

MOT SPECIAL NOTICE



Vehicle & Operator Services Agency

Issue Number

3-2004

Issue Date

July 2004

All Authorised Examiners and Designated Councils in Classes :

All Classes

The last Special Notice issued was

2-2004 Classes I & II

CONTENTS OF SPECIAL NOTICE

Item	Page	Subject	Relevant to
1	1	Introduction to MOT Computerisation	All AEs & NTs all Classes
2	1	MOT Computerisation Countdown leaflet	All AEs & NTs all Classes
3	2	Change in Security Requirements before MOT Computerisation	All AEs & NTs all Classes
4	2	Your motor bike/Your car & the MOT leaflets	All AEs & NTs all Classes
5	2	MOT Computerisation Update	All AEs & NTs all Classes
6	Annex A	Get I.T. Ready	All AEs & NTs all Classes

Item 1 Introduction to MOT Computerisation

This SN and Annex are an introduction to MOT Computerisation and are intended to cover the transition to MOT Computerisation. The Annex gives details of how MOT Computerisation will be installed in VTSs and explains the responsibilities of AEs. The document will give AEs and VTS staff an overview of how the system works and how it will be installed in a VTS (Rollout). It will also be a reference document to assist the AE during Rollout. For ease of reference, the document has been laid out in the same order as the Rollout process.

Item 2 MOT Computerisation Countdown leaflet

A leaflet, called "MOT Computerisation - The Countdown" is to be sent out with the VTS Questionnaire (see Annex A Section 4), condensing the requirements in preparation for Rollout. This will contain a schedule of events leading to installation and a checklist with provision to enter your critical dates.

Steve Tonks

Head of MOT Compliance and Computerisation

All Nominated Testers should sign below to confirm that they have read and understood the contents of this Special Notice relevant to NTs for the classes they test. AEs must keep a copy of the signed SN on their records.

Item 3 Change in Security Requirements before MOT Computerisation

The Annex to this Special Notice explains how after a VTS has been 'Rolled Out' current VT20 test certificates will be collected by the MOT Computerisation equipment installers. The **new** certificates will not be accountable documents and as such the use of existing safes will not be mandatory. Up until this time the prescribed security arrangements must be complied with, with one exception. From receipt of this Special Notice, AEs who would have had to change existing safes or install new safes will have more choice.

This will apply to AEs requiring a new authorisation, seeking Approval for new facilities or reinstating security following damage in a theft or attempted theft (see Appendix 2 paragraph 17 of the MOT Testing Guide). In these circumstances, instead of providing a safe that complies with paragraph 17, the AE may provide a safe that is either built in; is free standing and weighs more than 1 tonne; or is properly secured as described in paragraph 18.

The 5th Edition of The MOT Testing Guide is due to be phased out with the installation of MOT Computerisation and it is considered to be uneconomic to provide replacement pages to cover this change in the interim period.

Although the use of 'Daytime' security containers and embossing stamps will also become redundant after the installation of MOT Computerisation they must still be provided, maintained and used until then.

The start of MOT Computerisation Rollout called Service Commencement is expected about the end of this year. Applicants for new sites who expect to be ready for authorisation around this time should telephone the VOSA Enquiry Unit BEFORE making arrangements for document security or MOT Computerisation.

If you have any enquiries regarding this SN the MOT Enquiry Unit should be contacted.
Tel No: 0845 600 5977.

Item 4 MOT Computerisation Update

MOT Computerisation is due to launch in December 2004. We've included a [project update](#) to keep you informed of what's been going on and why testing has been extended. The update includes the new timetable from trial stages to rollout and details the size and scope of each of the trial stages and how the main rollout to garages will work. If you have any queries please call the MOT Enquiry line on 0845 600 5977.

Item 5 Your motor bike/Your car & the MOT leaflets

SN 1-2004 informed you to use the leaflets "Your motor bike or your car & the MOT" in place of the original leaflet "The service we give you"

These can be obtained by contacting 0870 6060440 or ordering from PO Box 12, Swansea, SA1 1BP