

# MOT SPECIAL NOTICE



Vehicle & Operator Services Agency

**Issue Number**

**3 - 2007**

**Issue Date**

**March 2007**

**All Authorised Examiners and Designated Councils in Classes :**

**All Classes**

**The last Special Notice issued was**

**2 – 2007 All Classes**

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### Item 1 Cut Waste – Help the Environment

Around one third of Vehicle Testing Stations (VTS) are ordering far more MOT forms than are needed for the number of tests they do. When you order your test slots you will automatically receive a pack of forms which meets the needs of most VTS. VOSA know that some of you genuinely need more of some forms and we have no problem with this. We have analysed some VTS ordering practices and here is one example that shows the scope of the problem.

This VTS made 27 additional orders for VT20s and 20 for VT40s since they went 'live'. Looking at the number of tests they recorded on MOT Computerisation during the same period, we calculate that they have stockpiled around 7,500 forms in 60 separate packs! When we called the VTS about this they told us that the Site Manager doesn't control ordering, they keep their stock locked away and they order more stock than they need "because it is free".

Looking at all VTS that over-order, we have worked out that a total of more than 8 million VT20s and VT30s have been ordered than are actually needed.

So, why should you care about this?

- it is very environmentally unfriendly – fuel and other resources are used to produce the extra documents and get them out to you. Large amounts of unwanted forms could end up in land-fill sites;
- you pay for your documentation through your slot fees. The slot fee was calculated on the basis of you using the forms you need. If you stockpile more than you need they have to be paid for. This is an additional cost every year of around £1 million. If we don't cut this waste there will inevitably be pressure on us to raise the slot fee accordingly;
- if this excessive use continues, we will have to consider making a charge for extra forms so that those who over-order will have to pay directly rather than increase the slot fee for everyone;
- because the forms change occasionally, test information may be mis-printed if the form is not the latest version and importantly, your customers may be given out of date information contained in the old forms;
- if you over-order, you're cluttering up your VTS unnecessarily.

Please help the environment, VOSA and yourselves by only ordering additional forms if you really need them. Remember that orders are processed and dispatched promptly so there is no need for any VTS to stock-pile large quantities. We will be monitoring form ordering closely and any VTS apparently over-ordering will be contacted by VOSA to find out whether any further help is needed with the ordering process.



Alan Wilson

Head of Private Vehicles Scheme Management

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**All Nominated Testers must acknowledge via the VTS Device (from 28<sup>th</sup> March) that they have read and understood the contents of this Special Notice relevant to the classes they test. Please print off a copy of this SN and retain on your files for reference.**