads. You must stop for pedestrians that have stepped on the lines. In traffic queues, leave pedestrian crossings clear.

Section 21: LANES

These are spaces on the road demarcated by lines to guide traffic flow moving in the same or opposite direction. For traffic in the same direction the lines are normally white. Lines separating traffic moving in opposite directions are frequently yellow.

The lines may be broken or solid, indicating whether or not they may be crossed. Usually broken lines may be crossed while solid lines are not expected to be crossed.

REMEMBER: Some roads do not have any markings, yet the lanes exist. The Lanes and lines are easily assessed by the road user. **Look with your eyes and see with your mind.**

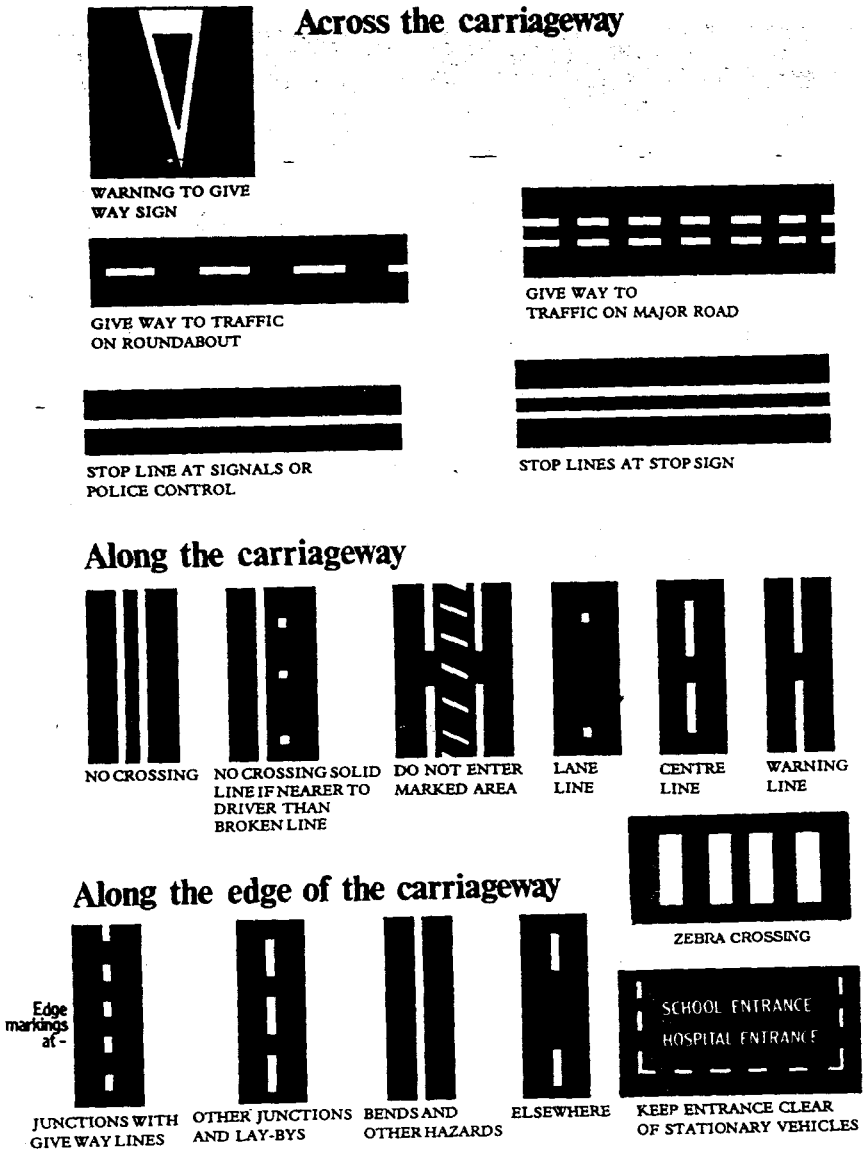


Fig 19 *Pavement markings.*

(ii). **PRACTICAL DRIVING TEST:-** During this practical test, the applicant and the testing officer(A.C.V.I.O) enters into the vehicle for the real practical test on the highway. The testing officer gives a non-deceptive instruction to the applicant as to what to do along the highway. If the applicant responds accurately, he/she can be considered passed or qualified for driving.

Mostly the driving test is conducted within the town where the applicant is expected to maintain a certain speed limit in order to avoid accident.

The speed limit can be 20km/h or 30km/h depending on the population density of the area. If the applicant(learner) can successfully satisfy the conditions and obey the instructions down to earth he/she is certified passed or qualified for driving licence applied for otherwise disqualified

2.4.2. **ACCIDENT INSPECTION**.

When a motor accident occurs on the highway, the driver reports the incident to the police at the nearest police station in the traffic department. In case dearth has occurred of the driver or sustained injuries that he cannot report to the police, the passengers, passers-by or even the vehicle owner can report to the police at the nearest police station. The traffic department takes up the matter and make further report to the vehicle inspection officer in charge of accident inspection through a form called Motor Vehicle Administration 40.

This enables the V.I.O to move to the scene of the accident for proper inspection. Accident can be inspected at in three (3) places. Viz, at the scene of the accident, at the police station, and at the vehicle inspection office premises. The report of the findings is given to the police who then tender it at the court for evidence. The vehicle inspection officer can also be invited to the court if necessary to give evidence. The duplicate copy of the report is kept in the vehicle inspection

office for record purposes. The court in turn gives judgement based on the evidence and appropriate fine or charge is rewarded to the defaulter.

2.4.3. **ROAD CHECK OPERATION.**

This comprises of mobile court operation, task force operation, and road check operation. Mobile court operation:- This involves the V.I.O, a police and a judge. Any driver arrested and found guilty of any offence by the V.I.O is prosecuted by the police prosecutor and judged by the court judge instantly. The driver is made to pay the charged fines and the receipts issued to him right there. Failure of the driver to pay may attract him being sent to detention till the fine is remitted. Alternatively the vehicle can be impounded and kept in the vehicle inspection's office or at the police station till the fine is paid before it can be released back to him.

Task force operation:- This is quite different from the normal routine operation. It is carried out occasionally based on the government's instruction to the chief registrar in order to generate revenue. The difference between mobile court operation and task force operation is that the former involves many arms of law enforcement agents while the latter involves the road traffic officer, a judge and a police officer for prosecution and security purposes.

Road check operation:- This is the normal operation carried out by the road traffic officers (V.I.Os) only. The officers go to the road for operation. They may go to the road with a police officer or not. The officers has the reserved right to consider the apprehended driver, asking him to go and effect repairs on his vehicle or charge him to court depending on the gravity of the offence committed.

2.4.4. VEHICLE REGISTRATION

When a new vehicle is purchased, it is first of all taken to the vehicle inspection office along with the purchasing receipt, clearing papers such as certificate of custom duties and others (in case of imported vehicles) These documents are cross-checked by the officer to find out their genuity. When found genuine, the registration process begins by filling aform-M.V.A.2 by the owner.

The vehicle then is assigned with identification plate number. the applicant, after the registration of the vehicle is requested to go and obtain insurance certificate from any insurance company of his choice. After which he is then expected to come back and show the certificate to the registration officer before his particulars and released for him to go. These finally marks the final stage of registration The identification numbers are of different categories as described below.

	CATEGORY	**COLOUR**
1.	Govt. vehicles	Green colour upon whitebackgroud(g/wbgd)
2.	Comm. vehicles	Red colour upon white back ground(r/wbgd)
3.	Milit/parliamilit. vehicles	Black colour upon red back ground(b/rbgd)
4.	Private vehicles	Blue colour upon white back ground(b/wbgd)
5.	Diplomatic vehicles	White colour upon red back ground(w/rbgd) or neutral back ground.

The owner is charged for the vehicle licence, road worthiness certificate(in case of commercial vehicles) heavy duty permits (i.e weight exceeding 10 tones) which is recorded in M V A 27 form. Private cars are exempted from heavy duty and road worthiness certificates, while government vehicles are also exempted from vehicle. licence.

2.4.5. CHANGE OF OWNERSHIP.

A formally registered vehicle could be sold by a party, say party 'A'(the seller) to another party 'B'(the buyer) . The buyer after settlement with the buyer has to go for a change of ownership with a written agreement note to the V.I.O from the seller authorizing him to effect the change.

If the vehicle is new and has not been registered before the change of ownership process, the buyer has to register it afresh after the change is effected and the fee is paid by the buyer. The payment for the change of ownership is dependent on the category and the cost of the vehicle in question. The same process is repeated if change of ownership continues from one party to another. Also the expired particulars are renewed in the name of the current owner and the record is kept in M V A 3 which is always in possession of the current owner.

2.4.6. CHANGE OF CATEGORY.

This is changing of vehicle from one form of use to another, either from private use to commercial use and vice versa This is also accompanied by change of colour as chosen by the authority of that State or Local government. Such vehicles' category change must be certified and road worthiness certificate issued by the Motor Vehicle Administration Officer (VIO) to the owner before putting it into such use. This authenticates or authorizes the owner the use of the vehicle for the category changed to, otherwise it could be termed illegal if such is not done.

2.4.7. EVALUATION OF VEHICLE FOR AUCTION SALES.

The road traffic officers undertake evaluation of government vehicles for auction sales. This helps to know the value-worth of the vehicle to be auctioned.

2.4.8. ISSUANCE OF PROOF OF OWNERSHIP CERTIFICATE.

Proof of ownership certificate is a certificate issued to a legal owner (buyer) of vehicle identification number The owner's name is written (documented) against that particular (unduplicated) number which cannot be owned by any other person. This certificate gives the owner claim of ownership of the number plate if stolen by any other person.

2.4.9. REVENUE GENERATION

Revenue generation is sourced through the sales of a number plates, learners permit, issuance of driving licence, vehicle particulars, traffic offences, registration, change of ownership fees; change of category fees, heavy duty permits, e number receipts, proof of ownership certificates, and sale of motor vehicle administration books (MVA3). These revenue generation is further subdivided into:

(a) Direct Revenue Discharge Unit;

The account code of the entire office is head 403,while the revenue generated from the public through the sources outlined above are subdivided into sub-heads. The sub-heads accrued to this unit are 04,05, and 06.

(i) Sub-head 04- This includes vehicle licence for categories of vehicles(private, commercial goods only, motor-cycles) such as tankers, lorries, pic-ups, buses, taxes and tippers.

(ii) Sub-head 05- This includes learners permit, driving test charges and driving licence fees.

(iii) Sub-head 06- This includes charges for roadworthiness certificates of all commercial vehicles such as taxes, buses, tankers and tippers.

DIRECT REVENUE DISCHARGE UNIT CASHBOOK.

The first cash book involves the general motor receipt (GMR) made of sub-heads 05,06 and 07 as provision is made for differentiating the sub-heads. The second cash book contains the vehicle licence records separately partitioned in the cash book according to the type of vehicle licence. The total collection in each of them is separately accounted for at the period of choice as sub-head 04.

VOUCHER PREPARATION.

Vouchers are prepared according to the sub-heads to show the collections in each of the sub-head which is then presented to the sub treasury at the period of choice- say, one month.

(b). **REVOLVING ACCOUNT.**

The revenue generated is sub-head 07 under a tittle head 403. It involves the sales of vehicle identification marks, national driving licence, vehicle registration book, change of ownership, change of category fees, and traffic offences (miscellaneous). The total revenue generated from the above is paid into the revolving account.

2.5 . PROBLEMS OF THE EXISTING SYSTEM.

The existing system is characterized with difficulty of retrieving and storing data. It takes a longer time to search for individual's records. Not all, the files are subjected to wears and tears due to pushing in and pulling out of files from the file cabinet. Again, there is no security against unauthorized persons gaining access into the stored data and records. This is because the files are exposed to the staff of the office and even the public (customers) coming into the office.

CHAPTER THREE

3.0 VEHICLE INSPECTION SYSTEM ANALYSIS AND DESIGN.

3.1 INTRODUCTION

The approach adopted here is intended to analyse and appraise all the data and other Sunday information so far gathered with a view to highlighting the advantages and disadvantages of new and old system respectively.

3.2 DATA GATHERING AND ANALYSIS.

In undertaking this project work, a lot of documents forms, certificates and other reports used in the office for various activities were collected and analysed. These facts were further corroborated b y the data requirements of customers (drivers or applicants) identification record on the forms and certificates.

3.3 ANALYSIS OF THE OPERATIONS OF THE EXISTING SYSTEM.

The vehicle inspection office (V.I.O) equally known as Road Traffic Office (R.T.O)

of Minna, being the headquarters, in the state carries out operations as contained in chapter two-2.4.1-2.4.8 and coordinates the activities of other branches in the state. It is composed of the following functional areas as earlier stated in the organizational chart as illustrated in fig 2.2. These functional areas are:- Licencing section, road operations, Driving test, vehicle inspection, vehicle registration, clerical section and revenue generation (account). Though the revenue generation (accounts) is not depicted on the organizational chart, the project work covers it, but does not cover auditing of the office accounts. Also, it is limited to the functional areas mentioned above as regards the services each renders to the customers (drivers/Applicants),

3.4 PROBLEMS OF THE EXISTING SYSTEM

Normally, this type of manually maintained record are pruned to some problems which the proposed system is intended to alleviate if cannot be echewed totally. Such problems are:

(1). There is an increasing volume of work

(2). The system makes too many demands on the users

(3). The system cannot respond quickly enough the customers needs

(4). The system's inability to figure out how much have been generated under each

of the various accounts subheads within a minute.

(5). The system's in ability to give accurate figure showing the total number of accidents that occurred in the state, the total number of dead and injured at a given time without taken homes to search for the file to get the records month by month.

It is worth mentioning here that the number of accidents' records and other information relating to it is limited to the number of accident cases reported to the V.I.O. the scope of the operations of the office does not cover the going around the state to fund out accident cases. The office does not treat any accident not reported to the officers at the office or on road cheeks.

3.5 THE NEW SYSTEM PROSPECT AND ADVANTAGES

The proposed system is expected or hoped to proffer some solutions to the problems in the current system as stated above. It is therefore looking forward to, among other things:

(1). Less clerical work

government and the general public or organization in terms of statistical records it keeps or generated.

In furtherance of the analysis, the existing system in use today was appraised using the following approaches:-

(a) Method of information generation;

(b) Method of data processing;

(c) Method of file organization and storage;

(d) File movement and information dissemination; and

(e) Security and safety of files.

The method adopted in data information generation is simple. All operations form day –to-day is purely manual. The customers obtain forms, pay for them, fill and submit for onward processing. Immediately a file is opened for the applicant with a number for due processing. When the initial formalities of documentation are completed, the files are kept in the registry. Open files are usually kept on the floor or file cabinet shelves.

Method for file organization for the registries is serial. When the need arises for an information for a particular file, the file is traced manually one after the other. When relevant one in seen, it is removed and minted to the officer requesting for it. Once the officer in satisfied with the record sort for. It is returned back to its natural place.

(2). Less paper work

(3). Less or reduce date redundancy

The advantages of the proposed system cannot be overstated. Base on the problems posed by the current system state in 3.4 and judging from the proposed system prospect, it can be justifiably stated that there is:-

(1). High speed of processing information;

(2). High degree of efficiency

(3). High degree of efficiency;

(4). Better management information system for quicker management decision taking.

(5). A more effective function;

(6). High degree of accuracy;

(7). Reduction in time spent in searching or moving data;

(8). Dependability and reliability; and

(9). Confidentiality.

3.5.1 SCOPE OF THE NEW SYSTEM.

The new system does not cover the use of the revenue (spending), store management, buying of vehicle number plates, personnel and recruitment, payroll and wages of staff, training of drivers, investigation into stolen vehicles and recoveries, issuance of insurance certificate, custom papers, repairs of vehicles, auditing of the office accounts.

3.5.2 THE SECURITY FACILITY IN THE NEW SYSTEM.

The new system should have security facilities for back up files against an authorized users. The files could be copied form hard disk to floppy diskettes and kept as son, father and ground father back up.

3.6 THE SYSTEM ELEMENTS.

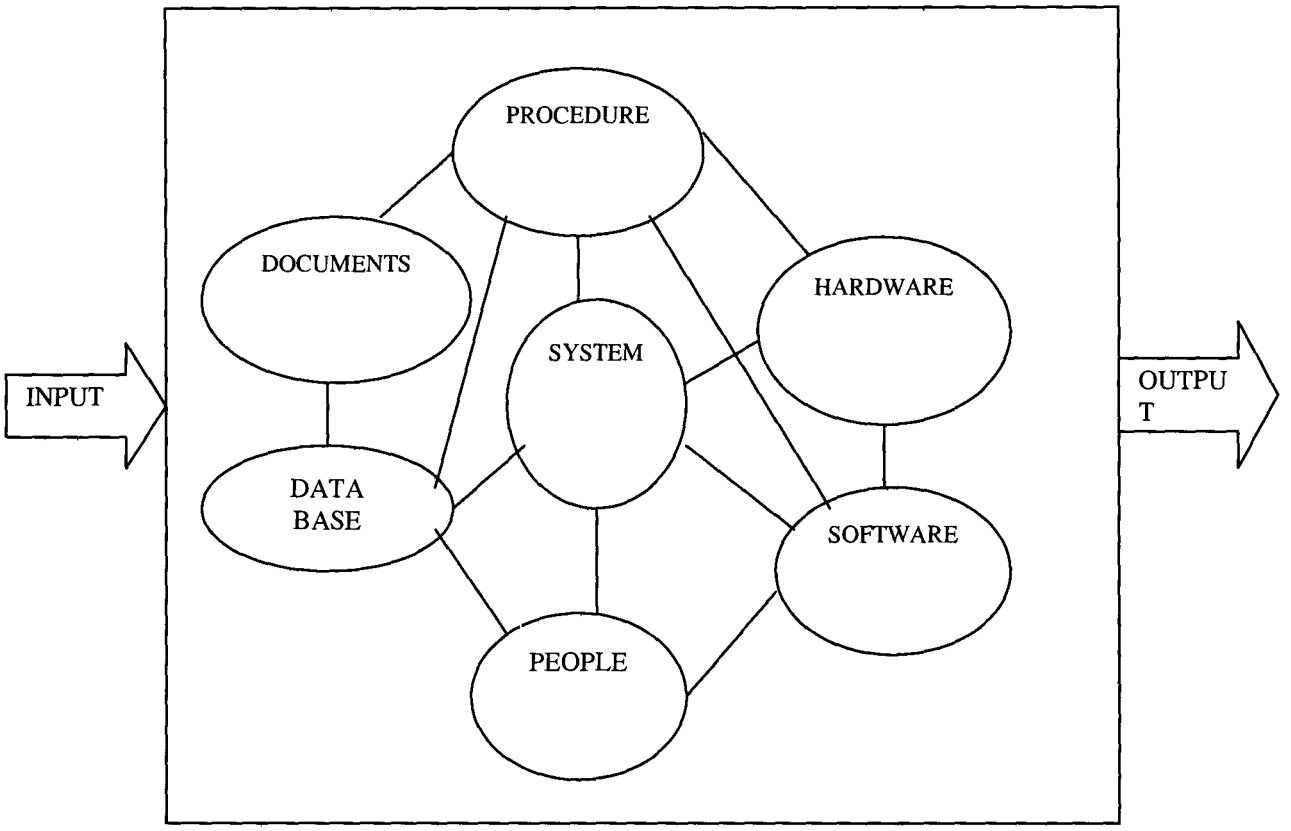


Fig 3.6

Webster's dictionary defines system in the following way:

-----1----a set of or arrangement of things so related as to form a unity organic whole;2. A set of facts, principles, rules, etc., classified and arranged in an orderly form so as to show a logical plan linking the various parts; 3 a method or plan of

classification or arrangement, 4 an established way of doing something; method; procedure-----.

Based system as:

A set or arrangement of elements organized to accomplish some method, procedure, or control by processing information.

The computer bases system elements are shown above in fig 3.6 including.

- Software: Computer programs, data structures, and related documentation that serves to effect the logical method, procedure, or control required.
- Hardware-Electronic devices (e.g. C.P.U, memory) that provide compacting capability, and electromechanical devices (e.g., sensors, motors, pumps) that provide external world function.
- People-Individuals that are users and operators of hardware and software.
- Database-A large, organized collection of information that is accessed via software and this is an internal part of system function.
- Documentation Manuals,. Forms, and other descriptive information that portray the use of and/or operation of the system.
- Procedure-The steps that define the specific use of each system element or the procedural context in which the system resides.

3.2 SYSTEM DESIGN/PROGRAM DESIGN

The design state is perhaps the most important stage and it outlines and defines

the set of rules required for the solution to the problem. Infact, it involves the listing and ordering of successful steps and activities to be undertaken to achieve the desired

goals. The tools mostly used in this stage are pseudocodes, flowcharts. N.B diagram, and so on are used for algorithm representation.

3.7.1 **MAIN MENU DESIGN.**

The main menu of the program is shown in the fig 3.7.1. it shows the menu and

submenu of the program. It depicts the arrangement of all the activities carried out by the vehicle inspection office. The choice cases are displayed on the computer screen to enable the user access the files. The design of the main menu is show below.

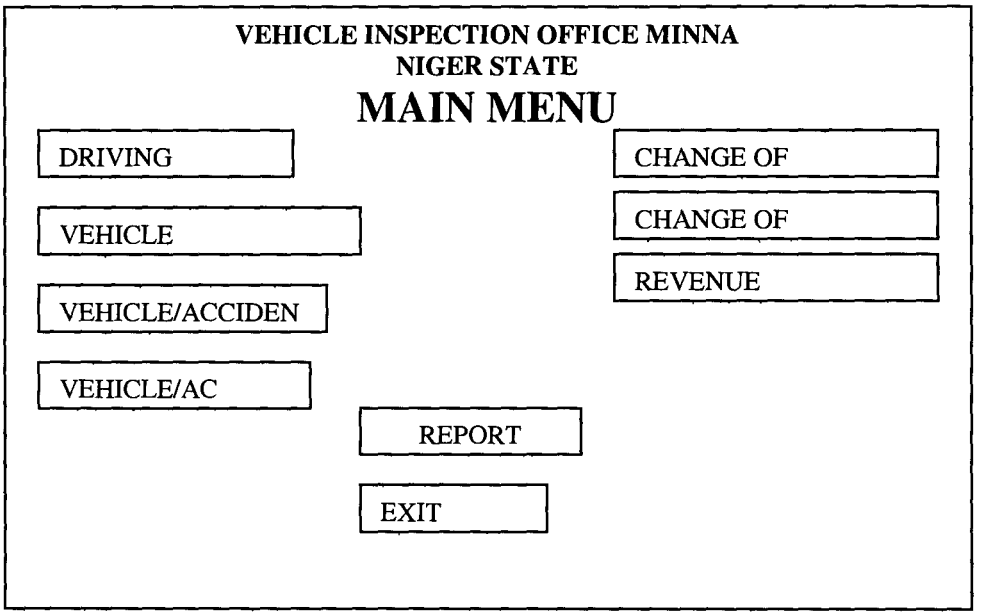


Fig 3.7.1

Some copies of the main menu and submenu are printed out to show the procedural steps of running the programm. Form imput state to output state.

3.7.2 **IMPUT SPECIFICATION.**

This is determined by the customers (drivers is car owners) that supply data in

their form they fill to obtain certain things such as learner permit, Natural Driving Licence and others. The date supplied is about them, the customers.

3.7.3. **OUTPUT SPECIFICATION**.

This refers to the outcome or result of the imput into the form(s). it is also known as report generation. At this state of report generation stage, information necessary for management purposes and the customer purposes are produced. Relevant questions arises as to what information would the report contains. For the purpose of this research, the following information are included in the output in order to generate good and accurate information. These essentially information are for instance added to vehicle inspection report.

FILED NAME	**DATA TYPE**
Inspection Date	Date/Time
S/No	Number
GMRP	Number
GMRP	Number
New Veh.P	Number
New Veh.F	Number
Govt veh P	Number
Govt veh. F	Number
L.G.P	Number
L.G.F	Number
Special insp	Number
Total/Ground Total	Number

3.8 CHOICE OF PROGRAM LANGUAGE.

The program languagechosen is Access Language, a high level language which is window based software. The reason for chosing this language is that of its large data base for managing the nuerous files. This Access Dbase has the features that helpes in the entering, keeping and generating information.

3.8.1 FORMS.

Form can be used for a variety of purpose

- Create a data-entery form to enter data into a table
- Create a switch board form to open otherforms, or reports
- Create a custom dialog box to accept user imput, and then carry out an action based on that imput.

Most of the information in a form come from an underlying record source. Other information in the form is stored in form's design.

3.8.2 TABLE.

A table is a collection of data about a specific topic, such as products or supplies.

Using a separate talbe for each means you store that data only once, which makes the database more efficient and reduces data-entry errors. Table, table organize data into column (called fileds and row (called records.

In table datasheet view, you can add, edit or view the data in a table. This allows spellcheeking the spelling and printing of table's data, filter or sort record,

change the data sheet, appearance, or change the table's structure by adding or deleting colums. In table design view, you can create an entire table from scratch or add, delete, customize an existing table's fields.

3.8.2 **QUERIES**.

Queries are used to view, change, and analiyse data in different ways. You can

also use them as the source of records for form and reports. They are also used to:

-Bring together data from multiple tables and sort it in a particular order.

-Perform clalculation on group of records, calaculate a sum; count or even suming ground total.

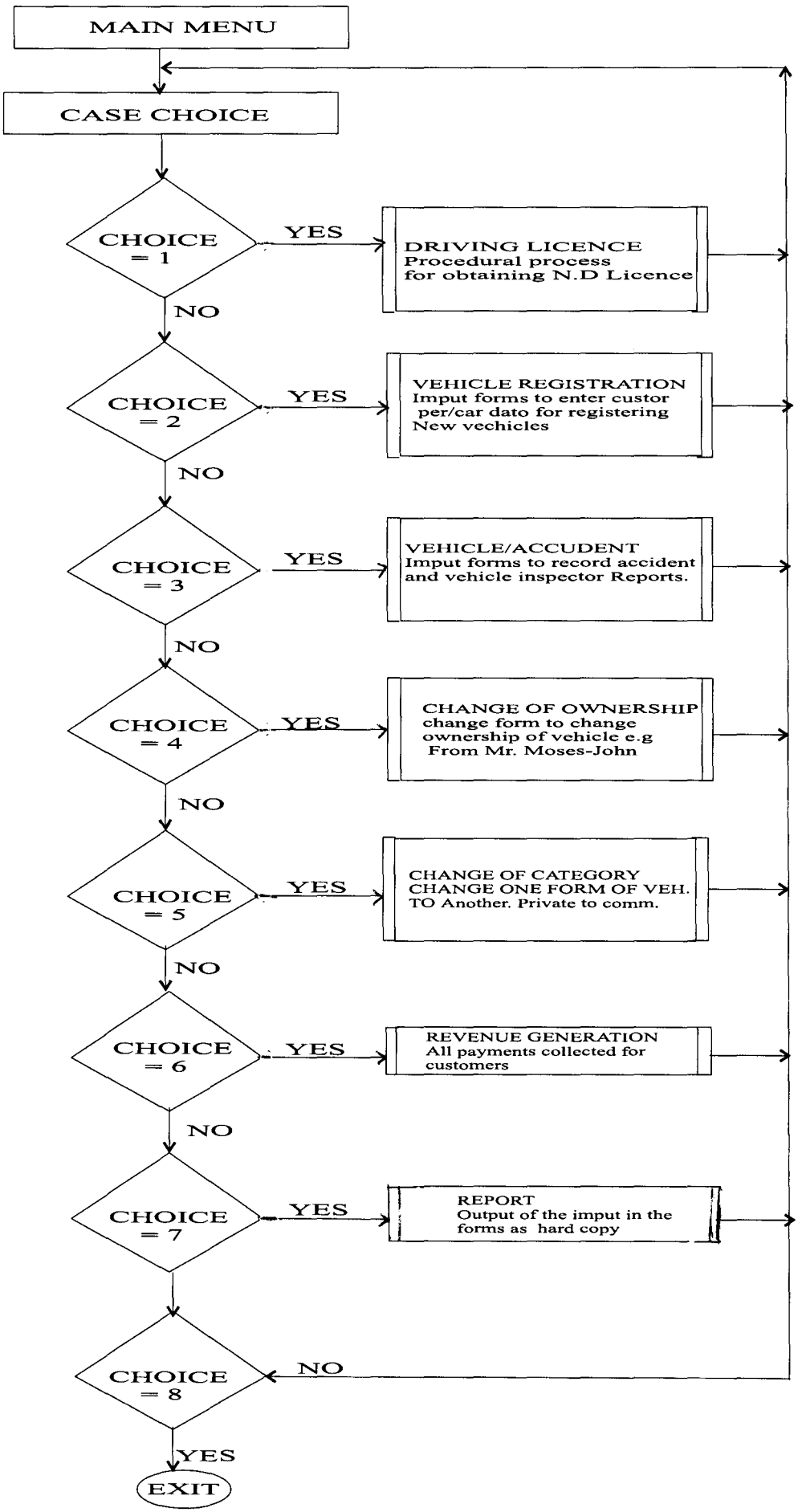
3.8.3 **REPORT**.

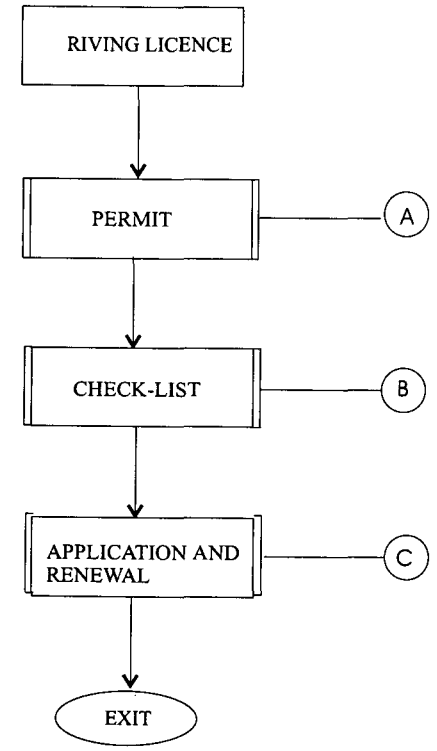
This is the information generated from the forms where records are entered. It is therefore the output of the operation performed on the data supplied into the system.

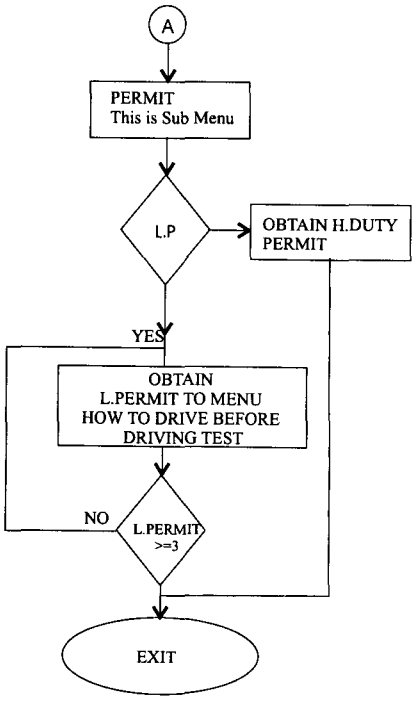
3.9 **SYSTEM ALGORITHM (FLOWCHARTS)**.

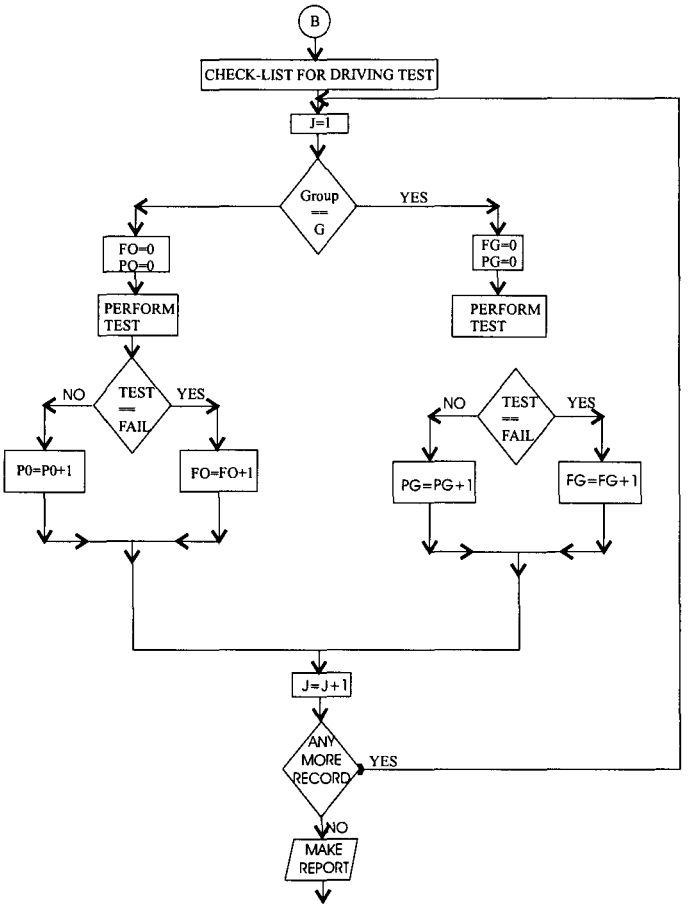
Algorithm is a step – by step set of instruction for solving a specific problem, or it could be defined as a set of unambiguous rules that define how a particular problem or class of problems can be solved in a definite sequence of steps. Conditions that satisfy the definition above are definiteness, finiteness and effectiveness. Below is the sytem alogrithem (flowchartes)of the new system designed.

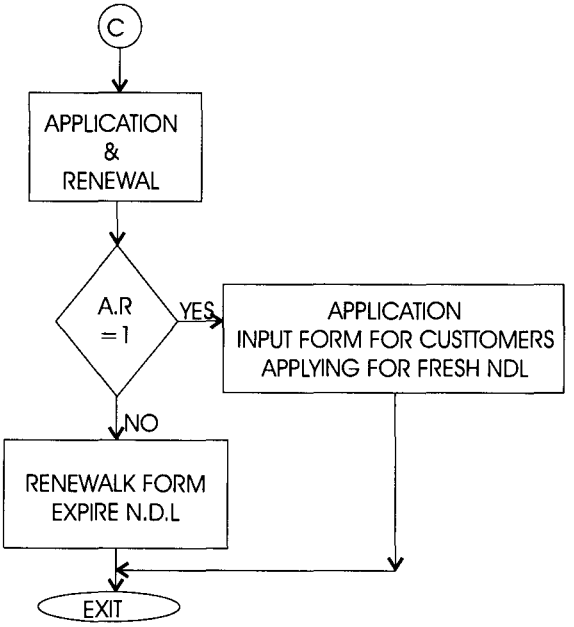
Fig 3.9.

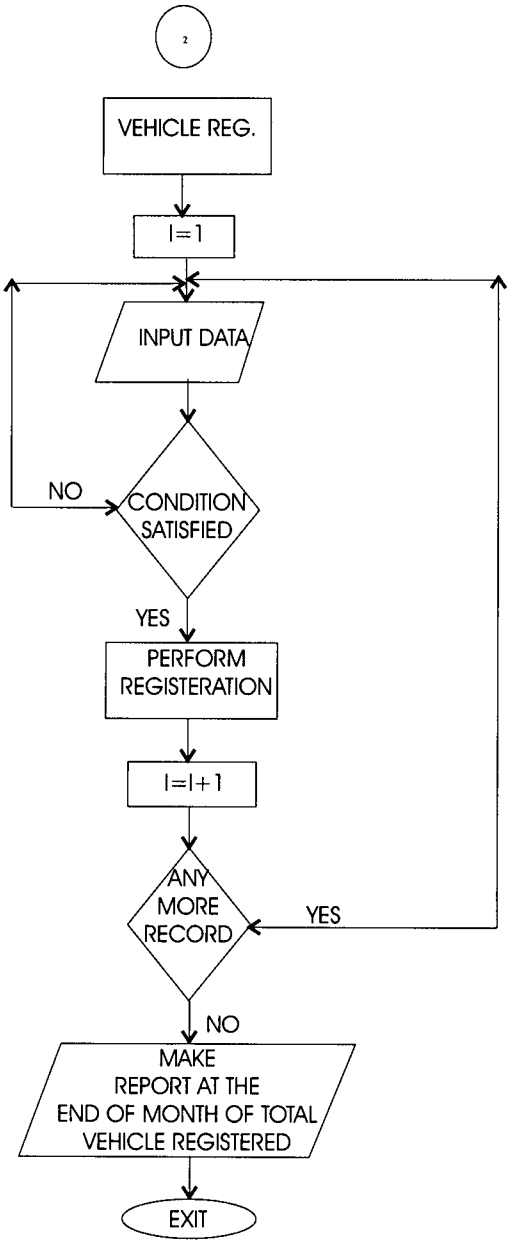

MAIN MENU
CASE CHOICE
CHOICE = 1
YES
DRIVING LICENCE Procedural process for obtaining N.D Licence
NO
CHOICE = 2
YES
VEHICLE REGISTRATION Imput forms to enter custor per/car dato for registering New vechicles
NO
CHOICE = 3
YES
VEHICLE/ACCUDENT Imput forms to record accident and vehicle inspector Reports.
NO
CHOICE = 4
YES
CHANGE OF OWNERSHIP change form to change ownership of vehicle e.g From Mr. Moses-John
NO
CHOICE = 5
YES
CHANGE OF CATEGORY CHANGE ONE FORM OF VEH. TO Another. Private to comm.
NO
CHOICE = 6
YES
REVENUE GENERATION All payments collected for customers
NO
CHOICE = 7
YES
REPORT Output of the imput in the forms as hard copy
CHOICE = 8
NO
YES
EXIT

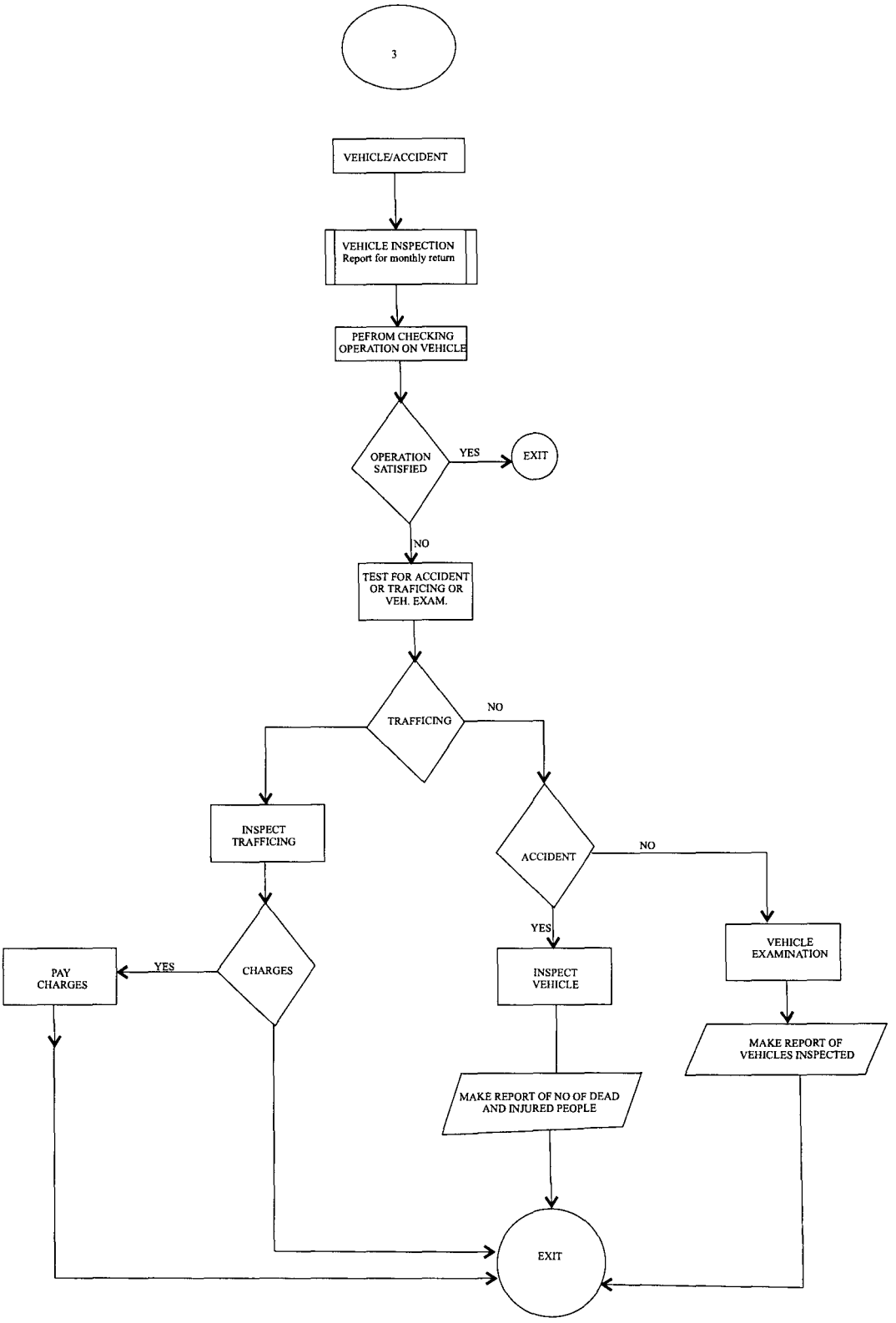

RIVING LICENCE
PERMIT
A
CHECK-LIST
B
APPLICATION AND RENEWAL
C
EXIT

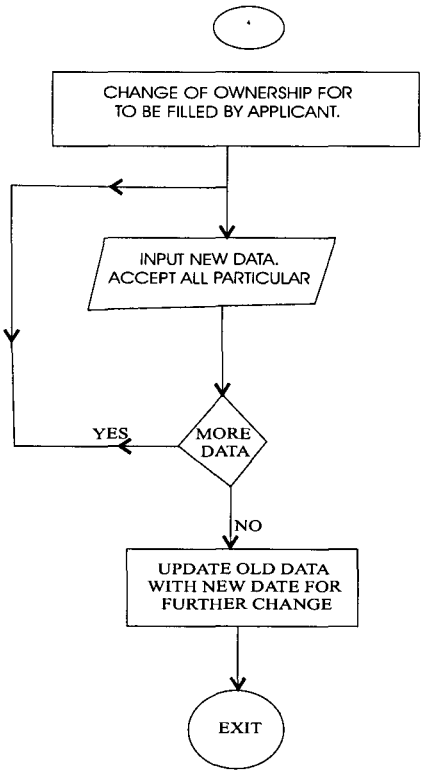

A
PERMIT
This is Sub Menu
L.P
OBTAIN H.DUTY PERMIT
YES
OBTAIN
L.PERMIT TO MENU
HOW TO DRIVE BEFORE
DRIVING TEST
NO
L.PERMIT >=3
EXIT

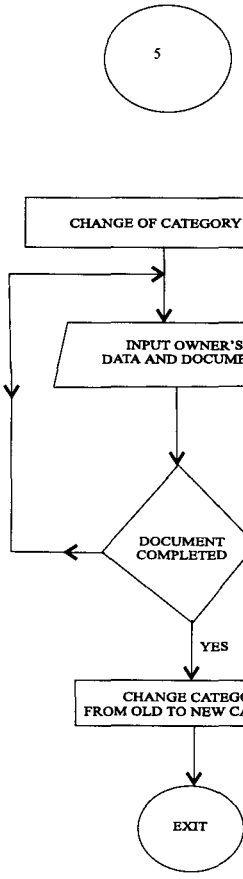

B
CHECK-LIST FOR DRIVING TEST
J=1
Group == G
YES
FO=0
PO=0
FG=0
PG=0
PERFORM TEST
PERFORM TEST
TEST == FAIL
NO
YES
P0=P0+1
FO=FO+1
TEST == FAIL
NO
YES
PG=PG+1
FG=FG+1
J=J+1
ANY MORE RECORD
YES
NO
MAKE REPORT

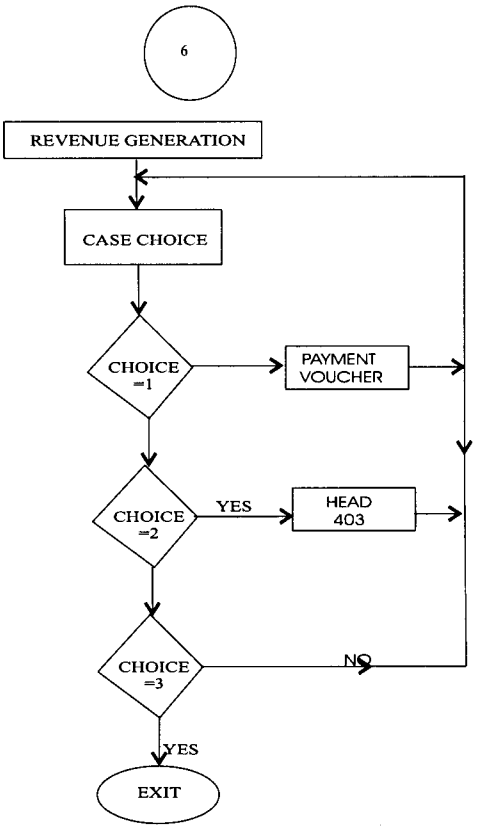

C
APPLICATION & RENEWAL
A.R =1
YES
APPLICATION INPUT FORM FOR CUSTTOMERS APPLYING FOR FRESH NDL
NO
RENEWALK FORM EXPIRE N.D.L
EXIT

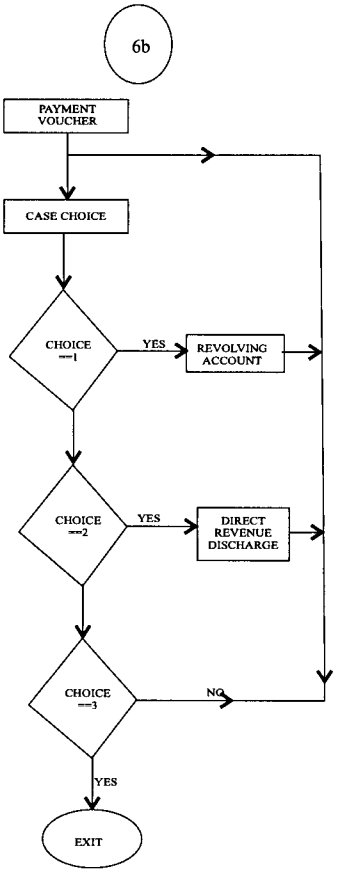

2
VEHICLE REG.
I=1
INPUT DATA
NO
CONDITION SATISFIED
YES
PERFORM REGISTERATION
I=I+1
ANY MORE RECORD
YES
NO
MAKE REPORT AT THE END OF MONTH OF TOTAL VEHICLE REGISTERED
EXIT

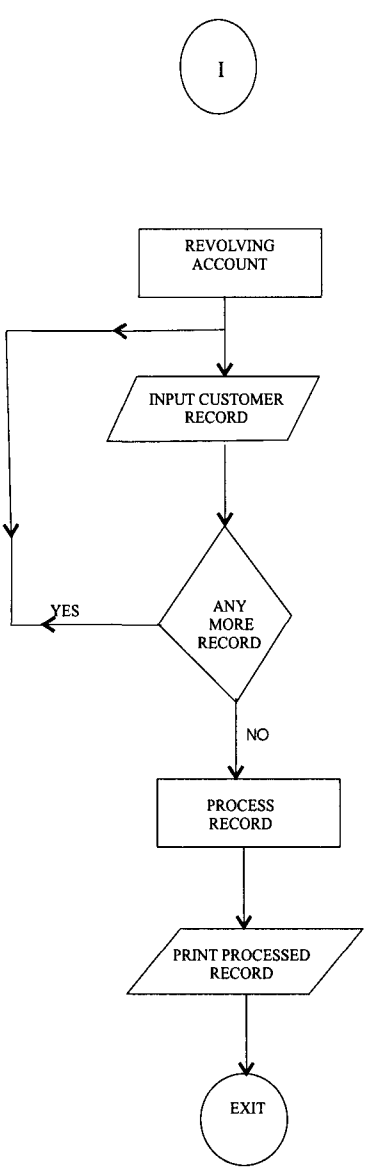

3
VEHICLE/ACCIDENT
VEHICLE INSPECTION
Report for monthly return
PEFROM CHECKING OPERATION ON VEHICLE
OPERATION SATISFIED
YES
EXIT
NO
TEST FOR ACCIDENT OR TRAFICING OR VEH. EXAM.
TRAFFICING
NO
INSPECT TRAFFICING
ACCIDENT
NO
YES
VEHICLE EXAMINATION
PAY CHARGES
YES
CHARGES
INSPECT VEHICLE
MAKE REPORT OF VEHICLES INSPECTED
MAKE REPORT OF NO OF DEAD AND INJURED PEOPLE
EXIT

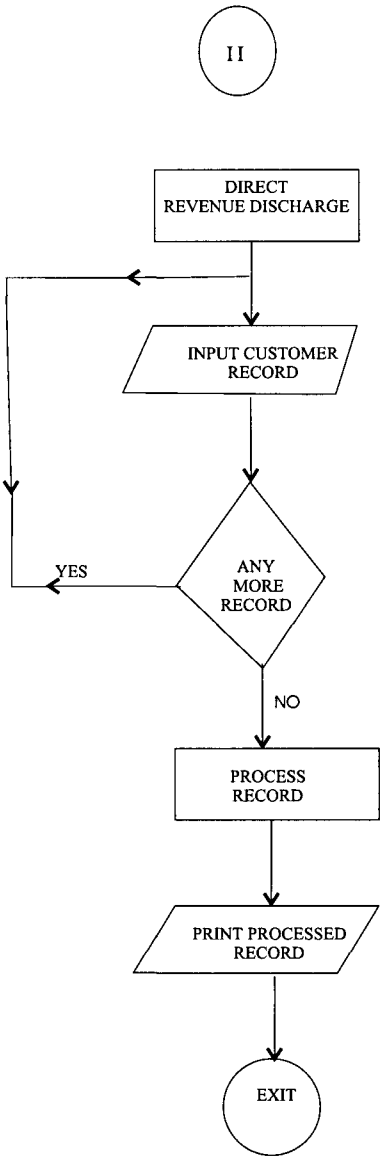

4
CHANGE OF OWNERSHIP FOR
TO BE FILLED BY APPLICANT.
INPUT NEW DATA.
ACCEPT ALL PARTICULAR
YES
MORE
DATA
NO
UPDATE OLD DATA
WITH NEW DATE FOR
FURTHER CHANGE
EXIT

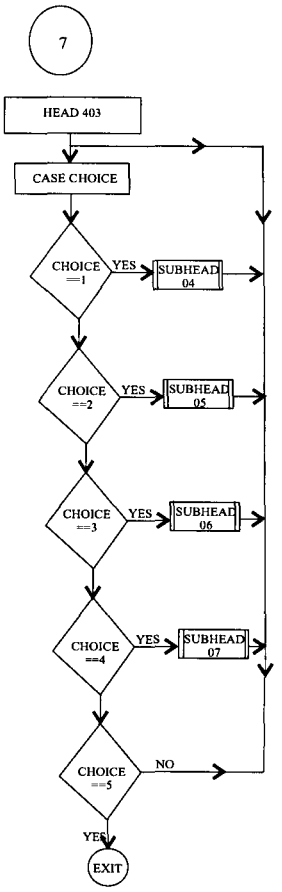

5
CHANGE OF CATEGORY
INPUT OWNER'S
DATA AND DOCUMENT
DOCUMENT
COMPLETED
YES
CHANGE CATEGORY
FROM OLD TO NEW CATEGORY
EXIT

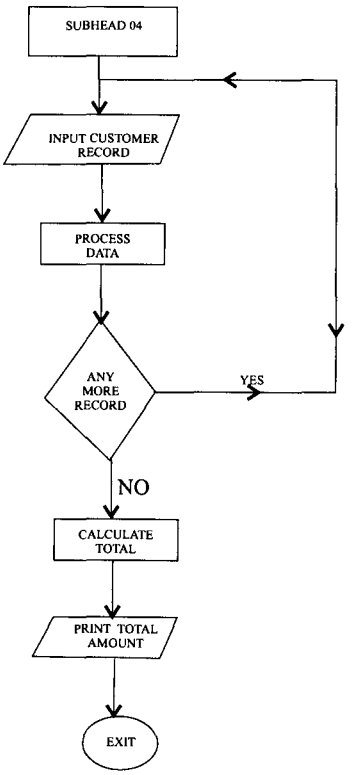

6
REVENUE GENERATION
CASE CHOICE
CHOICE =1
PAYMENT VOUCHER
CHOICE =2
YES
HEAD 403
CHOICE =3
NO
YES
EXIT

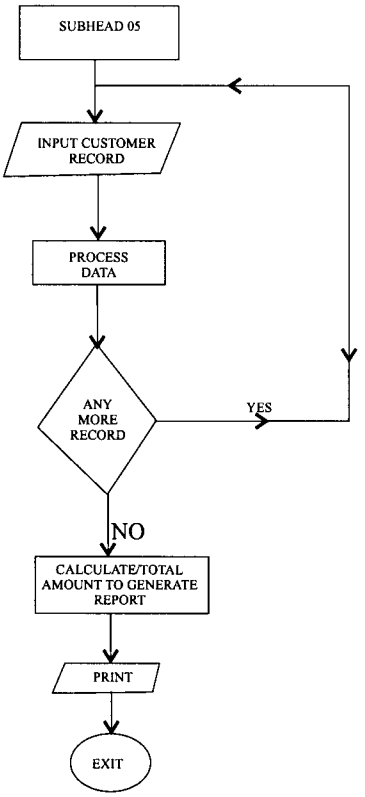

6b
PAYMENT VOUCHER
CASE CHOICE
CHOICE =1
YES
REVOLVING ACCOUNT
CHOICE =2
YES
DIRECT REVENUE DISCHARGE
CHOICE =3
NO
YES
EXIT

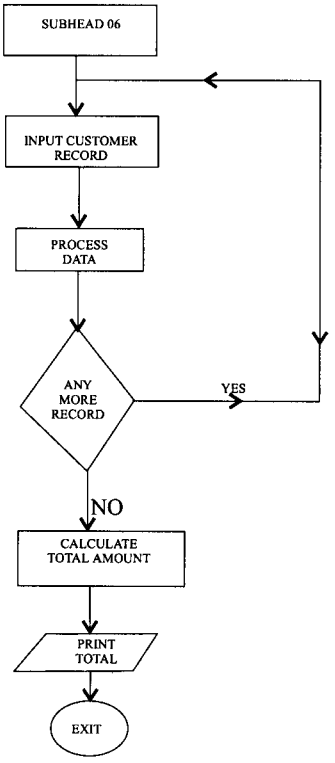

I
REVOLVING ACCOUNT
INPUT CUSTOMER RECORD
ANY MORE RECORD
YES
NO
PROCESS RECORD
PRINT PROCESSED RECORD
EXIT

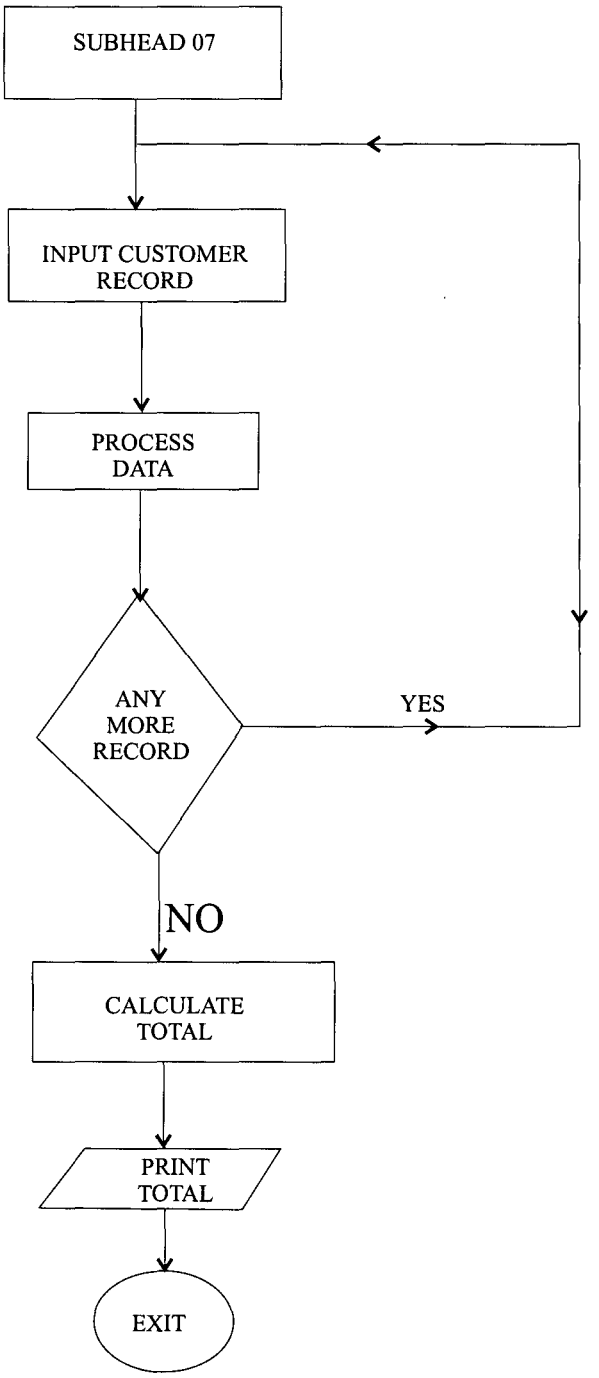

II
DIRECT REVENUE DISCHARGE
INPUT CUSTOMER RECORD
ANY MORE RECORD
YES
NO
PROCESS RECORD
PRINT PROCESSED RECORD
EXIT

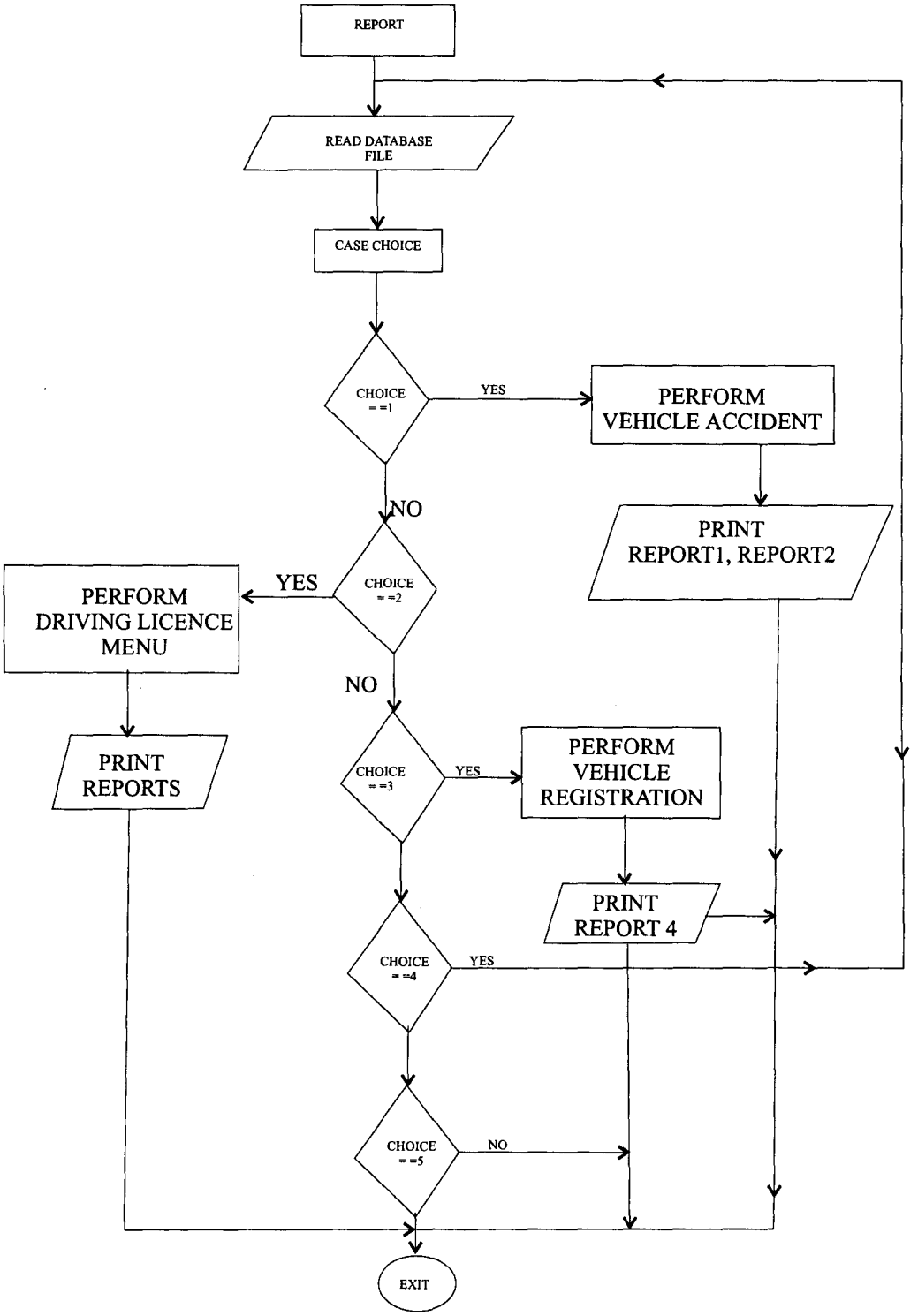

7
HEAD 403
CASE CHOICE
CHOICE ==1
YES
SUBHEAD 04
CHOICE ==2
YES
SUBHEAD 05
CHOICE ==3
YES
SUBHEAD 06
CHOICE ==4
YES
SUBHEAD 07
CHOICE ==5
NO
YES
EXIT


SUBHEAD 04
INPUT CUSTOMER RECORD
PROCESS DATA
ANY MORE RECORD
YES
NO
CALCULATE TOTAL
PRINT TOTAL AMOUNT
EXIT


SUBHEAD 05
INPUT CUSTOMER RECORD
PROCESS DATA
ANY MORE RECORD
YES
NO
CALCULATE/TOTAL AMOUNT TO GENERATE REPORT
PRINT
EXIT


SUBHEAD 06
INPUT CUSTOMER RECORD
PROCESS DATA
ANY MORE RECORD
YES
NO
CALCULATE TOTAL AMOUNT
PRINT TOTAL
EXIT


SUBHEAD 07
INPUT CUSTOMER RECORD
PROCESS DATA
ANY MORE RECORD
YES
NO
CALCULATE TOTAL
PRINT TOTAL
EXIT


REPORT
READ DATABASE FILE
CASE CHOICE
CHOICE == 1
YES
PERFORM VEHICLE ACCIDENT
PRINT REPORT1, REPORT2
NO
CHOICE == 2
YES
PERFORM DRIVING LICENCE MENU
PRINT REPORTS
NO
CHOICE == 3
YES
PERFORM VEHICLE REGISTRATION
PRINT REPORT 4
CHOICE == 4
YES
CHOICE == 5
NO
EXIT

3.10 **PROGRAM WRITING/CODING.**

Once the steps of the solution has been ordered and outlined, the next stage is the transformation of these steps to the form understandable by the computer. Coding stage therefore covers the transformation of the design made easier into a chosen computer language as well as entering the program into the computer. The computer language to be used may be machine language which is directly understandable by the computer or assembly language or higgh level language which would require a translator . SEE APPENDIX 01-08.

CHAPTER FOUR

4.0 VEHICLE INSPECTION SYSTEM IMPLEMENTATION.

4.1 INTRODUCTION.

Implementation is pulling something into effect or to carry something out. It involves development of quality assurance procedures, including back up and recovery and system control. It also involves testing programm with both artificial and line data and training users and operating personnel.

4.2 PROGRAM TESTING.

This is a programm validation used to confirm that the program is working according to specification. It is as good as washing effort or effort without achievement writing a program that do not yield result that suit the desired purpose, hence the roblem remain unsolved.

In order that the purpose is achieved, attempt to confirm program working to perform the required function, raw data from the existing system is uded. The records were entered as the entered were accepted. The output in the form of the report printed out to ascertain the validity of the program and again, it shows that the system is operational.

4.3 IMPLEMENTATION.

The next stage after a program has been developed and tested is sytem

implementation. This implies the actualization of the program and its suybsequent application to the particular need it is designed for. In another word, it means pulling the system into use to solve the problems of the old system (the manual system) which is the benefit or achievement of the attempted effort.

4.4 SYSTEM JUSTIFICATION.

The present system can be justified based on the data imput, processing output

and storage capability. Before a system is appraised for its performance, it must be based on its ability to respond quickly to data, processing and quck output response. There is more confidence that information generated can be made use of at anytime. Also the records can be accessed easily. As provide by the outcome of the live data and the output generated within less time and less labour in the forms and reports attatched to this project work. It can be seen as enviable system to embark on.

4.5 SYSTEM SPECIFICATION.

A computer system is defined as a set of basic element or component, physical

and non physical which respond together in order to generate output. The basic components of a computer are:

(A) **HARDWARE:** This is the physcial component of a computer system it is made

up of magnetic, electronic, electrical devices of a computer. The components are the physical input devices and output devices as well as processing. Usch devices are the kwyboard, mosue, diskettes, the monitor, the processing unit (ALU) and printer monitor the hard disk (10.LGB) Minil towercasing, pentium 550mmx on board Ram (8.66xd).

The resarcher would also like to specify. Microsoft window 97 and Access in window 98. This will enable the use of the system developed.

4.6 **INSTALLATION.**

Installation means copying the software (programm) form the diskeete into the

hardisk. As stated earlier, it is out of the slope of this project work except if employed by the organization.

However, the procedural steps to follow are provided below.

(1). Boot the computer system

(2) Load Access

(3) Click on file to create new data file tobe named----------on the derive C on the computer.

The programm is contained in 5 diskeetes lablelled 1 to 5. The label 1 diskett in

first insorted because it contian the tables, quarries, Report and just one form. While 2-5 are insorted one after the other following the next instruction provided below.

(4). Click on file menu, and click on open named database file created in drive C.

(5). Insert labelled 1 diskette and specify drive A

(6). Click on file and then click on get external data (import) the object table form drive A. into the new database file named and select all and click ok. The exercise in repeated until all in diskett 1 in finished. Remove the diskett.

(7). Repeat the same exercise as above but this time the object you specify is forms beginign from diskettes labeled 2-5.

(8). To open the database when the program is imported into, click on file to click on open exisiting database file created in C.

On the screen, it displaces all the program files including the main menu.

(9). Click on the main menu. On the screen, it dislays the main menu. At this point any operation can be performed by clicking on any one of your choice into which you can enter record or prmit any information on hard copy unit (A.L.U).

The researcher repecifies that the organization acquires the system unit with large storage capacity and hgih speed using pentium 600 or700 motherboard, a colour monitor, mouse, a server, keyboard, printer, uniterupted power supply (ups), stablizer,

diskettes, diskettes case and hardware cover (dust protector), standby generator, coilling fans, or Airconditioners for cooling effect and papers for hard copy.

B. **SOFTWARE:-** This is a program that is u sed to direct or control the operation

of computer. Without software, the computer is as good as having a tape recorder without a cassette to play it. It cannot produce music. So its is with the use of the software that the various computer users explore the capability of a computer. The system software is divided into two (2).

(i) The system software:- These are set of computer program with a computer. Such includes Disk Operating system (DOS), translators, Os/s, Editor. These help us to manipulate information into file and other utility program.

(ii) Application package:- these are programes used by computers for the purpose of performing one task or the other. They are subdivided into two namely, Application package and Home made package. The last in the intexest of this project.

Home made Package: This is regarded as program written to solve a local or specific problem. For instance, a software designed for the purpose of maintaining the operations of a particular organization such as this project work. However, the use or design of this package requires an understanding of a computer programming. The system before implementation of the program.

10. Click on file, click on exit to quit Access.

CHAPTER FIVE

5.0 DOCUMENTATION AND CONCLUSION

5.1 INTRODUCTION.

Documentation: this is the process of describing how a programs works. There are two forms of documentation, namely, internal and external documentation.

(i). **Internal Documentation:** This is the form of all the programming language have facilities of adding comments into program writing such that the comment are not accessed by the compiler.

(ii). **External Documentation:** This is on the other hand serves as a reference manual which describes the ways of interacting with the program as well as the method require to solve the anticipated problem. In the cause of this project work external documentation embarked on.

5.2 TRAINING NEED.

Training in teaching a person to perform a particular job.

It is needful because the implementation can never be effected if the system is not put into use by users or operating personnel. Since it is not the analst or the programmer who will still use the system, leaving the users who are not computer literate enough untrained makes the system of no effect.

It is of a necesity that the users or operating personnel to be trained on how to use the system.

5.3 USERS MANUAL /GUIDE.

This provide the steps to how the user can operate the system. The programing language used in writing the program is Access langauge (a high level language) which can be run in windows environment.

After the program in installed into the computer system, it recides in the hardisk- drive C. The window environment makes use of the mouse which makes the sytem users friendly.

To load the micrsoft Access, the user should boot (power on) the system. Before the operation begins, the user must ensure that the system unit, the monitor, keyboard are connected to the source of current. The mouse, the keyboard and the monitor also the connected to the system unit. When the system in boot on, it produces pop sound while the indicator high blinks and the system sets itself and displays on the screen at the let bottom most port "Start". The following steps are taking to load Access application.

(1) Click on Start

(2) With the mouse, move the pointer to program, trace it to the software and click on Access for the system to load it.

(3) At the left topmost on the menu bar.

5.4 COST-BENEFIT ANALYSIS.

A cost- benefit analysis in necessary to determine economic feasiblity. The primary objective of cost-benefit analysis is to find out whether it is economically worthwhile to invest in the project.

The researcher wish to say that operational and technical feasibilities are necessary factors to be considered. A project may be economically worthwhile but it

is not wise investing in it if the proposed solution cannot fit in with the existing operation and whetehr the right information at the right time is not provided to users.

Also the technology must not be left out, otherwise it will be like sowing a seed of corn in the soil where there is no water to make it germinate. In a nutsheel, the system must be available and compliant.

Some of the elements of cost which msut be considered are tabulated against their current cost in the market. See fig 5.0 below.

A	**HARDWARE**	₦
	Pentium 111 550mxx (processor and board) on board	₦ 23,800
	Monitor: P11 500mmx /6.4GB/32MB?23FDD/14'SVGA	₦ 70,000
	Hardisk 20.2GB HDD (seagate)	₦ 17,000
	Memory 128MB SD Ram	₦ 16,000
	Mini Tower AT Case	₦ 2,000
	Keyboard	₦ 6,50
	Mouse and Mouse pad (Advance	₦ 1,000
	CD Rom m/m ADD	₦ 6,000
	3.5 Flopply/disk drive	₦ 1,550
	APC UPS Back up (650 VA)	₦ 16,000
	Printer HP Diskjet 9895 Cx1	₦ 30,500
	Scanner #D Flatted (Sinplex	₦ 15,000
	52xCD- Rom Drive	₦ 4,700
B	**SOFTWARE**	

	Ms Acces in windows 98	₦ 25,000
C	**EQUIPMENT COST:**	
	Air Conditional	₦ 50,000
	Generator	₦ 100,000
D	**PERSONNEL COST**	
	Recivitment of programmer/ssytem Analyst (Monthly salary)	₦ 20,000
	Staff training (3month once in a year)	₦ 20,000
E	**OPERATING COST**	
	Consumable materials (Floppy disks/stationeries) Per month	₦ 5,000
	Maintenance cost (per month)	₦ 10,000
	Electricity bill (NEPA) per month	₦ 6,000
	Fuel (diesel) per month	₦ 10,000
	Total Cost (estimated)	**₦ 716,000**

Other related cost comes in question form under the following headings and answers to such could be seen in chapter three under the problems of the existing problem, the advantages of the new system and in chapter two under the advantages of computer over human.

The questions under the various headings are:

A. related cost (old system)

i. What related work in being done?

ii. How is it being done?

To what degree in there overlap?

B. Preparation and processing

Who prepares documents

How long does it take

C. Form and Timeliness of documents

Is document in a useful form

Is faster reporting desired? Is if needed?

D. Use of documents

Who receives the document

Does the document initiate decision, what decision? By whom?

E. Storage and Retrieval

Is the document retained? How? For how long?

What are the procedures for retrieval?

How large in file?

F. Cost.

What is the cost of processing the documents?

What is the change in cost resulting from a change in frequency or accuracy of processing?

How much or present costs of processing will eliminate by computer processing?

What is the cost of storage and retrieval?

Although the moentary cost appears to be high, finding from the questions generated under the various related cost. The researcher still conders the new system to be of great adavntage and beneficial expecially in the long run.

Not all, the new system ahs openddoor for the stafft to acquire more knowledge on computer operation, and also all the items above become additional assest to the office.

5.5 DOCUMENTATION.

The software developed, in captioned:

VEHICLE INSPECTION OFFICE MINNA

NIGER STATE

MAIN MENU

The nmae of the database file greated for the programm is National Driving licence.

USAGE

The software is developed using Access langauage. It is window base environment software. That is, it is run on windows such as Ms windows 97. The capacity of the program (software) is 8.56mB copied into 5(3.5) diskettes labelled 1-5. The first diskette is labelled 1 contain Tables, Queries, and reports. The diskettes labelled 2-5 contians the form.

Load the Acesss on the system. Create a blank database file and named it,s ay MOSES on the hard disk (drive C).

NOTE: Without importing (coping) all the disketts 1-5 contents into the newly databse file created in C. drive, the program can't run because the form are linked (chained)together with the queries, tables and some report.

Again if the hardisk has lettle space left, before you import all into C. the system will complain of "No enough space on the disk". In that regard the software can't run except some files are deleted from drive C. to create enough space.

The running begins After all have been imported into C form 3.5 diskeets 1-5 beginning from 1.

Running of the software: Goto file menu and click on open exisiting database file name Moses in drive C>. The screen displays the database file Moses. Click on it

twice and the screen displays all the content. Among the contents, click on the main menu.

From the main menu, you make choice of which operation to perform.

EXIT.

Exit is used to quite operation at the end of each submenu and the main menu. When operation is finished on any form, you click close to bring you bak to either submenu or main menu jst as hwen you close any operation and click Exit it brings you to either submenu or th emain menu.

To quit work on the Access environment, goto file menu and click on Exit to quit.

5.6. **RECOMMENDATION.**

Due to changes in policy there is likely hood that administration vehicle inspection office Minna, Niger State may change. This eventualy brings changes in the system. In view of that, I recommend that the management should enbark on the recuitrent of system analyst/programer as a staff rather depending on consultancy for further development when the need arises.

I would also like to recommend that standby generator be made avialbe against power outages. This is to avoid bottle neck in the daily processing of files.

Also, I recommend here that the management should locate aqualified system/hardware engineer based on retainership so that the system (computer's) if acquired are not tempered with indiscrminately.

I would also like to recommend to the management that the passports of the applicants be scanned into the forms where applicable to aviod mis-indentification.

Finally, Air conditioner must be made available for elongated life span of the system.

5.7 CONCLUSION.

There is no doubt tht power proper implementation of the new system will enhance the efficient performance of the office operation. In a nutshell. I strongly believe that the project work is respect of the minna-case study, in a viable and reliable one.

With the involvement of both the subordinates and the superiors, the system will take a totla new turn it makes like easy and more productive with sweating.

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8	The Guardian	(Weekly Publication) Volume 17, No. 7926, Tuesday, July, 2000

APPENDIX

```
'CODE FOR MAIN MENU
Option Compare Database


Private Sub Command0_Click()
On Error GoTo Err_Command0_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "Vreg"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command0_Click:
    Exit Sub

Err_Command0_Click:
    MsgBox Err.Description
    Resume Exit_Command0_Click

End Sub
Private Sub Command1_Click()
On Error GoTo Err_Command1_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "VehAccMenu"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command1_Click:
    Exit Sub

Err_Command1_Click:
    MsgBox Err.Description
    Resume Exit_Command1_Click

End Sub
Private Sub Command2_Click()
On Error GoTo Err_Command2_Click

    DoCmd.Close

Exit_Command2_Click:
    Exit Sub

Err_Command2_Click:
    MsgBox Err.Description
    Resume Exit_Command2_Click

End Sub
Private Sub Command4_Click()
On Error GoTo Err_Command4_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "Comv1form"
    DoCmd.OpenForm stDocName, , , stLinkCriteria
```

```
Exit_Command4_Click:
   Exit Sub

Err_Command4_Click:
   MsgBox Err.Description
   Resume Exit_Command4_Click

End Sub
Private Sub Command5_Click()
On Error GoTo Err_Command5_Click

   Dim stDocName As String
   Dim stLinkCriteria As String

   stDocName = "COCategory"
   DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command5_Click:
   Exit Sub

Err_Command5_Click:
   MsgBox Err.Description
   Resume Exit_Command5_Click

End Sub
Private Sub Command6_Click()
On Error GoTo Err_Command6_Click

   Dim stDocName As String
   Dim stLinkCriteria As String

   stDocName = "RevenueMenu"
   DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command6_Click:
   Exit Sub

Err_Command6_Click:
   MsgBox Err.Description
   Resume Exit_Command6_Click

End Sub
Private Sub Command7_Click()
On Error GoTo Err_Command7_Click

   Dim stDocName As String
   Dim stLinkCriteria As String

   stDocName = "ReportMenu"
   DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command7_Click:
   Exit Sub

Err_Command7_Click:
   MsgBox Err.Description
   Resume Exit_Command7_Click
```

```
End Sub
Private Sub Command8_Click()
On Error GoTo Err_Command8_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "LicenceMenu"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command8_Click:
    Exit Sub

Err_Command8_Click:
    MsgBox Err.Description
    Resume Exit_Command8_Click

End Sub


'CODE FOR DRIVING LICENCE
Option Compare Database

Private Sub Command2_Click()
On Error GoTo Err_Command2_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "PermitMenu"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command2_Click:
    Exit Sub

Err_Command2_Click:
    MsgBox Err.Description
    Resume Exit_Command2_Click

End Sub
Private Sub Command3_Click()
On Error GoTo Err_Command3_Click

    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "applymenu"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command3_Click:
    Exit Sub

Err_Command3_Click:
    MsgBox Err.Description
    Resume Exit_Command3_Click

End Sub
Private Sub Command4_Click()
On Error GoTo Err_Command4_Click
```

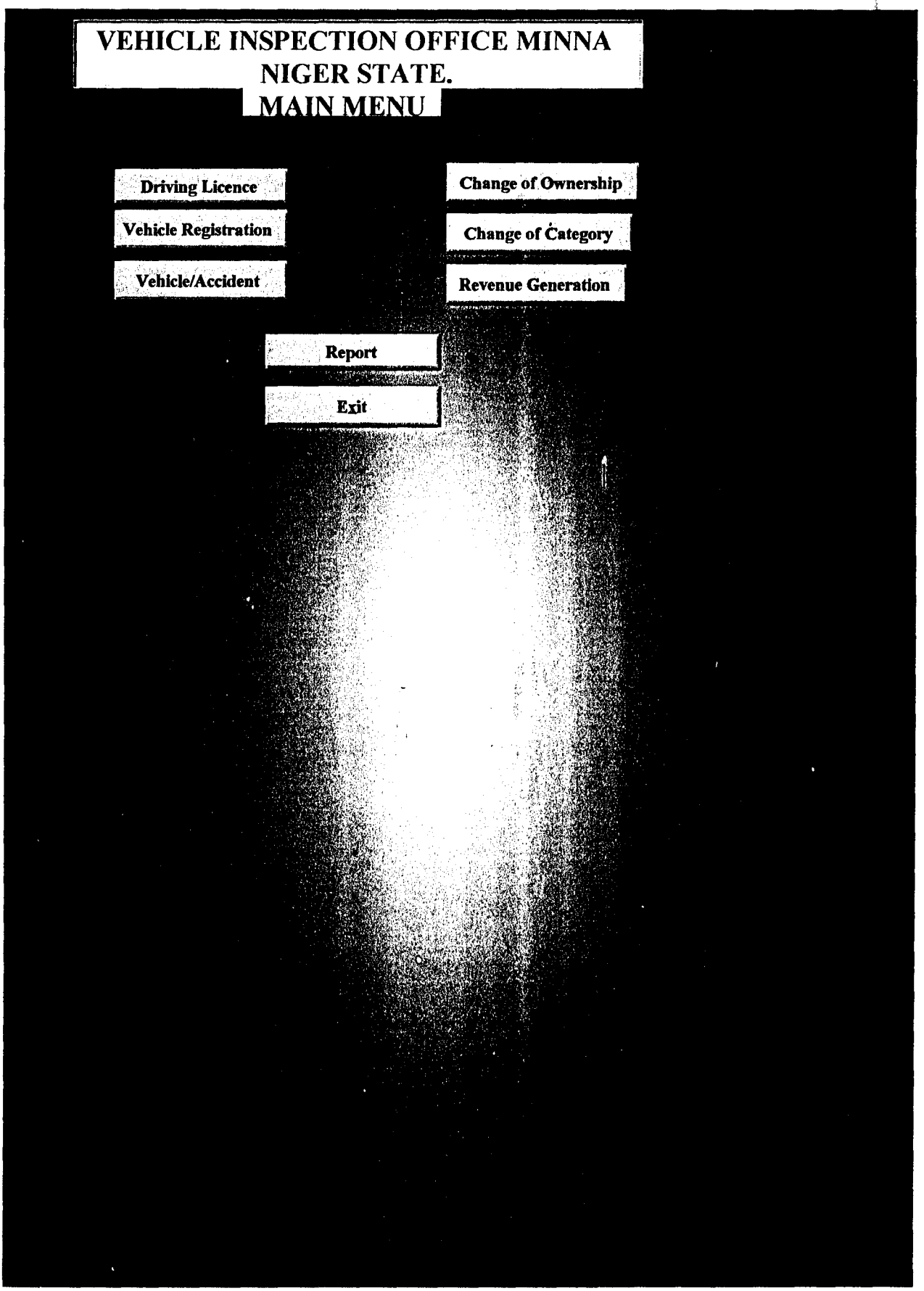
```
    Dim stDocName As String
    Dim stLinkCriteria As String

    stDocName = "CLDTest"
    DoCmd.OpenForm stDocName, , , stLinkCriteria

Exit_Command4_Click:
    Exit Sub

Err_Command4_Click:
    MsgBox Err.Description
    Resume Exit_Command4_Click

End Sub
Private Sub Command5_Click()
On Error GoTo Err_Command5_Click


    DoCmd.Close

Exit_Command5_Click:
    Exit Sub

Err_Command5_Click:
    MsgBox Err.Description
    Resume Exit_Command5_Click

End Sub


'CODE FOR REPORT MENU
Option Compare Database

Private Sub Command0_Click()
On Error GoTo Err_Command0_Click

    Dim stDocName As String

    stDocName = "AccReport"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command0_Click:
    Exit Sub

Err_Command0_Click:
    MsgBox Err.Description
    Resume Exit_Command0_Click

End Sub
Private Sub Command1_Click()
On Error GoTo Err_Command1_Click

    Dim stDocName As String

    stDocName = "Subhead04R"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command1_Click:
```

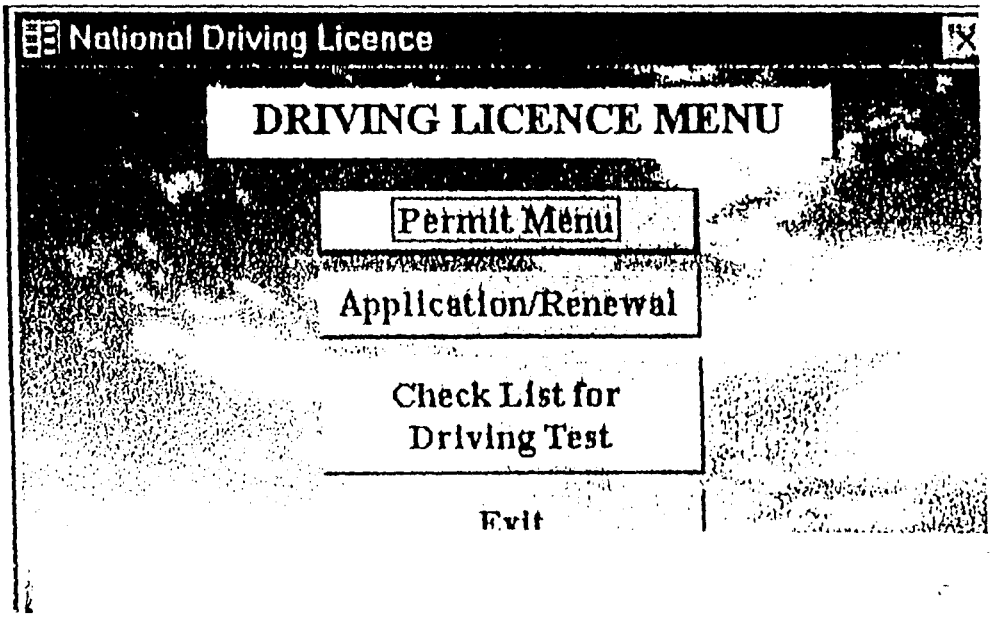
```
    Exit Sub

Err_Command1_Click:
    MsgBox Err.Description
    Resume Exit_Command1_Click

End Sub
Private Sub Command2_Click()
On Error GoTo Err_Command2_Click

    Dim stDocName As String

    stDocName = "Subhead05R"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command2_Click:
    Exit Sub

Err_Command2_Click:
    MsgBox Err.Description
    Resume Exit_Command2_Click

End Sub
Private Sub Command3_Click()
On Error GoTo Err_Command3_Click

    Dim stDocName As String

    stDocName = "Subhead06R"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command3_Click:
    Exit Sub

Err_Command3_Click:
    MsgBox Err.Description
    Resume Exit_Command3_Click

End Sub
Private Sub Command4_Click()
On Error GoTo Err_Command4_Click

    Dim stDocName As String

    stDocName = "Subhead07R"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command4_Click:
    Exit Sub

Err_Command4_Click:
    MsgBox Err.Description
    Resume Exit_Command4_Click

End Sub
Private Sub Command5_Click()
On Error GoTo Err_Command5_Click

    Dim stDocName As String
```

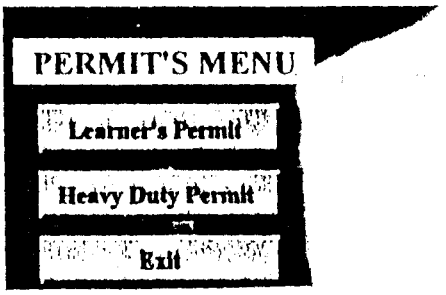
```
    stDocName = "Vreport"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command5_Click:
    Exit Sub

Err_Command5_Click:
    MsgBox Err.Description
    Resume Exit_Command5_Click

End Sub
Private Sub Command6_Click()
On Error GoTo Err_Command6_Click

    Dim stDocName As String

    stDocName = "Vregreport"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command6_Click:
    Exit Sub

Err_Command6_Click:
    MsgBox Err.Description
    Resume Exit_Command6_Click

End Sub
Private Sub Command7_Click()
On Error GoTo Err_Command7_Click


    DoCmd.Close

Exit_Command7_Click:
    Exit Sub

Err_Command7_Click:
    MsgBox Err.Description
    Resume Exit_Command7_Click

End Sub
Private Sub Command9_Click()
On Error GoTo Err_Command9_Click

    Dim stDocName As String

    stDocName = "CLDTestQuery"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command9_Click:
    Exit Sub

Err_Command9_Click:
    MsgBox Err.Description
    Resume Exit_Command9_Click

End Sub
Private Sub Command11_Click()
```

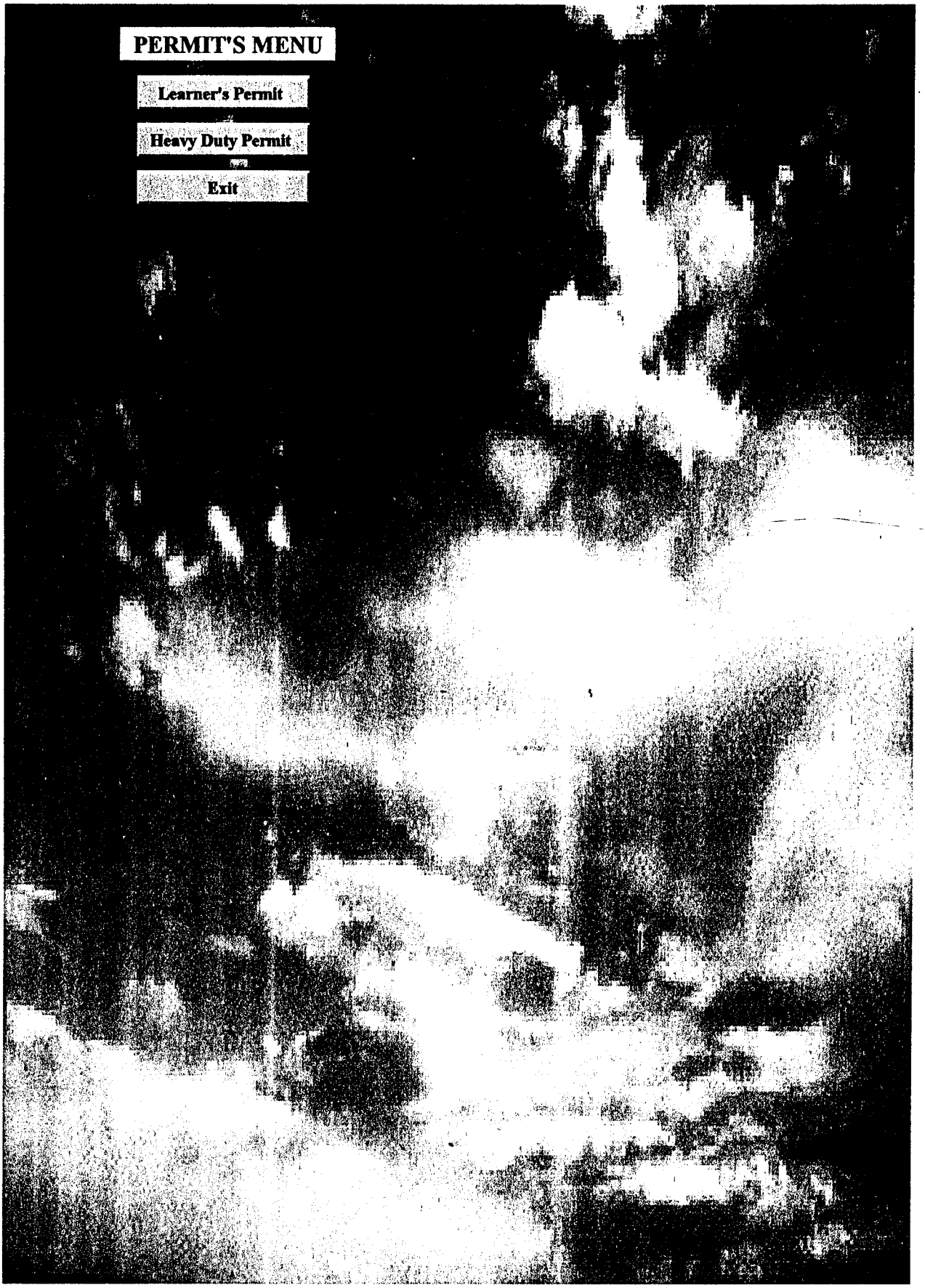
```
On Error GoTo Err_Command11_Click

    Dim stDocName As String

    stDocName = "CLDTPassG"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command11_Click:
    Exit Sub

Err_Command11_Click:
    MsgBox Err.Description
    Resume Exit_Command11_Click

End Sub
Private Sub Command12_Click()
On Error GoTo Err_Command12_Click

    Dim stDocName As String

    stDocName = "CLDTFailO"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command12_Click:
    Exit Sub

Err_Command12_Click:
    MsgBox Err.Description
    Resume Exit_Command12_Click

End Sub
Private Sub Command13_Click()
On Error GoTo Err_Command13_Click

    Dim stDocName As String

    stDocName = "CLDTPassO"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command13_Click:
    Exit Sub

Err_Command13_Click:
    MsgBox Err.Description
    Resume Exit_Command13_Click

End Sub
Private Sub Command14_Click()
On Error GoTo Err_Command14_Click

    Dim stDocName As String

    stDocName = "Vreport"
    DoCmd.OpenReport stDocName, acPreview

Exit_Command14_Click:
    Exit Sub

Err_Command14_Click:
```

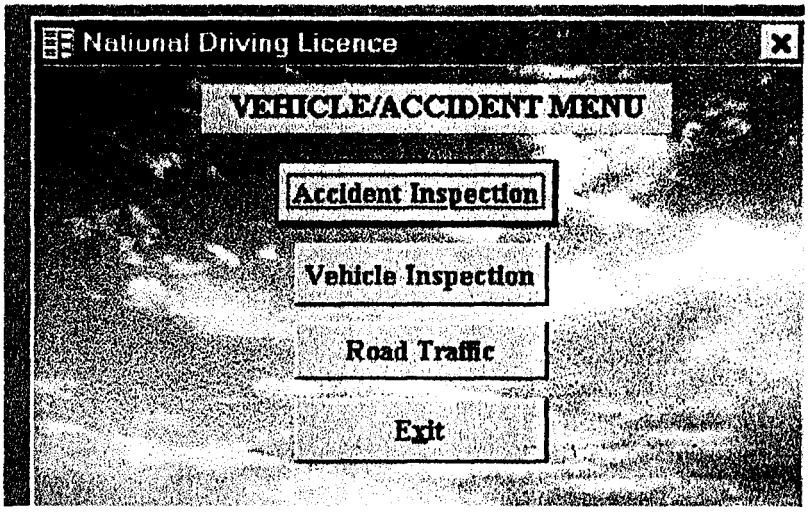
```
    MsgBox Err.Description
    Resume Exit_Command14_Click

End Sub
```

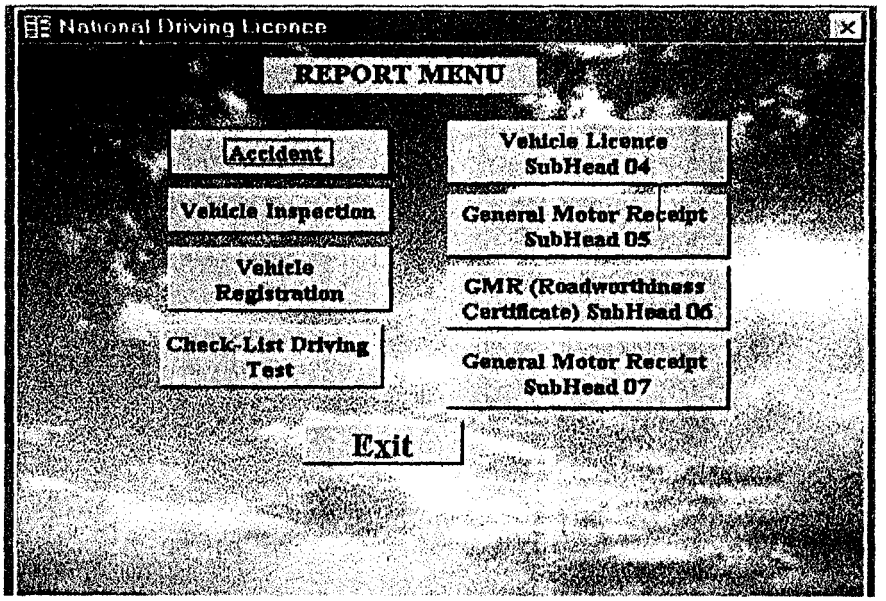

VEHICLE INSPECTION OFFICE MINNA
NIGER STATE.
MAIN MENU
Driving Licence
Vehicle Registration
Vehicle/Accident
Change of Ownership
Change of Category
Revenue Generation
Report
Exit

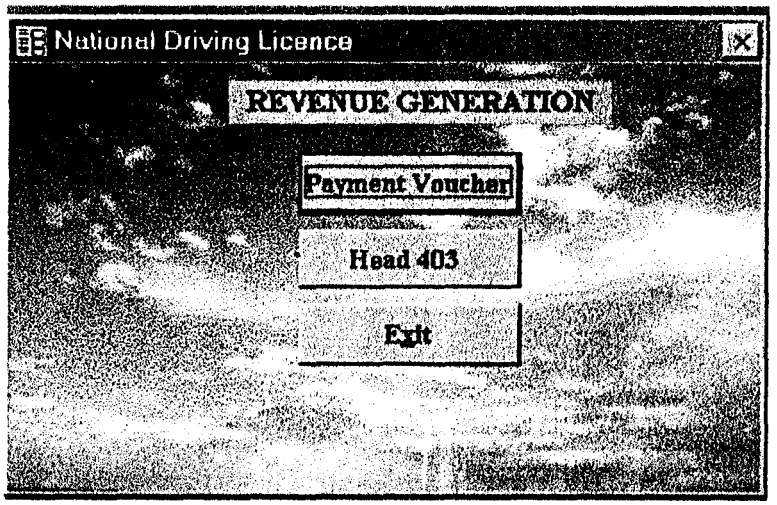

National Driving Licence
DRIVING LICENCE MENU
Permit Menu
Application/Renewal
Check List for Driving Test
Exit


PERMIT'S MENU
Learner's Permit
Heavy Duty Permit
Exit


PERMIT'S MENU
Learner's Permit
Heavy Duty Permit
Exit


National Driving Licence
VEHICLE/ACCIDENT MENU
Accident Inspection
Vehicle Inspection
Road Traffic
Exit


National Driving Licence
REPORT MENU
Accident
Vehicle Inspection
Vehicle Registration
Check-List Driving Test
Vehicle Licence SubHead 04
General Motor Receipt SubHead 05
GMR (Roadworthiness Certificate) SubHead 06
General Motor Receipt SubHead 07
Exit


National Driving Licence
REVENUE GENERATION
Payment Voucher
Head 403
Exit

NIGER STATE OF NIGERIA

NATIONAL MOTOR VEHICLE ADMINISTRATION FORM

REGISTRATION CENTRE

ID Mar XA 233 SPR **DateRegistered** Tuesday, January 12, 1999 **Serial No** 2

Category Private **Insurance Cert. No.** 122 **Receipt No.** 11 **Custom Paper No** 143

Name of State/Establishment Excel Tech Ltd. Minna **Licence Area/Ministry/Departmen** MOW/MX

VEHICLE DETAILS

Make PEUGEOT **Model** 405 **Typ** SALOON **Colour** Ash **Chassis No.** 1234140

Engine No. 1234140 **No of Cylinder** 328 **Engine Capacity** 120 **Purpose** Private

CONDITION OF VEHICLE

Date of Last Vehicle Inspection Sunday, December 12, 1999 **Road Worthiness Cert. No.** 111

Testing Authority V I O MX. **Previous Reg. No (if any)** 111

Name Licensing Authority

OWNER'S INFORMATION

Name DR. S A REJU

State Status H O D

Addre NIGER STATE A D P MAITUMBI

Town Minna

PREVIOUS OWNER (IF ANY)

Name none

State Status none

Address none

Town none

DECLARATION

I hereby confirm that the information provided above is true. I am aware that I can be held responsible for any misrepresentation.

Name of Applicant DR. S A REJU **Address of Applican** NIGER STATE A . D . P . MAITUMBI

Date of Applicant Friday, June 06, 200

FOR OFFICIAL USE ONLY (as applicable)

Vehicle Id No. Allocated XA 223 SRP **Number Plate Fee** 1200 **Receipt No** 047

Authorising Officer DANLADI BAKO **Code No** 11 **Date** Sunday, December 03, 2000

NIGER STATE OF NIGERIA

NATIONAL MOTOR VEHICLE ADMINISTRATION FORM

REGISTRATION CENTRE

Mar: XA 111 BD | DateRegistered: Wednesday, June 25, 200 | Serial No: 1

ategory: COMMERC | Insurance Cert. No.: 153 | Receipt No.: 046 | Custom Paper No: 534

ame of State/Establishment: NIGER STAE | Licence Area/Ministry/Departmen: MINNA

VEHICLE DETAILS

Make: DATSUN | Model: 120Y | Typ: SALOON | Colour: yellow | Chassis No.: 8335423

Engine No.: 8335423 | No of Cylinder: 2 | Engine Capacity: 24354 | Purpose: COMERCIAL

CONDITION OF VEHICLE

Date of Last Vehicle Inspection: Thursday, March 23, 2000 | Road Worthiness Cert. No.: 123

Testing Authority: V I O MX. | Previous Reg. No (if any):

Name Licensing Authority:

OWNER'S INFORMATION

Name: ABDULSALAMI ADEWALE

State Status: TAXI DRIVER

Addre: 23 YORUBA RD. MINNA

Town: MINNA

PREVIOUS OWNER (IF ANY)

Name:

State Status:

Address:

Town:

DECLARATION

I hereby confirm that the information provided above is true. I am aware that I can be held responsible for any misrepresentation.

Name of Applicant: ABDUSALAMI ADEWALE | Address of Applican: 23 YORUBA RD. MINNA.

Date of Applicant: Wednesday, April 26, 2000

FOR OFFICIAL USE ONLY (as applicable)

Vehicle Id No. Allocated: XA 111 BD | Number Plate Fee: 1450 | Receipt No: 048

Authorising Officer: DANLADI BAKO | Code No: 121 | Date: Friday, May 26, 2000

NIGER STATE CHECK-LIST FOR DRIVING TEST

S/No. 2 Date Monday, December 11, 2000

Test Cert. N Name DAYO Age 0

Date Permit No

Vehicle Id Mar Height Blood Group

1. When first entering vehicle
Fails to check handbrake on
Fails to check gears in neutral
Fails to check driving position for comfort
Fails to check driving mirror(s)

2. Starting up
Fails to switch on ignition
Fails to depress clutch Excessive use of Starter motor

3. Moving Off
Fails to adequate signal
Fails to release handbrake
Excessive/Insufficeint revs
Obstructs traffic

4. Gear Changing
Fails to change when required
Clashes gear excessively
Jerks Vehicle

5. When Driving
Resets elbow on window
Fails to keep both hands in correct postion on wheels
Rides the clutch Safe distance from preceeding vehicle

6. Cornering
Fails to take correct course
Fails to adopt safe speed
Cross white line unnecessary and climbs round wheel

7. Turning to right/left
Fails to take correct course
Fails to look in mirror
Fails to give adequate signs
Fails to engage appropraite gear
Fails to adopt safe speed
Obstruct traffic

8. Stopping and Parking
Fails to take correct course
Fails to look Fails to give adequate signals Brakes violently
Laboureres or stalls engines
Fails to apply handbrake Fails to put gears in neutral when on level
Fails to pack in a safe place

9. Overtaking S
Fails to look in mirror
Fails to give adequate signals Fails to check clear road ahead
Obstructs traffic
Ovetakes in a dangerous place

10. Being Overtaken S
Fails to take correct course accelerate

11. Moving of Up Hill S
Fails to look in mirror
Fails to give release handbrake
Obstruct traffic
Moves backwards

12. Turning round in road S
Fails to look in mirror Fails to give adequate signals Fails to adopt correct course Fails to reverse steering Moves in wrong direction Obstruct traffic unnecessarv

13. Reversing
Fails to clear road behind
Fails to adopt correct course
Fails to reverse steering Moves in excessive speed Fails to enter opening indicated

14. Emergency S
Inadequate control of vehicle

15.Traffic Signs S
Fails to obey mandatory prohibitory signs Fails to traffic controller Fails to obey traffic light Disregards warning signs

16. Vision S
Fails to read at a distance of twenty five yards, in good daylight, a motor vehicle identification mark, containing six letters and figure

17. General S
Drive at excessive speed
Drives dangerously
Fails to concentrate
Indecisive/Over confident
Uses horn incorrectly
Accelerator control jerky

A driver should be failed if there is
(a) A zero against any one special point marked with an S (b) A total of 20 zeros aganist the other points not so marked

Total of (s):

Total:

Type Others Officer

GG"A"P: 2 GG"B"P: 2 GG"C"P: 2 GG"D"P: 2 GG"E"P: 2 GG"F"P: 2

GG"G"P: 2 GG"A"F: 2 GG"B"F: 2 GG"C"F: 2 GG"D"F: 2 GG"E"F: 2

VEHICLE INSPECTION REPORT NIGER STATE

S/NO Inspection Date

Name of Driver Age

Address Occupation

Original Licence Issue Dat

VEHICLE'S PARTICULAR

Make Engine No. Type

Chassis No Identification Mar

Vehicle Reg. Book No Category

Weigth authorised to carr

No. of Presons authorised to carry (including driver

PARTICULARS OF G.M.R.

Number

Date

INSURANCE PARTICULARS

Number

Date

RESULTS

Remarks

Certificate of Roadworthiness Issued

Number Date

Station Examiner Date

VEHICLES EXAMINED

Report Type Vehicle Type

GMR Pass 1 GMR Fail 2 New Vehicle Pass 1

New Vehicle Fail 2 Govt. Vehicle Pass 2 Govt. Vehicle Fail 2

L.G. Vehicle Pass 2 L.G. Vehicle Fail 2 Special Insp. 2

TOTAL 16

ACCIDENT REPORT NIGER STATE

Date of Inspection Monday, January 10,

Name of Driver Moses **Age** 27

Address of Driver Tunga

Original Licence Issue Dat Tuesday, February 02, 1999

Particulars of Vehicle

Make Toyota **Engine No.** s100 **Type** model

Chassis No. 234 **Identification Mark** 2

Vehicle Registration Book No. 100 **Vehicle Category** private

Weight Authorised to Carry 200kg

No. of Persons authorised to carry 20

Accident Result

No. of Accident 5 **Date of Accident** Sunday, December 05, 1999

Timeof Accident 12:00 PM **Place of Accident** sabo

Direction of Motion correct **Place of Inspection** sabo

Time of Inspection 12:00 PM

No. Children Injured 10 **No. Men Injure** 5 **No. Women Injure** 2

No Men Dead 1 **No Women Dea** 2 **No Children Dead** 2

Total No. Injured 17 **Total Death** 5

Result

Remarks Pass

Certificate of Roadworthiness Issued

Number 100 **Date** Wednesday, December 01, 1999 **Station** minna

Examiner Bro Moses **Date** Sunday, December 12, 1999

VEHICLE INSPECTION REPORT NIGER STATE OF NIGERIA

STATION _____ **ROAD TRAFFIC OFFICER** _____

SUBMISSION DATE _____ **MVA 37**

SNO	InspDate	GMRP	GMRF	New VehicleP	NewVehicleF	GovtVehicleP	GovtVehicleF	LGVehicleP	LGVehicleF	SpecialInsp
1	Tuesday, December 12, 2000	1	1	1	1	1	1	1	1	
2	Tuesday, December 12, 2000	2	2	2	2	2	2	2	2	
Summary for 'Date' = 12/12/00 (2 detail records)										
Sum		3	3	3	3	3	3	3	3	
Grand Total		3	3	3	3	3	3	3	3	

SerialNo	IDmark	DateReg	Name	Address	Category	Make	Type	Model	Engine No.	Chassis No
1	XA 111	Wednesday, June 25, 200	ABDULSAL	23 YORUBA R	COMMER	DATSUN	SALOON	120Y	8335423	8335423

SerialNo	IDmark	DateReg	Name	Address	Category	Make	Type	Model	Engine No.	Chassis No
2	XA 233	Tuesday, January 12, 1999	DR. S A RE	NIGER STATE	Private	PEUGEO	SALOON	405	1234140	1234140

NIGER STATE MOTOR VEHICLE ADMINISTRATION
REVENUE GENERATION: HEAD 403
VEHICLE LICENCE SUBHEAD 04

S/No	Date	Organisation Name	Vehicle ID Mark	Type	Vehicle Licence No.	Private	Commercial	Goods
1	Sunday, December 03, 2000	James	QA11WR	BUS	11		200	100
2	Monday, December 04, 2000	ABU JOB	QX321FT	WAGON	12	150		
3	Friday, May 12, 2000	min of agric	NGS 03	PICK -UP	13			500
4	Monday, June 12, 2000	HAJIA KAKA	HQ44WW	DATSUN	14	150		
5	Saturday, July 12, 200	BBABA SULE	AZ 404 BD	MINI BUS	15		200	

Motor Cycle	Total	Vehicle Licence BookNo
500		10-10
		50-100
		50-100
		50-100
		50-100

MVA 37

NIGER STATE OF NIGERIA

Road Traffic Station

.....

.....19.....

The Chief Road Traffic Officer
Road Traffic Division,
Niger State of Nigeria

Return for Month of.....19.....

VEHICLES EXAMINED

Renewal of Certificate (G.M.R. Produced)		New Vehicles (No Fee)		Gov't Vehicle (No Fee)		L.G. Vehicles (No Fee)		Accidents (No fee)	Special Insp. (No Fee)
Passed	Failed	Passed	Failed	Passed	Failed	Passed	Failed		pass/Failed

Total Passed	
Total Failed	
Accidents	
Total Number Examined	

Examinations for Driving Licences

GROUP	EXAMINED		PASSED		FAILED	
	O.G.S.	Others	O.G.S	Others	O.G.S.	Others
'A'						
'B'						
'C'						
'D'						
'E'						
'F'						
'G'						
TOTALS						

Date .....19.....

.....

Road Traffic Officer

On govt Service

SerialNo	IDmark	DateReg	Name	Address	Category	Make	Type	Model	Engine No.	Chassis No
1	XA 111	Wednesday, June 25, 200	ABDULSAL	23 YORUBA R	COMMER	DATSUN	SALOON	120Y	8335423	8335423

SerialNo	IDmark	DateReg	Name	Address	Category	Make	Type	Model	Engine No.	Chassis No
2	XA 233	Tuesday, January 12, 1999	DR. S A RE	NIGER STATE	Private	PEUGEO	SALOON	405	1234140	1234140

Date	S/No	Name	VIDMark	Type	VLNO	Private	Commercial	Goods	Motor Cycle	Total	VLBook
Sunday, December 03, 200	1	- James	—11	Car	11	200	200	100	500	1000	10-10
Monday, December 04, 20	2					0	0	0	0	0	
Summary for 'Date' = 12/4/00 (2 detail records)											
Sum						200	200	100	500	1000	
Grand Tot						200	200	100	500	1000	

General Motor Receipt SubHead 05

Date	S/No	Name	VIDMark	Type	GMRNO	Learner's Permi	Driving Test	NDLFee	Total	GMR Bo
Sunday, December 12, 199	1	James AMOS	XA 2 BD	PIC-UP	023	50	200	500	750	01-100
Summary for 'Date' = 12/12/99 (1 detail record)										
Sum						50	200	500	750	

Date	S/No	Name	VIDMark	Type	GMRNO	Learner's Permi	Driving Test	NDLFee	Total	GMR Bo
Saturday, March 04, 2000	2	AKU WALE	MB 24 AJJ	WAGON	034		0	500		01-100
Summary for 'Date' = 3/4/2000 (1 detail record)										
Sum							0	500		

Date	S/No	Name	VIDMark	Type	GMRNO	Learner's Permi	Driving Test	NDLFee	Total	GMR BookNo.
Tuesday, June 13, 2000	3	ABIBA	AZ 243WS	TRAILER	134	0	900	500	1400	01-100
Summary for 'Date' = 6/13/2000 (1 detail record)										
Sum						0	900	500	1400	
Grand Tot						50	1100	1500	2150	

7532 **A**

NIGER STATE OF NIGERIA

FEDERAL REPUBLIC OF NIGERIA

(APPLICATION FOR NATIONAL DRIVER'S LICENCE

(to be filled in triplicate)

RS FORM NDL-18N

RECENT PASSPORT PHOTOGRAPH

CLASS OF LICENCE APPLIED FOR.....e.g. A, B, C, ..

ISSUING STATE.....LOCAL GOVERNMENT.....

NAME OF APPLICANT.....

CONTACT ADDRESS.....

.....

(INCLUDE P. O. BOX NO, IF AVAILABLE)

YOU ARE REQUIRED BY LAW TO NOTIFY THIS OFFICE OF ANY CHANGE IN THIS ADDRESS.

DRIVING TRAINING RECORD

DID YOU ATTEND DRIVING COURSES?: YES/NO.....

IF YES, SPECIFY.....

GIVE LEARNER'S PERMIT NUMBER [ ][ ][ ][ ][ ][ ][ ] WHAT ISSUE?.....(1st, 2nd, 3rd etc)

DATE OF ISSUED.....EXPIRY DATE.....

HAVE YOU EVER BEEN DISQUALIFIED FROM DRIVING? YES/NO.....

IF YES, WHY?.....

WHEN? .....FOR HOW LONG?.....

PERSONAL DATA

SEX:) FEMALE/MALE.....DATE OF BIRTH.....19.....HEIGHT.....metre.....cm

DO YOU HAVE FACIAL MARKS? YES/NO.....GIVE YOUR BLOOD GROUP.....(E.G. A, O ETC)

ANY FORM OF DISABILITIES? IF YES, EXPLAIN.....

DECLARATION

I declare that the information provided in this application is true and binding on me. I will notify the appropriate authorities of any change therein.

SIGNATURE AND THUMB PRINT OF APPLICANT

Sign within box

Right Thumb only

NATIONAL IDENTITY CARD NUMBER (if available).....

DATED THIS.....DAY OF.....19.....

FOR OFFICIAL USE ONLY (Road Traffic Officer)

DRIVING TEST RESULT: PASS/FAIL.....DATE OF TEST.....

VISION TEST RESULT: PASS/FAIL.....DATE OF TEST.....

TEST CERTIFICATE NO.....DATE.....

DOES APPLICANT REQUIRE GLASSES TO DRIVE: YES/NO.....IF YES, STATE CLASS.....

Have you checked all the details given by this applicant? Yes/No.....

I hereby declare and affirm that all the information stated on this form are true to the best of my knowledge.

Ref. Number of R.T.O.....

SIGNATURE OF R.T.O.....DATE.....

FOR OFFICIAL USE ONLY (Licencing Officer)

Amount Paid:.....Date.....

Receipt No.....

SIGNATURE OF M. L. A.

The issuance of licence for the applicant is hereby processed

DATE.....

FOR OFFICIAL USE ONLY (CENTRAL DATA BANK)

MOTOR CYCLE [ ] PRIVATE [ ] COMMERCIAL [ ]

(tick one only)

LICENCE NO. ALLOCATED [ ][ ][ ] [ ][ ][ ][ ][ ][ ]

(ALPHA-NUMBERIC CODE)

SECURITY CODE OF LICENCE.....Signature of Security Officer.....

1400

MVA 2

NIGER STATE OF NIGERIA

NATIONAL MOTOR VEHICLE ADMINISTRATION FORM

(Form should be filled in capital letters)

.....

I REGISTRATION CENTRE

NAME OF STATE/ESTABLISHMENT _____

LICENSING AREA/MINISTRY/DEPARTMENT _____

II VEHICLE DETAILS

MAKE _____ MODEL _____

TYPE _____

SALOON/PICK-UP/WAGON/BUS/TANKER/TRAILER/TRICYCLE/MOTORCYCLE/TRUCK/ETC (SPECIFY PLS)

COLOUR _____

CHASSIS NO _____ ENGINE NO _____

NO. OF CYLINDERS _____ ENGINE CAPACITY _____

STATE PURPOSE _____

PRIVATE/COMMERCIAL/GOVERNMET/(PARA) MILITARY

CONDITION OF VEHICLE

DATE OF LAST VEHICLE INSPECTION _____

ROAD WORTHINESS CERTIFICATE NO. _____

TESTING AUTHORITY _____

PREVIOUS REGISTRATION NO. (IF ANY) _____

NAME OF LICENSING AUTHORITY _____

III OWNER'S INFORMATION

NAME _____

STATE STATUS _____

AGENCY/MINISTRY/COMPANY/NAVY/POLICE/SOCIETY/PRIVATE/ETC.

ADDRESS _____

TOWN _____ TEL (if any) _____

PREVIOUS OWNER (IF ANY):

NAME _____

STATE STATUS _____

AGENCY/MINISTRY/COMPANY/NAVY/POLICE/SOCIETY/PRIVATE/ETC.

ADDRESS _____

TOWN _____ TEL (if any) _____

IV DECLARATION

I HEREBY CONFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE. IAM AWARE THAT I CAN BE HELD RESPONSIBLE FOR ANY MISREPRESENTATION.

NAME OF APPLICANT _____ SIGNATURE _____

ADDRESS OF APPLICANT _____

DATE OF APPLICANT _____

.....

FOR OFFICIAL USE ONLY (as applicable)

VEHICLE IDENTIFICATION NUMBER ALLOCATED _____

NUMBER PLATE FEES _____

RECEIPT NUMBER _____

AUTHORISING OFFICER _____ CODE NO. _____