

**Issue Number**

**6-2006**

**Issue Date**

**September 2006**

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

**All Classes**

**The last Special Notice issued was**

**5- 2006 All Classes**

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### Item 1 Trial of a New Process for Urgent Messages

VOSA recognises the need to get messages quickly to all testing stations on certain occasions, such as Emergency Testing.

We have had preliminary discussions with a company that provides such a service and we need to test the process, before committing to it.

**So VOSA will run a test message on Thursday, 21 September.**

The message will be sent to the contact phone number that is shown on your site details on MOT Computerisation. It is important that you check this number by Friday, 15 September and amend it if necessary.

AEs and SMs can do this by using the screen "Update VTS Details" (**see User Guide 10.01**).

The message will inform you of the procedure to acknowledge that it has been received. It is important that you acknowledge the message so we can correctly evaluate the effectiveness of the process.

### Item 2 MOT Test: Fees and Appeals Poster

As with SN 5-2006 there are additional items to be sent separately; enclosed with the paper copy of this Special Notice is an updated Fees and Appeals poster. You will note there are no amendments to the test fees but changes have been made to the retests section.

Revised test fees are due to be implemented in October and a further updated poster will be sent at that time.

### Item 3 New Retest Procedure

On 11 September the procedure for retesting vehicles following failure will change. MOT Computerisation will be updated to accommodate this.

The existing next day free retest will remain with some subtle changes. The bonnet will be added to the list of items but, headlamp aim, emission testing and ABS warning will be removed and no longer qualify for a free retest.

Vehicles which remain at the test station for repair and re-examination will no longer qualify indefinitely for a partial free retest. These vehicles will only qualify if that re-examination is carried out before the end of 10 working days following the day of the initial test. Vehicles not re-examined within the above timescale must undergo a full test and the maximum test fee for the class of vehicle being tested may be charged. This includes any vehicle that was left for repair before the 11 September and is subsequently re-examined.

There is a new partial retest for vehicles that have failed and leave the test station. In this case provided they are re-examined before the end of 10 working days following the day of the initial test at the same test station, only a partial examination is required, for which half the maximum test fee for the class of vehicle may be charged.

Any partial re-examination must include all failed items, any items that may have been affected by the repairs and any testable items advised on at the initial test.

Working days now exclude Saturdays, Sundays and Bank Holidays.

Further information on these new retest procedures can be found in the electronic copies of the relevant Inspection Manual and the MOT Testing Guide on the VTS Device. This information was also included in Edition 32 of Matters of Testing and the DVD "More than meets the eye" issued in July 2006.

#### **Only one partial re-examination is permissible per full examination**

The reverse side of the VT30/VT30W has been revised to reflect the new procedure and will be issued from 11 September. To ensure presenters are made aware of these changes a retest flyer has been produced explaining the new procedures and a pack of 100 leaflets is included with the paper copy of the Special Notice, further copies may be ordered from the Siemens catalogue.

On production of the VT30 the VTS Device will print either of the following messages in Box A:

Where a vehicle fails on free retest items only -

***All of the above defects qualify this vehicle for a free retest if left at or re-presented and retested at the same test station before the end of the next working day (see overleaf).***

Where any item is not a free retest item -

***Defects listed above qualify this vehicle for a partial retest within the next 10 working days if left at or re-presented and retested at the same testing station (see overleaf).***

**Note:** In all cases any testable items which were advised on at the time of the initial test, must be inspected in case of further deterioration. If during any retest it is clear that an additional defect is present which would mean the issue of a test certificate is not justified, a VT30 must be issued.

### Item 4 MOT Inspection Manuals & Testing Guide

As these documents are now held electronically on the VTS Device VOSA will not be issuing temporary pages with the above retest changes as was previously the custom. The electronic documents will be updated as changes take place and it is advisable for you to print off the amended pages (available from 11 September) and insert them in the appropriate folder. In future paper copies of these documents will only be updated periodically.

## Item 5 Booking of Refresher Training Courses (Classes III, IV & VII)

Special Notice 3-2006 reminded Authorised Examiners and Nominated Testers that a refresher training course could be booked on-line and advised that system warning messages would be sent by MOT Comp both 6 months and 1 month before refresher training must be completed. Please refer to section 10.L1 **electronic** VTS Device User Guide (**this may be found by pressing key F5 at the top of the keyboard then selecting Appendix 10>Contents>Next Page>Next Page>L1**) for full instructions on how to book a free refresher course.

However, the reminder period for some NTs who are approaching mandatory refresher training will have passed when the software to send these advisory messages is released in September 2006. Training Services will continue to make the refresher course bookings for those NTs but the confirmation notice of the booking will now appear as a message in the NT's inbox. This service will continue for a few months to ensure a smooth transition to self-booking only.

It is important that NTs check regularly for messages or they may accidentally miss out on a course booking made on their behalf.

If you have any concerns about when you last attended a MOT refresher course or have not received a course booking message, please refer to your User Personnel Information report (**see VTS Device User Guide 10.Q2**) for details of your current training status.

**Note:** An example of a user Personnel Information report can be viewed on page 6 of section 10.Q1.

## Item 6 Reading messages on the VTS device

Testers should be aware that it is extremely important to regularly check for new messages in their inbox and ensure they are read. Messages give important information on various subjects including booking information for training and the issue of new Special Notices.

When you receive a new message an envelope icon appears on the bottom left hand side of the MOT Computerisation status bar. Please refer to section 10.D2 of the VTS User Guide for full instruction on how to access your messages.

***You must check your messages regularly to ensure you do not miss any important information or warnings as messages will disappear from your mail box after a period of time***



Alan Wilson

Head of Private Vehicles Scheme Management

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**All Nominated Testers must acknowledge via the VTS Device (from 01 September) confirming that they have read and understood the contents of this Special Notice relevant to NTs for the classes they test. AEs must keep a paper copy of this SN on their records. AEs should record, in the space below, the date of receipt of the "Fees and Appeals" poster and retest leaflets sent with the paper copy of this Special Notice.**

Date received:

Signature: