A Guide to the Authorisation of Designated Stations for the Testing and Approval of Transport Equipment for the International Carriage of Perishable Goods (ATP)

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This document is produced to give some background as to the application for authorisation of a Designated Station.
1. Application for authorisation to operate a Designated Station

1.1 Applications for approval should be made in writing on form ATP 1 to:

Roadworthiness Policy
Roadworthiness and Testing Policy Group
1st Floor
Berkeley House
Croydon Street
Bristol
BS5 0DA

1.2 Following the receipt of a ATF Designated Station application form (ATP1), and subject to its correct completion, the DVSA ATP Assessment Team will contact the nominated person within 5 working days, to discuss the details of the application. The application will include the furnishing of the applicants Quality Manual and possible supporting documents. These documents will be reviewed by the DVSA assessment team. Subsequently a site meeting will be arranged for the team to carry out an assessment of the Designated Station from which the key activities are performed and where relevant, must perform witnessing at other selected locations where the Approval of Type testing is conducted.

1.3 Requirements of application are specified on application form ATP1. The requirements are broadly covered below:

- General features of the Designated Station
- General information of its business
- Statement of competency
- Description of the services it is required to be authorised for.
- A relevant Quality Manual

1.4 Authorisation will only be given after a successful assessment as defined at 3 below.

2. Conditions of Approval

2.1 Applicants must be able to show compliance with ISO 9001 (or ISO 17025 or ISO 17020) in their application for Designated Station status for the testing and approval of refrigerated transport equipment to the requirements of the 'Agreement'.

2.2 Any reference to the 'Agreement' refers to ‘The Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be Used for such Carriage (ATP) Geneva 1 September 1970’ as amended.

2.3 Compliance to ISO requirements broadly covers:

- Fully developed and implemented Quality Management System
- Records control
- Application process
- Testing and Approval processes
- Technical standards
- Post test process
• Accountable Document security and issue
• Equipment care
• Equipment calibration
• Staff competency
• Appeals process

2.4 Designated Stations will be assessed by DVSA for ISO Compliance every 3 years.

2.5 Designated Stations will be subject to a surveillance (health check) audit annually by DVSA to ensure the ATP scheme continues to be run in accordance with Designated Station requirements. (See ATP Assessment Procedure para.10)

2.6 The Designated Station will be able to:

a) Carry out the testing and approval in their own premises of refrigerated transport equipment to the requirements defined by the Agreement.

b) Supervise the testing of refrigerated transport equipment at other selected locations in order to ensure compliance with the testing standards of the Agreement and to ensure conformity of production.

2.7 The Designated Station will be required to sign and abide by the terms of the agreement 'Memorandum of Agreement between The Designated Station (Specify) and the Department of Transport as represented by DVSA'. Details of this Memorandum can be found at Annex 1.

3. Assessment of skills of the Designated Station

3.1 The skills to carry out testing and approval to the requirements (specified for ATP by the Agreement) shall be demonstrated by an assessment report established by the competent authority (DVSA). This may include a certificate of accreditation issued by an accredited body.

3.2 The assessment referred to in 2.1 above shall be conducted in a the manner laid out in the document 'Procedure for the Assessment of Designated Stations'

3.3 Approval will be granted on successful completion of the assessment, and a Certificate of Approval issued. The assessment report shall be reviewed after a maximum period of 3 years.

3.4 The Designated Station shall prove compliance through documentary evidence.

3.5 The assessment shall be carried out by DVSA auditors who are independent of the applicant being assessed.

4. Suspension/Withdrawal of Approval

4.1 DVSA as the competent authority may suspend or withdraw approval of the Designated Station if, during reassessment or surveillance, nonconformities are identified and not rectified within the agreed timeframe for rectification or are not deemed to be sufficient. (See ATP Assessment Procedure section 10).
Annex 1

Memorandum of Agreement between the Designated Station (specify) and the Department for Transport as represented by DVSA

Introduction

1. This Memorandum defines the relationship between The Designated Station (specify) and the Department for Transport (DfT) for the operation of the ATP inspection and certification scheme. The Memorandum sets out the scheme’s operation and the respective roles of The Designated Station (specify), DfT and the Driver and Vehicle Standards Agency (DVSA). Whenever appropriate, performance standards are included in this Memorandum, to ensure clear lines of accountability.

Definition

2. The Secretary of State for DfT is the “Competent Authority” under the UN Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP).

Statutory Functions

3. The Secretary of State shall designate, subject to appropriate conditions, the The Designated Station (specify) at (specify) as a designated station under section 2(3) of the International Carriage of Perishable Foodstuffs Act 1976 (the Act). The Centre shall be described for the purposes of ATP as the Designated Station. The role of The Designated Station will be to operate the ATP scheme on behalf of the Secretary of State.

4. The Driver and Vehicle Standards Agency will monitor the work of The Designated Station (specify) on behalf of the Secretary of State. On behalf of the Secretary of State, DVSA will also:

- designate premises as designated stations under the Act, where necessary, (acting upon recommendations from The Designated Station (specify))
- authorise Certifying Officers and Qualified Persons for the purposes of the Act and Regulations made under it.

5. Certifying Officers and Qualified Persons in the employment of The Designated Station (specify), whilst acting under the authorisation, shall carry out the duties and exercise the powers ascribed to such Officers and Persons by the Act and Regulations made under it. In particular they shall:

- conduct tests of road vehicles and containers at any designated station in accordance with the Regulations when so required by the owners or operators of these vehicles: The Designated Station (specify) will give at least three working days notice of any revision to any appointment;
- conduct examinations of road vehicles or containers at places considered suitable by the personnel concerned, provided sufficient notice is given and suitable facilities are made available by the owners or operators of these vehicles;
• in the case of Certifying Officers, issue certificates and plates for vehicles or containers which have passed tests or examinations and where necessary, cancel certificates of compliance or plates. The turnaround time for the issue of certificates will be 5 working days upon receipt of the documents and fees required;

• in the case of a Qualified Person, following a test or examination, they shall issue to the customer a statement or notice. In the case of an examination, if appropriate, the notice shall state the reasons for the refusal and that the certificate will not be issued until the repairs specified by the Qualified Person have been carried out. In the case of a test, if appropriate, the notice shall specify the ways in which the equipment does not comply with the Regulations. Tests or examinations may be carried out by an individual working under the direction of a Qualified Person;

• in the case of a ‘type vehicle or container’ submitted for testing under section 4 of the Act, ensure that the test is conducted by a Qualified Person in a premises designated for the purpose and make a recommendation to DVSA (on behalf of the Secretary of State) whether a type certificate should be issued or refused. The Designated Station (specify) will aim to make the recommendation within 5 working days following the satisfactory completion of the test. Special arrangements apply in the case of operational requirements.

6. Fees for tests, examinations and certificates shall be charged in accordance with the Regulations. Default of payment will be the responsibility of The Designated Station (specify).

7. The Designated Station (specify) will adhere to the agreed Appeals Process.

Other Functions

7. The Designated Station (specify) will also:

• purchase blank forms for certificates from DVSA (on behalf of the Secretary of State) and not use any other form of certificate; the purchase price of blank forms shall be specified by DfT;

• keep records and submit returns of all tests and examinations undertaken and of certificates and refusal notices issued, in accordance with arrangements specified by DfT;

• recover travelling and subsistence expenses incurred in conducting tests and examinations from the applicant following agreement between themselves and the applicant. DfT will incur no liability for default of payment;

• inspect premises for their suitability as a designated station and will advise DVSA (on behalf of the Secretary of State), whether the application for designation should be accepted or refused. The Designated Station (specify) will recover all its expenses from the applicant;

• attend an annual meeting with DfT and DVSA to review the activities under the scheme during the preceding year. The meeting will include a review of the financial aspects of the scheme, taking into account CRT’s targets in that respect;

• attend other meetings (if required), as agreed with DfT and DVSA, in support of the UK policy position in respect of the scheme;
provide access to information in respect of the scheme to operators and manufacturers through the Internet and in hard copy.

**Termination**

8. This Agreement shall be terminable by either side;

   a) with respect to the examination of vehicles in service, at one year’s notice and;
   b) in all other respects, at two years notice.

For and on behalf of:

The Designated Station (specify) ________________________________ date________________

The Department for Transport ________________________________ date________________