

MOT SPECIAL NOTICE



Vehicle & Operator Services Agency

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All Authorised Examiners and Designated Councils in Classes :

All Classes

The last Special Notice issued was

7- 2005 All Classes

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Item 1 MOT Seminars

Enclosed is information regarding the 2006 MOT Seminars. We hope you will find these seminars informative and that they will increase your understanding of the MOT Scheme. *If you would like more information, or to book a place, contact the Credit Card Hotline on 0117 954 3444.*

Alex Fiddes
Programme Director MoT 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 2 New Calibration Procedure

Premier Diagnostics produce the DS2 Diesel Smoke Meter (DSM). After an extensive 12 month trial a new method of calibration has been accepted by VOSA. This has a calibration conducted electronically and not by traditional reference filters. Due to this change the Calibration Certificate has now changed. The UKAS logo has been removed from the certificate and the **ISO number ISO/IEC17025** has been added. These certificates should be accepted as a formal calibration certificate for all DS2 DSM from this date.

Item 3 Requirement for access to data sources

For 2006 the requirement for VTSs to have access to the latest brake charts and data to support checking of ABS are no longer required, as set out in MOT Guide 5th Edition Appendix 2 item 4.

The information used to support MOT testing will be available via MOT Computerisation.

Item 4 Seriously Damaged Marker

This instruction applies to **all** computerised sites.

The new VT40/VT40M MOT Checklists contain a box in the top right hand corner labelled "Seriously damaged marker (DVLA)".

Please add the following text to the end of section H4 para. 13 in your MOT Testing Guide 6th Edition (A5 size):

"If there is a "Y" in this box it means that the DVLA record for the vehicle indicates that the vehicle has been 'written off' as category A, B or C salvage. In some cases repairs may have been possible but were considered more costly than the value of the vehicle. It is a warning to the NT to take extra care when examining the vehicle structure – the methods of inspection and reasons for rejection are unchanged."

Item 5 MOT Test to be re-timed

Following the roll out of MOT Computerisation, VOSA's Work Measurement Unit has been commissioned to calculate the average time taken by a Nominated Tester to complete an MOT test using the computerised testing process. The results of this study will provide average standard times for each class of MOT test and form the basis of an ongoing programme which will regularly monitor and assess vehicle test times.

The previous work study of the full MOT test was carried out by a team of VOSA work measurement analysts in association with representatives of the relevant Trade Associations in 2000. Since that time there have been a number of changes to the test, not least as a result of MOT Computerisation.

The work study programme will be organised to obtain as much data on the various vehicle classes as possible, and will record all the processes involved in conducting an MOT test - from reception of the vehicle to the completion of the test result data and release of the vehicle to the presenter. The studies will be conducted at Test Stations nominated by VOSA or the Trade Associations and will include a representative sample of rural and urban garages, main dealers, large and small independent garages and 'fast fit' tyre and exhaust centres.

It is proposed that the work measurement team will consist of VOSA engineers working together with trained personnel from the Trade Associations and Siemens Business Systems. The work will be carried out in accordance with British Standard work study practice (BS3138:1992).

The aim is to carry out observations of the test during January and February 2006. Prior to beginning the observations, Testing Stations nominated for the exercise will be provided with details of the standards of service and a code of practice that the work measurement team will follow whilst timing vehicle tests.

Further details of the timing study will be included in the January edition of *Matters of Testing*.

Item 6 Automated Test Lane (ATL) Equipment

Applications for ATL authorisation are now being submitted to Area Offices. Normally if the brake and headlamp testing equipment being installed is undergoing approval, then authorisation to test would be granted in the interim. This is in accordance with Section 'D' A3.2 of the MOT Testing Guide. It has been decided that this concession will not be applicable to ATL equipment and subsequently an ATL will not be authorised until all appropriate approval certificates have been issued.

Where an application is received to fit wheel play detectors to an existing hoist this will only be granted where the manufacturer has issued a written declaration that the hoist is suitable for such an installation.

Item 7 Frequently Asked Questions Wall Chart

Enclosed with this Special Notice is a wall chart which details the most Frequently Asked Questions (FAQ) by testers and some handy tips for using MOT Computerisation. The FAQ is split into four parts, Getting started, Registering vehicle for test, Entering test results and Other issues.

As well as the FAQ, the wall chart gives the telephone numbers for the VOSA Service Desk and Enquiry Unit and explains what advice they can provide. In the first instance please check this FAQ and the guides for the answer to your question before telephoning these call centres.

Item 8 Changes to MOT Computerisation Rollout

As part of the continual improvements and feed back from the initial stages of Rolling out of MOT Computerisation some additional changes have been made to assist a smoother implementation at your testing station. The main changes to the process are additional practical elements to the training and the scheduling of the install and training events. This information is in addition to previous Special Notices on MOT Computerisation.

To help ensure you are ready for MOT Computerisation please use the 'Be Prepared' Poster supplied with Special Notice 3 -2005 to help check that you and your site are ready to be rolled out to use MOT Computerisation. The time line at the top of the poster has changed and these changes are listed below.

Welcome Pack documents.

All the Welcome Packs have been dispatched so you should have received yours by now. The Welcome Pack contains the following:

- Covering Letter
- Pre-Printed Smart Card Application Form(s).
- Blank Smart Card Application Form
- Roles & Functions Document
- Training Video

Please familiarise yourself with the content. It is important that you return smartcard forms for all users of MOT Computerisation at your site. The Roles & Functions paper will help you understand who will require Smart Cards. If smart card forms for mandatory roles have not been returned it will affect your ability to carry out MOT tests.

Scheduling of Install and Training visits

Scheduling of Visits

Where possible, your Installation and Training Visits will be offered at a date that is convenient to your site requirements. However, this will be up to a maximum of 3 weeks in advance for an installation visit and 5 weeks for the Training/Activation visit.

Note, If you cancel a visit less than 2 weeks before the due date you will be charged for the rescheduled visit.

Installation Visit

Where possible, SBS will agree a mutually acceptable date for your installation of the VTS device up to three weeks from the time you are contacted for scheduling. It is important that your site has been prepared and ready for this visit. Please use the Poster 'Be Prepared' with SN 3 - 2005 to ensure you are ready. If your site fails the visit because the site is not ready you will be charged for a revisit.

Training Visit

Where possible, SBS will agree a mutually acceptable date for your training visit up to five weeks from the time you are contacted for scheduling. The training visit has been extended and now takes a full day in order to accommodate some practical elements. This allows Nominated Testers to practice using the computerised system while the trainer is available on-site to offer further support.

Please note

It is important that you complete and return all forms promptly. You must also accept and attend installation and training dates within the agreed appointment times listed above. Failure to do so can result in your Authorisation to carry out MOT testing being withdrawn.

Item 9 Removal of Contingency Certificates left at VTSs

In the early stages of Rollout, (18th of April – end of October 2005) old style MOT Certificates were left at VTSs. These will now be removed from active sites. If you have contingency certificates your local Vehicle Examiner will be visiting your site to collect these so any credit owing to you can be made.

Item 10 Adjustment of Temporarily Allocated Test Slots

To assist the smooth implementation of MOT Computerisation at activation visits all sites have been temporarily allocated 20 test slots.

If you have contingency certificates these slots will be adjusted following the visit by the VE. If you are activated on or after the 1st November 2005 once you have been activated you will be contacted by VOSA notifying that your account will be adjusted.

Item 11 MOT Computerisation – Escalation Procedures

If VTSs are experiencing problems with the service, need to report faulty equipment or obtain a progress report on an existing fault they should contact the Service Desk on **0845 071 1973**. In the event that the response provided by the Service Desk is unsatisfactory VTSs should contact their local VOSA Area Office.