



## APPROVED TACHOGRAPH CENTRE SPECIAL NOTICE SN 1-2014

Issued July 2014

Designated Managers (DMs) must read and understand the content of this Special Notice (SN) and sign to that effect in the box below.

DMs must also ensure all Nominated Technicians (NTs) are issued with this Special Notice, read and understand its contents and sign to confirm they have read and understood its contents.

DMs are required to keep the signed Special Notices in the rear of the Approved Tachograph Centre Manual which should always be available for reference.

All NTs must sign in the boxes below to confirm that they have read and understood the contents of this Special Notice.

These Special Notices may be requested by VOSA staff for inspection during routine visits.

DM	NT	NT	NT
NT	NT	NT	NT
NT	NT	NT	NT

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To all Designated Managers and Nominated Technicians in Analogue and Digital approved centres.

The last Special Notice was: 1-2013

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### **Item 1: Storage of Tachograph Parameters in the Tachograph memory.**

A vehicle was recently prohibited for an invalid calibration as the “I” factor was not recorded in the vehicle tachograph parameters as required by Regulation. The “I” factor was recorded as 0 against the vehicle tyre effective circumference parameters within the tachograph. The “I” factor was however correctly printed on both the calibration certificate and plaque generated post calibration. Section 10.4.7.10 of the ATCM requires technicians to produce a technical print out and verify that all parameters have been completed correctly and stored within the tachograph memory. This must include the “I” factor 'as required by Commission Regulation (EC) No 1360/2002 (Annex 1B)'

Failure to ensure that all of the parameters have been calculated and stored in accordance with the Regulations will be deemed a serious non compliance which may lead to disciplinary action being taken against both the Nominated Technician and Approved Tachograph Centre.

### **Item 2: Changes to the Approved Tachograph Centre Manual**

DVSA are currently reviewing the content of the ATCM to ensure it is relevant to today’s Tachograph Calibration Scheme. If you have any comments or observations you would like us to consider please submit them by email to [clive.taylor@vosa.gsi.gov.uk](mailto:clive.taylor@vosa.gsi.gov.uk) or in writing to Clive Taylor, DVSA, Berkeley House, Croydon Street, Bristol, BS5 0DA

**Item 3: GV209 and GV 213 Check**

Can all Designated Managers please check your centres GV209 and GV 213 to ensure the content is accurate and reflects the Approved Tachograph Centers current status. If there are changes required can they please inform Tachosection@vosa.gov.uk with immediate effect ensuring that the Tachograph Centre number is included in the subject line which will greatly improve processing time.

**Item 4: Training Certificates**

All Designated Managers are reminded that they are required to update tachosection with a copy of any new training certificates issued to their Nominated Testers. This can be done by either by either email or fax.

Issued by  
*Clive Taylor*  
Tachograph Calibration Scheme